

NORFOLK PLANNING & ZONING COMMISSION

Regular Meeting

November 9, 2016 @ 6:30 p.m.

**Minutes - Draft**

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

Alternate Representation: Marion Felton for Schuyler Thomson and West Lowe for Byron Tucker

Others Present: ZEO Mike Halloran

**1. Call to Order:**

**2. Roll Call:**

**3. Agenda Review:**

A Motion made by Paul Madore, seconded by Marion Felton, to add to the agenda under #6B, receipt of an application for a Special Permit for restoration of the Town Meadow under buildings, uses and facilities of the Town of Norfolk as per section 4.03-1F. 1. was approved unanimously.

**4. Approval of Minutes:**

A. Regular meeting October 11, 2016

A motion made by West Lowe, seconded by Larry Freedman, to approve the minutes of the 10/11/2016 regular meeting as written was approved unanimously.

**5. Public Comment: None**

**6. New Business:**

A. 2017 schedule of meetings to be at 6:30 on the second Tuesday of every month in 2017 and on January 9, 2018.

A motion made by Larry Freedman, seconded by West Lowe to approve the schedule of meetings proposed above was approved unanimously.

B. Receipt of an application for a Special Permit for restoration of the Town Meadow as per section 4.03-1F. 1.

- a. First Selectman Sue Dyer described the application noting that this plan is a 4/16/16 and an 11/1/16 revision of the plan dated 10/15/15. With these recent revisions the plan has been approved by the Army Corps of Engineers and the CT DEEP. Two substitute pages will be delivered to the Zoning office to correct printing errors.

A motion made by Betsy Little, seconded by Marion Felton to accept the application and set the Public Hearing for December 13, 2016 at 7:00 p.m. was approved unanimously

**7. Old Business:**

- A. Discussion of the idea of establishing an energy task force to assess energy use and find ways to save energy in town owned buildings which might set an example for the entire town. Various groups in town are discussing this idea. West Lowe will attend the upcoming EDC meeting and send out a report via email.
- B. Discussion of Enforcement Citations
  - a. Michele Sloane will distribute the proposed revisions to the enforcement regulations next month.

**8. Bills and Correspondence:**

- A. Howd Lavieri and Finch LLP invoice #76662.

A motion made by West Lowe, seconded by Marion Felton, to approve payment of invoice #76662 for legal work done during the period of 9/6/16 to 9/20/16 for the #6 Station Place appeal in the amount of \$570 was approved unanimously.

- B. Receipt of Connecticut Federation of Planning and Zoning Agencies Quarterly Newsletter.

**9. ZEO monthly report:**

- A. The Commission reviewed the ZEO report. Mike Halloran discussed the recent ZBA appeal for Grano, 41 Loon Meadow Drive. The requested variance was denied because no hardship was found.
- B. See monthly report attached.

**10. Action items and responsibilities:**

- A. Commission members to review the NHCOCG information on the regional Plan of Conservation Development for the meeting with Jocelyn Ayers and the application for a Special Permit for Wetland Restoration of the Town Meadow for next month's meeting.

**11. Adjournment:**

A motion made by Larry Freedman, seconded by West Lowe, to adjourn the meeting at 8:15 p.m. was approved unanimously.

Respectfully submitted,



Betsy K. Little  
Secretary