

**TOWN OF WESTMINSTER
DEVELOPMENT REVIEW BOARD MEETING
DECEMBER 5, 2016**

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

Member(s) Absent: Cathy Mullins (Clerk)

Others Present: Russ Hodgkins (ZA); Karen Astley (Recording Secretary); Nancy Dalzell

Interested Parties: Steve Jonas and Julie Messervy

CALL TO ORDER: Chris Potter called this meeting to order at 7:00 PM in the Westminster Town Hall and welcomed everyone. Chris Potter advised that meetings are tape recorded therefore asked anyone that wishes to speak to identify themselves.

ADJUSTMENTS TO AGENDA: No adjustments were made to the agenda.

MINUTES: Chris Potter asked whether there were any changes to be made to the November 7, 2016 meeting minutes. **Chris Potter made a motion to accept the minutes as written. Eric Anderson 2nd the motion. Motion passed.** Russ Hodgkins requested Chris Potter to sign the approved minutes with the absence of Cathy Mullins, Clerk.

Ex Parte Communications: Chris Potter asked the Board if any member needed to recues themselves from the hearing(s). Hearing none, he proceeded.

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 hearings on the applications. It will be scheduled at the end of the Development Review Hearing.

COMMUNICATIONS AND PUBLIC COMMENT: There were none.

DEVELOPMENT REVIEW:

DRB Member Chris Potter

Application: 17-17 Julie Messervy and Steve Jonas, property location 1909 Davidson Hill Road, minor subdivision. Application will be reviewed under Section 311 Site Plan Review; Section 442.5 Rural Residential District; and Article VIII Subdivision of Land (Minor) of the 2014 Interim Zoning Bylaws.

Testimony: Chris Potter opened the hearing for a minor subdivision by reading the legal notice description. He proceeded by having Julie Messervy and Steve Jonas speak on their behalf on their application. Julie Messervy stated why they purchased the property with the house. Their intent is to keep the house and merge the remaining lands with their abutting property. This is to ensure setbacks and to add more land to current use.

Kyle Skrocki asked why the Zoning Administrator, Russ Hodgkins didn't grant a lot line adjustment as this application appeared to be just that, a lot line adjustment. Russ Hodgkins stated the applicant's attorney was clear this was more than a lot line adjustment. Julie Messervy agreed it would have been easier and thought from the start a lot line adjustment would be adequate for what they were doing.

Chris Potter added that a minor subdivision would benefit the applicant long term especially if they decided to sell the house with six acres as that parcel would be separated from the main parcel.

There was no other testimony from the public for the application or any further questions or discussion by the DRB. **Chris Potter closed the hearing at 7:20 p.m.**

UNFINISHED BUSINESS: Russ Hodgkins gave each member a copy of the draft Zoning Bylaws. He requested they review the document in its entirety. If they should have any comments or questions they should note them to be brought up for discussion at the next meeting. Russ stated that once the DRB, Planning Commission, Select Board and legal counsel are finished reviewing them a public hearing can be scheduled.

OTHER BUSINESS: None

Recess to Deliberative Session: There was a consensus of the DRB members to enter into Deliberative Session at 7:20 pm.

Deliberative Session report taken by Russ Hodgkins: The DRB came out of Deliberative Session at 7:43 pm. Upon re-entering the regular meeting, the Board approved the "Minor Subdivision" by Chris Potter making the motion to approve and Kevin Hughes seconded. No further discussion took place and the motion passed unanimously.

Date of Next Meeting: The ZA asked the Board if Tuesday January 3rd, 2017 worked to hold the next meeting because Monday the 2nd is the Town holiday. The Board approved the change and declared the next meeting on Tuesday January 3, 2017. Kyle Skrocki mentioned that he will not be in Town for either date and the Board noted this and will call upon the Alternate if needed.

Adjournment: Eric Anderson made a motion to adjourn the meeting at 7:50 pm. Motion was seconded by Chris Potter. Motion passed.

Signature of Clerk

Date

Prepared by: Karen Astley, Recording Secretary

(Note: These are unapproved minutes. Corrections, if necessary, will be found in the minutes of the next DRB meeting).