

**LITCHFIELD PLANNING AND ZONING COMMISSION**  
Town Hall Annex, 80 Doyle Road, Bantam, CT  
**MINUTES**

Monday, August 1, 2011 7:00 p.m.

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

Present were members Barbara Putnam, Sky Post, Bill Burgess, Tom Waterhouse, Elizabeth Jamieson and alternate James Keithan.

Absent: Susan Lowenthal, Michael Italiaander and alternates Kelli Green and Paul Adams.

Also present was Land Use Administrator Dr. Dennis Tobin.

**1. Appointment of Alternates** James Keithan was seated for absent member Susan Lowenthal.

**2. Approval of Minutes of July 18, 2011.** Chairman Putnam noted a typo

Motion: Bill Burgess moved to approve the minutes as submitted.

Second: Elizabeth Jamieson

Voting in favor: Elizabeth Jamieson, Bill Burgess, James Keithan, Tom Waterhouse

Abstentions: Sky Post

Motion carried 4-1-0

Alternate Kelli Green arrived at 7:04 and was seated for absent member Michael Italiaander.

Chairman Putnam added a minor site plan modification as a new item #8 to the agenda.

**3. Public Comment.** No members of the public were present to speak.

**4. Commissioners' requests:** none

**5. Presentation on Naturally Occurring Nature Preserves.** Town Planner and Cornwall Planning and Zoning Chairman Patrick Hare was present with a presentation on naturally occurring nature preserves. He presented a slide show of some areas of Cornwall that he felt would be suitable for small hamlets to be located.

Susan Lowenthal arrived at 7:22 and James Keithan was unseated.

Mr. Hare presented his concepts for developing small villages or hamlets in connection with the transference of development rights which would involve development in cooperation with abutting landowners. Proposing a mechanism for compensation for the landowners is something that would need to be reviewed and discussed.

Susan Lowenthal suggested surveying the neighborhoods to see whether expanding the existing centers is more desirable amongst the homeowners.

Increase in traffic along route 7 and route 202 were discussed.

6. **Sign Regulations.** Report on Economic Development Commission regarding portable signs. The EDC failed to post their meeting so no discussion took place with their committee regarding proposed sign regulations. Their next meeting will be August 24<sup>th</sup> James Keithan stated that the signs are getting problematic around Town. The DOT will be contacted to see which signs are possibly located in the DOT right of way.
7. **Land Use Administrators Report** permits, enforcement, budget reports – The Commission reviewed the zoning permit report.
8. **Minor Site Plan Modification** – Driveway widening was requested at 62 West Street next to Town Hall for professional office space in the existing easement area. The driveway will be widened 5 feet and paved. The applicant has approval from the Historic District Commission and review and approval from the Fire Marshal and the Town. Susan Lowenthal felt that the whole Commission should make a decision on this application. The Commission felt that a “no parking” sign should be placed in that area.

Motion: Bill Burgess moved to approve the minor site plan modification with the condition that a no parking sign be placed since the applicant did not apply for additional parking, and a zoning permit will be required for the paving.

Second: Susan Lowenthal

Voting in favor: Elizabeth Jamieson, Sky Post, Susan Lowenthal, Bill Burgess, Tom Waterhouse and Kelli Green

Abstentions: none

Motion carried 6-0

9. **Old Business** – no old business was discussed.
10. **New Business** – no new business was discussed.
11. **Correspondence** - A letter from Litchfield Wine Merchant regarding opposition to the Commission banning sandwich board signs was read to the Commission.
12. **Possible Executive Session to discuss pending litigation.** No executive session took place.

The meeting adjourned at 8:39 p.m.

Respectfully submitted,

Elizabeth Jamieson, Secretary

Barbara Putnam, Chairman