

**TOWN OF WESTMINSTER  
DEVELOPMENT REVIEW BOARD  
November 7, 2022**

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

Absent: Ed Harty

Others Present: Jean Giddings, Sarah Waldo, Lisa Merton, Joe DiBernardo,  
Alison Bigwood (Interim ZA) & Kelley Thayer (Recording Clerk)

**1. Call to Order:** Chris Potter (Chair) called the meeting to order at 6:39 P.M.

**2. Adjustments to Agenda:** None

**3. Acceptance of Minutes:** Chris Potter made a motion to accept the minutes as presented from the October 3, 2022, meeting with Oliver Brody seconding it. Hearing no discussion, the Chair called for a vote and the motion passed 4-0-1. Ed Harty was not present.

**4. Communications and Public Comment:** None

**5. New Business: (Discussion / Action):**

**Application # 23-16**                      Application #23-16; John Shadis (Owner) – property located on Old Athens Road. The Applicant is requesting a Minor Subdivision. This Application will be reviewed under **Section 311 Site Plan Review; Section 448 Resource Conservation District; Article VIII Subdivision of Land (Minor Subdivision);** of the adopted 2017 Zoning Bylaws.

Tim Harty opened the Hearing reading the application. Tim asked Jean Giddings (Representation for John Shadis) to give a brief description of his application request. Jean stated that Mr. Shadis will be sub-dividing off 12 acres from the 84 existing acres, leaving 72 acres, in which Mr. Shadis would like to sell. A ROW will need to be constructed. There is an existing “Option to Purchase Real Property” document in which Mr. Shadis is required to offer 12 acres to Howard K. West before any property is sold. This record was received for recording by the Town of Westminster’s Town Clerk on October 11, 2002. Hearing nothing further, Tim closed this application # 23-16 @ 6:50 pm.

**6. Unfinished Business:** None

**7. Other Business (Discussion / Action):** Next DRB Applicant for December is Richard Crocker. Richard is requesting to add two additional Accessory Dwellings to his existing parcel. This will be heard on December 5, 2022.

**8. Date of Next Meeting:** Monday, December 5, 2022 at 6:30 PM in the Town Hall

**DELIBERATIVE SESSION:** Upon coming out of deliberative session, Tim Harty made motion to approve application # 23-16 as presented with the condition of deeding the ROW into the deed. Chris Potter seconded and the motion passed unanimously 4-0-1. (Ed Harty was Absent)

**9. Adjournment:** Chris Potter made a motion to adjourn at 7:15 PM with Don Anderson 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.)