

TOWN OF WESTFORD
DEVELOPMENTAL REVIEW BOARD MINUTES
Minutes for October 24 2022
Approved on January 23, 2023

Board Members Present: Matthew Wamsganz (Chair), William Cleary, David Baczewski, Dennis Angiono, Jesse Labrecque, Andrew Collier, Francois Ross

Board Members Absent:

Also Present: Harmony Cism (DRB Assistant, Zoning Administrator), Melissa Manka (Town Planner), Callie Hamdy (Minute Clerk), Scott Homsted, Tom and Jennie Charland, Peter La, Jonathan McKenzie,

The meeting began at 7:01pm

Amendments to Agenda

There were no amendments.

Citizens to be Heard, Announcements & Other Business

There were no citizens to be heard.

Sketch Plan Review for Amendment to 3 Lot, 2 Unit Subdivision & PUD – Tom Charland & John & Shannon McKenzie Property (approx. 27.6 acres) located on Charland’s Way in the Rural 10 & Water Resource Overlay Zoning Districts. The applicant proposes to re-subdivide lot #1 to create an additional density bonus (lot #4).

The Charland’s have shared land with McKenzie on Charland’s Way. They are looking to subdivide a one acre lot which is a hopeful retirement home. If presently constructed it would be rented.

Staff Review: Lot #4 is proposed as a density bonus lot. The applicant must meet one of the following criteria. Bill agreed that it meets the criteria on two conditions. Housing Bonus Criteria: dwelling under 1200 square feet and energy efficient structure.

Access: Will Lot #4 be accessed by private road already in place or will a new curved access be put in? The Charlands would like to put in new driveway off Chapin Road because they feel accessing off the existing private road would be steep. Melissa noted that if the existing driveway were to be used the section of the existing driveway that would access the proposed lot would have to be upgraded to meet current standards. This would be dependent on the Road Foreman’s opinion on the location.

Proposed Shape: Creation of Lot #4 makes the shape of Lot #1 irregular and dogleg like. They should consider requesting the increasing of the Charland’s Way road frontage would decrease the irregularity. Francois and Bill did not feel that plot shape was important to them. Dave liked the way the property boundaries were proposed and think its straight forward, the other board members agreed.

Rural Subdivision Design, Natural Vegetation Buffers/Screening: Matt asked if it is the Charland’s plan to clear it completely? The Charlands only planned to clear enough for building and want to keep the lot as wooded as possible.

Building Envelope: Should the building lot on Lot #1 be reduced further to meet standards. There were no building envelopes on the sketch plan, but it will be added for final. Lot #1 has a much bigger building envelope than is currently standard. A two acre building envelope could be easily measured and shown on the plan for Lot #1.

Open Space: Owners of Lot #1 and Lot #2 own open space. Will the open space also be owned by those on Lot #4. In that case the appropriate legal language will need to be added.

Public Comment:

Trine Wilson asked for clarification on what accessory dwelling means. Currently the Charlands have an accessory dwelling on Lot #1. The proposed lot of Lot #4 is for a single family dwelling lot and every single dwelling lot in Westford is allowed an accessory dwelling if they meet regulations. Currently there are no plans for an accessory dwelling.

Will the DRB view this as a major subdivision or a minor subdivision? The subdivision is a PUD, but the PUD is already approved. It is the addition of a new density unit lot that makes this decision difficult. Melissa thinks that the proposal is pretty cut and dry and that two public hearings as done in a Major Subdivision would be overkill. The board agreed.

Draft FY'24 DRB Budget

The board went over the FY'24 draft DRB budget. They came in under budget in FY'22 and there is nothing concerning in the current budget, so it is currently being proposed level funding. Francois made a motion to approve the proposed budget. Dennis seconded. Motion passed 7-0.

Draft FY'22 DRB Town Report

Matt had submitted the FY'22 Town Report last week.

Minutes of August 8, 2022 Meeting

Bill motioned to approve the minutes as written. Jesse seconded. Motion passed 7-0.

Adjourned 8:25pm

Submitted by,
Melissa Manka, Town Planner

Callie Hamdy, Minute Clerk