

NORFOLK PLANNING & ZONING COMMISSION

Regular Meeting

Conducted Via Zoom

March 9, 2021 @ 6:30 p.m.

Approved Minutes

Present: Tom Fahsbender-Chair, Lawrence Freedman, Paul Madore, Christopher Schaut, Melissa Renkert, Edward Barron, West Lowe (alternate), Kevin Gundlach (alternate)

Also Present: ZEO Michael Halloran

1. **Call to Order**-6:33 pm
2. **Roll Call** – Alternate West Lowe sat for Marion Felton.
3. **Agenda Review**-Michael Halloran asked to add an invoice to 8C and a referral response from NHCOC to 8D. A motion to add these items to Bills and Correspondence was made by Christopher Schaut, seconded by West Lowe, and approve unanimously.
4. **Approval of Minutes**-A motion to approve the minutes as amended for the February 9, 2021 meeting was made by West Lowe, seconded by Paul Madore, and approved unanimously.
5. **Public Comment**-none.
6. **New Business**-
 - A. Michael Halloran said he received a letter withdrawing #21-008 application. A new one will be made. Kate Johnson, President of Foundation for Norfolk Living (FNL), was on the call as well as Martin Connor, planning consultant, discussing the new applications. Discussed were items to add to the applications. The items were 1) Lot sizes created 2) The length of the town road 3) Any amendments in writing in advance. It was noted that Kate Johnson and Martin Connor will send these new applications in advance of the public hearing to Michael Halloran. Edward Barron moved to accept the applications, West Lowe seconded and The applications were accepted unanimously.
 - B. The motion to have a public hearing scheduled for April 13th at 7 p.m. for these applications was made by West Lowe, seconded by Paul Madore, and approved unanimously.

7. **Old Business-** Public hearing withdrawn.

8. **Bills & Correspondence-**

- A. Christopher Schaut approved the motion to pay Planimetrics invoice #1752 for \$500.00, Melissa Renkert seconded, and it was approved unanimously.
- B. Canceled conference for CFPZA. Michael Halloran said that they have length of service awards and that West Lowe and Lawrence Freedman would get ones.
- C. It was agreed upon that the Commission should continue paying for the quarterly newsletter. Lawrence Freedman motioned to continue paying for the newsletter, West Lowe seconded, and it was approved unanimously.
- D. Michael Halloran sent regulation changes to Northwest Hills COG and they are fine with the changes. They will be part of the Public Hearing as correspondence.

9. **ZEO Monthly report-**Michael Halloran stated that it has been a busy time.

10. **Action Items-**

- A. Michael Halloran will send to Glenn Chalder the narratives from Kate Johnson and Martin Connor. He will look at what was approved in 2019 against what was discussed now.
- B. Michael Halloran will send the report from Glenn Chalder to the Commission ahead of the Public Hearing.

11. **Adjournment-**A motion to adjourn was made at 7:18 by Paul Madore, seconded by Christopher Schaut, and approved unanimously.

Respectfully submitted,

Marinell Crippen, Secretary