

NORFOLK PLANNING & ZONING COMMISSION

Special Meeting

Town Hall

February 20, 2024 @ 6:30 p.m.

Approved Minutes

Present: Tom Fahsbender-Chair, Christopher Schaut, Wiley Wood, Jonathan Sanoff, Jordan Stern, Marion Felton, Edward Barron, Steven Landes (alternate), Lise Read (alternate)

Also Present: ZEO Karl Nilsen

1. **Call to Order-**
2. **Roll Call** -Edward Barron arrived at 6:45. Karl Nilsen was introduced as the new ZEO.
3. **Agenda Review**-Chris Schaut made a motion to move "Approval of Minutes" #5 to after "New Business" #6, seconded by Jonathan Sanoff and approved unanimously.
4. **Public Comment**-None
6. **New Business-**
 - A. **Public Hearing 6:45 pm; 23-045 Modification of a special permit for City Meadow parcel 7-12/15; Proposed changes to lot line, parking, and other uses. Possible deliberation and vote.**

Role call. Edward Barron recused himself, and Lise Read sat for him. Tom Fahsbender read the legal notice into the record. He then summarized the application as follows: given that a special permit for City Meadow had already been approved, the application for modification proposes a lot line revision, a new parking lot and walkway, as well as mechanicals for the fire department.

Matt Riiska explained the new application, the 2 drawings, the 45' wide lot line adjustment, the installation of a transformer and generator, the walkway to City Meadow, the storm drainage system, and parking for visitors to City Meadow. Riiska clarified that lot #151 is the current firehouse property, and lot # 152 is the current City Meadow. The proposal is to move the lot line 45 feet from #152 going West. Jordan Stern asked why wasn't boundary line adjustment with the transformer and generator on the same lot as the firehouse and the response was that they wanted to keep the adjustment simple.

Michael Sconyers explained that the lot line adjustment would be a simple deed transferring the 45 feet from lot #152 to #151.

Tom Fahsbender explained that the lot line adjustment and change of use have been both included in the same application. Mr. Fahsbender also reiterated that the reason for the generator being on City Meadow property is the efficiency of getting electricity into the firehouse.

Wiley Wood asked who will maintain the new walkway which will be on Firehouse Property. Matt Riiska said that it is town property, and the town will maintain and the public will have access across the Fire Department lot to City Meadow and there will be signage saying this.

Tom Fahsbender then opened the discussion to the public. No discussion.

Lise Read made a motion to close the public hearing #23-045 modification of a special permit for City Meadow parcel 7-12/15 at 7:25 pm, seconded by Chris Schaut and approved unanimously.

B. Continuation of Public Hearing #23-036 Buildings, Uses, and Facilities of the Town of Norfolk, new firehouse at 20 Shepard Road at 7:27pm.

Tom Fahsbender asked for mailing receipts for excavation and lot line applications, which Matt Riiska provided.

Tom Fahsbender noted that the Commission was given a map with turning radius that the Commission had asked for. The map had a revision date of November 21, 2023.

Mr. Fahsbender asked the Commission if they had any questions.

Addressed were low wattage B lights attached to handrails in drawing #5.0.

Matt Riiska said there is no lighting on the walkway currently. Will Walter said that some lights will be on all the time, some will be supplied with motion sensors, and some timed. He also noted that the lights on the map are shown during full illumination. Will Walter stated that the lighting was designed specifically for a firehouse.

The siren was discussed and explained that the siren rings every day for testing for about 30 seconds. During fire calls, the siren lasts about 60 seconds. It was explained that the siren sounded for about 120 calls this past year. The siren lasts for a minute each call, which makes a total siren time of 2 hours in a year.

Questioned about the timing of the construction work, Will Walter explained that, during construction, the engineering firm can check on the project once a week if wanted from the town.

Tom Fahsbender opened the discussion to the public.

John DeShazo, deputy fire chief, explained the importance of not looking at raw numbers for lighting. He also noted how important it is that there are no shadows at the Fire Department for it is very dangerous and can delay call time.

Lise Read made a motion to close Public Hearing #23-036 Buildings, Uses, and Facilities of the Town of Norfolk, new firehouse at 20 Shepard Road at 7:40 pm, seconded by Wiley Wood and approved unanimously.

C. Public Hearing; 23-043 special permit application for earth excavation for Town of Norfolk at 20 Shepard Road parcels 7-12/151 and 7-12/152 at 7:42pm.

Tom Fahsbender read the legal notice.

Role call. Edward Barron recused himself, and Lise Read sat for him.

Mr. Fahsbender opened questions for the Commission to ask. Will Walter explained that the application estimates that the amount of earth moved on site would be approximately 1200 cubic yards, 1300 cubic yards will be imported from off site, and approximately 800 cubic yards will be removed from the site. This would consist of around 20-25 truck loads. He explained that the work hours will be 7-3:30pm or 7:30-4pm on weekdays. No work would be done on weekends. Mr. Walters thinks the project will take up to 12 months, with the bulk of the earth moving taking about a month or two. A neighbor asked if the trees near their property could be removed and replaced with younger ones where they are putting a temporary road, and Will Walter said that would be fine and that the Commission could make it a condition.

Wiley Wood made a motion to close Public Hearing #23-043 special permit application for earth excavation for Town of Norfolk at 20 Shepard Road at 7:52pm, seconded by Lise Read and approved unanimously.

Tom Fahsbender stated that all 3 Public Hearings are now closed, and now the Commission could begin discussion and deliberation. He explained that the Commission may not receive any new information. He also thanked all who came.

Jordan Stern made a motion for discussion and deliberation of application #23-036 Buildings, Uses, and Facilities of the Town of Norfolk, new firehouse at 20 Shepard Road, to be moved to next meeting on March 12th, Lisa Read seconded and it was approved unanimously.

Jonathan Sanoff made a motion to approve the special permit application #23-043 for earth excavation for Town of Norfolk at 20 Shepard Road, seconded by Lise Read and approved unanimously.

Lise Read made a motion to continue discussion of #23-045, modification of a special permit for City Meadow Parcel 7-12/15; Proposed changes to lot line, parking, and other uses, to the next meeting on March 12th, 2024, seconded by Marion Felton and approved unanimously.

Tom Fahsbender asked the Committee to think about the applications, and if they have any conditions, to send them to Marinell Crippen and Karl Nilsen, who will then put all together and send in their packet. Any proposed conditions should be sent before March 3, 2024.

5. Approval of Minutes

Chris Schaut made a motion to approve the minutes of the January 9, 2023 meeting as amended, seconded by Jonathan Sanoff and approved unanimously.

7 Old Business

Proposal or nominations to fill vacancies. It was noted that an Independent or Republican is required to fill the position. Edward Barron said that the Republican town committee hadn't had a meeting since the Commission's last meeting and he would like to delay his nomination until next month's regular meeting. Wiley Wood said that he would like to nominate Bill Couch if he is interested and is a non Democrat. Lise Read wanted to nominate Alan Boucher. She will ask if he is interested. It was noted that to be on the Planning and Zoning Commission, Boucher would have to step down from the ZBA.

8 Bills and Correspondence

1-Wetland minutes of January 8, 2024 were passed out

2-Planimetrics Invoice #2023 for \$1,500 for July-Dec '23. Jonathan Sanoff made a motion to approve payment of Invoice #2023 for the amount of \$1,500 to Planimetrics, seconded by Lise Read and approved unanimously.

3-CFPZA Quarterly Newsletter was passed out

9 ZEO report

The report was passed out. Karl Nilsen, the new ZEO, said that he believed that inspections have been overlooked and he will assure that they take place. He also stated that he has received no new applications.

10 Action Items and responsibilities


1- Commission members who have someone in mind to join the board of alternates will ask them if they are interested

2-Commission to look at the application for the Firehouse and send proposed conditions to Marinell and Karl by March 3, 2024.

11 Adjournment

Chris Schaut made a motion to adjourn at 8:33pm, seconded by Lise Read and approved unanimously.

Respectfully submitted,



Marinell Crippen, Secretary