

Members Present: Martha Varney, Mark Hunziker, Richard Wimble, Greg Heyer

Public Present: Amber Soter, Zoning Administrator

7:02 PM- **G. Heyer** called the meeting to order.

Amber Soter presented her Planning Commission Report for the 2015 Fairfax Town Report. This was read and a few suggestions were made. She will make the changes prior to submission into the Town Report.

Amber Soter drafted a letter to Leon Beliveau notifying him of our ongoing discussions of proposed Development Regulation changes and invited him to attend the January 19, 2016 meeting to partake in an open dialogue. This was signed and mailed.

7:27 PM – **M. Varney** moved to approve the minutes from December 15, 2015; **M. Hunziker 2nd**. All in favor.

7:28 PM – Continued discussion on the list of proposed Development Regulation changes. A combined list of the current progress was presented outlining the changes for topics that have already been discussed. These were reviewed in detail and will be addressed again at the next meeting. **M. Hunziker** presented his research on sign regulation when you are regulating differently for different zoning districts. He is going to prepare a summary and draft change to bring to the next meeting. There was discussion on permit expiration and clarifying the date that an extension needs to be asked for before a new permit will need to be obtained. Adding replacement structure to the fee schedule and as a section in the Development Regulations was also a discussion. A new proposed definition has been drafted.

The Planning Commission’s next scheduled meeting is January 19, 2016. **Greta Brunswick** of Northwest Regional Planning Commission will be in attendance to review the Solar Siting Bylaw edits.

8:47 PM- **M. Varney** moved to adjourn; **M. Hunziker 2nd**. All in favor.

Respectfully submitted,
Amber Soter, Zoning Administrator. Planning and Zoning Assistant

Signed: _____ **Date:** _____
For the Planning Commission

These draft minutes are unofficial until approved at the next regularly scheduled meeting. All motions were unanimous unless otherwise indicated.