

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

**Commissioners Present:** Robert Richards - Chair, Jason Coupal - Vicechair, Patrick Frazier, Cindy Pritchard, Linda Sienkiewicz

**Commissioners Absent:**

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

**Agenda**

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

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

**Approval of Minutes: Regular meeting - October 16, 2024**

Recording secretary Jennifer Jackson let the Planning Commission know of a few corrections that the Zoning Administrator emailed her about; a couple of typos on page 3 of the PC meeting minutes. Line 6 should be "Adjustment" rather than Appeals. Line 8 should be "45" rather than 4. Line 9 should be "Court " rather than Corps and "Who" rather than WHO. Third paragraph line 2 should be one "weren't"

Ms. Pritchard motioned to accept the minutes from the October 16<sup>th</sup> meeting with the corrections as read. Mrs. Sienkiewicz seconded the motion. All were in favor except Mr. Coupal who abstained from voting due to his absence from the meeting and the motion passed.

3. **New Business:**

**Discussion of work required for achieving a Fair Haven Downtown Designation .**

Chairman Richards pointed the commissioners to the Downtown Designation Application Packet which was handed out at a previous meeting. He let them know that the previous plan was to have the packet completed by the end of December, but with more research and available time he believes a more realistic timeline would have completion more towards the end of March. He stated that Logan Solomon would be available for the November 20<sup>th</sup> meeting to guide the PC in preparing a more accurate timeline of completion. There are parts of the packet that they as the Planning Commission could complete without assistance.

The other end of the project is to complete the Subdivision rules. They are awaiting a sample zoning. These Subdivision rules added to the town zoning would make the town eligible for reduced Act 250 scrutiny.

Mr. Richards wanted to warn the PC that the next few meetings might take longer than an average meeting to accommodate the timeline for completion. Mr. Coupal asked about the State of Vermont and if there was such a thing as as "Business District" He was curious if there was any aid available because the north end of Washington Street has quite a lot of Businesses and if there was a designation it might be helpful. Mr. Richards stated it was already designated in zoning, but that it isn't helpful with Act 250 requirements.

ZA Adams reminded the PC that with Subdivision Zoning the town becomes a 10 acre town - not a 1 acre town. Ms Pritchard asked for clarification. ZA Adams stated that with the

subdivision regulations being a "10 Acre" town means that if your business was to cover 10 acres or less you would not have to go through as much Act 250 Law Requirements.

**4. Other Business:**

- a. **Review of Mail:** None
- b. **Public Comment:** None

**5. Adjournment:**

Mrs. Pritchards made a **motion to adjourn at 7:15pm**. Mrs. Sienkiewicz seconded the motion. All were in favor and the motion passed.

Respectfully Submitted,  
Jennifer Jackson, Minute-taker

**\*\* Next Regular Meeting\*\***  
November 20, 2024