

NORFOLK PLANNING & ZONING COMMISSION

Regular Meeting

April 9, 2019 @ 6:30 p.m.

Minutes - Draft

Present: Michele Sloane – Chair, Schuyler Thomson, Tom Fahsbender, 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 - Chris Schaut has reviewed video of March 27 meeting on Old Colony Rd. application but will recuse himself from deliberation on the February 19 public hearing because the deliberations had already commenced on March 27 after closing the public hearing. West Lowe will also recuse himself from deliberations since he could not participate in the March 27 meeting. Schuyler Thomson also recused himself as he did not attend the March 27 meeting.

3. Agenda Review -

Michele Sloane asked to add the following agenda item as #7b;

- Receipt of Application for Special Permit for Village District Review from Four Wind Endeavors for painting the exterior of 6 Station Place. A special permit is required because the building is within the Village District. Motion by Lawrence Freedman, seconded by Marion Felton, was approved unanimously.

4. Approval of Minutes -

- a. A motion to approve the minutes for the March 12 regular meeting as amended made by Tom Fahsbender, seconded by Lawrence Freedman, was approved unanimously.
- b. A motion to table the review and approval of minutes for the March 27 special meeting was made by Tom Fahsbender seconded by West Lowe and approved unanimously.

5. Public Comment - None.

6. Old Business – Petition for a text amendment and zone change for Old Colony Rd. Haystack Woods project - Continuance of deliberations for February 19 Public Hearing.

- a. For the record, Chris Schaut, West Lowe and Schuyler Thomson recused themselves and left the room because they were not eligible to deliberate.
- b. Michele Sloane stated that everyone should have received and reviewed the April 2 revisions of the Zoning Text change.
- c. Lawrence Freedman asked whether section 5.04 .2 should be labeled : Development Plan rather than plural since it refers to the General Plan of Development. The section also includes the use of other plans provided such as floor plans and architectural elevations as instrumental to the review. After discussion and vote the commission agreed to keep the section as currently labeled; e.g. Development Plans
- d. Motion to approve the text amendment for Section 5.04 to add Haystack Woods Overlay Zone, Permit # 19-001 effective April 15, 2019 because it is consistent with

recommendations in the 2009 Norfolk Plan of Conservation and Development was made by Tom Fahsbender, seconded by Lawrence Freedman and approved unanimously.

- e. Motion to approve the Zone Change application 19-002 effective April 15, 2019 because it is consistent with recommendations in the 2009 Norfolk Plan of Conservation and Development was made by Tom Fahsbender, seconded by Lawrence Freedman and approved unanimously.

7. New Business -

- a. HWOZ Site Plan review extension: Kate Johnson from Foundation for Norfolk Living submitted a letter requesting an extension to review their pending Site Plan for Haystack Woods. The Site Plan was received February 11 and must be reviewed within 65 days. Kate's letter requested an extension to May 21. Another extension of 30 days is possible if necessary.
 1. Michele Sloane reminded the commission that there is no public hearing for the Site Plan review, just commission approval.
 2. For the record, Michele Sloane did not agree with allowing those members recused from deliberations on the Text Change and Zone Change for Haystack Woods Overlay Zone to be allowed to review the Site Plan.
 3. Lawrence Freedman stated that we are expecting an independent Engineering Review of the Site Plan. Mike Halloran confirmed the Todd Parsons expects to complete this review and make it available to the commission by May 6.
 4. Lawrence Freedman asked if what was earlier submitted with the Site Plan application covers all applicable sections relating to excavation in (Section 6.04.B.1, Section 6.04.B.2, Section 6.04 .C, and Section 6.04.D). Kate Johnson stated that Ken Hrica, engineer for Foundation for Norfolk Living will submit a supplemental sheet describing compliance with those sections. She also expects Ken to be present at the May 14 review to explain and answer any questions.
 5. Kate Johnson also will have Ken Hrica explain any questions regarding the traffic study prepared.
 6. Kate Johnson will supply a copy of the letter to Norfolk Land Trust with respect to Open Space conservation before the May 14 meeting. A letter from the Norfolk Cemetery regarding easement is already on hand.
- b. Application for Special Permit from Four Winds Endeavors for painting the exterior of # 6 Station Place was received April 9. Michele Sloane indicated that in accordance with the Town of Norfolk Planning and Zoning Regulations Appendix section: **Modification of Requirements** the commission may choose to modify or waive certain requirements on a Special Permit application if the information is not needed to make a determination on the application.

A motion by Marion Felton, seconded by Chris Schaut, to accept the application waiving all documentation requirements since they are already available in the original site plan application except for:

- Application fee
- A list of names and addresses of all adjacent property owners with 100' of property
- A description of the work planned, paint colors, etc.

And schedule a public hearing for May 14 was approved unanimously.

8. Bills & Correspondence

- a. Received \$2000 invoice dated March 25 from Planimetrics for work related to the POCD Motion by Lawrence Freedman, seconded by Tom Fahsbender, to approve the bill was approved unanimously.

9. ZEO Monthly report - included in mailing from Mike Halloran. Larry Freedman asked Mike about the follow-up on the letter sent to Torrey at 97 Greenwoods Rd E. The owner has until April 16 to comply. If no compliance at that time, he will proceed with step 3 as stated in Section 8.10 of regulations and perform a site visit.

10. Action Items -

- a. Review Site Plan for Haystack Woods Old Colony Road.
- b. Review Four Wind Endeavors application since this property must meet Village District Review requirements.
- c. POCD review meeting scheduled for April 17, 6:30 pm

11. Adjournment - Motion to adjourn made by Tom Fahsbender at 7:11pm, seconded by Marion Felton, was approved unanimously.

Respectfully submitted,

Paul L. Madore, Acting Secretary