

## NORFOLK PLANNING & ZONING COMMISSION

Regular Meeting

November 9th, 2022 @ 6:30 p.m.

### Approved Minutes

**Present:** Tom Fahsbender-Chair, Chris Schaut, Paul Madore, Melissa Renkert, Jonathan Sanoff, Marion Felton, Kevin Gundlach, Wiley Wood-alternate, Edward Barron-alternate, Steven Landes-alternate

**Also Present:** ZEO Michael Halloran

1. **Call to Order-6:30 pm**
2. **Roll Call -**
3. **Agenda Review-** Michael Halloran passed out copies of the Quarterly Newsletter of Connecticut Federation of Planning & Zoning Agencies
4. **Approval of Minutes-** A motion to approve minutes, as amended, for the October 11, 2022 regular meeting was made by Christopher Schaut, seconded by Jonathan Sanoff, and approved unanimously.
5. **Public Comment-**none
6. **Old Business-** none
7. **New Business-**
  - A. **#22-026 Norfolk Foundation 6SP LLC, 6 Station Place, Modification of the Village District Review per Section 4.02.**

Mark Burke, representing the Norfolk Foundation, is asking for a modification of what the Commission had previously approved in 2016 for 6 Station Place (Berkshire Country Store). The Foundation would like to remove the attic window on the building façade. Due to lack of airflow in the attic, moisture builds up on the window and causes the wood to rot. The removed window area will be shingled over to match the existing facade. Mr. Burke spoke to two architects and they both agreed that the window adds nothing to the design function of 6 Station Place.

Discussion was had about whether to have a public hearing.

Tom Fahsbender asked 1) if the application is complete? 2) if it is a minor modification, does it require a public hearing? 3) and is it a minor modification?

Tom Fahsbender read regulation 8.09N6 and, after discussion, the Commission agreed that a public hearing would be necessary.

Mark Burke was asked to make a rendering of the building without the window so the Commission could see what that would look like, as well as decide before the public hearing if the Foundation would like to put up an arched sign or explain exactly what they would like to do regarding finishes. A motion was made to schedule a public hearing on December 13th at 6:45 by Marion Felton, seconded by Melissa Renkert and approved by Tom Fahsbender, Chris Schaut, Paul Madore, Melissa Renkert, Marion Felton, and Kevin Gundlach. Jonathan Sanoff voted against.

**B. Approval of schedule of meetings for 2023**

A motion was made to approve schedule of regular meetings for 2023 including January 2024 meeting by Christopher Schaut, seconded by Marion Felton, and approved unanimously. (Attached)

**8. Bills & Correspondence-**

A. Michael Halloran handed out the October Wetlands meeting minutes.

**9. ZEO Monthly report-**

A. A porch was approved for Alfred Bollard at 979 Litchfield Road.

B. Michael Halloran read a cease-and-desist letter that he will send to the owner of 105 Greenwoods Road East regarding rental of rooms in a non-owner/occupied residence.

C. Mr. Halloran said that he will check with a few land use attorneys to find a Hearing Officer. The need for a new Hearing Officer was discussed because of ongoing property violations at two sites.

D. The Northwestern Connecticut Sportsmen's Association Inc., located on Route 44, has been solely located in Colebrook until recently when the Association bought abutting acreage in Norfolk. Michael Halloran stated that in his opinion a Special Permit for a Recreational Facility in Norfolk was required. The Commission agreed with Mr. Halloran.

Mr. Halloran will inform the Association that the Commission agreed that they will need to apply for a special permit.

**10. Action Items-**

A. Mr. Halloran will copy and hand out Christopher Schaut's revised document.

**B.** Mr. Halloran will send out the cease-and-desist letter tomorrow to 105 Greenwoods Road East.

**C.** Mr. Halloran will find names of attorneys for a hearing officer.

**D.** Mr. Halloran will send the legal notice for the public hearing for #22-026.

11. **Adjournment**-A motion to adjourn was made at 7:24 by Christopher Schaut, seconded by Marion Felton, and approved unanimously.

Respectfully submitted,

Marinell Crippen, Secretary