

NORFOLK PLANNING & ZONING COMMISSION

Regular Meeting

April 12, 2016 @ 6:30 p.m.

**Minutes - Approved**

Present: Michele Sloane – Chair, Larry Freedman, Betsy Little, Schuyler Thomson, Marion Felton (alternate) and Paul Madore (alternate).

Alternate Representation: Paul Madore for Byron Tucker, Marion Felton for Vint Lawrence.

Others Present:

**1. Call to Order**

**2. Roll Call**

Marion Felton was asked to sit for Vint Lawrence and Paul Madore was asked to sit for Byron Tucker.

**3. Agenda Review**

A motion made by Marion Felton, seconded by Schuyler Thomson, to add to the agenda under #6. D. the receipt of a copy of an application made by the Norfolk Historic District Commission to the State Historic Preservation Office was approved unanimously.

**4. Approval of Minutes:**

A. Regular meeting March 8, 2016

A motion made by Schuyler Thomson, seconded by Marion Felton, to table the review and approval of the March 8, 2016 minutes until our next regular meeting.

**5. Public Comment:** None

**6. New Business:**

A. Public Hearing for the application #16-002 submitted by Dan Green to expand the commercial/industrial zone to include two adjacent residential lots as shown on the assessor's map 5, lots 18 and 19.

a. Michele read the notice of the Public Hearing into the record at 6:45 p.m.

b. Members seated for the hearing: Michele Sloane, Marion Felton, Larry Freedman, Betsy Little, Paul Madore and Schuyler Thomson.

c. Dan Green handed in the return receipts for the notices he sent by certified mail and noted that a few had not yet been returned. He also stated that 3 signs, as required, had been posted on the 2 lots.

d. Dan reviewed the application with the commission showing that lots 5-18 and 5-19, which are currently in the rural

residential zone, are adjacent to the commercial zone. He said that placing these lots in the commercial zone would change a legally non-conforming use (the Green's stand-alone carpentry shop) into a conforming use. He also stated that expansion of the commercial zone is supported by the Town's Plan of Conservation and Development, the lots are located on a State highway in a neighborhood of other commercial uses and it promotes local employment.

- e. Michele Sloane asked if commission members had any questions. There being none, she turned to the public.
- f. Jim Hutchison, a direct neighbor who resides at 43 Colebrook Road, stated that he had just received notice of the public hearing and had come right over. He asked what could happen differently if the zone was changed. Dan Green responded by saying that he and his family have no plans at this time to expand the carpentry business. Michele Sloane explained that if they did want to expand they would have to come before the commission to change their special permit.
- g. Leanne Burke of Kingsland Company located at 7 Colebrook Road handed in a letter, marked as Exhibit A, expressing strong support for this zone change.
- h. Received and marked as Exhibit B: A letter in support received from Nicolette and Randall Smith who reside at 30 Colebrook Road.
- i. Received and marked as Exhibit C: A letter in support from George Auclair and Michaela Murphy of George's Garage located at 319 Greenwoods Road East.
- j. Received and marked as Exhibit D: A letter in support from John Muzzlin who resides at 60 Colebrook Road.
- k. Jim Hutchison stated that he "concurrs that the Greens have been really good neighbors".

A motion made by Schuyler Thomson, seconded by Marion Felton, to close the public hearing was approved unanimously

A motion made by Betsy Little, seconded by Schuyler Thomson, to approve the application for a zone change expanding the commercial/industrial zone to include two adjacent residential lots as shown on the assessor's map 5, lots 18 and 19 was approved unanimously.

- B. Receipt of an application for a Special Permit for a Nursery located at 879 Winchester Road made by Joanne D. Charon.

- a. Joanne submitted the application and explained that an A-2 survey is in the works.

A motion made by Betsy Little, seconded by Marion Felton, to accept the application and set the Public Hearing for May 10, 2016 at 6:45 was approved unanimously.

- C. Paul Madore reported on a meeting he attended which was given by the Northwest Hills Council of Governments (NHCOG) regarding a regional plan of conservation and development and a proposed scope of work. Paul notes about the meeting were received by the commission.
- D. Receipt of a copy of an application made by the Norfolk Historic District Commission to the State Historic Preservation Office.

**7. Old Business: None**

**8. Bills and Correspondence:**

- A. IWWA meeting minutes March 7, 2016. This meeting was cancelled.
- B. Norfolk Conservation Commission meeting February 17, 2016. These minutes have not yet been received.

**9. ZEO monthly report**

- A. Mike Halloran has been out due to health reasons. Michele reported that as soon as he returns to work he will follow up with Marc Tonan.
- B. NHCOG certificates were presented to Paul Madore and Larry Freedman for attending the regional plan of conservation and development meeting in February 2016.

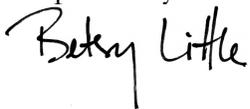
**10. Action items and responsibilities:**

- A. Work on the citation ordinance is ongoing.

**11. Adjournment:**

A motion made by Schuyler Thomson, seconded by Marion Felton, to adjourn the meeting at 7:35 p.m. was approved unanimously.

Respectfully submitted,



Betsy K. Little  
Secretary