

**Fair Haven Planning Commission**  
Town of Fair Haven - March 6, 2024 - Regular Meeting

**Commissioners Present:** Robert Richards - Chair, Jason Coupal, Lorraine Brown

**Commissioners Absent:** Patrick Frazier, Cindy Pritchard - vice-chair

**Others Present:** Phil Adams - Zoning Administrator, Jennifer Jackson - minute-taker, Logan Solomon Rutland Regional Planning Commission

**Agenda**

1. **Call to Order:** Chairman Richards called the meeting to order at 7:00 pm.

Mr. Coupal asked for an agenda change as he is only able to stay for 30 minutes due to a scheduling conflict. He asked that anything that needed voting happen while he is there so the meeting may contain a quorum for voting. He stated he reviewed Robert's Rules of Order on the loss of quorum during a meeting.

Mr. Solomon stated that he reviewed the timeline he gave the FHPC and stated that there is some wiggle room, but that a draft of the Town Plan needs to be approved by the end of the month to be able to reach other deadlines. He stated that June 1, 2024 is the hard deadline as the old town plan will expire on that day. Adjacent towns need 30 days to review the town plan. According to VT Law to the best of Mr. Solomon's knowledge, New York towns don't need the time but if we have an address for their town office then the plan should be copied to them.

Mr. Solomon asked where his help was needed the most. Mr. Richards stated that the PC needed assistance with the housing and demographic information and population data. The resource that was shared is difficult to understand. Mr. Solomon stated that he will assist with that and with goal creation. He will also help with editing the document for grammatical errors.

2. **Review of Minutes of Previous Meetings:**

a. **Approval of Minutes: Regular Meeting - February 21, 2024**

Mr. Coupal motioned to approve the minutes of February 21, 2024 as written. The motion was seconded by Mrs. Brown. All were in favor and the motion passed.

3. **New Business:** None

4. **Other Business:**

a. **Continue work on the Fair Haven Town Plan update**

**Logan Solomon Discussion**

- Each goal should have around 1 to 2 Action items describing how the goal will be reached. Chair Richards asked if every section had goals or if goals could be combined in sections. Mr. Solomon referenced a handout he brought **State Planning Goals** from the *The Municipal Plan Planning Manual* - Module 1 April 2017 pg. 107-108

(<https://accd.vermont.gov/community-development/town-future/municipal-planning-manual>). He stated that the Town Plan must be in alignment with the State Plan.

- Mr. Solomon requested an updated Town Plan as soon as possible so he can assist as needed.

**b. Review Mail:** none

**c. Public Comment:**

**i. Discussion on Absent Members**

1. Chair Richards suggested that at the Selectboard organizational meeting they will address the issue.
2. ZA Adams asked if the planning commission would like an organizational meeting next month as well. - they did.

**ii. ZA Adams letter of Reappointment Request**

1. ZA Adams presented the Planning Commission a letter asking that he be considered for reappointment as his three year term is coming to an end in April.
2. Chair Richards entertained an addition to the agenda to consider ZA Adam's letter. Mr. Coupal **motioned to adjust the agenda and add a consideration of ZA Adams' letter**. The motion was seconded by Mrs. Brown. All were in favor and the motion passed.
3. Mr. Coupal **motioned to accept ZA Adams' letter of Reappointment and send it to the Select Board**. The motion was seconded by Mrs. Brown. All were in favor and the motion passed.

**5. Adjournment:**

Mr. Coupal **motioned to adjourn at 7:34 pm**. The motion was seconded by Mrs. Brown. All were in favor and the motion passed. Mr. Coupal left the meeting with the understanding that discussion on the Town Plan would continue but no voting would take place.

**Town Plan Update Discussion with Logan Solomon Continued until 8:45 PM**

**\*\* Next Scheduled Regular Planning Commission Meeting is on March 20, 2024\*\***

**\*\* Next Scheduled Special Planning Commission Meeting is March 13, 2024 \*\***

Respectfully Submitted,  
Jennifer Jackson, Minute-taker