

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

Members Present: Chris Vincent, Chairman; Kathy Kingston; Matt Conklin; Randy Major and Kevin Hughes

Absent Members: John Barnett

Others Present: Russell Hodgkins (Town Manager / Planning & Zoning Administrator), Nancy Dalzell, Select Board member

- 1. CALL TO ORDER:** Chris Vincent (Chair) called the meeting to order at 7:01 p.m.
- 2. ADJUSTMENTS TO AGENDA:** Chris Vincent acknowledged the appointment by the Select Board of Kevin Hughes to the Planning Commission. All members welcomed Kevin aboard.
- 3. ACCEPTANCE OF MINUTES:** Two minor changes were made as follows: The last sentence under Line Item 4, Communications and Public comment in the second paragraph should read: The commission gave Kevin “an” overview of their responsibilities relative to the Zoning Bylaws and the Town Plan. Line Item 5, Unfinished Business (Discussion/Action), paragraph four, last sentence should read Add Item D to read “All signs will need a separate sign permit and will conform to the Town of Westminster’s Sign Ordinance”. **Chris Vincent moved to accept the minutes as amended. Kathy Kingston seconded the motion. Motion passed.**
- 4. COMMUNICATIONS AND PUBLIC COMMENT:** None
- 5. UNFINISHED BUSINESS (Discussion / Action):**

a): Discussion of proposed Bylaw revisions, Article X: Agricultural Land Overlay District

Section 1013 Establishment of District Boundaries; it is unclear what “Westminster Land Evaluation and Site Assessment System (LESA) refers to and what it was derived from. There is no reference in the Appendix of “Summary Report: Agricultural Land Evaluation and Site Assessment, Westminster, Vermont, 1990”. Russ Hodgkins will research this further. Randy Major stated Russ should ask David Major as he may be aware of this LESA.

Section 1034 Approval Conditions: This section was hard to interpret. Planning Commission did the best they could but request the DRB to make comment and recommendations relative to the language and meaning.

b): Discussion of proposed Bylaw revisions, Article XI: Flood Hazard Overlay District

Section 1111 Statutory Authorization; added language to read: To effect the purposes of the Act, there is hereby established Flood Hazard Area Regulations for the Town of Westminster, **by the State of Vermont and these Bylaws herein**. The Planning Commission agreed per the Zoning Administrator, because the State automatically gets involved as the proposed development is in a flood area and state restrictions/limitations may apply it should be clear that applications require more than just town review.

Section 1152 Floodway Fringe Areas. Russ will work on this and bring back to the Planning Commission.

Section 1152.2 Residential Development; Russ will check on Flood Zones and confirm they haven’t changed.

Section 1152.3 Non-Residential Development; Russ will clarify Flood Zones in this section as well.

Minor changes were recommended which included Bylaws to “these Bylaws”; applicant to “Applicant”; Administrative Officer to “Zoning Administrator”.

6. NEW BUSINESS (Discussion / Action):

a) Act 250 Business: Notice was sent from the State of Vermont relative to Revised Site Plans for “Burtco”. Russ Hodgkins stated that the applicant needed to move the proposed storage building to higher ground to ensure the building would be less susceptible to flooding and above the flood elevation zone. This is an amendment to the original proposed design which was never constructed.

b) PSB Business: The project for the Vermont National Guard requires three parcels (Lot 3, 4 and 5) to be merged in the Business Park for their proposed 1.8 MW solar array project. The PSB has requested a letter stating the lots can be merged as one to secure a 10 year lease option for this project. At this time the three lots are separated. New member Kevin Hughes asked if the town would make revenue from taxation on this project. Russ Hodgkins stated just on the land and units but not on the output as the state regulations exempt solar array projects from the education tax.

Soveren submitted an application for Lot 2 for a 500 KW solar array project. There was no elaboration on this project.

7. OTHER BUSINESS:

Time did not allow for other business.

8. DATE OF NEXT REGULAR MEETING: September 12, 2016 at 7:00 P.M.

9. ADJOURNMENT: Kathy Kingston made a motion to adjourn at 8:40 PM. Kevin Hughes seconded the motion. The motion passed and the Chair declared the meeting adjourned.

Signature of Clerk

Date

Prepared by: Karen Astley, Recording Clerk