

DRAFT 5/18/26 MINUTES

APPROVED ON _____

On _____, _____ moved to approve the 5/18/26 minutes as drafted (OR AMENDED) and _____ seconded. The Board unanimously approved and on _____, Melissa Manson signed the 5/18/26 minutes as drafted and submitted them to the clerk for publication.

**TOWN OF FAIRFIELD
PLANNING COMMISSION AND ZONING BOARD OF ADJUSTMENT
SPECIAL MEETING MINUTES**

Monday, May 18, 2026, 7:05 PM*

Members Present: Dan Pipes, Melissa Manson (Chair), Vanessa Kittell, Julia Callan, Demetrius Bolduc, Aaron Forbes, Don Wells

Public Present: Emily Kloft of NW Regional Planning

Clerk/Minute Taker: Vanessa Kittell

- 1. Site Visit to Romar Road, (95 Barrywilde Road):** Full Board present at Site Visit. No other persons attended warned site visit.
- 2. Meeting, Called to Order,** 7:07 PM, and the Board determined a quorum was established.
- 3. Adjustments to Agenda:** None. Julia Callan moved to adopt agenda as noticed and Don Wells seconded. The Board unanimously approved.
- 4. Reorganization of Board:**
 - For position of Clerk: Julia Callan nominated Vanessa Kittell and Dan Pipes seconded. The Board unanimously approved.
 - For position of Vice Chair: Vanessa Kittell nominated Dan Pipes and Don Wells, seconded. The Board unanimously approved.
 - For position of Board Chair: Aaron Forbes nominated Melissa Manson and Dan Pipes seconded. The Board unanimously approved.
- 5. Public Comment not Related to Agenda:** None.

***Zoom Users will not be admitted unless each user identifies themselves by full name.**

6. Annual Meeting with NWRPC, Representative Emily Kloft:

- Emily Kloft discussed Board's 2025-2026 Planning activities including recent review and update of Board's Land Use Regulations. See Fairfield Development Regulations, adopted 2.23.26.
- Emily Kloft discussed that the next Town Plan review is due for February 2029. NWRPC recommends beginning this work in 2028. Emily Kloft provided a handout and discussed with the Board strengths, weaknesses and opportunities for the Town Plan review. See attached.
- Emily Kloft brought Board's attention to addressing the NWRPC's proposed housing targets drafted to meet State requirement. See NWRP Regional Plan Report for more information at: https://www.nrpcvt.com/wp-content/uploads/2026/03/ADOPTED_RegionalPlan_2026.pdf
- Board discussed opportunities for encouraging housing development in Town villages and encouraging re-development of abandoned housing stock. Board discussed possible future session(s) with community development leaders to consider opportunities to tailor Town LUR to overcome barriers to economic growth and housing development.

Confirmation of next meeting:

- Town Planning Meeting with Emily Kloft, Monday, June 1, at 7:00 PM

7. Deliberative Session: Vanessa Kittell moved to enter deliberative session. Julia Callan seconded. The Board moved to deliberative session at 8:22 PM.

- Upon exiting deliberative session, the Board announced approval of the application for Final subdivision review for 837 Church Road by Applicant 837 Church, LLC as set forth in Board's Final Decision document.
- Upon exiting deliberative session, the Board announced approval of the application for Sketch Plan review for subdivision of 1036 Bradley Road by Applicant Cashman Fairfield Farm Trust as set forth in Board's Final Decision document.

8. Adjourn: Vanessa Kittell moved to adjourn and Dan Pipes seconded. Meeting adjourned at 8:40 PM.