

**Fair Haven Planning Commission**  
**Town of Fair Haven - April 3, 2024 - Regular Meeting**

**Commissioners Present:** Robert Richards - Chair, Cindy Pritchard, Jason Coupal - vice-chair

**Commissioners Absent:** Patrick Frazier, Lorraine Brown

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

**Agenda**

1. **Call to Order:** Chairman Richards called the meeting to order at 7:03 pm.

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

- a. **Approval of Minutes: Special Meeting - March 13, 2024**  
**Regular Meeting - March 20, 2024**

Mrs. Pritchard motioned to approve the minutes of the Special Meeting held on March 13, 2024 as written. The motion was seconded by Mr. Richards. Mr. Coupal abstained from voting as he was not in attendance for the meeting. All others were in favor and the motion passed.

Mrs. Pritchard motioned to approve the minutes of the meeting held on March 20, 2024 as written. The motion was seconded by Mr. Richards. Mr. Coupal abstained from voting as he was not in attendance for the meeting. All others were in favor and the motion passed. Mrs. Pritchard asked if Mr. Richards brought the question of renomination to the Select Board. He stated he had.

3. **New Business:**

- a. **Application #A2024-009, Patricia Guilder and Chelsey Bennett - review for approval of a proposed additional Retail Sales & Service use of gift shop and photography in the rear portion of the first-floor space currently used as a Realtors office. A proposed commercial vinyl sign to be located on the inside of the existing front window. Property owner: Kevin Durkee. Location: 31 Main Street. Fair Haven Tax map #24-51-61.**

Mrs. Pritchard asked if this location was near the Wooden Soldier, it was confirmed so by ZA Adams. She then asked if there was enough space in the location. ZA Adams stated the applicant was absent from this meeting as she had a pre-planned trip out of state. ZA Adams stated when scheduling this meeting with her he offered to call her if any questions from the Planning Commission warranted a call but he would try to answer questions as best he could. Ms. Guilder said she would be available for a call as needed. ZA Adams stated that the plan as to still keep the realtor desk in the front, but add the new business of Ms. Guilder and Ms. Bennett to the back of the location. Ms. Bennett mostly conducts her photography outside, but there would be a small space inside with a screen. Ms. Guilder handles custom printed design products. Neither have a lot of equipment to take up space inside the location. The proposed permit is for just the two applicants, no employees. He did explain to her that the Planning

Commission would most likely push the condition that owners and staff park in the free parking area of town, not in front of the businesses.

Mr. Coupal asked if there were any environmental concerns with the printing and creation of photographs that the town should be aware of. ZA Adams stated there wasn't any that he was aware of, but was happy to call Ms. Guilder if needed. Mr. Coupal asked the condition to the permit be added that no chemicals be disposed of in the public waste system.

Mrs. Pritchard asked if it was known when the business was opening. It was not known.

ZA Adams asked for the sake of procedure the application be deemed in need for a site plan review or not. Mrs. Pritchard **motioned to waive the need for a site plan review.** Mr. Coupal second the motion. All were in favor and the motion passed.

Mr. Richards asked where on the application form are the conditions recorded. ZA Adams gave his procedure for recording conditions.

Mr. Coupal **motioned to approve the permit with the condition that no chemicals be disposed of in the public waste system.** ZA Adams asked about the parking condition, if the PC would require that condition. Mr. Coupal amended his motion; he **motioned to approve the application with the following 2 conditions; 1. Employees and staff utilize the free parking area in town leaving customers the parking in the store front areas, and 2. That no chemicals be disposed of in the public waste system.** Mrs. Pritchard seconded the motion. All were in favor and the motion passed.

#### 4. Other Business:

a. Review Mail: None

b. Public Comment:

- i. **Appreciation for new position.** Mr. Coupal thanked the PC for electing him as vice-chair.
- ii. Mr. Coupal **motioned to amend the agenda to include scheduling the public hearing for the proposed town plan.** Mrs. Pritchard seconded the motion. All were in favor and the motion passed.
- iii. **Setting the date for the Public Hearing on the Proposed Town Plan.**

Mr. Richards asked when the Proposed Town Plan copies went out to the adjoining towns. Mrs. Jackson responded that they were sent via email on March 25, 2024.

Mr. Coupal asked if the notice of hearing could be prepared and included in the newspaper of record by the 15th of April, which would allow for a hearing at the first meeting of May? It was discussed then decided it could work. Mr. Coupal **motioned to hold the Public Hearing on the Proposed Town Plan on Wednesday May 1, 2024 at 7:00 pm in the conference room of the Town Hall, 5 North Park Place Fair Haven, VT.** The motion was seconded by Mrs. Pritchard. All were in favor and the motion passed. Mr. Richards stated he would make sure the paper of record received the notice of hearing.

ZA Adams asked to be given a copy of the checklist from *The Municipal Plan Planning Manual - Module 1 April 2017 pg. 109* (<https://accd.vermont.gov/community-development/town-future/municipal-planning-manual>) to be able to keep with his documents concerning the proposed Town Plan incase anyone had questions.

**5. Adjournment:**

Mrs. Pritchard **motioned to adjourn at 7:31 pm.** The motion was seconded by Mr. Coupal. All were in favor and the motion passed.

**\*\* Next Scheduled Regular Planning Commission Meeting is on April 17, 2024\*\***

Respectfully Submitted,  
Jennifer Jackson, Minute-taker