

**TOWN OF WESTMINSTER
DEVELOPMENT REVIEW BOARD MEETING
October 3, 2016**

Members Present: Chris Potter, (Chair), Kyle Skrocki (Vice Chair), Eric Anderson, Cathy Mullins (Clerk) and Kevin Hughes

Others Present: Russ Hodgkins (ZA)

Interested Parties: Jason Brown – Builder and Owners Rep.

1. **CALL TO ORDER:** Chris Potter called the meeting to order 7:00 PM in the Westminster Town Hall and welcomed everyone. Chris advised the Applicant that the decision of this application would happen in Deliberative Session and the results could be obtained earlier by calling the ZA.
2. **ADJUSTMENTS TO AGENDA:** None
3. **MINUTES:** Chris Potter asked whether there were any changes to be made to the September 6, 2016 meeting minutes. Hearing none, he made the motion to accept the minutes as printed. Kyle Skrocki seconded and the motion passed with Kevin Hughes abstaining from the vote because this was his first meeting.

Ex Parte Communications: Chris Potter asked the Board if any member needed to recuse themselves from the application (#17-06). Hearing nothing, he proceeded to the application.

Interested Parties: All interested parties that signed in agreed to affirm that the evidence they give in the cause under consideration shall be the whole truth and nothing but the truth under the pains and penalties of perjury. Any comments from the public should be directed to the DRB. If the person before you has spoken to something that you were going to speak to please try not to repeat the same information. Everyone will have any opportunity to speak during the meeting.

Deliberative Session: The DRB members had previously agreed to make their decisions in Deliberative Session, if needed, following the public hearing on the application. It will be scheduled at the end of the Development Review Hearing.

4. **COMMUNICATIONS AND PUBLIC COMMENT:** Chris Potter welcomed the new member Kevin Hughes to the Board.
5. **NEW BUSINESS DEVELOPMENT REVIEW:** *DRB Member Chris Potter*

Application: #17-06

Jason Brown, the Applicants builder gave testimony for the “new addition” for the property located on 3759 US Route 5 in the Historic Village. The application will be reviewed under: **Section 311 Site Plan Review; Section 442.3 Village District; and Article IX Historic Preservation Overlay District** of the 2014 Interim Zoning Bylaws.

Testimony: Chris Potter opened the public hearing at 7:10 PM. He asked Jason Brown to give a brief explanation of the permit and why it was in front of the DRB at this time. Jason explained that Fran Walsh was looking to add a three season porch to the north side of the existing house. They acknowledged that the house is in the Historic Village but explained that the house is of a modern look and has been maintained over the past years with the most modern materials and practices to lessen the burden of maintenance. He went on to ensure the Board that he would do his best in keeping with the historic look of the original portion of the house through design and installation.

Chris Potter thanked Jason and went on to the Sections and Articles of the Bylaws that applied to this permit. As the Board progressed through the Bylaws, questions were asked of Jason Brown and they received answers pertaining to the proposed construction. Kyle Skrocki asked the ZA if there has been any questions or concerns from the neighbors about this project. The ZA explained that there had been no public comments to date about this proposed addition. Upon finishing the Sections and Articles as they pertained to the application, the Board moved on to the Historic Review Board's (HRB) letter of recommendation. They read and discussed the four outlined recommendations and the conclusion of the letter. Further discussion with Jason Brown came about from the letter from the HRB determining the roof pitch, foundation style and the proposed trim work.

Chris Potter, hearing no other comments or questions, declared the hearing closed at 7:30 PM. and explained to Jason Brown that they will have a decision for him by tomorrow and if he wanted to call the ZA he would get this information to start planning.

6. UNFINISHED BUSINESS:

- a.) *Comments/recommendations Article IX Historical Preservation Overlay District:* The ZA asked for the Boards comments on the three Articles tabled from the last meeting and was told that they had no changes at this time. The ZA explained that there was going to be another opportunity to comment when the Bylaws were completed.
- b.) *Article X Agricultural Land Overlay District:* No comments.
- c.) *Article XI Flood Hazard Overlay District:* No comments.

7. OTHER BUSINESS: The ZA read an invitation to the Board for a Party for the Aging put on by Westminster Cares for 90 year olds or more in Town on Nov. 6th.

8. Date of Next Meeting: The next meeting will be Monday, November 7, 2016 at 7:00 pm.

Recess to Deliberative Session: There was a consensus of the DRB members to enter into Deliberative Session at 7:40 p.m.

Deliberative Session report taken by Russ Hodgkins: Upon coming out of Deliberative session at 7:55 PM: Cathy Mullins made a motion to accept the "New Addition" in the Historic Village application # 17-06 with the following conditions:

1. The Builder explained that the foundation was going to be piers but with stone walls from ground to deck all around hiding the space under the new porch and the Board will hold them to that fact and not go with the recommendation from the HRB to place lattice around it.
2. The outside finishes will need to match the existing older portion of the house by matching the corner trim boards and eave trims. This was also recommended by the HRB.
3. The Builder explained that the new roof needed to be metal because the slope wasn't enough to support shingles or slate and the snow load falling on it from the upper roofs would be a huge concern for longevity. The DRB agreed with this information and will insist it be black in color to match the existing metal roof on the back section of the house.
4. The DRB will not place a condition for landscaping because of the historic stone work at the foundation.

Chris Potter seconded the motion with the conditions stated and the motion passed. No further information was discussed.

9. Adjournment: Eric Anderson made a motion to adjourn, Kyle Skrocki seconded. The motion passed and the meeting was adjourned at 8:02 PM.

Signature of Clerk

Date

Prepared by: Russell Hodgkins – ZA in the absence of the recording clerk
(Note: These are unapproved minutes. Corrections, if necessary, will be found in the minutes of the next DRB meeting.)