

**TOWN OF WESTFORD**  
**PLANNING COMMISSION MINUTES**  
**Minutes for April 7, 2010 Meeting**  
Approved on July 7, 2010

**Commission Members Present:** Mark Letorney (Chair), Jason Hoover and Seth Jensen (7:21 PM).

**Commission Members Absent:** Gordon Gebauer and Patrick Haller.

**Also Present:** Melissa Manka (Planning Coordinator) and David Tilton.

The meeting began at approximately 7:11 p.m.

**Discuss Draft Town Plan with Chair of Selectboard**

David Tilton was present to discuss the draft Town Plan. He asked that each section in the Plan be made uniform.

He also asked what the pros and cons of a forestry district were. The Commission gave a brief overview and Melissa said she would copy some educational information on conservation districts for him.

David asked if the Energy Committee could realistically complete everything listed in the implementation section of the Energy Plan. Melissa said she would discuss the implementation portion of the Plan with Pat Haller, who is the Chair of the Energy Committee.

David asked Melissa to create a number of PowerPoint slides for the Selectboard's public hearing on the Town Plan.

**Village Center Mixed Use & Architectural Standards**

Mark suggested the Commission wait until Smart Growth Vermont is available before discussing architectural standards.

Jason said he wasn't worried about writing or enforcing design standard, but he was concerned with how far the town should take design review. He said he likes Calais' design standards and he'll send them to the Commission for review. He also likes the thought of a design review board reviewing design applications in an advisory manner and submitting recommendations to the DRB for review and approval. He said the Town may need to appoint a design review board since the DRB is unfamiliar with architectural design concepts.

Seth explained that some towns have design review for the sides of structures that face roadways. This allows homes to have a more contemporary façade at the rear of the lot.

Jason said the Commission could allow for contemporary homes in the Village, because the skin and massing are the most important aspects in preserving the character of the Village. He went on to say that skin and massing differ for agricultural, commercial and residential structures.

Jason volunteered to write a specific outline of draft standards for the Village area and circulate it prior to the next Planning Commission meeting.

Seth suggested the Commission invite John Doanne to a meeting to discuss architectural standards since he is an architect. The Commission agreed to invite John to a meeting once draft standards were roughed out.

The Commission agreed to review the current permitted and conditional uses in the Zoning Regulations as well as research new and improved uses prior to the next meeting. Seth

suggested the Commission use a “use table” like Jericho, because they are a lot easier to use when determining the different uses allow in each district. The Commission agreed to create a “use table”.

**Draft Adaptive Re-Use Regulations.**

The Planning Commission reviewed the draft adaptive re-use regulations and made minor revisions. The Commission will wait until uses are updated in the zoning regulations before determining which will be allowed in an adaptive re-use structure.

**Planning Commission Work Plan**

The Commission reviewed and revised the work plan.

**Minutes of the March 3, 2010 Meeting**

Jason MOVED to approve the minutes as amended.

Seth SECONDED the motion.

The motion PASSED: 3 – 0.

The meeting adjourned at approximately 9:07 p.m.

Submitted by,  
Melissa Manka, Planning Coordinator