

**LITCHFIELD PLANNING AND ZONING COMMISSION
MINUTES
MONDAY APRIL 3, 2023, 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 7:00 pm.

Members present – C. Bramley, J. Cox, P. Dauten, B. Gibney, P. Losee, N. Sauer. S. Simonin, Land Use Administrator S. Musselman.

Members absent - G. Cunningham, M. McIntyre.

Appointment of Alternates – None.

2. Commissioners Requests

None

REGULAR MEETING

3. Outdoor Dining Forum (Continued):

a) Expiration of CGS Special Act 21-3 on April 30, 2023.

b) Solicited comments from the following;

Gayle Carr – Acting Warden, Borough of Litchfield

Julia Metcalf - Chair of Litchfield Historic District Commission

Christopher Wilcox - Fire Marshal

John Worthington - Building Official

Existing 7mm outdoor dining permittees

Local restaurant owners and the public were invited to attend tonight's outdoor dining discussion. D. Finan supports and suggested installing Jersey barriers for safety with an art contest for decorating them. Borough of Litchfield Burgess R. Witty stated, due to pedestrian safety, board will not allow outdoor dining on public sidewalks. West Street Grill owner J. O'Shea has used sidewalk for over 30 years. Many patrons have compromising health issues and come to his restaurant for the outside seating. A letter from T. Murphy of EJ Murphy Realty was read supporting the continued use of his privately owned West Street alleyway for outside dining. There has been no problem with use or traffic in three years. Outside dining forum will continue with future meetings.

4. 21 Torrington Road – Borough of Litchfield – Minor Site Plan modification, Public Administrative Facility.

N. Sauer is on the Historic District Commission and recused himself from the PZC discussion. Burgess R. Witty was present for the application. Borough is being displaced while 28 Russell Street is being renovated. They will sign a one year lease from 05/01/23 to 04/30/24 to rent room #4 of the Pilgrim House at the First Congregational Church with use of the conference room for their monthly meetings. On average, they use 12 parking spaces during their meetings and church parking lots have sufficient parking. If they are expecting a large crowd for

a meeting, meeting will take place at the Litchfield Fire House. C. Bramley read email from Fire Marshal C. Wilcox approving the means of egress requirements for a business occupancy at this location. Borough will move existing sign board required for posting their meeting agendas from 28 Russell Street to the left of the back entrance door at 21 Torrington Road. Sign will go to the 04/06/23 DRAC meeting. J. Cox moved to approve the application for a minor site plan modification for a Public Administrative Facility with the condition that sign goes to DRAC. S. Simonin seconded, there was no discussion, N. Sauer was recused and approval from voting commissioners was unanimous.

5. Friends of the Litchfield Community Greenway, Inc. – Review Special Exception for Outdoor Recreational Use for greenway trail from the corner of White Woods Road/South Lake Street to the corner of Russell Street/Woodruff Street in the SF, HR-20, and HTC Districts. Received February 21, 2023. Set Public Hearing for 4/17/23.

B. Gibney is a neighbor and a Greenway member and recused himself from the PZC discussion table. C. Cooper was present for the application. A map was submitted with the 12' gravel access moved, gates added, gate details added, parking count labeled, crosswalk locations moved. fencing and signs updated. While town trucks are loading and unloading materials, driver will manually lower gate for safety. Greenway already has licensing agreements with the town and Eversource for the previous Ghost Trail and Bissell Road sections and this will be a continuation of current, existing agreements. Documents for licensing agreements between Greenway, Land Trust, Town, Eversource and private driveway owner will be signed soon. It was noted White Memorial and DOT agreements are not needed for this section. Application received IWC approval on 03/08/23. Attorney S. Byrne submitted a \$1,300 invoice for legal review fees to date. P. Losee motioned to set public hearing for 04/17/23, P. Dauten seconded, there was no discussion, B. Gibney recused and approval from voting commissioners was unanimous.

PUBLIC HEARING

6. 587 Northfield Road – Stronk – Special Exception for a 54-foot tower for amateur radio use in the RR District. Refer to CC. Special Structures: Communications Facilities regulation. Received on 2/6/23.

Application was continued from the 03/20/23 meeting. L. Stronk and E. Hare were present for the application. L. Stronk submit the requested copy of his radio operator certification, a letter stating Northfield Fire Department does not expect any radio system interference and a landscaping plan to protect scenic roadway. C. Bramley read the NFD letter into the record. NFD radio system is in the 150-158 mhz range and L. Stonk's radio operates at 2-30 mhz. Litchfield County Dispatch was also contacted and they concurred there would be no interference with NFD or themselves. Amateur radio expert, E. Hare, answered questions on any possible cable tv interference issues. Commission would like a yearly update stating if equipment has or has not been changed during the previous year. Letter to be sent to Land Use Office every April 1. C. Bramley noted hearing legal notices were published 03/06 and 03/13/23.

Public comment – No one spoke for or against the application. S. Simonin moved to close the public hearing, J. Cox seconded, there was no discussion and vote to close was unanimous. S. Simonin moved to approve the special exception for a 54 foot tower for amateur radio use in the RR District on the condition that tower does not exceed more than 15' above the

house roofline and commission is to be notified every April 1 of any changes or no changes to tower, J. Cox seconded, there was no discussion and vote to approve was unanimous.

PLANNING

7. Discussion of Possible Regulation Amendments

Commission discussed possible regulations for overnight parking of commercial vehicles in residential neighborhoods drafted by S. Musselman, and for food trucks drafted by C. Bramley. It was noted town website already has food truck applications. For consistency, regulations will reference vehicles by gross weight instead of class. Suggestions from preliminary discussion will be used for revisions to be presented at 04/17/23 PZC meeting.

8. Old Business:

None.

9. New Business:

A. Conroy submitted a formal resignation letter stating her work as Salisbury's Land Use Director has made it impossible for her to attend the required PZC meetings. She was grateful for the opportunity to serve our community. The commission thanked her for her service.

10. Approval of Minutes March 6 & March 20, 2023.

B. Gibney moved to approve the 03/06/23 minutes, S. Simonin seconded, there was no discussion and voting commissioners unanimously approved. J. Cox and P. Losee abstained since they were not present at the 03/06/23 meeting. J. Cox moved to approve the 03/20/23 minutes, B. Gibney seconded, there was no discussion and voting commissioners unanimously approved. P. Losee and N. Sauer abstained since they were not present at the 03/20/23 meeting.

11. Correspondence

None.

12. Adjournment

S. Simonin moved to adjourn at 8:56 pm, J. Cox seconded and vote was unanimous.

Carol Bramley, Chairman

Date