

TOWN OF WESTFORD
PLANNING COMMISSION MINUTES
Minutes for October 14, 2014 Meeting
Approved October 21, 2014

Commission/Board Members Present: Jeremy Berger (Chair), Wendy Doane, Gordon Gebauer and Seth Jensen.

Absent: Mark Letorney.

Also present: Melissa Manka (Planning Coordinator) and Brandy Saxton.

The meeting began at 7:01 p.m.

AFR 2 Workshop Follow-up

The Planning Commission will discuss this topic next month.

Draft Subdivision Regulations

The Planning Commission reviewed the draft subdivision and PUD regulations with Brandy Saxton and made revisions. The revisions are as follows:

1. Section 312 should be titled *Common & Village Design*
2. Define *Planned Character of Area* in definitions section
3. Add language requiring developers to upgrade public road infrastructure, if necessary to serve said development
4. Change *Village Center* to *Village District*
5. Add language categorizing new shared driveways and private roads located in the Town Center Area as T3
6. Change *forestry* to *silvicultural*
7. Include small residential cluster language in the subdivision regulations
8. Omit common area requirements in T5 and T4
9. Revise base density requires to state base density is 80% of district density or the density resulting from a yielding plan.
10. Omit accessory apartments as criteria for issuing density bonuses
11. Research density bonuses in lieu of contributions to Town Common Fund
12. Omit WRO and FHO from conservation land density bonus calculations
13. Change public path density bonus to 25% of increased density
14. State *Rural PUD Design* is provided for guidance
15. Add open space easement process and recording requirements to *Legal Requirements*.
16. Change *habitable area* to *living space* and omit porches from calculation

Planning Commission Work Plan

The Planning Commission reviewed and revised their work plan.

Minutes of the October 6, 2014 Meeting

Seth MOVED to approve the minutes.

Wendy SECONDED the motion.

The motion PASSED: 3 – 0.

Gordon abstained.

The meeting adjourned at approximately 9:34 pm.

Submitted by,
Melissa Manka, Westford Planning Coordinator