

PC Members: Rob Litch, Co-Chair, Benjamin (Benj) Putnam, Co-Chair, Bev Landon, Pat Palmer, Dan Monger, and Maggie Eaton

New Haven PC Staff: Robin Davison

New Haven Staff: Katie Raycroft-Meyer

Visitors: None

I. Call to order - 7:05 by Rob

1. **Adjustments** – None.
2. **Visitors Business** – None.

II. New/Old Business

1. **Welcome Katie Raycroft-Meyer, the new Zoning Administrator.** Everyone welcomed Katie to the PC meeting.
2. **Town Plan Updates** – The town plan was last updated in 2017. Steve Dupoise, the Select Board Chair, requested that the PC work on one section of the town plan per year. Katie volunteered to review the process and determine if the plan needs to be approved each time it's amended. If so, it was discussed that it may make more sense to amend the entire town plan periodically (maybe every five years).
3. **Village Designation Update** – No further action is required now that the application has been approved.
4. **Energy Updates/Discussions/Reviews** – No updates at this time.
5. **Zoning Rewrite Regulations** – Brandi sent the most current draft to Benj in a format that can be modified. As discussed previously, the PC would like to hire another consultant to complete the work. Robin volunteered to contact Ed Hanson to discuss the opportunity.
6. **May 10th Select Board, Planning Commission, and Development Review Board Meeting** – An action item list for the PC was created from this meeting. The following items were reviewed:
 - a. **Creation of a Municipal District** – This item will be deferred to a later date.
 - b. **Lighting Requirements Update** – Already completed.
 - c. **Standards for private driveways (width of traveled portion of the driveway, require pull-off every xx feet)** – It was discussed that the driveway should be 15' wide and there needs to be pull-offs for fire trucks.
 - d. **Clearly define signage versus art/statue/architectural work** – It was discussed that it can be difficult to define art. Further discussion will continue during the next meeting.
 - e. **Review what the Zoning Administrator could do without the DRB** – Katie will review what is currently done and make recommendations.
 - f. **Rewrite sections 350-352 (site plan approval process) to make it easier for applicants with a checklist and a sample of what is required** – Katie will review the current process and work on a checklist for applicants.
 - g. **PC Meeting Minutes Distribution List** – As requested, Robin will include Steve Dupoise and Kathleen Barrett in the PC meeting minutes distribution list.
 - h. **Additional Discussion** – Bev thinks the hazard mitigation plan should be included in the town plan as one document. Keeping the subdivision plan separate from the town plan was also discussed.
7. **Other** – Dan made an announcement that he will be leaving the PC because he will be moving out of state within the next year.

III. REVIEW OF MINUTES

1. April 9, 2018 minutes were deferred to the next meeting.

IV. CORRESPONDENCE – All of the current correspondence was passed around and reviewed.

V. ADJOURNMENT – At 8:55, Pat made a motion to adjourn. Benj 2nds, all were in favor.

VI. OTHER – NEXT MEETING – June 11, 2018 – regular meeting

Approved on: 6/11/2018



Rob Litch



Benj Putnam



Beverly Landon



Pat Palmer

Dan Monger



Maggie Eaton