

Norfolk Planning & Zoning Commission  
Regular Meeting  
February 19, 2019 @ 6:30 p.m.  
Draft Minutes

**Present:** Michele Sloane – Chair, Schuyler Thomson, Lawrence Freedman, Marion Felton, Paul Madore, Tom Fahsbender, West Lowe

Also Present: ZEO Michael Halloran, Glenn Chalder, P&Z Consultant

1. **Call to Order:** 6:30 p.m.
2. **Roll Call** – West Lowe sitting for Chris Schaut
3. **Agenda Review**
4. **Approval of Minutes** – Motion to approve the amended minutes of January 8, 2019 made by Lawrence Freedman, seconded by Marion Felton and approved unanimously. Motion to approve the minutes of January 24, 2019 was made by Lawrence Freedman, seconded by Paul Madore and approved unanimously.
5. **Public Comment** – none
6. **New Business**
  - A. #19-004 Application for a Special Permit for a Country Inn (3.03-1 (C)(1) in a Rural residential zone. Applicant is Tracy Hayhurst for owners David Low and Dominique Lahaussais.  
Missing from the Application was a listing of adjoining abutters. It was determined that it would be submitted. Application was accepted and a motion was made by West Lowe, seconded by Paul Madore, to set a Public Hearing for March 12, 2019 at 6:45 pm and approved unanimously with Lawrence Freedman abstaining. It was questioned if the Commission would like Glenn to consult on the application. There was no objection to this from the Commission. Motion was made by Tom Fahsbender, seconded by Paul Madore, to retain Planimetrics to review the application and was unanimously approved with Lawrence Freedman abstaining.
7. **Old Business**
  - A. Public Hearing 6:45 p.m. #19-001. Petition to a Text Amendment to the Zoning Regulations and #19-002, Application for a Zone Change. Both applications are presented by Kate Johnson for the Foundation for Norfolk Living. Michele read the legal notice into the record.
  - B. Kate Johnson presented the mailing receipts for the Public Hearing.
  - C. Kate Johnson briefed the group on the proposal to create affordable houses for the Norfolk area. The first 10 houses are proposed to be 100% affordable. She explained the project located on Old Colony Road. More than 50% of the property will be left as open space.
  - D. Marty Connor read a letter into the record dated January 14, 2019.
  - E. Kenneth Hrika spoke about the Master Plan and Site Plan. The lot consists of 38.93 acres south of Haystack Mountain. It is the site of a former quarry. All construction materials currently on the site will be removed. There are two main areas to be used as the basis for the development. The existing roadway will be utilized. The Plan

proposes 19 units – Phase 1 is 10 units and an additional 9 on Phase 2. Open space will be provided at the rear of the site and consists of 23.08 acres. The setback line will be 100 feet from all property lines including the open space line. The building separation is 27 feet between structures. Maximum ground cover is 10%, equaling 1.5 acres. All units will share 4 carports and 2 parking spaces will be allotted per unit. Each unit will have approximately 18 feet of ground to park which allows for a total of 4 parking spaces to allow for guests. Minimum driveway width of 18 feet. The main road to the rear is 20 feet wide. No unit will have frontage on the main road. For safety precautions, some embankment changes will need to be done which they have verbal approval for from the Norfolk Cemetery Association. A formal easement will be obtained if the project goes forward. The grade will be kept at lower than 8%. There will be a wide radius to allow access for any emergency vehicles. Drainage will be low impact techniques. Sheet flow and swale flow will be used throughout the site with eastward drainage. The soil data is listed as excessively well drained. Most rainwater will be infiltrated into the ground. Roof water will be diverted through French drains. All water will be drained into a water quality basin. These units will be served by town sewer and town water.

- F. Kate Johnson passed out copies of 4 letters written by Mark Burke, Public Works Department, Aquarian Water Company, Norfolk Sewer District (unsigned), and Kate will obtain a signed copy, Norfolk Cemetery Association and the Land Trust.
- G. The updated proposed revisions were reviewed with the answers from Foundation for Norfolk Living in red. This Overlay will be site specific to this site only, not a general affordable housing regulation zone. The Foundation would not like a special permit for the Site Plan. Glenn indicated that this is general regulation verses site specific We would like to tie this Overlay Zone – with specific detail to this Site plan. If any change in the plan comes into place due to unforeseen circumstances, then a Text Amendment and a Zone Change Amendment would have to be applied for in the future. Accessory apartments, no more than 25% of the houses may have accessory apartments. Discussion was held on the accessory apartments not being allowed in the affordable units. It was questioned if the accessory apartments would be listed on the site plan. There are currently none on the Plan. These apartments are attached and should be listed as having an operable interior door and attached pad. The Deed restriction for affordable housing is 40 years. Due to affordability deed restriction, the value will only go up incrementally according to standards as established by the State. It was suggested that the Administrator of the project remain with the FNL with any changes in Administration to be submitted to the Commission for review. It was discussed that the Foundation should be more involved in the continuing of the affordability restrictions and would need to be written into the Regulations. Discussion was held on accessory buildings like tool sheds, gazebos, etc. If anyone wants to build any of these, they would have to come back for Site Plan approval after gaining approval from the Homeowner's Association. It was suggested to check with the Fire Marshal on the requirements for space between dwellings and get back to the Commission. It was suggested to change 10% coverage after conservation not donation. Tandem parking is permitted for guest spaces only. The planned tandem parking is adequate. The Foundation is not able to produce Homeowners' Association and Condominium Documents currently. These documents shall be provided at the time a building permit is applied for and prior to issuance of building permit. It was agreed that this would be the responsibility of the Homeowner's Association. It was discussed that the gravel and paved driveway sentence needs to be changed to all driveways and parking areas will

be paved. The affordability chart was corrected to reflect the 80%. It was suggested to include model affordability calculation at the time of sale verbiage. The funding deadline from the State was cancelled for the March 25, 2019 deadline. Kate Johnson has requested a meeting with Mike Santoro at the Dept. of Economic and Community Services to discuss other strategies and options.

H. A listing of Exhibits is attached.

I. Public Comment – Hope Childs advised that reconstruction on the wall on Route 44 may also affect this project.

J. Michele read a letter from Dawn Whelan on behalf of the Norfolk Foundation.

K. There are some outstanding issues for the Application to come back to the Commission. The Public Hearing will be continued at a special meeting to be held Thursday, March 7, 2019 at 6:30 p.m. and if necessary, Wednesday, March 27, 2019, whichever accommodates the most calendars.

## **8. Bills and Correspondence**

A. P&Z Commission List

B. Connecticut Federation of Planning and Zoning Agencies Quarterly Newsletter

C. Planetmetrics Invoice #1543 – invoice for \$2,313.78 for the POCD was presented for payment. Motion to approve made by Lawrence Freedman, seconded by West Lowe and unanimously approved.

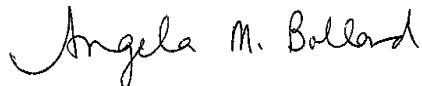
D. CFPZA conference

## **9. ZEO Report**

10. **Action Items** – review everything received.

11. Motion made to adjourn at 9:14 pm. by Tom Fahsbender, seconded by Paul Madore and unanimously approved.

Respectfully Submitted,



Angela Bollard, Secretary

Public Hearing 6:45 p.m. #19-001. Petition to a Text Amendment to the Zoning Regulations and #19-002, Application for a Zone Change. Both applications are presented by Kate Johnson for the Foundation for Norfolk Living.

#### Exhibits

1. Martin Connor, AICP qualifications.
2. Letter from Martin Connor to Michele Sloane.
3. Sections of 2009 Norfolk POCD.
4. Section 4 of Community Survey results June 28, 2018.
5. Letter from Mark Burke, Norfolk Land Group.
6. Letter from John Allyn Public Works Dept. 2/19/2019.
7. Letter from Aquarion 2/19/2019.
8. Letter from Norfolk Sewer District February 15, 2019.
9. Letter from Norfolk Center Cemetery Association February 18, 2019.
10. Letter from Norfolk Land Trust February 14, 2019.
11. Planimetrics report February 14, 2019 with KBJ responses 2/19/2019.
12. Haystack Woods Overlay Zone changes 2/19/19
13. Letter from Dawn Whalen, Executive Director Norfolk Foundation.