

TOWN OF WESTFORD
PLANNING COMMISSION MINUTES
Minutes for October 5, 2011 Meeting
Approved on November 2, 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 7:06 p.m.

FY 2012 – 2013 Planning Commission Budget

Mark MOVED to approve the proposed ideal budget as amended.

Jeremy SECONDED the motion.

The motion PASSED: 4-0.

Commercial Use Standards and Definitions

The Planning Commission reviewed revisions made to the draft definitions and home occupation regulations based on their discussions at the last meeting.

Mark suggested different types of retail be regulated by the performance standards as opposed to defining different types of retail and specifying the districts in which each should be allowed.

Gordon stated that both the definitions and performance standards help guide us towards the town's vision and having different/multiple qualifiers is a good so long as it isn't too prohibitive. Seth suggested that there be different form based standards for Route 128 and Common Road in the Town Common District. He added he would like to push more density towards Route 128 as opposed to Common Road.

Mark submitted further possible revisions to the performance standards. The Commission reviewed his suggestions and asked Melissa to make further changes to the document.

The Commission asked Melissa to find definitions for fish and game club and outside display.

Melissa said she would rewrite the parking regulations using Jericho's parking calculations as a basis for the new regulations.

Planning Commission Work Plan & Implementation Plan

The Planning Commission reviewed and revised the work plan.

Minutes of the September 7, 2011 Meeting

Gordon MOVED to approve the minutes.

Jeremy SECONDED the motion.

The motion PASSED: 4-0.

The meeting adjourned at approximately 9:02 p.m.

Submitted by,
Melissa Manka, Planning Coordinator