

**TOWN OF WESTMINSTER
DEVELOPMENT REVIEW BOARD
October 2, 2023**

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

Others Present: Joe DiBernardo; Barbara Taylor;
Alison Bigwood (Interim - ZA) & Kelley Thayer (Recording Clerk)

1. Call to Order: Chris Potter (Chair) called the meeting to order at 6:32 P.M.

2. Adjustments to Agenda: None

3. Acceptance of Minutes: Tim Harty made a motion to accept the minutes as presented from the September 11, 2023 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 # 24-09

Application # 24-09 Virginia Sherwood (Widdicombe Schmidt Estate) property located at **754 US Route 5**. The Applicant is requesting a major subdivision. Application will be reviewed under **Section 311 Site Plan Review; Section 446 Residential District; and Article VIII Subdivision of Land (Major Subdivision)** of the adopted 2017 Zoning Bylaws.

Tim Harty began by reading the application. Joe DiBernardo spoke on behalf of Virginia Sherwood (Executor of the Widdiecombe Schmidt Estate) for this Preliminary Plat Hearing. Joe stated that Widdicombe Schmidt is deceased and Virginia Sherwood is proposing a 3 lot sub-division. Lot 1 has the existing house & barn, 1426.15 sq.ft. of road frontage and will be 25.17 acres. Lot 2 has 923.64 sq.ft. of road frontage and will be 17.54 acres. Lot 3 has 1056.40 sq.ft. of road frontage and will be 12 acres. Joe Dibernardo provided a survey map showing the lots as they stand now and a conceptual survey map, showing how the land could possibly be used, with conceptual homes, garages, driveways, screening buffers, well & septic. Being that Joe had provided the conceptual

survey which is one of the criteria needed for the Final Plat Hearing, he asked the DRB if it were possible to forego the final plat hearing seeing he had provided this information ahead of time because all three lots were under contract. Hearing nothing further, Tim Harty closed Application # 24-09 at 6:53 pm.

6. Unfinished Business: None

7. Other Business (Discussion / Action): None

8. Date of Next Meeting: Monday, November 6, 2023

DELIBERATIVE SESSION: After coming out of Deliberative Session, the Board declared that a Final Plat Hearing is required for the Widdicombe Schmidt major sub-division application # 24-09 and the required documents in Section 840 (major sub-division) of the Westminster Bylaws need to be provided before this Final Plat Hearing can be held. No decision was made in this Preliminary Plat Hearing.

SECTION 840 MAJOR SUBDIVISION:

- A. Major Subdivision Preliminary Plat Approval:**
1. All applications for a Major Subdivision shall require approval of a preliminary plat and approval of a final plat by the DRB. In addition to the site plan required by Section 820 and Section 215 B, the Preliminary Plat Application shall include all information listed below.
 2. If certain information is not applicable to the subdivision in question, the Preliminary Subdivision Plat Application shall so state.
 3. A statement detailing the proposed subdivision's compliance with the Westminster Town Plan, the Westminster Zoning Bylaws, including reference to any zoning variances, and other bylaws in effect.
 4. A complete survey of the boundaries of the subdivision parcel by a Vermont licensed surveyor.
 5. Description of proposed water supply system(s). If source is an existing community water supply system, evidence of the right to use such system and the adequacy of such a system to meet water supply requirements shall be shown. All design criteria shall be in accordance with applicable State and local health regulations.
 6. Description of proposed sewage disposal system(s). If on-site sewage disposal is proposed, then a State Subdivision permit is required as part of the application.
 7. If a community sewage disposal system is to be used, demonstrate that the institutional arrangements are in place addressing the legal relationships of parties responsible for the continued operation of a shared system and a financial mechanism to assure continued operation and maintenance/replacement in the event of failure.
 8. Preliminary grading plans showing areas of cut and fill and revised contours at a contour interval not greater than five (5) feet.
 9. Stormwater drainage plan, drawn at a contour interval not greater than five (5) feet, shall indicate the methods of collecting and discharging of drainage, as well as methods for temporary and permanent erosion control.
 10. All existing and proposed right-of-way boundaries, widths of roads, typical road profiles, dimensions of all lot lines and size of all lots, locations of all buildings, walkways, amenities, utilities and other manmade improvements.
 11. Calculation of stopping sight distances for new road or driveway intersections with Town or State highways.
 12. Landscaping plans showing plant types and size, ground cover, lighting and signage.
 13. All land proposed to be dedicated to open or public uses or to be reserved for screening and buffer purposes, and the methods for assuring and maintaining such dedication or reservation.
 14. Description of any proposed covenants, and/or deed restrictions which are intended to cover all or part of the subdivision.
 15. Description of the homeowner's association or other form of management organization, if such is proposed.

In the event the subdivision grants an easement or right(s)-of-way, the Applicant must provide a recordable instrument delineating the responsibility for maintenance of easement or right(s)-of-way

9. Adjournment: Chris Potter made a motion to adjourn at 7:09 PM with Tim 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.)