Fair Haven Planning Commission

Town of Fair Haven - September 23, 2026 - Regular Meeting

Commissioners Present: Robert Richards - Chair, Ann Finley - Vice Chair, Linda Sienkiewicz
Commissioners Absent: Sam Lucci - clerk, Mick Richards
Others Present: Phil Adams - Zoning Administrator, Jennifer Jackson - recording secretary, Corey Leblanc - Project manager/architect Colliers Engineering and Design (via phone).

Agenda

1. **Call to Order**:
   The meeting was called to order at 7:38 pm by Chair Richards.

2. **Review of Minutes of Previous Meeting:**
   a. **Approval of Minutes: Regular meeting - September 23, 2026**

Mrs. Sienkiewicz, at 7:39 pm **motioned to accept the minutes of September 23rd with corrections.** The motion was seconded by Mrs. Finley. The corrections were as follows; page 2 paragraph 2 change *allied* to *allowed* and add *category* after in and before accessory. All were in favor and the motion passed.

3. **New Business:**
   a. **Application #A2026-37 Applicant O'Reilly Auto Parts proposes modifying two existing tenant spaces of the building to create a new, 653 ft^2 space for the use of the retail sales of auto parts. The project will renovate and reconfigure the existing interior space, change the exterior entry doors, modify the existing loading dock and add a screened, refuse enclosure. Property owner: SHerman V. Allen Real estate LLC. Location: 654 Vermont Route 22A. Fair Haven Tax Map number 2451-30.**
   b. **Planning Commission Budget request for Fiscal Year 2028.**
   c. **Addition of an update to the zoning regulations Article IX - General Regulations, Section 910-Keeping of Animals, Following the enactment of the State Law Act 166 (H.941.)**

At 7:44 pm the Planning Commission called Mr. Corey Leblanc from Colliers Engineering and Design. Who gave an overview of the application. They are looking to change two spaces, what was once a restaurant and a hardware store into one store front for O'Reilly Autoparts. Mr. Leblanc stated the scope of work is minimal, the sign rendering will be completed at a separate time. They are looking to add a new loading dock; 10' x 15' with egress stairs. He stated they had already spoken with the fire marshal about the changes. They will also be adding a trash enclosure painted O'Rielly green. Chair Richards asked about clearances. ZA Adams stated there should be no problem with tractor trailers. Chair Richards asked if tractors trailers bring the supplies. Mr. Leblanc confirmed they do. He also stated that their trucks will turn around in front of the store for deliveries. He stated there is a map in the application that shows this set up.

Chair Richards called for questions from the board. Mrs. Finley asked why the deliveries were on the side of the building and not the back of the building. Mr. Leblanc stated the back as not their space. Chair Richards asked when deliveries normally happen. Mr. Leblanc stated overnight and on off hours. Mrs. Finley asked when the start time for the plan was. Mr. Leblanc stated towards the end of the year. ZA stated he asked for supplemental parking because of the change from restaurant to retail parking. He stated there are abundant spaces. ZA Adams noted that the application is a change of use from restaurant to business. Chair RIchards stated the space is utilizing the existing interior boxes. ZA Adams stated doors, screen, and loading docks are. He did not ask about lighting. Mr. Leblanc stated they will have egress and wall-wash lighting for night time deliveries. Chair Richards asked for the electrical plans and if the loading dock would be roofless. Mr. Leblanc stated it would be roofless and that he would send the electrical plans. ZA Adams asked for a repeat of the lighting. Mr. Leblanc stated downward all lighting. ZA Adams stated the zoning asks for no glare on neighboring properties.

Chair Richards asked for any more questions. ZA Adams reminded of the form and procedure of the site plan review process or not. Mrs. Finley **motioned at 7:56 pm that the application does not need a site plan review.** The motion was seconded by Mrs. Sienkiewicz. All were in favor and the motion passed. Mrs. FInley **motioned at 7:57 pm to accept the application with additional paperwork coming for lighting.** The motion was seconded by Mrs. Sienkiewicz. All were in favor and the motion passed.

Chair Richards suggested tabling the discussion of Article IX until the next meeting.

The Planning Commission moved on to the Planning Commission Budget discussion at 7:59pm. Salary $550, Advertising $300, secretarial services $1000. $1850 Total. ZA Adams stated he would appreciate a 3% cost of living increase in salary. He's also having issues with his printer - he may want to purchase a new printer, but would like to talk with Teri Perry first. Chair Richard stated when discussing with Devon Neary there is a need to show money dedicated to downtown through the investment agreement. He believes the PC should ask for $2500. Sidewalk improvement is needed and $2500 could get planning done. Mrs. Finley confirmed the need to show the investment. Chair Richards added a new line to the budget with Downtown Investment Agreement - $2500. Chair RIchards stated he will be at the next selectboard meeting to discuss the Re-Investment agreement and the Fair Haven Downtown Partnership Agreement 5 Year Strategic Plan - briefing. Chair Richards asked if there was anything else for the budget, ZA Adams asked if the secretarial services were enough. Chair Richards stated he would talk to Teri Perry about the budget.

4. **Other Business**
    a. **Public Comment:** Chair RIchards asked if there had been any permits to come through from the purchaser of the Catholic School. ZA Adams stated the purchaser came with an application, but needed redirection because his needs were for a use variance change. What he wanted to do in the space was not allowed in that district.

A discussion of the process of how applications go to the Zoning Board of Adjustment or the Planning Commission and what actual zoning district the building was located in.

b. **Review of Mail:** There was an e-mail from Eric Hier - NorthLand Real Estate broker asking about the movement of the change in zoning for the properties on Prospect Street. Chair Richards stated the request did not make it to the Selectboard for finalization. He will address it at the next Selectboard meeting.
c. **Other:** Mrs. Finley stated she and Chair Richards had a meeting with Devon Neary at the bakery on Friday to find out where the town stands with the Downtown designation. They learned the biggest missing pieces were the Lack of Downtown Partnership and a 5 year plan. Chair Richards stated that Mr. Neary is willing to come to the next meeting of the PC.

5. **Adjournment:**

Mrs. Sienkiewicz **motioned to adjourn at 8:41 pm.** Mrs. Finley seconded the motion. All were in favor and the meeting was adjourned.

Respectfully Submitted,
Jennifer Jackson, Minute-taker

The Next Commission Meeting will be held on October 14, 2026 at 7:30 pm