

TOWN OF WESTFORD
PLANNING COMMISSION MINUTES
Minutes for September 18, 2017 Meeting
Approved on October 16, 2017

Commission/Board Members Present: Koi Boynton, Wendy Doane, Gordon Gebauer, Seth Jensen and Mark Letorney.

Commission/Board Members Absent:

Also present: Melissa Manka (Planning Coordinator).

The meeting began at: 6:38 p.m.

Amendments to Agenda

No amendments to the agenda were proposed.

Revised River Corridor Map

The Planning Commission reviewed the State revised River Corridor map and associated spreadsheet of impacted structures/properties. The Commission asked Melissa to schedule a meeting in the Spring of 2018 to further discuss the draft map, amendment proposal and ERAF implications with effected property owners. Furthermore, the Commission asked Melissa to request that Staci revisit the location and accuracy of the River Corridor on the LeClair Property on Route 15.

FY17 Planning Commission Town Report

Gordon said he would work on the town report and the Planning Commission discussed topics for inclusion in the report.

FY 18 Planning Commission Budget & Capital Budget

The Planning Commission reviewed the draft Planning Commission Budget and discussed the creation of reserve fund to be funded with end of the year unexpended Planning Commission Special Project money. This reserve could then be used to fund grant matches, implementation of the town center master plan, community wastewater planning and other studies as necessary.

Westford Land Use & Development Regulation Amendments

The Planning Commission reviewed the list of WLUD amendments and proposed revisions based on public, Administrative Officer and DRB comments and suggestions.

Citizens to be Heard, Announcements & Other Business

No public comment to be heard.

Rover North – MIQ

The Planning Commission briefly discussed Rover North's Municipal Impact Questionnaire. The Commission agreed that there didn't appear to be any issues as the Town does not provide, but rather contracts out, many of the municipal services listed. Melissa will submit the form to the Selectboard to address at their next available meeting.

Land Transactions.

Melissa stated that there were no updates on the Town's ongoing property transactions and the final application for the Jackson-Gauthier Subdivision has yet to be submitted to the DRB.

Vendors Ordinance.

Mark stated that he's begun working on the vendor's ordinance and had a few questions and/or items he would like to Commission to ponder. They are as follows:

- Should the Commission draft the application or outline the contents that should be in the application and allow Kate to draft the final permit application? The Commission decided on the latter.
- Should a limit be placed on the number and location of vendors? The Commission agreed 2 vendors should be permitted in the Town Common western parking lot and 1 on each property surrounding the Common as long as their presences doesn't interfere with traffic circulation.
- Should private tables and chairs be allowed on the Common? The Commission will discuss this further at a later date.
- How much area should each vendor be granted for their business uses? The Commission felt 10 feet around the vehicle or cart was a sufficient amount of space to conduct business.

Planning Commission Work Plan

The Planning Commission reviewed and revised their work plan.

Minutes of the July 17, 2017 Meeting

Mark MOVED to approve the minutes.

Wendy SECONDED the motion.

The motion PASSED: 3 – 0.

Koi and Seth abstained.

Minutes of the August 21, 2017 Meeting

The Planning Commission will review these minutes at their next meeting.

The meeting adjourned at approximately 9:31 p.m.

Submitted by,

Melissa Manka, Westford Planning Coordinator