

Fair Haven Planning Commission

Town of Fair Haven

October 20, 2021

Commissioners Present: David Eighmey - Chair, Robert Richards - Vice Chair, Deborah Fallon - clerk, Cindy Pritchard, Patrick Frazier

Others Present: Zoning Administrator Phil Adams, Jennifer Jackson - minute-taker

1. **Call to Order:** 7:03 pm by David Eighmey

Mr. Richards made a motion to adjust the agenda to begin with the **Other Business: Review of Site Plan Review decision for the Dunkin Donut's Project** to accommodate Deborah Fallon's need to leave early. Mr. Frazier seconded the motion. All were in favor and the motion passed.

Ms. Fallon summarized the Site Plan Review Findings and Decisions for Application no. A2021-044.

ZA Adams suggested that on pg 2 point 9 that the applicants, engineers and property owners be added to the list of interested parties as they filled out the form stating their wish to be considered interested parties. Ms Fallon responded she hadn't added them because she understood the section as asking people to prove why they should be considered interested parties and that the applicants and owners would be interested parties by default. Mr Richards motioned to add the property owners, engineers, and applicants to the list of interested parties. Mr. Frazier seconded the motion. All were in favor and the motion passed.

The board discussed the write up and their decision, double checking that all points, concerns, and findings were considered and addressed properly.

Mr. Richards asked if the PC could make a motion contingent on the adjustment of interested parties. Mr. Eighmey suggested that they take it one step further and make the motion to have only his signature be acceptable on the final document as the time window for completion is drawing to a close and it would be easier and faster if he was the only one who had to sign.

Mr. Richards made a motion to accept the Findings and Decision Report for application # 2021-044 and that Mr. David Eighmey be the representative to sign for the Planning Commission. Ms. Pritchard seconded the motion. All were in favor and the motion passed.

Ms. Fallon leaves the meeting stating she will up-date the document when she gets home to reflect the changes to interested parties and address the fact that Mr. Eighmey is signing for the entire commission.

2. New Business:

Krista Hall - Application #2021-054 for approval of a new beauty salon business and commercial sign. Property owner: Michael Davidson. Location: 55 Suite A, Main Street. Tax Map # 24-51-66

Mr. Eightmey asked the board if they would like a site plan review or to have the application exempt. Ms Pritchard commented that the application was for a 110" by 35" sign that is flat and not lit like the other businesses downtown. She suggested that the board consider this application be exempt because it is a minor change basically reverting the space back to previous usage.

Ms. Pritchard made a motion to exempt Application #2021 - 054 from site plan review as it is minor changes to the location. Mr. Richards seconded the motion. All were in favor and the motion passed.

ZA Adams suggested that the PC condition that all operators and employees utilize the parking across the street in the town's free parking lot.

The board discussed the need for conditioning this parking requirement and that the business obtain all state and local permits before a permit is obtained.

Mr. Eighmey entertained a motion to approve the application. Ms. Pritchard motioned to accept the application with the conditions that the operators and employees utilize the free parking area and that they show proof that their State and Local licences to run a salon are obtained. Mr. Richards seconded the motion. All were in favor and the motion passed.

3. Review of Minutes of Previous Meeting:

Approval of Minutes: Regular Meeting of October 6, 2021

Ms. Pritchard motioned to approve the minutes of October 6, 2021 as written. Mr. Frazier seconded the motion. All were in favor and the motion passed.

4. Other Business:

- a. **Review of Site Plan Review decision for the Dunkin Donut's Project**
- b. **Review of mail - None**
- c. **Zoning Regulation Update - Thirty minutes**

Ms. Pritchard asked to delay the update until Ms. Fallon is available again as she is the clerk of the commission and has been recording the changes to the zoning regulations. Ms. Pritchard stated that she had found a few more items to add and had questions concerning the July 20, 2021 meeting minutes. The minutes stated that the lakeshore district need not be included in bylaws. ZA Adams clarified that the State now controlled that area and that Fair Haven didn't need to regulate the area in their bylaws. The item could be removed if needed or could be changed to show that they are adhering to the State regulations in the bylaws. Ms. Pritchard said she would look over that section again before the next update.

d. Public Comment:

Mr. Richards asked if the pallet house that is being constructed in town had a permit. ZA Adams stated that it has a limited usage permit for a primitive camp. He called the state and had them clearly define what is allowed by law to be constructed before issuing the permit.

Mr. Eighmey stated that he has heard concerns about the Red Heart that Fair Haven Concern had placed in their window, people had been asking him if it needed a permit. He spoke with FH Concern and was told they put the heart in the window because people were having a hard time finding their location. Mr. Eighmey stated it is a nice heart and it is helpful. ZA Adams said that he is fine with the heart, he feels it is along the same lines as Durfee's advertisement signs, they do not need a permit everytime they decorate for a new sale or season so why would FH Concern need to do such. He then stated that if a formal complaint came before him he would address the situation and ask FH Concern to complete the paperwork for a permit which would be at no cost because they are a charitable organization. Ms. Pritchard was excited to share the news with FH Concern as the owners were very concerned.

5. **Adjournment: Meeting Adjourned:** Ms. Pritchard motioned to adjourn at 7:50 pm. Mr. Frazier seconded the motion. All agreed and the motion carried.

**** Next Scheduled Regular Meeting is on November 3, 2021****

Respectfully Submitted,
Jennifer Jackson, Minute-taker
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