

# Minutes of the Westmoreland Selectmen's Meeting

Thursday, October 30, 2023

**BOARD MEMBERS PRESENT:** Frank Reeder, John Snowdon, and Bill McGahie.

1. The meeting was called to order at 1pm by Frank Reeder
2. Meeting called to discuss critical timeline of Special Exemption and Site Plan Review
  - A. Letter sent by Selectboard at Planning Board's request to Kelly Jarvis regarding Zoning Permit with pending Site Plan Review. Jarvis thought she was finished with the permitting process for opening a new business having received a Special Exemption, and didn't realize a Site Plan review was also needed.
  - B. Lauren Bressett - Special exemptions expire two years from final approval. Contacted the town attorney to see if the special exemption issued July 2021 could be extended through 2023 to allow the resident to complete the permit process with just a site plan review for their new business rather than make them start over, but have not received an answer yet.
  - C. John Snowdon - Jarvis is trying to open her business correctly. Zoning permit was confusing as it was marked site plan review needed, but signed as if granted. In addition the Zoning Board did not indicate to the resident that a site plan review was needed when the special exemption was given. Communication issues occurred and I would like to allow the residents to continue permitting without the additional expense of another Zoning hearing.
  - D. A motion was made by Frank Reeder seconded by John Snowdon to ignore the 2 year expiration date of the special exemption and allow Kelly Jarvis to proceed to the Planning Board for a site plan review. Motion passed 3-0.
3. Discussion about standard operating procedure to make the permitting process simple and understandable for residents. Flow chart(s) with explanations that can be given to applicants to avoid confusion. Will address more at regular Selectboard meeting

Respectfully submitted,  
Jodi Scanlan  
Town Administrator

NEXT MEETING TUESDAY NOVEMBER 7, 2023 1:00PM MINUTES ARE INITIALLY POSTED AS UNAPPROVED SELECTMEN SIGNATURES DENOTE APPROVAL
--

## BOARD OF SELECTMEN

---

Frank Reeder, Chairman

---

John Snowdon

---

William McGahie