



**TOWN OF WINCHESTER  
PLANNING AND ZONING COMMISSION  
Town of Winchester Town Hall  
338 Main Street - 2<sup>nd</sup> Floor – P. Francis Hicks Room  
August 12, 2019 – 7:00PM  
Regular Meeting Minutes**

**1. CALL TO ORDER:**

Chairman Craig Sanden called the meeting to order at 7:00PM.

**2. ROLL CALL:**

Mr. Sanden conducted the roll call, noting that the following individuals were present: George Closson, Pete Marchand, Jerry Martinez, Alternates Lee Thomsen, Willard Platt, and John Cooney.

**3. AGENDA REVIEW:**

No changes were made to the agenda.

**4. PUBLIC HEARINGS:**

**A. PZC#19-10 – Special Permit – 182 Marshall Street – Applicant: Robert P. Pac Owner: Robert P. Pac and Victoria M. Pac Proposal: Home Occupation: Reupholstery Business (Confined to Garage, No Structure Modifications Proposed).**

**MOTION:** Mr. Closson, Mr. Melycher second, to open the public hearing; unanimously approved.

The legal ad was read into the record with it noted as having been advertised the requisite two times, July 31, 2019 and August 6, 2019, in the Republican American. It was also noted that receipts for the mailings of *Notice of Public Hearing* to the abutting properties had been received. Staff also noted that the Commission had been provided with plan review comments from Police Chief Bill Fitzgerald dated August 7, 2019, Fire Marshal Steve Williams dated August 8, 2019, and Department of Public Works Director Jim Rollins dated August 9, 2019. None had cited concerns with the site plan or special permit request.

Robert Pac appeared before the Commission regarding this application. He noted that he was seeking a Special Permit in order to complete upholstery work out of his existing 720 square-foot garage. Mr. Sanden questioned whether there would be any solvents used in the business. Mr. Pac indicated that there would not be as the only product he uses in that regard is a water-based adhesive.

Mr. Closson led a review of the criteria delineated in the Zoning Regulations relative to Special Permits including whether the site is a suitable location for use, whether the proposal included appropriate improvements in terms of landscaping and layout, whether there was suitable transportation, adequate public utilities, adequate public services, whether there has been consideration to environmental protection and conservation, the long-term viability of the project and whether the project is consistent with the Town's Plan of Conservation and Development. The Commission deemed the project met the criteria.

**MOTION:** Mr. Closson, Mr. Melycher second, to close the public hearing on PZC#19-10; unanimously approved.

**5. OLD BUSINESS:**

**A. PZC#19-10 – Special Permit – 182 Marshall Street – Applicant: Robert P. Pac Owner: Robert P. Pac and Victoria M. Pac Proposal: Home Occupation: Reupholstery Business (Confined to Garage, No Structure Modifications Proposed).**

**MOTION:** Mr. Closson, Mr. Melycher second, to approve Application #19-10, Special Permit, Applicant: Robert P. Pac Owner: Robert P. Pac and Victoria M. Pac Location: 182 Marshall Street Proposal: Home Occupation – Reupholstery Business (Confined to Garage, No Structure Modifications Proposed), Based on testimony and subject to the following conditions:

1. In evaluating this application, the Planning and Zoning Commission has relied upon information provided by the applicant and, if such information subsequently proves to be false, deceptive, incomplete, and/or inaccurate, this permit shall be modified, suspended, or revoked.
2. Approval is granted based on the following submitted plans and drawings:
  - Plan prepared by DiCara Land Surveying entitled, “Plot Plan 182 Marshall Street Victoria and Robert Pac Winchester, Connecticut” dated March 2005.
3. This plan is consistent with the town’s Plan of Conservation and Development; and
4. This application meets the standards of 3.j.Common Regulations: Special Permits/Special Exceptions;  
*unanimously approved.*

**6. NEW BUSINESS:**

**A. PZC#19-11 – CGS8-24 Referral – 15 Hinsdale Avenue - Applicant: Town of Winchester / Winchester Board of Education Owner: Town of Winchester Proposal: Renovation of Existing Pre-K-Grade 2 School: Demolish +/- 17000 Sq Ft, Including Portion of Building Over Watercourse; Construction of 7700 Sq Ft Addition and Improvements to Remaining 33000 Sq Ft School Building.**

Professional Engineer Donald Smith, Jr., accompanied by Architect Dean Petrucelli and Winchester Public Schools Superintendent Melony Shanley-Brady, appeared before the Commission regarding this application. Mr. Smith distributed 24"x36" renderings of a site plan reflecting existing conditions as well as Schematic 4 reflecting proposed site changes.

Mr. Smith reviewed the existing conditions and traffic flow of school busses. Mr. Smith noted that the planned renovations include a portion of the school building to be demolished. That portion was originally constructed over a water course, according to Mr. Smith. He explained that this is on the westerly side of the parcel and includes a multi-purpose room and the cafeteria. Mr. Smith noted that a small parking lot is proposed between the water course and Spencer Street and an addition on the easterly side of the parcel. The current children’s play structure will be relocated further up into the field to allow for some additional parking, according to Mr. Smith. He reported that the front entrance of the building will remain where it is currently. Mr. Smith noted that the bus queuing will not change.

New paving and curbing throughout the site are also included, according to Mr. Smith. A new pre-K /Kindergarten play area will be added nearer near the building. He noted that stormwater management will be included for the site and will be reviewed as part of a future Special Permit application.

Mr. Sanden questioned the status of the dispute between the local Board of Education and The Gilbert Trust Corporation regarding this school. Ms. Shanley-Brady noted that the matter is being handled through attorneys but involves the land across the driveway. Mr. Sanden questioned the old ball field that used to be located there. Mr. Smith confirmed that there is still a backstop but noted the absence of a skinned infield.

Mr. Sanden questioned whether the moisture problem at the school will be ameliorated by eliminating the area of building over the water course. Mr. Petrucelli confirmed, noting that the majority of the mold was a byproduct of the river so removing part of the building will serve to address what has been contributing to the mold problem.

Ms. Shanley-Brady reviewed the time line for the approval process on the state level, noting that a ground breaking is expected for the fall of 2020.

**MOTION:** Mr. Closson, Mr. Marchand second, to provide a positive referral for Application PZC#18-16, CGS 8-24 Referral Request Applicant Town of Winchester Board of Education Owner: Town of Winchester Location: 15 Hinsdale School Map:106 Block:041 Lot:012 Zone: TSF, in reference to the renovation of the existing Pre-K through Grade 2: Demolition of +/- 17000 square feet of existing building including portion currently over a watercourse and for the construction of a 7700 square foot addition and improvements to the remaining 33000 square foot school building, in accordance with Connecticut General Statutes Section 8-24; unanimously approved.

**B. PZC#19-12 – Site Plan Review – 244 Main Street – Applicant: Lien Lieu Owner: John Koutroumanis Proposal: Convert former Barber Shop into Restaurant.**

Tony Hang appeared before the Commission regarding this application. Mr. Hang described the bubble tea restaurant, Poppa Bopa, he intends to open in the former barber shop. The tea shop is expected to open October 1<sup>st</sup>, according to Mr. Hang. Mr. Sanden questioned whether food would be served. Mr. Hang noted that only tea and dessert are planned.

Mr. Martinez questioned whether the tea is hot or cold. It was noted that it will primarily be a cold, fresh fruit beverage with tapioca pearls. Hours of operation will be 10AM to 8PM, with extended hours on weekends to 10PM.

**MOTION:** Mr. Closson, Mr. Melycher second, to approve Application #19-12 – Site Plan Review Applicant: Lien Lieu Owner: John Koutroumanis Location: 244 Main Street Proposal: Convert former Barber Shop into Restaurant.

Based on testimony and subject to the following conditions:

1. In evaluating this application, the Planning and Zoning Commission has relied upon information provided by the applicant and, if such information subsequently proves to be false, deceptive, incomplete, and/or inaccurate, this permit shall be modified, suspended, or revoked;

*Unanimously approved.*

**7. APPROVAL OF MINUTES: July 22, 2019**

The July 22, 2019 Minutes ought to be amended to reflect that Mr. Thomsen was present.

**MOTION,** Mr. Closson, Mr. Marchand second, to approve the July 22, 2019 Minutes as amended; Motion passed with Mr. Sanden, Mr. Closson, Mr. Martinez, and Mr. Marchand voting aye while Mr. Melycher abstained.

**8. COMMUNICATIONS:**

No business discussed.

**9. STAFF REPORT:**

The Commission was updated regarding zoning enforcement in town. The apparent opening of businesses at 398 Main Street was noted, with discussion ensuing as to whether proper permits had been sought and issued.

**10. OTHER BUSINESS:**

**A. Continued Discussion of Zoning Regulations.**

Staff reported that review comments have not been received yet from consulting land use attorney Mark Branse.

**B. Plan of Conservation and Development.**

The subcommittee agreed to meet on Monday, August 19, 2019 at 6PM to begin the planning phase of the 2021 update.

Mr. Closson noted that with regards to Short Term Rentals, the Commission ought to consider whether there is actually a problem in town. Mr. Martinez agreed, noting he still has questions regarding when a residential use stops being a residential use and becomes a business.

**11. ADJOURNMENT:**

**MOTION:** Mr. Thomsen, Mr. Marchand second, to adjourn at 7:58PM; unanimously approved.

**Respectfully submitted,**

**Pamela A. Colombie**  
**Recording Clerk**