

MINUTES
LITCHFIELD PLANNING AND ZONING
Monday, March 2, 2026, 7:00 p.m.
Town Hall Annex, 80 Doyle Rd. Bantam
In Person Meeting

1. Call to Order — Appointment if Alternates

C. Bramley called the meeting to order at 7:00 p.m. and took attendance.

Members Present: C. Bramley, C. Bunnell, G. Fuessenich, R. Lupo, S. Simonin, R. Greenwood, S. Healy, D. Correia; Members Absent: M. Eucalitto, P. Losee.

Appointment of Alternates: D. Correia and S. Healy.

C. Bramley asked for a motion to add an item **9.a. Update on Violations** to the agenda. Motion by C. Bunnell, seconded D. Correia and unanimously carried.

2. Commissioner Requests: None

3. Discussion of New Proposed Amendment Modification to Section 6.1

There are three versions of the amendment, the last shortened and modified from the second to delete elements that are directives from the Commission to staff. This last version has deleted some elements from the 1st and 2nd draft but not added anything new. C. Bramley felt that requiring reports as to the nature of activity at each meeting and written assessments of applications before the Commission could better be detailed in establishing “Procedures” by sharing the status of zoning activities. S. Healy pointed out that reporting requirements were included in some other towns regulations he reviewed. There was brief discussion by Commissioners.

Application Receptions

4. 34 Scenic View Drive – Knize – Special Exception for an Accessory Apartment in the RR District. MLB# 238-014-10A.

W. Knize and owner V. Knize were present for the application. The proposed addition of a small, separate structure to the rear of the house was described by the applicants. The building will be an ADU for a parent, there is a 3 car garage on the house and room for one space adjacent to the new structure. Wetlands agent determination of no impact on wetlands is in the file, TAHD approval is expected by the opening of the public hearing. The applicants were instructed as to the required neighbor notification. C. Bunnell moved and G. Fuessenich seconded a motion to set the public hearing for 3/16. The motion carried unanimously.

Public Hearings

C. Bramley explained the conduct of the hearings.

5. 64 Naser Road – Cruz – Special Exception for an Accessory Apartment in an Accessory Structure in the RR District. MLB# 091-014-10A.

The continued public hearing was opened. Due to weather, it makes it impossible for Mr. Cruz's engineer to design the septic connection from the new structure to the septic system for the main house. C. Bramley read a 30-day extension granted by email from Mr. Cruz to the Commission in the hopes the engineering can be accomplished in the next month. The hearing is continued to 3/16.

6. Amendment to the Regulations Section 5.2.5 and 5.2.8. Accessory Apartments.

Legal notice was published in the Republican American on 2/20 and 2/23 and posted on the Town Website.

Our current regulation for accessory apartments requires that an ADU in a separate structure, such as a garage, be located in the rear. The regulation design was intended to preserve the residential appearance of the streetscape. With many ADU's being proposed on large lots with no impact on the visual integrity of the residential neighborhood, allowing structures to be located other than in the rear is beneficial to the creation of in-law apartments and provides flexibility for property owners while allowing Commission review of the location. Also modified is Section 5.2.8. requiring parking in the rear. As part of the Commission's review, landscaping can be required if parking is not considered consistent with the residential neighborhood.

With no added discussion by Commissioners and no one in the public to comment on the amendment, S. Simonin moved and D. Correia seconded a motion to close the hearing. Vote was unanimous. Motion to adopt the amendment was made by S. Simonin, seconded R. Lupo and unanimously approved. Amendment will be active following the 15 days required in the posting of the legal advertisement.

7. Amendment to the Regulations Section 5.21.3. Non-residential Development in Residence Districts.

Legal notice was published in the Republican American on 2/20 and 2/23 and posted on the Town Website.

The amendment was discussed and proposed due to the size of accessory structures being built in residential districts. Our regulations permit up to 4,000 sq.ft. before additional setback requirements kick in. It was felt that the 4,000 sq.ft. is too large to potentially be located along a streetscape and should be decreased to 2,500 sq.ft. as proposed. Adding a special exception requirement to a residential accessory structure over 2,500 sq.ft. was also considered essential review to provide for a residential scale to secondary buildings located in neighborhoods. C. Bramley suggested that a regulation defining accessory structures be added to the regulations with the assistance of planner SN Villalba in the future.

With no added discussion by Commissioners and no one in the public to comment on the amendment, C. Bunnell moved and S. Healy seconded a motion to close the hearing. Vote was unanimous. Motion to adopt the amendment was made by S. Simonin, seconded C. Bunnell and unanimously carried. Amendment will be active following the 15 days required in the posting of the legal advertisement.

8. Amendment to the Regulations Section 6.1 Zoning Enforcement Officer.

Legal notice was published in the Republican American on 2/20 and 2/23 and posted on the Town Website.

The third, shortened version of the amendment was reviewed with the explanation specifics related to the ZEO simplified for the regulations, taking previous language related to Limitations, Role and Duties and making them part of a document adopted by the Commission establishing procedures. The procedures would be to specify the authority of the ZEO in interpreting the regulations in a manner consistent with the Commission's interpretation. The intent would be to assure the Land Use Administrator/ZEO would share, with the Commission, proposals from the public that do not strictly follow the intent of the regulations for input. The proposal is for the amendment as published, posted on the Town Website and reviewed at the hearing. With no further discussion from the Commission and no members of the public to speak for or against the application, S. Simonin moved and C. Bunnell seconded a motion to close the hearing, vote carried unanimously. S. Simonin moved and C. Bunnell seconded a motion to adopt the amendment, vote was unanimous to approve. Amendment will be active following the 15 days required in the posting of the legal advertisement.

Other Business

9. Update on Land Use Administrator Vacancy

C. Bramley stated three individuals had been interviewed by C. Bramley, P. Losee and M. Connor for the position and one selected. The Commission is waiting for confirmation that the selected applicant has accepted the job offer.

9.a. Update on Violations

Lost Fox Inn – details received on use, employees, hours of operation; Older site plan has been sent to the owner, we're awaiting a revised site plan.

58 McBride Road – Violation letter for construction of building without zoning, building and Wetlands permits. Response by 3/5/26. Next step is a warning letter from Atty. Byrne, no response court action;

407A Bantam Road – Megan Harpin came to the office and provided a note detailing the issues related to the temporary structure and the need for more parking. Note was discussed and Commission agreed to submission of a 6-month extension to the temporary zoning permit to give time to resolve the issues;

199 West Street – lighting. C. Bramley reviewed the lighting visiting the site. Through a text written by C. Bramley on an employee's phone to the owner it was stated an application to Design Review was required to discuss replacement fixtures. Spotlight LED's with insufficient shielding and strip lighting across the front of the building need to be replaced with shaded fixtures.

10. Approval of Minutes – Special Meeting 2/17/26 and Regular Meeting 2/17/26.

R. Greenwood was appointed alternate in place of S. Healy who was not in attendance at the Special Meeting. Motion to approve S. Simonin, seconded D. Correia and voting in the affirmative D. Correia, S. Simonin, R. Lupo, C. Bramley and R. Greenwood. Abstaining C. Bunnell and G. Fuessenich. Motion carried.

Motion to approve the regular meeting minutes 2/17/26 made by S. Simonin, Seconded S. Healy. Voting in the affirmative S. Simonin, S. Healy, D. Correia, R. Lupo, C. Bramley. Abstaining C. Bunnell and G. Fuessenich. The motion carried.

11. Correspondence

Materials hand delivered from M. Peloquin were distributed to Commissioners.

12. Adjournment

The meeting was adjourned at 8:28 p.m. on a motion by S. Simonin, seconded C. Bunnell and unanimously carried.

Carol Bramley, Chairman

Date