

DRAFT 8/4/25 MINUTES

APPROVED ON _____

On _____, _____ moved to approve the 8/4/25 minutes as drafted (OR AMENDED) and _____ seconded. The Board unanimously approved and on _____, Melissa Manson signed the 8/4/25 minutes as drafted and submitted them to the clerk for publication.

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

Monday, August 4, 2025, 7:00 PM

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

Not Present: Don Wells

Minute Taker: Vanessa Kittell

Public Present, Emily Kloft, Rusty and Kathy Branon, Sarah Toof, Mary Schreindorfer, (Via Zoom): Albert Menard, Lynda Ulrich, Leisel Verderber) Chuck Verderber, and Albert Menard.

Meeting, Called to Order, 7:02 p.m., and the Board determined that a quorum was established.

- 1. Adjustments to Agenda:** Melissa Manson requested modification to agenda to reflect delay of public hearing on 837 Church Road, LLC, petition in accord with notice requirements and the addition of the proposed final approval of the 3/4/25 minutes. Julia Callan moved to adopt as amended and Dan Pipes seconded. Board unanimously approved.
- 2. Approval of meeting minutes of 7/7/25 & 3/4/25 :** Aaron Forbes moved to approve as drafted and Julia Callan seconded, and the Board unanimously agreed.
- 3. Public Comment not related to agenda:** None.
- 4. Emily Kloft, NRPC Presentation Regarding Bylaw Review:** Emily Kloft stated that the present proposed bylaw revisions pending in front of the Board can be located at NWRP's dashboard at: <https://www.nrpcvt.com/wp-content/uploads/2025/07/Fairfield-Development-Regulations-Proposed-Edits-7.30.2025.pdf>
 - a) Emily Kloft reported on the latest update to the proposed revision. Board discussed the revisions to LUR at 8.5, (formerly LUR 8.4, "Conservation Resources,") as proposed at page 82-48 of the proposed revision.
 - b) Board member Vanessa Kittell stated that the proposed change at LUR 8.5 may have the unintended consequence of failing to account for the State designated resource of prime ag soils and may make petition review of minor subdivision more ambiguous as the proposed change removes the Board's present authority for review under the detailed, specific

authority of present LUR 8.4. This proposed change would not provide minor subdivision petitioners with greater clarity regarding the prioritization of prime ag soils and farmland.

- c) Public comment included inquiry for the purpose of the proposed change at LUR 8.5. Several Board members cited burden to the Board and petitioners. Other Board members cautioned that due to inexperience and inconsistent Zoning Administrator communication with the public (and present vacancy in this position) petitioners lacked consistent and reliable communication regarding petition and public hearing requirements.
- d) Public comment included statements that noted that the proposed changes to LUR 8.5, formerly LUR 8.4, contradict the Town Plan and the bylaw review project that sought to study whether current bylaws align with the Town Plan.
- e) Other public comment included that the proposed change at LUR 8.5 to remove the Board's present authority to consider conservation resources for two-lot subdivision fails to account for the significance of State designated conservation resource and should be rejected. Public Comment provided by Chuck Vermderber was moved into the record and attached as Exhibit 1.
- f) Other public comment included that members of the community felt that the proposed change at LUR 8.5 should be rejected and prime ag soils and farmland should be reasonably considered in the Board's review of both major and minor subdivisions, as the present LUR permit. These comments emphasized that conservation resources were limited, unique to the Town and are unable to reacquired and should be considered in minor subdivision petitions.
- g) Board discussion and public comment focused on whether the proposed change at LUR 8.5 improved clarity and public notice regarding the meaning and intent of LUR or removed oversight over a conservation resource.
- h) Board member Vanessa Kittell, moved to table the approval of the proposed amended bylaws to permit 30 days for the Board to gather additional data and public comment and consider alternative language to the present LUR without stripping the Board of the authority to consider prime ag soil and farmland conservation resources in minor subdivision review.
- i) The Board voted (3-3) to on the motion to table the vote on approval of the proposed bylaws.

- 5. **Confirmation of next meeting:** Wed. Sept. 3, 2025; Regular monthly DRB/PC meeting & By-Law Review meeting.
- 6. **Executive Session:** Melissa Manson moved for Board to enter executive session to discuss a personnel matter. Dan Pipes seconded. Board exited executive session at 8:38.
- 7. **Adjourn:** Melissa Manson moved to adjourn and Vanessa Kittell seconded. Meeting adjourned at 8:38 p.m.