

**TOWN OF WESTMINSTER
PLANNING COMMISSION MEETING
NOVEMBER 10, 2014**

Members Present: John Medeiros (Chair), Chris Vincent (Vice-Chair); John Barnett (Clerk);
Matt Conklin, Kathy Kingston

Others Present: Russell Hodgkins (Town Manager / Planning Administrator)

CALL TO ORDER: Medeiros called this Planning Commission meeting to order at 7:05 PM in the Westminster Town Hall. He noted that regular member, Randy Major, was not present. Meetings are tape recorded therefore anyone wishing to speak needs to identify themselves for the record.

ADJUSTMENTS TO AGENDA: Medeiros advised that he wants to make a comment when they get to the Minutes to be sure that everyone is using the same draft.

ACCEPTANCE OF MINUTES: October 20 and October 27, 2014:

October 20, 2014: Medeiros noted that at the last meeting they were looking at implementation. For clarification they are in the midst of a transition from Draft #4 to Draft #5.

Conklin / Vincent moved to approve the Minutes of the October 20, 2014, meeting, as printed. The Minutes were approved by a 5-0-0 vote (approved, abstained, opposed) vote.

October 27, 2014: Kingston, Barnett moved to approve the Minutes of the October 27, 2014, meeting, as printed. The Minutes were approved by a 5-0-0 vote.

Medeiros mentioned that his order of listing the implementers may vary from those in the Minutes.

COMMUNICATIONS AND PUBLIC COMMENT: There was no communication or Public Comment to come before this meeting.

NEW BUSINESS (Discussion / Action):

Act 250 Business, If Any: There was no new Act 250 Business at this meeting.

PSB Business, If Any: Hodgkins reported that there is a hydro project being reviewed by the Public Service Board at the Basin Farm. Tomorrow he is meeting with the person involved in the project and he anticipates being able to provide more information at the next meeting.

Brief Report On The Fall Planning and Zoning Forum: Medeiros advised that the Planning and Zoning Forum was very interesting. There was discussion about agricultural practices. If the Town feels the farmers are not doing acceptable practices then the farmers have the opportunity to meet with the appropriate board to explain what they are doing. They received six pages on enforcement. If a condition is not included in a Permit and recorded it cannot be enforced at a later date. (A copy was distributed). He received a folder from the Vermont League of Cities and Towns on a new (MAC) program.

UNFINISHED BUSINESS (Discussion / Action):

Continuation of Implementation Element: Medeiros discussed the existing Town Plan that was adopted in 2007 and re-adopted in 2012. It did not include anything about implementation. Between 2012 and 2013 the Planning Commission made changes after receiving the Planning Grant. As mentioned in the Minutes of the PC meeting of October 20, 2014, legal counsel has been adamant about the corrections, additions and deletions being very clear. Barnett pointed out that this will be a difficult task. Medeiros has been working on this and will continue to do so; there will be a written record of what

was changed. The new Town Plan will show the elements. Vincent pointed out that it will be a legal paper trail. There was a consensus to put the implementation in parenthesis rather than creating a chart.

Page 39 – Agriculture Recommendations:

- No. 1 – (Planning Commission, Development Review Board, Zoning Administrator)
- No. 2 – (Planning Commission, Development Review Board, Zoning Administrator)
- No. 3 – (Planning Commission, Development Review Board, Zoning Administrator)
- No. 4 – (Selectboard, Town Manager, Public Funds Committee)
- No. 5 – (School Board)
- No. 6 – (Town Manager, Selectboard)
- No. 7 – (Planning Commission, Selectboard, Development Review Board, Zoning Administrator)
- No. 8 – (Planning Commission, Development Review Board, Zoning Administrator)
- No. 9 – (Zoning Administrator)

Page 41 – Forest Lands Recommendations:

- No. 1 – (Selectboard, Town Manager, Conservation Commission)
- No. 2 – (Selectboard, Planning Commission)
- No. 3 – (Selectboard, Town Manager)
- No. 4 – (Selectboard, Town Manager)
- No. 5 – (Conservation Commission, Selectboard)
- No. 6 – (Planning Commission, Selectboard, Development Review Board)
- No. 7 – (Planning Commission, Zoning Administrator)
- No. 8 – (Zoning Administrator)

Page 43 – Earth and Mineral Resources Recommendations:

- No. 1 – (Planning Commission, Development Review Board, Zoning Administrator)
- No. 2 – (Planning Commission, Development Review Board, Zoning Administrator)
- No. 3 – (Planning Commission, Development Review Board, Zoning Administrator)
- No. 4 – (Development Review Board)
- No. 5 – (Planning Commission, Development Review Board, Zoning Administrator)
- No. 6 – (Zoning Administrator)
- No. 7 – (Development Review Board)

Page 44 – Recreation Areas Recommendations:

- No. 1 – (Selectboard, Town Manager)
- No. 2 – (Conservation Commission, Town Manager)
- No. 3 – (Planning Commission, Development Review Board)
- No. 4 – (Planning Commission)
- No. 5 – (Planning Commission)

Page 46 – Historic and Cultural Resources Recommendations:

- No. 1 – (Town Manager, Westminster Historical Society)
- No. 2 – (Zoning Administrator)
- No. 3 – (Zoning Administrator)
- No. 4 – (Zoning Administrator, Town Manager)
- No. 5 – (Westminster Historical Society, Town Manager)

Page 50 – Energy Recommendations:

- No. 1 – (Town Manager)

- No. 2 – (Zoning Administrator, Town Manager)
- No. 3 – (Town Manager, Highway Department)
- No. 4 – (Zoning Administrator, Development Review Board)
- No. 5 – (Zoning Administrator)
- No. 6 – (School Board)
- No. 7 – (Planning Commission, Development Review Board)
- No. 8 – (Zoning Administrator)
- No. 9 – (Zoning Administrator)
- No. 10 – (Zoning Administrator)
- No. 11 – (Planning Commission, Zoning Administrator, Development Review Board)
- No. 12 – (Planning Commission, Development Review Board)
- No. 13 – (Town Manager)
- No. 14 – (Selectboard)

Page 53 – Housing Recommendations

- No. 1 – (Selectboard, Town Manager)
- No. 2 – (Selectboard, Town Manager, Revolving Loan Fund)
- No. 3 – (Planning Commission, Development Review Board)

Page 55 – Economic Development Recommendations:

- No. 1 – (Development Review Board, Zoning Administrator, Planning Commission)
- No. 2 – (Development Review Board, Zoning Administrator)
- No. 3 – (Planning Commission)
- No. 4 – (Planning Commission)
- No. 5 – (Planning Commission)
- No. 6 – Planning Commission, Selectboard)

No. 59 – Land Use Recommendations:

- No. 1 – (Planning Commission, Development Review Board, Zoning Administrator)
- No. 2 – (Development Review Board)
- No. 3 – (Development Review Board, Planning Commission)
- No. 4 – (Planning Commission, Development Review Board)
- No. 5 – (Planning Commission)
- No. 6 – (Planning Commission, Selectboard)

Statement On Projects Implemented Since Last Plan:

Medeiros asked the PC members if they have any additional information on projects since the last plan to let him know so they can be added.

Discuss Recommendations (09/13) From John Bennett, Windham Regional Commission:

Medeiros will look at the recommendations from Bennett but he believes the PC has complied with all of them. There was discussion relative to Westminster coordinating their Town Report with the other towns of Rockingham, Putney, Athens, Brookline, etc. Vincent pointed out that the Dummerston Town Plan is well written. Most Town Plans can be found on the web sites for a review; the Westminster Town Plan should be in sync with others. Barnett agreed to review the Town Plans for Putney and Rockingham; Vincent will do Athens and Brookline. Kingston advised that there needs to be a section on flood resiliency; it needs to be in the Town Plan to be approved. She will check with Bennett. Hodgkins will have copies of the Windham Regional Plan, recently adopted, available at the next meeting.

Map(s) Work – Proposed Land Use Plan: Medeiros displayed maps that the PC members will be working on at the next meeting for the Land Use Plan. Hodgkins reminded the PC members of the request from the Bazin Farm to change the zoning for a small portion of the farm.

Discuss Anticipated By-Law Recommendations (2015) Intended To Support The Work of the DRB: The PC members will begin work on the By-laws following completion of the Town Plan.

Date of Next Regular Meeting: December 8, 2014 - (Time Issue: 7:00 PM or Earlier?): The PC members agreed that their PC meetings will continue to begin at 7:00 PM.

OTHER BUSINESS: There was no Other Business to come before this meeting.

ADJOURNMENT: Kingston / Vincent moved to adjourn this meeting. The motion was approved by a 5-0-0 vote at 8:56 PM.

Signature of Clerk

Date

Prepared by: Regina Borden, Recording Secretary

(Note: These are unapproved Minutes. Corrections, if necessary, will be found in the Minutes of the December 8, 2014, Planning Commission meeting.)