

## NORFOLK PLANNING & ZONING COMMISSION

Regular Meeting

Norfolk Town Hall

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

### Draft 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, there were none. Tom 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 his business plan and 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 either the Commission or the audience, of which there was none.

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 application as submitted, by Edward Barron, seconded by Steve Landis, and approved unanimously.

Discussion and deliberations followed.

A motion was made to accept application as stated in application with the condition that if any employees in addition to the applicant Mr. Prisco 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 were handed out from September 12, 2022.

**9. ZEO report-see attached**

A. Only new permit was from Ralph Prisco.

B. Michael Halloran sent a letter to Mr. Schiff and received a reply. If Michael Halloran does not receive a permit application by October 21<sup>st</sup>, 2022, Michael Halloran will proceed to the next step of enforcement.

C. Brian Lilly owner of 105 Greenwoods Road is not considered an owner/occupied resident and therefore the rental of rooms is not allowed on his property. Michael Halloran will notify Mr. Lilly that he is in violation.

**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 21<sup>st</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.

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Respectfully submitted,

Marinell Crippen, Secretary