

**TOWN OF WESTMINSTER  
DEVELOPMENT REVIEW BOARD  
June 5, 2023**

Members Present: Chris Potter (Chair), Tim Harty (Vice Chair), Don Anderson (Clerk),  
Ed Harty

Absent: Oliver Brody

Others Present: David Judd, Elaine Judd, Shannon Fuller, George James III,  
Russell Hodgkins, Barbara Hodgkins, Norman Beam, Elaine Beam,  
Priscilla Allbee, Alisa Daigneault, Andre Daigneault, Beth Anderson,  
Kathy Korstange, Cynthia Fine, Buck Adams, Samuel Potter,  
Alison Bigwood (Interim - ZA) & Kelley Thayer (Recording Clerk)

**1. Call to Order:** Chris Potter (Chair) called the meeting to order at 6:37 P.M.

**2. Adjustments to Agenda:** None

**3. Acceptance of Minutes:** Tim Harty made a motion to accept the minutes as presented from the May 1, 2023, meeting with Ed Harty seconding it. Hearing no discussion, the Chair called for a vote and the motion passed 4-0-1 (Oliver Brody being Absent).

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

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

**Application # 23-33**

Application # 23-33 **APPEAL** of Permit (Norman Beam/Buck Adams) issued for a Lot Line Adjustment at 99 Beakins Hill. This Appeal will be reviewed under **Section 217 Appeals; Section 311 Site Plan Review; Section 446 Residential District Zone;** of the adopted 2017 Zoning Bylaws.

Chris Potter began this application by recusing himself because he is an abutter to this applicant. Moving to the floor as an abutter, Chris Potter stated that he had some concerns about the applicant's signatures. Tim Harty began by reading the application for a Lot Line Adjustment (Beam to Adams 1.4 acres) and then the Board addressed Chris's concern. Tim Harty asked Norman & Elaine Beam to confirm that the signatures were in fact theirs. Neither Norman nor

Elaine could positively say that the signatures were theirs. Buck Adams stated that they had filled out many applications and they could have passed in the wrong one. Russell Hodgkins, being an Abutter and former Zoning Administrator, stated that this makes the permit invalid, and it will need to be re-permitted and re-appealed. Hearing nothing further, Tim closed this application #23-33 at 6:59pm.

**Application # 23-38** Application # 23-38 Cynthia Fine (Owner & Applicant) property located 3293 US Route 5. The Applicant is requesting a Small Screen Room Extension on an Existing Hemlock Fence. 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 opened the Hearing reading the application. Don asked Cynthia Fine to tell the Board her intentions for this application request. Cynthia stated that she would like to construct a 14' x 16' screened room on her existing hemlock fence. The new construction would be using the same hemlock material as the existing fence, and the roof would match the roof of her home, which is galvanized metal. Cynthia stated that you wouldn't be able to see much of this screened room from the road with the exception of a small portion of the roof. Hearing nothing further, Ed closed this application #23-38 at 7:06 pm.

**6. Unfinished Business: None**

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

**8. Date of Next Meeting: Monday, July 10, 2023**

**DELIBERATIVE SESSION:** After coming out of Deliberative Session, Don Anderson made a motion to approve application #23-38 for a small Screen Room in the Historic District at requested. No conditions were placed on this application.

\*No action was taken on Application # 23-33 (Lot Line Adjustment- Appeal). This application was invalid and will need to be re-submitted and re-appealed (if the abutter's so choose).

Ed Harty seconded, and the motion passed unanimously 4-0-1(Oliver Brody absent).

**9. Adjournment:** Ed Harty made a motion to adjourn at 8:04 PM 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

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Date

Prepared by Kelley Thayer

(Note: These are unapproved minutes. Corrections, if necessary, will be found in the minutes of the next DRB meeting.)