

DRAFT

## WEST WINDSOR PLANNING COMMISSION

Minutes

June 24, 2020

Present via zoom: 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 6:33PM
2. Changes or Additions—None
3. Announcements /Public Comment—None
4. Review Draft of Selectboard edits to Town Plan—The Commission reviewed the current draft of the Town Plan which Martha determined about 90% complete. The SB was seeking PC review of Martha's edits to the draft submitted to the SB. No substantive changes were identified. Deb will submit the PC comments on the draft to Martha. Overall, the PC agreed the edits made the document more readable and Martha's updates for new or additional information is helpful.
5. Discuss Update to Permit Fees—The PC looked at a West Windsor's permit fees with those of our surrounding towns. The chart noted the West Windsor fees are generally lower for new construction and accessory structures. Deb's research found that there is no consistent permit fee structure; each town had their own variations. She feels the key is to make the fee format and details as clear as possible. She recommended no change in fees at this time, but would still like to see clarification on driveway permits. Al asked to have language drawn up for the next meeting, so if/when any zoning updates are made, it will be ready to go.
6. Other Business—None
7. Approve Minutes—**Mike moved to approve the minutes of April 29, 2020 as written. Lauren seconded; the motion passed unanimously.**
8. Adjourn— The Planning Commission set the next meeting for Wednesday, August 26 at 6:30pm and the meeting adjourned by unanimous consent at 8:08 PM.

Respectfully Submitted,

Deb Shearer