

**TOWN OF WESTFORD**  
**PLANNING COMMISSION MINUTES**  
**Minutes for June 20, 2016 Meeting**  
Approved on June 27, 2016

**Commission/Board Members Present:** Jeremy Berger, Gordon Gebauer (Chair), Seth Jensen (arrived 8:00pm), Mark Letorney, Wendy Doane

**Also present:** Sue Adams (Interim Planning Coordinator), Dave Adams (Selectboard Chair).

The meeting began at 6:38 p.m.

**River Corridors & River Corridor Protection Areas:** Gordon reported that the State's revised maps will not be ready until this fall. In light of this, he asked the Commission to put off further work on the River Corridor until such time the State completes revisions. Sue added that Staci Pomeroy has confirmed that the 7 properties within the Town Center and the 2 parcels in question (Bisson on Huntley Rd and Alexander on Castle Hill) will not be in the River Corridor.

**Westford Land Use & Development Regulation Amendments:** The Commission began a page by page review of the regulations. Three amendments were identified for immediate action: 1.) Omit deferred development lot 2 year penalty 2.) Revise road/driveway language and 3.) Revise Section 263.J (2) of the Planning and Design Standards within the Form Based Code to address enclosed garages. Time ran out so further review will be continued during the June 27, 2016 meeting. It was decided to invite a Westford Fire Dept representative to the next meeting in order to weigh in on the implications of emergency vehicles on driveway standards.

**Citizens to be Heard, Announcements & Other Business:** No citizens to be heard, announcements or other business.

**CCRPC Planning Commission Summit:** Gordon recapped issues discussed at the Planning Commission Summit: The lack of affordable housing in Chittenden County; the idea of making public meetings more fun in order to increase public engagement (i.e., offer food and locations other than town offices); The announcement that all Town Plans adopted after July 1, 2015 will now have an 8 year life span. Any Town Plan adopted before that date (such as ours) will need to comply with the 5 year life span.

**Jackson Farm & Forest Project:** Gordon announced that the Vermont Housing and Conservation Board gave the Jackson Farm and Forest Project (JFFP) the full amount of grant funding that was asked. The next steps are to meet with the Selectboard to prepare a ballot question asking taxpayers for the balance of funding this November and to educate the public in preparation for this vote.

**RED & School Property:** Gordon gave an overview of the June 8 RED public meeting held by the School Board and Selectboard. Attendance was excellent. There appears to be good support for keeping lots 2 & 3 of the school land as town owned land. Wendy thinks a boundary line adjustment of lot 2 would be the ideal way to incorporate some or all of the playing fields into what the town ultimately chooses to give to RED. Sue mentioned the legal fees associated with a

boundary line adjustment and the fact there is little money left in the town's contingency fund for this fiscal year. Mark reiterated the importance of keeping the tone of public outreach positive. He would like to see the School Board end their tenure on a good note. Dave voiced his concern about having too many potentially confusing projects for vote at the same time. He would like to see some space between the RED floor vote and the JFFP Australian vote.

**Planning Commission Work Plan:** Jeremy and Wendy will swap months for the Newsletter articles. Wendy will write the July submission and Jeremy will write the August submission.

**Minutes of the May 16, 2016 Meeting**

Jeremy MOVED to approve the minutes.

Wendy SECONDED the motion.

The motion PASSED: 5 – 0.

The meeting adjourned at 9:40 pm.

Submitted by,  
Sue Adams, Interim Westford Planning Coordinator