

**TOWN OF WESTFORD  
PLANNING COMMISSION MINUTES  
Minutes for May 20, 2009 Meeting  
Approved on June 3, 2009**

**Commission Members Present:** Mark Letorney (Chair), Patrick Haller, Seth Jensen and Jason Hoover (7:39 -9:34 p.m.).

**Commission Members Absent:** Michael Nelson.

**Also Present:** N/A

The meeting began at approximately 7:16 p.m.

**Presentation by Home Builders Association on Affordable Housing.**

Pat said he's had a difficult time scheduling someone from the Home Builders Association to meet with the Planning Commission discuss local regulatory affordable housing options. Melissa explained that Westford, Hinesburg and South Burlington recently applied for a Municipal Education Grant (MEG) to hire housing expert, Dr. Avi Friedman, to discuss regulatory and non-regulatory methods of creating affordable and moderately priced housing. The Commission agreed they would still like someone from the Home Builders Association to meet with them to discuss affordable housing.

Pat said he would ask Collin Frisbee, former Home Builders Association Vice-President, if he would meet with the Commission. He added Collin may be interested in Dr. Friedman's presentation.

**Draft Community Survey Summary**

The Planning Commission will approve the Town Plan survey summary after the written answers have been incorporated.

**Town Plan Re-Write**

Housing

Seth briefly explained the changes he made to the draft housing section based on Mike's comments. He asked for clarification regarding the Commission's request that he list the town properties that could house an affordable housing development.

Mark said he thought the request was to list town properties which zoning would allow the development of affordable housing units.

Transportation

Pat gave an overview of the draft transportation section of the Plan.

Melissa informed the Commission that Cambridge Road paving was listed as a project in the draft Capital Budget.

The Commission discussed this issue and their concerns.

Pat said he would discuss the reasoning for the proposed paving with Gary Estus and the Selectboard.

Jason informed Pat that the high schools listed were not the only high schools Westford children attended.

Pat said he would mention that the Town Common parking area acts as an informal park and ride lot.

Seth asked that a statement be placed in the transportation section stating the Commission will investigate allowing use of public parking spaces located in the town center when calculating the minimum number of required parking space for a business located in the town center.

Pat will revise the transportation section as needed.

#### Relationship with Adjacent Towns

The following individuals will update the information on the following towns:

Seth – Underhill, Jericho & Essex

Melissa – Georgia & Fairfax

Mark – Milton

Jason – Cambridge

Pat - Colchester

#### Facilities, Utilities & Services

The Commission reviewed the Facilities, Utilities & Services section of the Plan and proposed revisions. Melissa will make the necessary revisions.

#### Historic Resources

The Historic Resources section of the Plan will be discussed at the next meeting.

#### **Planning Commission Work Plan**

The Planning Commission reviewed the work plan and made revisions.

#### **Minutes of the April 15, 2009 Meeting**

Pat MOVED to approve the minutes.

Seth SECONDED the motion.

The motion PASSED: 3 – 0.

#### **Minutes of the May 6, 2009 Meeting**

Pat MOVED to approve the minutes.

Seth SECONDED the motion.

The motion PASSED: 3 – 0.

#### **Planning Commission Newsletter Article**

Pat read the Commission the newsletter article he wrote. The Commission briefly discussed the article. Pat will make revisions and email the final version to the Town Clerk.

Mark MOVED to adjourn. Seth SECONDED the motion.

The motion PASSED: 3 - 0.

The meeting adjourned at approximately 10:08 p.m.

Submitted by,

Melissa Manka, Planning Coordinator