

Westmoreland Planning Board
Minutes
February 2, 2026

Members Present: Lauren Bressett (Chair), Bruce Smith, Mark Terry, Liana Capra, Alison Fissette, Tim Thompson
Alternates Present: John Stronk, Lisa Prince
Excused: Larry Siegel & Kristen Riley

The meeting was called to order at 6:00 p.m. by Chair Lauren Bressett. The chair noted that John Stronk was to be seated for Kristen Riley

Approval of Minutes - A motion was made by Tim Thompson, seconded by Alison Fissette, to approve the minutes of January 5, 2026, as printed. Motion passed 7-0.

Site Plan Application Review

Applicant: Richard and Carolyn Davis

Property Location: 1071 Route 12, Map: U1-5A, Zoning: Commercial/Industrial (C/I)

The application was received and notices sent. The board reviewed the application, primarily focused on parking arrangements and changes of operational hours, for completeness. Discussion included the following:

- Questions raised about minimum lot area, lot coverage, and whether parking areas count as developed or open space, with clarification that property is a lot of record and lot coverage is less than 75%.
- The reference used to prepare the plat was clarified as the original subdivision plat.
- Height of the building is not shown on the site plan but it was noted that the existing building is not being altered.
- The septic system adequacy was discussed due to the number of proposed parking spaces; it was confirmed the current system has state approval and is on file. The drivers are not on the site all day.
- The hours of operation of the shop were proposed as 5:00 AM to 7:00 PM, with 24-hour access for buses.
- It was noted that the shed was not indicated on the plan. If it is to remain it needs to be marked on the site plan.
- Clarification about the site plan being a permanent change that allows for multiple potential uses, not just the current bus company who will be leasing the property.

A motion was made by Alison Fissette, seconded by John Stronk, to accept the application as complete enough to move forward with the hearing. The motion passed unanimously. The hearing was scheduled for 6:30pm

Other Business

1. Planning Board to attend the Master Plan meeting March 17th to discuss section drafts and topics for a public forum. Forum tentatively scheduled April 11, 2026 at 9am in the Town Hall.
2. Discussed edits for the Westmorelander article written by Lauren Bressett which will give an overview of the ordinance changes that will be on the ballot. Lauren will also request that a paragraph about the Master Plan forum April 11 be included.

3. Discussed potential future ordinance work including agriculture, housing options and defining what rural means for Westmoreland.

Hearing for 1071 Route 12, Map: U1-5A Chair, Lauren Bressett, opened the hearing at 6:30 pm.

Courtney Davis summarized the site plan revisions which would include parking for approximately 28 large busses in the lot located west of the building as well as parking for smaller busses and other vehicles along the back of the property. A revision of hours of operation to be 5am-7pm with 24/7 access for buses. The site will be operated by the current tenant, Student Transport of America, that leases the property. Davis answered the following:

- Where will bus drivers park their vehicles? The bus company has drivers park in the space of the bus they are taking.
- Will the fence required for the buffer in the previously approved site plan be maintained? The fence is there, but in poor condition. He is not planning to replace it as there is sufficient vegetation there now.
- Will the sign have lighting? No plan for lighting.
- Will the shed not noted on the plan but currently by the gateway be staying on the property? Yes, but it will be moved. Davis agreed to add its location to the plan.
- Has NHDOT been contacted and approved this use? There is an active driveway permit on file for the repair facility. NHDOT has not indicated a problem. If an issue arises owners will work with NHDOT to resolve.

Abutters Scott and Jill Gourley and Bill Fletcher voiced concerns about proximity to the road, traffic hours, noise, lighting, and potential future uses. It was noted that another business in the same area did work with residents to address noise issues when they were voiced. Courtney Davis mentioned that STA had mentioned the possibility of back up alarms being turned off but he didn't know if this was possible. The need for maintaining buffers (natural vegetation or fencing) was emphasized for noise abatement and screening. Caroline Davis asked that any complaints be addressed to her so she can address them.

Deliberation over limitations on the number or type of vehicles; consensus was not to set a strict maximum but to designate specific parking areas and square footage on the plan.

Motion made by Liana Capra seconded by Bruce Smith to accept the site plan with the conditions that: shed location to be added, buffer of either vegetation or fence to be maintained on the south line, and parking not to exceed area as shown and measured on the plan. Motion passed 7-0.

At 7:49 p.m., a motion was made by Alison Fissette, seconded by Liana Capra, to adjourn the meeting. The motion passed unanimously.

Meeting recorded by: Jodi Scanlan

Town of Westmoreland
Planning Board
780 Route 63, PO Box 55
Westmoreland, NH 03467

Planning Board Members Present

Lauren Bressett (Chair), Bruce Smith (Vice Chair), Mark Terry (Selectman), Tim Thompson, Liana Capra, Alison Fissette, John Stronk (Alternate, seated), Lisa Prince (Alternate)

Absent

Kristen Riley (Excused)

Written Findings

The property is located on a state highway within the C/I Zone, where business activity is permitted. Previous uses of the property included large vehicle repair and maintenance. Adequate space is available to accommodate the required parking. The topography of the property has not been altered, and lot coverage remains under 75%.

Residential homes on the north side were built within the C//Residential Zone and are opposite and adjacent to the highway. Properties to the south side are on a dirt town road in a more rural residential setting. Ordinances require a buffer between C?I and residential zones are maintained. A buffer of natural vegetation and/or a fence shall be maintained fro properties located on the south side. The applicant expressed willingness to address noise or lighting mitigation if issues arise.

Notice of Decision

On February 2, 2026, following a duly noticed public hearing, the Planning Board voted to APPROVE the Business Site Plan submitted by Richard and Caroline Davis for the property located at 1071 Route 12, Westmoreland, NH, Map U1, Lot 5, subject to the following conditions:

1. The shed location shall be added to the site plan.
2. A buffer consisting of vegetation or fencing to be maintained along the south property line.
3. Parking is not to exceed the area shown and measured on the approved site plan.

The Planning Board also approved extending business hours from 5:00 a.m. to 7:00 p.m. Monday - Friday, with 24/7 access permitted for buses arriving outside of business hours.

The shed was added to the site plan, which was signed and dated by the Planning Board Chairperson and the Planning Board Clerk. Copies were distributed to the property owner.

Jodi Scanlan
Planning Board Clerk
Town of Westmoreland

