

**TOWN OF WESTFORD
PLANNING COMMISSION MINUTES
MINUTES FOR SEPTEMBER 21, 2020 MEETING
Approved on October 5, 2020**

Commission/Board Members Present: Gordon Gebauer, Seth Jensen (arrived at 7:48 pm), George Lamphere and Mark Letorney.

Commission/Board Members Absent: Koi Boynton.

Also, Present Melissa Manka (Planning Coordinator) and Bill Cleary (left at 7:16 pm).

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

Amendments to Agenda

The Planning Commission moved discussion of Interim Bylaws in front of discussion of the Draft 2020 Town Plan.

Citizens to be Heard, Announcements & Correspondence

No citizens to be heard, announcements or correspondence.

Minutes of the August 17, 2020 Meeting

M. Letorney MOVED to approve the minutes.

G. Gebauer SECONDED the motion.

The motion PASSED: 4 – 0.

Minutes of September 14, 2020 Meeting

The September 14th minutes will be reviewed at the next Planning Commission meeting.

Interim Bylaw Request

M. Manka gave a summary of the Strobridge's campground use request and brief history of past interim bylaws. M. Manka said she had some questions regarding how the statute pertaining to interim bylaws was written and planned to contact VLCT for a legal opinion.

The Commission agreed primitive campground uses conform to the goals and character of the town.

G. Lamphere wanted to ensure the interim regulations were drafted correctly so that applications reviewed under them did not get hung up in the DRB due to technicalities.

G. Gebauer asked where campgrounds should be permitted.

The Commission agreed R10 and possibly R5 were best suited for campgrounds.

The Commission then discussed the appropriate scale of the use under interim bylaws.

M. Manka suggested limiting the use under the interim bylaws and investigating expansion of the use under the permanent bylaws. She suggested the scale of use be set below the trigger for state permits and waste/potable water infrastructure, which is 4 sites.

The Commission further discussed scale. They concluded the number of sites should not be limited under the interim bylaws and noted it was up to the applicant to decide whether to apply for state permits and/or develop infrastructure.

M. Letorney stated the performance standards, conditional use criteria and zoning standards would keep the use in check.

M. Manka noted the definition of primitive campground would be one of the most important aspects of the language as campground can mean and allow for many different things.

The Commission asked what would happen to the use after permanent zoning was adopted. They wanted the use to conform with the new permanent regulations after adoption.

G. Gebauer asked what the next steps were.

M. Manka said she would obtain a legal opinion on the statutory language and provide the Commission with said information.

M. Letorney offered to draft the language and asked M. Manka to provide example campground language from other towns.

M. Manka said she would post a message to VPA asking for example language.

The Commission agreed to review and discuss the information provided and working draft at their October 19th meeting.

Bill Cleary said he contacted VLCT and they informed him that towns are granted the authority to include a statement in the regulations allowing uses not stated in the regulations to be approved by the DRB.

M. Letorney said viewing example language would be helpful.

G. Lamphere said it would be hard to leave the door to allowed uses completely open.

Draft 2020 Town Plan – Chapters 10 & 4

The Planning Commission reviewed and revised Chapters 10 and 4 of the draft 2020 Town Plan. The first draft is now complete.

The Commission discussed setting up joint meetings with town boards, commissions, and committees to review and discuss the implementation plan after adoption. M. Manka made note of the Commission's wishes in their Work Plan.

Town Plan Work Plan & Status

M. Manka will remove the working copy of the 2020 Town Plan from google docs, accept changes, and reformat the document for the Commission to proofread. M. Manka will make the document available to the Commission by October 19th and requested review by October 30th, at which point she will submit the document to the CCRPC for review.

2020 Work Plan

The Planning Commission reviewed and revised their work plan.

G. Lamphere asked M. Manka to confirm with the consultants that the draft PER and Step 2 ESA would be submitted to them well in advance of their October 5th meeting.

Wrap up & Next Meeting

The Planning Commission briefly discussed the Wi-Fi on the Common.

M. Manka said she recently received a memo from M. Drapa regarding the network, which she will forward to the Commission.

The meeting adjourned at approximately 9:10 p.m.

Submitted by,
Melissa Manka, Westford Planning Coordinator