

TOWN OF WESTFORD
DEVELOPMENT REVIEW BOARD MINUTES
Minutes for Wednesday, October 24, 2016
Approved on ****, 2016

Board Members Present: Wayne Brown, William Cleary, Sara DeVico, Jason Hoover and Matt Wamsganz (Chair).

Board Members Absent: Tony Kitsos and Lisa Fargo.

Also Present: Melissa Manka (Planning Coordinator), Janis Campbell, David Adams, Judith Adams and Glenn Minor.

The meeting began at 7:19 p.m.

Sketch Plan for a 2-Lot Subdivision– Paula desJardins, Joe Rutherford & Jenn Rutherford Property (59 acres)

David Adams, Judith Adams and Glenn Minor were present for this agenda item.

Wayne MOVED to continue the public hearing until November 28th at 7:15 pm.
Bill SECONDED the motion
The motion PASSED: 5 – 0.

Conditional Use – Janis Campbell Property (13.2 acres)

Janis Campbell was present.

Janis gave a brief explanation of the project by stating she was requesting local approval to construct a 14 foot wide driveway with associate infrastructure within the WRO in order to access a building site on her property. She said she has already received a State of Vermont Individual Wetland Permit and Town Access Permit. She added that the area of impact for the additional 50 feet of local wetland buffer is 2,800 square feet.

The DRB went through the staff report.

The DRB stated that the scale needs to be corrected and the area of impact shown on the site plans.

The DRB agreed that the 20 foot wide presumed area of disturbance can be the clear zone within the WRO.

Janis stated that there will be overhead power from the road to a point just beyond the WRO. She added that some trees will need to be cut and/or limbed to accommodate the utility line. Melissa asked what the width of the clear zone would be and Janis replied 25 feet either side of the line.

Matt stated that area would need to be calculated into the area of impact.

The DRB informed the applicant that the site plans need to be revised to conform the road and driveway standards.

The DRB agreed that the access permit trumps the intersection standards in the regulations and conformance with said standards would greatly and unnecessarily impact the wetland.

The DRB discussed the location of the required emergency vehicle pull off and agreed to permit it to be located within the WRO at the sharp curve in the driveway.

Janis stated that this was the half way mark in the driveway so it made the most sense.

Jason agreed that the best sight distanced were located in the area as well.

Janis submitted stormwater details and Jason reviewed them for conformance with the regulation. Jason stated that they appear to conform to the regulations.

Janis verified that there were no steep slopes or ledge outcroppings in the areas proposed for development.

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

Bill MOVED to close the public hearing.

Wayne SECONDED the motion

The motion PASSED: 5 – 0.

Other Business

Application Checklists & Review Process

The DRB reviewed the application checklists Melissa drafted and made revisions. Melissa said her hope was to have every applicant submit a completed checklist to ensure all required documents are submitted to ensure efficient and effective review of applications as well as to clarify what documents are required. The DRB agreed to use the checklists and revise them as necessary in the coming months.

Minutes of the October 10, 2016 Meeting

Sara MOVED to approve the minutes as amended.

Matt SECONDED the motion

The motion PASSED: 4 – 0.

Wayne abstained.

The meeting adjourned at approximately 8:57 p.m.

Submitted by,

Melissa Manka, Planning Coordinator