

**TOWN OF WESTMINSTER
DEVELOPMENT REVIEW BOARD
May 4, 2026**

Members Present: Tim Harty (Vice Chair); Don Anderson (Clerk); Ed Harty; Oliver Brody & Adam Hallock

Others Present: Richard Crocker; Alison Bigwood (ZA); & Kelley Thayer (Asst ZA & Recording Clerk)

1. Call to Order: Tim Harty (Vice Chair) called the meeting to order at 6:01 P.M.

2. Adjustments to Agenda: The Board moved the re-organization to “other” business, to be discussed after the new business.

3. Acceptance of Minutes: Ed Harty made a motion to accept the minutes as presented from April 6, 2026 meeting with Oliver Brody seconding it. Hearing no discussion, the Vice Chair called for a vote and the motion passed 4-0-1 (Adam Hallock abstained because this was his first meeting on the Board and did not attend the 04/06/26 meeting).

4. Communications and Public Comment: None

5. New Business: (Discussion / Action):

Application # 26-24

Richard Crocker (Owner) property located at **4004 Westminster West Rd.** The Applicant is requesting an Accessory Dwelling Unit (ADU) with a Variance in the Westminster West Village District. This Application will be reviewed under Section 311 Site Plan Review; Section 312 Waivers for Dimensional Requirements; Section 313 Variances; Section 445 Westminster West Village District; & Article V General Regulations, Section 520-523 Nonconforming Uses & Noncomplying Structures of the adopted 2017 Zoning Bylaws.

Tim Harty presented application #26-24, a request by Richard Crocker for an Accessory Dwelling Unit (ADU). Mr. Crocker noted that the property is owned jointly with his three children: Emily, Hannah, and Samuel. He is seeking a variance to construct a 770 sq. ft., two-story ADU (16' x 24', totaling 768 sq. ft.). While current zoning regulations limit ADUs to 30% of the primary residence's size (maximum 900 sq. ft.), the property's 1,200 sq. ft. main dwelling restricts a standard ADU to 360 sq. ft. The Board also reviewed the use of existing structures, total acreage, and the capacity of the current septic system to support the additional unit.

Hearing nothing further, Tim Harty closed application # 26-24 at 6:57 pm.

6. Unfinished Business: None

7. Other Business (Discussion / Action): Following the resignation of Chris Potter, the Board has reorganized. Adam Hallock was appointed by the Westminster Selectboard on April 14, 2026, to fill the vacancy. The Board's new leadership and membership structure is as follows:

- **Chair:** Tim Harty
- **Vice Chair:** Oliver Brody
- **Clerk:** Don Anderson
- **Member:** Ed Harty
- **Member:** Adam Hallock

8. Date of Next Meeting: June 1, 2026 @ 6:00 p.m.

DELIBERATIVE SESSION: Upon exiting the deliberative session, the Board moved to further investigate the evolving **State of Vermont ADU statutes** to ensure compliance with recent legislative changes. Due to inconsistencies between the formal application and the applicant's verbal testimony, the Board has directed Mr. Crocker to verify all structural dimensions. The hearing will reconvene on June 1, 2026, to review the clarified plans and definitive measurements.

9. Adjournment: Tim Harty made a motion to adjourn at 7:17 pm with Ed Harty seconding. The motion passed 5-0 and the meeting was declared over by the Chair, Tim Harty.

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.)