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TOWN CLERK, NORFOLK CT

NORFOLK PLANNING & ZONING COMMISSION
Regular Meeting
Hybrid Meeting via Zoom and in Person at Town Hall
August 11, 2026 @ 6:30 p.m.
Draft Minutes

Present: Christopher Schaut (Chair), Edward Barron (via Zoom), Marion Felton, Steven Landes, Jonathan Sanoff (via Zoom, left at 9:01 pm), Jordan Stern (via Zoom), Wiley Wood, and Sandra Anasoulis (alternate, via Zoom).

Also Present: Stacey M. Sefcik, CZEO

1. **Call to Order** – 6:31 p.m. & **Roll Call**

2. **Agenda Review**
   A. Marion Felton made a motion, seconded by Steve Landes, and approved unanimously, to add a discussion with Tricia Deans regarding windows at 2 Station Place to the agenda under New Business. This discussion was later moved up on the agenda to before Old Business item B by motion made by Steve Landes, seconded by Marion Felton, and approved unanimously.
   B. Wiley Wood made a motion, seconded by Marion Felton, and approved unanimously, to add a discussion with the Tree Warden and First Selectman regarding removal of a tree to the agenda under New Business. This discussion was later moved up on the agenda to before Old Business item B by motion made by Wiley Wood, seconded by Marion Felton, and approved unanimously.

3. **Public hearings**
   A. **Application #26-009 Special Permit per Section 3.03-1.B.4 for Detached Accessory Apartment at 132 Mountain Road in the Rural Residential Zone. Applicants: William & Deborah Couch.**
   The applicant provided proof of abutter notice and it was noted that they received approval from the Torrington Area Health District. The applicants provided a brief description of the proposed accessory dwelling unit. Commission questions and discussion followed. Stacey Sefcik reviewed the requirements for accessory dwelling units in the Zoning Regulations (Section 3.05.D) and that the application complied with the requirements. There was no public comment.

   Ned Barron recused himself. Alternate Sandra Anasoulis was seated as a voting member in place of Ned Barron.

Steve Landes made a motion, seconded by Wiley Wood, and approved unanimously, to close the public hearing.

4. **Old Business**
   A. **Application #26-009 Special Permit per Section 3.03-1.B.4 for Detached Accessory Apartment at 132 Mountain Road in the Rural Residential Zone. Applicants: William & Deborah Couch.**
   Sandra Anasoulis is seated as a voting member due to the recusal of Ned Barron.

   Jonathan Sanoff made a motion, seconded by Steve Landes, and approved unanimously, to approve the application.

   B. **Discussion Regarding Family Compounds/Camps in the Zoning Regulations.**
   The Commission discussed further revisions to the proposed draft amendment. Discussion to be continued at the September meeting.

   C. **Discussion Regarding Junk & Unregistered Vehicles in the Zoning Regulations.**
   The Commission discussed further revisions to the proposed draft amendment. Discussion to be continued at the September meeting.

   D. **Discussion Regarding Possible Amendments to Accessory Dwelling Unit Regulations.**
   The Commission discussed further revisions to the proposed draft amendment. Discussion to be continued at the September meeting.

   E. **Discussion Regarding Zoning Text Amendments Required by Public Act 25-1.**
   Tabled until the September meeting.

5. **New Business**
   A. **Discussion with Tricia Deans regarding a change in windows at 2 Station Place.**
   Tricia Deans presented photos of the proposed change in windows to the space at 2 Station Place where Les Renards & Co. bookstore will be moving. The new windows would open to allow for better air flow into the space and would not have the dividing slats that the current windows have. Commission discussion followed. It was the consensus of the Commission that the change was minor and did not amount to a "remodel" that would require a special permit under the Village District regulations.

B. **Discussion of tree removal with the Tree Warden and First Selectman**
First Selectman, Henry Tirrell, and Tree Warden, Matthew Klimkosky, discussed plans to remove an existing tree in front of the post office on Station Place as the root system is damaging the sidewalk. The Town will be replacing the sidewalk and will remove the tree and as much of its root system as possible prior to sidewalk replacement. A new tree that is more appropriate for the location will be planted. The Tree Warden noted a statutory requirement for the removal of the tree, which requires a public hearing, to be held at a date to be determined.

6. **Opportunity for Public Comment for Items not Otherwise Listed**
None.

7. **Approval of Minutes**
   A. **July 14, 2026 Regular Meeting**
   Wiley Wood made a motion to approve as submitted, seconded by Steve Landes, approved unanimously.
   B. **August 4, 2026 Special Meeting**
   Jonathan Sanoff made a motion to approve as submitted, seconded by Ned Barron, approved by Commissioners Schaut, Barron, Felton, Landes, Sanoff, and Stern. Commissioner Wood abstained.

8. **Bills and Correspondence**
None.

9. **ZEO Report**
Stacey Sefcik noted that a neighbor of the fire house has come into her office to discuss construction activities for the new fire house starting as early as 6:00 am and 6:15 am and on weekends. The First Selectman has talked with the project manager and was assured that it would be addressed. The neighbor notified Stacey that it continues to happen. Commission discussion followed. Stacey will ask the First Selectman to speak with the project manager again.

10. **Possible Executive Sessions to Discuss Pending Litigation and/or Claims in the Following Matters:**
   A. *Assessment by Default & Judgment by Norfolk Citation Hearing Officer dated April 4, 2023, and filed at Volume 129 Page 194 of the Town of Norfolk Land Records.*
   No executive session was held on this matter.

   B. *Joseph Kelly, Clare Timoney, Donald Currier, Kim Currier, et. al. vs. Town of Norfolk Planning & Zoning Commission et al dated May 27, 2025.*

No executive session was held on this matter.

11. **Action Items and Responsibilities**
    A. Stacey Sefcik to continue compiling Commission edits to draft text amendments based on discussions during this meeting. Chris Schaut will assist, as needed.
    B. All Commission members should send any further comments and revisions to the draft text amendments to Stacey Sefcik to incorporate into the drafts prior to the September meeting.

12. **Adjournment**
    Steve Landes made a motion to adjourn at 9:04 pm, seconded by Marion Felton and approved unanimously.

Respectfully submitted,

Christopher Schaut, Chair