

**TOWN OF WESTFORD**  
**PLANNING COMMISSION MINUTES**  
**Minutes for February 18, 2015 Meeting**  
Approved March 18, 2015

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

**Absent:** Gordon Gebauer.

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

The meeting began at 6:15 p.m.

**Draft Westford Land Use & Development Regulations**

The Planning Commission conducted a final review of the draft regulations prior to holding two informational workshops for residents. The Planning Commission made a number of minor revisions in addition to making the following requests:

- Encourage solar passive design, if feasible, in section 311.D.
- In the Common & Village District calculate senior housing and affordable housing by lot coverage, not density.
- Require lots containing significant natural communities and/or rare, threatened or endangered species to conduct a natural resource inventory and follow consultant recommendations.
- Revise driveway/road and fire pond standards to have a consistent trigger of 900 feet and have the fire department review said standards once revised.
- Include a definition for *senior housing*.
- Double check the FHO & WRO to ensure accuracy.
- Define *massing* and include illustration.
- Reference *Vermont Vernacular Handbook*.
- Require total density allowed & remaining to be noted on the subdivision mylar.
- Add warehouse and self-storage (indoor) as an adaptive reuse.
- Add agricultural enterprise standards.

**Planning Commission Work Plan**

The Planning Commission reviewed and revised their work plan. They scheduled the public informational workshops for April 15<sup>th</sup> and April 29<sup>th</sup>. They scheduled the town official information meeting on the draft regulations for May 13<sup>th</sup>.

**Minutes of the February 11, 2015 Meeting**

Seth MOVED to approve the minutes.

Mark SECONDED the motion.

The motion PASSED: 3 – 0.

The meeting adjourned at approximately 9:15 pm.

Submitted by,  
Melissa Manka, Westford Planning Coordinator