

## **FINAL MINUTES**

**APPROVED ON October 7, 2024**

**Don Wells moved to approve the July 15, August 19, September 9, and September 16, 2024, minutes as drafted.**

**Vanessa Kittell seconded.**

**Board unanimously agreed and Melissa Manson signed the July 15, August 19, September 9, and September 16, 2024, minutes and submitted to clerk to publish.**

### **TOWN OF FAIRFIELD PLANNING COMMISSION AND ZONING BOARD OF ADJUSTMENT MEETING MINUTES July 15th, 2024, 7:00 PM**

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

**Members Not Present:** Don Wells

**Minute Taker:** Vanessa Kittell

**Public Present:** Lynda Ulrich, Chuck Verderber, Liesl Ulrich-Verderber (via Zoom), Emily Klofft (NWRPC), (via Zoom), Emily Biron, Greta Brunswick (NWRPC), Dawn Menard, Albert Menard, Julia Callan, Cathy & Rusty Branon, Torrey Crossman, Caleb Menard, Collin & Lexie Menard, (via Zoom).

1. **At 7:01 PM:** The meeting was opened, and a quorum was established.
2. **Adjustments to and adoption of the agenda:** Dan Pipes moved to approve as drafted, Peter Burns seconded, and the Board unanimously adopted the agenda.
3. **Public Comment Not Related to Agenda:** None.
4. **Planning Meeting: By-Law Review Project**
  - a. Greta Brunswick announced that the “dashboard” of documents prepared by NWRP for Fairfield is available at NWRP’s website and can be found by clicking on “Municipalities,” “Fairfield,” and “Fairfield Zoning Bylaw Update.” The bylaw update “dashboard,” from NWRP is at: <https://www.nrpcvt.com/municipalities/fairfield/fairfield-zoning-bylaw-update/>
  - b. Melissa Manson, Chair, stated that the Board would make a link available online through the Town’s website.
  - c. Board undertook discussion regarding differences between the goals and policies of the Town Plan and the language in the bylaws. Emily Klofft read aloud from the document NWRP drafted, “Fairfield Town Plan and Development Regulations Comparison,” (available on dashboard) and stated that the goal of the bylaw review was to determine where the bylaws were divergent from Town Goals.
  - d. Density and Dimension Standards: lot size.
    - i. Greta Brunswick proposed that NWRP will provide examples of density and dimension standards other communities both within and outside Franklin County use to address dimension standards of one acre lot size minimums versus larger lot size requirements. Greta Brunswick noted that there may be an option to

disaggregate lot size in separate subdivision regulation calculation and agreed to provide examples of these regulations as adopted by other communities.

- ii. Greta noted that some municipalities consider only “developable,” land on lot when determining if lot size meets minimum requirement for new-building versus accounting for the “total parcel size,” such as how Fairfield presently calculates minimum lot size in sub-division review.
  - e. Board requested more information and examples from NWRP ways to encourage development on marginal soils and within village centers for channeling development away from prime ag land.
  - f. Public comment noted interest in preserving agriculture and noted that agriculture use did include both small parcels of land, less than 10 or even 5 acres, as well as larger parcels of more than 10 acres.
  - g. NWRP representatives stated that the Board may want to invite the Vermont Land Trust to be part of by-law review and meetings to find additional regulatory opportunities to preserve prime ag land.
  - h. NWRP intigated that it had prepared “Maps,” to describe town zones and prime ag and conserved resources but did not present or show these items.
  - i. NWRP stated that it would provide “ranked use,” development constrains analysis for next meeting.
  - j. Board agreed that it worked well to set aside entirety of a Planning meeting for the By-Law Review Project and agreed that the next meeting on By-Law Review Project would be Aug. 19<sup>th</sup> 2024 at 7:00 P.M.
5. Confirmation of next regular meeting and events of interest.
- a. The next regular monthly meeting is on **August 5th at 7:00 P.M.**
6. **MOTION:** to adjourn is made by Peter Burns and seconded by Dan Pipes at **8:54 P.M.**