

NORFOLK PLANNING & ZONING COMMISSION

Regular Meeting

June 14, 2016 @ 6:30 p.m.

**Minutes - Approved**

Present: Michele Sloane – Chair, Tom Fahsbender, Betsy Little, Byron Tucker, Paul Madore (alternate) and Marion Felton (alternate).

Alternate Representation: Marion Felton for Vint Lawrence and Paul Madore for Schuyler Thomson.

Others Present: ZEO Mike Halloran and West Lowe, assistant to the ZEO

**1. Call to Order:**

**2. Roll Call:**

**3. Agenda Review:**

A Motion made by Tom Fahsbender, seconded by Byron Tucker, to add the following items to the agenda was approved unanimously:

8E. Receipt of a draft of the NHCOG Regional Transportation Plan.

8F. Receipt of an invitation to the NHCOG “5<sup>th</sup> Thursdays” next meeting on June 30<sup>th</sup> at 6:30.

8G. Information received from the Norfolk Community Association about signage for parking.

**4. Approval of Minutes:**

A. Regular meeting May 10, 2016

A motion made by Byron Tucker, seconded by Tom Fahsbender, to approve the minutes of the 5/10/2016 regular meeting as written was approved unanimously.

a. Special Meeting May 24, 2016

A motion made by Paul Madore, seconded by Marion Felton, to approve the minutes of the 5/24/2016 special meeting as written was approved unanimously.

**5. Public Comment: None**

**6. New Business:**

A. Receipt of two applications. One for site plan approval and the other for special permit for a convenience store/deli to be located at #6 Station Place in Norfolk as submitted by Four Winds Endeavors.

a. Michele Sloane noted that the old application has been withdrawn and the above mentioned two new ones have been

submitted which contain additional documentation appended to the current application.

- b. Michele is in receipt of the original applications and copies of these were distributed to all commission members present.
- c. A discussion was held with regard to the associated fees.

A motion made by Betsy Little, seconded by Tom Fahsbender, to ask the applicant to pay only for the second round of legal notices with the resubmission of more fully documented applications was approved unanimously.

- d. Mike Halloran stated that he has reviewed the applications and they are complete.

A motion made by Tom Fahsbender, seconded by Byron Tucker, to accept the applications and set the Public Hearing for our next Regular Meeting on July 12, 2016 at 6:45 was approved unanimously.

B. Planning and Zoning liaisons to other town Commissions and Agencies.

- a. West Lowe volunteered to attend the upcoming EDC (Economic Development Committee) meetings.

#### **7. Old Business:**

A. None.

#### **8. Bills and Correspondence:**

- A. Receipt of Inland Wetland minutes of May 2, 2016
- B. Receipt of the May 12, 2016 Economic Development Committee minutes.
- C. Receipt of an invoice for \$1050 from Planimetrics. This invoice is for various work and advice given to the commission by Glenn Chalder of Planimetrics over the past number of months (\$750) and for a new Zoning Map made by Geo-Systems to reflect a the change to the boundaries of Commercial Zone (\$300).

A motion made by Betsy Little, seconded by Byron Tucker, to pay this invoice was approved unanimously.

- D. Notice of a text amendment made to the zoning regulations by the Town of Winchester, CT.
- E. Receipt of a draft of the NHCOC Regional Transportation Plan.
  - a. Paul Madore will review this document and comment.
- F. Receipt of an invitation to attend the Northwest Hills Council of Governments “5<sup>th</sup> Thursdays” forum for land use commissions on June 30, 2016 at 6:30.
  - a. Paul Madore volunteered to attend this meeting.

G. The Norfolk Community Association will be proposing signage for Town Hall parking and the pathway to town center.

**9. ZEO monthly report:**

- A. Mike will send a letter to Marc Tonan.
- B. See monthly report attached.

**10. Action items and responsibilities:**

- A. West Lowe will attend the EDC meeting.
- B. Paul Madore will email the NHCOC Regional Transportation Plan to commission members and he will attend the “5<sup>th</sup> Thursday” meeting on June 30<sup>th</sup>.

**11. Adjournment:**

A motion made by Tom Fahsbender, seconded by Marion Felton, to adjourn the meeting at 7:40 p.m. was approved unanimously.

Respectfully submitted,



Betsy K. Little  
Secretary