

THE BOROUGH OF BANTAM PLANNING AND ZONING COMMISSION

P.O. BOX 416

BANTAM 06750

INCORPORATED 1915

MINUTES TUESDAY, March 17, 2026 SPECIAL MEETING Bantam Borough Town Hall

Present: Adam Yarrish, Chair
Pete Donohue, Vice Chair
John Buonaiuto
Sally Tornow

Public: Paul Griffen
Kim Griffen
Brett Seamans
Lauren Sage

Chairman Yarrish called the meeting to order at 7:02 p.m.

1. PREVIOUS MINUTES

Motion made by Ms. Tornow to approve the regular meeting minutes of January 6, 2026.
Motion seconded by Mr. Buonaiuto and carried unanimously.

2. PERMITS

A. 725 Bantam Road, Use permit for a bookstore – Chairman Yarrish stated that he had signed off on a use permit, #021226-1, as the applicant had required information to show compliance.

B. 50 Circle Drive, Deck Permit – The Commission reviewed the permit online as the first submission using the Pointe software. It was determined that Mr. Donohue would leave an online note that the application was receiving and is pending review and Chairman Yarrish would reach out to the applicant to schedule a meeting to visit the property noting that a plot plan was still needed.

There was one additional application, however, as it was not warned on the Special Meeting agenda it was not discussed. The permit application for 99 Case Road will be place on the April agenda.

3. COMMISSION DISCUSSION

Motion made by Ms. Tornow to move item #C, Bantam Signs, to first under the Commission Discussion portion of the meeting. Motion seconded by Mr. Donohue and carried unanimously.

C. Bantam Signs – Chairman Yarrish invited Brett Seamans, Paul Griffen, Kim Griffen and Lauren Sage into the Commission’s discussion.

Chairman Yarrish stated that the Commission had not been approached for the three “Welcome to Bantam” signs and asked Mr. Seamans to outline the sign issues with the Commission. Mr. Seamans stated that he and several other Borough residents had attended a Warden and Burgess meeting (date unknown) to bring forward their concerns regarding the signs from an aesthetic standpoint as well as a procedural. Chairman Yarrish noted that he was also in attendance at this meeting and commented that the Borough should have come through the Planning & Zoning Commission as the standard process for signs within the Borough.

Mr. Seamans continued by stating that he asked at that meeting if an encroachment permit was obtained from the State to which he was told that the Borough had encroachment permits for previous speed signs. Mr. Seamans pointed out that State encroachment permits are not open permits and that any changes need to be brought back to the State for a compliance review. An additional issue with the signs is that they are 19.5 sq. ft. with 16 sq. ft. being the largest permitted sign in the regulations. Chairman Yarrish noted that Dick Sheldon stated at that meeting that the signs were the same size as the signs they replaced. Mr. Seamans added that two of the three signs were actually in Litchfield and not in the Borough which would require review by the Litchfield Planning & Zoning Commission as well as the Litchfield Design Review Advisory Commission. Mr. Seamans noted at this time that per the State DOT the signs were not in compliance for a number of reasons, one being that orange can not be used in signs and also that they may not reference safety speeds adding that a letter has been sent from Litchfield First Selectman, Denise Raap, to the Borough stating that the signs must be removed within 30 days or that they will be removed by the State and the Borough will be charged a storage fee.

Lauren Sage addressed the Commission to express her displeasure that there was not more community outreach and inclusion in decision making. She added that she was disappointed that the proper steps were not taken.

Paul Griffen addressed the Commission to clarify that Chairman Yarrish had informed the warden that a sign permit would be required prior to the sign installation. This information was not followed through with. Mr. Griffen noted that he had measured the signs and that they were close to the previously installed non-conforming signs. He also brought up that signs can

only be installed on property owned by the entity wishing to erect a sign and that this property must be within the Borough limits. His final comments mirrored Ms. Sage's in that the community should have been involved.

A brief conversation on next steps ensued noting that a new sign application would require review by the Connecticut DOT, the Bantam Planning & Zoning Commission, the Litchfield Planning & Zoning Commission as well as the Litchfield Design Review Advisory Commission.

B. 700 Bantam Road – Chairman Yarrish stated that he had been contacted in December by the owner of 700 Bantam Road which is the property that has the ongoing issue of being an illegal multi-family structure. He noted that the owner, Mr. Marks, and his attorney questioned if the property could be brought into compliance by reducing the number of units from six to two with an additional in-law apartment for a total of three separate units. This proposal was reviewed by Chairman Yarrish and the Commission's counsel, Attorney Steven Byrne, and it was found to not be a permitted use of the property per the regulations. Specifically, the regulations only permit a two family with the owner occupying one of the units.

A. Online Permitting - Mr. Donohue stated that in February he and Ms. Tornow met with a Pointe Software representative and that the permit application form is now live on the Borough's website. He noted that he does not feel that the software seems very customizable and also that there were a number of changes that would need to be made. It was noted that both Mr. Donohue and Ms. Tornow had login in capabilities and they would get that information to Chairman Yarrish for him to review and be ready for comments at the April meeting.

4. ADJOURNMENT

Mr. Buonaiuto moved to adjourn the meeting at 7:55 p.m. Motion seconded by Ms. Tornow and carried unanimously.

Respectfully Submitted,



Valerie L. Douglass, Commission Clerk