

NORFOLK PLANNING & ZONING COMMISSION

Regular Meeting

Town Hall

July 9, 2024 @ 6:30 p.m.

Draft Minutes



Present: Tom Fahsbender (Chair), Chris Schaut, Wiley Wood, Jonathan Sanoff, Jordan Stern, Marion Felton, Edward Barron, Steven Landes (alternate, arrived 6:41 p.m.)

Also Present: ZEO Karl Nilsen

1. **Call to Order**-6:32 p.m.
2. **Roll Call**-All regular members present and seated.
3. **Agenda Review**-Wiley Wood made a motion to add a discussion to the agenda regarding providing public comment on agenda items not subject to public hearing. A discussion ensued. No vote taken. Commission will discuss further at the August meeting.

Jordan Stern made a motion to add a discussion of the Commission process and required training to the agenda under New Business. Seconded by Wiley Wood and approved unanimously.

Jordan Stern made a motion to add a discussion of a town hall-style meeting regarding progress on the POCD to the agenda under New Business. Seconded by Wiley Wood and approved unanimously.

Chris Schaut made a motion to remove New Business item 6.A, Application 24-007 from the agenda. Seconded by Edward Barron and approved unanimously.

4. **Public Comment**-Joe Kelly, 72 Maple Avenue, voiced concerns and asked questions about changes to the Manor House at 69 Maple Avenue. Jill Chase, 84 Maple Avenue, also voiced concerns and asked questions about the changes to the Manor House at 69 Maple Avenue.
5. **Approval of Minutes**-Chris Schaut made a motion to approve the minutes of the April 9, 2024 regular meeting, as amended. Seconded by Jonathan Sanoff and approved unanimously.
6. **New Business** -

- A. 24-004 Application for subdivision of land at 59 Sandisfield Road. Applicant is William W. Gridley, Trustee of Trust u/a William G. Gridley, Jr.**

Michael Sconyers, representative for the applicant, stated that the application was for a re-subdivision of the property and requested that the Commission schedule a public hearing for the next meeting.

Chris Schaut made a motion to receive the application and schedule a public hearing for the August 13, 2024 regular meeting of the Commission at 6:45 p.m. Seconded by Marion Felton and approved unanimously.

- B. 24-006 Application for site plan approval for North Brook Trail (Rails to Trails/Town of Norfolk). Applicant is George Johannesen, P.E. from Allied Engineering Associates, Inc.**

George Johannesen, representative for the applicant, presented the site plan application. The St. Marys Cemetery Association has provided an easement for the construction of a parking area on property it owns. The parking area would serve a trail that would be constructed on an existing rail bed located on land controlled by Connecticut DEEP. Connecticut DOT has issued an encroachment permit for the access driveway to the parking area from Route 272.

Jonathan Sanoff made a motion to approve Application 24-006, application for site plan approval for North Brook Trail (Rails to Trails/Town of Norfolk). Seconded by Jordan Stern and approved unanimously.

- C. 24-009 Application for petition for text amendment to the zoning regulations. Applicant is the Friends of Norfolk Community Dog Park, Inc.**

Jordan Stern made a motion to request that the applicant add a definition of the term "dog park" to the definitions section of the zoning regulations. Seconded by Edward Barron. In favor: Fahsbender, Wood, Stern, Felton, Barron. Opposed: Sanoff. Absention: Schaut.

Wiley Wood made a motion to receive the application and schedule a public hearing for the August 13, 2024 regular meeting of the Commission, immediately following the public hearing for application 24-004. Seconded by Marion Felton and approved unanimously.

- D. Discussion of the Commission process and required training.**

Jordan Stern suggested that the Commission bring in someone to provide training to the Commission to meet statutory training requirements, possibly Jocelyn Ayer of the Center for Housing Opportunity. A discussion ensued. No vote taken. Jordan agreed to reach out to Jocelyn Ayer to coordinate such

training.

E. Discussion of a town hall-style meeting regarding progress on the POCD.

Jordan Stern stated that other towns in Litchfield County have held town-hall style meetings to bring together stakeholders for discussion of the progress on implementation of the Plan of Conservation and Development ("POCD"). He suggested that the Commission hold such a meeting with stakeholders in Norfolk. A discussion ensued. No vote taken. Tom Fahsbender will reach out to the various stakeholders listed in Norfolk's POCD.

7 Old Business- none

8 Bills and Correspondence-Minutes of the Norfolk Inland Wetlands Agency June 3, 2024 regular meeting.

9 ZEO report-Karl Nilsen provided an update to the Commission on pending zoning matters and permits issued since the April 9, 2024 regular meeting.

10 Action Items and responsibilities-Jordan Stern to coordinate possible Commission training.

Tom Fahsbender to reach out to stakeholders regarding a meeting to revisit progress of implementation of Norfolk's POCD.

11 Adjournment

Chris Schaut made a motion to adjourn at 8:19 p.m., seconded by Edward Barron, and approved unanimously.

Respectfully submitted,



Christopher Schaut, Acting Secretary