



**TOWN OF WINCHESTER
PLANNING AND ZONING COMMISSION
Town of Winchester Town Hall
338 Main Street - 2nd Floor – P. Francis Hicks Room
July 22, 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, and Jerry Martinez.

It was noted that Art Melycher was absent and that Mr. Thomsen was absent excused.

3. AGENDA REVIEW:

The agenda was modified to take up *10.B. Discussion of Short Term Rentals.*

4. PUBLIC HEARINGS:

None.

5. OLD BUSINESS:

None.

6. NEW 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. Marchand second, to accept Application 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) and schedule a public hearing for August 12, 2019; unanimously approved.

7. APPROVAL OF MINUTES: June 24, 2019

MOTION, Mr. Closson, Mr. Marchand second, to approve the June 24, 2019 Minutes; unanimously approved.

8. COMMUNICATIONS:

Staff reported that an Alternate Member, John Cooney, had recently been appointed by the Board of Selectmen but had not yet been sworn in. Additionally, it was noted that a CGS§8-24 referral request will be heard by this commission at the next regular meeting.

9. TOWN PLANNER'S REPORT:

The Commission was reminded that copies of letters relative to zoning enforcement activity had been provided.

10. OTHER BUSINESS:

A. Discussion of Unresolved Issues at Marina.

Jordan Moore and Eric Richard, owners of the marina at Highland Lake, updated the Commission on their progress towards meeting the conditions of their Special Permit. Mr. Richard reported that the corrective work on the handicap parking spot had been completed as had the line striping on the site. He noted that the

crosswalk sign had been installed. Mr. Richard indicated that the designated entrance and exit to the driveway at the site had also been completed. He noted that the lighting on the docks is in place and indicated that the dumpster enclosure has gates. Everything has been moved out of the buffer area, according to Mr. Richard.

Mr. Richard and Mr. Moore confirmed receipt of a site inspection report provided by Zoning Enforcement Officer Marc Melanson dated July 19, 2019 along with photographs of current conditions at the site. Additionally, the Commission and the owner/operators had been provided copies of the July 19, 2019 email exchange between Planning Department staff and the Town Manager's Administrative Assistant Laurie Bessette regarding the driveway variance application submitted to the Board of Selectmen. Additionally, all parties were provided with copies of an email exchange between Planning Department staff and Professional Engineer Mike Sherman regarding the progress on state permits for the flood control wall. Inquiry was made as to whether Mr. Richard and Mr. Moore had a signed contract for the flood wall work with Mr. Sherman. Mr. Richard indicated that they do. Mr. Richard reported that Mr. Sherman is working on a design for the flood wall. Mr. Sanden encouraged the marina operators to continue the work with gaining the necessary approvals for the floodwall as soon as possible. Mr. Richard reported that Mr. Sherman expected to have it done within eight weeks.

Mr. Melanson's site inspection report was discussed. The signage at this location was reviewed. Staff reported that window etching is not something typically reviewed as part of the site plan approval, as there is a historical practice in town to not regulate it very much. There has not been enforcement with respect to the large OPEN flags that are seen in recent times, according to staff.

Mr. Closson read aloud the conditions of the approval. Boat sales and boat rentals were discussed. A review of the record revealed the operators had indeed indicated that while they would not have a boat dealer's license, they may have boats on site that are for sale. It was noted that renting of boats had not been discussed as part of the application. Mr. Closson questioned whether boat rentals might affect the amount of parking there. Mr. Martinez questioned whether the marina was currently renting boats. Mr. Moore reported that they rent out one boat. Mr. Closson questioned whether there were any plans to rent out jet skis. Mr. Moore indicated that they do not intend to rent out jet skis.

The consensus of the commission was that the marina's renting out of only one boat should be considered minor and not warranting a modification of their Special Permit but renting of additional boats would.

Additionally, the commission agreed that there was no further review necessary of the signs currently installed or the dumpster enclosure. They noted that compliance with the Driveway Ordinance is a matter to be resolved between the marina operators, the Department of Public Works, and the Board of Selectmen.

The Commission requested that they receive confirmation from the marina that application has been made for a permit relative to the flood wall within eight weeks from this meeting.

B. Continued Discussion of Zoning Regulations.

Staff reported that a zone change may be sought from a local contracting company on 503 North Main Street, a parcel that has the remains of a single-family dwelling which had burned in a fire last year.

C. Short Term Rentals.

Mr. Martinez noted that his request to add this to the agenda was merely to remind the Commission that it had been some time since this was discussed despite only a year ago having received quite a bit of feedback from the public. The Commission agreed to limit the discussion during this meeting as there had been several requests since the February, 2019 meeting for advance notice when the matter would be considered again. It was noted that a current zoning enforcement action relative to an unpermitted bed and breakfast in town may function as a test to this concept.

D. Plan of Conservation and Development.

Mr. Sanden reported that the 2011 Plan of Conservation and Development had been received in a Word document. It was noted that Glenn Chalder of Planimetrics in Simsbury had offered to join the Commission to review options for the 2021 update to the plan.

Mr. Sanden, Mr. Martinez, and Mr. Marchand agreed to serve as a subcommittee for the POCD update.

11. ADJOURNMENT:

MOTION: Mr. Thomsen, Mr. Marchand second, to adjourn at 8:18PM; unanimously approved.

Respectfully submitted,

Pamela A. Colombie
Recording Clerk