

TOWN OF WESTFORD
PLANNING COMMISSION MINUTES
Minutes for September 22, 2014 Meeting
Approved October 6, 2014

Commission/Board Members Present: Jeremy Berger (Chair), Wendy Doane, Gordon Gebauer (left at 8:30 p.m.) and Mark Letorney.

Absent: Seth Jensen.

Also present: Melissa Manka (Planning Coordinator).

The meeting began at 7:03 p.m.

Planning Commission Work Plan

The Planning Commission reviewed their work plan, set an AFR 2 meeting for October 14th and held October 27th as a possible 2015 Town Plan meeting date, if necessary.

Draft DRB Letter (Gordon)

Gordon MOVED to approve and send the Planning Commission's Town Center FBC letter to the DRB.

Wendy SECONDED the motion.

The motion PASSED: 4 – 0.

Draft FY 16 Budget

Wendy MOVED to approve the Planning Commission's FY 16 budget request.

Gordon SECONDED the motion.

The motion PASSED: 4 – 0.

2015 Town Plan Amendments

The Planning Commission discussed the *Rural Character Questionnaire* resident responses, the definition of "rural character" in the 2010 Town Plan and the suggested Commissioner definitions. Wendy presented her Wordle of the responses. They agreed that Mark's definition, omitting the last sentence, seemed to fit with the public's understanding of the rural character of Westford. Furthermore, Jeremy asked that the definition acknowledge Westford is viewed as a residential bedroom community. Gordon asked that two images be placed in the Town Plan to depict "rural character". The Commission will discuss this topic further at their next meeting.

The Commission briefly discussed Chapters 4, 6, 7, 8 and 9 of the 2010 Town Plan and the necessary updates. Melissa explained that the Town Plan appears to require more updating than originally expected and asked that sections of the Town Plan be divvied out for rewrite. She also questioned the proposed timeline for public hearing. The Commission agreed to ask Town boards and commissions to work on the sections pertaining to their field. Furthermore, Commissioners will help update some sections of Chapter 7. Rewrites will be due October 27th.

Minutes of the September 9, 2014 & September 17, 2014 Meetings

Jeremy MOVED to approve the minutes.

Mark SECONDED the motion.

The motion PASSED: 3 – 0.

Wendy abstained.

The meeting adjourned at approximately 9:45 pm.

Submitted by,
Melissa Manka
Westford Planning Coordinator