

**TOWN OF WESTMINSTER
PLANNING COMMISSION MEETING
December 12, 2016**

Members Present: Chris Vincent (Chair); Kathy Kingston (Vice-Chair); John Barnett (Clerk);
Matt Conklin; Randy Major, Kevin Hughes

Others Present: Russell Hodgkins (Town Manager / Planning & Zoning Administrator); Karen
Astley (Recording Clerk)

1. **CALL TO ORDER:** Chris Vincent (Chair) called the meeting to order at 7:03 p.m.
2. **ADJUSTMENTS TO AGENDA:** None
3. **ACCEPTANCE OF MINUTES:** Unfinished Business; Item 5 a): Final Revised Zoning Bylaws; third sentence should read: Russ stated legal counsel “**and**” Windham Regional Commission will get “**copies**” once PC and DRB have signed off on final version. **John Barnett made a motion to accept the minutes as amended. Chris Vincent seconded the motion. Motion passed.**

4. **COMMUNICATIONS AND PUBLIC COMMENT:** None

5. **UNFINISHED BUSINESS (Discussion / Action):**

a). **Final Revised Zoning Bylaws:** Russ Hodgkins informed the Planning Commission that all parties had copies of the Draft Zoning Bylaws. The only comment thus far was to add a blank page opposite the cover. Comments from the Commission consisted of formatting and that each new section start on the right side. Formatting changes included removing bolding from section letters, minor grammatical changes, proper use of semi-colons and defining acronyms such as FIRM (Flood Insurance Rate Map) and making sure they are easy to locate in the definitions. The Planning Commission added definitions for “ethical policy” or reference where this can be found. Lining up sentences was noticeable throughout the document.

John Barnett asked whether or not Russ Hodgkins had heard from legal counsel on getting clarification for the following sentence which is throughout the document. “The process by which an Applicant asserts deemed approval is an appeal filed according to Section 216 of these Bylaws”. Russ Hodgkins will follow up with legal counsel for clarification. John Barnett stated that “asserts deemed approval” is NOT an appeal.

John Barnett made a motion to accept the Draft Zoning Bylaws as amended. Kevin Hughes seconded the motion. Motion passed.

b). **Review/input for PC yearly Town Report:** Russ Hodgkins will email the Planning Commission the report Kevin Hughes revised from Chris Vincent. Members will make revisions in red and email back to Russ.

6. **NEW BUSINESS (Discussion / Action):**

a) **Act 250 Business:** None

b) **PSB Business:** None

7. **OTHER BUSINESS (Discussion / Action):**

a). Chris Vincent stated he had read something about solar siting and was curious how this would affect communities. Russ Hodgkins said Windham Regional Commission would be the voice between municipalities and the PSB for siting of new solar array projects in Windham County.

b). Kathy Kingston asked about the WSWMD recycling program and how this would impact the community with municipalities pulling their recycling containers. Russ Hodgkins assured the Planning Commission that Westminster's curbside pickup would not be impacted. He stated Rockingham Recycling would take recycling if people choose to sort recycles. The purpose of the WSWMD containers is all products are sorted, not single streamed.

8. DATE OF NEXT REGULAR MEETING: January 9, 2016 at 6:30 P.M.

9. ADJOURNMENT: John Barnett made a motion to adjourn at 8:43 PM. Kathy Kingston seconded the motion. The motion passed.

Signature of Clerk

Date

Prepared by: Karen M. Astley, Recording Clerk