

**TOWN OF WESTFORD  
PLANNING COMMISSION MINUTES  
MINUTES FOR JANUARY 4, 2021 MEETING**

Approved on January 18, 2021

**Commission/Board Members Present:** Koi Boynton, Gordon Gebauer, Seth Jensen (joined at 6:50pm), George Lamphere and Mark Letorney.

**Also, Present:** Melissa Manka (Planning Coordinator).

**The meeting began at:** 6:30pm

**Amendments to Agenda:** Draft Intended Use Plan Letter, National Science Foundation and Underhill Rod & Gun Club Act 250 Application/Decision.

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

Daniel Strobridge joined the meeting to ask a question regarding camping on their properties and to hear the Land Use & Development Regulation updates. They currently have 1 camp site permitted by the Zoning Administrator, 6 more have been developed. The state allows for 4 campsites per parcel. They have 3 parcels but would like to use 2. Could they get temporary permits for 8 sites on their property on Pettingill Road, compromising 80 acres? George noted that the PC is currently working on Land Use & Development Regulation amendments that would allow for this to happen and we anticipate being done by Spring of 2021. Melissa has been advised by League of Cities and Towns and the Town Attorney that since camping is currently not an allowable use, the only way to allow permitting is through amendments to the regulations.

Ira Allen and Kim Guidry are here and listening in to keep up to date. Ira & Kim left the meeting at 7pm.

**CCRPC Planning Conformation & Substantial Deference Documents**

In order to get the Town Plan approved by CCRPC the town needs to submit a Substantial Deference Form, Planning & Zoning Budget Summary, and Appendices A & B. The PC will review the Budget Summary as well as Appendices A & B and get comments back to Melissa by January 8<sup>th</sup>. The PC will review the Substantial Deference form on the January 18<sup>th</sup>.

**Town Plan Public Hearing**

The public hearing for the Town Plan will be on January 18<sup>th</sup>. George will draft and agenda for that meeting this week. The meeting format and logistics were discussed. Melissa will manage the zoom aspects of the meeting and go through the roll call. George will introduce the meeting, explain the protocol and act as facilitator. Melissa shared the Power Point Presentation from the 2015 Town Plan public hearing. The Commission suggested changes and additions. Town Plan highlights should include: Town Center Revitalization, Energy Plan, Wastewater, Diversified Housing, Walkability and Bike ability added to Transportation, New

town committees from VCRD visit contributing to plan. Melissa will work on a revised presentation.

After the public hearing is held, if there are major revisions the PC will need to hold a special meeting in January. The SB is holding their February 25<sup>th</sup> meeting for their Town Plan public hearing. George pointed out that he will not be able to attend the February 25<sup>th</sup> meeting. CCRPC has pushed their review of the plan to February, if they come up with major edits the SB will need to address them. The Town Plan needs to be adopted to accept funding from the VCDP grant.

### **Westford Land Use & Development Regulation Amendments - Ch 1 & 2**

*Section 215:* Lots in more than one district. Mark has developed two language options, after reviewing other town's language. There was a great deal of discussion regarding the two language options and gaining clarity on each one. While the PC members agreed the language is easier, it does not address how density is calculated and could still be difficult for the DRB to implement. We will come back to this in February.

*Section 242, Figure 2.1:* Seth is working on clarifying language and images for density and lot size. He also brought up revising adaptive reuse in the R10 to allow more uses.

For the sake of our guest, Daniel Strobridge, we clarified the process and timing for incorporating primitive campsites in the WLUD regulations. It was identified that it will need to be incorporated in multiple sections and it can be addressed in February. Daniel Strobridge requested to see the current rough draft language. Melissa agreed to send it along with approval from the commissioners with the emphasis that its nowhere near the final language. Gordon has developed a response memo for Barb Peck's point system memo. Melissa will send this along to Barb Peck.

### **Town Center Revitalization Webpage**

The webpage is nearly ready to launch. Gordon has suggested that once it is launched, the other stray information on the main Westford website be taken down.

### **Newsletter/FPF Article**

The February Newsletter deadline is January 25<sup>th</sup>. If the Town Center Revitalization page is live, we should consider submitting getting that information in the Newsletter. Gordon will work on outreach regarding the webpage launch in both Newsletter and FPF. George suggests keeping it short and straightforward.

### **2020 Work Plan**

WLUD regulation updates to Chapter 1 & 2 will happen in February. Chapters 3,4 & 5 will be addressed in March. George will not be available for the first meeting in March.

### **Intended Use Plan Letter Update**

The letter Seth drafted urging the state to keep wastewater funding in the Intended Use Plan for Clean Water funding needs to be sent out to several people within the state including state

legislators. Melissa will compile a list of people that it needs to go to, and George will send it out.

### **ACT 250 Underhill Rod & Gun Club Permit**

Melissa followed up with the ACT 250 district coordinator. She clarified that the permit only pertains to the club house and not the range, as the range was there prior to ACT 250 and there is no jurisdiction over that portion of the property. Once the formal decision is written up, there is a 15-day comment period. There was discussion about whether DRB determines hours of service for a business. Hours of operation are addressed by the DRB, especially if the business activity is outside and will impact adjacent neighbors. There was discussion regarding whether the abutting neighbors are notified about the ACT 250 permit. There is belief that the neighbors were notified but Melissa will follow up with the district coordinator to ask for the service list and ensure that neighbors were notified.

### **National Science Foundation – Smart & Connected Community Grant**

The team from UVM that we worked with last year are working on submitting another application to National Science Foundation's Smart & Connected Grant. Their submission is being tailored to the feedback they received last year and would just include Westford and Bristol. They are planning on focusing on sensors for both wastewater and historical buildings. This focus could help move the state towards performance-based permitting. The grant will not take any staff time or cost the town anything and participation might leverage additional funding. The town would need to submit a letter of commitment signed by the PC and SB. *VOTE:* Mark makes a motion for the PC to sign the Letter of Commitment for UVM National Science Foundation grant submission and request the SB sign the letter.

Gordon second the motion.

The votes passed: 5 to 0

### **Wrap up & Next Meeting**

Short discussion on notes. George and Melissa will take the conversation offline to review public meeting laws and how in-depth the notes need to be and if a recording can be back up for less in-depth notes.

Meeting adjourned: 9:00 pm

### **ACTION ITEMS**

- The PC will review the Budget Summary as well as Appendices A & B and get comments back to Melissa by January 8<sup>th</sup>.
- George will draft and the agenda for the January 18<sup>th</sup> Town Plan public hearing.
- Melissa will work on a revised presentation for the Town Plan public hearing.
- Melissa will send Daniel Strobridge the privative campsite draft language
- Melissa will send the PC memo to Bark Peck
- George will send the Intended Use letter to the appropriate people.

- Melissa will follow up with the ACT 250 district coordinator to ask for the service list and ensure that neighbors are notified.