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**CITY OF DANBURY**  
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PLANNING & ZONING DEPARTMENT  
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February 24, 2014

To: Mayor Mark Boughton  
Members of City Council

From: JoAnne Read, Planning Assistant

Re: 8-24 Referral/December 2013 City Council Agenda Item 13  
Fairfield Avenue Renumbering

Upon review of the above referenced item, I have determined that there is no easy way to fix the numbering, so the entire road needs to be renumbered. There are multiple duplicate numbers, especially at the beginning of the street as well as several out of sequence numbers.

The usual procedure in this situation is that I prepare a list showing the proposed new numbering scheme and then send it out with a survey to the property owners. Once the survey results are back, I will forward them to Council who will determine if it is necessary to hold a public hearing. If a public hearing is needed, I will work with the Legislative Assistant's office to get it scheduled and get notices out to the property owners. After the public hearing, I will prepare a final report for the Council.

If the Council determines it is not necessary to hold a public hearing, then they can just make a decision on the proposed changes. Once these changes are approved, I will issue letters to each of the property owners informing them of their new numbers.