

LITCHFIELD PLANNING AND ZONING COMMISSION
MEETING MINUTES
Tuesday January 20, 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 and took attendance.

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

Members Absent: R. Greenwood.

Appointment of Alternates: S. Healy.

2. Commissioner's Requests

C. Bramley reminded Commissioners of a Special meeting for an educational workshop on the Freedom of Information Act scheduled prior to our 02/17/2026 regularly meeting at 6:00 pm. Flyer will be sent out as soon as received.

The Chair asked for a motion to add an item **7a. Executive Session** to the end of the meeting. P. Losee moved and C. Bunnell seconded, unanimously carried. Motion to move item **5.a. Discussion of Land Use Administrator Vacancy** to after Correspondence. Motion made by P. Losee, seconded M. Eucalitto and unanimously carried.

Public Hearings

3. 44 Whiskers Lane – Crichton - Re-subdivision of existing 41.45-acre parcel into two parcels; Parcel A: 21-acres and Parcel B: 20.45-acres. Application received 12/15/2025, IWC approval on 11/12/25. MBL# 015-030-017.

C. Bramley explained the conduct of the hearing, opened the hearing and read the Legal Notice published in the Republican American on 01/09 and 01/13/26 into the record. R. Crichton was present for the application and submitted the certified mailing receipts. R. Lupo confirmed the certified mailings noting one resident, Donald Protzmann, Jr., 55 Whiskers Lane had not received the letter of notification despite post office receipt acknowledging the letter had been sent. As the Protzmann's were present and agreed, the hearing was opened.

R. Crichton explained the proposed division of the 41.45-acre parcel into two lots, lot A being 21 acres and lot B 20.45-acres. Parcel A is the new proposed lot; Lot B exists with a house. The map was reviewed by the commission. In the file are approvals from IWC, TAHD, Public Works for driveway cut and Fire Marshal. Members of the public asked to see the subdivision plans and were given the opportunity prior to going to the public for comments. D. Protzmann questioned whether the proposal was for more than one new lot and was satisfied once he reviewed the site plan map. The house will be set back on the property with the existing farm access to become the driveway. The driveway has a grade of 10% most of the length with a portion of the driveway at 11%. There are two pull-offs areas as required with the length of the access. It was questioned whether there would be any lights and it was stated there would be none other than the existing streetlight on Whiskers Lane.

With no further comments from the public, a motion to close the hearing was made by P. Losee, seconded by M. Eucalitto, and was unanimously carried. Motion to approve the re-subdivision of parcel MBL#015-030-017 made by M. Eucalitto, seconded by P. Losee and was unanimously carried. The applicant was reminded, the mylar and 3 copies of the subdivision map, all with the Endorsement Block, must be submitted to the Land Use Office for the Chairman's signature prior to filing the mylar with the Town Clerk.

Application Considerations

- 4. 64 Naser Road – Cruz** – Special Exception for an accessory apartment in the RR district. MBL# 091-014-10A. Application accepted 12/15/26. Set PH for 2/2/2026 or 2/17/26.

The accessory apartment, located in front of the house, received ZBA approval on 01/06/26. ZBA variance approval letter is not yet available for the file. Also needed for the public hearing are comments/approvals from TAHD, Fire Marshall, and Building Inspector regarding second floor access. The application was scheduled for PH on 02/02/26 on a motion by M. Eucalitto, seconded by C. Bunnell and unanimously carried. The applicant was given instructions on the neighbor notification process.

- 5. 352 Bantam River Road – Basti** – Commercial use of property in RR District. MLB# 169-073-59A.

Nancy Basti and her husband were present for the discussion of proposed commercial/office use for the property located in the RR District. N. Basti stated the first floor of the converted barn was previously being used as an art gallery. It was explained the property is zoned residential and office/commercial is not permitted other than by a Home Occupation, Special Exception with little impact on the residential neighborhood. N. Basti stated her attorney and real estate broker led her to believe the property could be used for commercial businesses. The Commission has found no zoning permit for a change of use. N. Basti was asked to provide documentation town staff had granted approval for the creation of a commercial use on the first floor of the dwelling at 352 Bantam River Road for the next PZC meeting.

6. Approval of Minutes – 1/5/2026 meeting

S. Simonin moved, P. Losee seconded a motion to approve the minutes of the 01/05/26 meeting, unanimously carried.

7. Correspondence

NWCOG 5th Thursday Land Use Commissioner Training 1/29/2026 at 7 P.M.

Byrne email dated 1/20/26 review of Mountain Laurel's Memo regarding 8-30g legislation as a useful review for Commissioners of the legislation.

Letter from Francis Carpentier dated 1/6/26 regarding commercial vehicle in neighbor's driveway.

Email from 1st Selectman dated 1/16/26 regarding neighbor complaint related to Lost Fox Inn, lighting, temporary tent and noise. Three Lost Fox neighbors were in attendance for a brief discussion regarding a resolution.

Letters sent to the LUO from Michael Peloquin since 1/5/26 meeting requesting Commission pre-development discussion on amending the RHOW zoning district and proposed Moose Creek Lodge and Cabins.

Letter from City of Torrington to Litchfield Town Clerk dated 1/6/26 regarding a 1/21/26 public hearing on proposed Zoning Regulation Amendments to Section 6.2.1 D Automotive Repairer Establishment Frontage.

5.a. Discussion of Land Use Administrator Vacancy

C. Bramley informed the Commission Mr. Musselman, who was on vacation the week before the meeting, resigned on Friday 1/16/26. She has been working with the 1st Selectman and HR Nikky Yarrish to produce a current job description to post for the position. In the interim, someone needs to cover the office to keep zoning permits and applications moving forward. S. Simonin moved to appoint C. Bramley Zoning Enforcement Officer on an interim basis. R. Lupo seconded and the motion carried unanimously.

7.a. Executive Session

M. Eucalitto moved to go into Executive Session at 9:12 p.m. for an update on pending legislation, seconded P. Losee and unanimously carried. S. Simonin moved to come out of the Executive Session at 9:35 pm, C. Bunnell seconded and unanimously carried.

8. Adjournment

S. Simonin moved and C. Bunnell seconded a motion to adjourn at 9:37 pm and unanimously carried.

Carol Bramley, Chairman

Date