

Fair Haven Planning Commission
Town of Fair Haven - April 16, 2025 - Regular Meeting

Commissioners Present: Robert Richards - Chair, Jason Coupal, Ann Finley

Commissioners Present Via Phone: Deb Laiacona - Vicechair

Commissioners Absent: Linda Sienkiewicz - clerk

Others Present: Phil Adams - Zoning Administrator, Jennifer Jackson - Minute-taker, Glen Traverse - Fair Haven Selectboard Member and Chair of the EDC and DT Partnership

Agenda

1. Call to Order:

The meeting was called to order at 7:06 pm by Chairman Richards.

2. Review of Minutes of Previous Meeting:

Approval of Minutes: Regular meeting - April 2, 2025

Mr. Coupal **motioned at 7:07pm to accept the minutes of April 2nd as written.** The motion was seconded by Mrs. Laiacona. Chairman Richards asked for additions or deletions from the minutes. All were in favor and the motion passed.

3. New Business:

a. Continue review of proposed subdivision regulations.

Chair Richards explained at the previous meeting the Planning Commission reviewed through Section 4 of the Subdivision Regulations packet from RRPC. Chairman Richards explained that he has sent many questions to Logan Solomon from RRPC about the Subdivision Regulations, but that Mr. Solomon has been very busy with The Act 181 Training that is happening today and tomorrow. This busy season will slow down help and most likely cause the completion of the draft to be pushed back until the end of May.

Chairman Richards explained what the PC has been doing to Ms. Finley who was newly appointed to the Planning Commission.

Section V: Procedures & Requirements for Plat Design Submission, and Processing

Chairman Richards explained that Town Manager Gunter asked if only one plat was sufficient for the application. Mr. Solomon responded was, only 1 11x17 printed plat for the public was fine. ZA Adams stated that two full sized plats are state requirements.

Mr. Coupal suggested that sections of the regulations that have no comments are otherwise unremarkable and maybe the PC should focus their energy on the sections with comments. Chairman Richards stated he would appreciate that as well.

2. Subdivision Plat Requirements: Mr. Coupal asked where the requirements for Plats was derived from. He stated that abridging too much created errors in the future and wants to stay away from that. He stated we, as the planning commission, aren't experts. Chairman Richards stated that the example Regulations in front of them were derived from a model, an example of established rules.

3. Minor Subdivision Plat Requirements: ZA Adams wants to make sure that what is given to the town is big enough to be seen and understood. Mr. Traverse asked if all parts of 2

are really necessary for a minor subdivision. ZA Adams stated yes but shouldn't be onerous to a person to comply. He believes it is safer to have a check list of all items. Mr. Coupal asked if it was best practice for a surveyor to include all these items?

5. Plat Recording: Chairman Richards asked if this was the only place where the timeframe was mentioned in days. He would like to see the document consistent in terms used. ZA Adams stated there are other timeframes, and that a plat needs to be recorded within a certain amount of time. The plat is an approval of all design features. The only way ZA can confirm it's been followed is with the town record. The final plat is the finished project.

Section VI: Subdivision Application Standards and Design Requirements.

Chairman Richards stated a question was raised with the 1.b and c portion of this segment. Mr. Solomon had stated "this allows relevant officials to hire consultants to review application materials w/o Selectboard approval and the cost of said review will be borne by the developer. Consider whether this is appropriate for your town." Chairman Richards asked if the PC wanted to insert a sort of protection given by approval of the selectboard. Mr. Traverse believed this element would be if someone doesn't want to agree. ZA Adams stated also if it is a large project. Mr. Coupal assumes selectboard reviews are a last resort. ZA gathers info, and consultants would be called at the PC level. But nothing to stop selectboard. Chairman Richards agreed with Mr. Coupal, planning and zoning have a number of steps before with room to modify the plan. Mr. Traverse stated if it looks like a lot it can be changed. ZA Adams mentioned the appeal process is Zoning board then the environmental board appeal. Mr. Coupal explained that all fact finding and experts are at the start just like most other processes. Chairman Richards stated it seems as a safety net, the ability to require studies as needed if there are concerns. A large project requires many people being involved. We should leave it as is and assume there are enough safe guards.

2.b ii ZA Adams asked if Fair Haven has any of this type of property "Rock outcrops, steep slopes, hillsides, and ridgelines". Mr. Coupal suggested South Main, Mrs. Laiacona suggested Scotch Hill Road. Mr. Traverse stated we have no slope bylaws, why add them now. ZA Adams asked the PC if they were ok with these regs. Chairman Richards stated he'd ask Mr. Solomon if they are state regs or not.

2.c-e no questions

2.f Chairman Richards stated the PC has talked about fire protection and has left State fire protection this section should be removed.

2.g "Quechee Test"

(<chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://legislature.vermont.gov/Documents/2020/WorkGroups/House%20Natural/Bills/19-0040/Written%20Testimony/Act%20250%20Legal%20Standards/W~Greg%20Boulbol~19-0040.%20Undue%20Adverse%20vs.%20Avoid-Minimize-Mitigate~4-2-2019.pdf>) ZA Adams stated he believes assistance from Mr. Solomon is needed with this question as it is unclear what exactly the Quechee Test is.

2.f-p Mr. Traverse suggested maybe these regulations should only apply to major subdivisions. ZA Adams stated that the minor subdivision shouldn't be hard to supply all the information needed in the checklist. He stated that he sees more minor subdivisions than major. This is historically how it has happened. The checklist shouldn't be hard for minor subdivisions

to complete. He stated that he feels it is safer for the town to use the entire section for both the levels of subdivision as it would cover all the bases required. The Planning Commission was in agreement with keeping the requirements for all. Mr. Coupal suggested that the PC run the question by Mr. Solomon just for clarification on need anyways. ZA Adams stated he does not want to see more regulation for development than needed.

3.a. ZA Adams had a question concerning conditional use categories and the process. He wasn't sure if it was a zoning board of adjustment process or if the process could be combined with planning commission review or if there was a totally separate avenue. He suggested asking Mr. Solomon for clarification. Chairman Richards stated he would ask Mr. Solomon.

Chairman Richards called for other questions on the first run through of the sample subdivision regulations. There were no more.

b. Continue work on required components for Fair Haven to qualify for a Downtown Designation.

DownTown Designation Application Packet

(https://outside.vermont.gov/agency/ACCD/ACCD_Web_Docs/CD/CPR/State-Designation-Programs/CPR-DT-Application-Guidelines.pdf)

4. Other Business:

a. Review of Mail:

- i. Letter of Interest in Joining the Planning Commission from Ann Finley - dated April 4, 2025. The Select Board Approved the appointment on Tuesday April 15, 2025. Chairman Richards stated that Ms. Finley still needs to meet with the Town Clerk and complete her swearing-in process.
- ii. Email from RRPC about the Act 181 Training scheduled to be held April 16th and 17th. Act 181 is dealing with Vermont's new land use legislation. Chairman Richards encouraged the PC to attend the meeting if they were able.

b. Public Comment:

- i. Mr. Traverse confirmed the May 14th combined meeting.
- ii. ZA Adams asked about regular meeting agenda adjustment. Mr. Richards asked to keep PUD on the agenda for one more meeting
- iii. Mr. Traverse asked Mrs. Laiacona if Greg was scheduled to attend the May EDC meeting. Mrs. Laiacona stated she would reach out to him again to confirm.

5. Adjournment:

Mr. Richards made a **motion to adjourn at 8:03 pm**. Mr. Coupal seconded the adjournment motion. All were in favor and the meeting was adjourned.

Respectfully Submitted,

Jennifer Jackson, Minute-taker

The Next Regular Commission Meeting will be held on May 7, 2025

**** A Special Meeting will be held on May 14, 202 at 7:00 PM in the conference room.
Municipal Building, 5 North Park Place ***

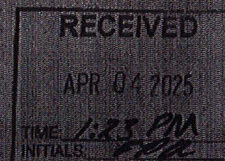
fhza@comcast.net

From: ann f <finley37@hotmail.com>
Sent: Friday, April 4, 2025 12:40 PM
To: Manager Joe Fair Town: fhza@comcast.net
Subject: Town Planning commission

Hi Joe,

I would respectfully like to join the Fair Haven Town Planning Commissions. I understand there is one position available at this time.

Thank you for your consideration.
Ann Finley =



fhza@comcast.net

From:
Sent:
To:
Subject:

Rutland Regional Planning Commission <devon@rutlandrpc.org>
Friday, April 11, 2025 9:25 AM
fhza@comcast.net
You're Invited to an Act 181 Training - April 16th & 17th

[View in browser](#)

Act 181 Training for Municipal Officials

Introduction: The RRPC invites municipal leaders and staff to attend a focused training session on Act 181, Vermont's new land use legislation. This session will help your community understand how Act 181 will:

- Change the Act 250 permitting system
- Update the State Designation Programs
- Influence the Regional Future Land Use Map

Why it matters: This training is a valuable opportunity to prepare your town for upcoming changes and will directly support your participation in the Regional Future Land Use Map town meetings, which are a major part of RRPC's 2026 Regional Plan update process.

Act 181 represents a shift in how Vermont approaches development, resilience, and natural resource protection. Understanding these changes early will help your community proactively plan for growth, align with state policy, and position itself for future funding and support.

Who Should Attend: Selectboard members, planning commissioners, zoning administrators, town managers, and municipal staff involved in land use, development review, or policy planning.

Dates: Wednesday, April 16th and Thursday, April 17th

Time: 8:00 - 8:00 PM

In-Person: RRPC, 16 Evelyn Street, Rutland, VT 05701

Virtual: <https://tinyurl.com/mucuz5xd>

Details: Pizza and drinks will be provided. No RSVP required.

The RRPC is offering the same training on two different days to allow for greater participation.

Virtual Meeting Link



Rutland Regional Planning Commission

16 Evelyn Street, Second Floor

Rutland, Vermont 05701

United States of America



(802) 775-0871

info@rutlandrpc.org

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