

**TOWN OF WESTMINSTER
DEVELOPMENT REVIEW BOARD
April 1, 2024**

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

Others Present: Joe DiBernardo; Alison Bigwood (ZA) and
Kelley Thayer (Recording Clerk)

1. Call to Order: Chris Potter (Chair) called the meeting to order at 6:00 P.M.

2. Adjustments to Agenda: None

3. Acceptance of Minutes: Ed Harty made a motion to accept the minutes as presented from the February 5, 2024, 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:

5. New Business: (Discussion / Action):

Application # 24-31 Application # 24-31 Daniel Kissell Sr. (owner) property located at **0 Pine Banks Road**. The Applicant is requesting a Lot Line Adjustment. Application will be reviewed under **Section 311 Site Plan Review; Section 447 Rural Residential District; and 215 Zoning Permit Procedures** of the adopted 2017 Zoning Bylaws.

Don Anderson began reading application # 24-31. Joe DiBernardo was speaking on behalf of Daniel Kissell Sr. The application was requesting a Lot Line Adjustment. Daniel obtained the 36.69-acre field (Parcel # 15067.000) from the original Kissell Farm Revocable Trust and is giving Jacquelyn Dor (Parcel # 15067.100) 5-acres leaving lot 15067.000 at 31.69-acres and increasing lot 15067.100 to 7.23-acres. Hearing nothing further Don Anderson closed application # 24-31 at 6:07pm.

Application # 24-09A

Application # 24-09A Jeffrey Brown(owner) Nicholas Brown(applicant) property located at **900 US Route 5**. (This was a parcel from the Widdicombe Schmidt Estate). The Applicant is requesting to build a 24’x 36’ Single Family Home. Application will be reviewed under **Section 311 Site Plan Review; Section 446 Residential District**; of the adopted 2017 Zoning Bylaws.

Tim Harty began reading application # 24-09A. This was a parcel (15024.000) purchased from the major sub-division of Widdicombe Schmidt (Virginia Sherwood). The DRB reviewed the survey map from the original sub-division to make sure the proposed building request was within the building envelope and the conceptual components were abided by. Hearing nothing further, Tim Harty closed application # 24-09A at 6:14pm.

6. Unfinished Business: None

7. Other Business (Discussion / Action):

8. Date of Next Meeting: Monday, May 6, 2024 @ 6:00pm

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

Application # 24-31: for a Lot Line Adjustment: Accepted as requested with no conditions.

Application # 24-09A: for a 24’ x 36’ Single Family Home: Accepted as requested with the condition that the Septic and Wastewater permits are received from the state and submitted to the Town before the permit can be issued.

9. Adjournment: Chris Potter made a motion to adjourn at 6:35 p.m. with Oliver Brody 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.)