

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

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

Absent: Chris Potter (Chair)

Others Present: Joe DiBernardo; Nancy Dalzell; Glenn Letourneau Jr.; Evie Lovett; Jeff Shumlin; Eli Reed; Sharyn Artus; Tony Perri; Meghan McBean; Peter & Patti Terrell; Alison Bigwood (Interim - ZA); and Kelley Thayer (Recording Clerk)

1. Call to Order: Tim Harty (Vice Chair) called the meeting to order at 6:30 P.M.

2. Adjustments to Agenda: None

3. Acceptance of Minutes: Ed Harty made a motion to accept the minutes as presented from the October 2, 2023 meeting with Don Anderson seconding it. Hearing no discussion, the Vice Chair called for a vote and the motion passed 4-0-1 (Chris Potter Absent).

4. Communications and Public Comment: None

5. New Business: (Discussion / Action):

Application # 24-05

Application # 24-05 Guinevere Shaw property located off Metcalf Drive (Possibly Red Fox Run Rd when established). The Applicant is requesting a Tiny Home on a concrete slab in the Historic District. Application will be reviewed under **Section 311 Site Plan Review; Section 445 Historic Village District; and Article IX Historical Preservation Overlay District** of the adopted 2017 Zoning Bylaws.

Don Anderson began by reading the application. Guinevere Shaw was not able to attend. This application is in the Historic District and the applicant is requesting a tiny home on a concrete slab. Peter Terrell was in attendance and sits on the Historical Review Board. Don asked Peter if there were any historical issues for the requested application. Peter stated that he did not see any issues with building this tiny home on her parcel of land. Nancy Dalzell, an abutter to Guinevere Shaw, spoke to the Board and stated that she does not have any objections to this proposed tiny home.

The Septic agreement between Guinevere and the seller was included in the packet and can be found in the zoning file and the Town Clerk records if needed in the future. Hearing nothing further, Don Anderson closed Application # 24-05 at 6:37 pm.

Application # 24-13

Application # 24-13 Glenn Letourneau property located at **745 US Route 5**. The Applicant is requesting Demolition and Removal of the existing home with excessive mold. Application will be reviewed under **Section 311 Site Plan Review; Section 446 Residential District; and Section 961 (Demolition) Criteria for Non-Historic Structures. of the adopted 2017 Zoning Bylaws.**

Ed Harty read application # 24-13 for Glenn Letourneau. Ed asked Glenn if he would like to tell the Board about his request. Glenn stated that he recently purchased a parcel of land at 745 US Route 5 and the parcel had a home already there that was full of mold and was requesting to demolish this structure (photos included in packet). Glenn stated that he has hired an outside service to tear down and dispose of this structure properly. He believes that there is lead paint on the interior and exterior of the home and that will be removed first. Glenn stated that nothing will be buried and wood containing lead will not be burned. His hope is that all of the structure can be removed at the same time. Meghan McBean (abutter) was concerned about everything being removed safely. Glenn assured Meghan that everything will be removed professionally and safely. Hearing nothing further, Ed Harty closed this application at 6:48 p.m.

Application # 24-15

Application # 24-15 Windmill Hill Properties (Jeff Shumlin) property located at **1946 West Road**. The Applicant is requesting a Variance to an already Non-Conforming Structure to add a Deck and Solar Panels and to Renovate the Studio with a New Dormer. Application will be reviewed under **Section 311 Site Plan Review; Section 447 Rural Residential District; and Section 313 Variances** of the adopted 2017 Zoning Bylaws.

Oliver Brody opened application # 24-15 for Windmill Hill Properties (Jeff Shumlin & Evie Lovette). Oliver asked Jeff & Evie to speak on their request. Evie Lovette stated that their plan was to add a bathroom to the Studio as well as a dormer to add more light. There will be a deck with a three foot bridge with access from the road and from the back, two forms of egress. The lot is non-conforming and are asking for a variance to build the deck and improve the studio. The deck will not come out any further toward the road, it will be toward the back of the Barn. Hearing nothing further Oliver Brody closed the hearing at 6:56 p.m.

Application # 24-09

Application # 24-09 (**Final Plat Hearing**) 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 opened application # 24-09 for the **Final Plat Hearing** for the Widdicombe Schmidt major sub-division. Joe DiBernardo provided an updated survey map with the requested criteria needed from Section 840 in the 2017 Zoning Bylaws. The survey map showed the setbacks from wetlands & streams, showing a 50' buffer on the streams as well as access points. The survey showed potential building envelopes, and proposed driveway locations. Hearing nothing further, Tim Harty closed the hearing at 7:10 p.m.

6. Unfinished Business: None

7. Other Business (Discussion / Action): None

8. Date of Next Meeting: Monday, December 4, 2023

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

Application # 24-05: Guinevere Shaw, for a tiny home on a concrete slab, was approved as requested with the condition that 60% of the land remains in Agricultural Overlay as stated during the purchase of the property.

Application # 24-13: Glenn Letourneau, for the demolition of a moldy structure, was approved as requested with the conditions that it must be removed in its entirety; must not bury any of the structure or burn painted wood.

Application # 24-15: Windmill Hill Properties (Jeff Shumlin & Evie Lovette), for a variance of a non-conforming lot to make improvements to the studio by adding a bathroom and dormer and building a deck, was approved with the conditions that it was not to be used for permanent occupancy or a rental.

Application # 24-09 **FINAL PLAT HEARING** Widdicombe Schmidt Estate (Virginia Sherwood), for a major sub-division, was approved with the condition that each new parcel owner needs to come before the DRB in connection with this subdivision for approval.

9. Adjournment: Oliver Brody made a motion to adjourn at 7:40 p.m. with Tim Harty seconding. The motion passed 4-0-1 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.)