

**TOWN OF WESTMINSTER
DEVELOPMENT REVIEW BOARD
November 4, 2024**

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

Others Present: Anthony Perri; Jacob & Brooke Potter; Paul Harlow; Nancy Dalzell;
Murray Krugman; Yves Gakunde; Jose Gualpa; Luis Gualpa;
Peter & Patti Terrell; Jonathan Whitman; Rachel Brown;
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: The DRB decided to change the order of the applications. Application #25-21 went first, next was #25-19, and last was #25-20

3. Acceptance of Minutes: Tim Harty made a motion to accept the minutes as presented from the October 7, 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 # 25-21

Application # 25-21 Jose Gualpa (Owner & Applicant) property located at **US Route 5 & Metcalf**. The Applicant previously subdivided his land into 2 parcels and is requesting to construct a home on each parcel. Application will be reviewed under **Section 311 Site Plan Review; Section 445 Historic Village District; Article IX Historic Preservation Overlay; Article X Agricultural Overlay District** of the adopted 2017 Zoning Bylaws.

Tim Harty read application # 25-21. Yves Gakunde spoke on behalf of the Gualpa Brothers. Yves told the Board that the Gualpa Brothers planned on building 2 identical 4-bedroom homes on the sub-divided parcels. They will have a separate septic system and will NOT tie into the

original septic owned by Tony Perri. The Abutters expressed concern about the driveway that was just established, and Yves described to them where the entries would be. One entrance will be off the R.O.W. on Metcalf and the other has been given access through Tony Perri's property (the old motel). The Abutters expressed concern about the trucks using Metcalf to bring in supplies and destroying the road. Yves told them that the road will be in good condition after the construction. The Septic and Potable Water Permits have been received and are in good standing. Hearing nothing further, Tim Harty closed application # 25-21 at 6:40 pm.

Application # 25-19

Application #25-19 Anthony Perri (Owner & Applicant) property located at **3338 US Route 5**. The Applicant is requesting Two Single Car Garages; Office with Kitchen & Bathroom; and a Lean-To. 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 read application # 25-19. Tony Perri told the Board that he would like to build two, single bay garages for his Tenants. At the end of these single bay garages will be an office space with a small kitchen and bathroom and loft above and at the end of this structure will be a lean-to for equipment. The Historic Review Board went to see the property and suggested the following:

- **“NOTE; Peter Terrell excused himself from this as he is an abutter”.**

“Matt and I conducted a site visit where we looked at the proposed building and compared the plan to a staked-out area that represented where the last of the old hotel rooms were located. We also met with Tony Perri to discuss questions about aesthetics. He wants to build a 25' X 40' structure over top of the original foundation of the old hotel rooms. This would have a 19' high roof ridge with a classic saltbox type roof. The front of the building facing North, per his plan. We concluded that no part of this structure is visible from the south, while much of it is visible from the North, i.e. driving South on route 5, looking through his parking lot. Missing in his permit application is siding style and color, as well as roofing material and color. We discussed and he agreed that the roof would be the same green metal roofing as his recent build on route 5, and the siding would be white vinyl, clapboard style, also same as the other building”.

“Conclusion; We have no objections historically to this project given that he adheres to the color and style above”.

Don Anderson told Mr. Perri that he will need to stay with the aesthetics of the Historic Village, including siding, color, roofing. The septic is large enough to support this construction and he will provide a letter from Phil Savoy (Engineer) with this approval. Hearing nothing further, Don Anderson closed application # 25-12 at 6:56 pm.

Application # 25-20

Application # 25-20 Malcolm & Dianne Potter (Owners) Jacob & Brooke Potter / Chris Potter (Applicants) property located at **265 Goldies Road**. The Applicant is requesting a Minor Subdivision. Application will be reviewed under **Section 311 Site Plan Review; Section 444 Commercial/Industrial District; Section 446 Residential District; and Article VIII Subdivision of Land (Minor)** of the adopted 2017 Zoning Bylaws.

This next application.....Chris Potter recused himself and joined Jacob & Brooke Potter on the floor.

Correction to the address on the application: S/B 239 not 265 Goldies Road.

Ed Harty read Application #25-20. Chris potter stated that the land was actually sub-divided prior to this, it was three different lots, totaling 9.5 acres and when the land was purchased, it altered the plot. It has an existing shop building that will remain on the 7.2 acres. Where the shop is; this is the Commercial/Industrial Zone and where the 2.3 acres is: this is the Residential District Zone. There is an exiting mobile home that will be replaced with a modular, but will come back at a later date for the application to build. This piece has its own well & septic, and plenty of road frontage. Hearing nothing further, Ed Harty closed Application #25-20 at 7:03 pm.

6. Unfinished Business: None

7. Other Business (Discussion / Action): None

8. Date of Next Meeting: Monday, December 2, 2024 @ 6:00pm

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

Application # 25-21: Tim Harty made a motion to accept the application with the condition that

1) Section 840; #A7 & #A16 of the 2017 Zoning Bylaws be followed and established.

***A7:** If a community sewage disposal system is to be used, demonstrate that the institutional arrangements are in place addressing the legal relationships of parties responsible for the continued operation of a shared system and a financial mechanism to assure continued operation and maintenance/replacement in the event of failure.*

***A16:** In the event the subdivision grants an easement or right(s)-of-way, the Applicant must provide a recordable instrument delineating the responsibility for maintenance of easement or right(s)-of-way.*

- 2) The road needs to be repaired and in good condition after the construction is completed.

Ed Harty seconded and the application was closed and accepted at 7:29 pm.

Application # 25-19: Don Anderson made a motion to accept the application with the following Conditions:

- 1) Section 840; #A7 needs to be followed.
A7: If a community sewage disposal system is to be used, demonstrate that the institutional arrangements are in place addressing the legal relationships of parties responsible for the continued operation of a shared system and a financial mechanism to assure continued operation and maintenance/replacement in the event of failure.
- 2) The building needs to keep with the aesthetics of the Historic Village District; Siding, Color & Roof
- 3) The Burm with vegetation needs to be completed from the previous approved permit.

Chris Potter seconded and the application was approved at 7:39 pm

Application # 25-20; Ed Harty made a motion to accept the application with No Conditions. Oliver Brody seconded and the motion passed at 7:41 pm

9. Adjournment: Tim Harty made a motion to adjourn at 7:45 p.m. with Don Anderson seconding. The motion passed 5-0 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.)