Call to order – Chairman Carol Bramley called the meeting to order at 7:00pm
Members Present: Peter Losee, Peter Dauten, Jordan Richards, John Cox, Stephen Simonin, Norman Sauer

Members Absent: Burke Gibney, Abby Conroy, Guy Cunningham
Appointment of Alternates – Norman Sauer
Commissioners’ requests – None

PUBLIC HEARING

670 Northfield Rd

CARROLL

3-21-2022

Special Exception Mixed Use Building: Bakery, commissary, indoor Recreation Retail- Convenience Retail – small format grocery, Retail – small shop and Restaurant in C202 Zone.

Carol Bramley read the legal notice into the record. Green cards checked. D. Carroll discussed his intentions. Has received positive feedback from the community. Inland wetlands and DOT approval.

Plans were reviewed. Parking and handicap parking and accessibility to first floor were addressed. Connecting to the town sewer eliminating a non-conforming septic. Interior plans reviewed by Fire Marshall and Building official. J. Cox asking about a food service license. D. Carroll explained there is an existing license, he cannot apply for a license until he is given an occupancy certificate by the building official. WPCA needs to see kitchen plan to install the sewer connection. Discussion continued about the sewer. Letter from WPCA dated 2-16-22 read into the minutes. WPCA requesting copy of Easement map and document easement. Discussion continued about the sewer. Lighting and signage was addressed.

Public Comment: Rory O’ Shaughnessy - Great use for the building. John Cox motion to close the hearing at 7:13, P. Losee seconded and the motion passed unanimously. S. Simonin moved to approve the application. P. Losee seconded and the motion passed unanimously.

568 Torrington Road

Katalyst Kennels LLC

Scot Olson

3-21-2022

Modification to Special Exception from Kennel/Veterinary Hospital to Special Exception Kennel/Training Facility/Veterinary Hospital in GR/RR District.

Email sent by application dated March 14, 2022. Applicant failed to send out the green cards in the appropriate time and requested to be rescheduled for the Public Hearing April 18, 2022. C. Bramley explained that it will be within the 65 day time frame to hold a public hearing.

J. Cox moved to approve the rescheduling of the Public hearing to 4-18-22. P. Dauten seconded and the motion passed unanimously.
Planning and Zoning Commission applications moratorium.

Legal notice read in the minutes. The moratorium with remain in place from 3-22-22 to 6-30-22. The reason for the moratorium is currently there is no Land Use Secretary to process Legal notices and Agendas and new State Mandated and statutory changes. Commission with will take action on items in Cue but will not accept new items.

J. Cox moved to close the hearing at 7:20, P. Dauton seconded and the motion passed unanimously, S. Simion read Adoption of the Resolution for moratorium into the minutes. S. Simion moved to approve the moratorium. P. Losee seconded and the motion passed unanimously.

APPLICATION RECEPTIONS

Northfield & Richards Rd (Map 025,026,01B) - Samson – Receive and set public hearing (4-18-22) for two lot resubdivision. Dennis McMorrow, Birkshire Engineering presented request for application. Samson would like to build house and needs to resubdivide property. Samson owns the property with two siblings and would like a separate lot.

S. Simion moved to set the public hearing for April 18, 2022. N. Sauer seconded and the motion passed unanimously.

256 Old South Rd – Litchfield Country Club – Receive and set public hearing for Site Plan (4-18-22) to relocate existing paddle tennis court and add a second court (removed in late 80’s) and adding a warming hut.

Attorney Jim Strub spoke on behalf of country club. Present were L. Devos President for LCC, C. Dumais, and N. Worden. Property owned by White Memorial Foundation, CC has had a long time lease. Gave history to the CC. Upper court to be replaced from wood to aluminum. Sewer line runs thru CC. Applicant met with WPCA to make sure courts can go over easement area. Adding additional planting to mitigate erosion. Warming hut will have heat, no plumbing. Not in historic district. Existing court close to neighbor. New location further away. Installing modern lighting to not affect neighbors. C. Dumains presented plan to explain light spill. Commission would like to see authorization from White Memorial. D. Tobin to refer to WPCA and Public Works.

J. Cox moved to set public hearing for April 18, 2022, N. Sauer 2nd seconded and the motion passed unanimously.

15 West St. - Lex Litchfield – Receive and set public hearing (5-2-22) for Special Exception Boutique Hotel with restaurant and roof terrace.

C. Bramley, Chairman recused herself at 8:05. P. Losee Vice Chair installed as acting chair. M. Hope Attorney with Alter & Pearson, LLC along with Patrick Kenny were present. Apply under new use that was recently added for 20 room Boutique Hotel. Expecting high public participation would like to be prepare for presentation for the Public Hearing so would like to know questions the commission has ahead of time. Aware of referral to WPCA, Fire Marshal and Public Works. Received HDC approval on 1/20/22. Roof terrace not part of new addition. M. Hope discussed proposed new addition/adjustment to existing building and addition. New addition has a foot print of 605 feet. Entrance to Hotel in back. Project is part of a Historic tax credit project requiring specific guidelines. Requiring any new addition has to be different than the historic section of the building. The Elevator extends 9 ft higher than the roof line. Commission asked for clarification on the lighting and elevation as well as different view perspectives and height visuals. As well as from South Meadow and North Street and how lighting will
be seen. J. Cox asked about elevator location if it could go elsewhere. M. Hope explained elevator can't go on historic part of building. Asked about elevator lighting and glass. Commission would like to know if elevator system cable or piston and height compared to existing building and surrounding buildings. Entrance to hotel for guests only and one way. Delivery trucks coming in thru municipal entrance and going in post office lot. Concerns over delivery trucks entering the municipal lot. Considering need for traffic study. Working on easements with post office. Need clarification on parking spaces needed. Architect will come to public hearing. Commission would like a light technician at public hearing. Need floor plan for terrace and inside restaurant. Light technician at next meeting. Modifications to Certificate of Appropriateness must to back to HDC. Hours of operation for next public hearing. State liquor permit for guideline. Asked for referral for 1st Selectman, DPW, Fire Marshall. D. Tobin discussed the need for a legal review by commission Attorney. S. Simion moved to collect $5,000.00 for legal review. P. Dauten seconded and the motion passed unanimously. Oil tank removes. Electric heat being used.

John Cox moved to set the public hearing to May 2, 2022, P. Dauten seconded and the motion passed unanimously.

16 South St – Lex Litchfield – Site plan for northwest portion of parking area to be regraded and striped. M. Hope explained there will be minor site modifications to the Post Office parking lot. Regrading to tie in the two properties and removed the current retaining wall. Adding some lawn. Rotate parking lot and re stripping some parking spaces.

C. Bramley returned to Chair at 8:45.

Approval of Minutes March 7, 2022
S. Simion moved to approve the meeting minutes from March 7, 2022, P. Losee seconded and the motion passed unanimously.

Adjournment
J. Cox moved to adjourn at 8:49, P. Losee seconded and the motion passed unanimously.

L. Robyn Ryle
Record Secretary
March 21, 2022