

THE ZONING COMMISSION

Town of New Fairfield

New, Fairfield, CT 06812

SPECIAL MEETING MINUTES

DATE: Tuesday, January 31, 2023

TIME: 6:30 pm

Location for: New Fairfield Library Conference Room

Location: 2 Brush Hill Road, New Fairfield

Call to Order

Kevin VanVlack called the meeting to order at 6:34 pm.

Present

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

Guest

Khris Hall - Selectman

Business Items

- 1) Pre-Bid Consultant #3: Planimetrics – Glenn Chalder
 - a. Presentation
 - b. Question & Answer

Glenn Chalder introduced himself and Planimetrics. He stated that the project understanding is to modernize, align, clarify, and organize. He stated that it is important to not rush the regulations. It is important to stage the regulations and then move forward. There would be a first draft, then multiple revisions while moving toward the adoption of the zoning regulations. There are four parts to Zoning Regulations: zones and uses, standards, procedures, basics. The four parts of the Zoning Regulations will let those know what is permitted, the procedure, the definitions of zoning related terms, and will include pictures for reference. The electronic version of the Zoning Regulations would include click links for easier navigation and will refer users to the where and how and will have cross-links to related provisions.

Kevin VanVlack inquired about the electronic Zoning Regulations being a part of the whole package. Glenn Chalder stated that making the wants, needs, and expectations clear in the beginning will help with the quality of the Zoning Regulations in the end.

Kevin VanVlack questioned the town input and how Planimetrics would get the town involved. Glenn Chalder stated that reaching out to the town about the issues and concerns in public meetings early in the process. He stated that having the townspeople know what the zoning regulations are and the rationale is key.

Selectman Khris Hall inquired on how the Zoning Commission plans on getting other commissions involved and specifically the ZBA. Kevin VanVlack stated that the plan is to have all commissions input in the Zoning Regulations process.

A discussion was held on lot sizes, variances, business parking, short-term rentals (Airbnb), and lake front lots. Glenn Chalder stated that there are ways to zone that would lessen the need to go to the ZBA or for the zoning officer having to get involved. He stated that these are the types of things that should be addressed in the Zoning Regulations. He stated the issues with short-term rentals are better handled with an ordinance along with fees for non-compliance.

Kevin VanVlack inquired about modernizing thoughts for Zoning Regulations. Glenn Chalder stated that parking regulations, sign regulation, stormwater, pedestrian, handicap accessibility, reasonable accommodation standards, not making people non-conforming as a result of the new regulations, a fair land use system, and writing the regulations fairly are all things to keep in mind.

Tomas Kavaliauskas inquired about engaging the public. Glenn Chalder stated that Zoning Regulations is a touchy enough subject that it is important to have an in-person public meeting so that the dialogue can be heard by all. The input would be at the beginning, before adoption, and toward the end if needed.

Glenn Chalder stated that he thought that the bid process would be a 12-month process and was slated to begin July 1, 2023 and completed by June 30, 2024. Evan White stated that the funds are set and the process could begin before July 1, 2023. Tomas Kavaliauskas asked if the budget was set or if there was wiggle room in the budget. Glenn Chalder stated that the bid is a lump sum for the scope of the work that can be defined and hourly fee of \$150 beyond that.

2) Discussion of Presentation - none

Adjournment

Kevin VanVlack made a motion to adjourn the meeting at 7:30 pm. Tomas Kavaliauskas seconded the motion.

Received by email on 02/01/2023 @ 8:30 a.m.
by Chrystie M. Bontempo, Asst. Town Clerk, New Fairfield