

TOWN OF WESTFORD
PLANNING COMMISSION MINUTES
Minutes for December 7, 2011 Meeting
Approved on January 4, 2012

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

Commission Members Absent:

Also Present: Melissa Manka (Planning Coordinator), Richard Mathieu and Linda Mathieu.

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

Commercial Use Definitions & Regulations

The Planning Commission discussed and revised the definitions for sign, equipment rental, exterior displays, personal services and professional services. They asked Melissa to research definitions for crematorium and combine the definition of personal and professional services.

Performance Standards

The Planning Commission discussed and made minor revisions to the draft performance standards dealing with signs, exterior displays, and screening. The Commission discussed having separate screening requirements for the town center area and all other districts. Melissa mentioned that the streetscape standards in the fuel sales section of the draft regulations might help in drafting the town center area landscaping language. Mark volunteered to further revise the screening language prior to the next meeting. Melissa said she would look into planting density calculations.

Planning Commission Work Plan & Implementation Plan

The Planning Commission will discuss their 2012 work plan and whether to meet twice a month during the winter months at their next meeting.

Minutes of the November 2, 2011 Meeting

Gordon MOVED to approve the minutes.

Mark SECONDED the motion.

The motion PASSED: 4 -0.

Melvyn abstained.

Other Business

The Selectboard and Planning Commission will hold Zoning Administrator interviews on January 3, 2011 at 7:00 pm.

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

Submitted by,
Melissa Manka, Planning Coordinator