

WEST WINDSOR PLANNING COMMISSION

Draft Minutes

January 10, 2019

Present: Members: Al Keiller, Ray Shannis, Mike Dudley, BJ Harrington. Others present: Tom Kenyon, Jason Rasmussen, and Amy Yates.

1. Call to Order: Chair, Al Keiller called the meeting to order at 6:31 PM.
2. Changes or Additions None
3. Public Comment None
4. Update to Town Plan

Jason Rasmussen from SWCRPC outlined the plan and timeline for implementing the Municipal Planning Grant (MPG) for updating the town plan. \$8,000 grant with a 10% town match. In addition to the assisting the Commission on the state required elements for the plan: they will update maps, demographic data, help craft a vision statement, facilitate a public meeting to review the key goals, policies and implementation /action steps in the proposed plan. The town meeting focus will most likely be on village revitalization, recreation, schools, and aging in place. Jason presented a timeline for the whole process. It was agreed Jason's timeline would need to be shortened to mesh with our update deadline of February 17th 2020. His metric was using the deadlines for the grant, not the Feb. 2020 deadline for renewal. Reviewed Chapter 4 and made small changes—the solid waste portion will be reviewed by SWCRPC. Jason said that Mount Ascutney Prevention partnership was willing meet to give input. The Commission thought their input would be valuable and asked Jason to invite a representative to the February meeting. For the next meeting, SWCRPC will: Review if there are any statutory shortcomings with the existing plan, evaluate the existing draft of Chapter 1, plan ahead for a March public meeting/visioning session. Chapter 6 review The Commission agreed to revisit Chapter 6 at a later date.
5. Review Zoning Regulation Section 3.14 Signage—reviewed and clarified the intent of signage. All signs are considered accessory structures but can also be associated with a conditional use permit. Al explained for commercial buildings the current regulations allow two 15sq. foot hanging signs. **or** one sign up to 30 sq. feet could be placed flush on the building. For example, the hanging signs could be potentially placed at either side of a large lot. Given the right conditions, he could see two separate 15 sq. foot signs hanging from the same stand. BJ asked about sign height or hanging over a ROW. The general requirements say signs may not be located within or project over a public or private ROW and must stand at least 10 feet over public walkways for safety. Mike asked about the little brown and green signs for businesses and attractions along the roadsides. Deb said those are considered Off-premises signs are regulated by the State as part of 10 V.S.A., Chapter 21 and there may be a yearly charge associated with them.
6. Section 6.3 Administrative Subdivision—Deb had questions about the intent of the administrative subdivision section, new to the 2018 Regulations. Al said the Planning Commission intended to simplify the process for straightforward two lot subdivisions, the 'plain vanilla' situations. If it doesn't meet **all** the requirements listed in 6.3 it would need to be referred to the DRB for a hearing.

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For example, in 6.3(A)—it must meet the dimensional standards of: frontage, setbacks and lot size to be considered for administrative review vs DRB review.

7. Approve Minutes—**Ray moved to approve the November 28th minutes as written. Mike seconded, and the motion passed unanimously.**
8. Other Business—None
- 9.
10. Adjourn: After setting the next meeting for February 13th, the meeting adjourned by consensus at 8:14 PM

Respectfully submitted,

Deb Shearer