

NORFOLK PLANNING & ZONING COMMISSION

Regular Meeting  
September 13, 2016

**Minutes - Approved**

Present: Michele Sloane – Chair, Larry Freedman, Tom Fahsbender, West Lowe for Schuyler Thomson, Marion Felton for Betsy Little, ZEO Michael Halloran

**1. Call to Order**

**2. Roll Call**

**3. Agenda Review**

A motion by West Lowe, seconded by Larry Freedman to amend the agenda to add to 7: Old Business, Request by Attorney Mc Dermott for extension of appeal deadline for 6 Station Place and add to 8: (B) EDC minutes, was approved unanimously.

**4. Approval of Minutes – August 29, 2016 Special Meeting**

A motion by West Lowe, seconded by Tom Fahsbender, to approve the minutes of August 29<sup>th</sup> with the following amendments, was approved unanimously.

5. A. (11) Alan Truesdale to Trousdale

5. A. (15) continuing to prosecute to pursuing

6. A. (1) add: It was noted by Michele Sloane that the Commission already unanimously approved the 6 Station Place application and site plan and the appeal being discussed was brought on not by the Commission, but by Joe Stannard, an adjoining property owner.

6. A. (3) north to south roof, add: down the hill via the Library walkway

6. A. (7) Section 809.4 to 8.09N

**5. Public Comment**

None

A motion by West Lowe, seconded by Marion Felton, to address 8: Bills and Correspondence, was approved unanimously.

**8. Bills and Correspondence**

A. Downtown Parking Letter

Mike Halloran read the letter sent by Schuyler Thomson on behalf of the Commission to Susan Dyer, suggesting appointment of a Downtown Parking Sub-Committee with representatives of interested commissions and boards. Michele Sloane reported that the Board of Selectmen has agreed to form the committee.

B. EDC Minutes of September 8, 2016 distributed.

**6. New Business**

6:45 pm Public Hearing #16-018 Application for Special Permit for Accessory Apartment at 215 Litchfield Rd., Bevan Ramsay, Applicant, George Vinick, Owner.

Mike Halloran acknowledged receipt of required mailing receipts to adjoining property owners.

Bevan Ramsay described the application and site plan. Revisions to the site plan were made to the parking space area.

Molly Ackerly and J. Michael Sconyers of 207 Litchfield Rd. and Wiley Wood of Westside Rd. spoke in favor of the application.

A motion by West Lowe, seconded by Tom Fahsbender, to close the Public Hearing at 6:55 pm was approved unanimously.

A motion by Tom Fahsbender, seconded by Larry Freedman, to approve the application as amended as it complies with Section 3.03-1 B.4 of the Zoning Regulations and is consistent with the strategies of the POCD promoting affordable housing, was approved unanimously.

## **7. Old Business**

Request for extension of appeal deadline – 6 Station Place

The Commission reviewed emails from P&Z attorney Dave Cusick and from Tom Mc Dermott, representing Joe Stannard in the 6 Station Place appeal. Although Attorney Mc Dermott and the Norfolk Foundation and Ryan Craig (Four Winds Endeavors LLC) previously had an agreement in place to not continue with the appeal of the 6 Station Place application if the most recent revised site plan was approved (as done so at the August 29<sup>th</sup> meeting), the court required Return Date on the appeal of Sept. 20<sup>th</sup> did not allow sufficient time for Mr. Stannard to consider any other appeals that may be taken by other parties on the August 29<sup>th</sup> decision.

## **9. ZEO monthly report**

Attached

## **10. Action items and responsibilities**

## **11. Adjournment**

Respectfully submitted,

Michele Sloane  
Acting Secretary