

Town of Norfolk  
Planning and Zoning Commission  
Regular Meeting MINUTES for December 9, 2008 @ 7:00PM  
19 Maple Ave, Norfolk, CT – Town Hall

1. Call to Order: The Chairman called the meeting to order at 7:05
2. Roll Call: Present William Riiska (Vice-Chairman), Michele Sloane (Secretary), Starling Childs, Ruthann Olsson, William Couch (alt.), Liane Burke Scott Eisenlohr (ZEO) Absent: Richard West Lowe (Chairman), Jeffery Torrant, Elizabeth Kittredge (alt)  
Mr. Couch was seated for Mr. Lowe

3. Agenda Review.

4. The October November 12, 2008 minutes were mailed out to the Commission prior to the meeting for review

**IN A MOTION** made by Ms. Sloane seconded by Mr. Couch it was voted to approve the November 12, 2008 regular meeting minutes. Vote Unanimous

5. Old Business

- a. Conservation Subdivisions. The Town of Norfolk was awarded \$32, 300 for the Housing for Economic Growth Program – Technical Assistance. An agenda was received for a meeting on December 10, 2008 at 10:00am. Mr. Riiska will be able to attend the meeting. Other members of the Commission will attend if possible.
- b. Town Plan Update.
  - i. Budget – Ms. Sloane had a spreadsheet projecting the total cost of this project, it appears that it may go over budget by \$2,700.00 and she will research why. It appears at this point there is plenty of money to pay the current bill.
  - ii. Vint Lawrence was present. Revised copies of the Plan of Conservation and Development were submitted to the Commission. The Commission thanked Mr. Lawrence along with the other members of the sub-committee and gave him permission to send the draft to Glen Chalder, Planimetrics.

**IN A MOTION** made by Mr. Child's Seconded by Mr. Couch it was voted to add to the agenda discussion of the EMS / Firehouse buildings.

- c. Discussion of the EMS / Firehouse buildings. – Ted Veling was present to discuss with the Commission. Mr. Veling informed the Commission of all the options that have been explored and in his opinion the option that was proposed and approved by the Planning and Zoning Commission is the only option. The Commission feels now that the Town needs a new Firehouse there may be different options which include the both buildings and that at the time of approval the Commission was not given all the pieces to make the decision. The Commission would like Sue Dyer, First Selectman, and members from the EMS Committee and Fire house Committee present at the next meeting.
6. New Business:
- a. Time Limitations of agenda items and meetings – The Commission would like the Chairman to work with the Commission secretary to put time limitations on agenda items and try to limit the meeting to 2 hours.

7. ZEO Report

- a. Permits Issued – The Commission reviewed
- b. ZEO Monthly Report
  - i. Drafting new Planning and Zoning applications. – Special Permits and Zoning permits will be mailed to the Commission prior to the January meeting for review.

8. Bills and Correspondence

- a. Planimetrics Bill of 11/19/08

**IN A MOTION** made by Mr. Childs seconded by Ms. Olsson it was voted to approve the invoice or Planimetrics in the amount of \$2034.86. Vote Unanimous

- b. Dave Cusick bill of 11/17/08

**IN A MOTION** made by Mr. Couch seconded by Ms. Burke it was voted to approve the invoice for Dave Cusick for the amount of \$450.00. Vote Unanimous

- c. Day Pitney correspondence of 10/30/08, 11/25/08, re: Yale Farm Golf Course – available for the Commission to review
- d. CT. DEP correspondence of 11/4/08 – encourage WPCA to extend sewer service area- available for the Commission to read
- e. Copy of letter to Jones from Scott Eisenlohr 11/25/08 – stating P&Z is contacting attorney – Commission received
- f. CT. Federation of P&Z agencies newsletter of Fall 2008- Available for Commission to review
- g. Dyck Andrus card of 11/27/08 – Commission received
- h. Inland Wetlands Minutes of 12/1/08 – Commission received and reviewed
- i. CT OPM Technical Assistance Grant Letter of 11/24/08 – discussed under Conservation Subdivision

**IN A MOTION** made by Mr. Childs seconded by Mr. Couch it was voted to go into executive session for litigation and discussion of attorneys letter at 8:15 PM. Vote Unanimous

**IN A MOTION** made by Mr. Childs seconded by Mr. Couch it was voted to come out of executive session at 10:00 PM. Vote Unanimous

**INA MOTION** made by Mr. Childs seconded by Mr. Couch it was voted to adjourn the meeting at 10:01 PM. Vote Unanimous

Respectfully Submitted

Rista Holda  
Land Use Administrative Asst