

THE BOROUGH OF BANTAM

PLANNING AND ZONING COMMISSION

P.O. BOX 416

BANTAM 06750

INCORPORATED 1915

MINUTES
TUESDAY, August 5, 2025
REGULAR MONTHLY MEETING
Bantam Borough Town Hall
7.00 pm

Present: Adam Yarrish, Chair
Pete Donohue, Vice Chair
John Buonaiuto
Sally Tornow

Public: Kim Griffen
Dennis Tobin, PhD, Municipal Consultant

Chairman Yarrish called the meeting to order at 7:01 p.m.

1. PREVIOUS MINUTES

Chairman Yarrish noted that Paul and Kim Griffen's name was spelled incorrectly in the minutes of July 1.

Motion made by Ms. Tornow to approve the regular meeting minutes of July 1, 2025 as amended. Motion seconded by Mr. Buonaiuto and carried unanimously.

2. PERMITS

A. Bantam Cinema, 115 Bantam Lake Road. No one was present to discuss the application.

Motion made by Ms. Tornow to add William Prewitt, 129 Bantam Lake Road, to the agenda. Motion seconded by Mr. Buonaiuto and carried unanimously.

B. William Prewitt, 129 Bantam Lake Road. Mr. and Mrs. Prewitt were present to discuss the application. Mr. Prewitt presented an application for an above ground pool in the R-40 zone. A review of the information provided showed that the pool would meet the setback requirements. Two decks, 12' x14' and 6' x14' were also discussed, however, as the actual setback measurements were not known the applicant was asked to submit a second application for decks once the setbacks were determined. Chairman Yarrish accepted a check for the permit fees and signed off on pool permit #85251.

Motion made by Mr. Donohue to add Clifford Cooper, 827 Bantam Road, to the agenda. Motion seconded by Mr. Buonaiuto and carried unanimously.

C. Clifford Cooper, 827 Bantam Road. Mr. Cooper was present to discuss his project. Mr. Cooper presented and reviewed with the Commission a 3D drawing of the site (former Patterson Property) to

update the Commission on the progress. Mr. Cooper indicated that he has sought and received ZBA approval for exterior walkways for safety and ADA compliance. He added that the roof is being replaced then the siding would be next. The Commission confirmed that the proposed front door awning with meet setback requirements. It was noted by Mr. Cooper that the garage doors would remain but be updated to keep the overhead door aesthetic.

No application was presented; however, the commission was pleased with the direction of the property rehabilitation. Mr. Cooper stated that he plans to appear before the Commission at their September meeting to seek a use permit.

- D. Matt Cardwell, 50 Circle Drive. Chairman Yarrish noted that he has signed off on a permit for 50 Circle Drive for the construction of a 12' x 20' deck. Permit #79251.

3. PUBLIC COMMENT –

Kim Griffen was present to discuss three items:

- A. She noted the Litchfield Building Official has asked that the Commission make applicants aware that zoning permits are only one step in the building permit process.
- B. She confirmed that the ZBA approved of the walkways, and the walkways only, at 827 Bantam Road for ADA compliance.
- C. She brought up that Point Software was available after August 11th for a demonstration of their permitting software. A date of August 12th, between 5 and 7, will be set up as requested by the Commission.

4. OLD BUSINESS

- A. Review of Commission By-laws – Mr. Donohue agreed to review and make recommendations at the next regular meeting.

5. NEW BUSINESS - None

6. CORRESPONDENCE

- A. WRITTEN FORMAL CORRESPONDENCE - None
- B. CONVERSATIONAL NOTES WITH PEOPLE –

Chairman Yarrish noted that he spoke with both Matt Cardwell and Clifford Cooper regarding their permits.

7. COMMISSION DISCUSSION –

- A. Possible regulation updates. Chairman Yarrish invited the Borough's Municipal Consultant, Dennis Tobin, to join the discussion. Chairman Yarrish noted that the Commission has previously discussed updating the regulations and map if necessary to better reflect the adopted Plan of Conservation and Development. Dr. Tobin suggested a two-prong approach to the needed updates to help keep costs down. The Commission was in agreement and Dr. Tobin stated that he would start the review process.

- B. Mr. Donohue stated that he has given the Point permit software a cursory review and feels that it would be an asset to the Borough. He has suggestions to update the permit application and would follow up after the August 12th demo meeting. Additionally, he is hopeful that the software has the capability to allow for historical permit upload in addition to being connected to the Litchfield Building Inspector.
- C. Ms. Tornow addressed her fellow members to discuss sharing the office work load including, but not limited to review of emails, phone messages and site visits. The Commission discussed the possibility of a part time employee, if warranted, that could be compensated from the planned increase in zoning permits. This subject warrants more discussion after the Point demo of August 12th. The Commission would like to see what benefits the software would provide and how it would change the office workload.

8. ANY OTHER BUSINESS WHICH COMES BEFORE THE COMMISSION - None

9. ADJOURNMENT

Mr. Buonaiuto moved to adjourn the meeting at 8:12 p.m. Motion seconded by Ms. Tornow and carried unanimously.

Respectfully Submitted,



Valerie L. Douglass, Commission Clerk