

LITCHFIELD PLANNING AND ZONING COMMISSION
MEETING MINUTES
Monday November 3, 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 p.m. and took attendance.

Members Present: C. Bramley, P. Losee, J. Cox, P. Dauten, M. Eucalitto, R. Lupo, C. Bunnell, S. Simonin (7:05 p.m.) LUA S. Musselman.

Members Absent: G. Fuessenich, B. Gibney.

Appointment of Alternates: C. Bunnell.

2. Commissioner's Requests

C. Bunnell thanked John Cox and Burke Gibney for their many years of service on the Commission. C. Bramley then wished the members running for re-election good luck and reminded everyone that gets re-elected to get sworn in with the Town Clerk.

3. Public Hearing(s): None.

4. Application Consideration(s): None.

5. Application Reception(s)

- 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. Received 11/3/25.

Cleve Fuessenich was present for the application. C. Bramley explained that the application was denied before the hearing was opened at the 10/20 meeting as the abutter notifications were never sent out and therefore the application was incomplete. C. Fuessenich provided floor plans for the apartment and stated that he would be able to notify the abutters in time for the 11/17 meeting.

With no further discussion J. Cox moved to schedule a public hearing for the 11/17 meeting. P. Losee seconded and the motion to set the hearing carried unanimously.

6. Other Business

- a. 407 Bantam Road – The Spa at Litchfield Hills** – Pre-application discussion regarding site improvements and modifications.

Megan Harpin was present for the discussion. S. Musselman and C. Bramley gave an overview of the property history and issues it faces with parking constrains and site elements like wetlands in the center of the property. Proposed are 26 new parking spaces, improvements to site drainage, and a 2,102 ft² addition to Building “A” where the Spa is located. The rear portion of the addition facing east will have a basement level. 2 handicap spaces will be added where the current 675 ft² temporary lobby is currently located.

M. Harpin will submit floor plans of the existing spa area and additions when they formally apply for site plan approval. The Spa is working with Civil 1 as the project engineers and has contracted with an architect and landscape architect as well. A full lighting and landscape plan will be produced for the application. Comments will be needed from the Town Engineer, Fire Marshal, and the WPCA along with IWC and DRAC approval.

Discussed was the orientation of the 10 spaces proposed at the southern edge of the entrance. Due to concerns with safety the Commission recommended M. Harpin to consider using parallel spots in this area. Also, for the new 18-space lot M. Eucalitto and C. Bramley recommended adding a crosswalk and connection to the sidewalk for the safety of the school drop offs in the afternoon. A proposed sidewalk connector to the Community Center was recommended to be removed from the site plan by the Commission. M. Harpin will work with S. Musselman for the application process once she is ready to formally apply.

7. Land Use Administrator's Report

S. Musselman gave an overview of his report dated 11/3/25. 17 permits have been issued since 10/1/25 including 6 permits for new dwellings. Projects including the American Legion, Litchfield Ford, 315 No. Shore, and the Greenway are all progressing. He and C. Bramley met with planner SN Villalba and have finalized the Town Priority Implementation Plan.

8. Approval of Minutes – October 20, 2025.

S. Simonin moved to approve the 10/20/25 minutes. M. Eucalitto seconded and the motion to approve carried unanimously with the exception of C. Bunnell who abstained.

9. Correspondence

Connecticut Federation of Planning and Zoning Agencies Quarterly Newsletter – Fall 2025.

10. Adjournment

S. Simonin moved to adjourn at 7:33 p.m. J. Cox seconded and the motion to adjourn carried unanimously.

Respectfully submitted,

April Blasavage
Land Use Administrative Assistant