

**TOWN OF WESTMINSTER  
DEVELOPMENT REVIEW BOARD  
September 9, 2024**

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

Absent: Tim Harty (Vice Chair)

Others Present: Jonathan Whitman, Rachael Brown; Steven Thomas; Kath Martin;  
Murray Krugman; Alison Bigwood (ZA) and Kelley Thayer (Asst ZA  
and 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 August 5, 2024, meeting with Oliver Brody seconding it. Hearing no discussion, the Chair called for a vote and the motion passed 4-0-1 (Tim Harty was absent)

**4. Communications and Public Comment:**

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

**Application # 25-07**

Application #25-07 Jonathan Whitman (Owner ) – property located at 18 Metcalf Drive. The Applicant is requesting a lean to, stone facade, replacement of the existing fence with the same height vinyl fencing, three-foot picket fence running the front of the property along Route 5, and a gazebo in the back of the property in the Historic District. This Application will be reviewed under **Section 311 Site Plan Review, Section 445 Village District Zone and Article IX Historic Preservation District Zone** of the adopted 2017 Zoning Bylaws.

Oliver Brody read application # 25-07. Rachael Brown spoke on behalf of Jonathan Whitman giving a description of the proposed projects. Jonathan Whitman was proposing to build a lean-to behind the existing shed, which would be the storage point for his camper. This lean-to will be open on the sides with a roof. He also would like to put a stone façade on the front of the house facing Route 5 and this would go to the eaves. He would like to replace the existing fence that runs near the property line between himself and Molly Marino (who wrote a letter of approval to the DRB) with a vinyl fence. He would like to place a 3-rail cow fence along the front facing Route 5 (which needs to be 25ft from the center of Route 5) going eastwardly toward Nancy Dalzell's property. The Gazebo is being removed from the application per Jon Whitman. Hearing nothing further, Oliver Brody closed application # 25-07 at 6:18 pm.

**Application # 25-08**

Application # 25-08 Steven Thomas (Applicant) Chad & Melissa Bacon (owners) property located at **1226 Pine Banks Rd.** The Applicant is requesting a Lot Line Adjustment. Application will be reviewed under **Section 311 Site Plan Review; Section 446 Residential District; and 215 Zoning Permit Procedures** of the adopted 2017 Zoning Bylaws.

Ed Harty read application # 25-08. Steven Thomas stated that his neighbor (Chad & Melissa Bacon) was working with him to do a Lot Line Adjustment to make his non-conforming lot a conforming lot in order to build a home. Steven currently owned 1.7 acres and will move the line .03 acres to create a 2 acre lot. Hearing nothing further, Ed Harty closed application # 25-08 at 6:29 pm.

**6. Unfinished Business: None**

**7. Other Business (Discussion / Action): None**

**8. Date of Next Meeting: Monday, October 7, 2024 @ 6:00pm**

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

Application # 25-07: Chris Potter made a motion to accept the 3-rail cow fence running across the front, facing Route 5, going eastwardly toward Nancy Dalzell. To replace the existing fence between Whitman & Marino with a vinyl fence, and the stone façade on front of the home and striking the Gazebo from the application. Oliver seconded and the motion passed 4-0-1 (Tim Harty was absent). Closed and accepted at 6:47 pm.

Application # 25-08: Ed Harty made a motion to accept the Lot Line Adjustment as requested with no conditions. Chris Potter seconded and the motion passed 4-0-1 (Tim Harty was absent). Closed & accepted at 6:51 pm.

**9. Adjournment:** Chris Potter made a motion to adjourn at 6:51 p.m. with Don Anderson seconding. The motion passed 4-0-1 and the meeting was declared over by the Chair, Chris Potter.

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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.)