

**TOWN PLAN AND ZONING COMMISSION
TOWN OF FAIRFIELD
MINUTES OF MEETING – JANUARY 27, 2021**

The Town Plan and Zoning Commission held a meeting at 6:30 p.m., on Wednesday, January 27, 2021. The Town is conducting this meeting via WEBEX.

Members Present: Matt Wagner, Chairman; Lenny Braman, Vice Chairman; Meg Francis, Secretary; Kathryn Braun, Steven Levy

Alternate Members Present: Peter Elliott, Fredda Gordon

Town Department Members Present: Jim Wendt, Planning Director
Emmeline Harrigan, Assistant Planning Director

Also Present: Mark Barnhart, Director of Community & Economic Development

Discussion of Pre-Application Review Mr. Wendt distributed material that describes a process by which an applicant can have an informal non-binding discussion with the Commission prior to making a formal application. Such a process would allow for a brief presentation to be made by an applicant with the opportunity for feedback and general first impressions. The Commission agreed that such a process would be beneficial and directed staff to draft a policy document for review.

POCD Next Steps Mr. Barnhart briefed the Commission on the Town's approval of funding to update the Affordable Housing Plan, last updated in 2014. This work will be a joint effort between the Affordable Housing Committee and the TPZ as was the case in developing the previous plan.

Mr. Wendt explained that we would use this opportunity as the next round of public engagement in the POCD update for a community discussion on housing. The plan is to have a consultant on board by early Spring.

Discussion of Accessory Apartment Proposal The Commission continued their discussion of the Affordable Housing Committee's to amend the accessory apartment regulation. The staff will prepare a revised draft based on the discussion.

This meeting adjourned at 8:52 p.m.

Meg Francis, Secretary

James R. Wendt, Acting Clerk