

TOWN OF WESTFORD
PLANNING COMMISSION MINUTES
Minutes for August 3, 2011 Meeting
Approved on September 7, 2011

Commission Members Present: Mark Letorney (Chair), Jeremy Berger, Gordon Gebauer, and Seth Jensen.

Commission Members Absent: Daniel Strobridge.

Also Present: Melissa Manka (Planning Coordinator).

The meeting began at approximately 7:04 p.m.

Resignation

Daniel Strobridge resigned from the Planning Commission, effective immediately.

Melissa said she would advertise the vacancy and contact Corey Mathieu to see whether he was still interested in servicing.

Seth asked Melissa to contact Larry and Julie Reynolds as well.

Mark asked that interviews be scheduled for their September 7th meeting.

Specific Performance Standards For Fuel Sales

Seth said the language as drafted is a good start and the Commission should put work on the language on hold until the Commission hires a consultant to help draft form based zoning language. He said the consultant should review the draft at that time and offer suggestions. Seth also said the gas station at the corner of Route 108 and 100 in Stowe is a good example of a station that would fit the character of Westford. He suggested we use their model and get the station site plans from Tom Jackman.

The Commission then discussed canopies and asked Melissa to call the Fire Marshall or Vermont Department of Labor and Industry to determine whether canopies are required for gas station fire suppression.

Jeremy said the Commission should implement a maximum setback for buildings in the Town Common District.

Seth suggested the Commission implement minimum and maximum setbacks based on the average setback of existing buildings.

Allowing Mixed Use PUDs

Seth presented his outline of suggested MPUD revisions. He suggested the following:

1. MPUDs should have the same standards as RPUDs
2. Allow second principal structures for certain uses and if the structure is built to look like a rural farmstead (Ex. Warren & Waitsfield Regulations).
3. Combine building and lot coverage regulations by picking an amount somewhere between the current lot and building coverage requirements.
4. Implement site and architectural standards in the Town Common District.
5. Allow 8,000 square feet per minimum lot size for commercial structures to allow for larger buildings on larger lots, but have clause that says lots cannot be further subdivided.

6. He also stated that the open space requirement for RPUDs and MPUDs should be raised to 50%.
7. Allow for small changes in use without DRB approval. This can be done by requiring permits for increased parking or construction of more than 1,000 additional square feet of commercial space.

Seth will devise draft language to be presented at the next meeting.

Seth also suggested using Jericho's parking table as example parking language and allowing a fewer parking spaces with submission of evidence that the required amount is unnecessary.

The Commission will review Jericho's parking table at the next meeting.

Commercial Use Standards and Definitions

Mark suggested the Planning Commission conduct a public campaign for input on the commercial language once complete and prior to public hearing.

The Planning Commission discussed definitions for vehicle sales, repair and fuel sales.

Seth suggested the type of home occupation doesn't matter but rather the impact the home occupation has on the neighborhood.

Mark suggested the performance standards be used to regulate uses such as vehicle sales and repair since they are hard to put your finger on in some cases.

The Commission will review the draft performance standards for the next meeting while keeping in mind vehicle sales and repair.

Planning Commission Work Plan

The Planning Commission reviewed and revised their work plan.

Minutes of the July 6, 2011 Meeting

Gordon MOVED to approve the minutes.

Jeremy SECONDED the motion.

The motion PASSED: 4-0.

The meeting adjourned at approximately 9:32 p.m.

Submitted by,

Melissa Manka, Planning Coordinator