

Special Windsor Planning Board Meeting

Thursday May 15, 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, Nancy Fish, Matthew Taylor and alternates Dan Finley and Jennifer Richardson

Others present: Tom Reed, Town Manager Theresa Haskell

Call to Order/ Pledge of Allegiance-The meeting was called to order at 6:35 pm by Carol Chavarie

Previous Minutes, Consideration and Action- none at this time

Public Comment-none

Old Business-none

New Business-

Medical Marijuana application- Planning Board members reviewed the application used by the town of Jefferson as a guide. The members aligned the application with the newest draft of the Medical Marijuana Ordinance approved by the Select Board so that the application will be ready should the Ordinance pass at the town meeting on June 11th. Nancy Fish will incorporate changes and provide the document to the Town Manager and the Select board for their approval. **Nancy made the motion, with Carol second. Vote approved 4-0-1 with David Landmann abstaining.**

Record of Change Document- Nancy provided the Board with copies of this new document to help track reductions in approvals or general tracking. Board members decided this was unnecessary. **No action by board**

Solar Ordinance clarification-Properties using less than 800 sq.feet are already mentioned in the Solar application so no changes are needed to the ordinance itself. **No Action by Board**

Clarify Subdivision Ordinance regarding number of house lots permitted on a single property- This clarification was requested by Code Enforcement after their meeting with David Landmann regarding his property. David shared with the group a copy of the letter he

received stating his property was in compliance with current town ordinances. David suggested using the Site Plan application rather than a change in the ordinance. It was also suggested that this be tabled until after the meeting with KVCOG on June 2. Discussion also about road associations and suggestions including language regarding this be added at the time of approval of the applications. **Nancy moved, Matt second to table this with David agreeing to address this and return to the board with recommendations. 5-0 approved**

New ordinances , our time, completeness of applications- Much discussion regarding how best to establish whether an application is complete prior to being added to the agenda. Nancy suggested members each cover one month and rotate. With many new members, it was decided that was not viable at this time. David suggested having one member cover each kind of application so they become the “expert” on this matter. No decision was made at this time and will continue to be discussed as to how to make it work for the town office staff, the applicants, and the Planning Board. **No action by the Board**

Meeting was adjourned by Carol at 8:43 pm.

Next regular meeting Monday June 2, 2025 at 7 pm, upstairs at the Town Office.

A special public hearing regarding the Rte 105 subdivision will be May 19th at 6:30 pm at the Town Office

Respectfully submitted by Nancy Fish, secretary.