

**TOWN OF WESTMINSTER  
DEVELOPMENT REVIEW BOARD  
December 3, 2019**

Members Present: Chris Potter (Chair), Don Anderson (Clerk), Tim Harty, Ed Harty & Oliver Brody

Others Present: Russell Hodgkins (ZA) and Kelley Thayer (Recording Clerk)

Interested Parties: Jeffrey Lampert (on behalf of Gary Jones)

**1. Call to Order:** Chris Potter (Chair) called the meeting to order at 6:31 P.M.

**2. Adjustments to Agenda:** None

**3. Acceptance of Minutes:** Chris Potter made a motion to accept the minutes as printed for the November 4, 2019 minutes. Oliver Brody seconded and the motion passed.

**Ex Parte Communications:** Chris Potter (Chair) asked the Board if any member needed to recuse themselves from the hearings.

**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. Chris Potter stated that everyone will get a chance to speak and will get the chance to become an interested party. What that means is if the application did ever go on to the environmental court further down the road beyond us, an interested party would have the information needed.

**Deliberative Session:** The DRB members had previously agreed to make their decision in Deliberative Session, following the public hearing on the applications. It will be scheduled at the end of the Development Review Hearing.

**4. Communications and Public Comment:** None

**5. New Business – DEVELOPMENT REVIEW:**

Application #20-22

**APPEAL** of Application #20-22 (Gary Jones) – property located at 484 Valley Brook Drive. The Appeal is disputing the use of a motor home while the existing camp is renovated. This Application will be reviewed under **Section 217 Appeals; Section 311 Site Plan Review; and Section 444 Commercial/Industrial District Zone** of the adopted 2017 Zoning Bylaws.

Ed Harty began with a brief overview of application # 20-22. Jeffrey Lampert (the tenant of Gary Jones) attended to speak on behalf of Gary Jones the applicant. Russ Hodgkins granted a permit to Gary Jones (Owner) for the use of a motor home while the existing camp is being renovated.

Thomas Chase (neighbor to Gary Jones / Jeffrey Lampert) wrote a letter to appeal this permit expressing his concerns about the property's disarray and feeling that the property needed to be condemned. Thomas Chase felt the property was unsafe and unfit for human Habitation. Jeffrey Lampert is a potential buyer for this property and has been cleaning this property up and working on the renovations to the camp while living in the motor home. Thomas Chase called Russell Hodgkins the day before the meeting was to take place stating that he was very pleased at the progress thus far on the cleaning up of the property in question. Russell told Thomas he couldn't stop the appeal but would let the board know that he is happy With the progress. With hearing no further concerns or questions, Ed Harty closed Application # 20-22 at 6:47 pm.

Application #20-26

Application #20-26 (Windmill Hill Properties) – property located at 78 Windmill Hill Road North. The Applicant is requesting a “Change of Use” for the property which is now a camp and he is changing into a full time residency. This Application will be reviewed under **Section 311 Site Plan Review; and Section 447 Rural Residential District Zone** of the adopted 2017 Zoning Bylaws.

Oliver Brody began with a brief overview of application # 20-26. Windmill Hill Properties (Jeff Shumlin) is applying for an application for a “Change of Use” to make an existing camp into a permanent residence. Jeff has added a brand new Septic System & Well for this transition and the Zoning Department has received all valid State documentation from Jeff Shumlin on file. With hearing no further questions or concerns, Oliver Brody closed application # 20-26 at 7:05pm.

**6. Unfinished Business: (Discussion / Action):** None

**7. Other Business (Discussion / Action):** The ZA brought before the Board a proposal for getting the findings of fact completed in a timely manner. He told the Board that he is willing to bring the Draft findings to the following meeting in a hard copy form to the presenters of the application. That way the Board member has a paper copy of the draft in hand and can in some instances approve the draft that evening and on the more complicated applications it would be easier to mark up the copy and return to the ZA as soon as possible. The DRB is willing to try this and see if the method works.

**DELIBERATIVE SESSION:** The DRB went into deliberative session at 7:25 PM. Upon coming out of this session at 7:45 PM, Ed Harty made a motion to deny the appeal presented by Thomas Chase on the grounds that his disagreement with the permit granted was not part of the Zoning Bylaws, but that of a matter for the Health Officer. Chris Potter agreed and seconded the motion and without further discussion, the motion passed 5-0.

Oliver Brody made a motion to approve application #20-26 without any conditions at this time for the “Change of Use” and the Addition. Don Anderson seconded the motion and without discussion the motion passed 5-0.

**8. Date of Next Meeting:** Monday, January 6, 2020 at 6:30 pm at the Westminster Town Hall

**9. Adjournment:** Oliver Brody made a motion to adjourn at 7:53 PM. Tim Harty seconded the motion and the meeting was adjourned.

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Signature of Clerk

\_\_\_\_\_  
Date

Prepared by: Kelley Thayer

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