

TOWN OF NORFOLK PLANNING & ZONING COMMISSION
SPECIAL MEETING DRAFT MINUTES
TUESDAY, APRIL 8, 2025 - 6:30 PM



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

COMMISSION MEMBERS:

Chris Schaut, Chairman	Jonathan Sanoff	Sandra Anasoulis, Alt.
Edward Barron, Vice Chairman	Jordan Stern	Bart Wenrich, Alt.
Marion Felton	Wiley Wood	ALTERNATE VACANCY
Steven Landes		

STAFF:

Stacey M. Sefcik, ZEO	Marinell Crippen, Recording Secretary
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1. **CALL TO ORDER & ROLL CALL 6:30 pm** Present: Chris Schaut, Chairman, Edward Barron, Steven Landes, Jonathan Sanoff, Wiley Wood, Jordan Stern, and Bart Wenrich Alt.
Also present were Stacey Sefcik, ZEO, Daniel Casagrande, counsel, and Marinell Crippen, Recording Secretary

2. **AGENDA REVIEW** None

3. **CONTINUED PUBLIC HEARINGS:**

A. 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.

B. 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.

2 applications to be heard concurrently.

Stacey Sefcik said at the February meeting that the Commission had requested some input from attorney Zizka and Glen Chalder who helped the Commission put the regulations together and she had spoken to them. She also heard from Torrington Area Health that there is no septic system and a port a potty would be needed on the property. Ms. Sefcik spoke to Mr. Chalder and he said that concerning regulation 3.03.F.2, it is the question of there being a primary on the property in addition to there being an accessory. Attorney Zizka agreed and could see the difficulty of the verbiage of 3.03.F.2 and he suggested clarifying the language. As Mr. Zizka sees it, there needs to be a primary of some sort. There is a log cabin on 160-acre parcel and Mr. Zizka said that if you find that to be the principle then the A-frame is the accessory. There is no house on the front 18-acre property.

Tyler Mathers for AEB Realty said that the log cabin is not currently used to live in, it's used for storage and as a hunting camp and there is a wood stove. The property owner wants to use A-frame during the summer. Discussion ensued. Mr. Mathers said on the 18 acres there is an A-frame and on 160 acres there is another A-frame and there is also the existing log cabin. You will see nothing from the road. Tiny house on wheels has zoning permit for the 160 acres, so Commission is just

looking at 2 A-frames.

Public comment is open.

Betsy Little, 90 Deerfield Road and owns property adjacent to this property, spoke against the application.

Susan MacEachron for Norfolk Now spoke and clarified that the Tiny House and A-frame are on the 18 acres and the other A-frame and cabin are on the 160 acres. Ms. MacEachron also noted that the recreational vehicle has been on the property more than the allotted 7 months. Ms. Sefcik said that it will be moved when the matter is finalized.

Chris Schaut thinks we should continue this hearing since there is new information for the Commission to review, including an easement. This was opened January 14, 2025. A special meeting would have to happen by the 24th. Mr. Schaut stated that there are two options: a special meeting would have to be scheduled by the April 24 with the granting of an extension by the applicant or the applicant could withdraw the applications and resubmit to restart the statutory timeline.

The applicant is wishing to withdraw the application for the A-frames. He said he will move the A-frames off the property. A letter is needed from the applicant that he has withdrawn the application.

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)

Discussion ensued from Commission.

Jonathan Sanoff read a letter in support of the application.

Steve Landes noted that he had read all of the letters submitted that were read during the February 11 meeting.

Wiley Wood described why he doesn't think this application fits with what the regulations say a country inn is.

Steve Landes asked how to keep Manor House successful and how much do you limit?

Edward Barron asked counsel for clarification on what the Commission could modify with conditions.

Edward Barron would like the garage moved further from the street and referred to an alternate location suggested by neighbors.

The commission seems to agree to the application subject to conditions. It was decided that Daniel Casagrande and Stacey Sefcik would write a draft motion to approve and present it to the Commission at the May 13th meeting for consideration.

Steven Landes said that he will be in Chicago and asked for a hybrid meeting. Chris Schaut said that that is something that he will consider if Ms. Sefcik can accommodate and it will be held in the Town Hall.

A motion to continue deliberations to the May 13th, 2025 regular meeting at Town Hall was made by Edward Barron, seconded by Jordan Stern and approved unanimously. Mrs. Sefcik then clarified that the Commission potential conditions the Commission would like to consider.

The Commission took a 5-minute break.

- 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. **Application withdrawn by applicant.**
- 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. **Application withdrawn by applicant.**
- 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. There was not a quorum of P&Z members at this meeting, so no minutes were written. Ms. Sefcik announced that the applicant will float a balloon showing the location and height of the proposed tower on April 17th 9 am – 1pm, weather permitting. Back-up dates would be on April 18 or 19, dependent on the weather.
- E. Discussion & Possible Action Regarding Alternate Member Commission Vacancies.
Bart Wenrich was present as a new alternate appointed by the Board of Selectman and it was noted that if anyone has someone they would like to recommend for the remaining alternate vacancy, please do.

6. NEW BUSINESS:

None.

7. APPROVAL OF MINUTES

- A. Wiley Wood made a motion to accept the minutes of the special site walk meeting of February 11, 2025, seconded by Jordan Stern and approved unanimously by all present at the site walk. Steve Landes abstained as he was not present at the site walk.
- B. Wiley Wood made a motion to accept the minutes of the special meeting of February 11, 2025 as amended, seconded by Chris Schaut and approved unanimously by all present at the meeting. Steven Landes abstained as he was not at the Feb 11th meeting.
- C. Wiley Wood made a motion to accept the minutes of the special meeting of March 11th, 2025 as amended, seconded by Jordan Stern and approved unanimously.
- D. Wiley Wood made a motion to accept the minutes of the special meeting of March 25th, 2025 as amended, seconded by Steve Landes and approved unanimously.

8. BILLS & CORRESPONDENCE None

- 9. ZEO REPORT** Ms. Sefcik read some of the actions she has been taking and she also gave an update on 24 and 32 Greenwoods Road that she had been asked to look at by the Commission. She then read her research and found they owe \$120,000. She will be contacting hearing officer Attorney Ebersoll regarding collecting payment for the violations of 24 and 32 Greenwoods Road. Attorney Ebersoll said that he will reach out to the new attorney for 24 and 32 Greenwoods Road.

10. ACTION ITEMS & RESPONSIBILITIES.

Ms. Sefcik will check with the Fire House about whether changes to the design require Commission review.

Ms. Sefcik will work with Counsel Casagrande to make a recommendation to the Commission concerning The Manor House application.

Ms. Sefcik will call Attorney Ebersoll and urge him to seek payment.

11. ADJOURNMENT.

Steven Landes made a motion to adjourn the meeting at 9:55 pm, seconded by Jonathan Sanoff and approved unanimously.

Respectfully submitted,

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

**Marinell Crippen
Recording Secretary**