



NORFOLK PLANNING & ZONING COMMISSION

Special Meeting

Town Hall

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

Draft 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 Michael Halloran

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 all but Edward Barron, who recused himself, and Lise Read sat for him.

Tom Fahsbender read the legal notice into the record. He then summarized the application as follows-a special permit for City Meadow had already been approved and there are some changes for lot line revisions as well as a parking lot and walkway and mechanicals for the fire department.

Matt Riiska explained the new application, the 2 drawings, the 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. The lot line adjustment is 45' wide. In a 1988 survey done for City Meadow there is a note highlighting the piece of property that the Fire House would like to make as the lot line adjustment and it says "this land proposed for use by the Norfolk Fire Department" and he is asking for the lot line adjustment because there was no deed adjustment, although the survey shows that that was the intention. Lot #151 is current firehouse and lot # 152

is for current City Meadow. The proposal is to move the lot line 45 feet from #152 going West.

The Commission then asked questions. Michael Sconyers explained that it will be a simple deed transferring 45 feet from #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 receipts for excavation and lot line and Matt Riiska provided.

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

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

Addressed were low wattage B lights attached to handrails #5.0. Matt Riiska said there is no lighting on the walkway currently. Will Walter said that any lights on sight will come out but streetlamps will not. He also said that some lights will be on all the time, some will be motion sensed and some timed.

The lights on the map are shown during full illumination.

The siren was discussed and explained that the siren rings every day to get tested for about 30 seconds and for rescue fire calls and fire fire calls about 60 seconds. Also explained is the lighting necessary for the firehouse and how important it is for the lights to not throw shadows. Will Walter stated that the lighting was designed specifically for a firehouse.

It was explained that the siren went off about 120 calls this past year which is a minute each which makes 2 hours in a year.

Will Walter explained that 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 and 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 all but Edward Barron, who recused himself, and Lise Read sat for him.

Mr. Fahsbender opened questions for the Commission to ask. Will Walter explained the #'s that are on the first page of the narrative. They are moving around on site approximately 1200 cubic yards, 1300 cubic yards will be imported from off site and approximately 800 cubic yards will be removed from the site, around 20-25 truck loads. He explained that the work hours will be 7-3:30pm or 7:30-4pm weekdays and no weekends. Mr. Walters thinks the project will take up to 12 months and the bulk of the earthwork is a month or two.

A neighbor asked if the trees can be removed where they are putting a temporary road and Will Walter said that would be fine and 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 has discussion and deliberation. He explained that the Commission may not receive any new information. He also thanked all that came.

Jordan Stern made a motion for #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 application for #23-043 special permit application 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 this application 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. They must send 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. An Independent or Republican is required to fill the position. Edward Barron said that the Republican town committee hasn't had a meeting since the Commissions last meeting and he would like to delay. Wiley Wood said that he would like to nominate Bill Couch if he is interested and a non Democrat. Lise Read wanted to nominate Alan Bouchier and she will ask if he is interested and if he is he will 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.

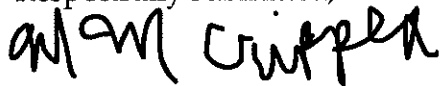
10 Action Items and responsibilities

- 1-new members-Commission members that have someone interested will ask them if they are interested in joining as alternates
- 2-Commission to look at the application for the Firehouse and send any 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