

**THE ZONING COMMISSION**  
**Town of New Fairfield**  
**New, Fairfield, CT 06812**  
**SPECIAL MEETING MINUTES**

**DATE: October 13, 2022**

**TIME: 7:30 pm**

**Location for: Zoom**

**Call to Order**

John Moran called the meeting to order at 7:32 pm.

**Present**

John Moran, Kevin VanVlack, Stephen Hanrahan (absent), Mark Lamanna, Jane Landers, Tomas Kavaliauskas (alternate), Gary Mummert (alternate), and Town Official present: Zoning Enforcement Officer Evan White.

John Moran elevated Tomas Kavaliauskas to a voting member.

**Public Hearing**

none

**Business Items**

- 1) SI-22-028 Site Plan Modification - 24 Gillotti Road For Modifications To Curbing, Striping, And Signage Within The Bus/Parent Loop. Under Section 6.1 Parking Areas, 6.2 Off-Street Parking And Loading, 8.1.6 Parking And Loading, and 8.1.7 Signs. Applicant PBC/Town Of New Fairfield.

Kevin VanVlack made a motion to add to the agenda SI-22-028 Site Plan Modification - 24 Gillotti Road For Modifications To Curbing, Striping, And Signage Within The Bus/Parent Loop. Under Section 6.1 Parking Areas, 6.2 Off-Street Parking And Loading, 8.1.6 Parking And Loading, and 8.1.7 Signs. Applicant PBC/Town Of New Fairfield. The motion was seconded by Jane Landers. (even though this item was already on the agenda, in full capacity).

John Moran	Yes
Kevin VanVlack	Yes
Tomas Kavaliauskas	Yes
Jane Landers	Yes
Mark Lamanna	Yes

Don Kellogg, the chairman of the PBC, stated that buses were run through the loop, as a test, and issues were found with clearance in the lanes. The proposal is to soften some of the curbs to accommodate car and bus traffic as well as additional signage. Chris McLean, an engineer at Langan Engineering stated that on the first day of school buses were run through the outer loop at the new CELA school and the need for a wider clearance was observed. The traffic pattern and parent drop off operation had some inefficiencies that were noticed at this time. Chris McLean showed a diagram of the loop and explained how the bus and parent drop off loop currently operate and the proposed changes to the drop off. The proposal stated the need to soften some of the corners to allow for a better clearance the parents to pull up through the loop and off the inside corners giving the buses more room to make the turn. The buses would be able to drive through the loop without any passenger car interference. Due to contractual items with the school and the teachers one of the options was to have the parents park in the drop off

loop and walk in and either drop off or pick up their child. If the child is old enough then the child can be escorted to the parent's car. This option is taking too much time during the afternoon pick up. The school has opted to have the parents do a 'park and pick up' where the parent would park in the center area of the parking lot, enter the school, and retrieve their child. This frees up the teachers so they are able to leave the school at their regular time. Chris McLean stated that they are also proposing a modification to the curb on the north side, adjacent to the parent loop. This cut through will allow parents to maintain a one-way in and out of the parking lot. Langan amended the traffic management plan traffic due to the proposed changes in the parking lot. The amended traffic management plan has been sent to Tony Iadarola, who has approved it. Chris McLean stated that the third part of the plan is continued evaluation of the school to ensure traffic is operating as intended and that it is safe for drop off and pick up.

Don Kellogg mentioned that the PBC has been working in depth with Tony Iadarola on the efficient and proper flow of traffic and students. John Moran inquired about sufficient parking for the teachers and staff. Chris McLean stated that the parking has been addressed and that there was excess parking which is now being used. He stated that turning movements have been run. Chris McLean showed a diagram of the bus queue, parent parking, and staff parking. The cut out in the parking lot will allow for staff to exit during pick up time.

Kevin VanVlack asked for clarity on the curb softening and parent parking. Chris McLean stated that the angle of the cars and the angle of the buses was making it hard for the bus drivers to make the turn without turning into current parking spots. He also stated that the parents weren't parking in current parking spots they were queued for pick up.

Jane Landers inquired about the new plan and if parents were walking their children into the school. Chris McLean stated that in the morning the parents can drop off their children and in the afternoon the parents will park and enter the school to retrieve their child. Jane Landers questioned the safety of knowing who is going in and out of the school. Don Kellogg stated that all of the procedures are being done just as they did pre-covid. Ken Cross, superintendent, stated that parents park and enter through the consolidated entrance. The parent will have to give their QR code to be able to enter the school to retrieve their child. Ken Cross stated that the parents have been vetted, the parent and child are being matched, and there are crossing guards in the parking lot. Ken Cross stated that staff members are strategically placed to help with the flow.

John Moran questioned the number of police officers. Ken Cross stated that there are two police officers currently helping with the flow of traffic. Tomas Kavaliauskas questioned the number of parking spaces that will be lost. Chris McLean stated that there will be five parking spaces that will be lost and that this will not affect the number of parking spaces needed for staff at the school. Ken Cross stated that the five parking spaces are not currently being used, as they are coned off.

Tony Iadarola, Town Engineer for the Town of New Fairfield, stated he has been working with Langan Engineering, the BOE and the PBC. He visited the site so that he could view the current operation. He stated that the current physical barriers when removed will help with the flow. He also stated that the proposed changes will allow for potential future operational changes when needed. He stated that the changes that are being proposed collectively should substantially improve the current operation.

John Moran questioned how emergency vehicles will be able to access the school during pick up and drop off times with these changes. Tony Iadarola stated that there is emergency access in the back of the building.

Tomas Kavaliauskas asked if using Middleton Road for the buses rather than Gillotti is really happening and what is the route that the buses take to enter the school. Tony Iadarola stated that he was

at the site and did not see any buses parked on Middleton Road. He stated that the buses are given priority upon approach to the school. He stated that with the modifications the buses should be able to approach the school on Gillotti Road. Jane Landers questioned why Middleton Road is being used since it was not used pre-covid. Tony Iadarola stated that parents are dropping and picking up their children at a higher rate than before covid. He stated that with the improvements on the school site this should improve and hopefully eliminate the traffic on Middleton Road.

Kevin VanVlack made a motion to close the discussion on application SI-22-028 Site Plan Modification - 24 Gillotti Road For Modifications To Curbing, Striping, And Signage Within The Bus/Parent Loop. Under Section 6.1 Parking Areas, 6.2 Off-Street Parking And Loading, 8.1.6 Parking And Loading, and 8.1.7 Signs. Applicant PBC/Town Of New Fairfield. Tomas Kavaliauskas seconded the motion.

John Moran	Yes
Kevin VanVlack	Yes
Tomas Kavaliauskas	Yes
Jane Landers	Yes
Mark Lamanna	Yes

Jane Landers requested updates on the process. John Moran stated that if there are modifications then a new site plan needs to be filed. Jane Landers asked about further clarification on Middleton Road. John Moran stated that due to covid more parents are driving their children to school and this affects the traffic pattern and needs.

Kevin VanVlack made a motion to approve SI-22-028 Site Plan Modification - 24 Gillotti Road For Modifications To Curbing, Striping, And Signage Within The Bus/Parent Loop. Under Section 6.1 Parking Areas, 6.2 Off-Street Parking And Loading, 8.1.6 Parking And Loading, and 8.1.7 Signs. Applicant PBC/Town Of New Fairfield. Jane Landers seconded the motion.

John Moran	Yes
Kevin VanVlack	Yes
Tomas Kavaliauskas	Yes
Jane Landers	Yes
Mark Lamanna	Yes

**Public Comment**

Kim St Jean, a resident on Middleton Drive, stated her concern about the buses on Middleton Drive. She stated that the traffic on Middleton Drive was due to covid and too much traffic on Gillotti and had not been told that it was due to the bus loop issues. She stated that Middleton Road is a public road, as stated by Tony Iadarola, but that it is not a major road. She stated that the buses are staging on Middleton Road. She stated that the residents of Middleton Road are having trouble getting out of their driveways and that a bus and a car cannot come down Middleton Road at the same time. She stated that the 30 children that live on Middleton Road cannot walk to school due to safety concerns. She is also concerned about the limited access when snow comes. Kim St Jean, stated that the concern is that there are two schools on one campus and this is bringing more traffic to the area. She also requested regular updates. John Moran stated that combining two schools does bring traffic and safety rules. He stated that the modifications will hopefully address both of these issues.

**Adjournment**

Kevin VanVlack made a motion to adjourn the meeting at approximately 8:24 pm. Tomas Kavaliauskas seconded the motion. **All in favor.**