

**TOWN OF WESTMINSTER
DEVELOPMENT REVIEW BOARD
February 6, 2023**

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

Others Present: Don Marcille, John & Cheryl Kmetz, Thomas & Vivian Prunier
Alison Bigwood (Zoning Administrator) & Kelley Thayer (Recording Clerk)

1. Call to Order: Chris Potter (Chair) called the meeting to order at 6:30 P.M.

2. Adjustments to Agenda: None

3. Acceptance of Minutes: Chris Potter made a motion to accept the minutes as presented from the December 5, 2022, meeting with Oliver Brody seconding it. Hearing no discussion, the Chair called for a vote and the motion passed 5-0.

4. Communications and Public Comment: None

5. New Business: (Discussion / Action):

Application # 23-20

Application #23-20; Don & Linda Marcille (Owners) – property located on 122 Old Ledge Road. The Applicants are requesting a Change of Use - from an existing Shed to a Dwelling (18' x 24'). This Application will be reviewed under **Section 311 Site Plan Review; Section 447 Rural Residential District Zone; Section 215 Zoning Permit Procedure** of the adopted 2017 Zoning Bylaws.

Tim Harty opened the Hearing reading the application. Tim asked Don Marcille to give a brief description of his application request. Don stated that he and his wife Linda would like to turn their existing shed into an 18' x 24' home while there existing home is being remediated. The pump station from the original house is sufficient in size to be used with this new construction. Don & Linda Marcille provided a letter from Savoy Engineering stating, **“The waste water and water supply system designed, permitted and built for the existing house is for a three-bedroom home. Currently you have a two-bedroom home using that system. A third bedroom, the new one-bedroom house can connect to the system with no increase in design flow and therefore no state permit is required.”** Don Prunier an abutter to Don and Linda Marcille stated that Don is a great craftsman, and the shed is well built. He had no objections and encouraged approval. Hearing nothing further, Tim closed this application 23-20 at 6:39 pm.

Application # 23-21

Application #23-21; John & Cheryl Kmetz (Owners) – property located on 178 Airport Road. The Applicants are requesting a Change of Use – adding an Apartment above the Existing Garage. This Application will be reviewed under **Section 311 Site Plan Review; Section 445 Westminster West Village District; & Section 215 Zoning Permit Procedure** of the adopted 2017 Zoning Bylaws.

Chris Potter opened the Hearing reading the application. Chris asked John & Cheryl Kmetz to give a brief description of their application request. John stated that he and his wife Cheryl would like to put an apartment above the existing garage for their daughter in law’s mother. This space currently is deemed as office space and has a 1000 gal septic currently in place. This property is on a private road and there isn’t a lot of traffic, so they don’t feel this apartment will cause unwanted traffic. Hearing nothing further, Chris closed this application 23-21 at 6:45 pm.

6. Unfinished Business: None

7. Other Business (Discussion / Action): Next DRB Applicant for March is Anthony Perri. This will be heard on March 6, 2023. Anthony is requesting a minor sub-division.

8. Date of Next Meeting: Monday, March 6, 2023 at 6:30 PM in the Town Hall

DELIBERATIVE SESSION: Upon coming out of deliberative session, Tim Harty made a motion to accept application 23-20 as requested. Ed Harty seconded and the motion passed 4-0-1 (Don Anderson recused himself).

Upon coming out of deliberative session, Chris Potter made a motion to accept application 23-21 as requested, with the condition that the Kmetz’s provide a copy of the waste water permit to the Town office for recording. Don Anderson seconded and the motion passed 5-0

** The waste water permit was received the next day for recording.*

9. Adjournment: Chris Potter made a motion to adjourn at 7:14 PM with Ed Harty seconding. The motion passed 5-0 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.)