

**TOWN OF WESTMINSTER  
PLANNING COMMISSION MEETING  
June 13, 2016**

Members Present: Chris Vincent, Chairman; John Medeiros, John Barnett, and Randy Major;  
Kathy Kingston

Others Present: Russell Hodgkins (Town Manager / Planning & Zoning Administrator),  
Susan Harlow and Nancy Dalzell, Select Board members

**1. CALL TO ORDER:** Chris Vincent (Chair) called the meeting to order at 7:04 p.m.

**2. ADJUSTMENTS TO AGENDA:** None

**3. ACCEPTANCE OF MINUTES:** John Barnett made a motion to accept the minutes as written. Chris Vincent seconded the motion. Motion passed.

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

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

**A): Discussion of proposed Bylaw revisions, Article VIII: Subdivision of Land**

Russ Hodgkins stated in this section any place stating “regulations” should read “subdivision regulations”. Language pertaining to “Two lots from one” does not exist any longer.

John Barnett made a suggestion that the definition of minor (Section 842) and major (Section 843) subdivision should be in the relative Section defining them. Performance instrument should read “Performance Security”. This will be changed in several places within this section.

John Medeiros stated that this section needs to be clear for anyone to read and understand.

“Average Density” needs to be defined and clarified by the Development Review Board (Section 812 F).

Delete Section 820 Establishment of District Boundaries as it is irrelevant.

Russ Hodgkins will rewrite and bullet Section 830 Development Permit Required. Sections 842 Minor Subdivisions (D); and Section 896 Compliance with Other Bylaws to outlined with bullets.

Other minor inconsistencies were noted to be changed.

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

**a) Act 250 Business:** Chris Vincent stated he had received an email from the Springfield VT office about Act 250. Upon opening the email he discovered it was for the State of Vermont Public Safety Facility. Russ Hodgkins gave the Planning Commission an update report on what had developed since the last meeting. The State has submitted a second application before the Development Review Board for changes to their original permit which triggered the Act 250 application with the state and a new review with the Town.

**b) PSB Business:** The Vermont National Guard is moving ahead with the solar array panels in the Industrial Park. The use of the solar panels will be entirely for the National Guard.

Discussion also ensued relative to the PILOT Fee (Pay In Lieu of Taxes) and how it would affect revenue for the town.

**c) Drone Regulations:** Chris Vincent asked for a status update and whether this ordinance was moving forward. Russ stated the Select Board was presented with the information and that the Select Board would not support a drone ordinance but would regulate drone activity as set forth by FAA regulations.

**7. OTHER BUSINESS:**

Kathy Kingston would like to table until the next meeting Historic People of Vermont as this matter potentially influences the Town Plan. Kathy mentioned the issue of decolonization, families/farming and the shad run (May/June).

Karen will register Matt Conklin for The Spring Planning & Zoning Forum on June 15, 2016 through VLCT.

John Barnett would like to teleconference into the July meeting as he will be in Maine. Randy Major will not be at the July meeting.

**8. DATE OF NEXT REGULAR MEETING:** July 11, 2016 at 7:00 P.M.

**9. ADJOURNMENT:** John Medeiros made a motion to adjourn at 9:00 PM and Kathy Kingston seconded. The motion passed and the Chair declared the meeting adjourned.

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Signature of Clerk

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Date

Prepared by: Karen Astley, Recording Clerk