

**TOWN OF WESTMINSTER
DEVELOPMENT REVIEW BOARD
February 3, 2025**

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

Members Absent: Chris Potter (Chair); and Ed Harty

Others Present: Alison Bigwood (ZA) and Kelley Thayer (Asst ZA and Recording Clerk)

1. Call to Order: Tim Harty (Vice Chair) called the meeting to order at 6:06 P.M.

2. Adjustments to Agenda: N/A

3. Acceptance of Minutes: Don Anderson made a motion to accept the minutes as presented from December 2, 2024, meeting with Oliver Brody seconding it. Hearing no discussion, the Vice Chair called for a vote and the motion passed 3-0-2 (Chris & Ed were Absent)

4. Communications and Public Comment:

5. New Business: (Discussion / Action):

Application # 25-33 Application #25-33 (**PRELIMINARY 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. This application is a **PRELIMINARY PLAT HEARING** for Shannon Gilbert who was not in attendance. The Board looked over the application and discussed. Shannon Gilbert, the Applicant, is requesting a major sub-division. The original lot of 16.5 acres will be separated into 3 additional lots. The existing lot (Lot 1) with dwelling, will consist of 8.1 acres, Lot 2 will be 2.5 acres, Lot 3 will be 2.5 acres and Lot 4 will be 3.2 acres. Lot 4 resides in the Agricultural Overlay; 60% of this lot will need to remain for agricultural purposes. Hearing nothing further, Tim Harty closed application # 25-33 at 6:27 pm.

6. Unfinished Business: None

7. Other Business (Discussion / Action): None

8. Date of Next Meeting: Monday, March 3, 2025 @ 6:00pm (If Needed)

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

Application # 25-33: This application was a **PRELIMINARY PLAT HEARING** so no decision was made. The Board set forth the guidelines for the applicant to prepare for the FINAL PLAT HEARING.

- 1) The Survey Map needs to show the proposed building envelopes.
- 2) Proposed access to each lot.
- 3) Being the access to these lots will be on Route 5 (which is owned by the State) the applicant will need to get permits from the State for each lot.
- 4) Lot 4 will need to show the proposed 60% Agricultural Preservation.
- 5) Proposed Septic & Well Sites

9. Adjournment: Oliver Brody made a motion to adjourn at 6:40 p.m. with Tim Harty seconding. The motion passed 3-0 and the meeting was declared over by the Vice 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.)