

WEST WINDSOR PLANNING COMMISSION

Draft Minutes

August 18, 2016

Members Present: Al Keiller, Arthur Steinberg, Elvin Kaplan and Barbara Truex

Also present: Tom Kenyon (Selectman), Allison Hopkins of SWCRPC and Preston Bristow (Zoning Administrator)

1. Call to Order: Chair Al Keiller called the meeting to order at 3:00 PM.
2. Changes or Additions: None
3. Public Comment: None
4. Certificate of Occupancy: Concern has been expressed about the backlog of certificates of occupancy that are required in the zoning regulations but have never been requested by the applicant or granted by the zoning administrator. This sometimes leads to panic when a closing is scheduled and certificates have not been filed. The requirement that a state RBES (Residential Building Energy Standards) certificate must be filed before a town certificate of occupancy can be filed has created additional complication. Preston was asked to remind recent applicants annually of the certificate of occupancy requirement. Tom Kenyon agreed to place a discussion of the backlog on the Selectboard agenda.
5. Unified Regulations: Allison led a review of chapter 8 on PUDs with no significant changes made. Allison also reviewed the comments she had received from DRB members on chapters 5, 6 and 7 and the answers she provided or changes she made to address concerns. The next meeting will focus on chapters 6 and 7 (Subdivisions).
6. Approve minutes: The minutes of the May 26, 2016 meeting were approved with the change of “new” to “next.” There was not a quorum for the scheduled June monthly meeting and no meeting was scheduled for July.
7. Adjourn: After setting September 22, 2016 at 3:00 PM as the date and time of the next regular meeting, the Planning Commission adjourned at 4:30 PM.

Respectfully submitted,

Preston Bristow