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Town of New Haven
PLANNING COMMISSION MEETING
New Haven Town Office
Monday, October 9, 2023
Meeting Minutes

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

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

Absent: Maggie Eaton

Visitors: Amanda Bodelle

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

- Emails from Jim Walsh re: suggested Zoning Map changes

2. Visitors' Business

None.

II. Review Zoning Map Overlay with Hannah Andrew, Addison County Regional Planning Commission GIS Manager

Following discussion with ACRPC GIS Manager Hannah Andrew, Planning Commission members agreed to the following changes:

- Change color and depth of Belden Falls Road: should be RA-2 instead of RA-5.
- Parcel #643, formerly Maplefields, should be entirely in Highway Commercial zoning district instead of Industrial and RA-10.
- Include date on revised map.

Benj Putnam moved to approve the above changes; Kathy Cahill seconded. **Motion passed unanimously 5-0.**

Emails from Jim Walsh re: suggested Zoning Map changes

Jim Walsh suggested in his October 9th email to Rob Litch that: 1) The last property in New Haven on the east side of Route 7 should remain a commercial property; and 2) Forest Drive is shown in error. Following discussion Planning Commission members agreed to the changes below:

- Property on east side of Route 7 abutting the Town of Waltham should extend into the Highway Commercial zoning district.
- Forest Drive appears to extend too far and should be scaled to show that the Drive serves 3 lots.
- Delete "Ferrisburgh" that appears in center of map.

Hannah will make changes for Planning Commission members to review by the end of the week.

60 **III. CONTINUED BUSINESS: Review Most Current Working Draft of Zoning and**
61 **Subdivision Regulations to include changes from September 11, 2023 meeting**
62

63 **a. Additional changes/corrections following PC members' most recent review**

64 Planning Commission members agreed to the following changes/corrections in the current draft:

- 65 ➤ Restore Table of Contents and add Index at end of document
- 66 ➤ List Tables separately (i.e., Zoning Districts Table, Table of Allowed Uses)
- 67 ➤ Page 14: #19: typo: "ty" should read "by"
- 68 ➤ Page 34: Article VII – rename to read "Article VII: Design and Performance Standards"
- 69 ➤ Page 34: Number first paragraph as "Section 700: General Principals," and renumber
70 sections in Article VII
- 71 ➤ Page 34: Section 700 – 5. to read: "Cause, as a result of normal operations, a vibration
72 which creates a peak particle velocity of .022 inches per second."
- 73 ➤ Page 35: Section 721 - delete j.
- 74 ➤ Page 35: Section 722 - 6. to read: "Turning commercial lighting and illuminated signs off
75 between the hours of 10:00 a.m. and 6:00 p.m. unless..."
- 76 ➤ Page 35: Section 722 – Delete last line: "These Regulations shall not apply to solar or
77 other energy generating structures."
78

79 **b. Schedule Public Hearing date re: Proposed Zoning Bylaw Regulations**

80 Planning Commission members agreed to hold a special meeting on Monday, October 23, 2023
81 to approve final versions of the proposed Regulations and Zoning Map. Once the Planning
82 Commission has a draft ready for public review and comment, it must hold at least one formal
83 public hearing (tentatively scheduled for November 13, 2023), warned in accordance with
84 Chapter 117 notice requirements below:
85

- 86 ➤ Public notice must be given at least 15 days prior to the hearing date by:
 - 87 ✓ Publication of the date, place and purpose of the hearing in a newspaper of
88 general circulation within the municipality, and
 - 89 ✓ Posting of the same information in three or more public places within the
90 municipality.
- 91 ➤ The published and posted public notice must include either the full text of the material, or
92 the following:
 - 93 ✓ A statement of purpose
 - 94 ✓ A map or description of geographic areas affected
 - 95 ✓ A table of contents or list of section headings, and
 - 96 ✓ A description of the place in the municipality where the full text may be
97 examined.
- 98 ➤ Also, at least 15 days before the date of the hearing, the Planning Commission must
99 send a copy of the draft and the Planning Commission's written report, with proof or
100 receipt or by certified mail, to each of the following:
 - 101 ✓ The chairperson of the planning commission of each abutting municipality or, in
102 the absence of a planning commission, to the town clerk;
 - 103 ✓ The executive director of the regional planning commission;
 - 104 ✓ The Vermont Department of Housing & Community Affairs.
 - 105 ✓ Any of these parties may submit comments on the proposal in writing, or appear
106 and be heard at the Planning Commission's public hearing, or in any other bylaw
107 adoption proceeding.
- 108
- 109 ➤ Following public hearing, the Planning Commission may make revisions to the proposed
110 Regulations and to their written report for submission to the Selectboard. The Planning
111 Commission may warn another public hearing on proposed revisions, but is not required

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112 to do so. In order to initiate the adoption process, the Commission must formally transmit
113 its draft and report to the Selectboard, and file copies with the town clerk for public
114 review.

115
116 **IV. Approve PC Meeting Minutes for September 11, 2023**

117 Bev Landon moved to approve meeting minutes for September 11, 2023; Benj Putnam
118 seconded. **Motion passed 4-0** (Kathy Cahill abstained).

119
120 **V. Adjourn**

121 Benj Putnam moved to adjourn; Rob Litch seconded. Motion passed unanimously 5-0. Meeting
122 adjourned at 8:00 p.m.

123
124 The Planning Commission will hold a special meeting on Monday, October 23, 2023 at 7:00
125 p.m.

126
127 Respectfully submitted,
128 Peggy Connor, Zoning Administrator