

## NORFOLK PLANNING & ZONING COMMISSION

Regular Meeting

Norfolk Town Hall

January 10, 2023 @ 6:30 p.m.

### Draft Minutes

**Present:** 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** –Chris Schaut sat as Chairman. Alternate Wiley Wood sat for Tom Fahsbender.
3. **Agenda Review**- none
4. **Approval of Minutes**- A motion to approve minutes as amended for the December 13, 2022 regular meeting was made by Jonathan Sanoff, seconded by Marion Felton, and approved unanimously.
5. **Public Comment**-Patricia Coffey from 13 Emerson Street spoke. Ms. Coffey expressed her desire to become more involved with her community and voiced concerns over the costs of removing and then replacing the trees in front of Berkshire Country Store. No further discussion was had.
6. **New Business**-
  - A. **#23-001 Special Permit Application for Recreational Facility 3.05L A Dog Park on vacant land on Westside Rd. Lot parcel #7-10/18**

Joel Howard, President of Friends of the Norfolk Community Dog Park spoke and gave a history of the need for a dog park and why the Westside Road is the best location. Mr. Howard stated there are twelve people on the new board. Colleen Hellerman, owner of the property has offered to lease-2 acres of a 58 acre parcel.

Edward Barron had several questions he would like answered by the opening of the Hearing:

    - 1) Who is in charge of maintenance of the proposed dog park? Snow plowing, mowing, etc?
    - 2) Who will pick up dog waste?

3) Will the town have any legal responsibility?

Mr. Howard asked for several waivers which are:

1) Site plan waiver. Mr. Howard asked that the existing information in the application packet was sufficient as a current survey on record shows most of the information required.

Jonathan Sanoff moved that we approve the waiver of the site plan as requested in the application, Paul Madore seconded, and it was approved unanimously.

2) Class A-2 Boundary Survey- There is an existing survey recorded in the Town Clerks office (#888), and nothing has changed.

Jonathan Sanoff moved to waive the requirement of a Class A Boundary Survey, seconded by Melissa Renkert, and approved unanimously.

3) Zoning informational table.

Jonathan Sanoff moved that we remove the requirement of a zoning informational table, seconded by Marion Felton, and approved unanimously.

4) Requests waiver of application fee. Mr. Howard suggests that because it is a community dog park that the town waive the application fee.

Jonathan Sanoff moved that we modify the fee payable to the town of Norfolk so that the total of the fee will be equivalent to the towns' out of pocket expenses incurred in connection with the application, seconded by Melissa Renkert, and approved unanimously.

5) Signage-needs to go to ZBA if they wish to make the signage larger than allowed by the current regulations.

Paul Madore made a motion to accept the application and schedule a public hearing for February 14<sup>th</sup> at 6:45 along with other information that was requested, The motion was seconded by Marion Felton, and approved unanimously.

**7. Old Business- None**

**8. Bills & Correspondence-**

A. Wetlands Minutes from December 5, 2022 were received by the Commission.

B. The Connecticut Bar Association land use law webinar will be held on March 11, 2023. All members are encouraged to attend the seminar. The webinar is \$45 per person and funds are available in the budget to cover the cost.

**9. ZEO Monthly report-**

A. 24 Greenwoods Rd West-Michael Halloran has a citation ready to be sent and has reviewed it with Attorney Mike Zizka but was holding it

until a hearing officer was found. Attorney Peter Ebersol has been hired to be the hearing officer if needed. The Commission agreed for Michael to send the citation.

- B. 105 Greenwoods Road East-there is currently an appeal. In December Michael Halloran, Keith Bryne (the fire marshal) and Jim Clarke (the building inspector) went to the property and conducted an inspection. Keith Bryne determined that there were four illegal apartments. After a phone conversation with Mr. Halloran, Attorney Zizka, and Mr. Bryne, the Fire Marshal issued a violation for four illegal apartments and Michael Halloran sent the Lilly's, owners of 105 Greenwoods Road East, an enforcement order dated December 27<sup>th</sup>, 2022. (Attached)
- C. On 64 Inner Rd. Kate Johnson, architect, is proposing plans for a detached addition of 340 square feet to the property on Doolittle Lake with a bedroom, bathroom and heat but no kitchen. Wetlands has approved and Torrington area Health approved. The Commission agreed that this is not customary and requires a special permit not just a zoning permit.
- D. Melissa asked Michael about an issue from the previous month. The applicant has modified the permit for a bathroom and finished off the upstairs with an undercounter refrigerator and sink. Kate Johnson, the architect, wrote a letter stating there will be no kitchen in the building. Before the Commission signs off on the final C of O, Michael will do an inspection to confirm.

**7. Action Items-**

- A. Michael Halloran will send the citation to 24 Greenwoods Road West.
- B. Commission members that want to attend the webinar need to let Michael know by the 15<sup>th</sup> of February.

8. **Adjournment-** Jonathan Sanoff made a motion to adjourn at 7:39 pm, Paul Madore seconded, and it was approved unanimously

Respectfully submitted,



Marinell Crippen, Secretary