

**TOWN OF WESTFORD**  
**PLANNING COMMISSION MINUTES**  
**Minutes for July 20, 2015 Meeting**  
Approved August 19, 2015

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

**Absent:** N/A

**Also present:** Melissa Manka (Planning Coordinator), Trish Indoe, Alex Weinhagen, Sara DeVico and David Adams.

The meeting began at 6:39 p.m.

**Westford Land Use & Development Regulation Public Hearing Preparation**

The Commission prepared for the hearing.

**Westford Land Use & Development Regulation Public Hearing**

Jeremy gave a PowerPoint presentation overviewing the proposed regulations and how the revisions relate to the town plan.

Alex expressed concern over allowing three deferred development lots within a subdivision and stated it could create issues with property owners not doing the upfront work to prove development potential and then selling off parcels which are later determined to be undevelopable.

Brandy believes the allowed number was raised from two to three to maintain trigger consistency in the regulations.

Melissa said they would review the language again.

Trish asked why gas stations were prohibited in the Cloverdale area.

Melissa said that it didn't seem appropriate at this time given the current development along Route 15 being mainly residential. However, the regulations can always be revised at a later date if warranted. She said the Commission may decide to discuss additional uses in certain areas during their future discussions on the possibility of creating "hamlet districts".

Dave asked how the regulations address wastewater issues.

Melissa said the regulations allow individuals to get creative in fully utilizing the capacity they already have by allowing a diversity of uses in a structure.

Seth added that the regulations grant density bonuses for projects that provide capacity to the Town outside of the development area.

Alex asked that the Commission continue the hearing until their next regular meeting so he could finish review of the proposed regulations and provide written comment.

The Commission agreed to continue the hearing.

Alex added that he was concerned that the form based code regulations for T2 and T3 were too strict for these more rural areas and the uses allowed would be out of place. He suggested these areas be removed from the Town Center or T2 and T3 be revised.

Furthermore, Alex questioned the need for a zoning permit for passive uses in the Water Resource Overlay District (WRO).

Melissa said permitted WRO uses do not require a zoning permit and that language should be omitted.

Gordon MOVED to continue the public hearing until August 19, 2015 at 6pm at the Town Office.

Wendy SECONDED the motion.

The motion PASSED: 5 – 0.

### **Town Center Area Community Wastewater Update**

Melissa said a site visit to stake test pit locations was scheduled for Wednesday, July 22<sup>nd</sup> and the report is expected to be complete by the September or October of this year.

### **Town Common Boundary Update**

Melissa said Warren has begun surveying the Town Common boundary and she will contact him in the next few days to determine the expected completion date.

### **Planning Commission Work Plan**

The Commission briefly reviewed their proposed work plan.

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

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

### **Minutes of the June 22, 2015 Meeting**

Gordon MOVED to approve the minutes.

Seth SECONDED the motion.

The motion PASSED: 5 – 0.

The meeting adjourned at approximately 9:41 pm.

Submitted by,

Melissa Manka, Westford Planning Coordinator