

## WEST WINDSOR PLANNING COMMISSION

Draft Minutes  
August 25, 2011

Present: Hal Pyke, Elvin Kaplan, Barbara Truex, Al Keiller, Tom Kenyon, Martha Harrison

1. Call to Order – Planning Commission Chair Hal Pyke called the meeting to order at 6:10 PM.
2. Changes or Additions – None; Elvin said he spoke with someone in Hartland about their lack of zoning regulations. According to Elvin, his contact said Hartland is still subject to state regulations and is planning to adopt zoning in order to have local control.
3. Public Comment – None
4. Discuss post-hearing changes to zoning regulations – The PC reviewed the comments and suggestions made at the August 3<sup>rd</sup> public hearing and made a number of related changes. The PC discussed the suggestion that the minimum lot size in the conservation district be lowered from 40 acres to 27 acres. After discussion, Hal asked if anyone wanted to make a motion to reduce the minimum lot size. No one did so Hal ruled that the lot size would remain at 40 acres. With regard to driveways, the PC accepted the proposed language on driveways as revised to require a letter from the fire chief. The PC also agreed to keep a 10' setback for driveways. There was discussion about the Americans with Disabilities Act, and the PC agreed to add a fifth criterion to Section 3.11 indicating that parking areas have to comply with ADA requirements. Regarding Section 3.14, the PC discussed whether allowing recreational trails in stream buffers would violate the Vermont Wetland Rules. **Elvin made a motion to exclude the draft language in Section 3.14 (5). Barbara seconded the motion, which passed unanimously.** Regarding ponds, the PC discussed and approved the language that Martha drafted after talking with Road Foreman and Fire Chief Mike Spackman. For Section 5.2(3), the PC agreed to change “avoid impacts” to “avoid undue adverse impacts.” The PC discussed Certificates of Occupancy. Hal said if we’re going to require Certificates of Occupancy, we have to comply with the state statute. Martha said she recently reviewed the list of people who have neglected to apply for a C.O. despite repeated reminders, and has sent a final reminder letter to the most delinquent. Martha will follow up with a Notice of Violation if they don’t comply. The PC reviewed definitions for “camper,” “recreational vehicle,” and “wetland,” and agreed to include definitions for “camper” and “wetland” in the definitions section.
5. Municipal Planning Grant update – Martha said Windsor Town Manager Tom Marsh indicated that Windsor would be interested in working with West Windsor on a joint municipal planning grant application. However, Martha said, if Windsor doesn’t designate someone to work on the grant soon, West Windsor may have to proceed with a solo application. **Al made a motion to pursue a joint application with Windsor if we hear from them by August 31<sup>st</sup> and to proceed without them after that date. Barbara seconded the motion, which passed unanimously.**
6. Prioritize future projects - The PC agreed to table consideration of future projects.
7. Minutes - August 2<sup>nd</sup>: **Elvin made a motion to approve the minutes of August 2<sup>nd</sup>. Barbara seconded the motion, which passed with Al abstaining.** August 3<sup>rd</sup>: **Barbara made a motion to approve the minutes of August 3<sup>rd</sup>. Hal seconded the motion, which passed unanimously.**
8. Other Business – Bylaw approval: **Barbara made a motion to approve the zoning regulations, as amended this evening, for submission to the Selectboard. Elvin seconded the motion, which passed unanimously.** Hal noted that the Selectboard may also make changes to the regulations.
9. Adjourn – **Elvin made a motion to adjourn at 8:15 PM. Barbara seconded the motion, which passed unanimously.**

Respectfully submitted,

Martha Harrison