

NORFOLK PLANNING & ZONING COMMISSION

Regular Meeting

Town Hall

December 10, 2024 @ 6:30 p.m.

Approved Minutes

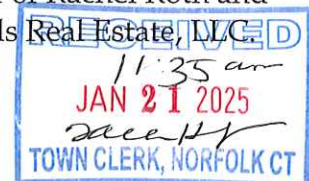
**Present:** Tom Fahsbender (Chair), Chris Schaut, Jonathan Sanoff, Jordan Stern, Marion Felton, Lise Read (alternate), and Steven Landes (alternate)

**Also Present:** ZEO Stacey Sefcik and Marinell Crippen secretary

1. **Call to Order**-6:30 p.m. & **Roll Call**-Lise Read seated for Edward Barron and Steven Landes seated for Wiley Wood.
2. **Agenda Review**-Public hearing for Application 24-020 Special Permit Per Section 7.01.B.2 of the Zoning Regulation to Change Nonconforming Use at 16 Maple Avenue in the Village Residential Zone was withdrawn.
3. **Public hearing**- Application 24-020 Special Permit Per Section 7.01.B.2 of the Zoning Regulation to Change Nonconforming Use at 16 Maple Avenue in the Village Residential Zone was withdrawn.
4. **Old Business**- Application 24-020 Special Permit Per Section 7.01.B.2 of the Zoning Regulation to Change Nonconforming Use at 16 Maple Avenue in the Village Residential Zone was withdrawn.
6. **Public Comment**-Chris Schaut made a motion to move #6 Public Comment to before #5 New Business, seconded by Jordan Stern and approve unanimously. There was no public comment.
5. **New Business** -
  - A. **Application 24-027** Modification of Existing Special Permit & Associated Site Plan Originally Granted January 9, 1996 for a Country Inn at 69 Maple Avenue in the Village Residential Zone. Applicant/Owner: Three Stewards Real Estate, LLC (Rachel Roth, Principal)

Tom Fahsbender made it known that there was to be no public comment this evening and that the Commission's job was to make sure the application was complete and that there would be discussion next month at the public hearing.

Andrea Gomes Esq. from Hinckley Allen spoke on behalf of Rachel Roth and Richard Restifo who are both principals of Three Stewards Real Estate, LLC.



Mrs. Gomes explained that Three Stewards seeks to modernize and enhance the existing operations of the Inn by, among other things, relocating two guest rooms from inside the main building to two newly-constructed Nordic-style cabins on-site; removing an existing carport and shed, both of which are unsightly and unsafe in their current condition; constructing a new garage to store property maintenance equipment; reconstructing and expanding a parking area that previously existed on-site; and enriching existing recreational amenities by incorporating hydrothermal and other recreational facilities at the rear of the existing Inn building. She said that these improvements are within the scope of the 1996 special permit, pursuant to which the Inn currently operates. Mrs. Gomes said that they are not modifying the use just the site plan.

Stacey Sefcik said that she has spoken to the Fire Marshal, the Director of Public Works and the Conservation commission and will receive input from all before the public hearing. Zeo Sefcik also recommended having Attorney Casagrande, counsel for the Commission, at the Public Hearing.

There was a discussion about having a 3<sup>rd</sup> party review but was ultimately decided that it was not necessary.

Steve Landes made a motion to accept the application with these seven additional documents:

- 1-A letter confirming that water and sewer will continue without issue.
- 2-There is no site plan from 1996 Special Permit but they will submit any other documents pertaining to the Special Permit.
- 3-Would like a letter from Attorney Casagrande explaining the Special Permit.
- 4-A letter from the Norfolk Fire Marshal stating the indoor seating capacity.
- 5-A letter with further details about the Wetlands.
- 6-The Torrington Area Health Class 3 License
- 7-A letter from Public Works that the new driveway and the parking flow will work

and schedule a public hearing at the regularly scheduled meeting on January 14<sup>th</sup>, 2024 at 6:45 pm, seconded by Jordan Stern and approved unanimously. The meeting will be moved to Botelle Hall of Flags due to an expected large attendance. Tom Fahsbender also reminded Commission to refrain from having any ex parte communications to anyone about this issue.

## **7. Approval of minutes**

Chris Schaut made a motion to approve the minutes from the November 12, 2024 regular meeting, seconded by Marion Felton and approved by Fahsbender, Schaut, Stern, Felton, Landes, and Read. Sanoff abstained as he was not present at the meeting.

**8. Bills and Correspondence**

There were no bills and the correspondence was preparing for the public hearing.

**9. ZEO report-**

Zeo Stacey Sefcik passed out a sheet of her zoning permit applications, new enforcement activities and ongoing enforcement activities.

Tom Fahsbender relayed that he is stepping down as Chairman of the Planning and Zoning Commission and from the Commission altogether. His many years have been greatly appreciated and he will be missed by all. Thank you Tom. There will be an election at the January 14<sup>th</sup> regularly scheduled meeting.

**10. Adjournment**

Tom Fahsbender made a motion to adjourn at 7:34 p.m., seconded by Chris Schaut and approved unanimously.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "M Crippen". The signature is written in a cursive, somewhat stylized font.

Marinell Crippen, Secretary