



NORFOLK PLANNING & ZONING COMMISSION  
Regular Meeting  
Norfolk Town Hall  
December 13, 2022 @ 6:30 p.m.  
Approved Minutes

**Present:** Tom Fahsbender-Chair, Chris Schaut-vice chair, Paul Madore, Melissa Renkert, Jonathan Sanoff, and Edward Barron (alternate).

**Also Present:** ZEO Michael Halloran

1. **Call to Order**-6:29 pm
2. **Roll Call** - Alternate Edward Barron sat for Marion Felton.
3. **Agenda Review**- A motion by Chris Schaut, and seconded by Melissa Renkert, to move Bills and Correspondence (8) and ZEO report (9) to before New Business (7) was approved unanimously.
4. **Approval of Minutes**- A motion to approve minutes as amended for the November 9, 2022 regular meeting was made by Chris Schaut, seconded by Melissa Renkert, and approved unanimously.
5. **Public Comment**-None
6. **Bills and Correspondence**
  - A. Wetlands minutes from November 7, 2022 were presented and reviewed by the Commission. There were several questions regarding the roadside spraying at 71 Bruey Road.
  - B. The "Commission Basics" document from Chris Schaut was presented to the Commission.
  - C. Two zoning permits were issued in November, 231 Loon Meadow Dr. expanded deck, and 207 Westside Rd., signage.
7. **ZEO report**
  - A. A brief discussion regarding the Northwestern Connecticut Sportsman's Association LLC. A letter was read by Michael Halloran which was reviewed by both the Commission and Attorney Zizka, stating activities allowed on a recreational facility. The letter will be sent to the Association.
  - B. Michael Halloran talked about the hiring of a Hearing Officer, and has contacted James Steck, an attorney who is familiar with a hearing officers' role. Halloran has not yet heard back from Attorney Steck.

## **8. New Business**

A. 6:48 Public Hearing opened for permit application #22-026, for Norfolk Foundation at 6 Station Place, which is for a modification of the Village District Review per Section 4.02. All six seated members sat for the hearing.

Tom Fahsbender asked if there were any recusals and there were none. Mr. Fahsbender then read the legal notice for the public hearing.

Michael Halloran confirmed that legal notices had been sent to ten abutting landowners.

Tom Fahsbender summarized the application as a modification of a previously approved permit in the Village District. Tom asked Mark Burke, the applicant, to address the Commission and explain the need for the modification.

Mr. Burke discussed the need to remove the window from an inaccessible space, as it has rotted. He proposes to blend in new siding to match the existing shake siding. There was a question from the Commission of possibly moving the existing signage to the new space and Mr. Burke stated it was not planned if it was not necessary. There were no other questions from the Commission, nothing from the audience, and no written communication.

Ned Barron commented that the work would be a great improvement to the building.

Chris Schaut made a motion to close the Public Hearing which was seconded by Jonathan Sanoff. The motion to close was unanimous and closed at 6:54 pm.

Chris Schaut made a motion to approve application #22-026 for modification in the Village District as the application is consistent with the design guidelines set forth in Section 8.09 N1 of the Norfolk Zoning Regulations. Jonathan Sanoff seconded this motion and the motion to approve was unanimous.

B. Brian and Brenda Lilly, owners of the property at 105 Greenwoods Road East, had asked to be on the agenda to discuss the Cease and Desist order placed on their property. Michael Halloran stated that the Lillys had brought an appeal to the Town Clerks office late Monday afternoon, and that he filed the appeal to the Zoning Board of Appeals (ZBA) earlier in the day today. Halloran stated that while the order is under appeal the Commission should not be discussing the issue. Chris Schaut agreed that since an appeal has begun, the issue is now in the hands of the ZBA and no action can be taken by the P&Z Commission.

## **9. Continuation of ZEO report**

Discussion of changes to a structure that was originally approved as a Barn/Garage at 94 Laurel Way. It was agreed that Michael Halloran would send a letter to the Architect who had asked for changes to the upstairs of the Garage.

**10. Adjournment**

There being no other business, a motion was made by Paul Madore, seconded by Melissa Renkert to adjourn the meeting at 7:58 pm, which was approved unanimously.

Respectfully submitted,

  
Michael J. Halloran