

**TOWN OF WESTFORD**  
**PLANNING COMMISSION MINUTES**  
**Minutes for April 8, 2009 Meeting**  
Approved on April 15, 2009

**Commission Members Present:** Mark Letorney (Chair), Patrick Haller, Michael Nelson and Seth Jensen.

**Commission Members Absent:** Jason Hoover.

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

The meeting began at approximately 7:06 p.m.

**Town Plan Survey Results & Summary**

The Planning Commission reviewed and revised to the survey summary.

The Commission discussed the implications of the survey on the economic development portion of the Plan. They agreed the regulations should allow for the expansion of home businesses.

However, large commercial and industrial buildings should be located off Route 128 and Route 15 and service type businesses (banks, cafes, convenience stores) should be located in the town center. Seth suggested Mark look into Jericho's adaptive re-use regulations, which allows more commercial use than would otherwise be allowed in a district if located in a historical building. He said it promotes preservation of historic structures.

The Commission agreed that the Section 6.2.1.4 (Facilities, Utilities and Services) of the Plan should include a goal of creating management/resource plans for town-owned properties. This could be a key component to creating the natural areas residents stated they wanted in the survey.

**Planning Commission Work Plan**

The Planning Commission reviewed and revised their work plan.

**Draft Steep Slope Regulations**

Melisa said she would draft a Planning Commission Report and warning for the public hearing on the draft steep slope regulations. She will try to have that ready for the May 20<sup>th</sup> Planning Commission meeting, at which time the Commission will set the date for the hearing.

**JAM Golf LLC Supreme Court Decision**

Melissa discussed the seminar on the JAM Golf LLC vs. South Burlington Supreme Court decision she recently attended. She said the decision requires town's to adopt specific regulations as opposed to enforcing very general regulations. She said that newly drafted regulations should spell out exactly what will be expected of a developer.

**Minutes of the February 18, 2009 Meeting**

Mike MOVED to approve the minutes.

Seth SECONDED the motion.

The motion PASSED: 3 – 0.

Pat abstained.

## **Minutes of the March 18, 2009 Meeting**

Pat MOVED to approve the minutes.

Mike SECONDED the motion.

The motion PASSED: 3 – 0.

Seth abstained.

### **Other Business:**

Mike said he would draft a community survey on Survey Monkey for the Commission to review and to be used as a template in 2013.

### **Draft Town Center Wastewater Letter & Town Center Wastewater Informational Meeting**

The Planning Commission discussed the town center wastewater project. The Commission agreed to set an informal meeting date and send the wastewater letter to town center residents sometime in June or July. Letters will be sent 30 days prior to the informational meeting and Mark will contact residents who own property with suitable soils for community wastewater two weeks prior the informational meeting. The Commission agreed that notice of the meeting should be placed in the Town newsletter and on the Front Porch Forum as a reminder and notice to residents living outside of the town center.

Mike was concerned the Commission did not know what the town's involvement in the development of community wastewater systems will be. Seth said he would like to see what kind of interest is out there before planning the town's involvement. The Commission agree to formalize possible Town involvement after Mark has talked to residents owning suitable community wastewater sites. Mike added that the benefits of developing community wastewater should be discussed at the meeting. Pat said the Town needs to research potential barriers to community wastewater, following the informational meeting and if interest is out there. Pat asked Melissa to talk to Sue Adams about setting up a meeting between the church and Seth to discuss wastewater options.

Mark MOVED to adjourn. Pat SECONDED the motion.

The motion PASSED: 4 - 0.

The meeting adjourned at approximately 10:00 p.m.

Submitted by,  
Melissa Manka, Planning Coordinator