

TOWN OF WESTFORD
PLANNING COMMISSION MINUTES
Minutes for December 1, 2010 Meeting
Approved on February 16, 2011

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

Commission Members Absent: Jason Hoover.

Also Present: Melissa Manka (Planning Coordinator), Ted Pelkey, Michelle Pelkey and Robert Pittala.

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

Town Center Revitalization Project

The Planning Commission discussed the fact that their New England Grassroots Environmental Fund application for grant funding was denied. Furthermore, they discussed how they could come up with the funds necessary to hire Smart Growth Vermont to help with the Town Center Revitalization Project. The Commission asked Melissa to submit a request to the Selectboard asking for an additional \$1,500 from this fiscal year's budget.

PUD Density Bonuses for Donation of Public Spaces

The Planning Commission reviewed draft language and requested that revisions be made to it. Melissa will make necessary revisions prior to their January meeting. The Commission agreed that density bonuses should not be granted for little reason or just because a proposed subdivision is a PUD since PUDs are now required. Melissa said she would review the current density bonus language.

Energy Code Regulations

The Planning Commission approved the draft regulation requiring state energy code certificates be recorded prior to the issuance of a Certificate of Occupancy. Melissa said she would incorporate the language into the next round of zoning and subdivision amendments.

Commercial Areas, Sizes & Uses

The Planning Commission revised the definition of Small Scale Industry, decided to omit Small Scale Commerce, added food processing to the definition of Rural Retail, and decided to adopt performance standards for all commercial development. Melissa said she would make note the proposed changes and find example performance standard language.

Planning Commission Work Plan & Implementation Plan

The Planning Commission reviewed and revised their work plan.

Minutes of the September 1, 2010 Meeting

Seth MOVED to approve the minutes as amended.

Pat SECONDED the motion.

The motion PASSED: 3 – 0

Gordon abstained.

Minutes of the October 6, 2010 Meeting

Gordon MOVED to approve the minutes as amended.

Seth SECONDED the motion.

The motion PASSED: 3 – 0

Pat abstained.

Minutes of the November 3, 2010 Meeting

Pat MOVED to approve the minutes as amended.

Gordon SECONDED the motion.

The motion PASSED: 4 – 0

Executive Session

The Planning Commission discussed the Planning Coordinator's leave of absence from January 2011 to April 2011 and completed a Planning Coordinator job evaluation.

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

Submitted by,
Melissa Manka, Planning Coordinator