

**WEST WINDSOR DEVELOPMENT REVIEW BOARD**

Minutes

February 11, 2020

Present: Shannon Harrington, Barbara Truex, Bruce Boedtke, Dick Beatty, Deb Shearer

1. Call to Order – Chair Shannon Harrington called the meeting to order at 6:35 PM
2. Changes or Additions – Shannon suggested changing agenda items and approving minutes first.
3. Announcements/ Public Comment–None
4. Approve Minutes–Sept 10<sup>th</sup> minutes which had been passed over. Deb recapped that Merle Bushkin had emailed her with some corrections to the draft minutes, she verified the suggested edits with the draft she corrected spelling errors clarified Mr. Bushkin’s testimony **Dick moved to approve the September 10<sup>th</sup> minutes as presented and the October 7<sup>th</sup> minutes with a correction of the hearing number. Barbara seconded; the motion passed unanimously. Barbara moved to accept the October 8<sup>th</sup> minutes as written. Bruce seconded and the motion passed with Shannon abstaining.**
5. Housekeeping— To help alleviate continued hearings due to incomplete/overlooked application materials Deb shared a detailed checklist she had created for applicants. The Board agreed applications will be deemed complete once the ZA has received a completed checklist and applicable materials. Which in turn allows a hearing date to be scheduled. However, applicants could still schedule an informal discussion of their projects with the Board before they have a completed any additional conditional use and site plan materials deemed necessary by the ZA. The DRB also requested to receive the applications and additional materials in hard copy packets, supplied by the applicant two weeks before the scheduled hearing date as required in Section 6.3 and 6.4 of the Subdivision regulations. Curb cuts: Shannon asked if the Town has updated the access application to emphasize the need for a zoning permit review for any driveway work proposed beyond the approved curb cut. Deb will check in with Martha to see what if any amendments to the access application have been made.
6. Town Plan Update—The Planning Commission has passed the updated Town Plan onto the Selectboard, there will be a Public Hearing in May before the SB adopts the Plan. The DRB can read the draft and the priority recommendations and submit comments to the SB at or in advance of the hearing.
7. Other Business—none.
8. Adjourn –**Bruce moved to adjourn the meeting at 7:45. Dick seconded the motion, which passed unanimously.**

Respectfully submitted,

Deb Shearer