

**TOWN OF WESTMINSTER  
PLANNING COMMISSION MEETING  
FEBRUARY 8, 2016**

Members Present: John Medeiros (Chair), Chris Vincent (Vice Chairman), John Barnett (Clerk), Matt Conklin, Kathy Kingston, and Randy Major

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

**1. CALL TO ORDER:** John Medeiros called the meeting to order at 6:35 p.m.

**2. ADJUSTMENTS TO AGENDA:** None

**3. ACCEPTANCE OF MINUTES:** Randy Major noted that he was at the last meeting but was omitted from the list. **Chris Vincent made a motion to accept the minutes as amended. Matt Conklin seconded the motion. Motion passed.**

**4. COMMUNICATIONS AND PUBLIC COMMENT:** No one was present from the public, but the Commission received two letters from two individuals which were read. The Commission noted the concerns from Christian Blake and also noted the requests from Beverly Major. John Barnett wanted it on record that the letters will be looked at in the future for the next Town Plan. John Medeiros thanked both writers for their input and assured the letters will be archived for future use.

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

**A): Discussion of proposed Bylaw revisions, Article II: Development Review Board's changes**

A few minor adjustments and clarifications were made to Article II after the DRB added their changes. Russ Hodgkins told the Commission that this won't be their last chance to comment on the total changes for Article II. Legal Counsel is still working on John Barrett's concerns about wording.

The Planning Commission continued their **discussion on Article IV**. They left off at the last meeting on page 31. The Rural Residential District (RU) had very few corrections. The numbering was changed and the RU symbol was capitalized.

The Resource Conservation District (RC) brought up discussions on what the district really stands for and upon the final decision, the Commission changed a few of the permitted uses and conditional uses. The Commission decided to move Subdivisions, Child Care Homes, and Group/Residential Care Homes to conditional uses and add Planned Unit Developments (PUD) to conditional uses as well. The setbacks already met the PC's changes to 50'.

The Connecticut River Conservation District (CR) had very few changes. The lead number was changed and on F. Water Dependent Uses and Structures: the Section number was changed to 312 from 133 (d).

**B): Zoning Bylaw Changes & Revisions Article III:**

The Planning Commission was asked by the DRB to read the Article III again and make it more user friendly. They are not sure if it can be understood by the public who doesn't use this document every day. The Commission will comment on this at their next meeting.

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

**a): Introduction to Implementation Review Table (JM):** Discussion was tabled due to weather.

**b.) Act 250 Business:** No New Business.

**c): PSB Business:** Russ Hodgkins mentioned that the last 45 day notice for the last section of the solar array planned for the Com/Ind Park came in and had a mistake on it. This will need to be completely resubmitted by the applicant to the PSB.

**7. OTHER BUSINESS:**

a.) Discussion about Town Meeting and the proposed Articles submitted by the Selectboard was the topic. The Town Manager noted that the Barrett House was one of the Articles and explained for the need of this land and building. He also mentioned that the Post Office was the next Article in line and would be dependent on the first vote of the Barrett house.

**8. DATE OF NEXT REGULAR MEETING:** March 14, 2016 at 6:30 P.M.

**9. ADJOURNMENT: John Barnett made a motion to adjourn the meeting at 8:09 pm. The motion was seconded by Kathy Kingston. Motion passed.**

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Signature of Clerk

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Date

Prepared by: Russell R. Hodgkins - ZA