

**Fair Haven Planning Commission**  
**Town of Fair Haven - May 21, 2025 - Regular Meeting**

**Commissioners Present:** Robert Richards - Chair, Deborah Laiacona - Vicechair, Linda Sienkiewicz - clerk, Ann Finley

**Commissioners Absent:** Jason Coupal,

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

**Agenda**

**1. Call to Order:**

The meeting was called to order at 7:04 pm by Chairman Richards.

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

**Approval of Minutes: Regular meeting - May 7, 2025**

**Special Meeting - May 14, 2025**

Mrs. Finley **motioned at 7:05 pm to accept the minutes of May 7<sup>th</sup> as written.** The motion was seconded by Mrs. Laiacona. Chairman Richards asked for additions or deletions from the minutes, there were none. All were in favor and the motion passed.

Mrs. Laiacona apologized for her absence from the May 14<sup>th</sup> meeting. ZA Adams stated that the Minutes from the 14<sup>th</sup> stated the meeting as a "regular" meeting when it was in fact a "special" meeting. He also noted that the spelling of his name was incorrect and should be written "Caryl". Mrs. Finley **motioned to accept the minutes of May 14<sup>th</sup> with the noted corrections.** Mrs. Sienkiewicz seconded the motion. All were in favor and the motion passed. Chairman Richards stated he would email Clair Stanley the changes.

**3. New Business:**

- a. Application A2025-018, Ann Finley requested review for approval of a proposed change of use to a portion of the first floor from massage therapy to the Retail Service of a Holistic Health Center involving Reiki (energy healing), Meditation, and breath work life coaching. The Retail Sales of handcrafted lotion, herbal salves, tinctures, and candles. Also, a proposed new commercial sign. Property owner: David Calvi. Location: 67 Main Street, Tax Map number 24-51-32.01.**

Mrs. Finley recused herself from this portion of the meeting as she is the applicant. Chairman Richards asked her to give an overview of the application. Mrs. Finley stated she is renting the space at 67 Main to create a holistic healing center and retail sales of home remedies. The location has two sections, one will be the holistic side the other will house the retail sales. Mrs. Laiacona asked if the holistic side would be where the hair salon stations were. Mrs. Finley affirmed the question. She also stated the location is 452 ft<sup>2</sup> and that she will also be offering some basic life coaching.

Mrs. Finley informed the PC that she will also be putting a sign over the entry way to the location. It will be a half circle, painted black with stencil and gold lettering. She referred the PC to the picture in her application. She also showed a picture from her phone. She stated the sign would be made from exterior sign board that won't exceed ½ inches in thickness and will be

38" x 34". She will also have a temporary vinyl sign in the hallway and an A-frame chalkboard sign for the sidewalk when the business is open. Her hours will be held on Mondays, Tuesdays, Wednesdays, and Fridays, initially from 9-4 but may shift hours depending on customers' needs. Would not be open later than 6 pm. She may have a few "social mixer" days.

ZA Adams asked for clarification as to where the larger sign will be located. Ms. Finley stated on the building. ZA Adams also asked about the proposed outside A-frame sign. Mrs. Finley clarified that it will only be for when she is open and will be located on the sidewalk near the tables. Chairman Richards stated that signs need to have enough pedestrian passing room. Mrs. Laiacona stated that most of the nearby businesses have A-frame signs as well, and that they were placed there with the verbal ok of the neighboring businesses. ZA Adams asked for a sketch to show conformity with other businesses. Mrs. Finley stated she wrote a description of the A-frame location in the application. Mrs. Laiacona noted that the sidewalk is wide at her location.

ZA Adams asked about lighting in the space and if there was any concern about winter time lighting. Mrs. Finley stated that there is a light in the hallway.

ZA Adams advised the PC to follow the format of previous applications and sight visit protocol.

Mrs. Laiacona at 7:20 pm **motioned to consider the application as a minor change that does not require a site visit.** Mrs. Sienkiewicz seconded the motion. All were in favor and the motion passed.

Mrs. Sienkiewicz at 7:20 pm **motioned to accept the application for commercial sign and Change of Use permit as written.** Mrs. Laiacona seconded the motion, all were in favor and the motion passed.

**b. Review of proposed final subdivision regulations.**

Mrs. Finley rejoined the meeting, at 7:22pm, as a member of the Planning Commission. Chairman Richards explained that he would like the Planning Commission to be able to approve all at one time the changes to the subdivision regulations, the historic district rules, and the Change in the Table of Uses for PUD. He explained that an email arrived today with a bundle of information for the Neighborhood Designation that he feels the PC needs time to look at before any motions can be made on the material. He is hoping that at the June 4<sup>th</sup> meeting the parts can be adopted by the PC.

Chairman Richards stated that RRPC is wanting the Town of Fair Haven to certify that the grant is being used properly. Chairman Richards is hoping for a sit down meeting with Devon Neary of RRPC to better understand the needs of the grant and the town.

Chairman Richards explained the PC received an email stating that the Zoning Regulations don't conform for the Neighborhood Development Area. He is confused as to where this information is coming from and needs clarification. Mrs. Laiacona stated the EDC has concerns on the neighborhood creation and was curious as to whether the town would lose the current designations. Chairman Richards stated clarification on the emails is needed before the PC moves forward with anything. He has plans to talk to Town Manager Gunter tomorrow and will keep the PC informed. Mrs. Laiacona stated that the handout given seems to explain what changes are needed, how to change them and why that information was created.



Chairman Richards stated that its still a lot of information to digest and clarification would be helpful as it will add in transparency as well.

Chairman Richards explained that Lorraine Brown has asked him for an informal meeting to review the Town Plan goals - this review might be helpful for the changes potentially needed and for completion of the Downtown Designation application.

Chairman Richards tabled the discussion until after speaking with the RRPC. He asked the PC to peruse the Neighborhood document and hopes that at the next meeting there will be more information.

**c. 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](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. E-mail from Jason Coupal tendering his resignation from the Planning Commission. Town Manager Gunter will post the open seat. If more than one applicant is found, the PC will invite them to come to a meeting to chat. Chairman Richards suggests that the PC does NOT raise the number again.

**b. Public Comment:**

- i. Change the time of the meetings. Mrs. Sienkiewicz **motioned at 7:58pm to change the time of the Planning Commission meetings to 7:30 pm on the 1<sup>st</sup> and 3<sup>rd</sup> Wednesday of the month.** The motion was seconded by Mrs. Finley. All were in favor and the motion passed.
- ii. Chairman Richards stated that the Planning Commission period of comment on the Subdivision Regulations is over. Mrs. Laiacona asked if Mr. Solomon from RRPC will be attending the next Fair Haven PC meeting. Mr. Richards stated that he wouldn't unless they were ready for his attendance. He did state that the RRPC will be hiring some new staff soon so it will hopefully free up Mr. Solomon for more time and abilities to help with questions and comments.
- iii. ZA Adams asked about the need for a special meeting and clarification of the schedule for the June 4<sup>th</sup> meeting. Chairman Richards stated there wasn't any need for a special meeting as of yet. At the next meeting he would like to be able to adopt the Subdivision Regulations, the PUD changes, Section 929 - NDA and the historic district.

**5. Adjournment:**

Mrs. Sienkiewicz made a **motion to adjourn at 8:02 pm.** Mrs. Laiacona 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 June 4, 2025\*\*\*