

TOWN OF WESTFORD
PLANNING COMMISSION MINUTES
Minutes for September 7, 2011 Meeting
Approved on October 5, 2011

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

Commission Members Absent: N/A

Also Present: Melissa Manka (Planning Coordinator).

The meeting began at approximately 7:01 p.m.

Planning Commission Interviews

Interviews were postponed due to Corey Mathieu's inability to attend a Planning Commission meeting until December. The Commission decided to continue advertising the position until December at the latest.

2012 Municipal Planning Grant Application

The Planning Commission reviewed and revised the draft MPG application and will submit further comments by September 15th.

Commercial Use Standards and Definitions

Fuel Sales - State Requirements

Melissa explained that the state requires gas station canopies on a case by case basis determined solely by the proximity of pumps to buildings. The Commission asked that the draft language be revised to state applicants are encouraged not to use canopies or are required to connect canopies to buildings, unless otherwise required by the state.

Home Occupation - Regulation & Performance Standards

The Planning Commission discussed the draft home occupation and performance standard language to ensure the performance standards were appropriate for regulating home occupations. Furthermore, they made revisions clarifying the definition of permitted and conditional home occupations.

Other Form Based Concepts & Zoning Definitions

The Planning Commission discussed areas where form based zoning would be beneficial such as in the AFR 2 and Town Center areas. Furthermore, they discussed revisions to existing commercial zoning definitions as well as and the inclusion of new definitions. The Commission decided to research and discuss the following issues at the next meeting:

- Allowing storefront retail in the Town Common District and finding the appropriate definition.

- Allowing some sort of retail in the AFR 2 district that does not have an actual showroom/store front/on-site retail, but allows for web-based sales and finding the appropriate definition.
- Finding the appropriate definition for personal and professional services since *Small Scale Commerce* is being omitted from the regulations.
- Allowing for equipment retail not involving on-site retail in the AFR 2 District and finding the appropriate definition.

Planning Commission Work Plan

The Planning Commission reviewed and revised their work plan.

Minutes of the August 3, 2011 Meeting

Jeremy MOVED to approve the minutes.

Seth SECONDED the motion.

The motion PASSED: 4-0.

The meeting adjourned at approximately 9:18 p.m.

Submitted by,

Melissa Manka, Planning Coordinator