

WEST WINDSOR PLANNING COMMISSION

Draft Minutes

March 23, 2017

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

1. Call to Order: Chair Al Keiller called the meeting to order at 3:30 PM.
2. Welcome: Brendan (BJ) Harrington was welcomed as a new member replacing Arthur Steinberg
3. Changes or Additions: None
4. Public Comment: None
5. Unified Regulations: Following review and final corrections, the following documents were approved for review at a public hearing on Thursday, April 27, 2017 at 6:30 PM:
 - West Windsor Land Use and Development Regulations (Zoning Bylaws and Subdivision Regulations).
 - West Windsor Flood Hazard Area Bylaws.
 - West Windsor Zoning Map.
 - Planning Commission Reporting Form for Municipal Bylaw Amendments.

Allie Hopkins will provide final clean copies of these documents and a form to use for the public hearing notice. Preston Bristow will advertise and post the hearing notice and provide paper copies of the approved documents for Commission members and the public. It was also agreed to participate in an “Essentials in Land Use Planning” workshop to be offered by SWCRPC in conjunction with adjacent towns.

6. Report on filling ZA-AA Vacancy: Deb Shearer has applied for the position and was present to ask and answer questions. The Planning Commission voted unanimously to recommend her to the Selectboard for the joint position of Zoning Administrator and Administrative Assistant.
7. 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 is using the title Certificate of Compliance because he feels it is more self-explanatory. Preston Bristow is not sure how many of the permits issued from 2015 to the present he will get to in his reduced hours prior to his leaving at the end of April.
8. Approve minutes: The draft minutes of January 19, 2017 were approved.
9. Adjourn: The next meeting will be on Thursday, April 27, 2017 at 6:30 PM when the public hearing will also be held. The meeting was adjourned at 4:50 PM.

Respectfully submitted,

Preston Bristow