

Town of New Haven  
PLANNING COMMISSION SPECIAL MEETING  
New Haven Town Office  
Monday, October 23, 2023  
Meeting Minutes

[Approved by unanimous voice vote at November 13, 2023 PC meeting.]

**Planning Commission (PC) Members Present:** Co-chair Kathy Cahill, Benj Putnam, Maggie Eaton, and Megan Ooms (remote)

Absent: Bev Landon and Rob Litch

**Visitors:** None.

**Staff Present:**

Peggy Connor, Zoning Administrator & Minutes

**I. Call to Order:**

Kathy Cahill called the meeting to order at 7:05 p.m.

**1. Adjustments to Agenda**

None.

**2. Visitors' Business**

None.

**II. Zoning Administrator's Report**

- As a reminder, the public notice warning (agenda item IV.b.) must be published in the local paper 15 days prior to the public hearing now scheduled for November 13<sup>th</sup>. The deadline for submission is October 24<sup>th</sup>.
- Town Attorney Cindy Hill has been asked to provide any further guidance on the bylaw adoption process as outlined in 24 V.S.A. §4441 to include: sending a copy of the proposed regulations and written report to the chair of the planning commission of each abutting municipality, the executive director of the regional planning commission; and the Dept. of Housing & Community Development.
- Dan Mallach of Dubois & King in Randolph has requested to be part of the agenda at the Planning Commission's November 13<sup>th</sup> meeting to talk about the Vergennes Planning & Environment Linkages (PEL) Study. The study will evaluate transportation alternatives that reduce the impact of large truck traffic on Route 22A and downtown Vergennes. The New Haven Selectboard has previously expressed its opposition to the option to use Route 17 from Addison 4 corners to the junction.

**III. Review Final Changes to Working Draft of Zoning and Subdivision Regulations and Zoning Map**

Noting that the Flood Hazard District Map on page 37 appears inconsistent with the Zoning Districts Map on page 8, Kathy Cahill asked if the flood map should be removed from the draft. Benj Putnam suggested that the draft be warned as presented for public hearing after which the Planning Commission will have an opportunity to make any additional changes, including the Flood Hazard District Map. In the meantime, the zoning administrator will contact Addison County Regional Planning Commission GIS Manager Hannah Andrew about making changes for consistency, with the understanding FEMA is currently working on updating flood district maps statewide.

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**IV. Review/Approve Draft of Written Report in Accordance with 24 V.S.A. §4441**  
Vermont’s Municipal & Regional Planning & Development Act (24 V.S.A. 4441) requires a municipal planning commission to prepare a written report when considering an amendment to a bylaw. Maggie Eaton moved to approve the written report as presented and available on the town’s website (<https://www.newhavenvt.com/>); Benj Putnam seconded. MOTION PASSED unanimously 4-0 (M. Eaton, B. Putnam, K. Cahill, M. Ooms)

**A. Confirm Public Hearing Date tentatively scheduled for November 13, 2023**  
Benj Putnam noted that the physical location of the Town Offices should be added to the hearing notice, in addition to the log-in information to participate remotely at the hearing on the proposed bylaws scheduled for November 13, 2023 at 7 p.m.. Benj moved to approve the notice as amended to be published in the October 26, 2023 edition of *The Addison Independent*; Kathy Cahill seconded. MOTION PASSED unanimously 4-0 (M. Eaton, B. Putnam, K. Cahill, M. Ooms)

Benj suggested that the proposed zoning and subdivision bylaws be made more easily accessible on the Town’s website by showing a direct link on the homepage.

**V. Approve PC Meeting Minutes for October 9, 2023**  
Meeting minutes for October 9, 2023 deferred for lack of a quorum of those present.

**VI. Adjourn**  
Maggie Eaton moved to adjourn; Benj Putnam seconded. MOTION PASSED unanimously 4-0 (M. Eaton, B. Putnam, K. Cahill, M. Ooms) Meeting adjourned at 7:30 p.m.

Respectfully submitted,  
Peggy Connor, Zoning Administrator