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TOWN OF WESTFORD
DEVELOPMENT REVIEW BOARD MINUTES
Minutes for Monday, October 22, 2018
Approved on December 10, 2018

Board Members Present: Dennis Angiono David Baczewski, Wayne Brown, William Cleary, Keith Simpson and Matt Wamsganz (Chair).

Board Members Absent: Sara DeVico

Also Present: Melissa Manka (Planning Coordinator) and Chris Palmer.

The site visit began at 6:18 p.m.

Site Plan & Conditional Use Public Hearing – Owners: Chris & Nicole Palmer / C.P. Site Construction, LLC (25.01 acres) on 112 Old #11 Road

The site visit ended at 6:47 p.m.

Board Members Present: Dennis Angiono David Baczewski, Wayne Brown, William Cleary, Keith Simpson and Matt Wamsganz (Chair).

Board Members Absent: Sara DeVico

Also Present: Melissa Manka (Planning Coordinator), David Burke, Cynthia Cross, Chris Palmer, Arlo Pouliot, Janet Jaffe, Thomas Wolfe and Mary Reilly.

The meeting began at 7:05 p.m.

Amendments to Agenda

Bill MOVED to amend the agenda to place review of the draft budget and minutes first.

Dennis SECONDED the motion.

The motion PASSED: 6 – 0.

FY20 DRB Draft Budget & Town Report

Bill MOVED to approve the budget as drafted.

Dennis SECONDED the motion.

The motion PASSED: 6 – 0.

Melissa said she would forward the budget proposal to the Selectboard for Thursday's budget meeting.

Minutes of the July 30, 2018 Meeting

David MOVED to approve the minutes as amended.

45 Bill SECONDED the motion.
46 The motion PASSED: 4 – 0.
47 Dennis and Matt abstained.

48

49 **Minutes of the August 27, 2018, September 11, 2018 & September 24, 2018 Meetings**

50 The DRB will review these minutes at their next meeting.

51

52 **CONTINUED: Site Plan & Conditional Use Public Hearing – Owners: Chris & Nicole Palmer /**
53 **C.P. Site Construction, LLC (25.01 acres)**

54 Chris Palmer was present.

55 Melissa passed around an email from Andre Roy concerning the loading and unloading of com-
56 mercial vehicles on Old #11 Road, which in his opinion created unsafe conditions.

57 The DRB agreed this was common place all over town and felt there wasn't an issue.

58 Melissa said it may occur for a specific job on a given property, but it is not a regular occurrence
59 as part of normal commercial operations. She then referenced the loading and service parking
60 regulations.

61 The DRB questioned whether they applied to this type of business and stated the activity
62 seemed reasonable as it was a common occurrence in town.

63 Chris said he had to load and unload on Old #11 Road because the overhead wires on his prop-
64 erty were too low.

65 Bill asked whether it took 15 to 20 minutes to load or unload.

66 Chris said yes.

67 Melissa questioned whether the DRB could make a decision about the public right of way since
68 rights of way fall under the authority and jurisdiction of the Selectboard and Road Foreman.

69 Melissa said this would need to be discussed with both entities.

70 Melissa passed around an email from Steve Willard, Fire Chief, regarding the storage of fuels
71 on-site. Melissa said she spoke with Steve the day before and he was fine with the amount of
72 fuel to be stored on-site as long as it was diesel. She said Steve would have concerns with the
73 storage of other fuels in large quantities on-site. She added that Steve would like fuel storage
74 to be located at least 75 feet from structures and bermed for containment.

75 The DRB did not feel it necessary to berm the area since fuel would seep into the ground re-
76 gardless.

77 Melissa said it was a matter of the fuel running over land into streams and/or towards devel-
78 oped areas.

79 The DRB suggested the area be bermed and, if bermed, the berm be depicted on the plans.

80 The DRB discussed stormwater.

81 Chris said the regulations state existing development doesn't need to meet the stormwater re-
82 quirements.

83 Melissa read the language and said the DRB can alter the regulations for existing development
84 that cannot comply, but in this case the existing and proposed development can comply with
85 the regulations.

86 Chris said the total impervious surface exceeds 15,000 square feet.

87 Melissa said that scale would be categorized as a major project and require stormwater and
88 erosion control plans that comply with the non-residential alternative approach to stormwater.

89 The DRB agreed the applicant met basic compliance or alternative approach compliance for
90 stormwater since much of the lot was vegetated and stormwater and erosion control plans
91 were not necessary.

92 The DRB agreed landscaping was unnecessary due to the wooded nature of the lot.

93 Melissa noted that the commercial activities behind the house did not appear to comply with
94 the standards.

95 The DRB noted that the development near the house was existing.

96 Melissa said the commercial activities near the house were unpermitted and with this applica-
97 tion the DRB would be reviewing those activities.

98 The DRB said the neighbors' were fine with the proposal and, therefore, landscaping was
99 necessary.

100 Bill asked Melissa to send a follow up letter to the applicant.

101 Melissa suggested the applicant review all the standards outlined in the staff report and make
102 any necessary revisions in addition to revising the plans based on the evening's discussions.
103 The public hearing was opened to the public and no comments were heard.

104

105 Bill MOVED to continue the public hearing until December 10, 2018 at 7:17 p.m.

106 Dennis SECONDED the motion.

107 The motion PASSED: 6 – 0.

108

109 **Conditional Use – Owner: Blackrock Construction Applicant: Gary & Melanie an (61 acres)**
110 David Burke (engineer) was present.

111 David explained that the applicant was hoping to construct a driveway to serve a single family
112 home. He said the majority of the drive followed an existing farm road that crosses a number of
113 fields. He stated that the drive will cross two extensive wetlands that run north-south through
114 the fields. He noted the plans propose the least amount of direct wetland impact while impact-
115 ing a large area of state and local buffer. David said the project proposes the dwelling in the
116 most developable area on the site given the resources present.

117 The DRB went through the staff report and agreed development and/or access alternatives
118 were not available and the minimum amount of wetland and buffer impacts were proposed in
119 order to develop the site.

120 David said he contacted Steve Willard, Fire Chief, to discuss the emergency vehicle standards as
121 he was hoping to avoid the additional impact of having to provide pull offs every 300 ft.

122 Melissa said she spoke with the Fire Chief the day before and he felt the proposal likely pro-
123 vided adequate pull offs since the property is open and the sight lines from the road to the
124 dwelling are good. However, Steve would like to conduct a site visit prior to making a final deci-
125 sion.

126 The DRB and engineer discussed approving the application with a condition that the Westford
127 Fire Department approve the site plans as presented with one additional pull out permitted
128 upon the Department's request.

129 The public hearing was opened to the public.

130 No comments were heard.

131

132 Wayne MOVED to close the public hearing.

133 Keith SECONDED the motion.

134 The motion PASSED: 6 – 0.

135

136 **Sketch Plan Review for 2 Lot, 1 Unit Subdivision – Owner: Donald & Dale Pouliot (105 acres)**

137 Arlo Pouliot was present.

138 Arlo began by stating his father would like to subdivide the farmland and barns from the wood
139 lands on the east side of Morgan Brook.

140 The DRB then went through the staff report and read the items that need to be addressed prior
141 to final plat.

142 The DRB went through the R5 planning and design standards and felt the project could meet or
143 exceed the minimum required 27 points and noted that the final plat will need to prove compli-
144 ance.

145 Matt confirmed that Lot 1's contours need to be depicted in the building envelope only.

146 The DRB noted that the existing home on the 3 acre Pouliot lot and accessed via Lot 2 will need
147 to be granted a right of way. They explained the survey, site plan and legal documents need to
148 grant said right of way and suggested Lot 2 retain use of the existing driveway as well.

149 The DRB agreed the existing driveway serving the mobile home on Lot 1 was adequate for
150 emergency vehicles.

151 Bill said Lot 1's building envelope should be large enough to serve future development needs.

152 The meeting was opened to the public.

153 Mary Reilly stated using Morgan Brook would create an odd boundary that changed over time
154 and suggested the boundary be straightened.

155 Arlo said the plan was to create a straight boundary on the east side of Morgan Brook.

156 Janet Jaffe asked what deferred development meant and what could occur on the farmland in
157 the future.

158 Melissa explained development could not occur on the deferred site without further DRB ap-
159 provals to which abutters would receive notice. She added that any uses listed as permitted or
160 conditional in the R5 District could potentially be allowed on Lot 1 if the proper approvals were
161 acquired. She said the uses allowed along paved roads were quite extensive, but they must
162 meet the point system which governs aesthetics.

163

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

165 No citizens to be heard or other business.

166

167 The meeting adjourned at approximately 9:05 p.m.

168

169 Submitted by,

170 Melissa Manka, Planning Coordinator