

**TOWN OF WESTFORD  
PLANNING COMMISSION MINUTES  
MINUTES FOR MAY 18, 2020 MEETING  
Approved on June 15, 2020**

**Commission/Board Members Present:** Koi Boynton Gordon Gebauer, Seth Jensen, George Lamphere and Mark Letorney.

**Commission/Board Members Absent:**

**Also, Present** Melissa Manka (Planning Coordinator) and Paul Birnholz.

The meeting began at: 6:40 p.m.

**Amendments to Agenda**

No amendments proposed.

**Citizens to be Heard, Announcements & Correspondence**

No citizens to be heard, announcements or correspondence.

**Minutes of the April 20, 2020 Meeting**

G. Lamphere MOVED to approve the minutes.

S. Jensen SECONDED the motion.

The motion PASSED: 5 – 0.

**Minutes of the May 18, 2020 Meeting**

G. Gebauer MOVED to approve the minutes.

K. Boynton SECONDED the motion.

The motion PASSED: 4 – 0.

G. Lamphere abstained.

**Draft 2020 Town Plan – Chapter 6 & 8**

The Planning Commission reviewed and revised Chapter 8 of the draft 2020 Town Plan. The Commission will begin review of Chapter 6, 9 and 10 at their next meeting dedicated to the Town Plan.

**Draft 2020 Town Plan – Maps 1 – 13**

The Planning Commission reviewed the draft maps provided to them by CCRPC. The Commission requested the following revisions:

Map 8 & 8a– grey out the town center area and create a map 8a for the town center area, change dwelling units per acre to principal structures per acre in the legends for maps 8 and 8a.

Map 9 – add the forestry area from the existing future zoning map, grey our the town center area and create a map 9a for the town center area, show the entire T4 as a proposed NDA on map 9a, add the designated village and NDA on map 9a, change the hotel building, Sabo-Fink and old tavern properties from T4 to T5, change dwellings unit per acre to principal structures per acre on maps 9 and 9a.

**2020 Work Plan**

The Planning Commission reviewed and made minor revisions to the Work Plan.

The meeting adjourned at approximately 8:45 p.m.

Submitted by, Melissa Manka, Westford Planning Coordinator