

**APPLICATION OF THREE STEWARDS REAL ESTATE, LLC
FOR SPECIAL PERMIT AND SITE PLAN MODIFICATION AT
69 MAPLE AVENUE, NORFOLK, CT**

**Norfolk Planning and Zoning Commission
Supplemental Materials - December 31, 2024**



Counsel:

Andrea L. Gomes, Esq.
AGomes@hinckleyallen.com
Timothy S. Hollister, Esq.
thollister@hinckleyallen.com
Hinckley Allen
20 Church Street
Hartford, CT 06103
PHONE: (860) 725-6200

Owner/Applicant:

Three Stewards Real Estate, LLC
c/o Ray Hospitality, Inc.
rachelelizabethroth@gmail.com
620 Racebrook Road
Orange, CT 06477
PHONE: (267) 912-1728

Lead Designer / Project Manager:

Bob Gilchrest
aea.bobg@gmail.com
Allied Engineering Assoc., Inc.
95 Main Street, 3rd Floor
North Canaan, CT 06018
PHONE: (860) 824-1400

Civil Engineer:

George Johannesen, P.E.
aea.george@gmail.com
Allied Engineering Assoc., Inc.
95 Main Street, 3rd Floor
North Canaan, CT 06018
PHONE: (860) 824-1400

Architect:

Rob White, RA, NCARB
rob@robwhitearchitect.com
Rob White Architect LLC
441 Oxford Road, Suite 3A
Oxford, CT 06478
PHONE: (203) 848-7189

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1. Memorandum, prepared by Hinckley Allen, December 31, 2024
2. Responses to Norfolk Fire Marshal's December 10, 2024 comments, prepared by Allied Engineering Assoc., Inc., December 20, 2024
3. Letter from Keith Byrne, Norfolk Fire Marshal, recommending approval of proposed plan, December 23, 2024
4. Torrington Area Health District Class 3 Food Service License and December 26, 2024 Letter from Keith Byrne, Norfolk Fire Marshal, regarding indoor seating capacity for food services
5. Letter from William E. Hester, Superintendent of Norfolk Sewer District
6. Letter from George Johannesen, P.E., regarding compliance with State Regulations regarding noise, December 23, 2024

Submitted Separately:

10 copies at 11x17 and 4 full-size copies of a civil plan set, "Manor House Inn," prepared by Allied Engineering Assoc., Inc. and Rob White Architect LLC, revised December 31, 2024

Electronic version of all application materials

Previously Submitted:

Memorandum regarding need for wetlands permit, prepared by Hinckley Allen, December 16, 2024

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MEMORANDUM

TO: Norfolk Planning and Zoning Commission

CC: Stacey Sefcik, Norfolk Wetlands Enforcement Officer and Zoning Enforcement Officer

FROM: Andrea Gomes, Esq., Hinckley, Allen & Snyder LLP

DATE: December 31, 2024

RE: Supplemental Materials – Special Permit and Site Plan Modification Application, The Manor House Inn, 69 Maple Avenue, Norfolk, CT

This package summarizes the plan changes and supplemental materials submitted herewith for the above-captioned application.

1. Plan Changes. The applicant has incorporated various changes to the plans in response to staff comments and Commission questions. Those changes are reflected in the revised plan set submitted with this package, and are summarized as follows:

- At the Fire Marshal's request / pursuant to applicable State Building and Fire Codes:
 - Added walkway and pathway lighting from entry courtyard to Nordic-style cabins.
 - Added 13R sprinkler system to Nordic-style cabins.
 - Widened Maple Avenue entrance (by 12") and Mills Way exit / emergency entrance (by 24") to accommodate emergency vehicular entry / exit.
 - Created fire separation by removing proposed roof between the existing Inn structure and proposed 1-storey amenity building to provide fire separation.
 - Added new stairway to rear of Inn building, in between beverage station and annex, for accessible egress from existing dwelling unit.
 - Added Code-compliant 48" height perimeter fence / gates to fully enclose amenity space at the rear of the Inn building, including the koi pond, lily pond and plunge pools.
- Additional Revisions:
 - Added Site Plan Rendering (Sheet C-3R) to plan set (erroneously excluded from prior plan set).
 - Added Rendered Elevation from Maple Avenue (Sheet C-3E) to plan set.
 - Added underground utilities to proposed Nordic-style cabins, sauna, plunge pools and 1-storey amenity building.
 - Relocated proposed plantings out of 100' upland review area.
 - Incorporated additional siltation fencing reinforced with staked hay bales adjacent to the 100' upland review area.

- Added a small area drain adjacent to entrance drop-off / courtyard.
- Added a weatherproof duplex receptacle to proposed light pole fixtures for potential holiday lighting.
- Updated plant schedule to identify native / non-native plant material.

2. Fire Marshal Comments. Norfolk Fire Marshal Keith Byrne has issued comments on the proposed plan. The applicant's response to those comments, prepared by Allied Engineering Associates, Inc. after a conference with Mr. Byrne, is at Tab 2. In short, the applicant has accepted each of Mr. Byrne's comments, incorporating the requested revisions into the revised plans. On December 26, 2024, Mr. Byrne issued a letter confirming his acceptance of the revised plans, agreeing that the proposed improvements would significantly improve existing conditions on-site by enhancing fire protection, and recommending approval. *See* Tab 3.

3. Food Service License. At the Commission's request, the applicant has included a copy of its Class 3 Food Service License from the Torrington Area Health District at Tab 4 of this package. Also at Tab 4 is a letter from Fire Marshal Byrne, confirming a maximum indoor seating capacity of 44 persons for food services. The Commission will remember that the 1996 special permit included authorization for a restaurant on-site, and that the Inn has offered food service since that time.

4. Sewer. The Norfolk Sewer District issued a letter to the Commission, welcoming "any extra flow" associated with the proposed improvements. The District also highlighted that any increase in business would alleviate the tax burden on other Norfolk residents. *See* Tab 5.

5. Compliance With Noise Regulations. At Tab 6, the applicant has included a letter from its consulting engineer, George Johannesen, P.E., regarding the noise impacts associated with the proposed changes to the site plan. As noted in that letter, the improvements do not alter the specially permitted use of the site, which was approved by the Commission in 1996. Even so, Mr. Johannesen then makes clear that much of the noise associated with the Inn is exempt from State regulation, such as the unamplified sound of the human voice, sound created by automobiles, and lawn care / maintenance equipment operated during certain hours. Other sounds associated with the Inn will either be housed within the Inn itself, or located at the rear of the Inn building, within the new amenity area. As such, that noise will not impact neighbors, and will be in compliance with the applicable State noise regulations.

6. 1996 Special Permit Materials. At its December 10, 2024 meeting, the Commission asked that the applicant provide copies of all additional materials relevant to the 1996 special permit approval. The applicant has reviewed its files again and confirmed that all materials available to the applicant have been provided.

7. Wetlands Review. On December 16, the applicant submitted a package regarding the need for a wetlands permit for the proposed site improvements. As explained in the memorandum submitted as part of that package, the applicant is not proposing any regulated activities within the wetlands or the upland review area, and the proposed activities on-site will not impact the wetlands. For avoidance of all doubt, the applicant revised its plans to remove the few plantings previously proposed within the 100' upland review area and added siltation fencing reinforced with staked hay bales adjacent to the upland review area. As such, a wetlands permit is not required.

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Allied Engineering Assoc., Inc.

95 Main Street, 3rd Floor – East

P.O. Box 726

North Canaan, CT 06018

860-824-1400

860-824-1401 fax

aea.george@gmail.com

Date: 20 December 2024

To: Stacey Sefcik
Zoning & Wetlands Enforcement Officer
Norfolk Town Hall
19 Maple Avenue
Norfolk, CT 06058

From: Robert Gilchrest, Lead Designer/Project Manager
George Johannesen, Civil Engineer
Allied Engineering Associates, Inc.

Re: Manor House Inn Site Improvements; Response to Fire Marshal Review Comments

This memorandum is in response to our meeting with the town's Fire Marshal, Keith Byrne. Based on this meeting Mr. Byrne issued an email, dated 12/10/2024, to Allied Engineering and the owner with his review comments. Below please find his comments and our responses to each:

1. *FD Access from Mills Way entry needs to be 20' per Code. Currently, 18' is listed on the plans.*

AEA Response: The plans have been updated to increase the width of the Fire Department's access from Mills Way, from 18' to 20' wide.

2. *FD access to Maple Ave is currently listed at 14'. If this can be expanded in width even by a foot would help. That would help the Fire Trucks exiting the new parking area. That driveway is grandfathered since it was established prior to code requirements. The Code requires exiting that is not a dead-end greater than 150' to prevent backing long distance or K turns into a property area. Currently, the plans indicate greater than 350' travel distance.*

AEA Response: The plans have been updated to increase the width of the Fire Department's exit onto Maple Avenue, from 14' to 15' wide.

3. *FD access states to within in 50' from main entryway already exists. FD access around entire exterior of structure needs to be 150' which the new rear sidewalk between the*

main and new proposed one-story building accommodates for this access from both sides of structure. This will be enhanced once the second parking area is established.

AEA Response: No changes to the plan are required as we meet the criteria stated above.

4. *FD access to the two (2) new proposed cabins also needs to be 150' from main entrance way. A sidewalk to these should be established and maintained. In addition, you stated you would investigate a 13R sprinkler system for these cabins. This would extend that FD access to 450' travel distance per code if sprinklers are added.*

AEA Response: The plans have been updated to provide a maintained walk from the main drop-off area, at the front of the main building, to the two (2) remote cabins to accommodate the required travel distances needed by the Fire Department and required by code. As the proposed location of the cabins extends the distance beyond the maximum 150', the cabins will be equipped with a 13R sprinkler system, which extends the required maximum travel from 150' to 450'.

5. *The main building will need to accommodate for remote egress access on the first floor from the rear three season sitting area. This is to accommodate for anticipated seating at tables on the first for future dining plans. Currently, all egress paths exit to the front of the building. This situation does not allow for occupants to escape in case this side of the building is blocked by fire, which is the purpose of exit remoteness.*

AEA Response: The plans have been updated to upgrade the door, landing and stairs from the existing three season room to the proposed terrace in the rear of the building. The door will be equipped with code compliant hardware and the landing has been increased to 44 inches, as required.

In addition, to alleviate the Fire Marshal's concerns about fire separation, we have also updated the site and architectural plans to remove the roof/access way, which originally connected the existing annex building to the new 1-storey building (to the west). This provides a complete fire separation between the two structures, however, removal now cuts off access to the proposed egress stairway on the north side of the building. With this access removed, an additional metal open grid stairway was added to provide accessible egress from the second dwelling unit to the proposed walkway, located between the two structures. Each dwelling unit now has access to separate stairways, satisfying the code requirements for accessible means of egress.

The above revisions to the site and architectural plans bring our project up to code with respect to the Fire Marshal's review and the 2022 CT State Building and Fire Codes. We look forward to working with the Fire Marshal on this project as we move forward.

cc: Keith Byrne, Fire Marshal
Planning & Zoning Commission Chair
Andrea Gomes, Esq., Hinckley Allen
Rachel Roth, Three Stewards Real Estate, LLC

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TOWN OF
OFFICE OF FIRE MARSHAL



NORFOLK
NORFOLK - CONNECTICUT
06058

December 23, 2024

Town of Norfolk

Planning & Zoning Commission

19 Maple Ave.

Norfolk, CT 06058

I am writing to the Commission regarding the proposed development project application for the Manor House, located at #69 Maple Ave Norfolk, CT, owned by Three Stewards Real Estate LLC.

I have been working with Three Stewards Real Estate LLC over the past couple of years on Fire Code requirements for the Manor House Country Inn. I have reviewed the proposed development project for the property. From a fire safety perspective, this proposal provides for a significant improvement over existing conditions. This development will enhance fire protection for all occupants inside the building.

This project as proposed is in compliance with both the Connecticut State Fire Safety and Fire Prevention Code. This proposal will be acceptable to this Office. I am recommending to the Town of Norfolk P&Z Commission that this project proposal be moved forward.

Respectfully,

Keith Byrne

Fire Marshal

Town of Norfolk

The Town of Norfolk is an Equal Opportunity Employer and Provider

P. O. Box 592 . Telephone 860.542.6072 . Fax 860.542.5876

www.NorfolkCT.org

4

Torrington Area Health District

Food Service License

MANOR HOUSE INN

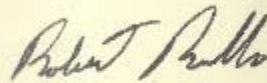
Ray Hospitality L L C

69 MAPLE AVENUE

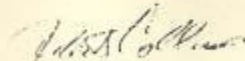
NORFOLK

This license expires as noted on the seal below
This License May Be Revoked By The Department Of Health For Failure To Comply
With Applicable District And State Regulations.
This License Is Not Transferable.

DISPLAY IN A PROMINENT PLACE



Director Of Health



Board Chairman

EXPIRES
June 30, 2025

CLASS 3

3310

TOWN OF
OFFICE OF FIRE MARSHAL



NORFOLK
NORFOLK - CONNECTICUT
06058

December 26, 2024

Town of Norfolk
Planning & Zoning Commission
19 Maple Ave.
Norfolk, CT 06058

I am writing to the Commission regarding the proposed development project application for the Manor House, located at #69 Maple Ave Norfolk, CT, owned by Three Stewards Real Estate LLC. The question asked of the Fire Marshal Office during the last meeting on December 10th, 2024. There was a question asked by a P&Z Board Commissioner which is, "Does the Fire Marshal approve the seating capacity of 44 guests on the first floor as proposed in the development plan?"

I am confirming that I have reviewed the proposed plan submitted for seating capacity layout on the first floor. Under the Fire Code, the max seating capacity of 44 guests, for indoor food services, on the first floor, is in compliance with the Connecticut State Fire Safety and Fire Prevention Code.

Respectfully submitted,

Keith Byrne
Fire Marshal
Town of Norfolk

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NORFOLK SEWER DISTRICT

P.O. BOX 402
259 GREENWOODS ROAD WEST
NORFOLK CT.

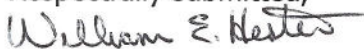
Planning and Zoning Chairman and Commission,

As you all might be aware, 2 years ago the Norfolk Sewer District undertook a large relining project for the collection system. Since then, we've seen a dramatic reducing in incoming flows from our system. At this point we're way under our design flow, which is good. Last year with lots of rain and this past summer with record drought. The system and the Plant can handle the extra flows.

We've reviewed the plans and welcome any extra flow to help us with the process of handling our solids and as a result would also keep anything getting stuck in the collection system. Also, any increase in business would help alleviate any extra tax burden on Norfolk residents.

If you have any questions, please feel free to contact me.

Respectfully submitted,



William E. Hester

Superintendent



259
Greenwoods Rd
West
PO Box 402
Norfolk Ct,
06058

PHONE 860-542-5647

FAX 586-542-5457

EMAIL norfolksewerdistrict@gmail.com

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Allied Engineering Assoc., Inc.

95 Main Street 3rd Floor – East

P.O. Box 726

North Canaan, CT 06018

860-824-1400

860-824-1401 fax

aea.george@gmail.com

December 23, 2024

Stacey Sefcik

Zoning and Wetlands Enforcement Officer

Norfolk Town Hall

19 Maple Avenue

Norfolk, CT 06058

RE: Manor House Inn

Dear Stacey,

This letter is being prepared to address the possible concerns over this application regarding noise. As you know, Norfolk does not have any noise regulations or ordinances. Torrington Area Health District no longer has a noise ordinance either. We will default to the CTDEEP regulations for the control of noise, these are found in Regulations of State Agencies Title 22a sections 22a-69-1 – 22a-69-7.4.

As you know, this property was approved as a Country Inn back in 1996. That use includes the various type of activities associated with a Country Inn such as Transient Lodging, Restaurant, Conference Facilities, Recreational Facilities and similar uses contributing to the comfort, convenience or necessity of the guests of the Country Inn. This description is taken from the letter from the Tremblays in their request for the Special Permit Use, and as written in the current Zoning Regulations section 3.05.P Country Inn.

There is no change of use from the Special Permit Use as approved. The Proposed Modifications are to provide the parking as required in the Zoning Regulations and the addition to and enhancement of the amenities provided for the guests.

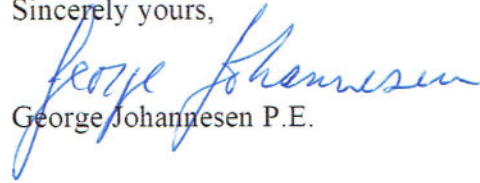
The State Noise Regulations specifically exclude several things including the unamplified sounding of the human voice, sound created by safety and protective devices, sound created by any mobile source of noise, including aircraft, automobiles, trucks and boats. The regulations provide exemptions for several items as well, such as noise generated by engine powered or motor driven lawn care or maintenance equipment operated between 7 am and 9 pm, noises created by snow removal equipment at any time, construction noise, and noise created by on-site recreational or sporting activity which is sanctioned by state or local government.

A majority of the activities that might create noise at this facility will be either inside the building or in the back of the building where the new terrace is proposed. The most common complaint regarding noise results from loud music with electric guitars and

loud drums. The whole idea of this property is to provide serenity and relaxation. Any music played on the property will likely be acoustic instruments. The noise will most likely be fully contained within the building. Outdoor music on the patio or in the back yard area would be contained in that area due to the positioning of the proposed structures. The neighbors on Maple Avenue and Mills Way would not be subject to loud decibel music.

We believe that the noise levels from this facility conform to the State Regulations and won't provide objectional levels of noise to the neighbors.

Sincerely yours,

A handwritten signature in blue ink that reads "George Johannesen". The signature is fluid and cursive, with the first name "George" and last name "Johannesen" clearly legible.

George Johannesen P.E.