**Town of New Haven**
**PLANNING COMMISSION SPECIAL MEETING**
**New Haven Town Office**
**Monday, February 13, 2023**
**Meeting Minutes**

**[Approved by unanimous voice vote 4-0 on March 13, 2023.]**

**Planning Commission (PC) Members present:**
**In person**: Co-chair Kathy Cahill
**Remote:** Bev Landon, Benj Putnam, Maggie Eaton, Megan Ooms
**Absent:** Rob Litch

**Visitors:**
Amanda Bodell

**Staff Present**:
Peggy Connor, Zoning Administrator & Minutes

## I. Call to Order:

Kathy Cahill called the meeting to order at 7:04 p.m.

### 1. Adjustments to Agenda

None.

### 2. Visitors' Business

None.

## II. Zoning Administrator's Report

Prior to the meeting, Peggy shared an updated version of the Unified Bylaws with PC members, which includes a recommended name change for the document to read "Zoning and Subdivision Regulations," an introduction, and approved changes incorporated to date. PC members agreed to the name change and will continue their work from the updated draft, which is available on the town's website: https://www.newhavenvt.com

## III. Planning Tool for New Haven Solar Application Evaluation Process - Maggie

Maggie reviewed the Planning Tool for Evaluating Solar Applications, available for review on the town's website above. Working with the fall UVM intern, Evan McManus, Maggie noted that the intent of the planning tool is to supplement the Town of New Haven's Enhanced Energy Plan with a step-by-step application process for solar projects.

## IV. CONTINUED BUSINESS

### 1. Discuss Benj Putnam's proposed changes as presented at January 9th meeting:

**a. Revision to Article X Zoning Districts**
**b. New/Revised Definitions**
**c. New Provisions for Density-Based Zoning**

Regarding the proposed language on density-based zoning, Benj explained that:

- The focus is shifted from requiring all lots to meet a uniform minimum lot size to assigning a minimum required acreage figure to each development unit, based on the zoning district in which the development is located.

- In the case of a Planned Unit Development (PUD), the entire PUD must have sufficient acreage to accommodate all development units within the PUD, but the individual lots within the PUD may be of varying sizes.

- If a lot includes land in more than one zoning district, the required acreage is based on the specific location of the development unit.

- The boundary of a lot with one or more existing development units may be adjusted as long as the minimum acreage requirements will continue to be met after the completion of the adjustment.

Following discussion, PC members agreed to incorporate into the new zoning regulations Benj's recommendations to revise Article X: Zoning Districts, suggested definitions, and new provisions for Density Based Zoning (available on town's website).

**2. Define "Event" and "Cannabis Manufacturing"**

Benj will research definitions for "Event" and "Light Manufacturing" for the commission's consideration at its March 13th meeting.

**3. Review Section re: Height Restrictions**

Following discussion, PC members agreed to maintain existing language, noting that it allows for the Development Review Board (DRB) to approve a waiver for certain structures that may exceed height restrictions in specified zoning districts.

**4. Continue review of Definitions, beginning with "office"**

- Re-define "Park Space" to read: "Off-street space used for the temporary location of one licensed motor vehicle."

- Re-define "Planned Unit Development (PUD)" to read: "One or more lots, tracts, or parcels of land to be developed as a single entity, the plan for which may propose any authorized combination of density or intensity transfers or increases, as well as the mixing of land uses. This plan, as authorized, may deviate from regulation requirements that are otherwise applicable to the area in which it is located with respect to lot size, bulk, or type of dwelling or building, use, density, intensity, lot coverage, parking, required common open space, or other standards."

- Re-define "Plat" to read: "A map or plan drawn to scale of one or more parcels, tracts, or subdivisions of land, showing, but not limited to, boundaries, corners, markers, monuments, easements, and other rights."

- Re-define "Preliminary Plat" to read: "The preliminary drawings indicating the proposed layout of the subdivision or other development to the Development Review Board for its consideration."

- Substitute "Principal Use" with "Principal Building" definition

- Delete "Professional Office"

- Delete "Professional Residence-Office"
- Delete "Public Water System"
- Re-define "Quarrying" to read: "Marble, granite, or other stone extraction operations and any land development incidental thereto."
- Delete "Recreation, Commercial Outdoor"
- Delete "Recreation, Indoor" (substituted by Recreation Indoor and Outdoor definitions)
- Delete "Recreation, Private Outdoor"
- Delete "Recreation, Public Outdoor"
- Add "RAP" acronym to "Required Agricultural Practices"
- Delete "Residential Care Home" (substituted by "Residential Care or Group Home I and II)
- Substitute definitions for "Retail Store (Indoor)" and "Retail Store (Outdoor)" with "Retail Store I and II"

**Next Steps (in preparation of March 13th meeting)**:

- Peggy to research provisions for shooting ranges in surrounding towns.
- Benj to research definitions for "Event" and "Light Manufacturing/Industry:"
- Peggy to incorporate changes to date and send word document to Benj for review.
- Consider the following definition for "Light Manufacturing": "The manufacture of products, the process of which does not create and emit fumes gases, smokes, vapors, vibrations, noise or glare or other factors which are regarded as nuisances which would cause adverse effects to the users of adjacent land."

## V. Approve PC meeting minutes for December 12, 2022, and January 9, 2023

Bev Landon moved to approve meeting minutes for December 12, 2022; Maggie Eaton seconded. **Motion passed unanimously by voice vote (5-0)**

Benj Putnam moved to approve meeting minutes for January 9, 2023; Bev Landon seconded. **Motion passed unanimously by voice vote (5-0).**

## VI. Adjourn

Maggie Eaton moved to adjourn; Bev Landon seconded. **Motion passed unanimously by voice vote (5-0).** Meeting adjourned at 8:30 p.m.

Respectfully submitted,
Peggy Connor,