

**TOWN OF WESTFORD**  
**PLANNING COMMISSION MINUTES**  
**Minutes for January 9, 2018 Meeting**  
Approved on January 15, 2018

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

**Commission/Board Members Absent:** Koi Boynton.

**Also present:** Melissa Manka (Planning Coordinator).

The meeting began at: 6:41 p.m.

**Amendments to Agenda**

No amendments to the agenda were proposed.

**Citizens to be Heard, Announcements & Other Business**

FY19 Planning Commission Reserve Request

Melissa said the Selectboard will decide at Thursday's meeting whether to offer a Town Meeting article to create a Planning Commission reserve account. She noted that the Selectboard seemed hesitant to do so and suggested a Commissioner attend the meeting and/or a memo be sent to the Board explaining the reason behind the request. Melissa offered to draft the memo and the Commission accepted it.

Melissa also asked whether the Commission would be willing to reduce their FY 19 legal notice budget by \$350 from \$750 to \$400 in an effort to reduce the proposed FY 19 budget. Melissa added that this would allow for one public hearing notice in FY19 and she said does not expect the Commission will hold more than one hearing, if any, in FY 19 since they are going through the amendment processing now. The Commission agreed to reduce the proposed FY 19 legal notice budget by \$350.

Land Transaction & Easement Updates

Melissa stated that the appeal period for the laying out of Common Road has begun and once it expires the Town Attorney will take on the issue of the public use easements south of Common Road and the Town Common Boundary.

Melissa stated that the Town is scheduled to close on the JFFP next week.

**Westford Land Use & Development Regulation Amendments**

The Planning Commission discussed the draft waiver language and made minor revisions. The Commission also discussed how density and open space should be calculated. The Commission decide to calculate density based on principal residential structures as opposed to dwelling units in order to encourage a diverse housing stock as well as omit the 20% max of undevelopable open space land due to the fact that the Town now requires 60% of a parcel to be designated open space. The Commission then reviewed each proposed amendment starting at the PUD section and made minor revisions. The Commission will hold a public hearing on the proposed

regulations on Monday, February 26<sup>th</sup> at 6:30 pm.

**Minutes of the December 18, 2017 Meeting**

Wendy MOVED to approve the minutes.

Mark SECONDED the motion.

The motion PASSED: 4 – 0.

The meeting adjourned at approximately 9:00 p.m.

Submitted by,

Melissa Manka, Westford Planning Coordinator