

NORFOLK PLANNING & ZONING COMMISSION

Regular Meeting
January 10, 2012

Minutes (Draft)

Present: Bill Riiska – Chairman, Ruthann Olsson, Michele Sloane, Vint Lawrence, West Lowe, Larry Freedman (alternate), Betsy Kittredge (alternate), Star Childs (at 7:30 pm)

Absent: Jeff Tarrant

Alternate Representation: Larry Freedman for Jeff Tarrant, Betsy Kittredge for Star Childs (until 7:30 pm)

Others: ZEO Scott Eisenlohr, Asst. ZEO Mike Halloran

- 1. Call to Order**
- 2. Roll Call**
- 3. Agenda Review**

A motion by Michele Sloane, seconded by Ruthann Olsson, to add Election of Officers to agenda was approved unanimously.

4. Approval of Minutes

A motion by Vint Lawrence, seconded by Betsy Kittredge, to accept the minutes of the November 15, 2012 Regular Meeting was approved unanimously.

Approval of December 13, 2011 minutes tabled until next meeting.

5. Public Comments – none

6. New Business

A. V. Lawrence, Westside Rd. – division of property

Vint Lawrence recused himself from this portion of the meeting.

Attorney Sconyers discussed 12/09/11 correspondence and presented a preliminary survey map regarding a division of 27.5 acres from an 87 acre lot on Westside Rd. and Litchfield Rd. (Assessor's Map #7-08/9) As the retained parcel will be subject to a recorded restriction limited to agricultural or conservation uses, a subdivision application is not required at this time. In the event the retained parcel is to be changed to other than agricultural or conservation uses, application for approval to P&Z would be required.

7. Old Business

A. Appointment of P&Z alternate

A motion by Vint Lawrence, seconded by Larry Freedman, to appoint Schuyler

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Thomson to fill the vacant alternate position for a term effective immediately through 11/17/2015.

B. Citation/Enforcement Manual Update

Larry Freedman, Ruthann Olsson and Vint Lawrence have formed sub-committee to study implementation of Enforcement Manual and Citation Ordinance.

C. Subdivision Regulatory Update

A motion by Larry Freedman, seconded by Ruthann Olsson, to ask Glenn Chalder to attend our March regular meeting to begin regulatory update of subdivision regulations was approved unanimously.

8. Bills and Correspondence

A. A motion by Star Childs, seconded by West Lowe, to approve payment to Howd, Lavieri & Finch for legal services rendered for Watkins, 281 Litchfield Rd., \$140.00 for services 11/03 – 11/08/11 and J. Pilbin, 119 Winchester Rd., \$880.00 for services 11/08 – 11/10/11, was approved unanimously.

B. Correspondence from Jennifer Pilbin

Mike Halloran read 12/09/11 letter of complaint concerning purported violations at Mike's property at 68 Loon Meadow Dr. Matter discussed at 12/13/11 meeting and referred to Building Dept. It was determined by Building Inspector Mike LaRosa that all permits are in place and no violations have occurred. Scott Eisenlohr to send letter to Ms. Pilbin advising of same.

C. Planimetrics questionnaire

Postcard questionnaire presented to all members for any comments concerning recent zoning regulatory update.

D. NW Planning Collaborative – email re: IHZ

Michele Sloane read 1/10/12 email from Jocelyn Ayers regarding closing out of the Incentive Housing Zone study grant.

A motion by Michele Sloane, seconded by West Lowe, to send response to Jocelyn that IHZ study has been completed and grant study should be closed out, was approved unanimously.

9. ZEO Monthly Report – attached

10. Election of Officers

Bill Riiska announced that, for personal reasons, it is necessary for him to resign from the Commission effective immediately. Election of Officers was tabled until next meeting.

11. Action items and responsibilities

- Larry, Vint and Ruthann will schedule Citation study sub-committee meeting.
- Scott to send letter in response to J. Pilbin letter.
- Michele to send letter to Town Clerk re: appointment of Schuyler Thomson.

12. Adjournment

A motion by Star Childs, seconded by Vint Lawrence, to adjourn the meeting at 8:00 pm was approved unanimously.

Respectfully submitted,

Michele Sloane
Secretary