

**TOWN OF WESTFORD**  
**PLANNING COMMISSION MINUTES**  
**Minutes for May 16, 2016 Meeting**  
Approved on June 20, 2016

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

**Absent:** Seth Jensen.

**Also present:** Melissa Manka (Planning Coordinator), Sue Adams (Interim Planning Coordinator), Staci Pomeroy, Dan Albrecht, Ted Lavallee, Barb Peck

The meeting began at 6:30 p.m.

**River Corridors & River Corridor Protection Areas**

Staci discussed forthcoming administrative changes to the state map where there is new knowledge of field data. She recognizes that parcels within the Town Center should be taken out of the River Corridor Area based on verified field data. Sue asked Staci to 1.) Confirm that the State is willing to take 7 parcels within the Town Center out of the River Corridor and 2.) Verify that 2 parcels with existing buildings (Bisson on Huntley Rd & Alexander on Castel Hill) can be taken out of the River Corridor Area based on knowledge of steep valley walls on both properties.

Mark asked if the town would still receive the maximum State of VT Emergency Relief and Disaster Funding at 17% if what we adopt is a mix of River Corridor in some areas and River Corridor Protection Areas in other areas. Staci answered affirmatively.

Staci agreed to answer the two questions and provide any pertinent information and/or map changes before the next PC meeting on June 20th.

**Westford Land Use & Development Regulation Amendments**

Ted Lavallee submitted maps and explained that under the new regulations, he cannot construct a garage in the manner that he had hoped. He requested that the Commission take a closer look at the Form Based Code regulations with regards to the garage placement.

As new subdivision projects come in and the newly adopted Land Use regulations are put to use, it has become apparent there are edits to be made. Thus far, these have been identified for amending: the FBC Overlay requirements, deferred development lot two year penalty, the road and driveway standards and correcting typographical errors. Gordon asked the Commission to individually proofread the Land Use & Development Regulations. A formal list of amendments will be decided at the June 20th meeting, and if needed, at a June 27th meeting.

### **Citizens to be Heard**

Barb Peck urged the Commission to make the Jackson project more public for the benefit of informing voters. She also offered to support the Commission's stance on the keeping as much of the school land public as possible by way of Front Porch Forum posts and word of mouth.

### **Jackson Farm & Forest Project**

Melissa gave an overview of the project to date.

### **FY 17 MPG**

Melissa said she would draft a contract with Stone Environmental in the coming weeks.

### **RED & School Property**

The Commission decided to re-send a letter to the School Board in defense of keeping as much of the school land public as possible. This letter will also be submitted to the town newsletter and posted on Front Porch Forum.

### **Town Common Boundary**

Melissa gave Warren Robenstien (surveyor) copies of deeds to aid in his investigation of boundary corrections. Until such time the survey is revised, no Easement Deeds with land owners on Common Road will be drafted by the Town's lawyer. It was agreed that if Warren's revised survey is still found to be questionable, it may be prudent to enter into agreements with the land owners on Common Road as to the assumed southern boundary.

### **Traffic Calming Measures (Common Path & Crosswalk)**

It was decided to table this until after the summer.

### **Town Charters**

Mark would like to amend the Town Charter to have voters more involved in budgets and article. Melissa questioned the usefulness of the result of the amendment. Mark would like the topic discussed at another Commission meeting with Seth present.

### **Planning Commission Work Plan**

The Planning Commission reviewed and revised their work plan.

### **Minutes of the April 18, 2016 Meetings**

Mark MOVED to approve the minutes.

Jeremy SECONDED the motion.

The motion PASSED: 3 – 0.

Wendy abstained.

The meeting adjourned at 9:40 pm.

Submitted by

Sue Adams, Interim Westford Planning Coordinator