

1 Town of Fairfield
2 Planning Commission
3 Minutes December 4th 2017

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6 Opened meeting at approximately 8pm
7 Introductions

8 Attendance : Melissa Manson, James Consentino, Aaron Forbes, Alisha LaRocque, Richard Cady, Mark
9 Dubie

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11 Open hearing for Dubie Permit request to convert seasonally permitted camp to year round residence
12 Board received copy of the conversion list compiled by the ZA from information within the bylaws with
13 reference to each section (attached to minutes), copy of approved wastewater permit for the lot, as well
14 as sign off for driveway inspection by fire chief, road foreman, ZA. Discussion of the improvements to
15 the extension of McKenzie Road the Mark is located on included adding an additional pull off and
16 expanding the length of another that was all ready in place.

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18 Discussions opened about MPG Municipal Planning Grant for revision of the Zoning Bylaws was awarded
19 to the Town of Fairfield. Public outreach is of great importance, will utilize Facebook, Front porch forum
20 in addition to typical notification practices.

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22 The board will meet in January for a reorganizational meeting, and to organize for the MPG process.
23 Richard Cady to be appointed by Selectboard for a term to begin in January 2018.

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25 The ZA briefed the board on the new parcel folders and the reorganizing of the zoning office and
26 records, efforts have already begun and will continue for some time.

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28 The board entered deliberative session, request for conditional use/conversion of seasonal camp to year
29 round, meets applicable requirements, fee to be set at the same price as a new building permit, since it
30 takes from the allocated permits. James Consentino motioned to approve the request to convert the
31 camp to year round through conditional use, Aaron Forbes seconded, all in favor.

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33 Meeting adjourned

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36 See second page for conversion checklist

Seasonal Conversion. A seasonal dwelling in the Lake District may be converted to a single family year round dwelling through the permit process and must comply with the following standards:

- 1) Access: The property must have adequate access in accordance with Section 3.4 Misc Specific Provisions (A) Access to Land Development and/or New Buildings (1). With a letter of inspection from the Fire Chief and Road Foreman submitted.
- 2) The property shall have an on-site Sewage Disposal and Potable Water Supply. The property shall conform to all current State regulations (as well as Wastewater and Potable Water Supply Rules Chapter 1 § 1-315). Also see Section 3.4 Misc. Specific Provisions (B) Waste Water Disposal 1-7 of this Bylaw. Certificate of Occupancy requirements apply to all converted properties.
- 3) The purposed year-round residential use is permitted or otherwise allowed in the District.
- 4) Any Shoreland Permitting requirements have been satisfied and approval documentation submitted.
- 5) Two off street parking spaces are required per dwelling. (Section 3.4 Misc. Specific Provisions (H) Parking Requirements) *Print*
- 6) Payment of Conversion Fees to the Town of Fairfield, Fees are set by the AMP.