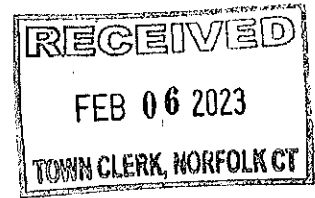


TOWN OF NORFOLK  
PLANNING & ZONING COMMISSION



This is to give notice to all concerned that a Public Hearing will be held on Tuesday, February 14, 2023, beginning at 6:45 PM upstairs in the Town Hall.

To consider an application #23-001 from the Norfolk Community Association on behalf of The Friends of the Norfolk Community Dog Park, on property located on Westside Road, Parcel 7-10/18. This application is to consider an approval for a Recreational Facility in accordance with the provisions of Section 3.05L.

At this hearing, interested parties may appear and be heard and written communication will be received. A copy of the proposed application will be available in the Land Use Office for review.

Dated this 11th day of January, 2023 at Norfolk, CT.  
Michael J. Halloran, ZEO

*original*

**TOWN OF NORFOLK**

19 Maple Avenue, P.O. Box 552  
Norfolk, CT 06058-0552

Phone: 860-542-6804 Fax: 860-542-5876

email: mhalloran@norfolkct.org

Permit #	<u>23-001</u>
Fee Paid: \$	<u>410<sup>00</sup></u>
State of CT Fee: \$	<u>60<sup>00</sup></u>
Check #:	_____
Date Paid:	_____

**APPLICATION FOR SPECIAL PERMIT**

**Proposed Use:** Community Dog Park

**Zoning Regulation:** Recreational Facilities **Zone:** RU

**Property Location:** Westside Road

**Assessor's MBLU:** Map No. 888 Lot No. 7-10/18 Vol. N/A Page N/A

**Acreage of lot:** 58.80 acre(s) = 2,561,328 sq.ft.

**Total sq. footage of all structures:** Vacant land = % of lot coverage 0

**Record Owners of Property:** Ann Coleen Hellerman

**Mailing Address:** PO Box 608

**Telephone No.** (860) 307-2276 email: achellerman1@gmail.com

**Name of Applicant:** Norfolk Community Association (on behalf of The Friends of the Norfolk Community Dog Park)

**Mailing Address:** PO Box 358

**Telephone No.** (860) 542-5153 (Joel Howard) email: brooklynct@gmail.com

**Has application been submitted to Inland Wetlands Commission?** Yes, approved

**Is there any claim of a "grandfathered" or non-conforming use prior to August 1973 being made pertaining to this application?** No

**Is any earth excavation proposed in conjunction with this application other than as permitted with an authorized and permitted use or development of a property?** 100 yds dirt reused for leveling

**The following must accompany this application:**

- Two (2) copies of the project's Site Plan at an appropriate scale (such as 1" = 40') prepared and signed by a Connecticut licensed land surveyor and stamped with an embossed seal showing, as applicable: *We request a waiver on this as we seek only to use 2 acres of a 58.8 acre parcel already surveyed. For below, please refer to two attached previously recorded surveys labeled 'Site Location'*

A key map showing:

- + the location of the property in relation to surrounding areas
- + the location of the lot in relation to public and/or private streets and access-ways
- + the zoning district in which the lot is located

- A Class A-2 boundary survey including the names of abutting property owners ○ A Site Development plan showing, if applicable: *Please refer to attached list 'Abutting Properties'; also see attached photos of 2-acre piece of the 58.80 acre property proposed for the park, which will be leased from Coleen Hellerman*

- + Existing and proposed buildings and other structures on the site *Vacant land*
- + Existing and proposed driveway, parking and loading areas *Please refer to attached schematic, 'Norfolk Community Dog Park (VI)'*
- + Existing and proposed grading with contours at two-foot intervals *See photos.*
- + The location of any wetlands and/or watercourses or areas of special flood hazard *N/A*
- + The location of any proposed signs *One sign at rear of rock wall adjoining entrance.*
- + Proposed site lighting including the location, size, height, intensity and hours of operation of all lighting fixtures *No lighting or electrical to be installed. Park will be a Dawn 'til Dusk facility, except perhaps during long summer days when specific hours may be posted.*

- A utility plan showing: *N/A - No water or sewage to be made available on site.*

- + The location and design of sewage treatment and water supply
- + The location and design of storm drainage facilities in compliance with the 2004 Connecticut Stormwater Quality Manual, as amended
- + The location and design of refuse disposal facilities

- A landscaping plan showing existing vegetation and proposed planning showing the Latin and common name of species used, quantity of each plant species and the size and height of the plants at the time of planting *As many trees as possible will be saved, with only dead/dying or crowded trees being removed. There are no plans to add vegetation other than grass.*
- Architectural plans and elevations *N/A*
- Construction notes and details *Construction will consist of grading and installation of fence, driveway, and parking area.*
- A zoning informational table showing the existing use, proposed use, zone, size of the property in square feet and acres, gross floor area of existing and proposed structures, proposed ground coverage, proposed building height in stories and feet, number of

parking and loading spaces (if any) required and provided (including handicapped) Other than parking spaces as noted on 'Norfolk Community Dog Park' schematic, we ask for a waiver of this request.

- Ten (10) 11x17 photocopies in conformity with Section 8.09 of Norfolk's Zoning Regulations 12 copies provided as requested.
- A business plan or written statement describing the proposed use N/A
- Approval by Torrington Area Health District (if applicable) of the proposed water supply system and on site sewage disposal facilities N/A per Tom Stansfield of TAHD.
- Erosion and Sedimentation Control Plan (if applicable) Silt fences will be employed as needed.
- Application Fee (payable to Town of Norfolk) We request a waiver for this fee.
- A list of names and addresses of all adjacent property owners within 100' of property (including across the street) Refer to attached list, 'Abutting Properties'
- Written proof documenting any claim of non-conforming use or variances N/A
- Other: Please read the attached 'A Brief Narrative' which outlines our purpose and goals, as well as numerous benefits of having a dog park in Norfolk.

Please also refer to Articles 3 and/or 4 for additional information that may be required specific to this application. Per Table 6.02-1 of Norfolk Zoning Requirements, specific to Parking, 'Uses not listed', we expect no more than 6 to 8 vehicles on site at any given time during regular operations. This figure comes from both observation and feedback from dog parks in Salisbury and Egremont. Our current plans allow for ten spaces, including one handicap accessible space, which shall meet minimum requirements per CGS Section 14-253a. If needed in the future, a total of up to 19 spaces could be provided.

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BA?  
Regarding signage, we hope to be allowed an exemption regarding size as it pertains to setback as outlined in Section 6.01 of Norfolk Zoning Requirements. As trees at the entrance are being kept for the specific purpose of curb appeal, to have visibility we ask for a sign not to exceed 6 square feet, with a setback of 3 feet from the stone wall, within 4 feet of the planned driveway entrance.

This application is for Special Permit purposes only and does not relieve the applicant of the responsibility of securing, without limitation, all necessary zoning, building, health and fire permits prior to the commencement of any construction or this use.

Upon approval of this application, a Special Permit Certification of Approval will be issued. The applicant will be responsible for filing said certification in the Norfolk Land Records, along with payment of filing fees to the Town Clerk, in order to be valid.

I do hereby declare under penalty of law that the above information is complete and accurate to the best of my knowledge and belief.

Original Signature(s) required OR Letter of authorization from the owner(s) with an original signature to a designated agent

Owner's Signature

Print Name

Date

Applicant's Signature (if different)

Print Name

Date

OFFICIAL USE ONLY

Date Application Received: 1/4/23 by: MSH

Date of Public Hearing: \_\_\_\_\_

Legal Notice/Application filed with Town Clerk: \_\_\_\_\_

Dates of Publication: \_\_\_\_\_ Sent to newspaper: \_\_\_\_\_

Public Hearing to be closed no later than: \_\_\_\_\_

Public Hearing continued to: \_\_\_\_\_ Public Hearing closed: \_\_\_\_\_

Decision to be made no later than: \_\_\_\_\_

Notice of Decision to: Town Clerk \_\_\_\_\_ Newspaper \_\_\_\_\_ Applicant \_\_\_\_\_

Special Permit Issued: \_\_\_\_\_ Filed by Applicant: \_\_\_\_\_

May, 2019

## **A Brief Introduction**

### **Norfolk Community Dog Park**

The Friends of the Norfolk Community Dog Park is an all-volunteer group currently working under the auspices of The Norfolk Community Association. NCA has agreed to serve as the fiscal sponsor of our group as we work towards incorporating and obtaining our 501(c)(3) tax-exempt status. We already have 12 people who are eager to volunteer their time and money towards the project and serve on our Board of Directors. Additionally, several people have requested to be members of the group.

Current members of FNCDP first coalesced as a group several months ago. For some time, like-minded locals have expressed a desire to build a dog park in town. After numerous visits to dog parks in Salisbury and Egremont, as well as many hours researching the topic, we have found a site that we believe both meets and complies with Norfolk's regulations, while also being centrally located.

The proposed site is along Westside Road, on land owned by Coleen Hellerman, and faces vacant land which is part of the Ellen Battell Stoeckel Estate. The nearest home is approximately 575 feet distance from the nearest physical fenced area of the park. The proposed site is part of a 58.8-acre parcel, of which the park itself, including parking, will be less than 2 acres. Off-street parking for ten vehicles is planned, with one space being handicapped compliant. The land will be leased from Ms. Hellerman.

Locals have expressed an interest in having a dog park for a number of reasons, chief among them being exercise and socialization for their pets. Additionally, the park would offer a public outdoor space for friends, both old and new, to gather and socialize. It would also provide a safe exercise space for dogs:

- Whose owners may not be physically able to walk them;
- That cannot be trusted off leash other than in a fenced area;
- Whose owners don't have the space to let them roam off leash and explore;
- To develop socialization skills;
- That is free of wild animals that can be a threat to them;
- That are older and have mobility, sight, and hearing issues

We also believe that having a dog park in town is a valuable asset in attracting new residents and employers to Norfolk. It would also encourage residents to allow their dogs to run off leash in a safe area designed for that purpose, rather than on area trails where dogs are not permitted off leash.

The park will be funded entirely by donations, and will be administered and maintained under the auspices of the 501(c)(3) charitable group The Friends of the Norfolk Community Dog Park.

The Friends of the Norfolk Community Dog Park

January 10, 2023

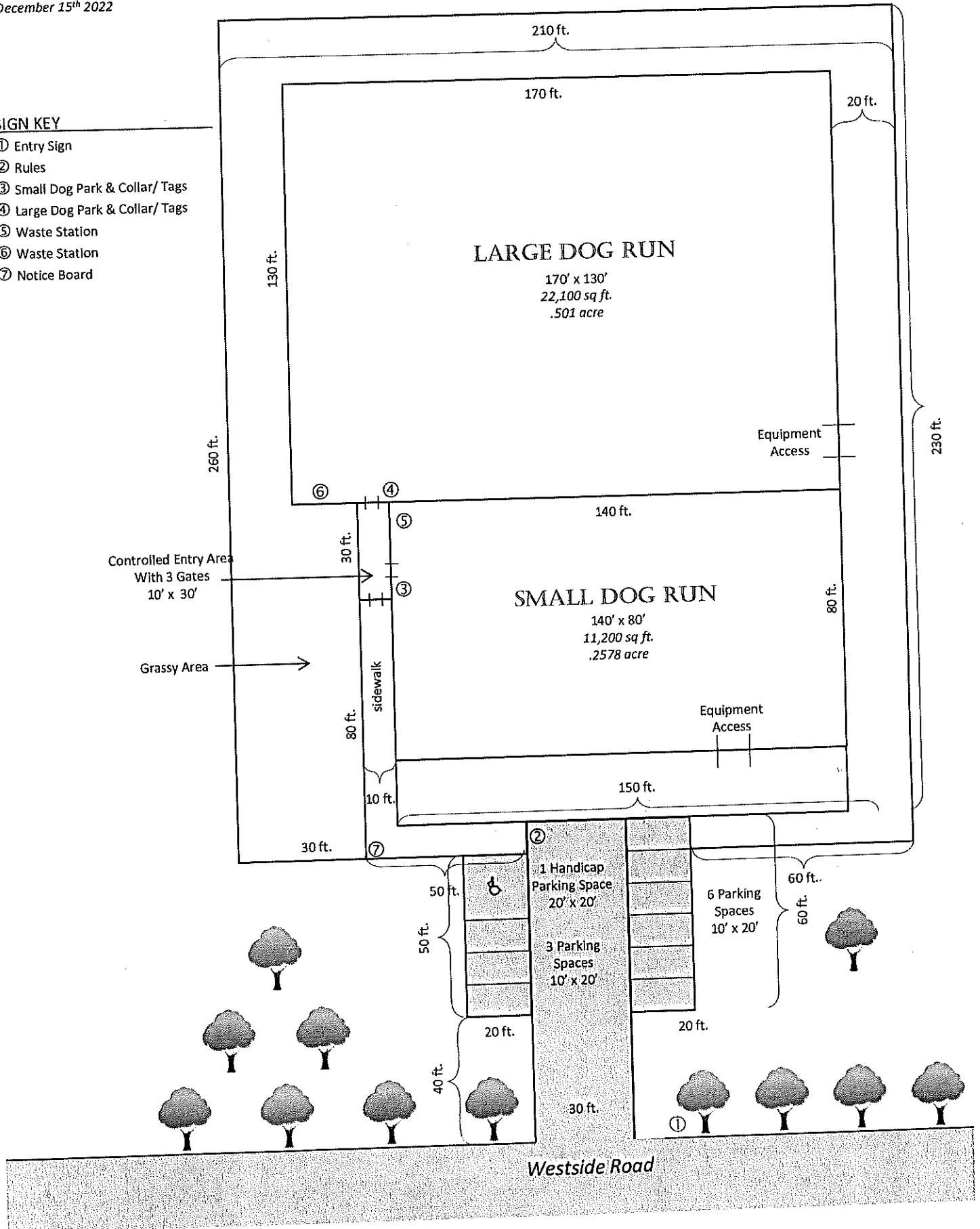
# NORFOLK COMMUNITY DOG PARK (V1)

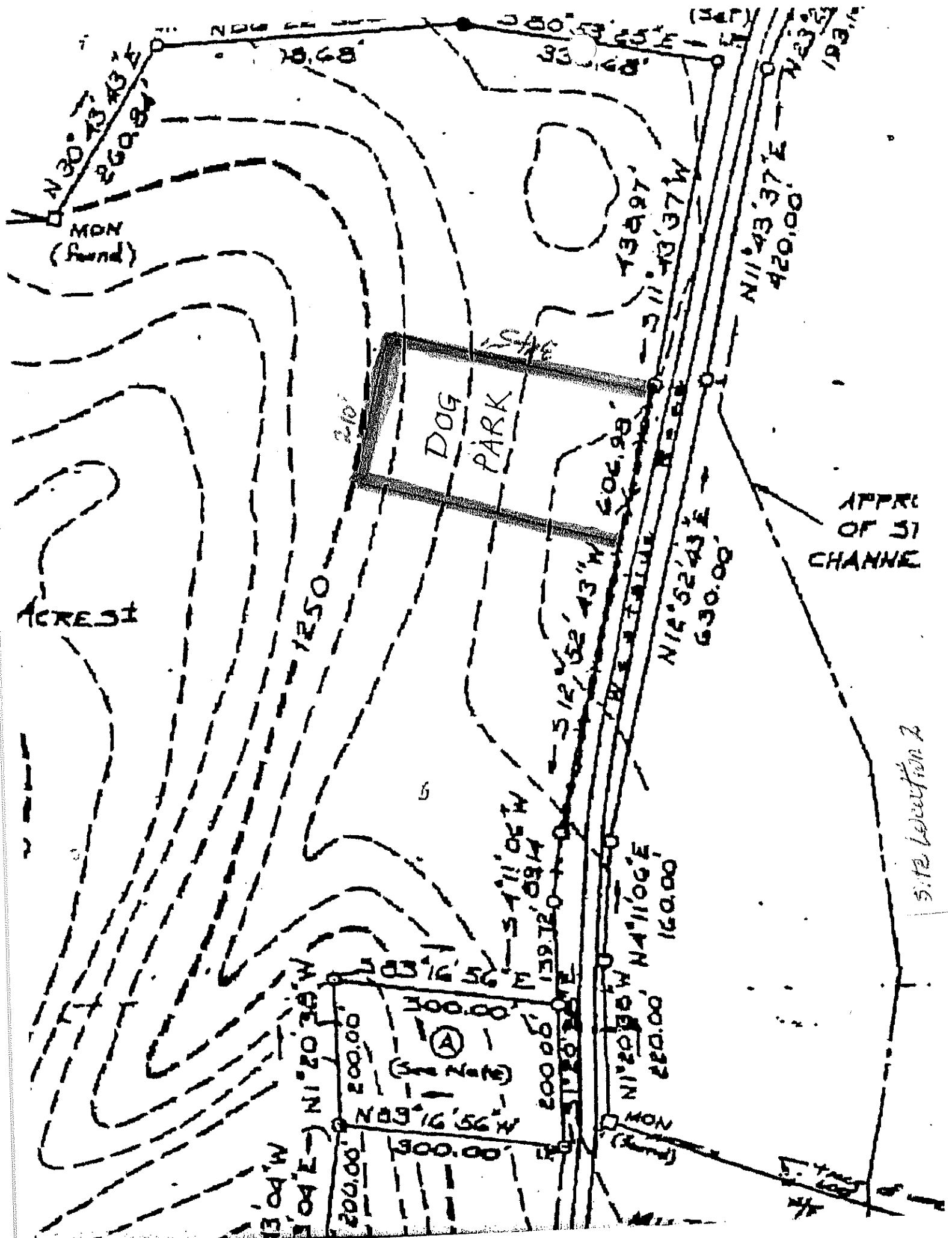
December 15<sup>th</sup> 2022

SCALE  
0.25" = 10 ft.  
1" = 40 ft.

## SIGN KEY

- ① Entry Sign
- ② Rules
- ③ Small Dog Park & Collar/ Tags
- ④ Large Dog Park & Collar/ Tags
- ⑤ Waste Station
- ⑥ Waste Station
- ⑦ Notice Board





APPROX  
OF 51  
CHANNEL

5.12 Location 2



Dite Location 1

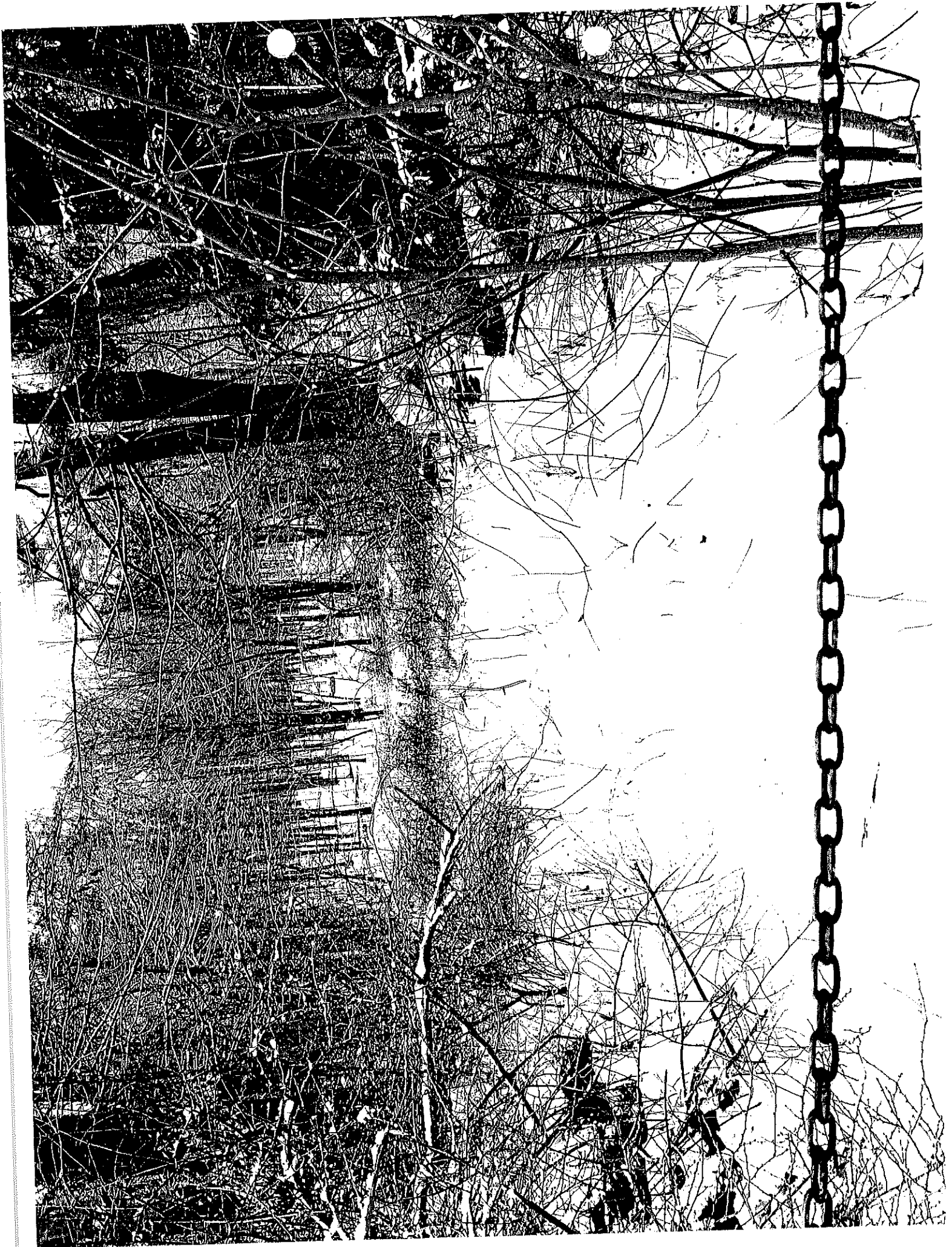


Entrance columns

Looking toward Mountain Rd.



Looking away from Mountain Rd













## 🐾 SALISBURY COMMUNITY DOG PARK RULES 🐾

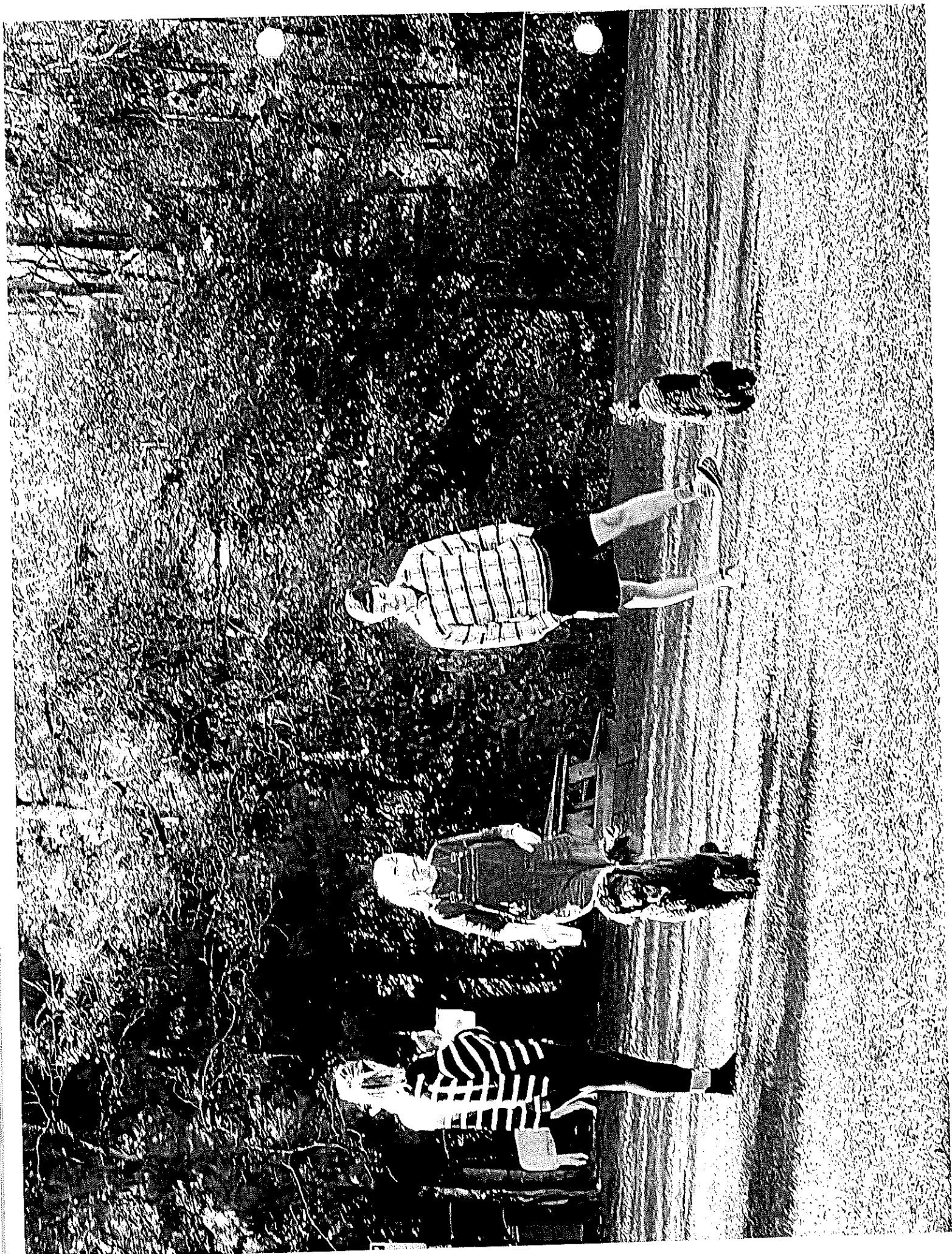
Persons who choose to use the Salisbury Community Dog Park agree as a condition of use to the following:

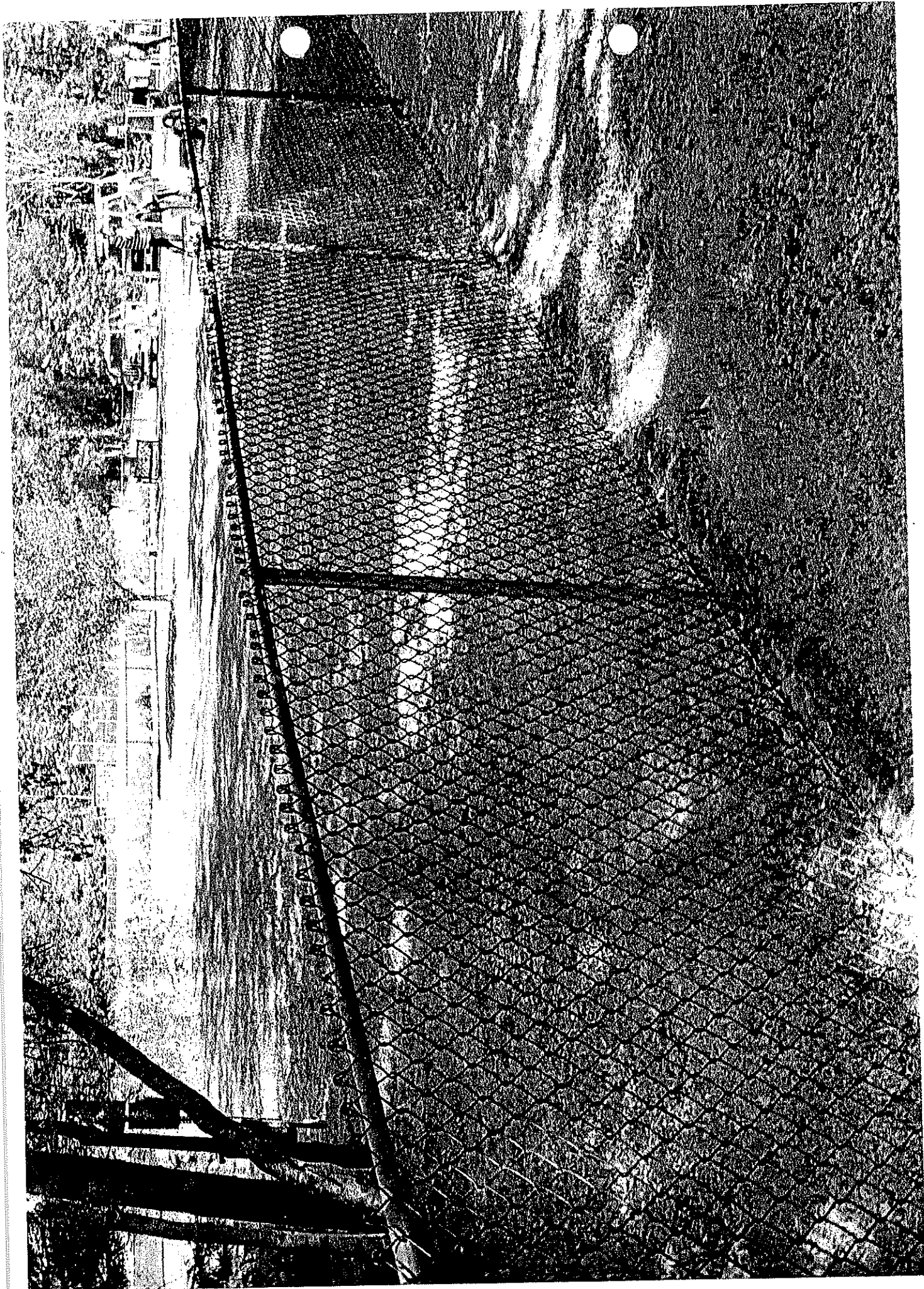
- 1) There will be no attendant on duty at any time. 🐾
- 2) Owners are legally responsible for their dogs and any injuries caused by them. The Town of Salisbury is not responsible for any injury or damage caused by or to any dog in this park. 🐾
- 3) No dog is to be left unattended at any time. 🐾
- 4) Owners must remain inside, with leash in hand, within view and voice control of their dog(s) at all times. 🐾
- 5) Dogs must be leashed before entering or leaving the Park. 🐾
- 6) All dogs must be healthy, vaccinated and collared with identification including a valid Town license. 🐾
- 7) Dogs in heat and puppies under the age of four months are prohibited from the dog park area. 🐾
- 8) No smoking, food or toys allowed within the fenced area of the park. 🐾
- 9) Children under the age of six years are prohibited from entering the fenced-in dog park. All children must be accompanied by a responsible adult. 🐾
- 10) Owners must immediately clean up feces and dispose of waste in proper receptacles. 🐾
- 11) Owners must stop their dogs from digging and immediately fill any holes. 🐾
- 12) Dogs showing aggression toward people or other dogs must be removed from the dog park immediately. Dogs with a history of aggressive behavior will not be permitted to enter. 🐾

Violators of these rules are subject to being removed from the dog park and subject to suspension of their right to use the dog park. These rules pertain only to fenced-in areas and have no bearing on the present by-law or regulations concerning dogs outside of the dog park.

OPEN DAWN TO DUSK.

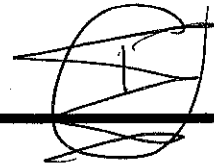






**Mike Halloran**

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**From:** Ann Coleen HELLERMAN <achellerman1@gmail.com>  
**Sent:** Wednesday, November 30, 2022 11:09 AM  
**To:** Mike Halloran  
**Subject:** Re: dog park

Hello, Mike-

Good morning!

Please accept this email as authorization for Joel Howard to act as my/our agent with regard to applications being filed by the "Friends of Norfolk Community Dog Park" and/or Norfolk Community Association for use of our property on West Side Road for a Dog Park.

If you have any questions or need any further information from me please let me know.

Many thanks for all your kind assistance in this matter.

Best,  
Ann Coleen Hellerman  
(860) 307-2276

On Wed, Nov 30, 2022 at 9:08 AM Mike Halloran <mhalloran@norfolkct.org> wrote:

Good morning, Joel is here completing the dog park application and the only item I need from you is an email stating that Joel may act as your agent regarding this permit application.

Thank you,  
Michael

**Town of Norfolk  
Planning and Zoning Commission  
Norfolk Town Hall  
P.O. Box #552, 19 Maple Ave., 2nd Floor  
Norfolk, CT 06058-0552  
(860) 542-6804 mhalloran@norfolkct.org**

January 11, 2023

Joel Howard  
Norfolk Community Association  
PO Box 358  
Norfolk, CT 06058

RE: Notice of Public Hearing  
23-001 Recreational Facility  
Parcel 7-10/18 Westside Road

Dear Joel,


Please be advised that a Public Hearing will be held on Tuesday February 14, 2023, at 6:45 PM, upstairs at the Town Hall to consider the above application.

Enclosed please find the legal notice pertaining to this hearing.

You are required to mail a copy of the legal notice to all abutting property owners within 100' at least 10 days prior to this hearing, by certificate of mailing, return receipt requested. Copies of the mailing receipts and any return receipts received must be presented at the start of the hearing.

Please feel free to contact me with any questions.

Sincerely,

  
Michael J. Halloran  
Land Use Office

List of abutting property owners within 100'  
Of Parcel 7-10/18, Hellerman property

7-12/7 and 7-12/4-1 Coleen Hellerman	7-12/2 Karen Mulville
21 Golf Drive	PO box 126
Norfolk, CT 06058	Norfolk, CT 06058

7-12/1 Jeanneth Angel	8-12/2 Norfolk Country Club
215-20 23 <sup>rd</sup> Road	PO Box 441
Bayside, NY 11360	Norfolk, CT 06058

7-10/19 Albert Banta and Russell Guthrie	7-10/17 David Mawicke
55 Golf Drive	172 Westside Road
Norfolk, CT 06058	Norfolk, CT 06058

8-12/3 Anthony Kiser and Elizabeth Atkin	7-12/233 Ellen Battell Stoeckel Estate
C/O Tony Kiser	C/O Robert King CPA
270 Lafayette Street Suite 1002	170 Holabird Ave.
New York, NY 10012	Winsted, CT 06098

7-10/15 and 7-10/17 Richard Childs and John M. Funt  
PO Box 660  
Norfolk, CT 06058