

SPECIAL MEETING MINUTES
DESIGN REVIEW ADVISORY COMMITTEE
Thursday, September 3, 2026 9:30 a.m.
Town Hall Annex
80 Doyle Rd. Bantam, CT

1. Call to Order - Appointment of Alternates

The meeting was called to order at 9:31 a.m.

Present: B. Seamans and C. Bramley. Also present: A. Clark, Sunshine Car Repair, P. Healy, HH Hilltop and T. Poppe. Stockyard and M&H.

2. 247 West Street – Sunshine Car Repair – change in signage.

The proposed new signage included yellow individual letters centered over the large overhead door and the panel sign replacing the existing: two posts, green background, yellow lettering and outline and car image as shown on submitted photo mockups. It was suggested the car graphic on the panel sign could also be placed over the entry door and window in place of the former banner sign. Lighting will be three goose neck fixtures (instead of the four shown on sign company mockup) and spaced above the lettered sign. Lighting will be dark sky compliant with no light spillage beyond the vehicles located in front of the business. The lights will be timed to come on from sunset to sunrise.

B. Seamans moved and C. Bramley seconded a motion for a favorable recommendation for the signs as presented with the addition of the car graphic over the entry door and window, three (3) gooseneck lighting fixtures above the building's lettered sign and the panel sign. The motion carried unanimously.

3. 15 Woodruff Lane - LVA – landscaping.

It was noted with review of the site plan review by PZC the landscaping had been shown but no key to the species proposed had been included. Landscaping is currently being installed. B. Seamans spoke with J. Pudlinski and LVA is willing to add additional screening along the rear property line to provide more screening for the Meadow Street homes and to add to the front entrance planting beds. B. Seamans will advise as to materials.

B. Seamans moved, C. Bramley seconded a favorable recommendation for the plantings as shown with the requirement additional planting be added to the front and rear of the property as recommended by B. Seamans. Motion carried unanimously.

4. 98 E. Litchfield Road South – HH Hilltop – signage.

P. Healy was present with renderings of the proposed building signs. Two signs are proposed, one for the north side of the building and a smaller sign for the front (south) side of the building. It was suggested the larger sign on the 118 side of the building have a narrow navy border around the white background to frame the sign. The applicant agreed to the addition.

B. Seamans moved and C. Bramley seconded a motion for a favorable recommendation for both signs as presented subject to the addition of the narrow navy line bordering the large sign on the back of the building.

5. 103 Thomaston Road & 7 Iffland Pond Road – Stockyard and M&H – for lighting on approved signs.

T. Poppe, Mars Electric was present for the lighting proposal for two locations. The approved panel sign located just inside Iffland Pond Road contains signage for both the M&H located on Thomaston Road and Superior/Stockyard located at 7 Iffland Pond Road. The initial proposal included a total of 8 gooseneck fixtures lighting the top and bottom signs on both sides. It was suggested ground-mounted lights on both sides of the sign could be placed in the landscaped area below the sign. The recommendation was that each side of the sign at ground level have rocket posts with a fixture on each side to illuminate the bottom and top signs. They should include light guards on each and a time clock photocell to control hours the lights are on.

B. Seamans moved a favorable recommendation for a ground mounted fixture each side of the sign, noting that should the number need to be increased to two fixtures each side, the addition be submitted to the Land Use Office for review by DRAC members for approval without requiring the applicant to come back to a DRAC meeting. The motion was seconded by C. Bramley and unanimously carried.

Part b of the application for 7 Iffland Pond Road, proposal for two goose neck fixtures above the Superior sign as shown. A favorable recommendation for the lighting as shown on the submitted rendering was made by B. Seamans, seconded C. Bramley and unanimously carried.

6. 49 South Street – St Anthony of Padua Catholic Church – signs

Any signage in the Borough of Litchfield requires HDC approval. The application is deferred until HDC approval received.

7. Resignation

Acceptance of email received from W. Westcott stating her resignation from the Design

Review Advisory Committee effective as of 9-1-2026.

8. 199 West Street – REEHA – Lighting Violation

Ongoing strip lighting across the building continues. It is suggested that due to the length

of time this violation has continued that S. Magary visit or contact the owner one last time

to have the offending lights removed from the building before referring the matter to the

PZC land use attorney for action.

9. Approval of Minutes – August 6, 2026

B. Seamans moved and C. Bramley seconded a motion to approve the minutes,
unanimous
unanimously carried.

10. Adjournment

C. Bramley moved to adjourn at 10:17, seconded by B. Seamans and
unanimously carried.

Design Review Advisory Committee