

TOWN OF WESTFORD
PLANNING COMMISSION MINUTES
Minutes for June 27, 2016 Meeting
Approved on July 18, 2016

Commission/Board Members Present: Jeremy Berger, Gordon Gebauer (Chair), Mark Letorney, Wendy Doane

Also present: Sue Adams (Interim Planning Coordinator)

The meeting began at 6:30 p.m.

Westford Land Use & Development Regulation Amendments: The Commission continued a review of the regulations. Of great focus was attached versus detached accessory structures within the Form Based Code districts. It was decided to seek the opinion of the Zoning Administrator on whether to amend the definition of an accessory structure to include a detached garage. Also of great focus was how to fix *Pre-existing Roads* in Section 321.C to incorporate driveways and also allow the Development Review Board (DRB) more authority in deciding whether roads or driveways need to conform to the regulations. Sue cited subdivision proposals currently under DRB review whereby applicants are being required to bring existing driveways up to the new standards. The Commission agreed this seems very onerous when there is no new development. Gordon shared input from Steve Willard, Westford Fire Chief, regarding which standards are important for emergency vehicle access and therefore should not be amended or struck from the regulations. In the end, this section was rewritten. Also rewritten was *Intersections* in Section 321.D to reflect allowance of a steeper road/driveway grade (10% from 3%) within a shorter distance (20ft from 50ft) of an intersection. Sue cited another issue brought to light: How to calculate total impervious surfaces when more than one household shares a road or driveway. Should there be a formula in place (i.e., length of road/driveway divided by number of households using the road or driveway?) or should it be calculated by lot lines. In the end, the latter prevailed. Further page by page review of the regulations will continue at the next PC meeting set for July 18. Gordon will meet with Sue before then to work on a list of amendments to date and how to proceed with those selected for immediate action.

Citizens to be Heard, Announcements & Other Business: No citizens to be heard. Gordon recently presented the status of the Jackson Farm and Forest Project at a Selectboard Meeting. He was happy to report that the two Selectmen present (Dave Adams and Dave Tilton) were highly in favor of the JFFP and voiced their willingness to lend support moving forward.

Minutes of the June 20, 2016 Meeting

Jeremy MOVED to approve the minutes.

Wendy SECONDED the motion.

The motion PASSED: 4 – 0.

The meeting adjourned at 9:00 pm.

Submitted by,
Sue Adams, Interim Westford Planning Coordinator