

TOWN OF WESTFORD
DEVELOPMENT REVIEW BOARD MINUTES
Minutes for Wednesday, June 8, 2016
Approved on June 22, 2016

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

Board Members Absent: Tony Kitsos.

Also Present: Melissa Manka (Planning Coordinator), Sue Adams (Temporary Planning Coordinator), Lisa Fargo, Chris Friesen, Greg Baker, Sue Adams, Peter Miller, Marilyn McConnell, Kara Von Behren and John Stuart.

The meeting began at approximately 6:36 p.m.

DRB Interviews

The DRB conducted interviews with Lisa Fargo, Chris Friesen and Greg Baker.

Conditional Use & Site Plan Review –Rope’s End LLC Property (10 acres) Applicant: Peter Miller

Peter Miller, Marilyn McConnell, Kara Von Behren and John Stuart (engineer) were present.

John Stuart began with a brief explanation of the project.

The DRB then went through the staff report.

John Stuart stated that there are two springs on site; an abandoned spring that once served the dwelling onsite and one that is owned by the property owner to the north-east. He said the dwellings on both properties are now served by drilled wells and the wastewater isolation area for the proposed system is well away from the neighbors’ spring.

Kara Von Behren testified that the school will be open from 8:30 am and 5:30 pm for the school year with the hope of starting a shortened day summer camp in the future.

John Stuart stated that the total impervious surface is 13,500 sq. ft.

Melissa noted that the total impervious surface will need to be recalculated based on revisions necessary to the driveway and parking plans.

The DRB discussed whether to require a share driveway on the property since there are currently two driveways on the property.

Marilyn McConnell stated that the northern driveway is only occasionally used and the southern driveway would be used for the school as well as the residence. She added that the northern driveway is mostly used for fuel deliveries and to move large objects into the house.

Bill Cleary asked if it was the intent of the applicant to connect the two driveways.

Marilyn McConnell stated that they are somewhat connected in the fact that sometime the resident drives over the lawn to access the southern driveway.

Bill Cleary stated that he believes both driveways are necessary for emergency services and fuel delivery and there are unique physical circumstances on site that require two access points for this purpose.

The DRB agreed that the northern driveway may only be used for residential purposes. The DRB reviewed the distance between access points and noted that the northern and southern accesses on the site are less than 200, more specifically they are approximately 180 ft. apart. The DRB then noted that to increase the distance between the two points would require mature trees used for landscaping and screening to be cut or the WRO to be impacted. Therefore, they agreed that unique physical circumstances are present warranting slightly reduced distances between the access points.

The DRB stated that the southern driveway must meet the driveway standards.

The DRB discuss the average number of expected trip ends per day and figured there would be a maximum of 40 given 15 students, 1 teacher and the single family residential use.

John Stuart testified that the southern driveway currently has a grade of 6-7% and no cut and fill is proposed.

Peter Miller stated that he met with the Road Foreman and an access permit is not required.

The DRB discussed whether the applicant would like to meet the emergency vehicle turnaround requirements or request a letter from the Fire Department stating an alternative design is acceptable. They further discussed the possibility of placing the turnaround south of the proposed garage.

Peter Miller stated that the driveway/parking area would meet the emergency vehicle turnaround standards.

The DRB agreed that one more parking space is required and stated that it could be located beside the emergency vehicle turnaround and immediately south of the proposed garage.

The DRB stated that the emergency vehicle turnaround and required loading and service space can be one in the same.

The DRB discussed the landscaping and screening requirements, existing vegetation and existing contours. They noted that the non-residential use is largely not visible from public view and determined that the existing landscaping to the east, south and north of the property meets the standards set forth in the regulations in addition to the contours hide the development. All existing vegetation must be maintained on site.

The DRB discussed the lighting proposal.

Kara Von Behren submitted photographs of the existing lighting fixtures.

Two of the fixtures were not fully shielded.

Sara DeVico believes the two fixtures with frosted glass would be categorized as fully shielded.

Kara said the two bulb non-shielded fixture will be removed.

The DRB stated that the single bulb non shielded fixture will either need to be replaced or the glass frosted.

The DRB agrees that the project meets the basic compliance standards for stormwater via sheet flow over natural vegetation downslope of all proposed development.

The DRB reviewed the outstanding items and believes they can be addressed via conditions placed in the decision.

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

Jason MOVED to close the public hearing.

Sara SECONDED the motion

The motion PASSED: 5 – 0.

Other Business, Citizens to be Heard & Announcements

The DRB agreed to recommend Lisa Fargo for appointment to the DRB. However, they would like the other applicants informed of a possible vacancy in the spring of 2017 and would like to ask them to reapply if and when that vacancy becomes available.

Sue informed the DRB that an application for Theodore and Michelle Pelkey is scheduled for July 27th and asked whether they would like a sheriff present.

The DRB asked Sue to contact the Pelkeys to determine whether Theodore Pelkey would be in attendance and, if so, they would like a sheriff present.

Minutes of the May 11, 2016 Meeting

Bill MOVED to approve the minutes as amended.

Wayne SECONDED the motion

The motion PASSED: 4 – 0.

Sara abstained.

The meeting adjourned at approximately 9:10 p.m.

Submitted by,

Melissa Manka, Planning Coordinator