



MINUTES OF SPECIAL PLANNING BOARD MEETING

Monday, February 3, 2025

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, David Landmann and Dan West.

Others present: Windsor Select board members Bill Appel and Allison Whynot, Code Enforcement Officers Arthur Strout and Greg Feltis, Matthew and Patie Taylor, Tom Reed, Nancy Fish, Nicholas Hall, and Devin Noonan.

Call to Order - The meeting was called to order at 7:00 PM by Carol Chavarie.

Previous Meeting Minutes, Consideration & Action

David Landmann moved that the minutes from the January 23, 2025 Planning Board meeting be accepted as written, Carol Chavarie seconded, all in favor, 3-0.

Public Comment: Nick Hall shared his plan to convert his property into a duplex on the Choate Road. This property will have two septic fields with a shared well. Arthur Strout expressed the need for a soils test before a permit would be issued. There is no need for a Site Plan Review. Tom Reed asked if subdivisions are exempt on forestry provisions, like are they permitted to clear-cut within a subdivision? This question will need to be researched with someone getting back to Tom with an answer.

Old Business:

Coyote Lane - David Landmann shared the history of the many structures he has built on his property over the years with a timeline and rough map showing the location of each. After a spirited discussion with some in the audience, it was decided to seek legal advice to look into the matter of having three structures on one lot without a formal subdivision. One example that was brought up, by Greg Feltis, assistant Code Enforcement Officer for the town of Windsor, was the matter of Paul Pinkham and his multiple structures on one

lot. The Planning Board's opinion previously, was that Mr. Pinkham would need to subdivide and file with the Registry of Deeds a new lot with Book and Page in order to legally establish and validate his structure. Mr. Feltis strongly felt that Mr. Landmann would need to follow suit with his property. **This topic was tabled and will be on the agenda at the next Planning Board meeting held on March 3, 2025.**

Proposed revisions to the Site Plan Review Ordinance to add Conditional Approval Requirements - There was more discussion on the proposed ordinance for the sale of Medical Cannabis in the town. David Landmann previously proposed the idea of modifying our existing Site Plan Review Ordinance to add provisions for a CA (Conditional Approval) for items such as this and other items that may or may not surface for future town consideration. David suggested that this would give more flexibility, administrative efficiency, and more consistency on handling these potential, future, and present items proposed. David did work on this and got back to the Planning Board. He does still think a CA would be a great idea for the town's SPR, but all in the audience encouraged a "stand alone" ordinance for medical marijuana, in the interest of time, with a looming deadline coming up in June for the town election. Dan West volunteered to take on the task of putting this ordinance together using the existing ordinance from the Town of Jefferson, with edits discussed at the meeting. These changes, specifically, would require any future establishments to be located on a numbered route, and permits for the first year would be available for residents of Windsor or from a Jefferson resident with an already established medical marijuana store in Jefferson only. A prepared draft ordinance will be sent to the Select Board after next month's Planning Board meeting. **A motion to move forward with the aforementioned plan was made by Dan West, seconded by David Landmann, all in favor, 3-0.**

The letter to the Select Board, regarding the fire lane – Much discussion was made on this topic. Carol Chavarie stated that the initial letter still needs to be formally rescinded. David Landmann commented that nothing has changed from what was originally recorded at the registry of deeds. It was also stated that there is still no association established at this moment in time. Arthur Strout, Code Enforcement Officer, stated that there is no need for the dry hydrant anymore. Matthew Taylor asked if the Association fixes the dry hydrant and maintains it, would it remain a fire lane? Arthur responded that he would need to check with the Select Board for guidance. Tom Reed brought up the 1988 subdivision ordinance for the town and the requirement for a road association. This appears to be in the works. Consensus from the audience and the Planning Board at large

was that this subject needs to be looked at by legal counsel for the Town of Windsor and perhaps a judge needs to decide this as a “civil matter,” if the town and/or the association cannot decide on how to address this properly. Tabled for the next Planning Board meeting on March 3, 2025.

New Business – Alternate Planning Board members. (Moved to Executive Session – see below).

Executive Session – **David Landmann moved that we go into an Executive Session, Seconded by Dan West, all in favor, 3-0.** During this session the Planning Board discussed attendance requirements for Alternate Planning Board members. **David Landmann motioned to treat Alternate members in the same manner as Voting members when it came to attendance requirements, seconded by Carol Chavarie, all in favor, 3-0.** Dan West submitted to the Planning Board an invoice for administrative services for the month of January 2025 in the amount of \$100.00. **Carol Chavarie motioned to approve this for payment, seconded by David Landmann, all in favor, 3-0.**

David Landmann motioned to come out of Executive Session, seconded by Carol Chavarie, all in favor, 3-0.

Adjournment – The meeting was adjourned by Carol Chavarie at 9:10 PM.

Respectfully submitted,
Dan West, Secretary