

**TOWN OF WESTMINSTER  
DEVELOPMENT REVIEW BOARD  
November 3, 2025**

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

**Members Absent:** Chris Potter (Chair); & Ed Harty

**Others Present:** Alice Laughlin; Josh Laughlin; Stanton Scott; Mason Scott;  
Ananda Fleuriel; Matt Sargent; Peter Terrell; Murray Krugman  
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 October 6, 2025, meeting with Don Anderson seconding it. Hearing no discussion, the Vice Chair called for a vote and the motion passed 3-0-2 (Chris Potter, Chair, and Ed Harty were absent from this meeting).

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

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

### Application # 26-05

Application #26-05 Alice & Josh Laughlin (Owners) property located at 3395 US Route 5. The Applicant is requesting a Change of Use – from a single family home to a single family plus 3 additional apartment units; for a total of 4 units 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.

Don Anderson read application # 26-05. This application was for a Change of Use – from a single family home to a single family plus 3 additional apartment units; for a total of 4 units. A member of the Historic Review Board (Peter Terrell) on behalf of all three members, requested the meeting to be postponed so the Historic Review Board could meet with the Laughlin's all together at once. The HRB met with the Laughlin's before the application was submitted, but not officially after they submitted the application, so they felt they should have met prior to the meeting to give recommendations. Tim Harty told Peter that he would like to hear the application and then they will decide at that point how to proceed. Josh Laughlin spoke on the application telling the DRB that the plan was to turn the existing family home into three additional single occupancy apartments, either one-bedroom or studio apartments. The main house will remain the same. The L-shape (before the barn) will contain the apartments. Per the Fire Marshal, they will be adding a third door, and windows. They will expand the parking lot to accommodate 4 cars and add down lighting for safety. Lou Blanchard, from the Westminster Aqueduct, confirmed that the aqueduct can handle the additional occupants. Michael Marquise issued a Site Report for Soil Testing for an On-Site Wastewater Disposal System. The Laughlin's will obtain the necessary state permitting for the Wastewater Disposal System before the Town Permit is issued. They will need to add a single pole for electricity. Fire Marshal stated that there was no need for an outside egress. Murray Krugman entered two documents from his DRB meetings from 05/26/09 & 01/21/21 which will be on record at the zoning office. Below is the HRB Recommendation for this application:

*“We wanted to pause this process simply to follow protocol. As it turns out, we have no objections historically with the permit, other than the concerns below. Please forward this to the DRB. We conducted a site visit at the Laughlin house relative to their application. Of course, we have concerns about any single dwelling main street home being broken up into apartments. The Laughlin's have addressed our concerns aesthetically and we agree that their project would not impact the historical nature of main street enough to be concerned at this point. We recommend a natural privacy screening, such as hedge, or similar on the south side of their parking lot to hide the number of cars that might be there. We also recommend that the three front doors needed be designed to be consistent with the nature of the house. We only discussed one light pole in the driveway for parking with “down lighting” to avoid the commercial look of bright lighting. Note; we did not address any entry on the north, gable side of the house, as it was not in the permit application”. Hearing nothing further Don Anderson closed application # 26-05 at 6:39 pm.*

**6. Unfinished Business: None**

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

**8. Date of Next Meeting: Monday, January 5, 2026 @ 6:00pm**

**DELIBERATIVE SESSION:** After coming out of the deliberative session, the Board declared a recess of this meeting on 11.03.2025 until the HRB had a chance to meet with the Laughlin's and give a recommendation.

\*\*\*After receiving the recommendation from the HRB on 11.11.2025 the DRB declared the following:

**Application # 26-05: Josh & Alice Laughlin;** The DRB accepted application # 26-05 as requested with conditions.

- 1) The Town Permit will not be issued until the appropriate state permitting is received and recorded.
- 2) There needs to be natural privacy screening, such as hedge, or similar on the south side of the parking lot to hide the number of cars that might be there.
- 3) The three front doors need to be designed to be consistent with the nature of the house
- 4) The driveway must have "down lighting" to avoid the commercial look of bright lighting.

**9. Adjournment:** Tim Harty made a motion to adjourn at 7:19 pm with Don Anderson seconding. The motion passed 3-0 and the meeting was declared over by the Vice Chair, Tim Harty.

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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.)