LITCHFIELD PLANNING AND ZONING COMMISSION
MINUTES
December 5, 2022, 7:00 p.m.
Town Hall Annex, 80 Doyle Rd. Bantam
In Person Meeting

1. Call to order/appointment of alternates
   Chairman C. Bramley called the meeting to order at 7:03 pm.
   Appointment of Alternates – None

2. Introduce Spencer Musselman, Land Use Administrator
   S. Musselman was introduced to the attending commissioners and gave a brief bio.

3. Commissioners requests - None

4. Accept 8-24 recommendation request to install ground mounted solar at WPCA 29 Stoddard Road.
   Application was received on 11/21/22. C. Bramley read Attorney S. Byrne’s 01/24/20 letter clarifying 8-24 into the record. Commissioners discussed tree removal and erosion concerns. Commissioners were invited to visit location during business hours. An IWC application is on the 12/14/22 agenda. Application was accepted and will be further discussed at the 12/19/22 meeting.

PUBLIC HEARINGS

   It was noted public hearing was advertised for the 11/21/22 meeting and continued hearing has been reconvened. M. Connor 12/01/22 revisions provided definitions for “Small Scale Manufacturing” and “Processing Boutique” and Special Exception Uses. Size is limited to 10,000 square feet. C. Bramley read Site Plan and Special Exception requirements from Litchfield Zoning Regulations into record. Commission discussed and decided definitions are still too broad. Public comment – none. B. Gibney moved to close the public hearing, P. Losee seconded and vote was unanimous. S. Simonin moved to withdraw Small Scale Manufacturing Text Amendment application, J. Cox seconded and vote was unanimous.

6. Old Business
Calendar for 2023 was approved at 11/21/22 meeting but 02/20/23 is a holiday. Calendar is amended to change meeting date to 02/21/23. J. Cox moved to approve the amended 2023 calendar, P. Losee seconded and vote was unanimous.

7. New Business
   a. Appoint Spencer Musselman as ZEO
      There was a lengthy discussion regarding the transition of Land Use Administrator from M. Connor to S. Musselman. Commission was assured M. Connor would be available to assist until 12/16/22 and D. Tobin has been rehired to assist for the next six months. J. Cox moved to appoint S. Musselman with the understanding Dr. D. Tobin will oversee and work with the new Land Use Administrator for approximately 20 hours per week during the next six months, P. Losee seconded and vote was unanimous. The Commission thanked M. Connor for his work in the Land Use Office during the previous four months.

   b. Discuss Shop & Storage Amendments to Regulations
      C. Bramley read proposed regulation into the record. Most of proposal is reinserting language previously removed during the 2017 regulation revision. Approval would still be by special exception. Commission discussed including hazardous materials storage and ground water protection. C. Bramley will have G. Chalder revise and discussion will continue at the next meeting.

8. Approval of Minutes November 21, 2022
   Corrections to 11/21/22 minutes – 1) All references to G. Chalder of Planimetrics in 3.a, b. and c. to be corrected from G. Chandler to G. Chalder. 2) Under 3.b. on page 2, combine first and second sentences to read “Act 22-25 Section 5(c) becoming effective on 01/01/2023 would be added to this regulation: all new construction with more than 30 parking spaces to include 10% with access to EV chargers.” 3) 3.c. Third line – change “is in HTC” to read “it is located in local Historic District”. With noted corrections, S. Simonin moved to approve the 11/21/22 minutes, J. Cox seconded and vote was unanimous.

9. Correspondence
   Any new item added to the agenda requires a 2/3 majority vote of the Commission. Taking up any item after 11PM requires a 2/3 majority vote of the Commission
   None

10. Adjournment
    At 8:10 pm, S. Simonin moved to adjourn, J. Cox seconded and vote was unanimous

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Carol Bramley, Chairman
Date