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**Town of New Haven
PLANNING COMMISSION MEETING
New Haven Town Office
Monday, March 11, 2024
Meeting Minutes**

[Approved by unanimous voice vote at April 15, 2024 PC Meeting.]

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

Staff Present:

Peggy Connor, Zoning Administrator & Minutes

Visitors Present:

Katie Raycroft-Meyer, ACRPC

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. Consultation with Addison County Regional Planning Commission's [ACRPC]
Community Planner Katie Raycroft-Meyer re: Town Plan Update**

PURPOSE OF TOWN PLAN

24. V.S.A. Chapter 117 enables towns to guide their futures with Town Plans. To be approved, Plans must contain 12 specific required elements, and address conformance with 14 specific Vermont state planning goals. All plans, including all prior amendments, expire every eight years after adoption. Towns wishing to have a strong hand in Act 250 applications (a permitting process that regulates development in Vermont by reviewing the largest development projects for their potential impacts on the surrounding area) need to have a Town Plan, duly adopted by the Selectboard, that protects their interests and those of townspeople. If a Town wishes to be eligible for state Municipal Planning Grants to further its planning processes, such as updating the Plan or zoning or subdivision regulations, or applying for and renewing state Village Center designation, or conducting special studies, it must have its Plan approved and its planning processes confirmed by the regional planning commission.

UPDATE PROCESS

In her capacity as Community Planner for ACRPC, Katie advised that she would meet with the Planning Commission at least twice during the Town Plan planning cycle for the purpose of 1) learning the Town's planning needs; and 2) making available regional commission's tools and resources, to include updated maps, graphs, and data.

A Town plan must be compatible with approved plans of neighboring municipalities, as well as with the regional plan. Required elements include:

1. A statement of the Town's objectives, policies, and programs to guide future growth.
2. A land use plan consisting of a map and statement of present and prospective land uses.

- 57 3. A transportation plan, consisting of a map and statement of present and prospective
58 transportation and circulation facilities.
- 59 4. A utility and facility plan, consisting of a map and statement of present and prospective
60 community facilities and public utilities.
- 61 5. A statement of policies on the preservation of rare and irreplaceable natural areas,
62 scenic and historical features and resources.
- 63 6. An educational facilities plan consisting of a map and statement of present and projected
64 uses, and the local public school system.
- 65 7. A recommended program for the implementation of the objectives of the development
66 plan.
- 67 8. A statement indicating how the plan relates to development trends.
- 68 9. An Energy Plan.
- 69 10. A housing element with a recommended program for addressing affordable housing.
- 70 11. An economic development element describing present economic conditions.
- 71 12. A flood resilience plan.

72
73 Katie made the following recommendations to PC members to begin the process of review:
74

- 75 ➤ Focus on achieving the vision of the future, vs. documenting the past or the present.
- 76 ➤ Utilize maps, images and graphs.
- 77 ➤ Take out unnecessary information or unfeasible ideas.
- 78 ➤ Each section (i.e., Population and Housing, Economic Development, Utility and
79 Facilities, Transportation, Land Use, Energy, and Flood Resiliency), should include a
80 good description of the current situation.
- 81 ➤ Include appropriate goals and programs for each identified issue.
- 82 ➤ The goals, objectives and policies should be in line with the size of the community.
- 83 ➤ Maintain a realistic number of actions as the intent is for implementation to take place
84 within an 8-year period.
- 85 ➤ Note who is responsible for each action (i.e., Selectboard, Planning Commission,
86 Development Review Board, Conservation Commission, etc.)
- 87 ➤ Consider how facilities and services in the Town of New Haven may be affected by
88 future changes (e.g., population).
- 89 ➤ PC members may want to consider making the 51-page Energy Plan, adopted July 28,
90 2021, as an appendix to the updated Town Plan, with a brief summary in the body of the
91 plan. ACRPC Energy Planner Maddie Shropshire can assist.
- 92 ➤ Flood Resiliency Plan is a new element required by the state, and with its inclusion in the
93 Town Plan, the Town will receive a greater percentage from FEMA should the Town
94 experience a flood event. ACRPC Emergency Management Planner Andrew L'Roe will
95 assist the Planning Commission in identifying, and designating flood hazard and fluvial
96 erosion hazard areas as protected to reduce the risk of flood damage.

97
98 Katie also recommended that the Planning Commission consider recommending the
99 Selectboard appoint a 2nd delegate to serve on the Addison County Regional Planning
100 Commission, since the Town is allowed two delegates and an alternate on the commission. Jim
101 Walsh currently serves on the Energy Committee.

102
103 **III. Continue Review of Recommended Updates to Town Plan**

104 Kathy Cahill emailed her suggested changes to pages 4-14 of the current Town Plan to PC
105 members prior to the meeting for their review.

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109 Benj Putnam recommended that the Planning Commission adopt Katie's suggested format of
110 including Goals and Policies under each Section of the Plan. He cited the Braintree Town Plan
111 as a good example of citing both Overarching Goals at the beginning of the document, and then
112 Specific Goals within each Section. Benj added that the Planning Commission may also want to
113 reconsider the titles of each Section (i.e., "Population and Housing" vs. "Population and Housing
114 Data").

115
116 PC members agreed on the following next steps:

- 117
- 118 ✓ Review required elements and write 2 goals for each section.
- 119 ✓ Note any goals that have since been addressed, and add new goals as appropriate.
- 120 ✓ Each Section to include 1) Background; 2) Goals; 3) Actions
- 121 ✓ Decide which of the existing maps and tables to maintain, and ask ACRPC to update
- 122 them.
- 123 ✓ Add agenda item for April meeting re: recommendation to Selectboard for additional
- 124 ACRPC delegate and/or alternate
- 125
- 126

127 **IV. Approve PC meeting minutes for January 8, 2024**

128 Rob Litch moved to approve Planning Commission meeting minutes for January 8, 2024;
129 Kathy Cahill seconded. MOTION PASSED 5-0 (K. Cahill, R. Litch, B. Putnam, M. Eaton, M.
130 Ooms); 1 abstained: Bev Landon

131
132 **Approve PC meeting minutes for February 12, 2024**

133 Benj Putnam moved to approve Planning Commission meeting minutes for February 12,
134 2024; Bev Landon seconded. MOTION PASSED 4-0 (B. Putnam, K. Cahill, M. Eaton, B.
135 Landon); 2 abstained (R. Litch and M. Ooms).

136
137 **APRIL PLANNING COMMISSION MEETING RESCHEDULED TO APRIL 15th**

138 Planning Commission members agreed to reschedule their regular monthly meeting in April
139 to the 15th, instead of the 2nd Monday of the month.

140
141 **REMINDER: SELECTBOARD TO HOLD PUBLIC HEARING ON PROPOSED ZONING**
142 **REGULATIONS TUESDAY, APRIL 2, 2024 AT 6:30 p.m.**

143
144 **V. Adjourn**

145 Benj Putnam moved to adjourn; Bev Landon seconded. **MOTION PASSED UNANIMOUSLY**
146 **6-0.** Meeting adjourned at 8:40 p.m.

147
148 The Planning Commission will hold its next meeting on Monday, April 15th at 7:00 p.m. at the
149 Town Offices.

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151
152 Respectfully submitted,
153 Peggy Connor, Zoning Administrator