

**TOWN OF WESTMINSTER
DEVELOPMENT REVIEW BOARD
August 4, 2025**

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

Members Absent: Chris Potter (Chair)

Others Present: Jonathan Whitman; Rachel Brown; Jack Henderson Adams; Darrin Lawrence
Joe DiBernardo; 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 6:00 P.M.

2. Adjustments to Agenda: None

3. Acceptance of Minutes: Oliver Brody made a motion to accept the minutes as presented from June , 2025, 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 , Chair was absent from this meeting).

4. Communications and Public Comment: None

5. New Business: (Discussion / Action):

Application # 25-35

Application #25-35 Jonathan Whitman (Owner) – property located at 18 Metcalf Drive. The Applicant is requesting a 16’ x 16’ shed between the greenhouse & barn 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.

Tim Harty read application # 25-35. This application was for a 16' x 16' Shed between the Greenhouse and the Barn. The Shed will have siding to match the house. The Historic Review Board was concerned about how many structures exist on this property and recommended that no further structures were constructed going forward. The DRB will take this into consideration when making their decision. Hearing nothing further Tim Harty closed application # 25-35 at 6:11 pm.

Application # 26-01

Application # 26-01 Lift House LLC. (owner) property located at **69 Annies Hill Rd.** 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 read Application # 26-01. This application was for a ***Lot Line Adjustment***. Lift House LLC (Parcel # 007174.000) will be acquiring 5.77 acres of land from Darrin Lawrence (Parcel # 007145.000). The Lot Line is as follows:

Parcel # 007145.000: 22.06 acres – 5.77 acres = 16.29 acres (Darrin Lawrence)

Parcel # 007174.000: 20.00 acres + 5.77 acres = 25.77 acres (Lift House LLC)

Hearing nothing further, Don Anderson closed application # 26-01 at 6:20 pm.

6. Unfinished Business: None

7. Other Business (Discussion / Action): None

8. Date of Next Meeting: Monday, October 6, 2025 @ 6:00pm (IF NEEDED)

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

Application # 25-35: Jonathan Whitman; The DRB approved the application with conditions.

- 1) Vertical batten wood siding will need to be used and painted to match.
- 2) 1ft high stone-faced foundation per HRB recommendation
- 3) Shed needs to be on a slab
- 4) DRB is recommending that no other structures be placed on this property going forward.

Tim Harty made a motion to accept application 25-35 with the above conditions, Don Anderson seconded and the motion was accepted. 4-0 at 6:41pm

Application # 26-01: Lift House LLC/Darrin Lawrence; The DRB accepted application # 26-01 as requested with no conditions. The Mylar was left with the Assistant ZA on 08/04/25 and given to the Town Clerk for recording on 08/05/25. This will be recorded when the fee is received. Ed Harty made a motion to accept application 26-01 with no conditions. Oliver Brody seconded, the motion was accepted. 4-0 at 6:42pm.

9. Adjournment: Oliver Brody made a motion to adjourn at 6:43 pm with Ed Harty seconding. The motion passed 4-0 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.)