

DRAFT 10/6/25 MINUTES

APPROVED ON _____

On _____, _____ moved to approve the 10/6/25 minutes as drafted (OR AMENDED) and _____ seconded. The Board unanimously approved and on _____, Melissa Manson signed the 10/6/25 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, October 6, 2025, 7:00 PM

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

Minute Taker: Vanessa Kittell

Public Present: Jauna Berry, Jane Berry, Emily Biron, Dawn and Albert Menard, Luke Parent, Faith Reed, Issac Jiwatram, Lynda Verderber (Via Zoom);

1. **Meeting, Called to Order**, 7:01 p.m., and the Board determined that a quorum was established.
2. **Adjustments to Agenda**: Julia Callan moved to accept as drafted and Don Wells seconded. The Board unanimously agreed.
3. **Approval of the minutes (9/15/25)**: This item was tabled per Board agreement to be addressed at Nov. 3, 2025, meeting.
4. **Public Comment not related to agenda**: None.
5. **Public Hearing**: 837 Church LLC Major Subdivision Application #25-032, Final Hearing Review for a 3-lot subdivision located at 837 Church Road.
 - a. Melissa Manson confirmed that the hearing was properly warned. Petitioner confirmed she received the notices both via email and regular mail.
 - b. Melissa Manson requested that all interested parties identify themselves and the following persons identified themselves:
 - i. Albert Menard
 - ii. Dawn Menard
 - iii. Lynda Verderber
 - c. Melissa Manson swore in petitioner, (Emily Biron on behalf of Petitioner), and interested persons.

- d. Emily Biron testified on behalf of petitioner and presented plat (Exhibit 1) prepared by Mumley Engineering, Inc. in accord with the following:
 - i. Petitioner proposes a subdivision of the 21.84-acre property and proposes the creation of 3 new lots. Proposal for creation of lots includes at far southeast of property, Lot 2 of 6.82 acres, Lot 1 of 9.26 acres, containing existing house and septic, and Lot 3 of 5.75 acres. Petitioner testified that her proposal for subdivision is substantially the same as that presented at final sketch plan hearing in September 2025. Petitioner testified that she has been digging test pits and proposes a replacement septic system (mound system) to be located on Lot 1 as set forth on plat.

Petitioner's proposed subdivision plan as set forth in plat (Exhibit 1), demonstrated conformity with road frontage requirements under LUR. Petitioner acknowledged the presence of conservation resources located within the proposed subdivision. Petitioner did not present any proposed development on the proposed subdivided lots and acknowledged no further exploration of proposed building envelope(s) at present.

- e. No questions or comments raised by interested parties or public.

6. **Public Hearing:** Public Hearing Sketch Plan Review for a major subdivision at 1518 Sheldon Woods Road, (3-Lot subdivision) by Luke Parent/Faith Reed. Sketch Plan proposal 1518 Sheldon Rd.

- a. Melissa Manson confirmed that hearing was properly warned.
- b. Melissa Manson requested that all interested parties identify themselves and the following persons stated they were interested persons:
 - i. Jane Berry
 - ii. Jauna Berry
 - iii. Steve St. Onge (via email and letter to Board)
- c. Melissa Manson swore in Faith Reed and Luke Parent, (as Petitioners), and Jane and Jauna Berry, interested parties.
- d. Melissa Manson read letter by interested person and adjacent property owner, Steve St. Onge, as received by the Board on Oct. 1, 2025. (Exhibit 2a.) Steve St. Onge requested the Board postpone the public hearing on sketch plan review by petitioners due to a lack of notice in accord with 24 V.S.A. § 4464 and inability to access the proposed petition for subdivision.
- e. Board determined that Zoning Administrator and Board Chair met hearing notice requirement by mailing notice to adjacent landowners/interested persons on Sept. 15, 2025, in accord with notice requirements. Melissa Manson testified that the petition was posted publicly on Sept. 29, 2025.
- f. Petitioners provided testimony of proposed subdivision in accord with plat provided. (Exhibit 1 a.) Luke Parent testified that Petitioners met, twice, with Board members in satisfaction of pre-hearing requirement. Luke Parent testified

that the proposed subdivision sought approval of a three-lot subdivision consisting of Lot 2 of 2.47 acres located on the northeast part of parcel, Lot 1 of 1.32 acres, presently containing Petitioners' home, and the remainder as Lot 3, 18.69 acres.

Petitioners testified that presently, Lot 2 contains a trailer and it was Petitioners' intent to remove the trailer on this Lot and sell this parcel. Petitioners stated that they hoped to eventually build a home and possibly a "shop," for Luke Parent's equipment at or about the proposed location on the southwest corner of Lot 3.

Luke Parent testified that he anticipated that any driveway to a proposed house would be placed on the logging road presently existing on the lot, extending from Sheldon Woods Road generally south and to the southwest corner of property.

Petitioners testified that they are presently working with an engineer, TDH Surveying on a septic system for the benefit of Lot 1 and 2 as set forth in sketch plan prepared by Day Land Surveying, PLLC (Exhibit 1a.) Luke Parent testified that the proposed septic system had been proposed to the State for approval and notice provided to adjacent landowners.

- g. Petitioners acknowledged that the property contained conservation resources including steep slopes and prime agricultural soils and any proposed development within the proposed subdivision would be required to conform with all LUR applicable at the time of petition for permit including a building envelope to minimize impact.
- h. Juana Berry testified that she had concerns regarding any proposed well given that the any drilled well would be on ledge and located on steep slopes. She stated concern that drilling could impact her water source. Petitioners' acknowledged Berry's concern.

7. Confirmation of next meeting:

Mon. Nov. 3, 2025, at 7:00 p.m: Regular monthly DRB/PC meeting & By-Law Review meeting.

8. Deliberative Session: Dan Pipes moved for Board to enter executive session to discuss pending petitions. Don Wells seconded. Board exited deliberative session at 8:38.

Upon exit of deliberative session, Board announced:

- a. Board conditionally approved petition for Final Approval of petition for 837 Church LLC Major Subdivision Application #25-032 upon satisfaction of production of plat for recording in land records conforming with recording requirements and the following: 1.) future proposed development of Lots within this subdivision (if any), are required to be sited to minimize impact upon

conservation resources and in conformity with all LUR; and 2.) any proposed modification of subdivision plan herein approved must be resubmitted to Board for review under Section 7.4(A)(3), and other applicable LUR, including but not limited to any phasing proposals for further subdivision. LUR 7.4(3)(a), 7.8.

- b. Board approved sketch plan petition for major subdivision at 1518 Sheldon Woods Road, (3-Lot subdivision) by Luke Parent/Faith Reed upon condition of production of showing of revised plat or other satisfactory showing that proposed Lots met all road frontage requirements of 200 ft.

Should petitioners seek Final approval of the proposed major subdivision, Petitioners must satisfy the standards set forth under LUR Table 7.1, and LUR 8.4 (and/or LUR applicable at time of petition) providing lot identification, property boundary survey, contour lines, identification of access features, proposed structures and proposed utilities, wastewater and septic permit, all associated rights of way, satisfaction of all road/drive standards and requirements for easements and connections and supporting information.

- 9. **Adjourn:** Melissa Manson moved to adjourn and Vanessa Kittell seconded. Meeting adjourned at 8:38 p.m.

RE: Proposed Major Subdivision Sketch Plan by Luke Parent and Faith Reed of 1518 Sheldon and Meeting to be held on matter on October 6th, 2025 at 7 pm

To whom it may concern:

One of the connecting properties received notice of proposed construction of a subdivision being proposed on the connecting property. This notice, which was dated 9/15/25 was received by Steve St. Onge on 9/23/25.

Such notifications for such a public meeting per Title 24 V.S.A chapter 117 & 4464. Section (a)(1) indicates that warned hearing "shall be given not less than 15 days prior to the date of the public hearing."

The letter of 'notification' also said that a "copy of the permit is available for the public view at the Town Clerks' office at the main desk." Three Interested parties (Jane Berry, Steve St. Onge and John Berry) have gone to the Town Clerks' office, were unable to access or see the proposal or the permit, and all three were told by Linda Hodet that she knew nothing about the matter and said to contact the Zoning Board directly.

Various interested parties have emailed and called the Zoning office and have not received a response at this time.

This letter is being written due to the fact that no information on a 'proposed Major Subdivision' or permit have been made available for public review or comment.

The interested parties have not been legally supplied to access pertinent information that the law requires. The undersigned demand

- that the Oct. 6, 2025 be tabled for another meeting as we have no information provided to us to review and comment on at this meeting
- that the permit and plans be made available to the interested parties
- that notice and information be provided in a way that can be shared with other parties that live on Sheldon Woods Road who would also be affected by this proposed "subdivision".

Sincerely yours,

Jane and John Berry

Jauna Berry

Steven Saint Onge

We look forward to hearing from you

- Jauna Berry 1696 Sheldon Woods Rd, Fairfield, VT 05455
- jaunaberry1696@gmail.com
- 809-309-3901

CERTIFIED MAIL



7019 2970 0000 3684 1876

BURLINGTON VT 054

SEP 22 2025 1:50 PM
FIRST-CLASS



SEP 22 2025 1:50 PM
\$006.080
SEP 29 2025

Zoning Administrator
Town of Fairfield VT 05435
P.O. Box 5
Fairfield, VT 05435

1st NOTICE
2nd NOTICE
RETURNED

10/04/05

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