

**Fair Haven Planning Commission**  
**Town of Fair Haven - June 4, 2025 - Regular Meeting**

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

**Commissioners Absent:**

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

**Agenda**

**1. Call to Order:**

The meeting was called to order at 7:40 pm by Chairman Richards.

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

**Approval of Minutes: Regular meeting - May 21, 2025**

Mrs. Sienkiewicz motioned at 7:42 pm to accept the minutes of May 21<sup>st</sup> as written. The motion was seconded by Mrs. Finley. Chairman Richards asked for additions or deletions from the minutes, there were none. All were in favor and the motion passed.

ZA Adams asked if Mrs. Stanley had been informed of the corrections to the May 14<sup>th</sup> Special Meeting corrections. Chairman Richards stated he hadn't informed her yet.

**3. New Business:**

**a. Review for adoption of proposed Subdivision regulations and new Historic District Regulations to be added to the Fair Haven Zoning Regulations.**

Chairman Richards stated Mr. Solomon from RRPC stated that the draft looked ok. He entertained a motion for acceptance of the draft Appendix E - Subdivision Regulations.

At 7:45pm Mrs. Laiacona motioned to accept the draft Subdivision Regulations from the May 21<sup>st</sup> revision. Mrs. Sienkiewicz seconded the motion. Chairman Richards called for additions or deletions. All were in favor and the motion passed.

Chairman Richards stated that Mr. Greg Holloway informed him that the head of the Historic Preservation Department from the State wanted to sit down with two members of the Planning Commission to have a discussion about the requirements that need to be met for Historic District regulations and what the current draft is missing. Chairman Richards stated he volunteered to be one of the people present, but he needed one more. Mrs. Sienkiewicz was willing to attend. Chairman Richards stated he would like this discussion to be tabled until there was more information. At 7:47pm Mrs. Finley motioned to table the discussion of "new Historic District regulations" until more guidance is available. Mrs. Sienkiewicz seconded the motion. All were in favor and the motion passed.

**b. Review for adoption proposed change in Article III - Table of Uses, Table 1 to allow PUD Residential in the Commercial Zoning District.**

ZA Adams stated he distributed a handout with the definition addition and the copy of the Table where the change was needed. Chairman Richards reviewed what was discussed in previous meetings with the ZA. At 7:50 pm Mrs. Laiacona motioned to adopt the change in Article III - Table of Uses, Table 1 to allow PUD "conditional use" to Commercial District

**on PUD Residential of the Fair Haven Zoning Regulations.** Mrs. Finley seconded the motion. All were in favor and the motion passed.

**c. Discuss the items required by the State of Vermont for Fair Haven to maintain the Designated Neighborhood status.**

Chairman Richards brought the PC's attention to the handout from the previous meeting when Neighborhood Designation was discussed; he believed that after looking at the document more it is just allowing Fair Haven to hit the needed technical requirements of any new development in the area. Mrs. Laiacona stated that she believed the document was a simple "add this and you tick the requirements off." Chairman Richards stated he did not get to ask the RRPC about the document, but he agrees with Mrs. Laiacona's interpretation. ZA Adams asked if the section needed to be added to the zoning bylaws. Chairman Richards stated yes, but as its own new section. He called for a motion. At 8:00pm Mrs. Laiacona **motioned to adopt Section 929 - Designated Neighborhood Regulations numbers 1-9.** Mrs. Sienkiewicz seconded the motion. All were in favor and the motion passed.

**d. 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))

Chairman Richards stated before the PC got into discussion on the Downtown Designation Packet he wanted to help Mrs. Finley with a Future Land Use Map project for RRPC. They moved to the map on the wall and discussed where the map should be labeled for "village area." It was determined that the map should extend the currently labelled area South to Swamp Road past Skyline and it was determined the area should extend North to Mud Brook, East to Scotch Hill Rd and West to encompass the Trailer Park area. Mrs. Finley drew the new area out on the paper map she had and would submit the drawing to the RRPC.

Mrs. Laiacona gave an update on how the EDC and the Downtown Designation project was going. She stated that Gregg Holloway gave the EDC lots of positive reinforcement, that he was comfortable with the bylaws as they were going. A discussion followed about how the combined meeting with the EDC went and how the EDC is helping to reach the goals of the DT Designation Application. They stated there is a need for communication between all groups involved. They discussed the need for a creation of a 5 year plan and how the PC needed to finish the zoning bylaw updates before they can move on to helping create the 5 year plan for the Downtown Designation.

Mrs. Laiacona brought up an issue that has been noticed about the new public parking area in town and the inability to enforce policies for the area. She was curious if the policies could be bumped up to ordinances that were able to be better enforced. She also wanted to clarify that the town owns the parking area. It was confirmed that the town owns the property there, but it would be the selectboards purview to create an ordinance.

**4. Other Business:**

**a. Review of Mail:**

- i. None

**b. Public Comment:**

- i. Chairman Richards asked ZA Adams to bring stipend paperwork to the next meeting.
- ii. ZA Adams asked when the public hearing for the zoning bylaw changes should be held. Charman Richards stated July 2 for the Public hearing. He asked for clean documents from the RRPC and a notice for the hearing.
- iii. ZA Adams reviewed the June 18th agenda needs; 1. Generic review of where the PC is in the application processes. 2. Historic District questions and answers. 3. Working Session for Strategic 5 year plan.
- iv. Chairman Richards let the PC know that Mr. Holloway said there has been an October meeting added to the State timeline, so if the September deadline wasn't reached there was more opportunity.

**5. Adjournment:**

Mrs. Finley **motioned to adjourn at 9:02 pm.** Mrs. Sienkiewicz 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 18, 2025\*\*\*