

WEST WINDSOR PLANNING COMMISSION

Draft Minutes

December 1, 2016

Members Present: Al Keiller, Barbara Truex, Matt Kantola

Also present: Allison Hopkins & Jason Rasmussen (SWCRPC), Hal Wilkins, Preston Bristow (Zoning Administrator)

1. Call to Order: Chair Al Keiller called the meeting to order at 3:30 PM.
2. Changes or Additions: Ascutney Fields master plan.
3. Public Comment: None
4. ZA-AA job description: Preston Bristow has submitted his resignation as ZA effective January 27, 2017. The Zoning Administrator/Administrative Assistant job description adopted by the Selectboard was reviewed. Hal Wilkins, land use administrator for Weathersfield and a possible candidate, was introduced.
5. Unified Regulations:
 - Jason Rasmussen of SWCRPC proposed that (1) a summary table of development review procedures within flood hazard areas, (2) a flood permit application checklist, and (3) a cost estimate worksheet for building improvements within flood hazard areas be added to the updated regulations. The summary table and checklist were well received, but the worksheet was viewed as unnecessarily detailed for West Windsor. It was agreed that a reference to the worksheet in the FEMA floodplain management desk reference would be sufficient.
 - Allie Hopkins of SWCRPC led a review of Article 6 (Subdivision Review). Her suggested changes were discussed and modest changes made.
 - Tasks for the October meeting will include review of Article 7 (Design Standards) and a run-through of all outstanding items.
6. Approve minutes: The minutes of the October 27, 2016 meeting were tabled as a quorum of members at that meeting were not present.
7. Ascutney Fields Master Plan: The applicant for the proposed Ascutney Fields subdivision in the Recreation/Conservation PUD District is required (under section 5.4-1) to prepare a comprehensive conceptual development master plan in consultation with the Planning Commission and DRB. A DRB hearing is scheduled for Wednesday, December 21 at 6:30 PM where a preliminary master plan will be reviewed. The DRB asks that the Planning Commission review the master plan jointly with them at that time. If a quorum can attend, it was agreed that the Planning Commission should meet concurrent with the DRB hearing for this purpose on December 21.
8. Adjourn: After setting January 19, 2017 at 3:30 PM as the date and time of the next regular meeting, the Planning Commission adjourned at 4:45 PM.

Respectfully submitted,

Preston Bristow