

**TOWN OF WESTMINSTER  
DEVELOPMENT REVIEW BOARD  
April 7, 2025**

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

**Members Absent:** Tim Harty

**Others Present:** Nancy Dalzell; Rachel Brown; Jason Perry; Jennifer Perry; Brian Parker; Chris Harlow; 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:** N/A

**3. Acceptance of Minutes:** Don Anderson made a motion to accept the minutes as presented from February 3, 2025, 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 # 25-35**                      Application #25-35 Jonathan Whitman (Owner ) – property located at 18 Metcalf Drive. The Applicant is requesting a 16' x 16' shed adjoined behind/beside the garage with a small 4' x 5' breezeway attachment, sided to match house & garage 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.

Chris Potter read application # 25-35. This application was for Jonathan Whitman. The request was for a 16' x 16' shed with a 4' x 5' breezeway. Rachel Brown spoke on behalf of Jonathan Whitman stating that the applicant wants to bring in a prefabricated shed and attach it to the existing garage. This will be used to store motorcycles. The shed will have a ramp for easy entry for the motorcycles. Rachel Brown said there will not actually be a breezeway but where the window of the garage is will become a door, so it will be more of a step through not a

breezeway. This property has a reserve tank on it for Marian Griffin as well as two others. This reserve tank would need to be moved in order to place this shed in the requested area. Jonathan Whitman, Rachel Brown, and Marian Griffin have an agreement for this process to happen, but are waiting on approval from the DRB before they proceed with hiring Surveyors, Engineers, and obtaining state permitting to relocate the reserve tank.



The Historic Review Board submitted their recommendation to the DRB for this matter and it is as follows:

*“We have been to this property a number of times now and are very familiar with it. Below are our comments from his last permit site visit and we now know that his proposed addition would be visible from Route 5 and we simply cannot approve it as proposed. Otherwise, it would be difficult to consider any new structure on that property to be consistent with our historic village at this point. It is very much over developed and distracts from the 1700’s simplistic nature of our main street. We have no alternative recommendations for the structure he is asking for”.*

- *“Excerpt from August 13, 2024 HRB recommendation”:*

- *“New construction garage and paved driveway entry to Metcalf, 16’X16’, East side of his current garage, 6’ long breezeway between garage buildings.
 
  - *He should have issues with established septic that is beyond our charter...please address*
  - *If permitted this will add to the almost dozen outbuildings packed into the property*
  - *Legitimately it’s difficult for us to comment on, due to its location being visible from Route 5*
  - *16’X16’ is huge and Whitman says he can build smaller depending on what DRB thinks”.**

Hearing nothing further, Chris Potter closed application # 25-35 at 6:18 pm.

**Application # 25-36**

Application # 25-36 Jason Perry (Applicant) Burt & Lisa Nowers (owners) property located at **1755 Kurn Hattin Rd.** The Applicant is requesting a Change of Use – temporary storage of construction equipment & supplies. 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.

Chris Potter read application #25-36. Jason Perry told the DRB that for the last 12 years he has been the caretaker of the property at 1755 Kurn Hattin Road. The property is owned by Burt & Lisa Nowers and they currently reside in Tennessee. Jason told the Board that he has permission to park his equipment and store his supplies on this property. Jason told the Board that he has zero employees that show up at this property for work, clients do not come to the property, he goes to them. Jason stated there are no deliveries and no products for resale, nor are there monetary transactions ‘business’. Jason stated that in exchange for mowing/plowing/property care, he is allowed to use the barn and storage area. Zero equipment can be seen from the public road. The approximate distance from Kurn Hattin Road to the equipment is 400’ ft. Brian Parker, an Abutter to Burt and Lisa Nowers stated that the previous owner of this property used it for the same purpose and there was never an issue. He said he had no complaints. Hearing nothing further, Chris Potter closed application #25-36 at 6:35 p.m.

**6. Unfinished Business: None****7. Other Business (Discussion / Action): None****8. Date of Next Meeting: Monday, May 5, 2025 @ 6:00pm**

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

**Application # 25-35:** This application requires more information. The DRB is requiring Mr. Whitman to provide the site map showing the placement of all three reserve tanks on 18 Metcalf Drive as well as a sketch with accurate dimensions and setbacks. If the ZA receives this information before the next DRB meeting, this will be discussed under “Unfinished Business”. No decision was made at this time.

**Application # 25-36:** The DRB determined that this application was superfluous, and was a permitted use (Accessory Use) under Section 446 B of the 2017 Adopted Zoning Bylaws in the residential district. NO PERMIT NEEDED. The DRB asked the clerk to issue a letter on their behalf to Mr. Perry and Mr. Nowers letting them know that there was no permit required in this matter.

**9. Adjournment:** Chris Potter made a motion to adjourn at 7:09 pm with Ed Harty seconding. The motion passed 4-0 and the meeting was declared over by the Chair, Chris Potter.

\_\_\_\_\_  
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.)