



NORFOLK PLANNING & ZONING COMMISSION

Regular Meeting

Town Hall

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

Draft Minutes

Present: Tom Fahsbender (Chair), Chris Schaut, Wiley Wood, Jonathan Sanoff, Jordan Stern, Marion Felton, Edward Barron, Lise Read, alternate

Also Present: CZEO Stacey Sefcik

1. **Call to Order**-6:30 p.m.
2. **Roll Call**-All regular members present and seated.
3. **Agenda Review**-Chris Schaut made a motion to remove New Business item 6C Application 24-013 Zoning Permit for proposed construction of a single-family home on 315 Ashpohtag from the agenda. Seconded by Jonathan Sanoff and approved unanimously.
4. **Public Comment**-None
5. **Approval of Minutes**-Chris Schaut made a motion to approve the minutes of the August 13, 2024, regular meeting, as amended. Seconded by Jonathan Sanoff and approved unanimously.
6. **New Business** -
 - A. **Appointment of Stacey M. Sefcik, CZEO as Town of Norfolk Zoning Enforcement Officer.**

Jonathan Sanoff made a motion to appoint Stacey M. Sefcik as Town of Norfolk's CZEO, seconded by Chris Schaut and approved unanimously. Matt Riiska hired Ms. Sefcik and the Commission usually has a voice in the hiring but there were special circumstances surrounding this hiring as the town had a temporary ZEO.
 - B. **Application 24-015: Special Permit Per Section 6.10.D of the Zoning Regulations for Ground-Mounted Solar Collector at 400 North Street in the Rural Residential Zone.**

Mr. Fahsbender said that it is the Commission's job to make sure the application is complete and if the Commission has any questions and then a special permit goes to a public hearing.

1-There should be corrections to the dimensions 16'x 20' which is on the TAHD document, that is believed to be a typo.

2-Is it visible from the street?

3-Are the cells non reflective?

4-The arrow for the trench needs to be corrected

5-The application form should show the correct total square footage of all structures which should include all structures on the property. It shows it on the map but the application should say it as well.

Stacey Sefcik will let the applicant know of the questions concerning the application.

Chris Schaut made a motion to schedule a public hearing for Application 24-015: Special Permit Per Section 6.10.D of the Zoning Regulations for Ground-Mounted Solar Collector at 400 North Street in the rural residential zone for the October 8, 2024 regular meeting at 6:45, seconded by Jordan Stern and approved unanimously.

C. Application 24-013 Zoning Permit for proposed construction of a single-family home on 315 Ashpohtag Removed from agenda as a regular permit from the CZEO was only necessary.

D. Norfolk Conservation Commission Lighting Plan recommendation

Stacey Sefcik read from the document that "there is a hope that the Commission will consider amending the Planning and Zoning regulations to require new construction to use outdoor lighting that is properly shielded and limited to 3000 kelvins and limit lumens to 1000 or less as recommended by Dark Sky and the CT Audubon Society." The Conservation Commission recommended that the Planning and Zoning reconsider the lighting around town.

Matt Riiska said that for any new lighting or projects that go in town such as the library, the town hall, the plaza or the new lighting that is going on the path, they hired a certified lighting consultant to assist with the projects. Mr. Riiska suggested that if the Committee organizes a sub committee to study the town's lighting, that they invite the consultant that the town has used to come to their first meeting to advise.

Jonathan Sanoff made a motion for the creation of a subcommittee to investigate local Dark Sky and make recommendations to the Commission consisting of Edward Barron, Wiley Wood and Jonathan Sanoff seconded Wiley Wood and approved unanimously.

7 Old Business-

A. Application 24-009: Petition for Text Amendment to Zoning Regulations Pertaining to Dog Parks. Applicant: The Friends of Norfolk Community Dog Park, Inc.

Public Hearing Closed August 13, 2024

Chris Schaut recused himself and wanted to make one thing clear for the record that he has not donated anything to this organization nor has he been personally involved in it.

Tom Fahsbender explained that there are 2 text amendments in play, one is the definition and the other is the regulations.

Jonathan Sanoff made a motion to adopt the text amendment to Zoning or Subdivision regulations by The Friends of Norfolk Community Dog Park, Inc. In amending section 2.02 of the zoning regulations to provide a definition of a dog park as set forth in the application and to amend section 3.05 to add a section N and the other items go down, to provide for a dog park as set forth in the memorandum set forth by the CZEO, dated September 9, 2024, seconded by Jordan Stern which includes a definition which is:

A parcel which includes a fenced in area for the off-leash exercise of dogs under the supervision of their guardians plus the addition to 3.05 of a new subsection N Titled Dog Park including:

A dog park shall be permitted in a residential zone upon the granting of a Special Permit by the Commission subject to the following requirements:

1. Applicants shall submit the following materials in addition to the special permit application:
 - a. Site plan meeting the requirements listed in the Appendix that clearly delineates key features, such as proposed entrances, fenced areas, landscaping, proposed signage, and parking facilities
 - b. Narrative outlining guidelines for operation of the facility, including proposed hours of operation and rules and regulations for use of the facility.
2. Minimum lot area shall be two acres for any dog park.
3. A minimum setback of 50 feet shall be provided from any property line to the enclosed area where dogs will be exercised. A minimum setback of 50 feet from any property line to the parking area shall also be provided.
4. Maintenance of a buffer of naturally occurring forest or plantings may be required by the Commission as a condition of approval to ensure adequate noise protection and shielding for neighboring properties.
5. Onsite parking shall meet the requirements contained in Section 6.02.
6. All dogs must remain on leash until they enter the fenced in area.

And approved unanimously.

8 Bills and Correspondence

A. Approval of payment to Northwest Conservation District, Inc.

The Commission was unaware of who exactly pays this bill. Stacey Lefcik will research the bill and let the Commission know.

9 ZEO report-Ms. Sefcik said that she will start updating the Commission next month. She did get a complaint about activity on Loon Meadow and there are now 3 cabins on site.

10 Action Items and responsibilities-

- 1-CZEO Stacey Sefcik will let the applicant know of the questions concerning the application 24-015.
- 2- Stacey Lefcik will research the Northwest Conservation District, Inc. bill and let the Commission know.
- 3-Subcommittee will make a plan and inform the Committee

11 Adjournment

Chris Schaut made a motion to adjourn at 9:11 p.m., seconded by Marion Felton, and approved unanimously.

Respectfully submitted,



Marinell Crippen, Secretary