



**TOWN OF WINCHESTER
PLANNING AND ZONING COMMISSION
Town of Winchester Town Hall
338 Main Street - 2nd Floor – P. Francis Hicks Room
October 15, 2019 – 7:00PM
Regular Meeting Minutes**

1. CALL TO ORDER:

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

2. ROLL CALL:

Mr. Closson conducted the roll call, noting that the following individuals were present: Pete Marchand, Jerry Martinez, Art Melycher, Alternates John Cooney and Will Platt.

Absent excused was Craig Sanden.

Mr. Platt was seated for Mr. Sanden.

3. AGENDA REVIEW:

The agenda was modified to add *Discussion of Minor Site Plan Modification at 60 South Main Street* as Item C under *Other Business* and to discuss this item before *New Business*.

4. PUBLIC HEARINGS:

None.

5. OLD BUSINESS:

None.

C. OTHER BUSINESS-Minor Site Plan Modification at 60 South Main Street.

Mark Cannavo appeared before the Commission along with representatives from Akaal Management, owners of the recently remodeled Sunoco gas station at 60 South Main Street. Mr. Closson explained that the island in the front of the site had bollards added to it to protect the sign. As a result, the size of the island has increased thereby eliminating space and preventing adequate space for the planned parking space in that location. Mr. Cannavo suggested adding a parallel spot to the southerly side of the lot, along the boundary with Winsted Medical Associates.

Mr. Closson also referred the Commission to the planting plan. Mr. Cannavo is suggested that the three larger 2½ to 3 inch caliper trees be relocated to either side of the parking lot and low-growing shrubs such as juniper or bar berry be planted in their stead. Staff reminded the commission that Winsted Medical Associates had received approval for a modification of their site plan in order to establish a connection between the two sites. As a result, their stone wall was removed from the proposed development and the Architecture Review Committee had repeated their review of the site. The ARC had requested varying heights of trees and shrubs in that location between the sites.

The consensus of the Commission was that at the least, the island should be planted prior to the end of the planting season. A planting bond was discussed. Staff reported having consulted with the Town Manager about a request that the lender, Northwest Community Savings Bank, escrow \$3K for the remaining plants to be installed. The Commission agreed with this. An As-Built of the site, including the plantings, was requested for this property by the Commission. Mr. Cannavo confirmed.

MOTION: Mr. Marchand, Mr. Melycher second, to accept the planting changes and the relocation of the parking space along the curbing abutting the medical office building; unanimously approved.

6. NEW BUSINESS:

A. PZC#19-13 – Special Permit – 26 Elm Street – Applicant: George Noujaim Owner: Winsted Super Saver Property, LLC Proposal: Mixed Use: Mental Health Wellness Therapy on First Floor; Add Apartment on Second Floor.

MOTION: Mr. Melycher, Mr. Martinez second, to accept Application PZC#19-13 – Special Permit – 26 Elm Street – Applicant: George Noujaim Owner: Winsted Super Saver Property, LLC Proposal: Mixed Use: Mental Health Wellness Therapy on First Floor; Add Apartment on Second Floor and to schedule a public hearing for October 28, 2019; unanimously approved.

B. PZC#19-14 – Special Permit – 132 Wahnee Road – Applicant: Dave Stricker Owner: Camp Wah-nee in the Berkshires, Inc. Proposal: Commercial Recreation: Demolish Existing Cottage; Construct New 3779 Square Foot Dwelling; and 38’x38’ Addition to Fitness Center.

MOTION: Mr. Melycher, Mr. Marchand second, to accept Application PZC#19-14 – Special Permit – 132 Wahnee Road – Applicant: Dave Stricker Owner: Camp Wah-nee in the Berkshires, Inc. Proposal: Commercial Recreation: Demolish Existing Cottage; Construct New 3779 Square Foot Dwelling; and 38’x38’ Addition to Fitness Center and to schedule a public hearing for October 28, 2019; unanimously approved.

7. APPROVAL OF MINUTES: September 16, 2019 and September 23, 2019.

The September 16, 2019 Special Meeting Minutes ought to be corrected to reflect Mr. Martinez as making the Motion to Adjourn.

MOTION: Mr. Melycher, Mr. Martinez second, to approve the September 16, 2019 Special Meeting Minutes; Motion approved with Mr. Marchand, Mr. Martinez, Mr. Melycher, and Mr. Platt voting aye while Mr. Closson abstained.

MOTION: Mr. Marchand, Mr. Martinez second, to approve the September 23, 2019 Regular Meeting Minutes; Motion approved with Mr. Closson, Mr. Marchand, Mr. Martinez, and Mr. Platt voting aye while Mr. Melycher abstained.

8. COMMUNICATIONS:

While no communications had been provided by staff, Mr. Closson requested that she continue to provide this Commission with copies of Minutes from the Zoning Board of Appeals so that they are kept abreast of variances being granted.

Discussion ensued over the dumpster enclosure for the two improvement projects at 372 Main Street and 178 Lake Street. Mr. Closson requested that staff provide the permittees at both of these locations with copies of the Zoning Regulations as they pertain to dumpster enclosures.

9. STAFF REPORT:

None.

10. OTHER BUSINESS:

A. Continued Discussion of Zoning Regulations.

The Commission continued their review and discussion of proposed modifications to the Zoning Regulations. Among the changes reviewed:

- Page 2 to read under 1.C. Interpretation, "...imposed by Federal or state law or regulation, local ordinance or regulation or private agreement...";

- Page 5 to add Minimum Street Lot Frontage to 150 feet in the Town Single Family Zone;
- Page 6 Town Center Residential, clarifying process of permit approvals;
- Page 7 Adding Outdoor Dining as an Accessory Use to Town Center Zone;
- Page 7 Adding Parking Lots as a Principal Use to Town Center Zone. It was noted that the parking standards already included would be the bare minimum for parking lots;
- Page 7 Adding Taverns as a Principal Use to Town Center Zone;
- Page 8 Reserving the addition of Landscaping/Construction Yards for Town Gateway Zone for a later time after more consideration has been given for terms that one would be approved via a Special Permit;
- Page 8 Adding Outdoor Dining as an Accessory Use to Town Gateway Zone;
- Page 8 Adding Taverns to Town Gateway Zone;
- Page 9 Reserving the addition of Landscaping/Construction Yards for Production and Innovation Zone for a later time after more consideration has been given for terms that one would be approved via a Special Permit;
- Page 14 Adding Pergolas to be allowed within the required setbacks in the Highland Lake District;
- Page 14/15 to limit the size of decks to 400 square feet in the Highland Lake District to those that are exempt from the building setback limits;
- Page 24 Updating the continuation of non-conforming structures to comply with current law;
- Page 26 Updating the language regarding the demolition of non-conforming structures;
- Page 29 Adding language about the ZEO reviewing boundary line adjustments;
- Page 41 The Commission had some questions with the Screening of Service Areas with the screening necessary for the roof-mounted mechanical equipment. The proposed language for the individual receptacles will be considered as a revision.
- Page 42 Prohibited Items. Modify the language on Mobile homes to be permissible only through construction or reconstruction of a bona fide building permit.
- Page 45 Mark Branse's language regarding maximum amount of time for sandwich board signs, "Placed no more than one hour prior to opening and removed within one hour of closing each day, but not to exceed 12 hours each day..."
- Page 46 Check with Mark Branse regarding his suggestions
- Page 47 and 48 Reserving the changes for Sign Types for a later review except for the revisions made with the language for sandwich board signs;
- Page 52 Adding storage containers as a requirement to what should be located on a site plan;
- Page 121 Adding language that defines dwelling units as having only one kitchen; and
- In the glossary a definition of Tavern was added.

Mr. Martinez suggested reviews for definitions of commercial, residence, and business.

MOTION: Mr. Marchand, Mr. Melycher second, to schedule a public hearing for the proposed amendments to the Zoning Regulations for December 9, 2019; unanimously approved.

B. Plan of Conservation and Development.

A proposed letter drafted by staff to all the various boards and commissions in town seeking their input on the 2021 update to the Plan of Conservation and Development was reviewed. The Commission approved this draft and requested that it be sent to all these groups.

Staff reported that a Request for Proposals had been advertised in the newspaper for planning professionals to assist with the drafting and preparation of the update. The Commission was reminded that the next meeting of the POCD subcommittee is scheduled for Monday, October 21, 2019 at 6PM.

11. ADJOURNMENT:

MOTION: Mr. Marchand, Mr. Martinez second, to adjourn at 8:47PM; unanimously approved.

Respectfully submitted,

**Pamela A. Colombie
Recording Clerk**