

**LITCHFIELD PLANNING AND ZONING COMMISSION**  
Town Hall Annex, 80 Doyle Road, Bantam, CT  
**REGULAR MEETING MINUTES**  
Monday, December 5, 2011 7:00 p.m.

Vice Chairman Susan Lowenthal called the meeting to order at 7:00 p.m. Present were members Curt Barrows, Carol Bramley, Peter Losee, David Pavlick, Sky Post, Susan Lowenthal and Tom Waterhouse; Alternates Edmund Doyle, Ralph White and Erin Kennedy. Also present was Land Use Administrator Dr. Dennis Tobin.

- 1. Appointment of Alternates** – None appointed.
- 2. Approval of Minutes of November 21, 2011** – A motion was made and seconded to approve minutes with one correction, the motion passed unanimously.
- 3. Public Comment - None**
- 4. Commissioners' requests** – Sky Post requested an update on secretary services for the Commission. Dr. Tobin explained that the Inland Wetlands Commission and the Board of Finance has a paid secretary that does their minutes. A discussion ensued regarding how the minutes will get done; either by a volunteer commission member or request funds for paid staff. Because the Planning and Zoning and Inland Wetlands applications are very technical in nature and the time constraints involved in filing of motions, etc., the minutes historically have been done by paid staff who attend the meetings. Carol Bramley stated that it is very difficult as a commission member to participate in discussion with the commission while trying to formulate minutes at the same time. Until the decision is made, the Land Use Secretary will produce the minutes from the digital recording that is run at the meeting.
- 5. Review Bylaws** – The Bylaws were not discussed.
- 6. Election of Officers – Chair, Vice Chair, Secretary**

A motion was made and seconded to nominate Susan Lowenthal for Chairperson.

A motion was made and not seconded to nominate Carol Bramley as Chairperson.

A motion to close nominations for Chairperson was made, seconded and approved unanimously.

The motion to nominate Susan Lowenthal for Chairperson was approved unanimously.

A nomination was made and seconded to nominate Tom Waterhouse for Vice Chairperson.

A motion was made and not seconded to nominate Carol Bramley as Vice Chairperson.

A motion to close nominations for Vice Chairperson was made and seconded and approved unanimously.

The motion to nominate Tom Waterhouse for Vice Chairperson was approved unanimously.

A nomination was made and seconded to nominate Carol Bramley for Secretary.

A motion to close nominations for Secretary was made and seconded and approved unanimously.

The motion to nominate Carol Bramley for Secretary was approved unanimously.

7. **Land Use Administrator Report** – permits, enforcement, budget, office.  
Dr. Tobin reviewed the permit report, enforcement and budget reports with the commission.
8. **Land Use Administrator Lecture #1** – permits, inspection, enforcement.  
Dr. Tobin presented his lecture on the importance and uses of permits, inspections and enforcement. Permits protect every land owner from unregulated uses and development. Inspections ensure that compliance with regulations is followed. Enforcement is a delicate issue. Cease and Desist orders and fines associated with enforcements should be used only when violators resist the opportunity to work with the Zoning Officer to remedy the situation.
9. **Old Business** – There was no old business to discuss.
10. **New Business** – There was no new business to discuss.
11. **Correspondence** – None
12. **Possible Executive Session to discuss pending litigation**  
A motion was made, seconded and voted on unanimously to go into Executive Session. The Commission came out of Executive Session with no action being taken.

Adjournment

Susan Lowenthal  
Chairman

Date