

**LITCHFIELD PLANNING AND ZONING COMMISSION
MINUTES**

**Monday May 15, 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, P. Dauten, B. Gibney, P. Losee, R. Lupo, S. Simonin,
Land Use Administrator S. Musselman.

Members absent - J. Cox, G. Cunningham, M. McIntyre, N. Sauer.

Appointment of Alternates – R. Lupo.

2. Commissioners Requests

None.

3. Discussion of Possible Regulation Amendments- Set Public Hearing for 6/5/23.

Commission discussed how to determine restaurant's number of allowed seats or tables for outside dining. Previously, number was based on square footage without qualifiers but there is now no formula to accommodate everyone. Outdoor dining will be allowed as of right, subject only to any required administrative site plan review for safety, and is permitted on sidewalks as long as there is a 4' wide unobstructed pathway for pedestrian use. Bollards may be required. S. Musselman will contact Attorney S. Byrne regarding parking requirements. Draft outdoor dining and commercial vehicle regulation amendments were emailed to the Northwest Hills Council of Government on 04/19 and the 35 day requirement has been met. The public hearing for outdoor dining and commercial vehicle regulations was previously set for 06/19/2023 but there is sufficient time to conduct hearing sooner. Proposed changes to regulations will be available for public review on town website. S. Simonin moved to set public hearing for outdoor dining and commercial vehicle regulations for 06/05/2023, B. Gibney seconded, there was no discussion and approval vote was unanimous.

4. Old Business

None.

5. New Business

None.

6. Land Use Administrator Report

S. Musselman will contact the Litchfield Commons restaurant regarding their outdoor dining and banner. Northfield oil truck has only been parked overnight once in the past 2 ½ weeks. A notice of decision was sent by registered mail to G. Copeland, R. Mahieu and E. Tyrell regarding the right of way property dispute between 342 and 348 Bantam Road. Dispute is a civil matter and not within the purview or authority of the Zoning Enforcement Officer to mediate or

enforce any action. The business is still being operated out of the denied Shop & Storage at 65 Hopkins Road in Northfield. S. Musselman will send a violation letter.

7. Approval of Minutes May 1, 2023.

S. Simonin moved to approve the May 1, 2023 minutes, B. Gibney seconded, there was no discussion and the motion was unanimously approved.

8. Correspondence

A letter was received from S. DaRoss of 127 and 147 S. Lake Street regarding the Friends of the Litchfield Community Greenway application. In the 04/17/23 minutes, her address was incorrectly reported as 145 S. Lake Street and correction has been noted. Town clerk, L. Losee, emailed that R. Lupo was officially sworn in as the newest P& Z Commissioner today. The City of Torrington submitted copies of a Site Plan application for a change of use from retail to office space at 1385 New Litchfield Street, Torrington. Commissioners received the Spring 2023 *CT Federation of Planning and Zoning Agencies* Quarterly Newsletter.

9. Adjournment

S. Simonin moved to adjourn at 7:45 pm, P. Dauten seconded, there was no discussion and vote was unanimous.

Carol Bramley, Chairman

Date