

Westmoreland Planning Board
Joint Meeting with Master Plan Committee
July 7, 2025
Approved Minutes

Attending: Lauren Bressett (chair) Bruce Smith, Alison Fissette, Tim Thompson, Liana Capra, Larry Siegel (alt.), Mark Terry (selectman rep.)
Excused: Lisa Prince (alt.), John Stronk (alt.)

Review of Minutes: 6/2/25

Bruce Smith noted that the wrong roman numerals were used. They should be class VI to class V.
Tim Thompson moved to accept minutes with the correction of the roman numerals. Alison Fissette seconded that motion. Lauren Bressett and Larry Siegel abstained.

Applications/Hearings:

R14-57:

With regards to the duplex, Mark Florenz got legal possession of one side of the duplex in late May. It is no longer a duplex, it is a single family home. They worked with Larry to address additional issues that came up during the inspection. There were some electrical issues, and the electrician has been fixing those issues.

Mark Terry printed the inspection from Scott Talbot. Mark Florenz said he emailed the lead free certificate. The electrician replaced all of the smoke detectors the morning of this meeting.

Lauren Bressett addressed the firewall paragraph in the report. Lauren Bressett noted that it is only necessary to have a firewall between two apartments. It is now one apartment, so Lauren believes Scott's notes are no longer applicable.

Bruce Smith makes a motion to accept the report as submitted and to approve the site plan. Larry Siegel seconded that motion. Alison Fissette Abstained.

R14-34:

Bruce Smith explained how the zoning board hearing process went. Peter Remy continued the hearing and asked Jim Larkin to have someone resurvey the property and measure all of the buildings and developed spaces. Jim Larkin came in with the new site plan, the zoning board looked at all of the buildings and they said that they were not in violation of anything, and that they need to go back to the planning board. The site plan that was submitted to the planning board differs from the one that was submitted to the zoning board. The planning board cannot act on a site plan that they have not had a hearing on. The board has decided to go to the town lawyer to decide on the next move.

Sarah Balinger- SWRPC

Sarah Balinger sent the board her drafted plan for reorganizing the town's ordinances. She went through each article and explained how and why she made these suggestions. The board asked questions and gave their feedback.

Bruce Smith noted that it only says adus are allowed in RR. They are allowed everywhere. Sarah said she didn't eliminate anything, maybe the tables got cut off. The tables will be reformatted.

Alison Fissette said that 11- administration and enforcement, should be in the beginning. She also said the definitions shouldn't be in the front because when people read the definitions, they won't look any further. In the definitions, they should cross reference where there is more information on that term. The board said that the building ordinances should be a separate document. The town may have to vote on

removing them from the current document. The board should go to the town with the reorganization and do a vote.

Alison Fissette said "Extraction of Earth Materials" should be its own stand alone section.

Articles 5-10- Alison Fissette said the order should be changed to more common special topics.

Mark noted that there is a "deleted" that can be eliminated.

Article 10- The board is interested in changing "Trailer Camp" to "Mobile Home Park".

Sarah Balinger had some questions in regards to the "zoning permits." Lauren Bressett explained that the town previously had a "zoning administrator," who wasn't a part of the zoning board. This has caused confusion with residents, when trying to understand where to get a permit and from whom. The town has since changed this title to "Land Use Enforcer." The permits that should be obtained from the land use enforcer should have new titles that indicate this.

301 should be "land use permit"

301.6 should be "extension of land use permit"

301.8 should be "date of issuance of land use permit"

Lauren Bressett noted that it is suggested by the municipality that deadlines are added to the permits. She also said there should be a stand alone document, listing all of the permits that Westmoreland requires, a "schedule of permits".

Definitions the board wants to add or edit:

-All camping apparatus terms.

-Setback

Sarah Balinger will come back with her new edits for the August meeting.

The board came to the consensus that they will move the September 1st meeting to the following Monday, September 8.

Tim Thompson made a motion to adjourn the meeting. Larry Siegel seconded that motion. All voted in favor. The meeting adjourned at 8:15 pm. Recorded by Kristen Riley. Approved.