

New Haven Planning Commission Meeting
7:00 pm
Town Offices
Wednesday, April 10, 2013

Present: Co - Chair, Bill Brooks, Co-Chair, Francie Caccavo, Angie Dunbar, Pat Palmer, Rod Case, Rob Litch, Jim Walsh and Zoning Administrator, Dave Wetmore
Visitors: Claire Tebbs from ACRPC and John Madden

VISITORS BUSINESS: None

NEW BUSINESS:

1. **Zoning Administrator, Dave Wetmore** wanted to discuss the Certificate of Occupancy process in New Haven. He had two handouts **1)** on the reverse side of the building permit are the instructions for filling out the permit and the requirements that need to be met. In particular he wanted the PC members to look at **Section 320: Certificate of Occupancy**; which states that anything being built in New Haven requires a CO. **2)** This handout is data put together by Dave's Assistant, Jill DeVoe. It chronicles every building permit issued since 2004. This gives the PC an idea of how many CO's were issued since 2004. Dave is asking for input from the PC on how to proceed with the CO's, because many people have not gotten one for the buildings, no matter the size. Should he try to track these down, which would be very time consuming for him. Currently, the fee for a CO is \$50.00, plus a \$10.00 recording fee. Discussed having a municipal ticketing system which involves a "Notice of Violation", which is a very long and drawn out process. There are many small home occupations out there that we are not even aware of. RDB member, Kathy Barrett suggested having an amnesty period for those existing home occupations that never got a permit to bring them into compliance. Francie suggested the ZA keep a time table, and check back on the permits that he has already issued, not going back too far. She also suggested having a sliding fee scale that should coincide with the size of the building to be constructed. Bill suggested the ZA come up with a proposal and report back to them.
2. **Claire Tebbs from ACRPC** – Claire brought a review sheet from the Town of Waltham, which had revised language on parking and driveways and compared them to the ones we are working on in the packet for HC District Recommendations; continuing on page 9:
 - **6.1** – Parking lots limiting the number of spaces associated with the building size.

- **6.2** – Parking lots with landscaped areas requiring 9'wx18'l. PC members feel this just wouldn't work in New Haven with only 10 parking spaces. Possibly bump it up to 20 spaces.
- **6.3** – Parking lots with pedestrian walk ways.
- **6.4** – Parking lots shall have no more than 15% of employee and customer parking or no more than 6 parking spaces that are adjacent to the right of way. Claire suggested keeping all parking off or the ROW from Route 7. Consider handicapped spaces up toward entrance of building. ZA Dave Wetmore said Waltham's 6.4 is more flexible than what New Haven currently has.
- **6.5** – ok
- **6.6** – Change paragraph to: The parking area should be screened from neighboring residential properties with a solid fence or evergreen plantings.
- **Gas station Building Canopies:**
- **7.1** - Most of the PC members like the canopy attached to the building.
- **7.2** – Towns can say after the business is closed, no signs shall be illuminated. One of the most important things is that there is only one sign. Need to look at "signs" more closely.
- **Overlays:** Study done between 2004 – 2008 by the Green Belt Alliance and ACRPC.
- The scenic corridor overlay can look at existing, and then create a bigger area on both sides.
- Helps to preserve key scenic areas; we don't want them to overlap with commercial areas.
- Overlays in general consider the highest scenic areas.
- Scenic overlays are used with your base regulations. They are not supposed to stop someone from developing their property. Instead it is an additional set of standards put onto that property. They are also a regulatory tool to help keep the town intact.
- Claire suggested the PC get familiar with scenic overlays. Jim Walsh asked about land that is currently in Land Trust. Pat Palmer added Vermont Land trust can swap land for land.
- The PC will have a work night on Monday, April 29, 2013 @ 7pm to work with Claire again.

OLD BUSINESS:

1. Update on Vermont Gas: They are currently checking wells of homes that will be within 660 ft. of their wells.

2. Jim Walsh, Rod Case and Rob Litch did a site visit to Middlebury Fence last week. It was determined that there is plenty of room for Mr. Dunbar to move all of his stuff to come into compliance. They measured 100' for the setback. Mr. Dunbar can easily comply without it being unreasonable burden. Rob followed up with an email to Mr. Dunbar, the suggestion has been made now the ball is in his court. Rob will forward his email to the rest of the board and Dave Wetmore. Bill Brooks made a motion to adopt the recommendation to have Mr. Dunbar at Middlebury Fence move his equipment so he is not in violation. There is ample room on the property. Motion is seconded by Rob Litch. 7 yes / 0 no

REGULAR BUSINESS:

1. Angie Dunbar made a motion to approve the minutes from 3/13/13, seconded by Pat Palmer. 7 yes / 0 no

MISC. CORRESPONDENCE:


Adjourn: 9:30 pm

Respectfully submitted:

Pam Kingman

Approved:


Co-Chair, Bill Brooks




Francie Caccavo




Rod Case




Angie Dunbar



Rob Litch



Pat Palmer



Jim Walsh

