

**Town of Norfolk
Planning & Zoning Commission
Special Site Walk Meeting Minutes
Manor House Inn – 69 Maple Avenue
February 11, 2025 - 3:00PM**



Members Present: Chairman Chris Schaut, Ned Barron, Marion Felton, Jonathan Sanoff, Jordan Stern, and Wiley Wood.
Members Absent: Steven Landes
Staff Present: Stacey M. Sefcik, ZEO
Staff Excused: Marinell Crippen, Recording Secretary
Also Present: Rachel Roth, Attorney Andrea Gomes, Bob Gilchrest, Project Manager; Jill Chase, Bill Gridley, Michael Halloran, and Joseph Kelly.

1. CALL TO ORDER & ROLL CALL.

With six members present, quorum was achieved and the site walk meeting was called to order at 3:00PM. Chairman Schaut explained that no discussions were to occur at this meeting; any questions or comments should be reserved for the March 11, 2025 continued public hearing date.

Due to recent snows, Chairman Schaut explained that the decision was made to limit the area through which the Commission would walk as the ground was uneven and slippery. He explained that the locations of proposed activity could be viewed from the driveway area and through windows in the first floor of the Manor House Inn. ZEO Sefcik explained that she was attempting to record the meeting; however, comments should be limited to locational questions. She requested that the group remain together throughout the meeting.

2. SITE WALK TO VIEW THE SUBJECT PROPERTY IN THE MATTER OF *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)*

At this time, while standing in the front parking area, Attorney Gomes provided a brief overview and indicated that the site walk would go through various rooms on the first floor of the inn as well as the first floor of the Innkeepers Residence in order to be able to view areas of the back and side yards where work was proposed. She explained that the plans for landscaping had been modified somewhat and that this information had not yet been submitted for the record but would be before the March 11, 2025 continued public hearing. She noted that there would be boards up inside that attendees could review and use to orient themselves to the property and the proposed activities.

Attorney Gomes then turned the presentation over to the applicant's project manager, Bob Gilchrest. Mr. Gilchrest then provided information regarding the activity proposed in the front driveway area, the proposed removal of the existing garage, expansion of the parking lot, and the new exit driveway onto Mills Way. He provided information about the proposed new storage/garage area and the landscaping planned for the front of the property along Maple Avenue. Members of the Commission had locational questions regarding the proposed new parking area.

The group then went to the southern side of the front parking area in order to attempt to view the side of the property where the raingarden and two Nordic cabins were proposed. Mr. Gilchrest provided some information regarding the raingarden. Given the limited visibility from the driveway and the slippery condition of the walkway into the backyard, the group ultimately then went into the inn to view the back and side yard through the windows. One member of the public went to the side yard on the walkway and was requested to return to the group by Ms. Sefcik.

Once all attendees were present in the main room of the inn, Attorney Gomes then briefly

pointed out locations inside the inn where different parts of the project could best be viewed. The group first went into a sunroom area at the back of the inn in order to view the location of proposed activities in the backyard, and Mr. Gilcrest gave the locations of parts of the project in relation to this area of the building and a large tree immediately behind the sunroom as it provided a reference point on the plans. After this, the group then went through a small room at the front corner of the inn (the beverage room) in order to be able to better see the side yard of the property where the raingarden and Nordic cabins would be located. After this, the group then entered the first floor of the Innkeepers residence where members of the Commission asked locational questions regarding the proposed amenities building as well as the number of floors in this area of the building. The group then went out to a back open deck area behind the Innkeepers residence so as to better view the location of the proposed amenities building and the northern end of the proposed parking lot expansion. Members of the Commission asked size and locational questions pertaining to the northern part of the parking area expansion as well as questions regarding proposed landscaping along Mills Way. A member of the public then made a comment about the project, and ZEO Sefcik asked them to refrain from commentary during the site walk.

Those present then reviewed the boards that had been put on display by the applicant's team depicting locations of proposed activities and renderings of those particular areas of the project. Hearing no further questions, Chairman Schaut concluded the site walk special meeting, and all commission members and the public present exited the inn.

3. ADJOURNMENT.

MOTION Mr. Wood, second Ms. Felton, to adjourn the meeting at 3:40PM; unanimously approved.

Respectfully submitted,


Stacey M. Sefcik, CZEO
Zoning Enforcement Officer