

**TOWN OF NORFOLK
PLANNING & ZONING COMMISSION**

June 18, 2019
Special Meeting

Minutes - Draft

Present: Michele Sloane - Chair, Chris Schaut, Lawrence Freedman, Schuyler Thomson, West Lowe (alternate)

1. Call to Order
2. Roll Call - West Lowe will be sitting for Paul Madore
3. Continued review of Application #19-005 Site Plan Approval for Haystack Woods, Old Colony Rd., submitted by the Foundation for Norfolk Living.

Michele Sloane distributed copies of the June 18th letter from Todd Parsons, the Commission's consultant, the June 18th letter from Ken Hrica, the Foundation's engineer, on Earth Excavation and an undated letter from Ken Hrica on Soil Erosion and Sedimentation Controls.

Michele Sloane explained that the discrepancy in the Norfolk Zoning Regulation's section references in Ken Hrica's June 18th letter is due to the final formatting of the Haystack Woods Overlay Zone regulation effective April 15, 2019. All references to section 5.04.4 should reflect the corrected section number of 5.04.D.

The Commission reviewed the correspondence and reports received June 18th and concluded that any previous questions or concerns regarding the above issues have now be satisfied.

By a motion by Chris Schaut, seconded by West Lowe, the Haystack Woods Site Plan dated 1/02/2019, accompanied by the following plans, was approved unanimously:

- Property Survey dated 3/08/2019
- Existing Conditions Map dated 3/08/2019
- General Plan of Development dated 3/08/2019
- Site Grading Plan dated 3/08/2019
- Site Utility Plan dated 2/20/2019
- Construction Notes & Details (3 pages) dated 5/09/2019
- Erosion & Sedimentation Control Plan dated 2/10/2019
- Sedimentation & Erosion Control Narrative dated 3/08/2019

4. Adjournment - By a motion by West Lowe, seconded by Schuyler Thomson, the meeting was adjourned at 6:55 pm.

Respectfully submitted,

Michele Sloane
Chair