

**TOWN OF NORFOLK
PLANNING & ZONING COMMISSION**

May 23, 2019
Minutes – Draft

Present: Michele Sloane – Chair, Schuyler Thomson, Paul Madore, Lawrence Freedman, Tom Fahsbender, West Lowe, Marion Felton, ZEO Michael Halloran

1. Call to Order
2. Roll Call – West Lowe sitting for Chris Schaut
3. Review of Husky Meadow Farms kitchen expansion
Lawrence Freedman recused himself from this agenda item.
Michael Halloran presented a revision to the proposed floor plan for the new kitchen/guest room building approved as part of a Special Permit for Country Inn approved March 12, 2019. Tracy Hayhurst, the applicant, is looking to expand the footprint of the building in two areas, a 2'x61' expansion to the three season porch, and a 8'x47' expansion to the dining area.
It was determined that as there is no change of use to the proposed activity, an application to revise the Special Permit will not be required. However, an application to revise the Site Plan to indicate the expansion of the building is necessary.
A motion by West Lowe, seconded by Tom Fahsbender, to have the ZEO advise the applicant that an application for a Site Plan approval is required by Commission approval was approved unanimously.
4. Continue review of POCD with Glenn Chalder
Completed review of second POCD draft. Glenn to update draft with changes and submit in preparation for June 27th public informational meeting.
5. Action items and responsibilities
Glenn to submit draft to Michele for posting on town website with notice of June 27th meeting to Norfolk Now for June issue.
Michele to distribute to commission members.

A motion by Paul Madore, seconded by Schuyler Thomson, to adjourn at 8:40 pm was approved unanimously.

Respectfully submitted,

Michele Sloane
Chair