

LITCHFIELD PLANNING AND ZONING COMMISSION

MINUTES

Monday October 6, 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, C. Bunnell, J. Cox, P. Dauten, G. Fuessenich, P. Losee, R. Lupo, S. Simonin.

Members Absent: M. Eucalitto, B. Gibney

Appointment of Alternates: G. Fuessenich, R. Lupo.

2. Commissioner's Requests

None.

3. Public Hearings

- a. Proposed housing amendments** – to include consolidation of terms for types of multifamily housing Sec. 1-2, updating / clarification of Sec 5.3 and 5.22 and new standards for Access Management and Landscaping Sec. 6.7.

Public hearing opened 07/21 with planning consultant G. Kral and discussion was continued to the 09/02 meeting for commission discussion. The public hearing was continued to 10/06.

The public hearing is reconvened from 07/21 and C. Bramley explained the rules for the hearing. The Commission began working on the regulation in December 2024 and C. Bramley gave an overview of the amendment.

Public Comment - M. Peloquin questioned why the RHOW regulation was also not being modified. C. Bramley stated the RHOW zoning district was not part of this group of amendment modifications and the RHOW is site specific.

Retired planner M. Connor and Attorney E. Marconi spoke in favor of the regulation and suggested amending 7b. to include multifamily houses within the GR district that do not have access to water and sewer. They have previously represented an 8-24 application to extend the sewer line 800' from Bertoli Drive to 336 Torrington Road submitted by E. & J. Fedorovich and approved by the PZC on 07/15/2024. The existing sewer was determined to be undersized and could not be utilized for the proposed multifamily housing development. TAHD is now approving a patented septic system designed to function within a smaller area and could be used. The first proposed amendment considered engineered septic systems for multifamily but commission discussion following public comments at the first public hearing felt multifamily should remain on public utilities. The property in question proposed for multifamily development east of the Borough is located in the RR zoning district, not the GR.

C. Bramley stated with the Plan of Conservation and Development due to be updated by 2027, changes in zoning districting should be discussed as part of the POCAD process. With no further comments from the public, S. Simonin moved to close the public hearing at 7:40 p.m., Lupo seconded and the motion to close carried unanimously.

S. Simonin moved to approve the housing amendments for the Sec. 1-2 consolidation of terms for types of multifamily housing, for updating /clarification to Sec 5.3 and 5.22 and for the new Sec. 6.7 standards for Access Management and Landscaping. J. Cox seconded and the motion to approve carried unanimously.

- b. Proposed amendments to Sec. 6 – “Permits, Approvals, and Exceptions”** – for modifications to Site Plan and Special Exception approvals.

Public hearing opened 07/21 with planning consultant G. Kral. Continued discussion was deferred to the 09/02 meeting and the public hearing was continued to 10/06.

With no comments from the Commission or the public, S. Simonin moved to close the public hearing at 7:43 pm, P. Dauten seconded and the motion to close carried unanimously.

S. Simonin moved to approve the Sec 6 amendments for Site Plans and Special Exceptions, J. Cox seconded and the motion to approve carried unanimously.

- c. 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.

Attorney J. Morteletti was present for the application. The public hearing was reconvened from the 09/15/2025 meeting on the extension granted. The applicant is working on contracting with an engineer to produce the requested site plan. The applicant aims to have the site plan for the 10/20 meeting, however, does understand the short turn around.

C. Bramley then listed the missing required documentation that has been requested of the applicant:

- 1. WPCA approval for sewer connection and easement between property owners;*
- 2. Aquarion approval for water connection;*
- 3. DOT approval of new curb cut on State highway;*
- 4. Impact of development on drainage abutting properties;*
- 5. Scheduled site walk showing the driveway and appearance of the streetscape following development of the accessway;*
- 6. Verbal or written description of the relationship of the stakes in submitted photos to the proposed driveway;*
- 7. Proposed appearance of the south property border along the accessway and the visual impact with any removal of existing vegetation;*
- 8. Appearance of driveway as it related to the neighborhood and the adjacent property to the south;*
- 9. Overall understanding of the appearance of the property post interior lot division;*
- 10. No indication of visual impact of a building site on the interior lot;*
- 11. Proposal compliance with the Plan of Conservation and Development.*

Before opening the hearing to the public, C. Bramley stressed the need to submit all required information prior to the next meeting.

Public Comment - J. Moore submitted a letter dated 09/12/2025 with concerns on stormwater control, traffic, appearance and the environment that could be negatively impacted should the application be approved.

With no further public comment, J. Cox moved to continue the public hearing to the 10/20 meeting, P. Losee seconded and the motion carried unanimously.

- d. 199 Chestnut Hill Road – Levesque** – Special Exception for the installation of a ground mounted solar array in the RR district. MBL# 069-042-16D. Received 9/15/25.

Applicant C. Levesque was unable to attend. C. Bramley read the legal notice published on 09/26 and 09/29/2025 in the Republican-American, neighbor notifications were confirmed and the hearing was opened. Commissioners wanted to confirm the maximum height of the array as 20.76' at the maximum winter tilt.

With no public present with comments on the application and since the applicant was not in attendance, S. Simonin moved to continue the public hearing to the 10/20 meeting, J. Cox seconded and the motion carried unanimously.

4. Application Considerations

- a. 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.

The public hearing was closed at the 9/15/25 meeting. The Commission reviewed a drafted motion prepared by staff to be read into the record .

J. Cox moved to approve the Special Exception/Site Plan application at 176 East Street / 64 Wells Run, Litchfield Housing Authority for an 8-unit affordable housing development including the construction of two buildings with 4-units each along with a new 16-space parking lot, in accordance with plans entitled “River Bend”, revised through 9/9/25 by Haley Ward, Inc. sheets 1-11, Beneche & Co. Landscape Plan L.1.0 and L.1.1. Revised through 9/9/25 and QA+M Architecture Plans dated 2/3/25, the project approval is supported by the Housing Guiding Policy of the 2017 Plan of Conservation and Development and the 2022 Housing Affordability Plan. The approval is conditioned as follows:

1. A final Mylar of the approved site plan shall be submitted for the Chair of the Planning and Zoning Commission's signature and then filed in the Litchfield Land Records by the Applicant.
2. A copy of the Special Exception approval and all conditions of approval shall be filed in the Litchfield Land Records by the Applicant.
3. This approval is for the specific use and structures identified in the application. Any change in the nature of the use or the structure will require new approvals from the Litchfield Planning and Zoning Commission or Land Use Administrator as set forth in the zoning regulations.
4. Property known as 64 Wells Run, MLB: 219-038-48A to be merged with 176 East Street, MLB: 219-038-50A as shown on Haley Ward Sheet #3. Pins to be placed delineating the boundaries of the newly configured single parcel;

5. All three (3) easements submitted and reviewed by Attorney Byrne are to be recorded on the Litchfield Land Records prior to the issuance of a Zoning Permit. The three (3) easements are as follows;
 - a) A Drainage Easement and Right to Drain in favor of the Litchfield Housing Authority over 158 East Street.
 - b) A Sanitary Sewer Easement in favor of 158 East Street that would allow future connection to the sewer service line on 176 East Street.
 - c) An Access Easement in favor of 170 East Street to allow continued access of existing driveway over the Litchfield Housing Authority property at 176 East Street.
6. A pre-construction meeting with Town Staff will be held prior to the start of construction. Applicant shall provide the name and phone number of the contact person responsible for 24/7 zoning compliance and response.
7. That the following bonds are to be posted with the Town of Litchfield prior to the issuance of a zoning permit, the form of which must be suitable to the Commission's attorney and in an amount to cover 100% of the cost of construction to be reviewed by the Commission's engineer, for the following
 - a) Sedimentation and Erosion Control
 - b) Public Improvements
 - c) Driveway
8. Erosion controls shall be installed and inspected by the Land Use Administrator prior to the start of construction and shall be maintained in accordance with site plan sheets #4 and #9 titled "Grading and Erosion Control Plan" and "Erosion Control Plan Narrative and Details" respectively by Haley Ward, Inc. Erosion controls shall be maintained until the site is stabilized post-construction and a Certificate of Zoning Compliance has been issued.
9. All requested site plan revisions as stated in Town Engineer Raz Alexe's review letter, dated 8/25/25 will be implemented as stated in Haley Ward's response letter, dated 9/10/25. Site plan sheet #5 "Drainage Plan" was updated in accordance with the requested modifications.
10. As stated in Haley Ward's response letter, dated 9/10/25 to DPW Assistant Supervisor Brett Seamans' landscape plan review, all requested landscape plan revisions will be implemented as shown on Sheets L1.0 and L1.1 as updated on 9/9/25 in accordance with the requested revisions.
11. All work and site improvements are to be in accordance with the Inland Wetlands Commission approval dated 3/12/25.
12. The applicant shall comply with the requirements of the Town of Litchfield Water Pollution and Control Authority.
13. All work and site improvements are to be in accordance with the Litchfield Historic District Commission approval dated 5/1/2025.
14. An as-built plan showing all site improvements be submitted to the Land Use Office prior to the issuance of a Certificate of Zoning Compliance.

S. Simonin seconded and the motion carried unanimously by eligible voting Commissioners C. Bramley, J. Cox, P. Losee, R. Lupo and S. Simonin.

- b. 16 Harris Road – Litchfield Ford** – Site Plan for the construction of a new 30-space parking lot in the C-202 district. MBL# 085-059-018. Received 7/21/25.

Applicant M. Hill and project engineer R. Wolff were present for the application. The

applicant's attorney M. Kiely submitted draft access easements over 435 and 439 Bantam Road to allow access to Route 202 for 16 Harris Road. DRAC approval was received on 10/02/25 and the landscape plan was revised to include a mix of deciduous and coniferous vegetation and westerly parking lot trees relocated to line up with the trees on the east end as shown on revised landscape plan. With no discussion or questions from the Commission, S. Simonin moved to approve the Site Plan application for 16 Harris Road, Litchfield Ford, for a 30-space parking lot in accordance with plans entitled "Site Utility, Grading, Drainage, and Sedimentation Erosion Control Plan – Hill Holdings, LLC – 16 Harris Road, Litchfield, CT", revised through 10/03/2025 by Wolf Engineering, sheets 1-3. Reasons for approval: Submitted plans conform to all requirements of the C-202 zoning district, Design Review Advisory Committee's favorable recommendation, and the following;

1. Lighting plan as shown, dark sky compliant with bronze fixtures on poles 15' tall;
2. Drainage plan as submitted;
3. Landscape plan as modified 10/2/2025 to include mixed deciduous and non-deciduous vegetation;
4. Relocation of the west end parking lot trees closer to the driveway to match the location of the east end trees as shown on the revised plan dated 10/2/2025;
5. Drainage calculations dated 10/1/2025 for a 100-year flood peak discharge meets the intent and proves adequate design to compensate for slight reduction (0.94) pre-post conditions;
6. The Harris Road sewer extension is not part of this project;
7. Applicant letter (M. Hill) dated 10/1/2025 states no impact on traffic, parking used for employee overflow and inventory.

The approval is conditioned as follows:

1. Easement documents, subject to approval by the Commission's attorney, be filed on the Litchfield Land Records granting access from lot# 085-059-018 through lot #085-059-013 providing access to Bantam Road.
2. Submission of construction maintenance and permanent maintenance schedule to Town Staff for review.
3. Site plan approval subject to applicant submission of final construction and as-built drawings to the Town Engineer's office prior to the start of construction by the designated contractor and respectively at the end of the project. No later than 30 days after all construction and red lines are incorporated.
4. A final Mylar of the approved site plan shall be submitted for the Chair of the Planning and Zoning Commission for signature and filed in the Litchfield Land Records by the applicant.

P. Losee seconded and the motion to approve was carried unanimously by eligible voting commissioners, C. Bramley, J. Cox, P. Losee and S. Simonin.

5. Application Receptions

- a. **16 South Street – Litchfield Preservation Limited Partnership** – Special exception for residential use within a business building in the HTC district. MBL# 206-047-014.

C. Fuessenich was present for the application and gave an overview. The second floor of the building was once an apartment and for the last fifty years has been used as office space. The applicant is requesting to revert space back to an apartment.

S. Simonin moved to set the hearing for the Special Exception for residential use within a business building at 16 South Street for 10/20/25, J. Cox seconded and the motion to approve carried unanimously.

6. Other Business

a. Bond Release Request – Belden House Holdings, LP.

C. Bramley read a letter dated 10/02/2025 from Attorney M. Kielty requesting the \$360,000.00 bond submitted by Belden House Holdings, LLC be released as all site work has been completed and inspected.

S. Simonin moved to approve the bond release of \$360,000 for Belden House Holdings, P. Dauten seconded and the motion to approve carried unanimously.

7. Approval of Minutes – September 15, 2025.

P. Losee moved to approve the 09/15/25 minutes. S. Simonin seconded and the motion to approve was carried unanimously except for P. Dauten and G. Fuessenich who did not attend the meeting and abstained.

8. Correspondence

Correspondence was received from M. Peloquin.

9. Adjournment

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

Respectfully submitted,

April Blasavage,
Land Use Administrative Assistant