



**TOWN OF NORFOLK PLANNING & ZONING COMMISSION  
SPECIAL MEETING DRAFT MINUTES  
TUESDAY, MARCH 11, 2025 - 6:30 PM**

**BOTELLE ELEMENTARY SCHOOL – HALL OF FLAGS - 128 GREENWOODS ROAD EAST**

**COMMISSION MEMBERS:**

Chris Schaut, Chairman  
Edward Barron, Vice Chairman  
Marion Felton  
Steven Landes

Jonathan Sanoff  
Jordan Stern  
Wiley Wood

ALTERNATE VACANCY  
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**STAFF:**

Stacey M. Sefcik, ZEO

Marinell Crippen, Recording Secretary

1. **CALL TO ORDER & ROLL CALL** Chris Schaut called the meeting to order at 6:30pm. All members were present as well as Stacey Sefcik-ZEO, Marinell Crippen-Recording Secretary and Daniel Casagrande counsel.
2. **AGENDA REVIEW** Tyler Mathers for Application #24-029 and #24-303 withdrew the application and would like it to be addressed at the April 8, 2025 meeting. Wiley Wood made a motion to continue Application #24-029 and #24-303 at the April 8<sup>th</sup>, 2025 regular meeting, seconded by Edward Barron and approved unanimously.
3. **CONTINUED PUBLIC HEARING:**
  - 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)

Chris Schaut outlined the process for the evening explaining that everyone should be respectful and there should be no disruptive behavior. Mr. Schaut also noted that last evening the Inlands Wetlands Commission decided that no Wetlands application for this application was necessary, so Wetlands will not be discussed at the meeting.

Andrea Gomes with Hinckley Allen introduced herself as attorney for the applicants-Rachel Roth, Richard Ristevo and Nathan Roth. She also introduced Bob Gilcrest lead project manager with Allied Engineering, George Johannesen Civil Engineer and owner of Allied Engineering, Matt Baldino traffic engineer, and Rob White from Rob White Architects.

Mrs. Gomes then explained the history of the Inn and the history of this application. The main changes are the removal of the two Nordic style cabins, some lighting and walkways to the cabins and the relocation of a rain garden as well as more evergreens on Mills Way. Each of the guests then explained their part in the project.

Chris Schaut noted that the Commission did a site visit on February 11<sup>th</sup>. The applicant walked them through the site and there were no questions or talk.

Public comment was opened. Attorney Patrick Powers spoke on behalf of Neighbors of the Manor House. He spoke on why the application should be denied.

Chris Schaut mentioned that he was spoken to by Michael Halloran on the site visit but did not respond.

Clare Timoney spoke refuting the real estate agent that spoke in favor

of the inn.

Joe Kelly gave a prepared packet to the Commission against the inn.

Jennifer Almquist spoke FOR the inn.

Billy Gridley spoke against the inn.

Lise Reade spoke about how the weather has changed.

There were no additional comments.

The discussion then went to the Commission to ask questions.

Ned Barron questioned the side setback and Andrea Gomes said she would do research on it.

Andrea Gomes said that she would put in writing what the public access will be for non-overnight guests.

She also said she will address the parking more in a written statement.

Mrs. Gomes said she would send a maintenance plan for the rain gardens.

Susan MacEachran representing Norfolk Now asked that since the permit says they can have 25 bedrooms and if they wanted to build more would they have to come back and get permission and the answer was yes.

Larry Hannafin wanted a site plan and the applicant said they had one.

Jeremy Koch thinks the Commission should put limits on the parking and lighting.

Tom Fahsbender asked what the proper venue for questioning a special permit was and Chris Schaut said that the proper channel is through an appeal period which starts when the decision is published in the paper. That appeal period goes for 15 days at which time aggrieved parties can submit an appeal which goes to the superior court who would then decide the validity of the permit. Because of that, the appeal period passed decades ago so the special permit still stands.

Kitty Hickcox, 25 Mills Way, was told that the special permit runs with the land and associated with the special permit the site plan approval shows how the site will be developed, parking, lighting etc. and the site plan does have an expiration date with which construction needs to be finished and if they are not finished they would have to reapply for a site plan. She also asked if the amenity building has a limit to people in the building and Keith Burnes said most likely 12 -24 people. She asked if the light in the building could be turned off at a certain time.

Gary Scheft said if this doesn't go through and the building now goes in disrepair, then that's worse.

Susan MacEachron asked if they could have a wedding every weekend for 150 people and Chris Schaut said that is something the Commission would decide under conditions of approval.

Clare Timoney asked how many rooms were for massage in the amenities building and was answered with that there were two massage rooms.

Stacey Sefick reported new correspondence that was received.

Sara Minnard, March 4, letter with another package

Miranda Lee, March 7, support letter

Allison Thompson, March 9, support letter

Gretchen Hayne, March 9, Against letter

Thomas Murtha and Elizabeth Knowles, 44 Laurel Way, March 10<sup>th</sup>, support letter

Lise Reade, March 10, letter about the raingardens

Andra Moss, Feb 11, letter with questions

Stacey Matthews, Feb 26, support letter  
Kevin Kelly, 30 Laurel Way, support email  
Chris Schaut suggested that any new material be given to the Commission at least 5 days before the meeting.

Chris Schaut made a motion to continue the Public Hearing for 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 for March 25<sup>th</sup>, 2025, 6:30 pm at the Botelle School Hall of Flags, seconded by Jordan Stern and approved unanimously.

- B. Application #24-029 Special Permit per Section 3.03.F.2 for Accessory Structure (17' x 12' A-Frame) in the Rural Residential Zone at Assessor's Map #6-14-10 Loon Meadow Drive. Applicant: Tyler Mathers for AEB Realty, Inc. **Postponed to April 8**
- C. Application #24-030 Special Permit per Section 3.03.F.2 for Accessory Structure (17' x 12' A-Frame) in the Rural Residential Zone at Assessor's Map #6-14-9/1 Loon Meadow Drive. Applicant: Tyler Mathers for AEB Realty, Inc. **Postponed to April 8**

**5. OLD 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) **Continued to March 25<sup>th</sup>, 2025**
- B. Application #24-029 Special Permit per Section 3.03.F.2 for Accessory Structure (17' x 12' A-Frame) in the Rural Residential Zone at Assessor's Map #6-14-10 Loon Meadow Drive. Applicant: Tyler Mathers for AEB Realty, Inc. **Postponed to April 8**
- C. Application #24-030 Special Permit per Section 3.03.F.2 for Accessory Structure (17' x 12' A-Frame) in the Rural Residential Zone at Assessor's Map #6-14-9/1 Loon Meadow Drive. Applicant: Tyler Mathers for AEB Realty, Inc. **Postponed to April 8**
- D. Informal Discussion Regarding *Submission of Technical Information Concerning a Proposal to Construct a Wireless Telecommunications Facility at 78 Goshen East Street, Norfolk, CT* dated January 2, 2025.  
Mrs. Sefcik wanted everyone to know that the public information session has been scheduled for March 26<sup>th</sup>, 2025 at 7 pm at Botelle School in the Hall of Flags.
- E. Discussion & Possible Action Regarding Regular and Alternate Member Commission Vacancies.  
Edward Barron brought a bio from Sandra Anasoulis. She is not a democrat and she has lived here for 10 year and has worked in finance and accounting and is currently the town's assistant assessor.  
Edward Barron made a motion to appoint Mrs. Anasoulis as an alternate, seconded by Marion Felton and approved by Edward Barron, Marion Felton, Wiley Wood, Chris Schaut, Jorden Stern and abstained by Jonathan Sanoff and Steve Landes. The motion was passed.  
Chris Schaut encouraged members to recommend people for the other alternate spots.

**6. NEW BUSINESS-none**

**7. APPROVAL OF MINUTES**

A. Special Site Walk Meeting Minutes February 11, 2025.

B. Special Meeting Minutes February 11, 2025.

Wiley Wood made a motion to table the Site Walk Minutes as well as the Special Meeting Minutes, seconded by Jonathan Sanoff and approved unanimously.

**8. BILLS & CORRESPONDENCE** none

**9. ZEO REPORT**-Edward Barron brought up Ben Schiff who is in noncompliance and Stacey Sefcik said that she will look into the matter.

**10. ACTION ITEMS & RESPONSIBILITIES** Since Manor House has moved to March 25<sup>th</sup>, everyone needs to look at additional information that has been given to everyone.

**11. ADJOURNMENT** Steve Landes made a motion to adjourn at 10:18 pm, seconded by Jonathan Sanoff and approved unanimously.

Respectfully submitted,



**Marinell Crippen**  
**Recording Secretary**