**MINUTES**

**CITY HALL – 3rd FLOOR, COUNCIL CHAMBER**

**9:30AM – WEDNESDAY, August 21, 2024**

1. **Call to Order**

Beth Ashman called the Development Plan Review Committee meeting to order at 9:43 a.m. in the City Council chamber.

The following members were in attendance for the meeting: Stephen Mulcahy – Traffic Safety Manager, Jim Woyciechowski – Fire Marshal, Franklin Paulino – Economic Development, and Justin Mateus – DPW Director. Stan Pikul – Building Official. Jason M. Pezzullo- Planning Director was absent.

The following Planning Department staff members were in attendance: Beth Ashman, Assistant Planning Director; Jonas Bruggemann, Senior Planner; and Brianna Valcourt, Senior Planner.

1. **Approval of Minutes**

* July 17, 2024 DPRC Meeting

No vote taken.

1. **Calise Development LLC Plat Technical Review Committee (no vote taken)**

*Location*: 0 Stoneham Court I AP 18-4, Lot 714, 684, 798

*Zoning District*: A-6 (Single-Family Residential, 6,000 sq. ft.)

*Applicant/ Owner:* Calise Development Plat LLC

*Proposal:* Construction of Residential Planned Development consisting of three (3) two-unit condominiums for a total of six (6) dwelling units and other site improvements such drainage, parking, and paving of a private driveway.

Senior Planner, Jonas Bruggemann introduced the application and proposed Plans. Noted this is considered a major project, as it is a residential development.

Michael McCormick of Alpha Associates, Ltd- Presented the proposed scope of work. Noted it is a relatively flat site. To the South the site abuts a bike path. No impact to flood zone. There is presence of drainage easement.

Unidentified- Inquired whether there is a public right-of-way. Further inquired whether this is being submitted as a condominium subdivision. Jonas Bruggemann- GIS labeled it as not a right-of-way but a separate lot. Lot was merged through an administrative subdivision.

Michael McCormick- Noted the project is being submitted as a condominium subdivision.

Unidentified- Inquired address of project. Jonas Bruggemann- 0 Stoneham Court. Address to be determined and finalized by the tax assessor record.

Unidentified (Justin Mateus?)d- Inquired about the use of drainage chamber. Michael McCormick- Roadway drainage will go subsurface off into small detention basin.

Unidentified- Inquired about variances on the site. Jonas Bruggeman- There is a variance request that will go before the Planning Board for frontage for the two units within the A-6 zone.

James Woyciechowski- Expressed concern for the location of nearest fire hydrant.

No other discussion ensued amongst the Committee.

Upon motion made by Mr. Mulcahy, and seconded by Mr. Mateus, the Development Plan Review Committee voted unanimously *(4-0)* **not to take jurisdiction** over the matter.

1. **“1489 Pippin Orchard Road” Technical Review Committee (vote taken)**

*Location*: 0 Pippin Orchard Road I AP 28, Lot 31 & 45

*Zoning District*: A-80 (Single-Family Residential, 80,000 sq ft)

*Applicant:* Saccoccia’s Construction & Landscaping

*Owner:* NKC Investments LLC and Cerosimo Construction LLC

*Proposal*: Construction of Residential Planned Development consisting of four (4) single-family homes.

Senior Planner, Brianna Valcourt introduced the application and proposed Plans. Project to include privately owned road. Noted there was an approval for this project in 2022 as a RPD for six residential lots.

Unidentified (Justin Mateus?)- Requested that existing driveway be added to Plans.

Unidentified (Justin Mateus?)- Inquired why the driveway is labeled as an existing private right-of-way. Brianna Valcourt- An access easement is being proposed.

Beth Ashman- The historic cemetery does not extend into the four proposed lots. Is the area that is labeled as the public open space a separate lot with public ownership?

Brianna Valcourt- The existing uses for each parcel are as follows: AP 28, lot 31 consists of a single-family home and AP 28, lot 45 consists of mostly cleared land with a small section of woods around its western and southern boundaries. The project proposes five single-family residential lots with its own roadway for each one, in addition to the five residential lots. Easement proposed for access to Open Space along the southern property line.

Stan Pikul- Noted it is an issue that all four houses are proposed to be connected to one sewer line.

1. **Adjournment** (Next Meeting | October 1, 2024) **(vote taken)**

Upon motion made by \_\_\_, and seconded by \_\_\_\_ , the Development Plan Review Committee voted unanimously *(5-0)* to adjourn the meeting at 10:26 a.m.