

DRAFT

WEST WINDSOR PLANNING COMMISSION

Minutes

March 25, 2020

Present via conference call: Al Keiller, Mike Dudley, Laura Stillson, Leah Montalbano, Deb Shearer

1. Call to Order —Chair Al Keiller called the meeting to order at 6:35 PM
2. Changes or Additions—None
3. Announcements /Public Comment—None
4. Planning Commission Vacancies —Al said we have one immediate opening on the Commission to fill Ray's position and BJ has stated he would like to step away if a community member is interested in replacing him. Al said Leah Montalbano had submitted her resume for consideration. Leah was on the line and introduced herself to the board. After some general discussion, **Al moved to recommend the Selectboard appoint Leah Montalbano to fill the Planning Commission vacancy. Laura seconded; the motion passed unanimously.** Al said that Mike Skalla was also interested but couldn't make the meeting as it is all hands-on deck at Mt. Ascutney Hospital. Mike added Peter Varkonyi or Lauren Stevens have also expressed interest and suggested to invite all three to the next meeting.
5. Discuss Selectboard Recommendation to Town Plan—The Selectboard has reviewed the Town Plan draft the PC submitted in January. Al said the SB thought the overall plan was good but wanted to review it further as to identify all the priority recommendations within the plan to be sure they are included in the matrix and are listed in order of importance. Martha is currently reviewing the draft and proposing revisions. She shared her comments on the document with the PC and welcomes any feedback before the Selectboard has their public hearing to adopt it. Al has already submitted his response to Martha's comments and suggested changes and asked the PC if they had any other input for her. Deb let the PC know the grant for the updated plan may need to be extended and Martha is working on details of that.
6. Items for future consideration: Permit fees: The last review of the permit fees was 2008. Deb recommended an update as there have been at least 2 rewrites of the zoning regulations since then. *Edits to the zoning regulations:* Deb said she has been keeping a list of the minor edits the zoning regulations but suggested the Commission may want to look at clarifying standards for driveways, and administrative two lot subdivisions. Also, there may be a few other items, such as addressing minimum lot sizes for the primary growth district, that may be identified as the Town Plan is finalized. Al asked to put the discussion of permit fees on the April agenda.
7. Other Business—If the Coronavirus crisis continues, Deb said she would like to look into other platforms for virtual meetings. Zoom is one possibility, as it enables video conferencing, which she prefers over a conference call. However, in order for it to meet public meeting requirements it would have to have the option of phoning in as well as well as using as online connection. The Commission was game to try it if it will meet all the criteria for public meeting.
8. Approve Minutes—**Mike moved to approve the minutes of January 15, 2020 as written. Laura seconded the motion which passed unanimously.**
9. Adjourn— After setting the next meeting date for Wednesday April 29th, the meeting adjourned by unanimous consent at 7:05 PM.

Respectfully Submitted,

Deb Shearer