

Town of New Haven  
PLANNING COMMISSION SPECIAL MEETING  
New Haven Town Office  
Monday, May 8, 2023  
Meeting Minutes

**[Approved by unanimous voice vote at June 12, 2023 PC meeting.]**

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

**Visitors:**

Jeff Glassberg, Kathy Barrett

**Staff Present:**

Peggy Connor, Zoning Administrator & Minutes

**I. Call to Order:**

Kathy Cahill called the meeting to order at 7:07 p.m.

**1. Adjustments to Agenda**

None.

**2. Visitors' Business**

None.

**II. CONTINUED BUSINESS: Review Working Draft of Zoning and Subdivision Regulations (f/k/a "Unified Bylaws")**

**a. Definition of "Events"**

Following discussion, PC members agreed to the following definition of "Events" under Article X:

- "A gathering of more than 50 people for a common activity, including but not limited to, a wedding, reception, concert, reunion, party, convention, or corporate meeting."

Also add to Section 300 "Exemptions":

- "20. Events hosted by residents of the property where the event is located, conducted no more than three per year, and for which no compensation is received by the host."
- Correction on Page 11, Section 224, first paragraph, last line:
- Change "Requirements" to "Regulations."
- Correction Page 15, Section 300 Exemptions:  
Delete the number "15"

It was agreed to change Section 329: Application for Conditional Use Approval" to read as follows:

- "A proposed use that is classified as a conditional use in the applicable zoning district shall only be permitted if the Development Review Board grants conditional use approval pursuant to this Section.
1. In making an application for conditional use, the applicant shall submit the following materials to the Zoning Administrator in paper or electronic form:
    - a. Property identification numbers of the property taken from the latest tax records, name, and address of the owner of record and those of adjoining lands, name and address of person or firm preparing the map, scale of map, north point, and date.
    - b. An accurate map of the property showing existing features, including contours, structures, large trees, streets, utility easements, rights of way, land use and deed restrictions.
    - c. A site plan showing proposed structure locations and land use areas, streets, driveways, traffic circulation, parking and loading spaces and pedestrian walks, landscaping plans, including site grading, landscape design and screening.

- 64 d. Construction sequence and time schedule for completion of each phase for buildings,  
65 parking spaces and landscaped areas of the entire development.  
66 e. A description of energy utilization and conservation measures for each heated structure.  
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- 68 2. Upon confirmation that the application is complete and includes the required information, the  
69 Zoning Administrator will pass the complete application to the Development Review Board for  
70 review, and a hearing shall be scheduled and public notice given in accordance with Section  
71 328.  
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- 73 3. The Board shall only grant conditional use approval if it determines that the proposed  
74 conditional use will comply with all applicable provisions of these Regulations and that it will  
75 not have an undue adverse effect on any of the following general criteria:  
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- 77 a. The capacity of existing or planned community facilities.
  - 78 b. The character of the area affected as defined by the purpose of the zoning district in  
79 which the project is proposed.
  - 80 c. Traffic on roads and highways in the vicinity.
  - 81 d. Bylaws and ordinances then in effect.
  - 82 e. Utilization of renewable energy resources.
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- 84 4. In granting conditional use approval, the Development Review Board may impose such  
85 conditions on the proposed use as it deems necessary or appropriate to ensure compliance  
86 with the general criteria set forth in subsection 3 above and to otherwise implement the  
87 purposes of the Act and these Regulations. Such conditions may regulate, without limitation,  
88 the following:  
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- 90 a. Parking and loading facilities
  - 91 b. Landscaping, fencing, and screening
  - 92 c. Design, size, and location of structures and service areas
  - 93 d. Designation of open space or green space
  - 94 e. Size, location, and design of signs
  - 95 f. Lighting
  - 96 g. Hours of operation
  - 97 h. Number, timing, and types of events to be permitted as part of the proposed use
  - 98 i. Noise, dust, smoke, odors, and similar matters”  
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- 100 **b. Alternate phrase for “Stand-Alone Lot”**
- 101 Following discussion, it was agreed to delete the phrase “stand-alone lot” throughout the document:  
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- 103 ➤ Section 224: Delete 2<sup>nd</sup> paragraph: “Construction of development unit son stand-alone lots...”
  - 104 ➤ Delete 4<sup>th</sup> paragraph: “Subdivisions of stand-alone lots...”
  - 105 ➤ Delete “Stand-Alone Lot” definition in Article X  
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- 107 **c. Definition for “Substantial Improvement”**
- 108 ➤ Correction was previously made indicating “Specific to Flood Hazard Area”  
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- 110 **d. Specific Information on VTrans website re: road standards (rural/non-rural)**
- 111 ➤ Section 930, #8: Reword to read: “All streets shall comply with the Town Highway  
112 Specifications (or standards) except new streets in rural areas shall comply with the most  
113 recent version of the Vermont Agency of Transportation Standards B-71, Standards for  
114 Residential and Commercial Drives [see Appendix]  
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- Add Appendix and include VTrans Standards for Residential and Commercial Drives below:

**REVISIONS AND CORRECTIONS**

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|---------------|--|
| DEC. 19, 1995 | THIS STANDARD SUPERSEDES 8-101/23/80W, 8-104 150/200 AND 8-113 80/100/175.                 |
| JUNE 1, 1998  | REVISED WITHOUT CHANGE. UNDER NEW SIGNATURES.  |
| MAR. 16, 1999 | REVISED WITHOUT CHANGE. UNDER NEW SIGNATURES.  |
| NOV. 16, 2000 | CHANGES MADE TO CONFORM WITH LANGUAGE AND DIMENSIONS IN ACCESS MANAGEMENT PROGRAM CHANGES. |
| FEB. 4, 2004  | CHANGES MADE TO SIGHT DISTANCE CHART TO CONFORM WITH RECENT ASSAULT ORBITAL.               |
| JULY 8, 2005  | CHANGE MADE TO SELECT HEIGHT OF CURB CORNER WITH INCREASED ACCESS CONTROL.                 |

**APPROVED**

*Robert F. Johnson*  
 DIRECTOR OF PUBLIC WORKS

*Larry S. Keller*  
 CHIEF OF ENGINEERING SERVICES

FEDERAL HIGHWAY ADMINISTRATION

**STANDARDS FOR RESIDENTIAL AND COMMERCIAL DRIVES**

**STATE OF CONNECTICUT DEPARTMENT OF TRANSPORTATION**

**STANDARD B-71**

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**e. Definition for "Street Line"**

PC members agreed to keep the existing definition in Article X: "Right-of-way line of a street as dedicated by a deed or other proper instrument of record. Where the width of the street is not established, the street line shall be considered to be 25 feet from the center line of the street."

**f. Discussion: Review Comments on Working Draft (K. Barrett)**

Deferred to June meeting as the first item on the agenda.

**III. Approve PC meeting minutes for April 10, 2023**

Maggie Eaton moved to approve meeting minutes for April 10, 2023; Bev Landon seconded. Motion passed unanimously by voice vote.

**IV. Adjourn**

Meeting adjourned at 8:30 p.m.

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Respectfully submitted,  
 Peggy Connor,