

LITCHFIELD PLANNING AND ZONING COMMISSION
MEETING MINUTES

June 15, 2026 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, G. Fuessenich, P. Losee, R. Lupo, S. Simonin and R. Greenwood. C. Bunnell, M. Eucalitto and S. Healy, (all arrived at 7:04 pm). Members Absent: D. Correia.

Appointment of Alternates: R. Greenwood (unseated at 7:04). Also present Land Use Administrator S. Macary.

2. Commissioner Requests

None.

Application Reception

3. 35 Wamogo Road – Region 20 Lakeview High School – site plan application for 75 car student parking lot in the RR District. MLB# 083-067-028. Application received 6/15/26. Dan Hamilton, School Maintenance and Raz Alexe, Town Engineer, were present for the application. The proposal has Wetlands approval. Currently students that drive to the school park across 202 at the Litchfield Distillery, North Shore Road and the Greenway entrance requiring the students to cross 202 during busy traffic times. Students are also parking at Stop and Shop and other unsafe locations. The site plan proposal for a student parking lot was reviewed with discussion as to the safety need for the parking lot. The plan is to have the student parking lot operable by the start of school in the fall.

The safety issue was previously discussed with DOT to find a solution to the unsafe parking conditions related to students who drive to school. A comprehensive safety audit was conducted by DOT and the location failed to meet the 8 element criteria required for the installation of a traffic signal. Creation of an onsite school parking lot for students is the only safe solution. The number of proposed student spaces has decreased from 75 to 72 and the lot will be constructed of packed gravel topped with asphalt. The existing grade of 9% will be modified with the addition of fill bringing the grade down to 4%. Drainage from the lot will be directed across the driveway to a plunge pool. The remaining slope on the south side will be controlled by an interlocking block retaining wall to protect the soccer field below. Six trees along the driveway will be removed. Jersey barriers will be placed surrounding the south and north sides of the lot until such time as funds are available to replace them with 10 x 10 pressure-treated timber-guard Cape Cod style rails to match the existing parking lot guard rails on the property. The sides of the lot are grassed. The front and back parking spaces will have wheel stops for safety.

It was noted the students are required to cross the school's driveway to get to the lot with buses and other vehicles entering and exiting at the start and the end of the school day. With the entrance and exit to the lot on the northeast side of the lot, it was stated there would be 2 school safety officers stationed at the entrance/exit to provide safe crossings and only students with permits for parking will be allowed to use the parking lot. No crosswalk marking is proposed at

this time. The number of students driving to school will be accommodated by the number of spaces being constructed, hopefully eliminating any student parking off campus. It was noted the school can only enforce safe parking on its own property with the owners of other locations used by students for parking being out of the school's jurisdiction. Only permitted students will be able to use the lot.

P. Losee moved to approve the site plan for a 72-car student parking lot conditioned upon the proposed temporary jersey barriers to be ultimately replaced by pressure-treated 10 x 10 timber posts and guard rail fencing to match the fencing utilized in the school's other parking lots. The motion was seconded by S. Simonin and unanimously carried.

Applications Continued

4. 280 Northfield Road – Butkus – Site Plan for Greenhouse and permanent Farm Stand in the RR District. MLB #051-024-010. Application received 5/18/26.

Materials submitted by the applicant included requested survey of the properties, DOT approval for the curb cut, drainage design for the parking lot and access, documentation of PA490 farm status from the Assessor, TAHD approval, site plan showing the location of the Christmas trees and pumpkins, located on the rear 12.8 acre parcel, and the 4.3 acre parcel with flower cutting gardens on the house lot. The Site plan for the permanent farm stand and attached greenhouse to be located on the house lot was reviewed along with drawings of the building. A list of the proposed events with hours of operation was also presented. It was suggested the applicant consider the merging of the interior lot with the house lot to prevent issues with property line setbacks since both parcels are involved with active farming.

There was discussion with the applicant related to Litchfield's zoning regulations not having a provision for events on farms not associated with the farming operation on the property. V. Butkus explained the farm had been in operation for two years and they thought everything they were doing was approved from conversations with Litchfield's former Land Use Administrator. The Commission discussed the need to create farm regulations related to events and committed to work on drafting regulations following discussions with local farmers during the next few months. It was stated objections by neighbors to farm events in the past was the reason no regulation had been drafted to date. In the interim, it was agreed that Fox and the Buck Farm will be given temporary permits for the events already scheduled this year, including their Fall Fest. LUA Macary requested he be notified by email before each event and the applicant agreed.

Motion for site plan approval for the greenhouse and permanent farm stand was made by M. Eucalitto, seconded C. Bunnell and unanimously carried.

5. Planning Discussion

a. End of fiscal year update on Planner completion of application revisions with amendments to Site Plan and Sp. Exception regulations. SN has worked on the application revisions along with needed modifications to our site plan and special exception regulations discovered while working on the application forms. That task had to put them aside to provide the regulation amendments required for compliance with

PA25-1 passed by the legislature in November 2025 and effective July 1, 2026. Discussion of the required changes will be with the planner at the July 20th meeting. The amendments will be put forward for PH August 17th. Application revisions will be picked up following adoption of the PA25-1 amendments.

b. PA25-1 - schedule for review and public hearing. SN is creating a power point presentation that makes the multiple complex changes to parking requirements in the act easier for the Commission to understand. There are several other changes the Commission will also need to adopt and although Litchfield will not be in compliance with the new laws by July 1, the laws will be in effect and need to be complied with should applications be submitted. With only one meeting in July, the intent is to review the new laws for understanding at the July meeting. As noted above, public hearing for the amendments will be scheduled for the August meeting.

c. Beginning discussion and review of farm accessory uses (events) for amendment to Zoning Regulations. An attempt will be made to schedule meetings with farmers in town for discussion of accessory uses. It was suggested Commissioners who can be available, volunteer to work with the LUA and Chair on accessory uses for farms.

d. Discussion of possibility of scheduling a special meeting during summer months. Discussion, no action taken.

6. Other Business

POCAD – no action taken. The solicitation of a planner and/or firm to work on the updating of the Plan of Conservation and Development needs to be finalized and publicly noticed. We are running behind due to the lack of a Land Use Administrator from January to the hiring of S. Macary just after Memorial Day. It is anticipated that if the RFP gets posted asap, a consultant may be hired and ready to begin the process by Labor Day.

7. Approval of Minutes – 6/1/26 Meeting.

Motion to approve S. Simonin, seconded C. Bunnell and unanimously carried

8. Correspondence

M. Peloquin submittals distributed to the Commission

Atty, Byrne response 6/12/26 to Atty. Grimes letter regarding Bed and Breakfast.

9. Adjournment

Motion to adjourn at 8:16 was made by S. Simonin, seconded C. Bunnell and unanimously carried.

Respectfully submitted,
Carol Bramley