

**LITCHFIELD PLANNING AND ZONING COMMISSION
MINUTES**

**Monday June 19, 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 7:02 pm.

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

Members absent - G. Cunningham, P. Dauten, B. Gibney, R. Lupo, M. McIntyre.

Appointment of Alternates – None.

2. Commissioners Requests

None.

PUBLIC HEARING

3. Proposed Change to Zoning Regulations

a. Add HH. Parking of Commercial Vehicles to Specific Standards and Requirements.

C. Bramley stated hearing is a continuation from the 06/05 meeting. Proposed modified regulation was simplified to commercial vehicles cannot obstruct driveways or streets, shall not contain hazardous materials or waste, no maintenance or repairs are allowed on adjacent street and idling limitations shall adhere to Regulations of the CT State Agencies (RCSA) Section 22a-174-18(b)(3).

Public Comment: No one in attendance spoke. P. Losee moved to close the public hearing, J. Cox seconded, there was no discussion and vote to close was unanimous. Commission concluded regulation still needs to be reworked and item would be revisited for the next PZC meeting on 07/17.

4. 12 Norfolk Road – Forman School – Site Plan for new building: Educational classrooms and appurtenant offices and conference room.

Attorney J. Strub, G. Smolley of DRA Architects, Forman CFO P. Maltby, Assistant Headmaster M. Kowalchick and B. Baker of Civil 1 Engineering were present for the application. J. Strub stated they have been working on this application with the Land Use office for a long time. Previous Land Use Administrator D. Tobin visited the site and identified challenges with the project which were revised to present proposal. Proposed 10,337 square foot (5,245 footprint) structure will be located between the Henderson Administrative and Lodge buildings. Location is 240' from the street and will be shielded by trees and the Lodge Dorm. Structure will include small classrooms for one on one instruction, offices and a conference room to concentrate their educational area with encompassing buildings. The only exterior lighting will be over doorways as required by building code. Application does not yet have Historic District (HDC) approval due to their recent meeting postponement. There will be no increase in enrollment or staff. Water Pollution Control Authority (WPCA) approval not submitted. Aquarion contacted with approval not required and lighting plan needs to be submitted. Commissioners determined no public hearing was necessary as the HDC held public hearings. S. Simonin moved to approve the site plan application for a new building subject to Land Use office receipt of WPCA approval, HDC approval and submission of a lighting plan prior to the

issuance of a zoning permit, J. Cox seconded, there was no discussion and application was unanimously approved.

5. Planning: Commercial area parking discussion.

Attorney M. Keilty, Belden House owner A. Champalimaud, Planner M. Connor, Selectman J. Zullo and First Selectman D. Raap were available for discussion on large parking area located in the Borough, north side of the Green adjacent to Town Hall and 13 North Street, Union Savings Bank. Property is zoned business historic and parking is not fully utilized. Belden House Holdings is under contract to purchase the old firehouse and additional parking from Union Savings Bank. Plan is to create a safe pedestrian walkway, municipal parking and additional Belden House parking while preserving Union Savings Bank's necessary parking spaces. Design would be better served by the creation of an interconnection with the Town Hall property to address traffic flow onto North Street by diverting some traffic to West Street (RT. 202) without creating a thoroughfare through the bank parking lot. Project manager S. Funk grew up in town and would like to see better pedestrian access. PZC approved utilizing the \$1,800 remaining in the 2022-23 planning line item to hire an engineer for a traffic and circulation study at the 06/05/23 meeting. FA Hesketh was approached but is not available at the present time and additionally is working with Belden House, creating a possible conflict. C. Bramley approached Planner Hiram Peck as an alternative. He is available at the same rate as our previous planner and it was agreed he be contracted to review the properties in discussion and evaluate the concept of interconnection. S. Simonin moved to hire H. Peck, P. Losee seconded, there was no discussion and vote was unanimous. It was also noted that \$7,500 remained in the legal line item and could be used as well if the transfer to planning was possible. J. Cox moved to transfer \$7,500 from the 2022-23 budget year from legal to planning, N. Sauer seconded, there was no discussion and vote was unanimous.

6. Old Business

None.

7. New Business

None.

8. Approval of Minutes June 5, 2023.

S. Simonin moved to approve the 06/05/23 minutes, P. Losee seconded, there was no discussion and approval was unanimous.

9. Correspondence

The Litchfield Housing Trust extended an invitation to attend a Ribbon Cutting & Open House at Gagarin Place on Tuesday, June 20 at 11:00 am. C. Bramley read a letter dated 06/07/23 from Attorney S. Byrne regarding increasing the municipal legal fee charges from \$175 to \$200 per hour effective 07/01/23.

10. Adjournment

J Cox moved to adjourn at 9:11 pm, S. Simonin seconded, there was no discussion and approval vote was unanimous.

Carol Bramley, Chairman

Date