

**TOWN OF NORFOLK PLANNING & ZONING COMMISSION**  
**DRAFT DECISION IN THE MATTER OF APPLICATION #24-027**



**WHEREAS** the Town of Norfolk Land Use Office received from Three Stewards Real Estate, LLC ("the Applicants") an application and supporting materials for *Modification of an Existing Special Permit & Associated Site Plan Originally Granted January 9, 1996 for a Country Inn at 69 Maple Avenue in the Village Residential Zone* on December 3, 2024;

**WHEREAS** the said application was received by the Town of Norfolk Planning & Zoning Commission ("the Commission") on December 10, 2024, at which time the Commission also voted unanimously to schedule a public hearing for January 14, 2025;

**WHEREAS** the Town of Norfolk Planning & Zoning Commission convened a special public hearing meeting on January 14, 2025, which was subsequently continued to February 11, 2025; March 11, 2025; and then finally to March 26, 2025;

**WHEREAS** the Town of Norfolk Planning & Zoning Commission received oral and written testimony from the Applicant and their consulting professionals, including but not limited to:

*Application Packet Entitled "Application of Three Stewards Real Estate, LLC for Special Permit & Site Plan Modification at 69 Maple Avenue, Norfolk, CT" which includes completed & signed application form.*

*Proposed Drainage Report for Manor House Inn, Norfolk, CT prepared by Allied Engineering Associates, Inc. and Sealed by George H. Johannesen, PE.*

*Package of Maps and Plans prepared by Hinckley Allen (Counsel), Rob White Architect, LLC, and Allied Engineering Associates, LLC entitled "Manor House Inn, 69 Maple Avenue, Norfolk, Connecticut 06058 – Property Improvement Plan Prepared for Ray Hospitality, Inc., 69 Maple Avenue, Norfolk, Connecticut" and dated December 3, 2024 and revised through March 6, 2025 As Follows:*

- A. C-1 Existing Site Plan
- B. C-2 Proposed Overall Site Plan
- C. C-3 Proposed Site Layout Plan
- D. C-3R Proposed Site Rendering
- E. C-3.1 Proposed Site Enlargement Plan
- F. C-3.2 Proposed Site Details
- G. C-4 Proposed Site Grading Plan
- H. C-5 Proposed Site Drainage Plan
- I. C-6 Proposed Site Lighting Plan
- J. C-6.1 Proposed Site Lighting Details
- K. C-7 Proposed Planting Plan
- L. C-7.1 Proposed Plant Schedule & Details
- M. C-7.2 Proposed Plant Images
- N. ES-1 Sedimentation & Erosion Control Notes
- O. A-1 Proposed Garage Plan/Elevations
- P. A-2 Proposed Sauna Plan/Elevations

- Q. A-3 Proposed Cabin Plan/Elevations
- R. A-4.1 Proposed Addition & Alterations Elevations
- S. A-4.2 Proposed Addition & Alterations Floor Plans
- T. A.4.3 Proposed Addition & Alterations Floor Plans

*Email from Attorney Andrea Gomes dated December 16, 2024 "The Manor House – Need for Wetlands Approval" with two attachments: (1) Memorandum to Stacey Sefcik, Norfolk Wetlands Enforcement Officer and Zoning Enforcement Officer dated December 16, 2024; and (2) Letter from Allied Engineering Associates, Inc. to Stacey Sefcik entitled "Manor House Inn Site Improvements; Response to Conservation Commission Letter."*

*Package of Revised Plans dated 12/31/2024 and delivered by Bob Gilchrest on December 31, 2024.*

*Package of Revised Application Booklets from Attorney Andrea Gomes dated 12/31/24 and delivered by Fedex on December 31, 2024.*

*Memorandum to Rachel Roth of Three Stewards Real Estate, LLC from Jared Hite of Solli Engineering regarding "Trip Generation Assessment, Manor House Inn, 69 Maple Avenue, Norfolk, Connecticut, Project # 24123301" and CV of Jared Hite, Senior Project Engineer, dated January 13, 2025 and presented to the Commission at the January 14, 2025 public hearing.*

*Memorandum to the Norfolk Planning and Zoning Commission from Andrea Gomes, Esq. dated March 6, 2025 and entitled "2<sup>nd</sup> Set of Supplemental Materials – Special Permit and Site Plan Modification Application, The Manor House Inn, 69 Maple Avenue, Norfolk, CT" which is part of a package presented at the March 11, 2025 special meeting.*

*Applicant's Updated PowerPoint Presentation submitted by Attorney Andrea Gomes at the March 11, 2025 public hearing.*

*Memorandum to the Norfolk Planning and Zoning Commission from Andrea Gomes, Esq. dated March 19, 2025 and entitled "Final Set of Supplemental Materials – Special Permit and Site Plan Modification Application, The Manor House Inn, 69 Maple Avenue, Norfolk, CT" which is part of a package presented at the March 25, 2025 special meeting.*

*Memorandum and Package of Materials to Stacey Sefcik from George Johannesen of Allied Engineering Associates, Inc. entitled "Response to Letter from Edward (sic) Green Associates, LLC" dated March 20, 2025 which includes Response Letter, Drainage Calculations, Pipe Capacity Calculations, Water Quality Calculations, and Outlet Protection Calculations.*

**WHEREAS** the Town of Norfolk Planning & Zoning Commission received oral and written testimony from its own town commissions, departments, staff and existing files, including but not limited to:

*Letter to Planning & Zoning Chairman and Commission from William E. Hester, Superintendent of the Norfolk Sewer District received by hand on December 17, 2024, indicating the sewer facility had no issues with additional flow from 69 Maple Avenue.*

*Two letters from Keith Byrne, Town of Norfolk Fire Marshal dated December 26, 2024.*

*Letter from Troy LaMere, Superintendent, Norfolk Public Works Department dated December 31, 2024.*

*Letter from Michelle Childs, Vice Chair Norfolk Rails to Trails Committee, dated January 9, 2025, in support of the application.*

*Memorandum from Stacey Sefcik to Planning & Zoning Commission entitled "Staff Opinion Regarding Inland Wetlands Application Requirement" dated January 14, 2025.*

*Package of Planning & Zoning Commission meeting minutes from 1994-1996 where the Manor House Inn and/or the Country Inn text amendment are mentioned, as prepared by Stacey Sefcik, ZEO, following research in Land Use files and Town Clerk's records.*

*Letter from Richard Byrne, Town Historian, and Ann Havemeyer, Ph.D., Assistant Town Historian, dated February 4, 2025, in support of the application.*

*Letter of Opinion from Attorney Dan Casagrande to the P&Z Commission dated February 11, 2025, entered into record at February 11, 2025 public hearing.*

*Entire contents of land use file entitled "69 Maple Ave 1985-1995-2017".*

*Entire contents of land use file entitled "Zoning/Manor House."*

*Entire contents of land use file entitled "69 Maple Ave Now Beginning 2022."*

*Letter from Inland Wetlands Commission Chairman Hartley Mead to P&Z Chairman Chris Schaut on March 11, 2025, regarding the IWC finding that no regulated activities are occurring, and no permitting is required.*

*Memorandum from Stacey Sefcik to the Planning & Zoning Commission entitled "Staff Report Part 2 – 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) dated March 25, 2025.*

**WHEREAS** the Town of Norfolk Planning & Zoning Commission received extensive oral and written testimony from numerous members of the public via email, regular mail, and while in attendance at all four nights of the public hearing including but not limited to:

*Memorandum Responding to Questions of a "Legal" Nature Posed by Commissioners at March 11, 2025 Public Hearing dated March 20, 2025 prepared by Patrick Power, Esq.*

*Package of Materials from "Neighbors of the Manor House" entitled 'Part One of March 20<sup>th</sup> Submission' and 'Part Two of March 20<sup>th</sup> Submission'.*

*Package of Materials from "Neighbors of the Manor House" to the Norfolk Planning & Zoning Commission dated March 11, 2025.*

*Package of Materials from "Neighbors of the Manor House" to the Norfolk Planning & Zoning Commission dated January 28, 2025.*

**WHEREAS** the Town of Norfolk Planning & Zoning Commission closed the public hearing on March 26, 2025, and commenced deliberations on the application and all submitted materials on April 8, 2025, and again on May 13, 2025;

**WHEREAS** the Commission has duly considered and applied all factors for consideration set forth in Title 8, Chapter 124 of the Connecticut General Statutes and the Town of Norfolk Zoning Regulations effective September 10, 2024;

**NOW THEREFORE BE IT RESOLVED** that the Town of Norfolk Planning & Zoning Commission finds that the application as presented and conditioned below complies with all applicable provisions of the Town of Norfolk Zoning Regulations, including the requirements and standards specific to Country Inns as provided in Section 3.05.P of the Town of Norfolk Zoning Regulations.

**NOW THEREFORE BE IT FURTHER RESOLVED** that the application as presented and conditioned below is consistent with the 2019 Norfolk Plan of Conservation and Development, most notably the following:

- *Section 2.1 – The primary area to focus economic development (which is defined to include goods and/or services of value to the community) should be in the village center (the Village Business zone) and village area (the Village Residential zone and the Neighborhood Residential zone); and*
- *Section 4.1.A.2 – Encourage and support existing uses and promote additional retail, entertainment, hospitality, community, and other uses that will help attract residents and visitors to the village center.*

**NOW THEREFORE BE IT FURTHER RESOLVED** that the Town of Norfolk Planning & Zoning Commission hereby APPROVES Application #24-027 as per the above-referenced maps and plans subject to the following conditions and/or modifications:

1. Maximum occupancy of the property and each building and/or structure shall be as dictated by the applicable State of Connecticut Fire Codes and the Town of Norfolk Fire Marshal.
2. The maximum number of overnight guest bedrooms within the existing Manor House building shall be subject to compliance with applicable State of Connecticut Fire Codes and the Town of Norfolk Fire Marshal, but at no time may the number of overnight guest bedrooms exceed ten (10) without further review and approval by the Town of Norfolk Planning & Zoning Commission.

3. No increase in the number of guest bedrooms through either addition(s) to the existing Manor House building and/or through the construction of additional structures within the property to house additional guest bedrooms is permitted by this special permit. Such an increase would require review and approval by the Town of Norfolk Planning & Zoning Commission through a future application for modification to the current special permit and associated site plan.
4. Pursuant to Section 3.05.P.1 of the Town of Norfolk Zoning Regulations, the Commission hereby finds that the following uses as depicted and laid out on the above-referenced plans are permitted as accessory uses contributing to the comfort, convenience, or necessity of the guests of the country inn:
  - A new one-story, 1,500 square foot amenity building which includes an indoor pool, rest area, restroom, elevator, changing and shower rooms, steam room, and mechanical room;
  - Alterations to the existing first floor of the Manor House building including a massage room, laundry, staff areas, reception, and office;
  - Site improvements including a heated terrace, cold pool, heated pool, beverage station, and a new sauna building;
  - Restaurant on the first floor of the Manor House main building with a seating capacity of 44 seats;
  - Improved parking area with 45 onsite spaces and new exit driveway onto Mills Way; and
  - A 720 square foot storage garage solely for the purpose of housing the country inn's property maintenance equipment and the private effects of the onsite residential innkeepers.
5. Pursuant to Section 3.05.P.2 of the Town of Norfolk Zoning Regulations, such accessory uses contributing to the comfort, convenience, or necessity of the guests of the country inn may be available to the general public (i.e., non-overnight guests) on a limited basis. The limited basis of such accessory uses being available to the general public shall be as defined in the Memorandum to the Norfolk Planning and Zoning Commission from Andrea Gomes, Esq. dated March 19, 2025 and entitled "Final Set of Supplemental Materials – Special Permit and Site Plan Modification Application, The Manor House Inn, 69 Maple Avenue, Norfolk, CT" which is part of a package presented at the March 25, 2025 special meeting.
6. All non-essential outdoor lighting shall be turned off no later than 9:00PM each night. All other lighting necessary for the safety of inn staff and guests (including parking lot lighting, lighting of outdoor terrace and pools, pedestrian pathways, etc.) shall be on motion-activated sensors which dim lighting when not in active use.
7. The Applicant shall turn off all interior lights within the recreational amenity building by 9:00PM every evening. For the purposes of this approval, "interior lights" does not include lighting required for safety purposes or by State of Connecticut Fire and/or Building Code.

8. No outdoor amplified music is permitted later than 8:00PM each night. The applicant shall monitor sound levels at the property lines to ensure compliance with the applicable State and/or local regulations regarding noise.
9. The applicant shall submit to the Land Use Office confirmation of water service from Aquarion Water prior to obtaining a building permit for the improvements associated with this approval.
10. The Applicant shall substantially adhere to the *Manor House Inn Landscape & Stormwater Maintenance Manual* as submitted and shall submit confirmation of same annually to the Town of Norfolk Land Use Office.
11. The proposed 720 square foot storage garage is approved in the location specified on the above-referenced plans; however, the Applicant shall extend its approved landscaping additions along both of the property lines in such a manner so as to provide screening of the storage garage from both Maple Avenue and Mills Way.
12. The Applicant shall adhere to the phasing detailed on page 5 of the Initial Application Package dated December 3, 2024:

*"Phase I consisting of construction of the outdoor recreation space and supporting infrastructure, the new garage, and the landscaping to further screen the site from abutting properties. Phase II will include the retrofit of the first floor of the existing innkeeper's cottage, the redevelopment of the easterly parking area with 25 parking spaces, and the installation of additional landscaping and hardscape improvements, including the lily and koi ponds and the two proposed raingardens. Phase III will include all remaining site improvements, including the new indoor recreation building and beverage station structure... and the expansion of the new parking area to the north of the Inn building (an additional 20 spaces) and supporting walkways."*

Demolition of the existing carport shall also take place in Phase I. As the Applicant voluntarily withdrew the Nordic cabins from the application, they are no longer a part of this phasing plan. The Applicant shall, to the maximum extent possible given the seasonal requirements of the approved plantings, install all approved landscaping around the perimeter of the property prior to the commencement of the rest of the work approved in Phase I.

No part of a subsequent phase of development shall be permitted by the land use office to proceed until all aspects of the preceding phase have been completed and received the necessary Certificates of Zoning Compliance, Certificate of Approval from the Building Official, and/or Certificate of Occupancy. In the case of landscaping, raingardens, and drainage improvements, the Applicant's landscape architect and/or engineering professional shall provide certification to the Land Use Office that the work has been completed in substantial compliance with the approved plan.

The Applicant shall submit as-built plans upon completion of each phase to confirm substantial compliance with the approved plans.

13. The Applicant shall not host more than twelve (12) large outdoor events onsite per calendar year without written permission from the Planning & Zoning Commission. For the purpose of this condition, a "large outdoor event" is defined as an outdoor event of more than 50 but not more than 150 guests. The maximum guest count for these large outdoor events shall not include guests who are on the property for other reasons, including overnight (lodging) and daytime (recreational) guests. The Applicant shall provide at least one week's written notice prior to each of the 12 permitted events to all property owners within 100 feet of the subject property.
14. At no time shall there be more than 150 guests (overnight or otherwise) on the property between all the amenities and uses approved by this special permit modification.
15. If at any point the overnight accommodation portion of the Country Inn business ceases to operate, all of the approved accessory amenities listed in Condition #4 shall also cease to operate. Failure to comply with this condition shall be construed as a violation of the terms of this permit and will result in enforcement action by the Town of Norfolk Planning & Zoning Commission or its Zoning Enforcement Officer.
16. Upon completion of all phases of work proposed as a part of this approval, the Applicant shall submit a final as-built for approval and signature by the Zoning Enforcement Officer to be filed on the Land Records of the Town of Norfolk, along with a copy of this special permit modification and a copy of the Memorandum referenced in Condition #5.
17. The Applicant shall submit a bond for all landscaping and drainage work required by this permit as per the requirements contained in Section 8.09.L of the Town of Norfolk Zoning Regulations. The bond shall be in an amount and of a type acceptable to the Commission, as advised by its Attorney and Zoning Enforcement Officer. Such bond shall be approved by the Commission and in effect prior to the commencement of any work associated with this approval.
18. Each of these conditions has been reviewed by the Town of Norfolk Planning & Zoning Commission and taken as a whole, are determined to be a necessary part of this approval to adequately protect the public health, safety, and welfare of the residents of the Town of Norfolk.

**PLANNING & ZONING COMMISSION MEMBERS  
SEATED ON THIS MATTER:**

Christopher Schaut  
Edward Barron  
Steven Landes  
Jonathan Sanoff  
Jordan Stern  
Willard Wood

**MOTION MADE BY:** Jonathan Sanoff

**SECONDED BY:** Steve Landes

**MEMBERS IN FAVOR:** Chris Schaut, Jonathan Sanoff, Jordan Stern,  
and Steven Landes

**MEMBERS OPPOSED:** Wiley Wood and Ned Barron

**ABSTENTIONS:** None

**The motion to approve Application #24-027 carried with a vote of 4-2-0.**