



NORFOLK PLANNING & ZONING COMMISSION

Regular Meeting

Town Hall

March 12, 2024 @ 6:30 p.m.

Draft Minutes

Present: Tom Fahsbender-Chair, Christopher Schaut, Wiley Wood, Jonathan Sanoff, Jordan Stern, Marion Felton, Lise Read (alternate)
Marinell Crippen-recording secretary

Also Present: ZEO Karl Nilsen

1. **Call to Order-**
2. **Roll Call** -Lise Read sat for Edward Barron
3. **Agenda Review-** none
4. **Public Comment-** none
5. **Approval of Minutes-** Chris Schaut made a motion to approve minutes of the February 20, 2024 special meeting as amended, seconded by Jonathan Sanoff and approved unanimously.

6. **New Business -**

A. Application 23-045 Modification of a special permit for City Meadow parcel 7-12/15; Proposed changes to lot line, parking, and other uses.

A lengthy discussion was had about conditions to the special permit.

Chris Schaut made a motion to approve application 23-045 modification of a special permit for City Meadow parcel 7-12/15; Proposed changes to lot line, parking and other uses with the following conditions:

Conditions of approval application #23-045 for modification of special permit for City Meadow parcel 7-12/15; Proposed changes to lot line, parking, and other uses.

1. The Commission requires that a corrected special permit application 23-045 be submitted to the land use office with the accurate lot number.
2. Except in emergencies, the parking area located along Shepard Road to the northwest of the new firehouse building shall be reserved for users of City Meadow.

3. Record the redrawn boundaries of the two town-owned lots, Lot #7-12/151 and Lot #7-12/152 on the land records in the clerk's office to include both revised deeds and a revised map showing the revised lot line.
4. Indicate the City Meadow parking lot with an appropriate sign. Access to the walkway and park should also be sign posted.
5. Assure unfettered public access to the Shepard Road parking lot, the walkway, and the City Meadow itself during the park's hours of operation, barring extraordinary circumstances.
6. Relocate the two transformers and the generator within the firehouse lot. Seconded by Jonathan Sanoff and approved unanimously.

B. Application 23-036 Buildings, Uses, and Facilities of the Town of Norfolk, new firehouse at 20 Shepard Road.

A lengthy discussion was had about conditions to the application.

Tom Fahsbender made a motion to approve application 23-036 Buildings, Uses and Facilities of the Town of Norfolk, new firehouse at 20 Shepard Road with the following conditions

Motion to approve Application 23-036 Buildings, Uses, and Facilities of the Town of Norfolk, new firehouse at 20 Shepard Road, with the following conditions:

1. The lights on the sign be angled down toward the sign.
2. The generator and transformers be located on the firehouse lot toward the rear or behind the firehouse.
3. The testing cycle of the generator shall occur during daytime hours, not before 8:00 AM and not after 5:00 PM.
4. The generator and transformers should be screened from view and for sound as appropriate.
5. Except in emergencies, the parking area located along Shepard Road to the northwest of the new firehouse building shall be reserved for users of City Meadow.
6. The public shall be assured unfettered access to the Shepard Road parking lot, the walkway, and City Meadow itself during the park's hours of operation, barring extraordinary circumstances.
7. The three trees on the eastern boundary shall be removed and replaced with new ones during construction.
8. Air Conditioning condenser units shall be located back from the road and as far from residences as possible.
9. A final set of corrected plans with all changes required by the Commission be submitted to the Commission for approval.
10. The ZEO and Planning and Zoning Commission must receive in a timely manner a copy of the following reports: sequence of construction, erosion and sedimentation controls, erosion and sedimentation measures maintenance schedule, and site inspections schedule. These reports must be reviewed for approval and signed by the Engineer of Record.
11. The light temperature in Kelvin for all lights on Drawing C-5.0 shall not exceed 4,000 K.
12. The number of lights labeled "B" on the new boardwalk area shall be reduced by half and spaced accordingly.
13. Within six months of completion of construction, the Norfolk Volunteer Fire Department shall implement a lighting program that minimizes excess lighting while ensuring the safety of its

members. The Norfolk Volunteer Fire Department shall work with abutting property owners and the Norfolk Planning and Zoning Commission (and its authorized agent) to address any comments or concerns regarding the new firehouse lighting program and adjust as necessary, subject to the approval of the Planning and Zoning Commission.

seconded by Lise Read and approved unanimously.

C. Discussion of inquiry from attorney Mazzucco for My Ct. Oasis, LLC

The discussion centered around the question "does this need a special permit" pertaining to the resident putting in a driveway at 301 Ashpotaug Road according to regulation #3.03F2. Dan Smith, representative for My Ct. Oasis, LLC was present to discuss. Tom Fahsbender said that 3.03F2 was to determine whether this accessory use is not customary with or not subordinate to an allowed principal use. Dan Smith said that they want to put a driveway in and even though there is a road between the properties, it is still all one lot as per the deed. He said they just wanted to be good neighbors and let the ZEO know what they planned on doing and if they put a light up they would get the building department permission. The proposal is to put in a parking area where the old tennis court used to be and pave with asphalt because 301 Ashpotaug has no parking. Is it a matter of right or is this not customary? Is this accessory use customary and subordinate to the allowed principal use? Chris Schaut said that by state law it has to be regarded as a single family use although it is a sober house and there are no parking maximums in the regulations.

The Commission is only deciding on if it is a matter of right or does it need an application.

Wiley Wood made a motion that given that we have to consider this as a single family residence that parking is a customary use, Chris Schaut seconded and the votes are as follows;

Ayes-Tom Fahsbender, Chris Schaut, Wiley Wood, Marion Felton, Lise Read
No-Jonathan Sanoff
Abstain-Jordan Stern

7 Old Business-

Tom Fahsbender checked in with the members about people they had suggested for being alternates on the Commission. No one had any recommendations. Mr. Fahsbender reminded all that Matt Riiska can appoint someone if the Commission does not have anyone.

8 Bills and Correspondence-none

9 ZEO report-Karl Nilsen said that there were no new applications. Mr. Nilsen said that he has done many inspections. There is a forestry project that he is checking into. He inspected Haystack Woods. He checks once every two weeks. He also told the Commission that Ebersole submitted the Schiff violations to the court and

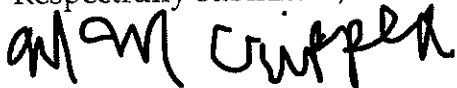
now it is all in the hands of the court. He also suggested that the town add a blight ordinance.

10 Action Items and responsibilities-Everyone on the Commission should ask anyone they think would be good on the Commission if they would like to serve as an alternate.

11 Adjournment

Lise Read made a motion to adjourn at 9:31 pm, seconded by Marion Felton and approved unanimously.

Respectfully submitted,

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

Marinell Crippen, Secretary