

LITCHFIELD PLANNING AND ZONING COMMISSION
MEETING MINUTES
Monday August 18, 2025, 7:00 p.m.
Town Hall Annex, 80 Doyle Rd. Bantam
In Person Meeting

1. Call to Order - Appointment of Alternates

C. Bramley called the meeting to order at 7:00 pm.

Members Present: C. Bramley, P. Losee, P. Dauten, J. Cox, M. Eucalitto, S. Simonin, Land Use Administrator Spencer Musselman.

Members Absent: B. Gibney, G. Fuessenich, R. Lupo, C. Bunnell.

Appointment of Alternates: None.

2. Commissioner's Requests: None.

Public Hearings

Before discussion on item #3 began C. Bramley explained the procedure for the public hearings.

3. 663 Maple Street - Del Prete - Special Exception for an accessory apartment in the LR district. MBL# 154-069-09G. Received 7/21/25.

C. Bramley read the legal notice published in the Republican American on 8/6 & 8/11 into the record. Jennifer Del Prete was present for the application and submitted the certified mailing receipts. S. Musselman confirmed the certified mailings and added them to the file.

J. Del Prete then gave an overview of the application to establish a 720 ft² accessory apartment on the 2nd floor above her existing detached garage. The apartment is less than 35% of the total floor area of the principal dwelling and will be owner occupied. TAHD and State approvals were received for the connection to the existing septic. The Building Official will confirm whether a secondary egress is required when the building permit is applied for. C. Bramley requested that J. Del Prete mark on the map where the parking space will be for the apartment. P. Losee inquired if there was any proposed change to lighting and J. Del Prete responded that there was not. The hearing was then opened to the public for comment.

- C. Bramley read a letter (dated 8/3) into the record from neighbors Stephen and Louise Houk in favor of the application

With no one in the audience present with comment on the application S. Simonin moved to close the public hearing. P. Losee seconded and the motion to close the hearing carried unanimously.

C. Bramley noted that the Special Exception will be rendered null and void if the owner doesn't reside on the lot. Commissioners then discussed the conditions of approval for the special exception: 1) The Building Official approves the egress for the accessory apartment. 2) A change in ownership will require review by the ZEO and a permit for the accessory apartment use to continue. & 3) The Special Exception approval be filed on the

Litchfield Land Records prior to the issuance of a zoning permit for the establishment of the accessory apartment use.

S. Simonin moved to approve the application for the establishment of a 720 ft² accessory apartment at 663 Maple Street as conditioned above and in accordance with all information submitted to the Commission including that the apartment is under 35% of the total floor area of the principal dwelling and that a parking space will be provided adjacent to the garage as shown on the map. M. Eucalitto seconded the motion as conditioned and the motion to approve carried unanimously.

4. **73 North Street - Cowell** - Special Exception for the creation of a 4.23-acre interior lot in the HR-30 district. (Existing lot to be reduced from 6.55 acres to 1.95 acres) MBL# 206-046-078. Received 7/21/25.

C. Bramley read the legal notice published in the Republican American on 8/6 & 8/11 into the record. Attorney Joseph Mortelleti of Cramer & Anderson was present on behalf of the applicant. He began by detailing the property history before giving an overview of the application. Since there has been no subdivision on the parcel since the establishment of the Litchfield Subdivision Regulations the proposed parcel can be established through a first cut. Since the first cut happens to also be an interior lot within the HR-30 district it needs to meet all the requirements of Section 4.3.1 (Interior Lots) of the zoning regulations as well as the dimensional requirements of the HR-30 district.

M. Mortelliti stated that there is a 3-acre conservation easement at the rear of the property and that the establishment of the new interior parcel will not interfere with the conservation easement. C. Bramley requested that language is required to transfer the easement from 73 North Street to the new parcel. The Litchfield Land Trust was notified of the application and was given a copy of the map. As requested at the 7/21 meeting M. Mortelliti provided an easement for the sewer connection that hasn't been executed yet. A preliminary planting plan was provided by the applicant for screening. It was also noted that the applicant is amenable to install fencing to help with screening for the neighboring properties. Photos were provided as requested; however, the Commission requested a photo looking west from the road to better understand the extent of how the application will affect the spatial integrity of the streetscape. C. Bramley requested that a landscape architect develop a plan to screen the driveway that will also show what the streetscape will look like after the establishment of the new interior lot.

Before opening the hearing to the public correspondence received regarding the application was read into the record by the Commission.

- Marcia Fowler, President of the Litchfield Land Trust – A letter (dated 8/18) was submitted concerning how the intent of their 3.44-acre easement, on the property subject to the proposed interior lot, will be totally frustrated by any potential development. The land trust requested that the Commission postpone action on the application to allow them time to review the application more closely.
- James and Joanne Moore – A letter (dated 8/15) was submitted with questions / concerns with the application including what will happen to the tennis courts and the conservation easement. It was also noted that they acknowledge the handsome renovations that have been done thus far to the Sheldon Tavern

- Douglas Guy – Submitted a letter (dated 8/16) in opposition to the application due to concerns with the proximity to the conservation easement, increased development, and effect on property values.

C. Bramley then opened the hearing to the public for comment.

- Antonio Frasier – His property abuts the conservation easement at the rear of the property and objects to the application as it affects the historic nature of the Borough.
- Renate McKnight – Objected to the application as she is concerned that Litchfield is changing like the Hamptons. Borough residents are subject to more regulations than the rest of Litchfield and she questioned the point of the Historic District if the character of Litchfield continues to change.
- Patricia McTague – Objected to the application as she is concerned that access could be developed through the conservation easement to Spencer Street.
- Florence Mathis – Objected to the application as she feels the spirit of North Street has changed tremendously and believes that the additional lot will generate more traffic and add to the change the Borough is experiencing. She fears Litchfield is becoming like other historic towns, like Farmington, that have experienced rapid development.
- Frank Van Ormer – Objects to the application and encouraged the applicant to not move forward and withdraw the application.
- Renate McKnight – Spoke again, in opposition to the application, with concerns regarding the old specimen tree at the rear of the property.
- Donna Membrino – A neighboring property owner spoke in opposition to the application. She is concerned with the view from her backyard and property values.
- Charles White – Is concerned with the appearance of the property as it currently sits and is against further development in the Borough.

With no further public comment M. Mortelliti stated that he appreciates the concerns raised by the public. Regarding the concerns of the neighbors on Spencer Street; there is no ability for the applicant to create an accessway through the conservation easement and that while there is a very large specimen tree, he believes it's not located on the applicant's property. M. Mortelliti stated that rumors about the potential future use of the interior parcel are not relevant to the review of the application by the Commission. M. Mortelliti stated he will submit any information / detail requested by the Commission and invited the Commissioners to walk the site before the next meeting. With no further discussion the Commission continued the hearing to 9/2 to allow time for the applicant to provide the requested information.

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5. **16 Harris Road - Litchfield Ford** - Site Plan for the construction of a new 20-space parking lot in the C-202 district. MBL#085-059-018. Received 7/21/25.

No one was present for the application. S. Musselman stated that the applicant is still working on having the site plan finished. Discussion on the application was continued to the 9/15 meeting.

6. **373 East Litchfield Road – Moritz** – Subdivision for creation of 2-acre parcel in RR district. MBL #111-001-006. Received 7/21/25.

No one was present for the application. P. Moritz is working on obtaining a title search. C. Bramley requested a letter from CDOT approving the curb cut be obtained. Discussion on the application was continued to the 9/15 meeting.

Application Receptions

7. **33 West Street – Cobblestone Properties** – Special Exception for residential use within a business building in the HTC district. MBL# 206-047-027.

Applicant James Lamond was present for the application and gave an overview of his plan to convert existing office space into an apartment. C. Bramley requested that J. Lamond provide floor plans for the proposed apartment before the opening of the public hearing.

J. Cox moved to set a public hearing for 9/15. M. Eucalitto seconded and the motion to set the hearing carried unanimously.

8. **Other Business:** None.

9. **Executive Session – Pending litigation & personnel discussion**

J. Cox moved to go into executive session at 8:33 p.m. on the subject of pending litigation. P. Losee seconded and the motion to go into executive session carried unanimously.

J. Cox moved to come out of executive session at 8:40 p.m with no action taken. M. Eucalitto seconded and the motion to come out of executive session carried unanimously.

10. **Approval of Minutes – July 21, 2025.**

S. Simonin moved to approve the 7/21 minutes. P. Dauten seconded and the motion to approve the minutes carried unanimously, with the exception of J. Cox who abstained.

11. Correspondence:

- Notification from Robinson & Cole re: an application by the Towers, LLC for a Certificate of Environmental Compatibility and Public Need for a wireless facility to be located at 17 Warren Road, Washington, CT.
- Quarterly newsletter from the Connecticut Federation of Planning and Zoning Agencies.

12. Adjournment

S. Simonin moved to adjourn at 8:42 p.m. J. Cox seconded and the motion to adjourn carried unanimously.

Respectfully submitted,

April Blasavage,
Land Use Administrative Assistant