

NORFOLK PLANNING & ZONING COMMISSION

Regular Meeting

April 10, 2018 @ 6:30 p.m.

**Minutes - Draft**

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

Also Present: Mike Halloran ZEO

**1. Call to Order**

**2. Roll Call**

**3. Agenda Review**

A Motion made by Tom Fahsbender, seconded by Byron Tucker, to change agenda item 6A to become 6B and to add a lot-line determination for #13 Shepard Road to the agenda as the new 6A.

**4. Approval of Minutes:**

A. Special Meeting March 19, 2018.

A motion made by Paul Madore, seconded by Larry Freedman to approve the minutes of the Special Meeting of March 19, 2018 as amended was approved unanimously.

**5. Public Comment:** None.

**6. New Business:**

A. Discussion was held regarding the rear lot line of the property located at 13 Shepard Road aka lot 117 on Map 7-12.

A motion was made by Tom Fahsbender, seconded by Betsy Little, that, as substantially all of lot 117 located on Map 7-12 is within the Village Business Zone, the zoning line for the Village Business Zone shall follow the rear property line. This motion was approved unanimously.

B. Public Hearing #18-004 for a Special Permit required for #13 Shepard Road owned by Brad Bousquet to modify dimensional standards in the Village Business Zone for a mixed use and for Village District Review.

1. Michele Sloane, Chair, read the legal notice into the record.
2. Commission members seated for the hearing: Michele Sloane, Schuyler Thomson, Larry Freedman, Tom Fahsbender, Paul Madore, Byron Tucker and Betsy Little.
3. Mike Halloran stated he has received 6 certified mail return receipts of the 7 that were mailed out. The one not received was sent to Ned Barron at the wrong address but he was in attendance at this Public Hearing.
4. Brad Bousquet described the application stating that the dormer is non-conforming as is the existing foot print of the building, but the

dormer does not extend beyond the existing footprint of the building.

5. Paul raised a question about sufficient parking. Michele Sloane explained that, although parking is not allowed on Shepard Road in front of #13, parking is allowed and available in the Village Business Zone.
6. Michele Sloane asked Brad Bousquet to be more specific about the type or types of mixed use he is contemplating. Brad Bousquet said he is weighing the options and that there would be living space on the second floor and perhaps an artisanal cheese shop or the like on the ground floor.
7. Ned Barron, neighbor to the east, stated that although he has no particular problem with a mixed use at 13 Shepard Road, he believes that a site plan is required for a Special Permit under the regulations and there is no site plan in this application which defines things such as lighting, signage, landscaping etc.
8. There was general agreement among commission members that this was a valid point.

A motion made by Schuyler Thomson, seconded by Tom Fahsbender, to continue the Public Hearing at the next regular meeting on May 8<sup>th</sup> at 6:45 pm where Brad Bousquet will submit a site plan with design guidelines in accordance with regulation 8.09N and this motion was approve unanimously.

**7. Old Business:** None.

**8. Bills and Correspondence:** None.

**9. : ZEO Monthly Report**

A. See attached

**10. Action Items and Responsibilities:**

A. Michele Sloane will write a letter to the First Selectman seeking compliance with the Special Permit that was issued for the City Meadow Project.

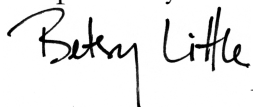
B. Reminder: POCD meeting Monday, May 7<sup>th</sup> at 5:00 pm.

C. Tom Fahsbender is working to engage students at Regional 7 in the POCD process.

**11. Adjournment:**

A motion made by Paul Madore, seconded by Schuyler, to adjourn the meeting at 7:58 p.m. was approved unanimously.

Respectfully submitted,



Betsy K. Little, Secretary