

**LITCHFIELD PLANNING AND ZONING COMMISSION**  
Town Hall Annex, 80 Doyle Road, Bantam, CT  
**REGULAR MEETING MINUTES**  
Monday, October 3, 2011 7:00 p.m.

Call to Order

Chairman Putnam called the meeting to order at 7:01 p.m.

Present were members Barbara Putnam, Elizabeth Jamieson, Tom Waterhouse, Bill Burgess

Absent: Susan Lowenthal (Arrived at 7:04) Michael Italiaander, Sky Post, (arrived at 7:23) and alternates James Keithan, Kelli Green and Paul Adams.

Also present was Land Use Administrator Dr. Dennis Tobin.

**1. Appointment of Alternates** - No alternates were present to appoint.

**2. Approval of Minutes of September 19, 2011.**

The minutes were approved by unanimous consent

Susan Lowenthal arrived at 7:04 p.m.

**3. Public Comment** – No members of the public spoke

**4. Commissioners Requests** – No Commissioners had requests to discuss

**5. Sign regulations**

Motion: Bill Burgess to table both this item and the temporary event regulations until after the election on November 8<sup>th</sup>.

Second: Susan Lowenthal

Abstentions: None

Voting in favor: Tom Waterhouse, Bill Burgess, Susan Lowenthal, Elizabeth Jamieson

Voting against: none

Motion carried 4-0

**6. Temporary Events Regulations** – this item will be tabled until the next planning workshop that will occur after November elections.

**7. Review Bylaws** – The Commission reviewed the bylaws. Dr. Dennis Tobin told the Commission that he posted them on the website so that new Commissioners can study them prior to elections. Election of officers should take place on December 5 This item will be placed on the first meeting after elections. Article VI section 3 must be reviewed with the new Commission members prior to the election of officers.

**8. Land Use Administrators Report** – permits, enforcement, budget –

The September zoning permits issued were reviewed.

No zoning violations were brought up by the Land Use Administrator.

Susan Lowenthal asked that a new driveway with a drainage pipe on Headquarters Road for an accessory apartment be investigated.

Sky Post arrived at 7:23 p.m.

The Town of Litchfield Capital Improvement Program was discussed. It did not appear that the cost of revising the regulations would qualify as a capital expense under the definitions provided in the memo.

Bill Burgess left the meeting at 7:29 p.m.

9. **Old Business** – no new business was discussed

10. **New Business** – no old business was discussed

11. **Correspondence** –

Correspondence from Litchfield Hills Food systems and the Borough of Litchfield regarding the permit for same were brought to the Commission's attention and were read into the record. Susan Lowenthal told the Commission that Fordham University recently withdrew an approval of a permit for a farmers market after it had operated for a couple of years because the nature of the farmers market had changed.

Upcoming workshops on PA490 will be hosted by CCM on October 5<sup>th</sup>.

Land Use Academy will host advanced land use training on November 5, 2011.

12. **Possible Executive Session to discuss pending litigation.**

Motion: Elizabeth Jamieson moved to go into executive session at 7:52 p.m.

Second: Susan Lowenthal

Voting in favor: Elizabeth Jamieson, Sky Post, Elizabeth Jamieson, Tom Waterhouse

Abstentions: none

Motion carried 4-0

Motion: Susan Lowenthal moved to come out of executive session at 8:09 p.m.

Second: Tom Waterhouse

Voting in favor: Elizabeth Jamieson, Sky Post, Susan Lowenthal and Tom Waterhouse

Abstentions: none

Motion carried 4-0

The meeting adjourned at 8:09 p.m.

Respectfully submitted,

Elizabeth Jamieson  
Secretary