

NORFOLK PLANNING & ZONING COMMISSION  
Regular Meeting  
Norfolk Town Hall  
November 14, 2023 @ 6:30 p.m.  
Approved Minutes



**Present:** Tom Fahsbender-Chair, Chris Schaut, Jonathan Sanoff, Wiley Wood, Steve Landes (alternate), Lise Reed (alternate)

**Also Present:** ZEO Michael Halloran

**Absent:** Marion Felton, Kevin Gundlach, Paul Madore, Ned Barron

**1. Call to Order:** 6:30

**2. Roll Call:** Steve Landes seated for Paul Madore: Lise Read seated for Marion Felton

**3. Agenda Review:** none

**4. Public Comment:** none

**5. Approval of the Minutes:**

Chris Schaut made a motion to approve the minutes of September 12, 2023, and October 10, 2023, as amended, seconded by Jonathan Sanoff and approved unanimously.

**6. New Business:**

Chris Schaut made a motion, seconded by Lise Read, to change the order to address agenda matter 6.C prior to 6.A. The motion was approved unanimously.

**C. Text amendment to the zoning regulations for compliance with Public Act 23-142.**

Jonathan Sanoff made a motion, seconded by Lise Read to accept the application for proposed zoning regulation changes regarding licensed family and group child care homes located in residences, and schedule a public hearing for December 12, 2023 at 6:45 pm. The motion was approved unanimously.

**A. Public Hearing 23-034 for a re-subdivision of the land by Don and Mari Louise Tarrant**

**at 77 Sunset Ridge Road began at 6:45 p.m.** Tom Fahsbender read the legal notice regarding the public hearing. Fahsbender asked Don Tarrant to describe his plan. Tarrant said he had purchased the 4.17 acres of land over 40 years ago and built a house on one side of the lot. He described why the lot, with its view of Haystack, appealed to him and said they had raised their three children there. Tarrant read from Norfolk's Plan of Conservation and Development which encouraged the building of additional housing in residential areas within the town's water and sewer district. Tarrant's proposed division will leave his house with approximately 3 acres and the new lot with 1.17 acres. He explained that his daughter intends to build a house on the new lot. Michael

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Halloran said Tarrant would need to reapply to the Inland Wetlands Agency once he has a plan showing the location of the proposed house. Halloran read an email exchange between Tarrant and neighbor Ben Herzog indicating that Herzog had no objection to the plan. There were no further questions from the Commission members or the public. Chris Schaut made a motion to close the public hearing, Steve Landes seconded, and the motion was approved. The public hearing was closed at 7:00 p.m. After a brief discussion, Landes made a motion to approve the application for a re-subdivision, Wiley Wood seconded, and the motion was unanimously approved. Tarrant thanked the Commission and left the meeting.

- B. Public Hearing 23-036 Buildings, Uses and Facilities of the Town of Norfolk, new firehouse at 20 Shepard Road.** Tom Fahsbender read the legal notice. Halloran noted that there was one property across the street, Folkstead LLC, that had not received notice. Selectman Matt Riiska said he would send the notice. It was acknowledged that the property owner had received the notice for the adjacent property that he owns, so was informed of the public hearing. The application is being made by the Town of Norfolk, and Riiska introduced David Stein from Silver Petrucelli & Associates, architects for the project, and Will Walter from Benesch, the project engineering firm.

Stein began by stating that his firm has designed many firehouses in Connecticut and explained that as a public safety building the needs and functionality are important considerations. Stein explained that they had to design the new building so that the existing building could continue to function during construction. He described the type of building materials envisioned for the new building. In response to questions from commission members he said the meeting room would be large enough to accommodate training sessions and could potentially be used for community gatherings.

Commission members inquired about lighting and Stein said that some 24-hour safety lighting is required, but otherwise they intend to abide by "dark sky" lighting. Halloran noted that the materials presented did not include a lighting plan. Wiley Wood cited regulations that require the commission to base its decision on the actual light fixture being proposed. Halloran agreed that the lighting fixtures must be specified as part of the Village District review of the plans. Walter said the lighting cut sheets were inadvertently left off the plans and he will send them.

Halloran offered to provide a sample of the report Glen Chalder developed for the Village District review of the Norfolk Hub. There was a question from the public about how much it would cost for a report from Chalder who is a town planner, and has worked with P&Z over many years.

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Will Walter described the site plan, the location of the buildings, the topography and provided a brief description of the situation during the construction of the building. Walters was questioned by commission members about the amount of excavation that would be required. It was determined that a special permit for the excavation may be required based upon the estimated amounts of material being imported, exported, and moved on the site.

Wiley Wood inquired about how the new firehouse would impact public access to City Meadow. Wood noted that the special permit approved for City Meadow would need to be modified. Walter described how access to City Meadow would be addressed and said he believed the plan would provide a better defined and safer walkway. There was also a discussion of the location of parking for City Meadow, including the handicap parking. Halloran pointed out that since the special permit was approved there is now access by stairs from the center of Norfolk where parking is available.

Lise Read inquired about the firehouse bell and a member of the fire department said it's a 360-degree warning device so the sound goes in every direction.

Paul Padua, NVFD chief, addressed the commission describing the urgent need for a new firehouse for the safety of the volunteer firemen. Amy Bennett and Dan Wuori spoke in support of the new firehouse. Ken Ludwig asked a question about City Meadow and Fahsbender and Halloran explained the history.

The following additional information was requested by the commission: a letter to Folkstead LLC; a detailed lighting plan; an excavation plan; the turning radius plan for vehicles on the side of the building; set of sample building materials; final location of the new alarm; location of the handicap parking for City Meadow; a written description of the changes proposed for access to City Meadow; addressing the requirements listed in Sections 8.09N and 6.04.

In response to a question about the construction schedule, Walter said that until a contractor was chosen there couldn't be a specific schedule, but if you are able to start construction on the foundation after the winter, it should take 9 to 12 months to complete.

Schaut moved to continue the public hearing until December 12th, Landes seconded, and the motion was unanimously approved.

**7. Old Business:** none

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**8. Bills and Correspondence:** Halloran distributed the quarterly newsletter from CFPZA.

**9. ZEO Monthly report:** Halloran reported he had issued four permits in the past month. Halloran read a letter from Riiska about the two bridges in South Norfolk that will be replaced. The work is expected to be completed in 2026 and there will be a chance for public input at a later date, the letter is just notification.

A motion to adjourn was made by Schaut, seconded by Sanoff. The meeting adjourned at 9:04 pm.

Michael J Halloran  
For Commission