

**TOWN OF WESTFORD
DEVELOPMENT REVIEW BOARD MINUTES
Minutes for Monday, August 26, 2019
Approved on June 22, 2020**

Board Members Present: Dennis Angiono, Wayne Brown, William Cleary, Andrew Collier and Jesse Labrecque.

Board Members Absent: David Baczewski and Matt Wamsganz.

Also, Present: Kara Collier, Andrew Collier, Perter Mazurak, Jennifer Simpson and Steve Chesser.

The meeting began at 7:16 p.m.

Amendments to Agenda

No amendments offered.

Citizens to be Heard & Announcements

No citizens to be heard.

The DRB briefly discussed the state's Barriers to Housing Report.

M. Manka gave a brief update on the status of village and Planning Commission projects.

DRB Process & Procedures

The DRB reviewed and revised the Project Review Sheet, Development Review Application and Sketch Plan Review Checklist.

**Preliminary Plat Public Hearing for 5 Lot, 4 Unit Planned Unit Development & Subdivision –
Owner: Upper 23 LLC (21.85 acres)**

Peter Mazurak, project engineer, was present.

P. Mazurka gave a brief explanation of the wetland delineations and said the state has verified the delineations. He also noted that an individual state stormwater permit would be required. Andrew Collier recused himself from the proceedings stating he was an adjoining landowner. William Cleary testified he spoke with Keith Simpson about the stormwater permit issued for the existing HOA in this subdivision but did not discuss this specific application.

The DRB went through the staff report.

P. Mazurak testified there weren't any ledge outcroppings within the building lots.

The DRB asked that existing and proposed utilities along Sanctuary be depicted on the site plans as well as any wetland impacts. It was noted that state and local wetland permits may be necessary. Mazurak testified that the proposal was in character with the surrounding area since it was a PUD within a PUD and stated wastewater easements would be reduced to preserve more vegetation within the building lots. Mazurak stated the project would require a state

stormwater permit and noted that stormwater would run partially down Sanctuary Road. He noted that Lot 1B is the only lot where there will be major topographic changes. Next the DRB discussed the removal of vegetation and viewsheds. P. Mazurak stated he would provide GIS information showing the impact the development would have on viewsheds. The DRB discussed open space uses and management at great length and said a forest management plan would need to be provided if vegetation was proposed to be removed within the open space. They also asked that the open space agreement prohibit the use of motorized vehicles.

P. Mazurak clarified they were proposing an out-of-sight PUD design as opposed to an “in the woods” design.

P. Mazurak said the accesses off Sanctuary Road were offset so as allow for proper snow removal and reduce light intrusion into homes.

The DRB asked the applicant to reach out to the Fire Department regarding the fire pond requirement since the parent subdivision has a fire pond as well as driveway turnaround needs. Furthermore, they asked that drainage swale and ditch details be shown on the plans.

The public hearing was opened to the public.

Kara Collier stated the four houses are on top of each other which adversely impacts adjoining property and privacy in violation of Section 311.A. K. Collier stated all existing lots are screened by trees. She specifically called out Lot 1B as having an issue.

W. Cleary noted that they cleared the trees on their property to the property line. K. Collier said there was a natural clearing before building their house and due to sandy soils and high winds additional clearing had to occur for safety reasons. She added that the proposed development would require foundations to be four feet from the WRO. She said the applicant will cut within the WRO given the lack of useable space around each home. She stressed that there was no useable land outside of the building footprints.

K. Collier also suggested that a management plan be required for the open space due to the sandy soils and high winds present on the ridge.

Jessica Simpson stated Goodrich always told property owners that the subject lot was not buildable.

Andrew Collier stated the proposal did not fit the existing character of the area and referred to Section 311.A again. A. Collier then read a letter from his engineer Brain Tremback. The DRB said they would take B. Trembacks’ testimony and analysis into consideration.

W. Cleary stated that a four-foot yard is too narrow, and the engineer will need to work on that issue. P. Mazurak said they could change the house size, but lots would remain the same. W. Cleary said to work on it.

The DRB noted that Lot 1B was subject to the HOA so legal documents will need to be revised accordingly. They added that all legal documents will need to be worked on with the existing HOA.

J. Simpson asked whether stormwater was going to flow into the HOA stormwater pond.

P. Mazurak said the flow is not changing and nothing additional would be coming down the hillside.

A. Collier read a letter.

Steve Chesser asked about the difference between ledge outcroppings and steep slopes.

W. Cleary explained exposed bedrock was classified as ledge outcroppings and steep slopes are

slopes with a grade of 25% or greater.

S. Chesser said that does not allow for much development of the area in question.

M. Manka said there would not be any more density available to further develop the property if this application were approved.

J. Simpson stated that the parent subdivision has an environmentally sensitive rural development stormwater credit. She said she doesn't know if this parcel is a part of the stormwater application and if and how this development would impact it.

P. Mazurak said he would investigate the stormwater credit for the parent parcel.

W. Cleary read Lee McClenny and Katherine Latimer's letter to the Board.

D. Angiono MOVED to close the preliminary plat public hearing.

W. Brown SECONDED the motion.

The motion PASSED: 4 – 0.

Other Business

Regulatory Amendments

The DRB will discuss amendments at their next meeting.

Minutes of July 8, 2019 & August 15, 2019 Meeting

The DRB will review minutes at their next meeting.

The meeting adjourned at approximately 10:25 p.m.

Submitted by,

Melissa Manka, Planning Coordinator