

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

DATE: September 18, 2024

TIME: 7:00 pm

Community Room @ 33 Route 37  
New Fairfield Conference Room

**Call to Order**

John Moran called the meeting to order at 7:04 pm.

**Present**

John Moran, Kevin VanVlack, Mark Lamanna (absent), Gabriel Gouveia, Tomas Kavaliauskas (alternate), Ken Huwer (alternate), Town Official Zoning Enforcement Officer Evan White, Glenn Chalder, and one member of the public.

**Business Items**

**Discussion on Zoning Regulations with Glenn Chalder from Planimetrics**

Glenn Chalder stated that a number of regulations have gotten out of sync, that the best thing to do is to repeal them all, replace them with New Fairfield specifics, and be organized in a user-friendly layout.

**Staff Procedures** – gives a layout of what the staff should be doing. **Pre-Application Reviews** – applicants encouraged to do the reviews with staff and gives steps. **Site Plan Application** – Glenn Chalder stated that areas are needed that give the specific requirements for different types of Site Plans. Minor changes can be approved by the Zoning Enforcement Officer and major changes will have to go before the Zoning

Commission. Glenn Chalder explained bonds vs financial guarantee prior to getting the CO from the town.

**Special Permit Application** – Glenn Chalder pointed out new Special Permit criteria for reference to help with conversations with the applicant when addressing issues. The commission stated they were comfortable with the change/addition.

**Text Amendment** – no additional suggestions. **Zoning Map Amendment** – For a zoning change the applicant will be required to place the sign notifying abutters rather than the town. No additional suggestions. **Zoning Board of Appeals** – gives the process only, does not tell the Zoning Board of Appeals what they have to do. Went over use variances. Glenn Chalder stated that impervious coverage is not a use variance. Glenn Chalder stated that he is not an attorney. **Procedural Requirements** – common to multiple applications and shows how the procedure process works. Any application can hire an expert and the applicant would be responsible for paying for the expert. **Financial Guaranty Requirements** – governed by state law and is worded as such. Glenn Chalder stated that he will inform the Zoning Commissions of any comments from the Zoning Board of Appeals. He also stated that the Appendix will need to be added.

Ken Huwer asked about a previous application. Glenn Chalder suggested getting legal advice. Kevin VanVlack asked about the flood plain maps. Glenn Chalder stated that his suggestion is to draft a letter to the Board of Selectman stating that there is redundancy in the regulations and recommend one set of regulations that would be with the Zoning Regulations. Kevin VanVlack suggested a Zoom Meeting with the First Selectmen, the Zoning Enforcement Officer, and members of the board. Glenn Chalder stated that in regards to shore line communities and impervious coverage requirements there is a state statute that could be an alternate approach. Glenn Chalder asked for an additional \$1,000 to hire a consultant.

**Adjournment**

Kevin VanVlack made a motion to adjourn the meeting at 8:04 pm. John Moran seconded the motion. **All in favor.**

*Respectfully Submitted*  
*Dana Ulibarri, clerk*

Received by email on 09/23/2024 @ 8:30 a.m.  
by Chrystie M. Bontempo, Asst. Town Clerk, New Fairfield