

TOWN OF WESTFORD
DEVELOPMENT REVIEW BOARD MINUTES
Minutes for Wednesday, August 13, 2014
Approved on November 12, 2014

Board Members Present: Wayne Brown, William Cleary, Eric Jacobsen, Tony Kitsos (Chair) and Matt Wamsganz.

Board Members Absent: Jason Hoover and Casey Mathieu.

Also Present: Melissa Manka (Planning Coordinator), Adam Bagdon, Veda Root and Ronald Root.

The meeting began at approximately 7:17p.m.

Variance - Adam Bagdon Property

Adam Bagdon was present.

Adam said he was requesting a variance to construct/maintain a mudroom, tool shed and porch located within the Town right of way and/or district setbacks. He stated the entire property is either in a right of way or setback and added that the Selectboard already approved of placing the mudroom within the right of way.

Adam said the porch and shed have already been built because, when he asked the Town 3 years ago, he was informed that only livable space requires a zoning permit. Adam said it wasn't until he submitted a permit for the mudroom that he was told the porch and shed also required a permit.

Adam went through the variance criteria with the DRB and stated the following:

- 1) The parcel is an existing small lot located in a large zoning district.
- 2) The parcel is undevelopable due to the fact that the entire parcel is located within a setback or right of way.
- 3) The hardship predates his purchase of the property.
- 4) The proposed development will make the neighborhood better and the house safer.
- 5) The request is for a minimal amount of additional square footage and will be used for residential purposes.

Tony asked again whether there was any commercial use of the property proposed and/or foreseen in the future.

Adam said no.

Eric asked the age of the dwelling.

Adam answered that it was built in 1887.

Eric asked how many bedrooms the dwelling had.

Adam answered 2 bedrooms.

Eric asked why the Applicant didn't know permits were required.

Adam answered that he was told only livable space requires a zoning permit.

The public hearing was opened to the public and no comments were heard.

Matt MOVED to close the public hearing.

Wayne SECONDED the motion.

The motion PASSED 5 – 0.

Draft Form Based Code Letter to Planning Commission

Matt MOVED to approve and send the letter as amended.

Wayne SECONDED the motion.

The motion PASSED 5 – 0.

FY 16 DRB Budget

Tony MOVED to approve the DRB budget request as amended.

Wayne SECONDED the motion.

The motion PASSED 5 – 0.

DRB Meeting Schedule

The DRB discussed whether to continue to meet on the 2nd and 4th Wednesday of the month based on everyone’s availability and decided to maintain the current meeting dates into the foreseeable future.

Minutes of the April 9, 2014 Meeting

Eric MOVED to close the public hearing.

Matt SECONDED the motion.

The motion PASSED 5 – 0.

Minutes of the April 23, 2014 Meeting

Eric MOVED to approve the minutes.

Wayne SECONDED the motion.

The motion PASSED 5 – 0.

Minutes of the July 9, 2014 Meeting

Tony MOVED to approve the minutes.

Matt SECONDED the motion.

The motion PASSED 4 – 0.

Wayne abstained.

The meeting adjourned at approximately 9:34 pm.

Submitted by,
Melissa Manka, Planning Coordinator