

**Town of New Haven
DEVELOPMENT REVIEW BOARD MEETING
HYBRID Public Meeting
Monday, May 6, 2024
Meeting Minutes**

DRB Members Present:

In person: Charlie Roy, Kathy Barrett, Carol Charbonneau, Paul Audy, Victor LaBerge, Tom Fyles

Staff Present:

Peggy Connor, Zoning Administrator, Minutes

Visitors Present:

Applicant Peter Norris, Jr., and daughter Julie Norris [in person], and consulting engineer Jeff Olesky of Catamount Consulting Engineers in Burlington, via remote. Also present via remote: Diane Norris (Field Days)

Call to Order:

DRB Chair Charlie Roy called the meeting to order at 7:03 p.m.

I. Adjustments to Agenda:

None.

II. Visitors Business

None.

III. Application #2024-DRB-10-SP: Site Plan Review request by applicant Peter Norris, Jr. d/b/a Two Dog Team LLC, for commercial development of Lot 5 off Campground Road (Parcel #648.32, Map #8), located in the RA-2/RA-10 and HC zoning districts. [Informal review by DRB held February 5, 2024]

Engineer Jeffrey Olesky of Catamount Consulting Engineers provided an overview of the proposed commercial building and associated parking and infrastructure to accommodate a relocation of a portion of the Greenhaven Nursery business on the opposite side of Route 7, as well as the potential for additional small commercial businesses to be located on Lot 6 of the Norris property off Campground Road. Jeff noted that the plan and layout is relatively consistent with the sketch plan previously reviewed by the DRB at its February 5th meeting, which showed a proposed 11,987 square foot commercial building with up to 4 potential tenants. Additions and revisions to the sketch plan now include grading, lighting and landscaping, as well as clarification on how the building will be heated (above ground LP tanks) and powered (new electric telecommunications service lines from the northwest).

The following documents were submitted for review:

- Lighting cut sheets
- Elevation sheet #A200
- Existing Conditions Site Plan C1.0
- Proposed Conditions Site Plan C2.0
- Erosion Details Plan C3.0
- Erosion Prevention & Sediment Control (EPSC) Site Plan C1.1
- General Site Details Plan C3.1
- Site Utilities Details Plan C3.2

Although the 3.28-acre parcel lies in multiple zoning districts, Jeff indicated that the proposed site plan shows a design in compliance with Highway Commercial zoning district standards, which DRB members had agreed was appropriate following sketch review on February 5, 2024. [An updated zoning map has since been adopted showing the parcel lies in RA-2 and Highway

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60 Commercial.] The project will undergo Act 250 review, and all required state permitting, as the
61 parcel abuts a state highway.
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63 Other details include:

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- 65 -- access will be predominantly from existing southern ROW easement;
- 66 -- new drilled well in southeast corner;
- 67 -- both existing barn and proposed building will be served by above-ground LP tanks;
- 68 -- arborvitae screening, as shown on General Site Details Plan C3.1;
- 69 -- 2 primary parking areas: one with 20 spaces to the east; and 8 spaces to the west;
- 70 -- 2 concrete pads (one at each of the two front entrances) for ADA parking spaces
- 71 -- applying for master stormwater permit through Act 250; proposing shallow grass-lined
- 72 swales;
- 73 -- 2 entry spaces on west side of the building for loading and deliveries;
- 74 -- all LED down-shielded, recessed lighting with single light pole in back parking lot;
- 75 -- septic system will allow for maximum of 24 employees/day; no customer bathrooms as
- 76 no retail space are being proposed;
- 77 -- may consider installing EV charging station for employees.
- 78

79 Kathy Barrett suggested that the DRB may approve the site plan as presented, and potential
80 tenants of the commercial development be considered on a case-by-case basis, depending on
81 whether the proposal is a permitted or conditional use, as defined by the Town's zoning
82 regulations. [See pp. 10-11 of New Haven's Zoning and Subdivision Regulations: "Table of
83 Allowed Uses"]. Kathy added that a tenant may make an application to the DRB with
84 authorization from the landlord.
85

86 Kathy Barrett moved to approve the site plan as presented upon condition that any tenants of
87 the commercial development building apply for a permit from the zoning administrator for by-
88 right uses, and the Development Review Board for conditional use permits. Victor LaBerge
89 seconded. **MOTION PASSED** with 6 in favor; none opposed.
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91 Kathy Barrett moved to close the hearing on application #2024-DRB-10-SP; motion seconded
92 by Carol Charbonneau. **MOTION PASSED** with 6 in favor; none opposed.
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94 **IV. Discussion/Action: Amend for clarification 2024-DRB-01-CU decision dated**
95 **March 26, 2024 re: Addison County Fair and Field Days**
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97 Based on the town attorney's opinion, Kathy Barrett moved to amend the original DRB decision
98 on Addison County Field Days conditional use permit #2024-DRB-01-CU to include the
99 following language:
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101 "To clarify, this permit applies only to events at the subject property *other than* the Addison
102 County Fair and Field Days. The term "fair" means the Addison County Fair and Field Days is
103 an annual event occurring during the summer, with specific dates set each calendar year, and
104 running for a period of no more than 10 days. The "fair" was established on property in New
105 Haven at the corner of Route 17 and Field Days Road in 1967 as an annual event, before the
106 adoption of zoning in the Town of New Haven, and has occurred continuously, and thus is a
107 pre-existing non-conforming use of the subject property. As such, the "fair" may continue to
108 occur annually indefinitely. This permit affects only non-fair events, which have not occurred
109 regularly or continuously since prior to adoption of the Town zoning bylaw, and thus are subject
110 to this permit."

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Victor LaBerge seconded the motion. **MOTION PASSED** 6 in favor; none opposed.

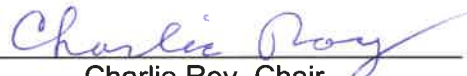
V. Approval of April 1, 2024 Meeting Minutes

Tom Fyles moved to approve DRB meeting minutes for April 1, 2024; Carol Charbonneau seconded. **MOTION PASSED** with 5 in favor, and 1 abstention (Victor LaBerge); none opposed.

VI. Adjourn

Tom Fyles moved to adjourn; Carol Charbonneau seconded. **MOTION PASSED** with 6 in favor; none opposed. Meeting adjourned at 8:10 p.m.

Respectfully submitted,
Peggy Connor




Charlie Roy, Chair



Kathy Barrett



Carol Charbonneau



Paul Audy

Tom Fyles



Victor LaBerge