

TOWN OF NORFOLK PLANNING & ZONING COMMISSION
REGULAR MEETING MINUTES
NORFOLK TOWN HALL – 2nd FLOOR MEETING ROOM
TUESDAY, DECEMBER 9, 2025 – 6:30pm



1. **CALL TO ORDER & ROLL CALL.** 6:30 pm. Chris Schaut-Chair, Jonathan Sanoff, Marion Felton, Sandra Anasoulis Alternate, Wiley Wood, Edward Barron, Jordan Stern, Stacey Sefcick CZEO, Marinell Crippen Recording Secretary. Steve Landes 6:49 pm.
2. **AGENDA REVIEW.** Sandra Anasoulis will sit for Steve Landes. A motion was made for a discussion on accessory dwelling units in the Zoning regulations to be added as 5E by Jordan Stern, seconded by Marion Felton and approved unanimously.
3. **OPPORTUNITY FOR PUBLIC COMMENT.** None
4. **PUBLIC HEARINGS:**
 - A. Application #25-020 Modification of Site Plan Associated with Special Permit #22-002 originally approved March 8, 2022 and previously amended on October 10, 2023 to Construct Additional 50' x 80' Cold Storage Building at 330 Greenwoods Road East in the Commercial/Industrial Zone. Applicant: Michael Halloran for George Auclair.
****PUBLIC HEARING OPENING IS POSTPONED TO JANUARY 13, 2026****
Michael Halloran spoke discussing the plans as a representative for George Auclair. Mr. Halloran showed minor changes and gave a brief narrative. He said that an approval from DEEP is on file as well.
Ms. Sefcik said that since the septic is being moved there will need to be another sign-off from Torrington Area Health. She also said they would need the result of what ZBA will determine.
Mr. Schaut asked for a view of where the tractor trailer will be parked.
Chris Schaut made a motion to postpone the application #25-020 for the January 13, 2026 meeting, seconded by Jonathan Sanoff and approved unanimously.
5. **OLD BUSINESS:**
 - A. Application #25-020 Modification of Site Plan Associated with Special Permit #22-002 originally approved March 8, 2022 and previously amended on October 10, 2023 to Construct Additional 50' x 80' Cold Storage Building at 330 Greenwoods Road East in the Commercial/Industrial Zone. Applicant: Michael Halloran for George Auclair.
****PUBLIC HEARING OPENING IS POSTPONED TO JANUARY 13, 2026****
 - B. §8-24 Referral from the Board of Selectmen regarding the Potential Acceptance of Haystack Woods Road (Part of Resubdivision Approved November 9, 2021) as a Town Road.
Chris Schaut read the resolution from The Selectman. Mr. Schaut stated that there was also a letter from Troy LaMere, Town Superintendent. Jordan Stern recused himself.
Henry Tirrell, first selectman, and Kate Johnson, President of the Foundation for Norfolk Living, were present. Kate Johnson spoke and stated that the road was paved over Thanksgiving. Ms. Johnson gave a packet to the Commission. Ms. Johnson said that one patio is encroaching on the right of way and asked the Commission if they recommended leaving it as is or cutting off a portion of the patio. The Commission decided to cut it off instead of leaving it.
Chris Schaut made a motion that the Commission provide a favorable recommendation for the acceptance of this road provided that a bond is put in place for the pins that have not been installed in the amount provided in the estimate by Ken Hrica in the total of \$10,560 to ensure that the pins will get installed and the encroachment will be removed from the plans before the mylar is provided and recorded, seconded by Jonathan Sanoff and approved unanimously.
Jordan Stern unrecused himself. Ms. Anasoulis will be an alternate.
 - C. Discussion Regarding Family Compounds/Camps in the Zoning Regulations. Discussion tabled.
 - D. Discussion Regarding Junk & Unregistered Vehicles in the Zoning Regulations. Discussion tabled.
 - E. Discussion of accessory dwelling units in the zoning regulations-3.05D2C that was

raised by Jordan Stern. Mr. Stern will write a memorandum for the next month's meeting. Edward Barron would like to see the entire town of Kent's text that Mr. Stern's proposition is based on.

Another discussion of the matter will be put on the agenda for next months' meeting.

6. NEW BUSINESS:

- A. Adoption of 2026 Regular Meeting Schedule.
Chris Schaut made a motion to adopt the 2026 Regular Meeting Schedule as submitted, seconded by Edward Barron and approved unanimously.

7. APPROVAL OF MINUTES

- A. November 18, 2025 Regular Meeting.
Under paragraph 6 page 2 B3, to say "the committee asked for plans and the contractor agreed to provide them" instead of 3-"The Committee needs pictures of what the new building will be"
The minutes were tabled to work on them and a different draft will be provided for the January's meeting.

8. BILLS & CORRESPONDENCE None

9. ZEO REPORT

- Ms. Sefcik brought copies for the commission.

10. EXECUTIVE SESSION TO DISCUSS PENDING LITIGATION &/OR CLAIMS IN THE FOLLOWING MATTERS:

- A. *Assessment by Default & Judgment by Norfolk Citation Hearing Officer* dated April 4, 2023, and filed at Volume 129 Page 194 of the Town of Norfolk Land Records.

Jonathan Sanoff made a motion to go into an executive session at 8:30 pm on 24 Greenwoods Road West with the full Commission and Stacey Sefcik, CZEO seconded by Jordan Stern and approved unanimously.

The members of the executive session returned at 8:30pm and no decisions or votes were taken.

- B. *Joseph Kelly, Clare Timoney, Donald Currier, Kim Currier, et. al. vs. Town of Norfolk Planning & Zoning Commission et al* dated May 27, 2025.

The Commission opted not to hold an executive session on Manor House at this time.

11. ACTION ITEMS & RESPONSIBILITIES.

Marinell will be updating December minutes. Stacey contacting Litchfield Hills Council of Governments for information regarding ADU regulations in other towns. Chris to reach out to CT Chapter of the American Planning Association (CCAPA) for same information. Stacey and Chris to work on junk regulations, family compounds, possible blight ordinance. Chris asked Stacey to add ADU discussion onto January regular agenda, and also annual meeting with election of officers. Stacey to also arrange possible special meeting before the regular meeting for Commission to hold executive session with Attorney Joseph Mortelliti of Cramer & Anderson regarding 24 Greenwoods Road West.

12. ADJOURNMENT.

Edward Barron made a motion to adjourn the meeting at 8:53pm, seconded by Steve Landes and approved unanimously.

Respectfully submitted,

Marinell Crippen, Recording Secretary