

TOWN OF WESTMINSTER
PLANNING COMMISSION MEETING
October 11, 2016

Members Present: Chris Vincent-Chair, Matt Conklin, John Barnett and Kathy Kingston
Absent Members: Randy Major and Kevin Hughes
Others Present: Russell Hodgkins (Town Manager / Planning & Zoning Administrator)

1. **CALL TO ORDER:** Chris Vincent (Chair) called the meeting to order at 7:02 p.m.
2. **ADJUSTMENTS TO AGENDA:** None
3. **ACCEPTANCE OF MINUTES:** Matt Conklin moved to accept the minutes as printed. Chris Vincent seconded the motion. Motion passed.
4. **COMMUNICATIONS AND PUBLIC COMMENT:** None
5. **UNFINISHED BUSINESS (Discussion / Action):**

a): Review & Discuss Article XIV: Ridgeline Protection Overlay District

Discussion from the PC described how well written this section is for the most part. A few minor corrections were discussed and made such as in Section 1450 – *Review Process*, a cut and paste must have been done because it referenced the “Water Source Protection” Bylaw instead of the Ridgeline Protection Overlay District. The correction was made and this section was completed.

Other minor changes were made to correct conformity throughout the new document.

b): Definitions:

The Zoning Administrator explained that he was able to do a *find and search* throughout the existing document and verify all the definitions that were needed. He went on to explain that there are approximately 20 definitions that were not found in the document, so he expressed his opinion that these definitions be removed. As the Commission went through the Section, these definitions were in deed removed with discussion on each. The ZA also handed out a sheet that had 5 new definitions of existing words or phrases that needed clarification to modify their meaning with the new document.

Other minor changes were made to the Section to correct conformity throughout the new document.

As the last definition was read and revised, Chris Vincent asked what is next with this newly created document. The ZA explained that the corrections and deletions would be compiled and placed into a new revised document and the Planning Commission, the DRB, and Legal Counsel (Larry Slason) will all get a copy for their final review. At that point Public Hearings will be set and the Selectboard will have a chance to weigh in and adopt the new Zoning Bylaws.

6. NEW BUSINESS (Discussion / Action):

a) Act 250 Business: Russ Hodgkins stated that the solar array at Kurn Hattin Homes owned by Whitney Blake, created a tax credit that was not recognized by the State of Vermont and in the next couple of days will have this verified by the Tax Department of the State of Vermont. The difference in tax revenue will be justly needed to cover the “education tax” that the Town has on its Grand List for this added assessment.

b) PSB Business: No new information was available at this time.

7. OTHER BUSINESS:

Russ Hodgkins informed the Commission that they have an opportunity to go to a “Fall Planning & Zoning Forum”. The date is November 2nd and if any member is wanting to go, please notify the Zoning office ASAP to register. He also noted that Kevin Hughes is already signed up and would like company. The ZA is out of Town that week.

Kathy Kingston asked for clarification of two items that were in the minutes of the last meeting. She missed this meeting and asked questions about what meant by Section 1232 – Prohibited Uses and Section 1354 Tower height of 20 feet. The ZA was able to clarify what was discussed and decided upon.

8. DATE OF NEXT REGULAR MEETING: November 14, 2016 at 7:00 P.M.

9. ADJOURNMENT: Kathy Kingston made a motion to adjourn at 8:46 PM. John Barnett seconded the motion. The motion passed and the Chair declared the meeting adjourned.

Signature of Clerk

Date

Prepared by: Russell R. Hodgkins - ZA