

**TOWN OF WESTFORD**  
**PLANNING COMMISSION MINUTES**  
**Minutes for December 16, 2009 Meeting**  
Approved on January 20, 2010

**Commission Members Present:** Mark Letorney (Chair), Gordon Gebauer, Patrick Haller, Jason Hoover and Seth Jensen.

**Commission Members Absent:** N/A

**Also Present:** Melissa Manka (Planning Coordinator) and Michael Nelson.

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

**Draft 2009 Town Plan**

The Planning Commission reviewed the revisions made to the Town Plan based on the public comments received and made further revisions. The Commission also discussed proposed Maps 9 and 10 with Michael Nelson. The Commission agreed to depict wildlife movement as opposed to wildlife corridors on Map 10. They expanded the areas depicted on Map 9 that are under investigation for inclusion in the conservation district. Furthermore, they decided to name the proposed area *forestry* district as opposed to *conservation* district.

**Draft Steep Slope Regulations**

The Planning Commission reviewed the draft steep slope language and discussed the Town Attorney's comments and suggestions. The Commission made minor revisions based on the attorney's comments. Seth will forward Jericho's waiver language to Melissa prior to the next meeting. Melissa said FEMA would like two typos in the floodplain regulations corrected and the road composition standards should be clarified. The Commission agreed to make those revisions in this round of amendments. Jason said he would work on the road standard language.

**Minutes of the December 8, 2009 Meeting**

Gordon MOVED to approve the minutes.  
Pat SECONDED the motion.  
The motion PASSED: 4 – 0.  
Jason abstained.

**Planning Commission Work Plan**

The Planning Commission reviewed the work plan and asked Melissa to revise it as discussed.

The meeting adjourned at approximately 9:30 p.m.

Submitted by,  
Melissa Manka, Planning Coordinator