

## **NORFOLK PLANNING & ZONING COMMISSION**

Regular Meeting

Norfolk Town Hall

October 11, 2022 @ 6:30 p.m.

### **Approved Minutes**

**Present:** Tom Fahsbender-Chair, Melissa Renkert, Jonathan Sanoff, Marion Felton, Wiley Wood (alternate), Edward Barron (alternate), Steve Landes (alternate)

**Also Present:** ZEO Michael Halloran

1. **Call to Order**-6:33 pm
2. **Roll Call** -Alternate Wiley Wood sat for Christopher Schaut. Alternate Edward Barron sat for Paul Madore. Alternate Steve Landes sat for Kevin Gundlach
3. **Agenda Review**- A motion to add an Invoice from Planimetrics to #8 Bills and Correspondence was made by Jonathan Sanoff, seconded by Wiley Wood and approved unanimously.
4. **Approval of Minutes**- A motion to approve minutes as amended for the September 13, 2022 regular meeting was made by Jonathan Sanoff, seconded by Wiley Wood, and approved unanimously.
5. **Public Comment**-None
6. **Old Business**
  - A. **6:45 pm, Public Hearing #22-025 Ralph Prisco 32 Grant St. application for special permit 3.05C Home Enterprise**

Tom Fahsbender asked if there were any recusals and there were none. Mr. Fahsbender then read the legal notice for the public hearing. Michael Halloran confirmed that seven legal notices had been sent to abutting landowners.

Tom Fahsbender summarized the application as follows: This is an application by Ralph Prisco for an engineering design prototype studio. At the last meeting, Mr. Prisco introduced and discussed his business plan. Mr. Prisco will be doing this business out of his shop at his home. Mr. Prisco introduced himself.

The Commission asked Mr. Prisco questions about his application. Mr. Prisco explained that he has one part-time employee and the machines in the business do not make a lot of noise. Michael Halloran stated that no neighbor has ever complained of noise, even though he has been doing this

business for a year or two on a much smaller scale. There were no further questions from the Commission. No members of the public were present. A motion to close Public Hearing at 7:17 pm was made by Jonathan Sanoff, seconded by Marion Felton and approved unanimously.

A motion was made to approve the application as submitted by Edward Barron, seconded by Steve Landes, and approved unanimously.

Discussion and deliberations followed.

A motion was made to approve the application as submitted with the condition that if any employees other than the applicant and one assistant, are working out of the location the additional employees are restricted to the hours of 8am-6pm, was made by Jonathan Sanoff, seconded by Melissa Renkert and approved unanimously.

**7. New Business- Discussion of rules and procedures**

Christopher Schaut wrote an abbreviated guide for regular duties for the Commission. The Commission would like to thank Christopher Schaut for this helpful guide.

**8. Bills and Correspondence-**

- A. A \$1,000.00 invoice for July, August and September, 2022 from Planimetrics was submitted.

Edward Barron made a motion to approve the payment of the Planimetrics bill in the amount of \$1,000.00, seconded by Marion Felton and approved unanimously.

- B. Wetlands minutes from September 12, 2022 were handed out.

**9. ZEO report-see attached**

- A. The only new permit was from Ralph Prisco.
- B. Michael Halloran sent a letter to Mr. Schiff regarding the ongoing violation at 24 Greenwoods Road West and received an email reply from Mr. Schiff's attorney. The Commission agreed if Michael Halloran does not receive a permit application by October 26<sup>th</sup>, 2022, he will proceed with the next step of enforcement.
- C. Brian Lilly, owner of 105 Greenwoods Road East, is not considered an owner/occupied resident and therefore the rental rooms are not allowed on his property. Mr. Halloran will notify Mr. Lilly that he is in violation of our regulations.

**10. Action items and responsibilities-**

- A. Michael Halloran will send a letter to Brian Lilly
- B. Michael Halloran will let the Commission know what happens on October 26<sup>th</sup> concerning Mr. Schiff

- C. Michael Halloran will send, via email, a revised version of Christopher Schaut's new guide.

**11. Adjournment**

A motion to adjourn was made at 8:14 pm by Jonathan Sanoff, seconded by Steve Landes, and approved unanimously.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Marinell Crippen".

Marinell Crippen, Secretary