

TOWN OF WESTFORD
PLANNING COMMISSION MINUTES
Minutes for August 19, 2009 Meeting
Approved on September 2, 2009

Commission Members Present: Mark Letorney (Chair), Jason Hoover and Seth Jensen.

Commission Members Absent: Patrick Haller.

Also Present: Melissa Manka (Planning Coordinator).

The meeting began at approximately 7:15 p.m.

Planning Commissioner Interviews

The Planning Commission interviewed Jeremy Berger and Gordon Gebauer for the Planning Commission vacancy. The Commission will discuss the interviews and decide who to recommend to the Selectboard for appointment at their next meeting.

Implementation Plan

The Commission will discuss the revised implementation plan at their next meeting and asked Melissa to send the revised plan to all town boards.

Planning Commission Work Plan

The Commission will discuss their work plan at their next meeting.

Other Business:

Zoning Regulation Amendments

Melissa explained that she was recently informed of an error in the Zoning Regulations. She said an attorney pointed out that section 4.7.6 of the Regulations allows any use allowed in town in any district if located within a Mixed-Use PUD. This was not the intent of the regulations. The language was supposed to state that any permitted or conditional use allowed in a district is also allowed in a PUD in that same district. The Commission decided to amend the Zoning Regulations prior to the expiration of the Town Plan. Melissa said she would warn a public hearing and inform the Selectboard of the matter.

Mark MOVED to amend the Zoning Regulations and warn a public hearing.

Jason SECONDED the motion.

The motion PASSED: 3 – 0.

Planning Commission Structure

The Commission discussed restructuring how the Planning Commission functions. They agreed that it would be most efficient and increase communication if they held one Planning Commission meeting per month and each Commissioner chaired a sub-committee of the Commission to address items in the Town Plan (such as affordable housing, energy, economic development) as opposed to having many different and disconnected boards. The Commission

agreed to offer to oversee/chair the Road Committee. Melissa said she would discuss the Commission's offer with the Selectboard. The Commission will further discuss the restructuring at their next meeting.

The meeting adjourned at approximately 7:58 p.m.

Submitted by,
Melissa Manka, Planning Coordinator