

TOWN OF WESTFORD
PLANNING COMMISSION MINUTES
Minutes for September 16, 2015 Meeting
Approved on October 21, 2015

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

Absent: Jeremy Berger.

Also present: Melissa Manka (Planning Coordinator).

The meeting began at 6:36 p.m.

Westford Land Use & Development Regulation Revisions, Final Review & Submission Date

The Planning Commission reviewed and revised the energy efficiency density bonus, sign and road standard language.

The Commission asked Melissa to contact Brandy to discuss the definition of finished ceiling and story as well as discuss cathedral ceilings in the T2.

The Commission asked Melissa to talk to the Pouliots and Lavalles about removing their parcels out of the T2 and Village District since the properties are rural and somewhat disconnected from the village and the T2 FBC regulations don't suit these properties well.

Neighborhood Designation Area Criteria

The Commission discussed the program's complete streets criteria and listed suggested criteria for rural villages. Melissa will draft a cover letter to accompany the list and send it to John Adams of the DHCD.

Town Center Area Community Wastewater Update & Public Outreach

The Planning Commissions briefly discussed the results of the preliminary analysis. They hope to receive the full report next week. Once the Commission receives the report they will set up an overview findings meeting with Amy, Kevin, the Gauthiers, Selectboard, Planning Commission and Coordination Committee prior to holding a public informational meeting.

Seth will post a FPF article on the Jackson property study this week and Gordon and Wendy will post on the benefits of community wastewater in the Town Center the following week.

The Commission asked Melissa to change the color of the link to the wastewater webpage on the home page of the Town Website so it stands out more. Mark said Graham can help with the coding.

Planning Commission Work Plan

The Commission reviewed and revised their proposed work plan.

Town Common Boundary Update

Melissa said she is waiting for the survey.

Citizens to be Heard, Announcements & Other Business

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

Minutes of the August 31, 2015 Meeting

The Commission will review minutes at their next meeting due to lack of a quorum.

The meeting adjourned at approximately 9:57 pm.

Submitted by,

Melissa Manka, Westford Planning Coordinator