

LITCHFIELD PLANNING AND ZONING COMMISSION
MEETING MINUTES
Monday September 15, 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, J. Cox, S. Simonin, M. Eucalitto, R. Lupo (A), C. Bunnell (A - 7:13 pm.), Land Use Administrator S. Musselman.

Members Absent: P. Dauten, B. Gibney, G. Fuessenich.

Appointment of Alternates: R. Lupo, C. Bunnell.

2. Commissioner's Requests

P. Losee moved to add an item #5b: 315 North Shore Road – JRD Properties – Site plan for a 60' x 150' contractor shop and storage facility. MBL# 206-47f-018. R. Lupo seconded and the motion to add item #5b to the agenda carried unanimously.

3. Public Hearings

- a. 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.

No one was present on behalf of the applicant. C. Bramley read into the record a 45-day extension letter from Attorney Mortelliti to allow the applicant more time to submit the information requested by the Commission at the 9/2 meeting.

C. Bramley read an excerpt from the 1984 Litchfield Plan of Conservation and Development regarding the express goal to preserve the historic nature of the national landmark historic district. A historical account was also shared about the Sheldon Tavern in which General Washington and Alexander Hamilton were guests along with French General Comte de Rochambeau in the spring of 1781.

The hearing was then opened to the public for comment.

- Michael Peloquin – 91 North Street – As an adjacent property owner M. Peloquin thinks Ms. Cowell did a commendable job on the restoration of the Sheldon Tavern. M. Peloquin stated that he as a supporter for individual property rights also supports Ms. Cowell's application.

With no further public comment the hearing was continued to the 10/6 meeting.

- b. 33 West Street – Cobblestone Properties** – Special exception for residential use within a business building in the HTC district. MBL# 206-047-027. Received 8/18/25.

James Lamond was present for the application and submitted the certified mailing receipts to the Commission. C. Bramley inquired if the HDC has reviewed the application yet for exterior changes to the rear of the building and J. Lamond responded that the application will be before the HDC later this week. P. Losee asked if there was an existing fire escape. J. Lamond stated that there was one adjacent to the new apartment and that he would be adding an extension to access that. The modifications to the fire escape will be reviewed by the HDC, Fire Marshal, and Building Official. C. Bramley then opened the hearing to the public.

With no one present with comment from the public J. Cox moved to close the public hearing. S. Simonin seconded and the motion to close the hearing carried unanimously.

S. Simonin moved to approve the special exception for residential use within a business building at 33 West Street. M. Eucalitto seconded and the motion to approve carried unanimously.

- c. 176 East Street / 64 Wells Run – Litchfield Housing Authority – Special Exception / Site Plan for an 8-unit affordable housing development. Two buildings with 4-units each are proposed along the construction of a new 16-space parking lot. MBL#'s 219-038-50A & 219-038-48A. Received 7/21/25.**

C. Bramley read the legal notice, published on 9/5 & 9/8 in the Republican American, into the record. P. Losee verified the certified mailings that were submitted to the Land Use Office.

Jim Simoncelli, Exec. Director of the Litchfield Housing Authority, was present for the application. J. Simoncelli shared that the land for the proposed 8-unit affordable housing development known as Riverbend was acquired using ARPA funds and that a Sherr-Thoss grant was used for the pre-development work. It was also noted that HDC and IWC approvals were received and are part of the record. Jocelyn Ayer of the Housing Collective, Rocco Petitto of QA+M Architecture, and Todd Parsons P.E. of Haley Ward were also in attendance.

T. Parsons presented the site plan and began by giving an overview of the existing site conditions. The site is largely already cleared and is an open meadow. Access will be through the existing Wells Run development. Proposed are two 4-unit buildings each with 2 parking spaces provided for each unit. Water and sewer connections are shown on the plans. Stormwater will be treated through a gross particle separator for focal point treatment before going into the subsurface detention system and eventually discharging towards the wetlands within the drainage easement. Planting plans show that all disturbed areas on site will be replanted with grasses, shrubs, and trees. The planting plans were developed and agreed upon through negotiations with the adjacent property owners. The lighting plan consists of 3 12' tall lighting poles with full cutoff lights.

Project Architect R. Petitto then shared that the two buildings will have 4 units each and will each consist of 1 1-bedroom, 2 2-bedroom, and 1 3-bedroom units. The elevations were shared and will be a contemporary New England style with gables

and windows with mullions. The structures are located well off Rte. 118 and only the roofs will be able to be seen from the road. T. Parsons then went through the 3 easements. 1) A drainage easement in favor of the Litchfield Housing Authority on the 158 East Street, 2) a sanitary sewer access easement in favor of 158 East Street on the LHA property & 3) an access easement in favor of 170 East Street over the LHA property at 176 East Street. The Riverbend project will not be utilizing the access to East Street and instead will be utilizing the existing accessway through Wells Run. C. Bramley then read an easement review letter dated 9/15 from Attorney Steven Byrne. S. Byrne found no issue with the easements as presented as the Town of Litchfield is not responsible for or party to any of the 3 easements.

S. Musselman stated that notice of WPCA approval had not yet been received by the Land Use Office. Chris Levesque, WPCA Chairman, was present and stated that the WPCA had reviewed the application 2-3 months ago and took no exception. An email from T. Donahue, Superintendent of Sewers, was later submitted to the record during discussion, stating that there was significant reserve capacity on site at Wells Run to accommodate the additional flow from Riverbend.

A review letter dated 8/25 from Public Works Director Raz Alexe was read into the record by C. Bramley. R. Alexe stated that a complete traffic study was not required in his review. Also included in this letter were comments from Brett Seamans, Assistant Supervisor of Public Works and licensed Landscape Architect, with comments on the landscape plan. P. Losee then read T. Parsons response letter, dated 9/10, that outlined the series of changes that were made to the site plan in accordance with the comments from R. Alexe and B. Seamans. C. Bramley also read the traffic report that found that there will be a negligible increase in traffic with the construction of Riverbend. 58 trips are expected daily with peak volumes of approx. 5/hour. Traffic counts were estimated using a report from a similar 20-unit development in Salisbury and were scaled down for the proposed 8-units. A 4/3/25 IWC permit approval letter from Musselman, Wetlands Agent, was read into the record.

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

- A 9/15 letter from Jill Musselman, Exec. Director of the Litchfield Housing Trust, in support of the application was read into the record by C. Bramley.
- Martin Connor, licensed planner, had consulted as a volunteer with the LHA and J. Ayer on the application and reviewed the plans. M. Connor thinks the plan is thorough and is in a great location as its adjacent to a site previously developed by the LHA and is located on a State Road.

With no further public comment J. Cox moved to close the public hearing. S. Simonin seconded and the motion to close the hearing carried unanimously.

Discussion and action on the application was continued to the 10/6 meeting to allow time for S. Musselman and Attorney Byrne to draft the motions.

4. Application Considerations

- a. 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.**

Ron Wolff P.E. and Mitchell Hill were present for the application. R. Wolff gave an overview of the site plan. The existing condition of the site is a relatively flat and mowed field with well drained sand / gravel soils. Since the submission of the application on 7/21 the number of proposed parking spaces was increased from 20-30. There will be two rows of parking with 15-spaces each and a 24' wide aisle between the rows. A basin with a slight berm will be constructed to accommodate storm water discharge. The stormwater basin will be seeded with a wetland basin seed mix. A lighting plan shown on Sheet #3 was also submitted showing 6 15' lighting poles with full cutoff lighting.

A landscape designer has been engaged by M. Hill and will work to develop the requested landscape plan modifications from the DRAC. A planted berm will need to be installed to screen the properties across the street on Harris Road. C. Bramley stated the front and rear yards are switched and that the front yard should be shown as the side closest to Rte. 202 and not Harris Road as access to the parking lot will be from Rte. 202. R. Wolff asked for clarification and stated that he believed that the site plan was correct. C. Bramley then requested that a note be added to the plans that states that all parking is within 200' of 439 Bantam Road. R. Wolff will add the note to the plans.

A 35-day extension letter was submitted from R. Wolff and discussion on the application was continued to the 10/6 meeting.

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

Given the 65-day timeframe in which to set a public hearing would expire before the next meeting on 10/6 and with no one present for the application to grant an extension S. Simonin moved to deny the application without prejudice. P. Losee seconded and the motion to deny carried unanimously.

5. Application Receptions

- a. 199 Chestnut Hill Road – Levesque** – Site Plan for the installation of a ground mounted solar array in the RR district. MBL# 069-042-16D.

C. Levesque was present for the application. After consultation with the applicant during a site visit on 9/12 S. Musselman determined that a special exception would be necessary as the total height of the array would exceed 15'. P. Losee questioned what necessitated the panels to be greater than 15' tall. C. Levesque responded that it was to allow there to be photovoltaic panels on both sides of the array so that reflection from the white stones below the array could be captured. C. Levesque submitted photos of the site area, a detail sheet for the solar panels and noted that the array would be located greater than 300' from the road.

J. Cox moved to set a public hearing for the ground-mounted solar special exception application for 10/6. R. Lupo seconded and the motion to set the hearing carried unanimously.

- b. 315 North Shore Road – JRD Properties** – Site plan for a 60' x 150' contractor shop and storage facility. MBL# 206-47f-018. Received 9/15/25.

Present for the application were Alan Borgheisi P.E, David Nelson, Alyse Dufor, and Planner Martin Connor. C. Bramley noted that the application was received after the agenda was posted and that the presentation would have to be abbreviated given the time. A. Borgheisi and M. Connor gave a brief overview of the plans and shared the wetlands report from Thomas Stansfield with the Commission. As there is no proposed activity within a regulated area and no wetland soils were found within the project area IWC approval is not required. A. Dufor added that she owns a conservation easement around the entire parcel and has owned the property since 2004. The easement provides more than 50' of forest buffering the site from North Shore Road.

Discussion on the application was continued to the 10/20 meeting.

6. Land Use Administrator's Report

S. Musselman gave an update on the Litchfield Hills Spa temporary structure and that they would come before the PZC on 10/6 with a preliminary discussion of a site re-development plan.

7. Approval of Minutes – September 2, 2025.

S. Simonin moved to approve the 9/2 minutes. P. Losee seconded and the motion to approve the minutes carried unanimously except for M. Eucalitto who abstained.

8. Correspondence: None.

9. Adjournment

S. Simonin moved to adjourn at 9:02 pm. C. Bunnell seconded and the motion to adjourn carried unanimously.

Respectfully submitted,

April Blasavage,
Land Use Administrative Assistant