

FINAL MINUTES APPROVED ON November 18, 2024

Aaron Forbes moved to approve November 4, 2024, minutes as drafted. Don Wells seconded. Board unanimously agreed and Melissa Manson signed November 4, 2024, minutes and submitted to clerk to publish.

**TOWN OF FAIRFIELD
Fairfield Town Office
25 North Road
Fairfield, VT 0545
PLANNING COMMISSION AND ZONING BOARD OF ADJUSTMENT
SPECIAL MEETING MINUTES
Monday, Nov. 4, 2024, 7:00 PM**

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

Not Present: Don Wells, Dan Pipes

Minute Taker: Vanessa Kittell

Public Present:, Megan Branon Smith, Denise and Theodore Kellner, William Roberts, Brian Dubie, Mark Dubie, Lynda Ulrich, Chuck Verderber, Patrica Branon, Ron Kaye, Jason Bapp, Cathy Branon, Rusty Branon

Via Zoom: Dawn Menard, Sorel Chaput, Liesl Ulrich-Verderber, Shawn Kram;

1. **Meeting Called to Order:** 7:02 p.m. Chair, Melissa Manson, determined that quorum was established.
2. **Adjustments to Agenda:** Chair added two agenda items:
 - a. Review of 10/21/24 meeting minutes; and
 - b. Executive Session to discuss a personnel matter.
3. **Public Comment not related to the agenda** None.
4. **Public Hearing: Application #24-017, Two lot subdivision at 1016 Metcalf Pond Road submitted by Theodore and Denise Kellner. Parcel ID#069-1016, Upland District:**
 - a. No interested persons (other than applicants) identified themselves.
 - b. Melissa Manson established that the hearing on petition had been properly noticed.
 - c. Denise Kellner provided explanation of application, establishing that proposed new lot, "Lot 2," satisfied 200 ' of frontage, Lot 2's proposed building site satisfied the 35 ft. setback and 20 ft distance from property boundary. She stated that the proposed lot would share a driveway with the existing lot and deed for Lot 2 would include easement and right of way reservations with Lot 1. Denise Kellner stated that the proposal satisfied wastewater permitting requirements and provided permit in support. She and Thomas Kellner stated that Lot 2's proposed septic was located

substantially down slope, (lower), than the pre-existing lot and the pre-existing lot's well and septic field.

- d. Plat submitted by applicants confirmed that the slope was at or close to 15% grade and presently wooded. (LUR Sec. 8.4)
- e. Thomas Kellner stated the proposed lot was located near driveway and in upper corner of lot, limiting undue adverse effects on area.
- f. Aaron Forbes moved to approve application as submitted, and Demetrius Bolduc seconded. The Board unanimously approved.

5. Public Hearing: Application #24-018, Two lot subdivision at Bloody Rock Road submitted by William and Amy Roberts. Parcel ID##PO6-0230, Pond District:

- a. Megan Branon Smith and Patricia Branon identified themselves as interested persons.
- b. William Roberts, stated that he had not had a prehearing meeting with Fairfield Zoning Administrator. William Roberts stated that he had concerns as to the feasibility of the application as presently submitted and he would resubmit the application in the future following further work with his engineer and prehearing meeting with Town Zoning Administrator.
- c. Megan Branon Smith stated that Robert's present application's septic proposal impacted her adjacent property by causing 54% of her lot to be within the septic isolation zone.
- d. William Roberts indicated that a new design for his proposed subdivision may be possible and indicated that he would explore alternatives. He requested that the Board prioritize his application and hearing upon his return with a new application.

6. Public Hearing: Application #24-019 Boundary Adjustment, 1086 McKenzie Road, submitted by Mark & Marianne Dubie and Brian & Penny Dubie. Parcel ID #008-0950, ID#008-1086, Pond District:

- a. Mark Dubie and Brian Dubie, identified themselves as interested persons.
- b. Melissa Manson established that the hearing on the petition had been properly noticed.
- c. Mark Dubie described the proposal. Mark stated that no other adjacent properties were impacted.
- d. Demetrius Bolduc moved to approve the petition to approve and Peter Burns seconded. The Board unanimously approved.

7. Public Hearing: Application #24-020 Sketch Plan Review for a Four (4) Lot Subdivision 770 McKenzie Road submitted by Brian & Penny Dubie. Parcel ID#008-0950, Pond District:

- a. No person other than applicant identified themselves as an interested person.
- b. Brian Dubie described the proposal to establish a four-lot subdivision by creating (3) lots of approximately (2) acres with the remaining lot being approximately (90) acres. He stated that each lot met the 200 ft. road frontage requirement. He stated that the property did not contain any slopes greater than 15% and that the proposed lots were presently wooded. He stated that he had previously submitted his sketch plan to the Board more than six months ago but had not returned to the Board to submit materials for final approval since that time.

- c. The Board requested additional information should he seek final approval of the proposed subdivision including the standards set forth under LUR Table 7.1, lot identification, property boundary survey, contour lines, identification of access features, proposed structures and proposed utilities, all associated rights of way, easements and connections and any supporting information.
 - d. Melissa Manson moved to approve the sketch plan, and Demetrius Bolduc seconded. The Board unanimously approved.
- 8. **October 21, 2024, Meeting Minutes:** Peter Burns moved to approved and the motion was seconded by Aaron Forbes and the Board unanimously approved.
- 9. **Next Meetings:**
 - a. Bylaw Review: **Nov. 18, 2024, at 7:00 p.m.**
 - b. Regular PC/ZB Meeting: **Dec. 2, 2024, at 7:00 p.m.**
- 10. **Executive Session to Discuss Personnel Matter:**
 - a. Vanessa Kittell moved to enter executive session for the purposes of discussing personnel matter and Peter Burns seconded and the Board unanimously agreed.
 - b. Peter Burns moved to conclude executive session and Vanessa Kittell seconded and the Board agreed.
 - c. The Board exited executive session at 8:39 p.m.
- 11. **Adjourn:** At 8:40, Melissa Manson moved to adjourn and Vanessa Kittell seconded. Meeting concluded at 8:40 p.m.