

**TOWN OF WESTFORD
DEVELOPMENT REVIEW BOARD MINUTES
Minutes for Monday, September 24, 2018
Approved on *****, 2018**

Board Members Present: David Baczewski, William Cleary, Sara DeVico and Matt Wamsganz (Chair)

Board Members Absent: Dennis Angiono and Wayne Brown.

Also Present: Melissa Manka (Planning Coordinator), Peter Mazurak, Jacob Smith, Kara Collier, Andrew Collier, Jennifer Simpson, Keith Simpson, Aaron O'Grady, and Steve Chesser.

The site visit began at 6:21 p.m.

5 Lot, 4 Unit Planned Unit Development & Subdivision (across the road from 61 Sanctuary Road) – Owner: Upper 23 LLC (21.85 acres)

The site visit ended at 6:50 p.m.

Board Members Present: Dennis Angiono, David Baczewski, William Cleary, Sara DeVico and Matt Wamsganz (Chair)

Board Members Absent: Wayne Brown.

Also Present: Melissa Manka (Planning Coordinator), Peter Mazurak, Jacob Smith, Kara Collier, Andrew Collier, Jennifer Simpson, Keith Simpson, Aaron O'Grady, Joe Klemm and Steve Chesser.

The meeting began at 7:16 p.m.

Amendments to Agenda

None.

CONTINUED: Site Plan Public Hearing – Owners: Joshua & Elisabeth Smith (1.2 acres)

The DRB reviewed and accepted an email from Joshua Smith withdrawing their application.

CONTINUED: Sketch Plan Review for 5 Lot, 4 Unit Planned Unit Development & Subdivision – Owner: Upper 23 LLC (21.85 acres)

Jake Smith and Peter Mazurak (engineer) were present.

Peter gave a brief explanation of the revisions made to the plans since the last meeting.

The DRB went through the staff report.

44 The DRB agreed that the revised theoretical density plan still doesn't prove four lots are con-
45 ventionally possible.
46 Peter asked that they be permitted to revise the plan again and present it at preliminary plat.
47 The DRB agreed.
48 Those present discussed the use of existing vegetation, cutting restrictions, landscaping and re-
49 duced building envelopes to reduce visual impacts.
50 The DRB asked that the applicant to develop a landscaping proposal for preliminary plat.
51 Dennis asked the distance between the houses as depicted on the plans.
52 Peter answered 200 feet.
53 Melissa mentioned that Sanctuary Road can remain 12 feet wide with pull offs, but the right of
54 way will need to be increased to 60 feet wide. She said the extended right of way will push
55 front yard setbacks back farther.
56 Jake said the property wasn't under a forest management plan.
57 The DRB said building envelopes will need to exclude steep slopes, ledge outcroppings and the
58 WRO.
59 Melissa noted that one of the proposed lots was completely consumed by the WRO and, there-
60 fore, it was undevelopable.
61 Peter said it's a marginal wetland and he hopes it will be reclassified as a class 3 wetland. Oth-
62 erwise, he said he would seek a state wetland permit for the road in order to fill the wetland.
63 The DRB agreed this issue needs to be addressed prior to preliminary plat or the lot will need to
64 be omitted from the plans.
65 The meeting was opened to the public.
66 Jessica Simpson asked whether filling the wetland beside the road would affect the homeowner
67 association's stormwater permit.
68 Peter answered no.
69 Kara Collier stated that the northern building lot places the dwelling on the property line and
70 within 150 feet of their home. She said there are no trees between the two dwellings and the ir
71 house currently is very secluded.
72 Peter said the Collier's cut all their trees down to the property line.
73 Andrew Collier said that was untrue and the setback between the properties is a logging road
74 with no vegetation beyond a handful of pines and a few saplings.
75 Bill said the applicant's should think about buffers and screening.
76 Peter said perhaps the internal property lines could be straightened and building envelopes
77 moved farther south.
78
79 **Site Plan & Conditional Use Public Hearing – Owners: Chris & Nicole Palmer / C.P. Site Con-**
80 **struction, LLC (25.01 acres)**
81 Chris Palmer was present.
82 Chris explained he'd like to run his excavation business from his property and, therefore, is re-
83 questing approval of a contractor's yard.
84 The DRB went through the staff report.
85 The DRB agreed that the applicant would need to either reduce impervious surface or conform
86 to the stormwater standards for a major non-residential property. The DRB added that addi-

87 tional information needs to be added to the site plans, additional information needs to be sub-
88 mitted to the DRB such trip-ends and number of deliveries, and the road foreman and fire chief
89 need to be contacted to discuss municipal impacts.
90

91 Dennis MOVED to hold a site visit of the property at 5:30 p.m. on October 22, 2018 and con-
92 tinue the public hearing until 6:15 p.m. on October 22, 2018.

93 Bill SECONDED the motion.

94 The motion PASSED: 5 -0.

95

96 **FY20 DRB Draft Budget & Town Report**

97 The DRB will discuss the FY 20 DRB budget and Town Report at their next meeting.

98

99 **Minutes of the July 30, 2018 & August 27, 2018 Meetings**

100 The DRB will review minutes at their next meeting.

101

102 **Minutes of the August 13, 2018 Meeting**

103 David MOVED to approve the minutes.

104 Dennis SECONDED the motion.

105 The motion PASSED: 4 -0.

106 Sara abstained.

107

108 **Other Business, Citizens to be Heard & Announcements**

109 No citizen to be heard or other business.

110

111 The meeting adjourned at approximately 9:43 p.m.

112

113 Submitted by,

114 Melissa Manka, Planning Coordinator