

DRAFT

WEST WINDSOR PLANNING COMMISSION

Minutes

April 29, 2020

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

1. Call to Order—Chair Al Keiller called the meeting to order at 6:31 PM
2. Welcome— Al formally welcomed new members Leah Montalbano and Lauren Stevens both whom the Selectboard appointed unanimously at their April 13th meeting.
3. Changes or Additions—Deb reminded the PC they were welcome to a two-part online workshop via Zoom, on housing given by the Regional Planning Commission on April 30, 2020, from 2:00 to 3:30 PM.
4. Announcements /Public Comment—None
5. Town Plan Update—At their meeting on Monday the Selectboard voted to extend the time to hold a public hearing for up to 60 days due to the Covid-19 pandemic. That would put the hearing sometime in July. Deb said Martha reported she was still reviewing on the chapters on Education and Energy. She wouldn't be making any substantive changes, but she wanted to incorporate what is in Appendix E Enhanced Energy Plan into the Energy chapter to make it more readable.
6. Discuss Update to Permit Fees—Deb gathered examples of fees from surrounding and comparable towns in the state. It did seem West Windsor's fees were on the low side. As a result of her research, Deb thought at the very least, the fee information sheet could be clarified. Ideally, she would like to use Wethersfield's permit application as model which included a fillable PDF that computed fees for applicant with some easy to understand questions about the project. For the next meeting the PC would like to have a side by side comparison and more information on the associated costs and administrative time different types of permits take.
7. Other Business—None
8. Approve Minutes—**Mike moved to approve the minutes of March 25, 2020 as written. Laura seconded the motion which passed unanimously.**
9. Adjourn— The meeting adjourned by unanimous consent at 7:03 PM after setting the next meeting for Wednesday May 27th.

Respectfully Submitted,

Deb Shearer