

**TOWN OF WESTFORD
PLANNING COMMISSION MINUTES
MINUTES FOR NOVEMBER 2, 2020 MEETING
Approved on December 7, 2020**

Commission/Board Members Present: Gordon Gebauer, Seth Jensen, George Lamphere, Mark Letorney

Commission/Board Members Absent: Koi Boynton

Also, Present: Melissa Manka, Westford Planning Coordinator; Dan & Louella Strobridge

The meeting began at: 6:31 p.m.

Amendments to Agenda

G. Gebauer pointed out that the agenda did not include review and approval of the minutes from October 5th and October 19th. Agenda emended to include approval of minutes.

Citizens to be Heard, Announcements, Correspondence & Other Business

Dan & Louella Strobridge are in attendance to discuss their request for a zoning amendment to permit primitive camping within their zoning district.

Minutes of the October 5, 2020 Meeting

G. Gebauer MOVED to approve the minutes as presented.

S. Jensen SECONDED the motion.

The motion PASSED: 4 – 0.

Minutes of the October 19, 2020 Meeting

G. Lamphere MOVED to approve the minutes as presented.

G. Gebauer SECONDED the motion.

The motion PASSED: 4 – 0.

Westford Land Use & Development Regulations.

New software program.

G. Lamphere reported that the PC will be looking to use a different software program (Adobe InDesign) to transfer & update the Land Use Regulations. This program will correct the issues experienced in working with the current Microsoft Word document stemming from large file sizes and numerous illustrations, which Microsoft Word is not set up to handle. Therefore, the Town needs to move the document to book publishing program, such as InDesign. The PC will hire Callie Hamdy to do the transfer the regulations to the new platform. Callie has worked with this software/platform previously. We are not sure of the total number of hours this will require. We are waiting for a cost estimate from Callie. Her invoice will be paid from the special projects fund and she will be paid as a private consultant. In the interim the PC will work with the document in Microsoft Word using Dropbox.

Review and Prioritize.

Melissa Manka has begun to prioritize the suggested and needed WLUD amendments. The PC

decided that due to Melissa's limited availability that it in order to keep this important project moving forward, it would prioritize the suggested amendments into 2 groups: those that need to be completed by late spring, 2021, and those that can wait until later so that the PC can investigate and discuss those suggested changes in greater detail. Once the suggested amendments are prioritized, they will be assigned to individual PC members to draft and then bring back suggested language to the PC for consideration. The current plan is to address immediately those suggested amendments deemed a priority, and then address the non-priority amendments immediately after the priority amendments are approved.

The PC then reviewed the current list of potential and requested amendments to the WLUDR and decided on which ones are priority and which ones could wait until the next round of amendments. The goal is to have the priority amendments approved by the Westford Selectboard by no later than April 2021. The following is the list of **priority amendments** and the commissioner who has agreed to review and propose amendments, as necessary:

- Number of cumulative days yard sales are allowed to occur during the year (G. Lamphere).
- Review and address safety improvements and upgrades for non-conforming private clubs, in R10 District (G. Lamphere).
- Agriculture and Silviculture operations and exemptions—See Kate's current practice (M. Manka)
- Establish primitive campgrounds as permitted uses in R-10 District (M. Letorney).
- Reducing WRO district buffer from 100' to the State mandated 50' (M. Letorney).
- Contemplate and adjust as necessary the number of allowed commercial and residential structures on any one approved lot.
- Sec. 205--Address how to better deal with lots that are located in more than one zoning district. (priority if solution is easy)
- Sec. 232—Review and adjust as necessary the dimensional standards in R3 District and provide clearer explanation for how we calculate density (S. Jensen).
- 242C.—Review and potentially reduce the maximum lot coverage in R5 District.
- Sec 244—Review and address point system for R5 District including Barb Peck's requested changes, grandfathered uses and the point system, suggestions from DRB (G. Gebauer).
- Sec 252—Review and potentially amend the maximum lot coverage and residential density limitations in R10 District (S. Jensen??).

The following is the list of **non-priority amendments**:

- Compare and revise agriculture enterprise use considering new State statute reading accessory farm business.
- Review River Corridor language and State requirements and incorporate into WLUDR.
- Review Rural Retail conditional use in R3 & R10 Districts with possibility of amending to permitted use.
- Review request for restaurants and taverns as conditional uses in R5 District.
- Review and act on recommendations and comments from Jacob Hemmerick (Vt. DHCD) regarding T4 density requirements.
- Sec 111.A (14)—Review and possibly amend the 50 cubic yard limitation on adding or removing material to or from a lot.
- Sec 114—Review requirements for public facility development and compare with State statute.
- Sec 122—Review and compare to state Statute with possibility of amending.

The Commissioners agreed that they would have their respective WLUDR sections reviewed and present suggested amendments to the PC at or before the next scheduled meeting to address these issues, which is December 7, 2020.

Other Business.

Melissa Manka provided the PC with an update on a new development proposed for Richard's Way on Milton-Westford Road near the intersection of VT Route 128.

Work Plan.

The PC reviewed its current work plan. There is a potential for a meeting with the Selectboard and consultants on December 10, 2020 to go over the draft PER. The PC will have meeting on November 16, 2020 to discuss the draft PER with the consultants. The PC also has meetings scheduled for December 7, 2020 and December 21, 2020. Also, tentative meetings scheduled for January 4, 2021 and 18, 2021.

Wrap Up.

G. Lamphere advised the PC that he would be forwarding the PC's Report (for the Town Report on Town Meeting day) to the Town Clerk after the elections. If anyone has any comments or changes, there were advised to contact G. Lamphere.

The meeting adjourned at approximately 8:42 p.m.

Submitted by,
Gordon Gebauer, Westford Planning Commissioner