



MINUTES OF SPECIAL PLANNING BOARD MEETING

Monday, September 11, 2023

WINDSOR TOWN OFFICE

Note: These minutes may not be considered an official public record until such time as they are read and accepted by the Planning Board Members.

Members present: Chair Carol Chavarie, Vice Chair Jerry Nault, Scott Farwell, David Landmann, Jeffrey Murch, Dan West and Tom Squiers.

Others present: Windsor CEO Arthur Strout, Windsor Selectmen Bill Appel, Ray Bates and Andrew Ballantyne, Town Manager Theresa Haskell, Bonnie Squiers, Jake Hart and Tom Reed.

Call to Order

The meeting was called to order at 7:00 p.m., by Chair Carol Chavarie.

Previous Meeting Minutes, Consideration & Action

Jerry Nault moved that the minutes from the August 7, 2023 Planning Board meeting be accepted as written. Tom Squiers seconded, all approved, 5-0.

Public Comment—No public comment.

New Business—No new business.

Old Business — **Shoreland Zoning application, Jake Hart.** Mr. Hart appeared before the Planning Board to present his SZ application to replace a building on his property on Long Pond. The Planning Board inquired about a couple of sections left blank in the application. Mr. Hart verbally described what should be written in those sections and he was asked to complete these parts of the application, which he did.

Jeffrey Murch moved to approve Mr. Hart's Shoreland Zoning permit, Tom Squiers seconded, all approved 5-0.

Scott Farwell will draft a permit approval letter for the Chair's signature.

Work Session—**Site Plan Ordinance.** The Planning Board discussed the timetable for a draft Windsor Site Plan Ordinance. Carol Chavarie and Jerry Nault reported that they had attended a recent Select Board meeting where the Select Board had voted to direct the Planning Board to create a draft Site Plan Ordinance, and include language regarding Transmission Lines in the draft. Select Board members in attendance expressed a desire for the Planning Board to complete a Site Plan Ordinance as soon as possible. Theresa Haskell said that she had spoken to Joel Greenwood at KVCOG, who said that the proposed language to be included related to Transmission Lines was appropriate and could be

added to the draft Site Plan Ordinance. After discussion, the Planning Board agreed to expedite the drafting process and meet on September 18, 2023 for a work session on the Site Plan Ordinance.

Windsor Building Code Update. The Planning Board discussed the Windsor Building Code and suggested some additional changes. Scott Farwell will update the draft for the work session on September 18, 2023 with all the suggested changes included.

Adjournment— The meeting was adjourned at 9:00 p.m.

The next Planning Board meeting is scheduled for Monday, September 18, 2023, at 7:00 pm,

Respectfully Submitted,
Scott Farwell, Secretary



MINUTES OF SPECIAL PLANNING BOARD MEETING

Monday, January 22, 2024

WINDSOR TOWN OFFICE

Note: These minutes may not be considered an official public record until such time as they are read and accepted by the Planning Board Members.

Members present: Jerry Nault, Scott Farwell, Jeffrey Murch, and Tom Squiers.

Members absent: Chair Carol Chavarie, David Landmann, Dan West

Others present: Windsor Selectman Ray Bates and Bonnie Squiers, and Tom Reed.

Call to Order

The meeting was called to order at 6:00 p.m., by Vice Chair Jerry Nault.

Previous Meeting Minutes, Consideration & Action

There were no previous minutes to consider at this time

Public Comment—No public comment.

New Business—No new business.

Work Session—**Site Plan Ordinance.** The Planning Board discussed the draft application form for the Windsor Site Plan Ordinance that was prepared by Jerry Nault.

The Board went through each section of the draft application and additional changes were suggested. Jerry will incorporate these changes for the next Planning Board meeting for further discussion.

The Planning Board and Selectman Ray Bates discussed a draft Site Plan Ordinance fee schedule for presentation to the Selectboard. It was suggested to contact KVCOG for assistance with a fee schedule.

Adjournment— The meeting was adjourned at 7:20 p.m.

The next regular Planning Board meeting is scheduled for Monday, February 4, 2023, at 7:00 pm.

Respectfully Submitted,
Scott Farwell, Secretary





MINUTES OF SPECIAL PLANNING BOARD MEETING

Monday, February 5, 2024

WINDSOR TOWN OFFICE

Note: These minutes may not be considered an official public record until such time as they are read and accepted by the Planning Board Members.

Members present: Jerry Nault, Scott Farwell, Jeffrey Murch, Dan West and Tom Squires.

Members absent: Chair Carol Chavarie, David Landmann

Others present: Windsor Selectperson Ray Bates, Bonnie Squires and Tom Reed.

Call to Order

The meeting was called to order at 7:00 p.m., by Vice-Chair Jerry Nault.

Previous Meeting Minutes, Consideration & Action

Tom Squires moved that the minutes from the January 22, 2024 special Planning Board meeting be accepted as written. Jeffrey Murch seconded, all approved, 5-0.

Public Comment—No public comment.

Work Session—**Site Plan Ordinance Application.** The Planning Board discussed the draft Windsor Site Plan Application. Jerry Nault reported that he had presented the draft Site Plan Application to the Selectboard and had received their approval.

A fee schedule for Site Plan projects was discussed. It was determined that a \$50 application fee would be charged, with the option of additional fees being imposed depending on the nature of the project and amount of technical review required.

Scott Farwell moved that the Planning Board accept the draft Site Plan Ordinance Application version 4023, Jeffery Murch seconded, All approved 5-0. Jerry Nault will present the completed approved draft to the Selectboard.

New Business—Selectperson Ray Bates reported that the Selectboard is interested in having a dedicated person to conduct an initial review and provide assistance to an applicant for certain types of applications, including the Site Plan application. He also reported that the Town Manager has added money to the budget for a paid assistant to the Planning Board to act as Planning Board Secretary and assist with applicants.

Adjournment— The meeting was adjourned at 7:40 p.m.

The next regular Planning Board meeting is scheduled for Monday, May 6, 2024, at 7:00 pm.

Respectfully Submitted,
Scott Farwell, Secretary

