

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

Minutes of December 3, 2012

- 1. Vice-Chairman, Tom Waterhouse, called the meeting to order (7:00)**
 - a. Present were Commissioners Curt Barrows, Carol Bramley, Peter Losee, Dave Pavlick, Sky Post, Tom Waterhouse, and Alternate Commissioners, Edmund Doyle and Erin Kennedy
 - b. Absent: Commissioners: Susan Lowenthal, Alternates: Ralph White
 - c. Also Present: Land Use Administrator Dr. Dennis Tobin
 - d. Appointment of Alternates: Ms. Kennedy
 - e. Appointment of Acting Secretary; Ms. Bramley was appointed
 - f. Approval of November 19, 2012. Corrections: p.2 item 4 c. change Lamonde to Lamond; p.3 item 4 d. ix. change expiry to expiration. Minutes: Motion to approve as corrected Mr. Post second by Mr. Pavlick, vote unanimous

- 2. Public Comment: (7:07)**
 - a. None

- 3. Commissioners' Requests (7:08)**
 - a. None

- 4. Land Use Administrator Report (7:12)**
 - a. Zoning permit fees totaled \$990.00 for November 2012
 - b. Planning and Zoning expenses, year to date December 3, 2012 total \$6,785., which is 40% of the annual budget.
 - c. 0% budget increase for next year won't be sufficient to cover P&Z as the expenditures for this year will go over the allocated budget and it is anticipated the expenses will continue. A full time secretary along with more budgeted money for legal and consultants is needed.
 - d. Construction trailers and oversized commercial real estate signs are being addressed for compliance.

- 5. Character Committee Report (7:19)**
 - a. Mr. Pavlick stated the committee reviewed suggestions made by Tom McGowan (2 memos in Commissioner packets) including looking at a three tiered system for land use permits for commercial development including: 1. Site plan; 2. Site plan with design features; 3. Sp. Exception to satisfy design features that will relate to and maintain the integrity of historic development. Concepts are still in exploratory stages.
 - b. Mr. Waterhouse asked about varying the regulations to address the differences in character of existing commercial development, such as old Route 8. Mr. Losee noted the committee was focusing on the 202 corridor at this point.

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- c. The 16 areas of the regulations that address character have been sent to Mr. McGowan to see how established elements of character can be adapted to Rt. 202 commercial development.

6. New Business (7:38)

- a. None

7. Correspondence (7:39)

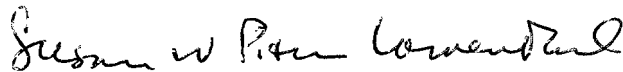
Mr. Waterhouse read a letter to Ms. Howlett, HPC Wireless Services, Danbury, CT from the Siting Council regarding approval of changes to a wireless telecommunications tower located at 383 Torrington Road. Letter dated 11/23/12 received 12/3/12. Mr. Waterhouse read a letter from the Siting Council to Town of Litchfield regarding changes to Sprint tower 074-121120 located at 383 Torrington Road. **Executive Session (7:44)**

- a. None

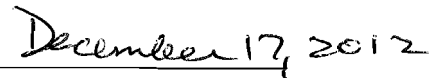
8. Adjournment (7:45)

- a. Motion by Mr. Pavlick, second by Mr. Losee, vote unanimous

Respectfully Submitted,
Carol Bramley, Acting Secretary
December 3, 2012



Susan W. Pitman Lowenthal, MD
Chairman



Date