

DRAFT 4.23.25 MINUTES

APPROVED ON 5.5.25

On 5.5.25, Julia Callan moved to approve the 4.23.25 minutes as drafted and Dan Pipes seconded. The Board unanimously approved and on 5.5.25, Melissa Manson signed the 4.23.25 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, April 23, 2025, 7:00 PM

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

Minute Taker: Vanessa Kittell

Public Present: Emily Biron, Rene Jette, Timothy & April Geddes, Chuck Verderber, Lynda Ulrich

1. **Meeting, Called to Order,** 7:04 p.m., and the Board determined that a quorum was established.
2. **Adjustments to Agenda:** Vanessa Kittell moved to adopt as proposed. Don Wells seconded and the Board unanimously agreed.
3. **Approval of meeting minutes of 3/3/25:** Julia Callen moved to approve and Don Wells seconded and the Board unanimously agreed.
4. **Public Comment not related to the agenda:** None.
5. **PUBLIC HEARING:** Application #25-008, Final Minor Subdivision Plan for 2-lot subdivision at 1445 Egypt Rd., Timothy and April Geddes:
 - a. Melissa Manson swore in petitioners.
 - b. Town Zoning Administrator Robert Karim previously confirmed Applicants' final plat review petition was complete, Applicants had undertaken pre-hearing meeting with Town Zoning Administrator and hearing had been properly noticed.
 - c. Board inquired as to whether the property included any conservation resources or steep slopes. Applicant testified that there were none.
 - d. Applicant testified that the proposal was to create a two-lot subdivision of parcel to create one lot of 176.58-acres and second lot of 3.52-acres for son to build home.

Applicants presented proposal in accord with survey plat produced by Mark Day, satisfying road frontage requirements. Applicant stated that he had no anticipation of further subdividing the property.

- e. Vanessa Kittell moved to approve the application and Don Wells seconded. The Board unanimously agreed.
- f. After close of hearing, following deliberative session, Board found that Applicant's, property contained conservation resources as set forth under LUR 8.4, including prime agricultural soils.
- g. Following consultation with the Town Zoning Administrator Board Chair, Melissa Manson contacted Applicants to request a re-opening of the public hearing to address this subdivision application containing conservation resources pursuant to LUR 8.4. Zoning Administrator will send letter to Applicants and interested parties to notice for re-opening hearing upon this application.

6. **PUBLIC HEARING** Application: #25-004, Major Subdivision Final Plat Review for 3-lot subdivision at 193 Wilfred's Way, Rene and LeeAnn Jette:

- a. Melissa Manson swore in petitioners.
- b. Town Zoning Administrator Robert Karim previously confirmed that Applicants' final plat review petition was complete and that Applicant had met with him prior to public hearing, and the hearing was properly noticed.
- c. Applicant testified that the proposal to create (4) lots from existing 12.16-acre lot, consisting of a 4.58-acre lot, a 5.88-acre lot, "Lot 7," and a final lot of 1.7 acres labeled, "Lot 8."
- d. Applicant testified that he had created a pond on Lot 7, the lot that would contain home he was building for himself, to address a wet spot where water aggregated and was necessary to address wetland considerations. Applicant testified that adjacent to this pond, he proposed a 40-50 driveway to both comply with setback requirements and minimize encroachment on rest of lot. Applicant testified that no tree line, stone wall or previous property foundation were present on the site. Applicant testified that the structure he proposes for Lot 7 has now shrunk to approx. 1600 ft. in size but the overall subdivision is as submitted in plat provided to Town Zoning Administrator and testified to at conditional permit hearing.
- e. Public comment included inquiry into whether the application adequately satisfied considerations of LUR pursuant to 8.4 et seq. given the existence of prime agricultural soils.
- f. Following deliberative session, Board found that Applicant's sub-division proposal satisfied LUR 8.4 C. 2. iii. by means of creating and locating drive of 40-50' from to edge of boundary, road, and pond thereby minimizing burden to remainder of lot and conservation resources and minimize fragmentation.

- g. Board unanimously granted final plat approval upon the conditions that Applicant create building envelope around proposed building structure on “Lot 7,” pursuant to LUR 8.4. C. 1. and present updated plat for recording to Town Zoning administrator; and with the condition that “Lot 8,” include proposal for building envelope pursuant to LUR 8.4. C. 1. and present updated plat for recording to Town Zoning administrator to minimize fragmentation of agricultural soils.

7. Confirmation of next meetings:

- a. **May 5, 2025, 7:00 p.m. at Town Offices**, Regular monthly DRB/PC meeting and By-Law Review meeting.
- b. **June 2, 2025, 7:00 p.m. at Town Offices**, Regular monthly DRB/PC meeting and By-law Review Planning Meeting;

8. Deliberative Session: At 7:58, p.m. Board undertook deliberative session at the motion of Aaron Forbes and seconded by Julia Callan. Board exited deliberative session at 8:20 p.m.

9. Adjourn: Melissa Manson moved to adjourn and Vanessa Kittell seconded. Meeting adjourned at 8:21 p.m.