

**TOWN OF WESTMINSTER
DEVELOPMENT REVIEW BOARD
May 5, 2025**

Members Present: Chris Potter (Chair); Tim Harty (Vice Chair); Don Anderson (Clerk);
Oliver Brody

Members Absent: Ed Harty

Others Present: Jason Perry; Ben McNamara; Shannon Gilbert; Timothy Ames; Braden Ryea;
Alex Margolies; Joe DiBernardo; Alison Bigwood (ZA) and
Kelley Thayer (Asst ZA and Recording Clerk)

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

2. Adjustments to Agenda: Application 25-38 will be heard before Application 25-37.

3. Acceptance of Minutes: Chris Potter made a motion to accept the minutes as presented from April 7, 2025, meeting with Oliver Brody seconding it. Hearing no discussion, the Chair called for a vote and the motion passed 3-1-1 (Tim Harty did not cast a vote to approve the minutes due to his absence from the 04/07/25 meeting) (Ed Harty was absent from this meeting 05/05/25).

4. Communications and Public Comment: Bruce Murray submitted a letter to the Chair on 05/05/25 with questions & statements pertaining to application 25-36 from the April 7, 2025 meeting. At that meeting, the DRB unanimously agreed that a permit was not needed because it was an allowed use in the Residential District.

5. New Business: (Discussion / Action):

Application # 25-33

Application #25-33 (**FINAL PLAT HEARING**) Shannon Gilbert (Owner & Applicant) – property located at **123 US Route 5**. The Applicant is requesting a Major Sub-Division. This Application will be reviewed under **Section 311 Site Plan Review; Section 446 Residential District; Article X Agricultural Overlay District (Partial) and Section VIII Subdivision of Land (Major)** of the adopted 2017 Zoning Bylaws

Tim Harty read application # 25-33 (FINAL PLAT HEARING). This application was for a major subdivision. Shannon Gilbert provided an updated plot map showing the potential building envelopes, proposed drilled wells for each new lot, as well as the access permitting from the state, per the DRB request. Lot #1 is pre-existing and occupied by the applicant. Lot #2 and Lot #3 will both consist of 2.5 acres and are in the Residential District. Lot #4 will consist of 3.2 acres and is in the Residential District and Agricultural Overlay. Lot #4 will need to remain 60% agricultural as stated in the 2017 Zoning Bylaws. Hearing nothing further Tim Harty closed application # 25-33 at 6:10 pm.

Application # 25-38

Application # 25-38 Alexander Margolies (Owner) property located at **26 West Park Drive**. The Applicant is requesting a Change of Use – conversion from a single family home to an upstairs ADU . Application will be reviewed under **Section 311 Site Plan Review; Section 447 Rural Residential District; and Section 215 Zoning Permit Procedures** of the adopted 2017 Zoning Bylaws.

Don Anderson read application #25-38. Alexander Margolies told the DRB that his plan for this Change of Use was to create a rental dwelling upstairs in his home. The footprint will not change and the septic and potable water permits were submitted and approved by the State. Alexander is working with VHIP (Vermont Housing Improvement Program) to provide more housing within the State of Vermont. Hearing nothing further, Don Anderson closed application # 25-38 at 6:16 pm

Application # 25-37

Application # 25-37 Braden Ryea (Applicant) Hollis & Marjorie Ryea (Owners) property located at **5446 Westminster West Rd**. The Applicant is requesting a Minor Subdivision. Application will be reviewed under **Section 311 Site Plan Review; Section 447 Rural Residential District; and Article VIII Subdivision of Land (Minor)** of the adopted 2017 Zoning Bylaws.

Chris Potter read application # 25-37. Joe Dibernardo spoke on behalf of Braden Ryea (applicant), stating that Braden Ryea will purchase Lot #1, 15.58 acres from his Grandparents (Hollis & Marjorie Ryea). Lot #1 is developed with a mobile home, outbuildings, leach field, well and permitted access. Braden plans on building a house behind the mobile home. He will live in the mobile home while construction is taking place and then once completed, the mobile home will be removed. A separate permit application is required for the construction of a home. Lot #2, 43.64 acres, will remain undeveloped at this time. Hearing nothing further, Chris Potter closed application # 25-37 at 6:27 pm.

6. Unfinished Business: None

7. Other Business (Discussion / Action): As stated in public comment above, Chris Potter received a letter from Bruce Murray, with questions and statements on a previous decision for application # 25-36 (Jason Perry / Burt Nowers). The DRB discussed the documents received from Mr. Murray and stand by their original decision.

8. Date of Next Meeting: Monday, June 2, 2025 @ 6:00pm

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

Application # 25-33: Shannon Gilbert (FINAL PLAT HEARING); The DRB accepted application # 25-33 as requested with the following conditions:

- 1) Mylar needs to be recorded with the Town Clerk within 180 days.
- 2) Any new builds will need to go through the DRB for a decision, to ensure that the construction follows the guidelines presented on the Plot Map.

Application # 25-38: Alexander Margolies; The DRB accepted application # 25-38 as requested with no conditions.

Application # 25-37: Braden Ryea; The DRB accepted application # 25-37 as requested with the following conditions:

- 1) Mylar needs to be recorded with the Town Clerk within 180 days.
- 2) There needs to be a new permit application submitted for the construction of the home.
- 3) Mobile Home needs to be removed from the property upon completion of the new home.

9. Adjournment: Chris Potter made a motion to adjourn at 7:14 pm with Tim Harty 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.)