

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49
50
51
52
53
54
55
56
57
58

Town of New Haven
PLANNING COMMISSION MEETING
New Haven Town Office
Monday, December 11, 2023
Meeting Minutes

[Approved by unanimous voice vote January 8, 2024]

Planning Commission (PC) Members Present: Co-chairs Kathy Cahill and Rob Litch, Benj Putnam (in person), and Maggie Eaton (remote).

Absent: Bev Landon, Megan Ooms

Visitors: Joining remotely: Amanda Bodelle, and DRB/Selectboard member Kathy Barrett.

Staff Present:

Peggy Connor, Zoning Administrator & Minutes

I. Call to Order:

Kathy Cahill called the meeting to order at 7:03 p.m.

1. Adjustments to Agenda

None.

2. Visitors' Business

None.

II. Final Review of Proposed Zoning and Subdivision Regulations Draft and Prepare for Submission to Selectboard

It was agreed at the Planning Commission's November meeting to draft clearer language on Sections 334-35 regarding site plan review for residential subdivisions. Benj Putnam reviewed his suggested edits below, and are posted on the Town's website:

- Pages 19-20: Sections 334-35 combined into Section 334 (and changed in Table of Contents) to read as follows:

"Site plan approval by the Development Review Board shall be required for all uses marked as 'P/S' in the Table of Allowed Uses, as well as in all other situations where specified in these Regulations. In the case of a residential subdivision, site plan review may occur as part of the subdivision approval process as provided in Section 915. Where site plan review is required, the applicant shall submit a site plan map, drawn to scale, showing existing features of the property and any proposed new development, including but not limited to existing and proposed structures, building envelopes, streets, driveways, parking and loading areas, walkways, utilities, and landscaping and screening plans."

- Page 43: Section 900 to read:

"Whenever any subdivision of land is proposed, the subdivider shall obtain approval of the subdivision pursuant to this Article prior to undertaking any of the following: (1) any grading, clearing, construction or other improvement; (2) sale or conveyance of any lot to be created by the subdivision; or (3) applying for or receiving a permit for erection of a structure within the subdivision."

- Page 43: Section 910, last sentence to read:

"As part of the boundary line adjustment approval process, the applicant shall submit a survey plat depicting the existing and proposed boundary lines and listing the acreage of each lot prior to and after the proposed boundary line adjustment. If the Zoning

59 Administrator approves the application, the applicant shall submit a Mylar copy of the survey
60 plat for recording, and the Zoning Administrator shall sign the plat to confirm approval of the
61 boundary line adjustment.”
62

63 ➤ Pages 44-45: Add Section 915:

64 “No residential development shall be permitted within a lot created by an act of
65 subdivision occurring on or after the effective date of these Regulations without site plan
66 approval of the lot by the DRB. This requirement shall be implemented by the following
67 provisions:

- 68 1. An applicant may elect to designate one or more lots within a proposed subdivision
69 for residential development and to have site plan review of those lots incorporated
70 into the original subdivision approval process. The preliminary plat shall include all
71 required elements of a site plan map, including but not limited to a proposed building
72 envelope, for each lot that is designated for residential development. The
73 Development Review Board shall conduct a site plan review pursuant to Section 334
74 as part of the preliminary and final plat approval process. If the application is
75 approved, the applicant may proceed with future residential development of that lot
76 after obtaining any required permits for such development, but without the need for
77 further site plan review.
- 78 2. If the applicant chooses not to designate one or more lots for residential
79 development, no site plan review shall be required for those lots at the time of
80 subdivision. In such case, the final plat shall include a notation stating that no
81 residential development shall occur within such lots without site plan review and
82 approval by the Development Review Board. If the applicant subsequently wishes to
83 develop any such lot for residential purposes, the applicant must apply for and
84 receive site plan approval from the Development Review Board prior to proceeding
85 with any residential development of the lot.
- 86 3. If a lot was created by an act of subdivision occurring prior to the effective date of
87 these Regulations, the terms of the original subdivision approval shall apply and no
88 separate site plan review or approval shall be required in order for the lot to be
89 developed for residential purposes.”
90

91 ➤ Page 47: Section 924 g) to read:

92 “The location of any building envelopes and all of the improvements, in addition to the
93 location of all telephone poles, sewage disposal systems, and rough grading and other
94 devices and methods of draining the area within the subdivision.”
95

96 Kathy Cahill moved to incorporate all above changes into the final draft; Rob Litch seconded.

97 **MOTION PASSED** by unanimous voice vote 4-0.
98

99 Benj Putnam moved to submit final draft of the proposed Zoning and Subdivision Regulations
100 with noted changes, and proposed zoning map, to the Selectboard; Kathy Cahill seconded.

101 **MOTION PASSED** by unanimous voice vote 4-0.
102

103 **NEXT STEPS:**

104 In accordance with state statute 24 V.S.A. § 4442:

- 105 ➤ Not less than 15 nor more than 120 days after the proposed Zoning and Subdivision
106 Regulations are submitted to the Selectboard, the Selectboard shall hold the *first of one
107 or more public hearings.
- 108 ➤ The Selectboard may make minor changes to the proposed Zoning and Subdivision
109 Regulations, but shall not do so less than 14 days prior to the final public hearing. If the
110 Selectboard makes substantial changes in the concept, meaning or extent of the
111

Town of New Haven
Planning Commission
Monday, December 11, 2023

- 112 ➤ proposed regulations, it shall warn a new public hearing.
- 113 ➤ If any part of the proposal is changed, the Selectboard, at least 10 days prior to the
- 114 public hearing, shall file a copy of the changed proposal with the Municipal Clerk, and
- 115 with the Planning Commission.
- 116 ➤ The Planning Commission shall amend the report to reflect the changes made by the
- 117 Selectboard, and shall submit that amended report to the Selectboard at or prior to the
- 118 public hearing.
- 119 ➤ The proposed Zoning and Subdivision Regulations shall be adopted by a majority of the
- 120 members of the Selectboard that is held after the final public hearing, and shall be
- 121 effective 21 days after adoption.

122 ***NOTE:** Once the Selectboard has issued notice of its first public hearing on the proposed
123 Zoning and Subdivision Regulations, the Zoning Administrator must then apply the proposed
124 bylaws to any application for a period of 150 days.
125

126 **III. Energy Committee Report- Maggie Eaton**

127 Maggie recently gave a presentation to the Selectboard on results of the Transportation Study,
128 now available on the Town’s website. The Board authorized Maggie to work with representa-
129 tives from Efficiency Vermont and the State Historic Preservation Division to make the Depot as
130 energy efficient as possible. One option being discussed is sharing the geothermal system used
131 by the Library and Town Offices.
132

133 Maggie plans to attend the public workshop on Tuesday, December 12 from 6-8 p.m. at
134 Tourterelle’s to discuss the proposed “purple route” (Route 7 from Addison 4 Corners to the
135 Junction) in connection with the Vergennes Planning and Environment Linkages (PEL) Study
136 which seeks to evaluate transportation alternatives to reduce the impact of large trucks on
137 Route 22A through downtown Vergennes. In addition to the New Haven Selectboard’s
138 opposition to routing trucks through Route 17 and Route 7 for safety and economic reasons,
139 Maggie also noted the impact on a significant number of wildlife crossings recently identified by
140 the Conservation Commission. The Addison County Regional Planning Commission (ACRPC)
141 advised towns opposed to a specific route to offer a proposal alleviating their concerns to the
142 VTrans.
143

144 Maggie also proposed changing the name of the Energy Committee to the “Energy and
145 Environment Committee,” and broadening the committee’s mandate to address greenhouse gas
146 pollution, for example. It was suggested that taking this step, however, might overlap the work of
147 the Town’s Conservation Commission tasked with raising awareness on the local environment.
148 Maggie agreed to consult with members of the Conservation Commission on her proposal as
149 well as the idea of working on projects jointly for dual benefit.
150

151 **IV. Approve PC Meeting Minutes for November 13, 2023**

152 **DEFERRED** for lack of a quorum of those present at the November 13th PC meeting.

154 **ADJOURN**

155 Rob Litch moved to adjourn; Benj Putnam seconded. **MOTION PASSED** by unanimous voice
156 vote 4-0. Meeting adjourned at 7:50 p.m.
157

158 The Planning Commission’s next meeting is scheduled for Monday, January 8, 2024 at 7:00
159 p.m. Members are asked to review the current 2017 Town Plan in preparation of beginning their
160 work to update the Plan.
161

162
163 Respectfully submitted,
164 Peggy Connor, Zoning Administrator