

NORFOLK PLANNING & ZONING COMMISSION

Regular Meeting

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

Draft 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 or 2017 for 6 Station Place (Berkshire Country Store). Mr. Burke would like to take the window out in the attic space because it is rotted and there is no access to it and he would like to shingle it over to match the existing front. 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 809N6 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 6 members. 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 105 Greenwoods Road East regarding rental of rooms which is not an 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 NWCA Sportsman Association, which is on Route 44, has been solely located in Colebrook until recently since they bought acreage in Norfolk. Michael Halloran discussed with the Commission the need for a Special Permit for a Recreational Facility in Norfolk and the Commission agreed.

Mr. Halloran will tell the club that the Commission agreed that they will need a special permit.

10. Action Items-

A. Christopher Schaut needs to change a few items on the "Commission Basics" document he made for the Commission.

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

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

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

E. 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