

NORFOLK PLANNING & ZONING COMMISSION
Regular Meeting
Norfolk Town Hall
October 10, 2023 @ 6:30 p.m.
Approved Minutes

Present: Tom Fahsbender-Chair, Chris Schaut, Jonathan Sanoff, Marion Felton, Edward Barron (alternate)

Also Present: ZEO Michael Halloran

1. **Call to Order-6:33**
2. **Roll Call-Edward Barron will be seated for Paul Madore**
3. **Agenda Review- none**
4. **Public Comment- none**
5. **Approval of Minutes –**
Jonathan Sanoff made a motion to approve the minutes of the August 8th, 2023 minutes as amended, seconded by Chris Schaut and approved unanimously. Chris Schaut made a motion to table the minutes of the September 12th, 2023 minutes till the next months' meeting of November 14th, 2023 for more clarification from Wiley Wood, seconded by Edward Barron and approved unanimously.
6. **New Business-**
 - A. **Possible election of Board members to fill vacancies.** Wiley Wood was voted to become a sitting member instead of alternate at the last meeting. Jonathan Sanoff made a motion to nominate Lise Read of 48 Maple Avenue to become an alternate to fill Wiley Wood's unexpired term ending in November of 2025, seconded by Marion Felton, and approved unanimously. There were no other nominations. Jonathan Sanoff then stated why he nominated Mrs. Read. Mr. Sanoff said that Mrs. Read's family are longtime residents here and she was previously the secretary for the Wetlands Commission and Planning and Zoning of Ridgefield Connecticut, and he said she is very enthusiastic to participate in town government.
 - B. **23-034 application for re-subdivision of land by Don and Mari Louise Tarrant, 77 Sunset Ridge Road, Public Hearing required.**

Tom Fahsbender explained that this is one lot being cut into two lots within the neighborhood residential districts. Don Tarrant explained that he has lived on Sunset Ridge for over 40 years, and they originally purchased 4.17 acres and their intent is for their daughter to take the other half when divided. Mr. Fahsbender said that the Commissions' job is to make sure the application is complete for the Public Hearing. Michael Halloran said that he received a letter from Aquarian Water that there is a fire hydrant in front of the property and the new parcel will be able to hook up to public water. He also had a letter from Bill Hester that there is sewer available, and Mr. Tarrant would like to use the town sewer as well. Mr. Tarrant stated that they also had a Wetlands delineation report completed, and Wetlands had approved their application last week. Wetlands will require another permit before construction to show the placement of the structure. Mr. Halloran said he thought it was a well-done application. Mr. Tarrant said that his daughter was looking into a zero-energy house.

Edward Barron made a motion to accept the application and schedule a public hearing for November 14th, 2023 at 6:45, seconded by Chris Schaut and approved unanimously.

C. Possible text amendments for childcare regulations

Michael Halloran said there was a change in statute and Matt Riiska sent an email stating that the Commission needed to make regulation changes for compliance with Public Act 23-142, regarding licensed family and group child care homes located in residences. Mr. Halloran sent the email to Mike Zizka and Glen Chalder requesting proper and legal changes. Mr. Chalder will make all necessary changes, which the Commission will approve in November, then schedule a public hearing for December. Matt Riiska must write a letter to the State, stating that the Commission will become compliant.

D. Minor modification to Special Permit approval. 330 Greenwoods Road East.

George Auclair's building across the street from his garage at 330 Greenwoods Road East, was originally approved to be a dry building and now Mr. Auclair would like to put in a bathroom. The use of the building is not changing. Jonathan Sanoff moved that the special permit granted on planning and zoning application 22-002 be amended to allow the applicant to install a bathroom in the building and that this amendment will be passed without the need for a public hearing because of its insubstantial nature, seconded by Marion Felton and approved unanimously.

E. 23-036 Application for buildings, uses, and facilities of the Town of Norfolk, new firehouse at 20 Shephard Road. Public Hearing required.

Edward Barron recused himself since his property is within 100' of the property line.

Matt Riiska, First Selectman, introduced David Stein of Silver Petrocelli and Will Walter and said they have been working on the development of the new

firehouse. Mr. Riiska said they have been working on a new firehouse for 15 years or more and the gentlemen are here to answer any questions prior to the hearing. Mr. Walter also sent a lighting plan. Mr. Fahsbender said they should include abutters across the street.

Will Walter, professional Engineer from Alfred Benesch and Company, introduced himself. Mr. Walter explained the land has easements from City Meadow for use by the Fire Department. Mr. Halloran said that there is no deed to show these easements and he thinks it should be clear that these are easements to the Firehouse. Matt Riiska said that they will have the parcels combined before the Public Hearing. Michael Halloran said that the town owns both parcels but there needs to be a lot line adjustment. Mr. Halloran also said that it is in the Village District review, stating that any structure built or rebuilt requires review from the village district which is 8.09N of the regulations, page 115. Mr. Halloran noted that Mr. Walters has given mostly everything that is asked for in the regulations already, but Mr. Walters will go through the regulations and add anything needed, such as paint colors. Mr. Halloran said that changing the lot lines could be a condition included in the approval.

These are the items needed for the application.

1-8.09N page 115, village district review, bring paint color.

2-Property lines, lot lines need to be changed, and updated map should show this.

3-Request for modification of special permit that was given to City Meadow

4-Revised list of adjacent property owners within 100', including parcels across the street as well.

5-When will the work happen, schedules etc?

6-Elevations-show them in color and what the materials will be.

Chris Schaut made a motion to accept the application and schedule a Public Hearing for the November 14th, 2023 meeting immediately following public hearing of application 23-034, Jonathan Sanoff seconded and it was approved unanimously.

7. **Old Business-** none

8. **Bills & Correspondence-** none

9. **ZEO Monthly report-** Arcanum, Pilbin putting up a garage, Torrant subdivision.

Peter Crippen wants to put a hood system at 10 Station Place. The question is if you can see it from the road then the Village District needs to review it. Mr. Crippen was going to run the hood out a back window, but it was under a

stairway which is not allowed by the Fire Marshal. He now wants to run it out from another side window. The first design could be seen from Station Place, but the proposed new location is barely visible from the street. The hood will stick out two inches past the stone wall. The Commission discussed design guidelines in the Village District-1F, from page 115.

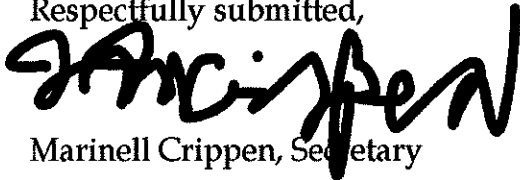
The Commission decided that Mr. Crippen does not need an application because it does not fall under the Village District Review.

Jonathan Sanoff asked about an issue brought up last month about growing marijuana on Sunset drive and their use of hoop houses. The neighbor had complained about the sound of the fans installed. The owner of the hoops and fans took out the fans and said that next year he will only grow inside his house.

10. **Action Items**-Michael Halloran will remind Matt Riiska about property lines and also he will send regulation changes to Glenn Chalder.

11. **Adjournment**-A motion to adjourn was made at 8:02 pm by Marion Felton, seconded by Jonathan Sanoff and approved unanimously.

Respectfully submitted,

A handwritten signature in black ink that reads "Marinell Crippen". The signature is written in a cursive, flowing style with some loops and flourishes.

Marinell Crippen, Secretary