

APPROVED ON: _____,2024

**TOWN OF FAIRFIELD
PLANNING COMMISSION AND ZONING BOARD OF ADJUSTMENT
SPECIAL MEETING MINUTES
Monday, June 24, 2024, 6:00 PM
VIA ZOOM**

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

Minute Taker: Vanessa Kittell

Town Staff Present: Steven True, Zoning Administrator

Public Present: Dawn Menard, Albert Menard, Rusty Branon, Cathy Branon, Torrey Crossman, Josh Menard, Cloe Menard, Caleb Menard, Julia Callan, Lynda Ulrich, Chuck Verderber, Liesl Ulrich-Verderber, Andrew Wallace, Sarah Toof.

1. **Special Meeting, Called to Order, 6:02 p.m.**
2. **Adjustments to Agenda: Motion to adopt agenda by Dan Pipes and Seconded by Don Wells.**
3. **Public Discussion Regarding Scheduling of July 3, 2024, PC/ZB Meeting and Public Hearing for Application: #24-014, Final Plat hearing for an Eight (8) - Lot subdivision submitted by 837 Church Road, LLC for Parcel #026-0837, Agricultural District:**
 - a. Linda Ulrich, Torrey Crossman and Rusty Branon spoke raising concerns regarding the scheduling of the July 3, 2024, Final Hearing of 837 Church Road, LLC application noting that this had been changed from the previously discussed July 1, 2024, hearing date, excluding community members that are not or may not be available to attend due to being on the eve of the July 4th holiday.
 - b. Linda Ulrich stated concern that the application was incomplete and not ripe for Final Hearing for lack of compliance with the conditions set forth in previous conditional approval decisions issued by this body.
 - c. Zoning Administrator, Steve True stated that as Administrator, his job was to determine whether an application is complete, not render a decision on the substantive aspects of an application or deem whether applications meet regulation standards.
 - d. Melissa Manson stated that the change of date from July 1 to July 3, 2024, was a function of the lack of availability by Board Members and the Zoning Administrator on July 1, 2024.
 - e. Vanessa Kittell raised a **MOTION** to keep the July 3, 2024, Final Hearing but permit the hearing to remain open through the next noticed hearing date to allow greater public involvement and allow more members of the public to testify if they are unable to attend

the July 3, 2024, meeting. Motion seconded by Dan Pipes. The Board unanimously approved.

- f. Steve True stated that written testimony would be accepted and included in the public record.
- g. Meeting Adjourned at 6:27 p.m.