

# LITCHFIELD PLANNING AND ZONING COMMISSION

Town Hall Annex – 80 Doyle Road, Bantam, CT

## REGULAR MEETING MINUTES

February 18, 2014 7:00 p.m.

Chairman Thomas Waterhouse called the meeting to order at 7:00 p.m.

**Present:** Commissioners Curtis Barrows, Carol Bramley, Thomas Waterhouse, and David Pavlick, Alternate Commissioners Denise Schlesinger and William Conti and Land Use Administrator Dr. Dennis Tobin.

**Absent:** Commissioners Ed Doyle, Peter Losee and Susan Lowenthal; Alternate Commissioner Ralph White.

**Appointment of Alternates:** Denise Schlesinger and William Conti were appointed for Peter Losee and Dr. Lowenthal

### Approval of Minutes of February 3, 2014

C. Barrows moved to accept the minutes as written, D. Schlesinger seconded and the motion carried unanimously with W. Conti abstaining as he was not present at the meeting.

**Public Comment:** None

**Commissioners' requests:** None

### Regular Meeting

#### Forman School

12 Norfolk Rd.

2/18/14

Receive a Special Exception with Site Plan – Educational Institution to construct one three unit faculty housing building.

D. Pavlick recused himself due to his professional relationship with the Forman School and left the room.

Attorney Robert D'Andrea read a letter dated 2/18/14 from Forman Headmaster, Adam Man, stating the proposal is for construction of a new building with three units to house faculty. The building is to be 4,000 s.f. in size, located approximately 400 ft. away and 26 ft. lower than Norfolk Road. WPCA, Fire Marshall and Aquarion comments will be submitted to the Land Use Administrator as soon as they are available. Elevations of the building will be provided for the public hearing. C. Barrows suggested the applicant submit a drawing of a cross-section of the proposed building illustrating the location and view of the building from the road.

Public hearing was set for March 17, 2014.

D. Pavlick resumed his seat at 7:18 p.m.

#### Greenberg – Receive proposed text amendments to Zoning Regulations:

2/18/14

(1) Article II – Definitions – Parking Space

(2) Article VI Section 1, 5(f) – Retail stores, Personal Service Shop

Attorney T. J. Donohue was present to explain the proposed amendments to the regulations. Engineer John Hession will be presenting the proposed amendments at the public hearing. The purpose of the proposed amendments is to clarify the definition related to the required size of a parking space in the Litchfield's Zoning Regulations and to modify the number of spaces required for certain uses which would result in an increase in green space. The changes would bring the required number of spaces more in line with the number of spaces actually needed.

Chairman Waterhouse requested the proposed changes be adaptable to all parking spaces within the town and not specific to certain uses. It was noted the proposed amendments require a 35 day time frame for review by abutting towns and the regional planning agency. The Commission's consultants, Milone and MacBroom will be requested to review and comment on the proposed changes. Atty Donohue agreed to provide a digital copy of the amendments to Dr. Tobin and to provide the required review fee based on the estimate of time needed for review by Milone and MacBroom.

D. Pavlick moved to receive the application in digital form to be sent to the consultants to estimate the cost of the review. W. Conti seconded the motion which was unanimously carried.

The application is scheduled for public hearing on April 7, 2014.

**Old Business:** None

**New Business:** None

**Possible Executive Session** – pending litigation

Motion to go into executive session at 7:39 p.m. by D. Pavlick, seconded C. Barrows and unanimously carried.

Present, all commissioners and Dr. Tobin.

Motion to come out of executive session at 7:54 p.m. by W. Conti, seconded C. Barrows and unanimously carried.

**Correspondence:** None

**Adjournment:** Motion to adjourn at 7:55 p.m. by W. Conti, seconded D. Pavlick and unanimously carried.



Thomas Waterhouse  
Chairman



Date: