



**TOWN OF WINCHESTER  
PLANNING AND ZONING COMMISSION**

**Town of Winchester Town Hall**

**Held Remotely (Via Zoom)**

**and was streamed live on YouTube:**

<https://www.youtube.com/channel/UCT1ffiBjMTBQM5OEXSgKlqg/videos>

**September 14, 2020 – 7:00PM**

**Regular Meeting Minutes**

**1. CALL TO ORDER:**

Chairman George Closson called the meeting to order at 7:00PM.

Mr. Closson noted that the following individuals were present: Peter Marchand, Jerry Martinez, Art Melycher, and Alternates John Cooney and Will Platt.

Craig Sanden was absent excused. Mr. Platt was seated for Mr. Sanden and Mr. Cooney was seated for the public hearing on the Hinsdale School renovation project

**2. PUBLIC COMMENT:**

No comment was received.

**3. AGENDA REVIEW.**

No changes were made to the agenda.

**4. PUBLIC HEARINGS.**

**A. PZC#20-23 – Special Permit Location: 15 Hinsdale Avenue Applicant: Winchester Public School Owner: Town of Winchester Proposal: Hinsdale School Renovation and New Construction, Including Restoration and Daylighting of the Gilbert Home Brook that Flows in a Culvert Under a Portion of the School.**

The public hearing was open with Professional Engineer Donald Smith, Jr. appearing before the Commission. Accompanying Mr. Smith was Superintendent of Schools Melony Brady-Shanley, Architect Paul Jorgensen, and Landscape Architect Steve Wynn. Mr. Smith shared updates made to the plans since the last meeting including modifications to the monument sign. He noted the monument sign had been modified after having been denied a variance for its size by the Zoning Board of Appeals. He noted that another variance application was scheduled to be heard at the next ZBA meeting for relief from the landscape buffer requirement. Mr. Smith noted that modifications had also been made as a result of the third-party engineer requested by the Inland Wetlands and Watercourses Commission.

Mr. Smith noted that a set of stairs had been added from the new parking lot to the sidewalk along Hinsdale Avenue. The monument sign location has not been changed although its size has been reduced to meet the Zoning Regulations, according to Mr. Smith. He reported the transformer has been replaced and explained it must be located further away from the building so that it is at least ten feet to meet the State Building Code. Mr. Smith noted that landscaping around the transformer will be added to screen it as allowed by the power company. He reported the dumpster enclosure has been relocated away from the building to the northwest corner of the parking lot.

Mr. Smith reported that the underground piping has not yet been cameraed.

The Zoning Table had been updated, according to Mr. Smith. He noted that additional site lighting had been added in the parking spots.

Mr. Jorgensen reviewed the site lighting, sharing the photometric plan. He noted that a dual-head pole light was added near the crosswalk. Mr. Jorgensen reviewed the graphic on the Hinsdale monument sign. He shared different angles from street view of the roof-top mechanical units. Mr. Jorgensen noted that it was possible to coordinate the color of the rooftop screens with the metal panels of the façade. He noted the screens will be louver type to allow air flow, set four feet off the unit itself. Mr. Jorgensen explained how the Building Committee was reviewing costs of the project currently. Mr. Closson shared his preference for the roof-top screens but felt the ultimate color/theme should be left to the discretion of the architect and committee. Mr. Marchand questioned the noise that is generated from the roof-top units. Mr. Jorgensen noted that they are centered on the buildings both to restrict the view of them and therefore limit the noise as much as possible. He noted that he could get more information from the mechanical engineer regarding the noise levels.

Mr. Cooney questioned the distance of the transformer from the street. Mr. Smith indicated that the transformer is thirty feet from the gutter line of the street.

Addressing the landscaping, Mr. Jorgensen reported that the species of trees along the edge of the parking lot have been changed. He explained that where a tree is located near a light pole, the planned tree type is a columnar maple. Mr. Jorgensen noted that those type do not have widespread branches and would therefore not be too close to the lights. Mr. Wynn shared images of the columnar maple trees. Mr. Closson questioned whether a maintenance plan would be provided to the district on the landscaping.

The hearing was open to the public.

Ms. Brady-Shanley shared her appreciation for the time and review of this commission.

**MOTION:** Mr. Marchand, Mr. Melycher second, to continue the public hearing to the August 28, 2020 regular meeting; unanimously approved.

## **5. OLD BUSINESS.**

**A. PZC#20-23 – Special Permit Location: 15 Hinsdale Avenue Applicant: Winchester Public Schools Owner: Town of Winchester Proposal: Hinsdale School Renovation and New Construction, Including Restoration and Daylighting of the Gilbert Home Brook that Flows in a Culvert Under a Portion of the School. (Public Hearing Scheduled for August 24, 2020)**

No business discussed as the public hearing had been continued.

## **6. NEW BUSINESS.**

**A. PZC#20-26 – CGS 8-24 Location: Parcel Between Highview Drive and South Road (Map 043, Block 154, Lot 019x34) Applicant: Winchester Land Trust Owner: Town of Winchester Proposal: CGS 8-24 Referral – Request to Donate Vacant Property Between Highview Drive and South Road.**

The Commission reviewed the request forwarded to them from the town manager's office. The parcel was looked at from the Town's GIS. Mr. Marchand reported the subject parcel as land locked but noted it abutted another piece of property owned by the Winchester Land Trust. He indicated that it was his understanding that the property was conveyed to the Town for public use.

**MOTION:** Mr. Closson, Mr. Marchand second, to forward a positive referral pursuant to CGS 8-24 on the request to donate vacant property between Highview Drive and South Road;

*motion withdrawn.*

Prior to a vote on the preceding motion, Mr. Platt pointed out that the deed had indicated that the land was conveyed "...public use as designated on said map..." and noted this commission had not been provided with

the map. He questioned how the land was originally intended to be used. Mr. Closson noted that maybe the Commission could be provided with the 1967 map.

**7. APPROVAL OF MINUTES: August 24, 2020 Regular Meeting.**

**MOTION:** Mr. Marchand, Mr. Melycher second, to approve the August 24, 2020 Regular Meeting Minutes;  
*Motion approved with Mr. Closson, Mr. Marchand, Mr. Melycher, and Mr. Platt voting aye while Mr. Cooney and Mr. Martinez abstained.*

**8. COMMUNICATIONS.**

Staff reported having met with a town resident who intends to move her soup, sandwich, and salad restaurant to Main Street. Additionally, she noted having received inquiry from a developer regarding affordable housing on North Main Street.

**9. STAFF REPORT:**

Referencing a recent Board of Selectmen meeting, Mr. Closson questioned whether there was any further talk about the town manager adding staff for enforcement.

**10. OTHER BUSINESS:**

**A. POCD Discussion.**

Mr. Closson suggested that the Commission meet in person for a planning meeting soon. He noted that he had confirmed with Conservation Commission Chairman Jen Perga, noting that she had finished up the natural resources inventory and that he had received an updated list of town-owned parcels, too.

**B. Short Term Rentals Regulation Workshop – POSTPONED.**

No business discussed.

**11. ADJOURNMENT:**

**MOTION:** Mr. Platt, Mr. Marchand second, to adjourn; unanimously approved. The Commission adjourned at 8:04PM

**Respectfully submitted,**

**Pamela A. Colombie  
Recording Clerk**