

TOWN OF WESTFORD
PLANNING COMMISSION MINUTES
Minutes for August 19, 2015 Meeting
Approved on August 31, 2015

Commission/Board Members Present: Jeremy Berger Wendy Doane, Seth Jensen and Mark Letorney.

Absent: Gordon Gebauer.

Also present: Melissa Manka (Planning Coordinator).

The meeting began at 6:14 p.m.

Continued: Westford Land Use & Development Regulation Public Hearing

The Planning Commission opened the public hearing. The Commission reviewed each comment Alex Weinhagen submitted in writing to the Commission and made revisions where appropriate. See submission for Mr. Weinhagen's comments and the Planning Commission's response. The Commission decided to hold a meeting on Monday August 31, 2015 at 6:30pm to complete review of Mr. Weinhagen's comments and the sign standards given the recent SCOTUS decision. The Commission also requested minor zoning maps revisions. Once the revisions to the proposed regulations and zoning maps are completed the Planning Commission will formally submit said documents to the Selectboard for review and approval.

Lastly, the Commission agreed to suggest Neighborhood Designation Area criteria revisions to John Adams as opposed to revising the Form Based Code Overlay.

The meeting was opened to the public and no comments were heard.

Mark MOVED to close the public hearing.

Wendy SECONDED the motion.

The motion PASSED: 4 – 0.

Planning Commission Work Plan

The Commission briefly reviewed their proposed work plan.

Town Center Area Community Wastewater Update

Melissa told the Commission the wastewater report would be completed by the end of September. The Commission asked to add public outreach and scheduling/timing of the Brookside Road Conceptual Plan Project to their next agenda. Jeremy said the Commission may need to revisit meeting twice a month while working on the Westford Land Use and Development Regulations and Brookside Road Conceptual Project.

Town Common Boundary Update

Melissa said she spoke with Warren Robenstein, Land Surveyor, who said he hoped to complete the survey by the end of the week.

Citizens to be Heard, Announcements & Other Business

There were no citizens to be heard and/or other business to be discussed.

Minutes of the July 20, 2015 Meeting

Seth MOVED to approve the minutes.

Wendy SECONDED the motion.

The motion PASSED: 4 – 0.

The meeting adjourned at approximately 9:37 pm.

Submitted by,

Melissa Manka, Westford Planning Coordinator