

NORFOLK PLANNING & ZONING COMMISSION

Regular Meeting

Town Hall

January 9, 2024 @ 6:30 p.m.

Minutes

Present: Tom Fahsbender-Chair, Christopher Schaut, Wiley Wood, Jonathan Sanoff, Jordan Stern, Edward Barron (alternate)
Marinell Crippen-recording secretary

Also Present: ZEO Michael Halloran

1. **Call to Order**-6:30pm
2. **Roll Call** -Edward Barron will sit for Marion Felton
3. **Agenda Review**-Mike Halloran asked to add as #6E filling the 7th seat on the Commission.
Chris Schaut made a motion to add to 6E the nomination of a member to fill the vacant seat that was Kevin Gundlach's, seconded by Wiley Wood and approved unanimously.
4. **Approval of Minutes**-Edward Barron made a motion to approve minutes as amended, seconded by Jordan Stern and approved unanimously.
5. **Public Comment**- none
6. **New Business**-
 - A. **Public Hearing; 6:45pm 23-040 Application for subdivision of land at 305 Mountain Road. The agent is Allied Engineering Associates, Inc. for the applicant Carlene Laughlin.**
Tom Fahsbender read the public notice. A motion to delay #23-040 until after the public hearings for the fire department was made by Chris Schaut, seconded by Edward Barron, and approved unanimously.
 - B. **Application 23-045 Modification of a special permit for City Meadow parcel 7-12/152. Commission to determine the significance of the lot line adjustment.**
After a discussion of the issues, Wiley Wood made a motion that, since the modification to parcel 7-12/152 is significant enough, a Public Hearing be held next month on February 13th, 2024 at the regular meeting at 6:45pm to discuss the modification to be made and that the Commission accept the

application and ask Matt Riiska to make the application reflect specific changes of use to City Meadow, seconded by Jonathan Sanoff and approved unanimously.

C. Continuation of Public Hearing following; 23-036 Buildings, Uses, and Facilities of the Town of Norfolk, new firehouse at 20 Shepard Road. Possible deliberation and vote.

Edward Barron recused himself. Seated were Tom Fahsbender, Chris Schaut, Jonathan Sanoff, Wiley Wood, and Jordan Stern. For the record, Chris Schaut noted that he reviewed the recording and all the records and is comfortable reviewing the application even though he was absent at December's regular meeting. Mr. Fahsbender said that this public hearing cannot be closed until the changes of use and lot lines have been adjusted. Wiley Wood noted that the map is not accurate on the plans submitted and that the Commission will need a correct map.

Members of the Commission, the public, and the applicant discussed the nature and the amount of lighting, as well as the needs of the fire department for adequate lighting.

The Commission requested that Matt Riiska provide the Commission with information about the lighting outside of Town Hall.

Further discussion occurred related turning radii from the firehouse onto Shepard road. A request was made to provide this information at the next meeting.

Jonathan Sanoff suggested that the Fire Department may want to provide a letter from an ISO rep stating how the siren affects the department's insurance rating. Mr. Hutchins said that he would get the Commission a letter from ISO.

Jonathan Sanoff made a motion to extend the public hearing for 23-036 Buildings, Uses, and Facilities of the Town of Norfolk, new firehouse at 20 Shepard Road to the February 13, 2024 regular meeting immediately following the City Meadow application, seconded by Chris Schaut and approved unanimously.

Michael Halloran asked Matt Riiska to request a 35-day extension.

D. Public Hearing: 23-043 special permit application for earth excavation for Town of Norfolk at 20 Shepard Road

Edward Barron is still recused. Tom Fahsbender read the public notice into the record and then he did roll call. All Commission members except for Mr. Barron sat.

Since there were no receipts for certified mail, Chris Schaut made a motion to delay 23-043 special permit application for earth excavation for Town of Norfolk at 20 Shepard Road to the February 13, 2024 regular meeting immediately following 23-036, seconded by Jonathan Sanoff and approved unanimously.

Public Hearing, 23-040 Application for subdivision of land at 305 Mountain Road. Applicant is Allied Engineering Associates, Inc. for the applicant Carlene Laughlin.

Tom Fahsbender opened this hearing at 9:09pm and read the legal notice into the record.

Edward Barron sat for Marion Felton. All six members were present. The application was presented by George Johannesen from Allied Engineering Associates (AEA), representing Carlene Laughlin in her request for subdivision of two new lots to be deeded to family members. Johannesen submitted to the Commission information about the acreage, uses, erosion controls and utilities, a solar report, and the Natural Diversity Database map. Jonathan Sanoff made a motion to close the public hearing, Jordan Stern seconded, and it was approved unanimously.

The Commission stated that this application for a subdivision conforms with Plan of Conservation and Development (POCD), section 5-1A, which recommends increasing housing options in the town that have access to city sewer and water.

Mr. Johannesen has agreed to a bond in the amount of \$13,388.00 to ensure the completion of erosion control.

Jonathan Sanoff made a motion that the Commission approve application 23-040 for subdivision of land at 305 Mountain Road, seconded by Chris Schaut and approved unanimously.

It was noted that the Commission would need a set of finished plans from the applicant.

6E. Nomination for Kevin Gundlach's seat

Tom Fahsbender said that he had received an email from Mr. Gundlach stating that he intended to resign. Mr. Fahsbender asked if there were any nominations to fill the open position. Wiley Wood nominated Edward Barron, who is currently an alternate. Jordan Stern seconded.

Mr. Fahsbender took a vote for Edward Barron to become a full member. The voting was as follows:

Thom Fahsbender, Wiley Wood and Jordan Stern voted in favor

Jonathan Sanoff and Chris Schaut abstained

Fahsbender noted that the Commission needs to find an alternate to fill Mr. Barron's space, and asked the Commission members to suggest possible candidates at the next meeting.

7. Old Business-None

8. Bills & Correspondence

Wetlands minutes of December 4, 2023, and the annual wetlands report were handed out.

Michael Halloran stated that he did 79 permits in 2023 between Wetlands, Zoning and ZBA.

Mike Zizka, attorney for P&Z, contacted Attorney Ebersol regarding Mr. Shiff at 24 Greenwood Road West and told Ebersol that he should file the necessary paperwork for the violation enforcement action in superior court.

9. ZEO Report

It was decided that the search for an appropriate ZEO should continue. Michael Halloran said he would work to find someone and Matt Riiska said that that was not necessary and that he and Barbara would take care of it. Discussion ensued.

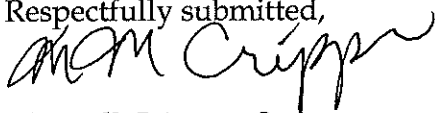
10. Action Items and Responsibilities

Tom Fahsbender will investigate job description and send it out on the Land Use list serve through U Conn to find a planning commissioner. He will also post the job on the website of the Connecticut Association of Zoning Enforcement Officials (CAZEO). Mr. Fahsbender will also email and post in the Lakeville Journal.

11. Adjournment

Jonathan Sanoff made a motion to adjourn at 10:07, Chris Schaut seconded and adjournment was approved unanimously.

Respectfully submitted,



Marinell Crippen, Secretary