

**Town of Norfolk
Planning & Zoning Commission
Norfolk Town Hall, 2nd floor
Regular Meeting Draft Minutes
October 8, 2024
6:30 PM**



Commission Members:

Tom Fahsbender, Chairman	Marion Felton
Chris Schaut, Vice Chairman	Edward Barron
Wiley Wood	
Jonathan Sanoff	Steven Landes, alternate
Jordan Stern	Lise Read, alternate

Stacey M. Sefcik, CZEO

1. **CALL TO ORDER**-6:32 pm.
2. **ROLL CALL** Present-Tom Fahsbender, Edward Barron, Steven Landes, alternate, Lise Read, alternate.
Steven Landes will sit for Chris Schaut. Lise Read will sit for Wiley Wood. Stacey Sefcik-ZEO and Marinell Crippen-recording secretary also present.
3. **AGENDA REVIEW**-There was not a quorum to vote on Application 24-015 Special Permit Per Section 6.10.D of the Zoning Regulations for Ground-Mounted Solar Collector at 400 North Street in the Rural Residential Zone, therefore it will be at the next meeting of the Commission on November 15, 2024 at 6:45 pm.
4. **PUBLIC HEARINGS**
 - A. Application 24-015 Special Permit Per Section 6.10.D of the Zoning Regulations for Ground-Mounted Solar Collector at 400 North Street in the Rural Residential Zone. Postponed.
5. **OPPORTUNITY FOR PUBLIC COMMENT**-none
6. **APPROVAL OF MINUTES**
 - A. Edward Barron made a motion to accept the amended minutes of September 10, 2024 meeting, seconded by Lise Read and approved unanimously.
7. **NEW BUSINESS**
 - A. Application 24-019 Special Permit Per Section 3.03.1.F.4 of the Zoning Regulations for Buildings Accessory to an Allowed Principal Use if Larger than Principal Building (Barn Addition) at 542 Greenwoods Road East in the Rural Residential Zone.
Terry Anstett introduced himself. He makes maple syrup and wants to increase the size of his sugar house. He needs more space to modernize. The building will not be more than 16' tall and will have a brick exterior. There will be no connections to septic or water. Mr. Anstett will be building most of the house himself. The concrete foundation will have heating.
Tom Fahsbender would like the lot number. Stacey Sefcik will look up if there are any special permits already. There is no commercial use, only agricultural.
Mrs. Sefcik would like an elevation picture as well as smaller copies of the site plans.
Lise Read made a motion to schedule Application 24-019 Special Permit Per Section 3.03.1.F.4 of the Zoning Regulations for Buildings Accessory to an Allowed Principal Use if Larger than Principal Building (Barn Addition) at 542 Greenwoods Road East in the Rural Residential Zone. for November 12th, 2024 immediately following the first public hearing, Edward Barron seconded and it was approved unanimously.
 - B. Application 24-020 Special Permit Per Section 7.01.B.2 of the Zoning Regulations to Change Nonconforming Use at 16 Maple Avenue in the Village Residential Zone.
There will be no exterior changes to the building, only changing the interior use. The building was only used for construction and now they would like to make it a wood shop, art

studio, storage and office.

The application needs to be filled out, there is missing information and a site plan and a narrative are needed. The Commission would also like a business plan, floor plan, and any exterior modifications, such as a parking lot.

Lise Read made a motion to accept Application 24-020 Special Permit Per Section 7.01.B.2 of the Zoning Regulations to Change Nonconforming Use at 16 Maple Avenue in the Village Residential Zone., to be the 3rd public hearing on November 12th, 2024, Edward Barron seconded and it was approved unanimously.

8. OLD BUSINESS

A. Application 24-015 Special Permit Per Section 6.10.D of the Zoning Regulations for Ground-Mounted Solar Collector at 400 North Street in the Rural Residential Zone. Postponed

9. BILLS & CORRESPONDENCE

A. Approval of payment to Northwest Conservation District, Inc. This is a Wetlands bill and they have paid the bill.

10. ZEO REPORT-Stacey Sefcik will check on the property on Bald Mountain and see if the building already on it is being used as a shed or house.

Mrs. Sefcik asked if the Commission is okay with receiving the packet via email. Mr. Fahsbender said that Mrs. Sefcik would need to ask each member.

11. ACTION ITEMS & RESPONSIBILITIES

-Stacey Sefcik will ask each member of the Commission if they are okay with receiving their meeting packets via email.

- Mrs. Sefcik will check on the property on Bald Mountain where the construction of a house is occurring and see if the building already on it is being used as a shed or house.

-Mrs. Sefcik will obtain from applicant for application #24-019 the lot number of the property for the application. She will also look to see if there are any special permits already in place. Mrs. Sefcik would also like an elevation picture as well as smaller copies of the site plans.

-Mrs. Sefcik will let applicant for application #24-020 know that the application needs to be filled out completely, as there is missing information and a site plan and a narrative are needed. The commission would also like a business plan, floor plan, and any exterior modifications.

12. ADJOURNMENT-Lise Read made a motion to adjourn the meeting at 7:19 pm, seconded by Steve Landes and approved unanimously.

Respectfully submitted,



Marinell Crippen
Recording secretary