

**TOWN OF WESTMINSTER
DEVELOPMENT REVIEW BOARD MEETING
FEBRUARY 1, 2016**

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

Not Present: Phil Savoy

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

Interested Parties: Christian Blake, Chris Moore, Anthony James, Pat Mulligan, Janice Wojcik, Karen Larson, Lindy Larson

CALL TO ORDER: Chris Potter called the meeting to order at 7:02 PM in the Westminster Town Hall and welcomed everyone. A full Board was present except one member. He 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 January 4, 2016 meeting minutes. **Chris Potter made a motion to accept the minutes as written. Eric Anderson 2nd the motion. Motion passed.**

Ex Parte Communications: There were no recusals from the two applications being heard.

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 was none.

DEVELOPMENT REVIEW: *DRB Member Cathy Mullins*

Application: #16-16 Continuation for additional information for expansion of parking lot located off US Route 5 in Historic District. Application will be reviewed under **Section 311 Site Plan Review; Section 442.3 Village District Zone; Article IX Historical Preservation Overlay District** of the 2014 Interim Zoning Bylaws.

Testimony: Russ Hodgkins, Zoning Administrator provided additional testimony on behalf of the Town. Russ presented a revised sketch of the proposed parking lot which shows eighteen spaces. Questions from abutters/interested parties consisted of what type of screening is the Town considering? If the screening should not survive will they be replaced? When will construction begin? Where will the stormwater runoff go? Will there be additional lighting?

Russ answered the questions as follows: Construction will be in the summer time with shurpac and/or gravel being used for parking area. Parking lot will be pitched so that runoff will go to the back towards open field. With the shorter expansion of the parking area, there will be no additional lighting required. The Select Board will decide on type of shrubs and if they don't survive Russ assumes the Select Board would replace them. Screening would not be trees but some sort of evergreen or arborvitae. Abutters can attend Select Board meeting and voice their recommendations for screening.

Questions regarding if the Post Office should get sold due to the purchase of the Barrett property at town meeting, what would go there and how would that affect the abutters? Russ Hodgkins stated that is would not be a town concern.

There was no other testimony from the public for the application or any further questions or discussion by the DRB. **The hearing moved to the next application at 7:16 p.m.**

DEVELOPMENT REVIEW:

DRB Member Chris Potter

Application: #16-20 Continuation for additional information on appeal of a potential Sign Zoning Violation located at 5980 US Route 5. Application will be reviewed under **Section 216 Appeals; Section 442.4 Residential District Zone** of the 2014 Interim Zoning Bylaws. This application will also be reviewed under Town Sign Ordinance dated October 8, 2006.

Testimony: Chris Moore asked whether or not Phil Savoy would be able to vote at a later time as he was at the first meeting. Russ Hodgkins stated that most likely his vote would not determine the outcome. If there were a tie then it could become an issue.

Purpose of this hearing was for additional information. Chris Moore and Anthony James duplicated efforts in getting pictures and measurements of signage within the commercial Route 5 corridor. Several signs were presented as exhibits that gave estimated measurements of signage/structure.

Chris Moore and Anthony James gave testimony with regard to measurements of the James signage. They stressed that the distance from the road is relative to the size of lettering and is appropriate. The signage on the tank is not as obtrusive as some of the other signs on Route 5 presently.

Chris Potter asked the question to Mr. James, if you had to remove any part of the lettering, which part would be acceptable? Mr. James stated he would rather not lose any part, as it would not be uniform and it would cost more money.

There was no other testimony from the public for this application or any further questions or discussion by the DRB. **Chris Potter closed the hearing at 7:30 p.m.**

OTHER BUSINESS: Russ Hodgkins gave the DRB the heads up that an appeal will be coming to them for a home occupation that is creating an alleged noise disturbance in Westminster West. According to Russ Hodgkins he was at the site with both parties and the noise is within the noise ordinance. The appellant is not satisfied with the Zoning Administrators ruling and has an attorney to represent him.

Zoning Bylaws: The DRB reiterated, the bylaws need to be consistent and reader-friendly. Keep the language simple. DRB would like to see Article 5; Site Plan Review, item 8 revised as these sections create confusion through interpretation and questions. DRB asked whether there should be clear examples or questions within sections for people to consider when applying for a permit?

Russ Hodgkins to review Larry Slason’s template to see if it can guide DRB/PC in revising bylaws.

Recess to Deliberative Session: There was a consensus of the DRB members to enter into Deliberative Session at 7:58 pm.

Deliberative Session report taken by Russ Hodgkins: The DRB came out of Deliberative Session at 8:18 pm. Upon re-entering the regular meeting **Eric made a motion to accept the application for the Town and make the new map Exhibit 6 and use this map as the approved application for the proposed parking area extension. Kyle seconded the motion. Motion passed unanimously.**

Chris Potter made a motion on Application 16-20 to have only the lower two sections of letting remain which are still over the size restraints of the Town’s Ordinance, but enhance the safety aspect of the propane tanks. Cathy Mullins seconded the motion. Motion passed unanimously.

Adjournment: Chris Potter made a motion to adjourn the meeting at 8:30 pm. Motion was seconded by Cathy Mullins and the 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.)