

**TOWN OF WESTFORD
DEVELOPMENT REVIEW BOARD MINUTES
Minutes for Monday, January 27, 2020
Approved on June 22, 2020**

Board Members Present: David Baczewski, Wayne Brown, William Cleary, Andrew Collier, Jesse Labrecque and Matt Wamsganz.

Board Members Absent: Dennis Angiono.

Also Present: Melissa Manka (Planning Coordinator) and Mark Letorney.

The meeting began at 7:15 p.m.

Amendments to Agenda

No amendments offered.

Site Plan Amendment - Mark & Andrea Letorney Revocable Trust property (10.65 acres)

Mark Letorney was present and gave a brief explanation of the proposal. He said Rover's North requires a 5,000 sq. ft. accessory building in order to store parts associated with the approved business. He added that all else would remain the same. M. Letorney said the structure will be located within the existing area of impact (e.g. parking lot) with a small bump out of approximately 8 ft extending into the existing hay field. He said the remainder of the field will continue to be hayed. M. Letorney said they have received Act 250 and State Stormwater approval and hope to now gain local approval in order to build in the spring or summer of 2020.

The DRB went through the staff report.

The scale must be corrected, and underground utilities depicted on the site plans.

The DRB reviewed the point system with the applicant.

The DRB then reviewed and discussed the perimeter and parking lot landscaping.

The DRB agreed that the existing landscaping sufficiently met the standards. They also noted that the existing development was previously approved and met the standards in effect at the time of approval. The DRB agreed they only had the authority to review the proposed development and standards specifically triggered by an amendment. All existing features are grandfathered under previous regulations/approvals.

The DRB agreed mechanical equipment, dumpsters, etc. must be depicted on the plans and screened in conformance with the standards.

The DRB agreed that outdoor lighting conforming to the lighting standards must be depicted on the site plans.

M. Letorney noted that all lighting was dark sky compliant with the exception of the exterior light on the rental property and said he would replace said lighting fixture to one that conforms with the regulations and is motion sensor activated.

M. Letorney noted that Rovers North conforms to the performance standards. He further stated they do store hazardous/flammable materials on site. He said they have an in-house emergency plan in place in case of fire as well store all flammable materials in hazmat fireproof

containers approved by VOSHA and the local fire dept. He noted that he would like to locate a metal storage container at the rear of the main building in order to store hazardous materials and reduce the fire risk in said building. He added that the fire department supports and approves of the idea. He said the container would be bermed and landscaped. The DRB asked that the unit, berming and landscaping be depicted on the plan.

No public comments heard.

W. Brown MOVED to close the public hearing.

A. Collier SECONDED the motion.

The motion PASSED: 6 – 0.

Citizens to be Heard, Announcements & Other Business

No citizens to be heard, announcements or other business.

Minutes of the September 23, 2019 Minutes

D. Baczewski MOVED to approve the minutes as amended.

A. Collier SECONDED the motion.

The motion PASSED: 6 – 0.

W. Cleary abstained.

Minutes of the November 25, 2019 Minutes

D. Baczewski MOVED to approve the minutes as amended.

Andrew Collier SECONDED the motion.

The motion PASSED: 7 – 0.

The meeting adjourned at approximately 8:23 p.m.

Submitted by,
Melissa Manka, Planning Coordinator