

WEST WINDSOR PLANNING COMMISSION

Draft Minutes

January 19, 2017

Members Present: Al Keiller, Elvin Kaplin, Barbara Truex, Matt Kantola, Arthur Steinberg
Also present: Allison Hopkins (SWCRPC), Tom Kenyon, Preston Bristow (Zoning Administrator)

1. Call to Order: Chair Al Keiller called the meeting to order at 3:30 PM.
2. Changes or Additions: None
3. Public Comment: None
4. Update on Certificate of Occupancy Backlog: Tom Kenyon reported that he is about one third of the way through the backlog of Certificates of Occupancy (COs) for permits issued in 2014 or earlier. Tom has not run into a situation yet where a CO could not be issued. Preston Bristow reported that of the 37 permits issued in 2015 there are 24 COs pending and of the 31 permits issued in 2016 there are 15 COs pending. He is not sure how many he will get to in his reduced hours prior to his leaving at the end of April.
5. Unified Regulations:
 - Allie Hopkins of SWCRPC led a review of Article 7 (Subdivision Planning and Design Standards). Changes were discussed and incorporated into the draft.
 - Allie will provide a clean draft of the new updated regulations for a full document run-through review at the next meeting.
 - Allie will circulate a “Subdivision Sketch Plan/Plat Requirements” table to Preston and the DRB prior to the next meeting.
 - An “Essentials in Land Use Planning” workshop to be offered by SWCRPC will be discussed at the next meeting.
6. Report on filling ZA-AA Vacancy: Preston Bristow had resigned effective January 27, 2017 but has agreed to stay until the end of April 2017 on limited hours. Deb Shearer has expressed interest in the job and will be invited to attend the next meeting.
7. Accept Arthur Steinberg’s resignation from PC and recommend replacement: Arthur’s resignation from the PC was reluctantly accepted and he was thanked for his four years of service. Al Keiller will ask B.J. Harrington if he is interested in serving as a regular member, and if not, will publicize the vacancy on the Town website, Front Porch Forum, and Tom Kenyon’s column in the *Vermont Standard*.
8. Approve “lost minutes of 2014”: Not truly lost, the draft minutes of June 26, 2014, August 28, 2014, and September 10, 2014, which lacked approval, were formally approved prior to being recorded in the town record book.
9. Approve minutes of October 27 and December 1, 2016: The draft minutes of October 27, 2016 and December 1, 2016 were approved.
10. Adjourn: No date was identified in February when a quorum could meet and the next meeting was set for March 23, 2017 at 3:30 PM. The meeting was adjourned at 4:50 PM.

Respectfully submitted,

Preston Bristow