

Westmoreland Planning Board Approved Minutes
December 18, 2023

Attending: Lauren Bressett, Bruce Smith, Liana Capra, Alison Fissette, Tim Thompson, Kristen Riley (Alt., clerk), John Snowdon (selectman) **Excused:** Larry Siegel, John Stronk
Lauren Bressett called the meeting to order at 6:30 pm

Review of Minutes: 11/20/23

Tim Thompson moved to accept minutes as written. Alison Seconds. 6 voted in favor. Bruce abstained.

Hearings:

Home Business Site Plan Review- Kelly Jarvis of 45 South Village road, Lot U6-9

Alison made a motion to accept the application as complete enough to move forward, reserving the right to ask for additional information that was not provided. John Snowdon seconded that motion. All voted in favor.

Lauren Bressett opened the public hearing and invited the applicant to present the plan. Kelly Jarvis fixed up an old barn that she would like to use as an herb/retail shop. Her hours would be Monday through Saturday, from 8 am to 4 pm.

Board dialogue included: Liana asked what the snow removal plan would be. They plan to blow the snow to the back end of the property. The parking lot for four cars is set to be paved in the spring. Alison noted that 9' x 22' is the minimum size permitted for a parking spot. Kelly Jarvis said the sign is 3' x 3' and 5' tall. Lauren asked about the setback. Kelly said she would check in with the state department. Alison noted that the sign falls within guidelines.

Abutters were invited to speak. Daryll and Karen Leduc, located at map lot U6-11, expressed their concern about what plantings are going in between the properties, as the rock wall is 13 feet from their property. The Jarvises plan to work with them to plant something that they are happy with. John Snowdon recommended that the screening between the two properties be maintained between the heights of 6-8 feet.

The hearing was closed. After review of discussion, Alison made a motion to approve the site plan with the following conditions:

- Hours are Monday through Saturday 8-4
- Sign placement is to follow NH State right of way guidelines.
- Maintain a screening between 6 and 8 feet between the abutters located at U6-11

Items that need to be added to the site plan:

- Indicate size, height, and accurate location of sign
- Note screening is between 6 and 8 feet
- Indicate 4 parking spaces to be 9 x 22 and paved
- Change "VS" to "VC" on the site plan to reflect accurate zoning district
- Note 75 foot radius around well. .
- Updated site plan needs to be submitted to the planning board within 30 days.

Liana Capra seconded that motion. All voted in favor.

Other public Attendees of Meeting:

Barry Shonbeck stated that his house has been here since 1984, it has always been medium density residential. In 2002, Westmoreland redid the zoning. The zone boundary has changed from the railroad tracks to the road. Lauren said there were town votes to change zoning in multiple areas around town. Personal notice of changes in zoning if under 100 lots are affected was not required until a state law change in 2014. Lauren said she will check with the town attorney about whether Barry could submit a warrant article, or whether it still may be considered spot zoning, which is not allowed.

Joseph Dibernardo came in to drop off a lot line adjustment application on behalf of Ian Ingram.

In the midst of reviewing the Home Business application, Lauren Bressett noted that on the checklist, C. 3 and I.2 are duplications. The board decided to address this, to put it under other and the checklist will have a new column under “other” to check off n/a.

Zoning Administrator Job Revision

Tim Thompson- General summary: #3 take the word about out. Change “working” to work on Duties and Responsibilities: #1 and #7. Under 10. Minimum of 4 meetings. Under Zoning change “meetings” to “hearings.”

Final Ordinance Amendments

The change to 7:02- change “this ordinance” to “any” does not change meaning and can be made without ballot vote.

The only ordinance for the ballot will be small wind energy systems. The board previously decided to have wind power currently limited to small systems. It will be limited to rural residential and forestry residential zones with a 10 acre minimum lot size. The board will revisit wind energy after the master plan update.

Lauren will verify if frontage is required, as road frontage is required to build a structure.

The board has agreed to hold a **work session** on January 11 at 5:00 pm, along with the **ordinance hearing** at 5:30 pm.

Decision Flow Chart

The board feels this is well laid out and should be a help to those working with land use processes. There was a concern that a layperson may still have a problem understanding it but that it could be a tool used by the ZA, board clerks, etc to highlight the processes a person would need to follow. Lauren made some edits to reflect planning board steps that were missed and will send these to the selectmen. There was also a question about whether a stand-alone change of use form exists, we aren't familiar with it.

Larry's Letter

The board likes the tone and focus. Alison recommended perhaps taking out some examples and maybe refer folks to the zoning tables, and then the ordinances as places to start. She suggested that Larry inform people on how to search the document electronically. Also, Larry should

mention that the first step after familiarizing themselves with the ordinances is to speak with the zoning administrator. We do want these letters to continue.

Alison moved to adjourn the meeting. Bruce seconded that motion. All voted in favor. The meeting adjourned at 8:34 pm.

Recorded by Kristen Riley, Clerk.