

NORFOLK PLANNING & ZONING COMMISSION

Regular Meeting

June 11, 2019 @ 6:30 p.m.

Minutes - Draft

Present: Michele Sloane – Chair, Schuyler Thomson, Lawrence Freedman, Paul Madore, Marion Felton, Chris Schaut and West Lowe (alternate),

Also Present: ZEO Michael Halloran

1. Call to Order - 6:30 pm

2. Roll Call - West Lowe will sit for Tom Fahsbender in his absence.

3. Agenda Review -

Michele Sloane asked to add the following agenda item as #6b:

Propose an amended Ordinance for Town approval to increase the Application fee for a Zone, Regulation Change, or Sub-division. Motion by West Lowe, seconded by Marion Felton to add the agenda item was approved unanimously.

4. Approval of Minutes -

- a. A motion to approve the minutes for the May 14 regular meeting as amended made by Lawrence Freedman seconded by West Lowe was approved unanimously.
- b. A motion to approve the minutes as amended for the May 23 special meeting made by Marion Felton seconded by Paul Madore was approved unanimously.

5. Public Comment - None.

6. New Business -

- a. Review of application #19-016 from Tracy Hayhurst, Husky Meadow Farm, 26 Doolittle Dr. for modification of approved Site Plan as part of Special Permit.
 1. For the record, Lawrence Freedman recused himself and left the table during discussion.
 2. Mike Halloran noted that he had received a letter from Tom Stansfield of Torrington Area Health Department indicating they had reviewed the site plan and found no impact on the approved plan and they had no issues with the proposed change.
 3. Kate Johnson, architect for the project, explained the revisions to the building structure from the original approved plan.
 4. There being no significant changes, a motion to approve the site plan modifications as submitted was made by West Lowe, seconded by Chris Schaut and approved unanimously.
- b. Propose an amended town ordinance to be presented for approval in a Town Meeting on June 17 to modify the fee charged for applications for approved zone changes, regulation changes, and subdivisions.
 1. Michele Sloane explained that the recent new zone change approved for Haystack Woods Overlay resulted in \$250 additional costs to the Town for making and re-printing zoning map changes. She suggested the applicant

should pay these additional expenses when an approval results in a change to a zoning regulation and or zoning map.

2. A discussion was held and Lawrence Freedman suggested rather than a fixed fee, the Ordinance should be written to include an application fee of \$350 (the current price) plus any additional printing costs resulting from approved changes to zoning maps or regulations.
3. Motion to recommend that the current Zoning Fee Ordinance be amended to revise application costs to \$350 plus any additional printing costs resulting from a zoning regulation or zoning map change required by the approved plan was made by Chris Schaut, seconded by West Lowe and approved unanimously.

7. Old Business -

Site Plan approval for application #19-005 on Old Colony Road from Foundation for Norfolk Living.

- a. Kate Johnson indicated that we should have received:
 1. Letter dated May 24, 2019 from Ken Hrica, Hrica Associates, engineers representing the Foundation for Norfolk Living addressing concerns raised with respect to Section 6.04 Earth Excavation in Norfolk Zoning Regulations.
 2. Letter dated May 24, 2019 from Todd Parsons, Lenard Engineering representing the Town of Norfolk.
- b. Kate indicated that the letter from Lenard Engineering was intended to sign off in agreement with the responses provided by Hrica Associates. Lawrence Freedman noted that the Lenard Engineering letter did approve of earlier issues raised but it did not explicitly state approval of the Earth Excavation responses from May 24.
- c. Mike Halloran spoke with Todd Parsons on the phone and indicated he would review and provide a letter to follow up tomorrow, June 12.
- d. The commission discussed the issue and decided no decision could be made until this review was received from Lenard Engineering.
- e. Lawrence Freedman asked whether the language in the response to question 11 was sufficient and Kate Johnson replied that the Foundation would update their response to state that the Foundation will comply with the Town Zoning regulations.
- f. A motion to hold a special meeting on Tuesday, June 18, 6:30 pm to finalize the Site Plan review was made by West Lowe, seconded by Schuyler Thomson and approved unanimously.

8. Bills & Correspondence

- a. Received invoice #1581 for \$1,081.61 from Planimetrics for work related to the POCD and invoice #1582 for \$1,000 from Planimetrics for annual consulting. Motion by Marion Felton, seconded by Chris Schaut to approve and pay the bills was approved unanimously.

- ## **9. ZEO Monthly report -**
- Mike Halloran indicated that as a result of the zoning enforcement actions he was pursuing at 97 Greenwoods Rd. E. the tenant has removed 5 vehicles and has stated, in writing, that he is not operating a business. David Torrey, the owner of the property has stated to Mike that he is pleased with the tenant's action but that he would be happy to go to court and sue the town should we pursue further enforcement concerning the number of unregistered vehicles and accumulated junk on the property. Michele Sloane indicated that the absence of a blight ordinance limits the town's ability to restrict the number of unregistered

vehicles on a property not used in a business. The commission discussed the possibility of introducing a blight ordinance in the future to address this concern.

10. Action Items -

- a. Michele Sloane introduced Edward (Ned) Barron as a potential alternate for Zoning. There are current vacancies and Ned will be on the ballot in November.
- b. Schuyler Thomson recommenced Ned indicating he has worked with him on the Board of Assessment Appeals.
- c. A motion by Schuyler Thomson, seconded by Marion Felton to appoint Edward Barron as an alternate for Zoning effective immediately until the next municipal election was approved unanimously.

11. Adjournment - Motion to adjourn made by Lawrence Freedman at 7:32pm, seconded by West Lowe was approved unanimously.

Respectfully submitted,

Paul L. Madore, Acting Secretary