

**TOWN OF WESTMINSTER
DEVELOPMENT REVIEW BOARD
February 5, 2024**

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

Absent: Tim Harty

Others Present: Elizabeth Nieuwsma-Dell; Alison Bigwood (ZA) and
Kelley Thayer (Recording Clerk)

1. Call to Order: Chris Potter (Chair) called the meeting to order at 6:00 P.M.

2. Adjustments to Agenda: None

3. Acceptance of Minutes: Ed Harty made a motion to accept the minutes as presented from the January 8, 2024, meeting with Oliver Brody seconding it. Hearing no discussion, the Chair called for a vote and the motion passed 4-0-1 (Tim Harty was Absent).

4. Communications and Public Comment:

5. New Business: (Discussion / Action):

Application # 24-26 Elizabeth Nieuwsma-Dell: Property located at 257 West Stagecoach Road. The Applicant is requesting a Change of Use – from a Detached Garage to a Small Rentable House. Application will be reviewed under **Section 311 Site Plan Review; Section 446 Residential District; and Section 215 Zoning Permit Procedure** of the adopted 2017 Zoning Bylaws.

Chris Potter began reading application # 24-26. Chris asked Elizabeth Nieuwsma-Dell if she could tell the Board a little about her request for a small rentable house. Elizabeth stated that she received a grant from the Vermont Housing Improvement Program (VHIP) to help supplement her income and help with the housing crisis. She stated that the footprint would remain the same and would be using the same “bones”, but replacing the roof. Elizabeth will be sharing the driveway with the tenant. Hearing nothing further Chris Potter closed application # 24-26 at 6:15pm.

6. Unfinished Business: None

7. Other Business (Discussion / Action):

8. Date of Next Meeting: Monday, April 1, 2024 (There will be no meeting in March)

DELIBERATIVE SESSION: After coming out of deliberative session, the Board declared the following for the application reviewed in this hearing:

Application # 24-26: for a Change-Of-Use from a Detached Garage to a Small Rentable House: Accepted as requested with no conditions.

9. Adjournment: Oliver Brody made a motion to adjourn at 6:31p.m. with Chris Potter seconding. The motion passed 4-0-1 and the meeting was declared over by the Chair, Chris Potter.

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.)