

FINAL MINUTES

APPROVED ON November 18, 2024

Aaron Forbes moved to approve October 7, 2024, minutes as drafted.

Don Wells seconded.

Board unanimously agreed and Melissa Manson signed October 7 2024, minutes and submitted to clerk to publish.

TOWN OF FAIRFIELD PLANNING COMMISSION AND ZONING BOARD OF ADJUSTMENT MEETING MINUTES October 7, 2024, 7:00 PM

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

Members Not Present: Peter Burns, Demetrius Bolduc

Minute Taker: Vanessa Kittell

Public Present: Lynda Ulrich, Chuck Verderber, Kathy Branon, Rusty Branon, Issac Jiwatram (via Zoom), Emily Biron,

1. **At 7:01 PM:** Chair opened meeting and determined quorum established.
2. **Adjustments to and adoption of the agenda:**
 - a. Melissa Manson proposed amending agenda to state: Confirmation of next by-law review meeting on Monday, Oct. 21, 2024, at 7:00 p.m.
 - b. Zoning Administrator proposed adding to Agenda Item, Old Business, to hear from Issac Jiwatram.
 - c. Vanessa Kittell moved to approve agenda with proposed amendments, Dan Pipes, seconded, and the Board unanimously adopted the agenda as amended.
3. **Review and approve minutes from June, July, August and September regular meetings:**
 - a. Aaron Forbes proposed tabling the review and approval of July 3, 2024, and August 5, 2024, meeting minutes until the next meeting. Melissa Manson stated that the Board would take up these minutes at the next meeting.
 - b. Don Wells moved that the Board approve the July 15, August 19, Sept. 9, and Sept. 16 2024, meeting minutes as drafted. Vanessa Kittell seconded, and the Board unanimously approved.
4. **Public Comment Not Related to Agenda:** Lynda Ulrich and Chuck Verderber encouraged that the Zoning Board Administrator position be filled as efficiently as

possible to address workload and avoid having a Board member serve as acting Zoning Administrator that would require Board member to recuse themselves from hearing(s).

5. Zoning Administrator Update:

- a. Steve True stated that this was his last meeting as Fairfield's Zoning Administrator in anticipation of beginning a new job. He stated that within the next several weeks he will be providing his letter a letter to the Town Select Board that will include the following recommendations:
 - i. The Town make Fairfield's Zoning Administrator at or close to a full-time position on the basis that the demands of position in Fairfield have grown and require a more significant investment of administrator's time; and
 - ii. The Town reforms the combined Planning Commission and Zoning Board of Adjustment into a separate Planning Commission and a Development Review Board to better handle the scope of the Board's work.
- b. Steve True stated that following his work in Fairfield and in other Zoning Administrative positions around the State that Fairfield should address the present condition of one (1) acre lot size in all districts, outside of Village Districts. One acre density is unusual in the State and conflicts with the Town Plan and rural character. This change in density standard does not inhibit significant development and can maintain the Town's ability to tailor density requirements in some projects.
- c. Steve True reiterated that the Board is very busy. He stated that he will be noticing four (4) public hearings to occur at the Nov. 4, 2024, meeting.

6. **New Business:** Vanessa Kittell raised discussion regarding informing the Select Board about the public interest expressed at the September by-law review meeting (9/16/24) about exploring present challenges to development in the Village Districts. Dan Pipes suggested and the Board agreed that following the next by-law review meeting on Oct. 21, 2024, that the Board update the Select Board regarding the progress of the by-law review project, including the plan to undertake a public forum and public interest in exploring the challenges inhibiting development in the Village Districts.

7. **Old Business:** Issac Jiwatram requested permission to amend his petition, to permit combining the driveways at his proposed Lots 1 & 2, and these lots will share easement; Lot 3 will have its own driveway as described on the site plan previously submitted.

8. Confirmation of next meetings:

- a. **By-law Review Meeting: October 21, 2024, at 7:00 p.m.**
- b. **Next Monthly Board Meeting: Nov. 4, 2024, at 7:00 p.m.**

9. **Adjourn at 8:11** Motion made by Dan Pipes, seconded by Don Well.