

NORFOLK PLANNING & ZONING COMMISSION

Regular Meeting

Conducted Via Zoom

January 12, 2021 @ 6:30 p.m.

Draft Minutes

Present: Tom Fahsbender-Chair, Lawrence Freedman, Paul Madore, Christopher Schaut, Melissa Renkert, Marion Felton, West Lowe (alternate), Kevin Gundlach (alternate)

Also Present: ZEO Michael Halloran

1. **Call to Order**-6:30 pm
2. **Roll Call** – Alternate West Lowe sat for Edward Barron
3. **Agenda Review**-Michael Halloran asked to move the order of the meeting. A motion was made by West Lowe to move Old Business 7B and Bills and Correspondence 8 to precede Public Hearing 7A, if time allows. Marion Felton seconded the motion, and it was approved unanimously.
4. **Approval of Minutes**-A motion to approve the draft minutes as amended for the December 8, 2020 meeting was made by Lawrence Freedman, seconded by Melissa Renkert, and approved unanimously.
5. **Public Comment**-None
6. **New Business**-
 - A. Tracy Hayhurst, farm manager at Husky Meadows farm, was looking to clarify language in their Country Inn permit that was approved in 2019. They are currently approved for 18 “farm stay experience” guests, including their lodging capacity of 12 persons. She wanted to make certain they could have 18 people participating in their farm stay experience even if they were not lodging with them. The Commission came to a consensus that if the individual is participating for the duration of the farm stay experience then they are allowed a total of 18 guests, including those lodging with them.
 - B. Kate Johnson, President of Foundation for Norfolk Living, presented an application #21-001, for a text amendment to Section 5.04 of the Regulations. Melissa Renkert recused herself from the discussion as she is an abutter of Haystack Woods. Kate explained that the

Foundation applied for CBDG (Community Block Development Grant) and said that they were told that it would be better if the road in the development was a public road and not a private road. Matt Riiska, First Selectman, said he spoke to Public Works supervisor about the road being public instead of private.

It was decided by the P & Z that they needed to speak to Glenn Chalder, consultant, to clarify the language and that his services would be paid for by the Foundation for Norfolk Living.

A motion to accept the application and schedule public hearing for March 9, 2021 at 7:00 pm was made by Christopher Schaut, seconded by Marion Felton, and approved unanimously.

7. Old Business-

- A. 20-027 Public Hearing at 7:15 by the Town of Norfolk, for City Meadow/Station Place properties, to construct gathering space and City Meadow connection. Michael Halloran read the legal notice into the record. Voting members for the hearing: Tom Fahsbender, Chairman, Christopher Schaut, Vice Chairman, Paul Madore, Lawrence Freedman, Marion Felton, Melissa Renkert, West Lowe, alternate, sitting for Edward Barron. Kevin Gundlach sat as an alternate for the hearing.

Presenting was Bob Gilchrest, Allied Engineering Associates (AEA). Molly Ackerly, chair of City Meadow and Matt Riiska representing the town, were also available for questions and input. P & Z members asked questions and then it was opened to the public.

Michael Halloran said that he received two correspondence, 1) A letter of approval from Wetlands to George Johannesen from AEA and 2) A letter from George Johannesen to William Hester of the Norfolk Sewer District, confirming that all sewer lines will be identified before work begins.

Motion to close public hearing at 8:07 was made by Christopher Schaut, seconded by West Lowe, and approved unanimously.

The commission discussed the application and Christopher Schaut noted that it is consistent with the town POCD, including sections 4.4 A1B and 4.4 B2. Michael Halloran mentioned that it should be stated that the construction company should remove excess materials off the site on a regular basis.

A motion to approve the application, with the condition of removing excess materials, was made by West Lowe, seconded by Paul Madore, and was approved unanimously.

- B. Discussion and possible scheduling for approval of proposed zoning regulation changes was tabled to next month. Paul Madore made the

motion to table till next month, Lawrence Freedman seconded, and it was approved unanimously.

8. Bills & Correspondence-

- A. A motion by Lawrence Freedman to pay Planimetrics invoice #1735 for \$625.00, was seconded by Marion Felton, and was approved unanimously.
- B. Michael Halloran gave everyone minutes of Wetlands regular meeting of December 7, 2020.

9. **ZEO Monthly Report-**Michael Halloran brought a letter from a resident asking about selling plants at their farmstand from their greenhouse. They wanted to know if they needed permits. There was a consensus that Michael Halloran will contact Glenn Chalder about wording to allow people to sell on a small scale on the side of the road and ask if traffic safety is a problem.

10. Action Items-

- A. It was decided by the P & Z that they needed to speak to Glenn Chalder, consultant, to clarify the language for Haystack Woods application.
- B. Michael Halloran will contact Glenn Chalder about wording to allow people to sell on a small scale on the side of the road and ask if traffic safety is a problem.

11. **Adjournment-**A motion to adjourn was made at 8:43 by Paul Madore, seconded by Melissa Renkert, and approved unanimously.

Respectfully submitted,

Marinell Crippen, Secretary