

Town of New Haven  
PLANNING COMMISSION MEETING  
New Haven Town Office  
Monday, September 11, 2023  
Meeting Minutes

**[Approved by unanimous voice vote at October 9, 2023 Planning Commission meeting.]**

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

Absent: Kathy Cahill

**Staff Present:**

Peggy Connor, Zoning Administrator & Minutes

**I. Call to Order:**

Rob Litch called the meeting to order at 7:15 p.m. (delay due to technical issue)

**1. Adjustments to Agenda**

None.

**2. Visitors' Business**

None.

**II. Results of Transportation Survey (deferred from August meeting) – Maggie Eaton**

Maggie has been working with UVM students enrolled in the Local Democracy Internship Program to collect data from residents to better understand what kind of transportation people in New Haven use, and our attitudes toward more sustainable transportation. Results of the survey are posted on the Town's website at <https://www.newhavenvt.com/> and posted in the lobby of the Town Offices.

Maggie will use the data for educational outreach on Front Porch Forum to raise awareness on the benefits of investing in electrical vehicles, and share the information gathered on public transportation with Tri-Valley Transit, formerly Addison County Transit Resources (ACTR).

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

**a. Consider adopting proposed language for Section 933 re: Lighting**

PC members agreed to the following changes:

- Move Section 933 to Article VII – Design Standards, and renumber as "Section 722"
- Change #1 to read: "Installing, constructing, and maintaining all outdoor lighting to minimize the intrusion of light across property lines, eliminate upward illumination and reduced glare, and maximize the effectiveness of site lighting by limiting light to a target area."
- Change #3 to read: "Requiring internal illuminated or externally lit commercial signs to be fully down-shielded. or lit from the top down, or limiting light to a target area."
- Delete "Other measures applicants may consider...."
- Add #6 to read: "Turning commercial lighting off between the hours of 10:00 a.m. and 6:00 p.m., unless business is operating beyond those hours, or needed for safety or security, in which case the lighting shall be down-shielded and minimized."

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

- Cover Page to read: "Zoning Bylaws Adopted March 7, 1972"  
and: "Subdivision Bylaws Adopted March 1980"
- Section 932 b. Shade Trees to read: "The Development Review Board may require that suitable shade trees be planted along streets where trees do not exist. Shading by trees"

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- of the most southerly facing roof and wall of dwelling units shall be minimized to the greatest possible extent in selecting tree species and locating trees along streets. All trees are to be planted a minimum of 5 feet from the street line. The DRB shall have the discretion to impose reasonable requirements as to height and other characteristics of trees to be planted.”
- Article X: Definitions: Delete “Administrator: The Federal Emergency Management Administrator,” and add “FEMA” before “administrator” throughout Article VIII - Flood Hazard District Regulations
- Add “District” to Article VIII: Flood Hazard District Regulations – p.36
- Article X: Definitions: “Adaptive Re-use” to read: “A change in use of an historic structure as provided for in Section 527.”
- Section 527 Adaptive Re-Use: a. should read: “Are no less than 25 years old; and”
- Article X: Definitions: “Camper” to read: “Any motorized or un-motorized vehicle mounted on wheels and designed for sleeping, and/or camping, or living quarters.”
- Section 530: Add “4” at beginning of “Invitees may also park....” And add #5 to read: “As authorized by Section 521.”

**c. Schedule Public Hearing Date re: Proposed Zoning Bylaw Regulations**

PC members will review recent changes prior to October meeting, at which time public hearing dates will be determined.

**V. Approve PC Meeting Minutes for August 14, 2023**

Maggie Eaton moved to approve meeting minutes for August 14, 2023; Rob Litch seconded. Motion passed 4 in favor (M. Eaton, R. Litch, B. Putnam, B. Landon), 0 opposed, and 1 abstained (M. Oomes)

**V. Adjourn**

Maggie Eaton moved to adjourn; Benj Putnam seconded. Motion passed unanimously 5-0. Meeting adjourned at 8:30 p.m.

Respectfully submitted,  
Peggy Connor