

Westmoreland Planning Board
Minutes
January 5, 2026

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

The meeting was called to order at 6:00 p.m. by Chair Lauren Bressett. She noted that there was a full board present.

Approval of Minutes - A motion was made by Tim Thompson, seconded by Alison Fissette, to approve the minutes of December 1, 2025, as printed. Motion passed 6-0 with Kristen Riley abstaining..

Public Hearing – Zoning Ordinance Amendments

Chair Bressett opened the public hearing to review changes made to proposed zoning ordinance amendments following the December hearing.

The Proposed Zoning Ordinances were all accepted except for the proposed change to 438.1. The words “constant or” were added to clarify the type of noise it was applicable to. Amended ordinance is: No constant or permanent use shall emit noise in excess of seventy (70) decibels. This shall not apply to agriculture, farms, and farming which are following best practices; but does apply to agritourism Kristen Riley asked for clarification about where the noise would be measured. The 70 decibels should be measured at the property line, or neighbor’s yard. Motion made by Liana Capra seconded by Bruce Smith to move the revised noise ordinance to the ballot. Motion passed

Organizational and grammatical changes were proposed to the Special Public Events Ordinance (Sections 7.4.2 and 7.4.5) to improve clarity without changing intent. These were: Removing the duplicate “require” in Section 7.4.2 a. Remove the subsection label c. from Section 7.4.5 and make it a final sentence instead.

The Board also discussed state law regarding Accessory Dwelling Units (ADUs) and agreed to simplify language concerning ADU location requirements to align with state law. 407.2 A will now read: The ADU shall be located within the primary dwelling or a new or existing, attached or detached accessory building.

A motion was made by Alison Fissette, seconded by Liana Capra, to approve ordinance language changes to ensure compliance with state law. Motion passed.

With no additional items for discussion, the public hearing was closed by Chair Bressett.

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 for completeness.

During the site plan checklist review, the Board identified numerous deficiencies and missing or unclear information, including:

- A. General - Vicinity sketch missing and abutters incorrectly placed
- B. Zoning - Area of parcel in acres and square feet and frontage amount missing
- C. Property Boundaries - Boundary dimensions and bearings missing, no setbacks shown. Previous plans referenced but not reflected on plat.
- D. Physical/Natural Features - References features on previous plan but not indicated on plat or at least verification of existing and changed features in the last 10 years. For example, are existing fences staying? Changes to natural vegetation buffers? Grades and contours not shown and no reference to changes as a result of significantly increased parking.
- E. Buildings - Building footprints provided but total area and height not included. Structures within 200 feet not indicated.
- F. Access Points - Dimensions for driveways, internal drives, turning lanes not provided, unable to determine if it is adequate for two way traffic or buses. Adjacent access points within 200 feet not indicated. Not clear if visibility will be reduced due to parking within setback. Not clear if additional parking reduces necessary drive width.
- G. Internal Traffic, Parking, and Pedestrian Safety - Internal traffic patterns unclear. Turn around for emergency vehicles unclear due to lack of traffic flow dimensions
- H. No utilities or drainage shown. Unclear if any changes would affect water drainage. Well radius not shown
- I. No landscaping or screening shown, reference doesn't indicate if any changes over 10 years exist.
The existing sign was directional, needing dimensions and characteristics of a business sign.
Unclear if buffering still exists or has changed. Lighting not included on plat
- K. Unclear if any groundwork is planned which might require approval or permits

Some checklist responses referenced outdated documents from 2015, which the Board determined did not provide sufficient or current information. The Board emphasized that the site plan must be self-contained and accurately reflect existing conditions and proposed changes.

A motion was made by Alison Fissette, seconded by Liana Capra, to declare the application incomplete and to require that a detailed list of deficiencies be sent to the applicant. Motion passed.

The applicant's representative expressed frustration with the process, stating that prior site plan information exists in Town records and indicating an intent to proceed with the proposed changes despite the Board's decision, including possible litigation. The Planning Board clarified that application completeness is based solely on the submitted materials, not on information contained in other files or presented outside the application.

Other Business

- The Board is reviewing the draft Master Plan sections as sent by the committee and plans to attend the Master Plan Committee meeting on March 17 to discuss goal-setting.
- Discussion of a food truck permit was postponed due to limited immediate need.
- The Westmorelander plans to publish an article in March regarding proposed ordinance amendments and changes. The board will draft the article.

At 7:47 p.m., a motion was made by Liana Capra, seconded by Alison Fissette, to adjourn the meeting. The motion passed unanimously.

Meeting recorded by: Jodi Scanlan