



**TOWN OF WINCHESTER  
PLANNING AND ZONING COMMISSION  
Town of Winchester Town Hall  
338 Main Street - 2<sup>nd</sup> Floor – P. Francis Hicks Room  
March 25, 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, Jerry Martinez, Pete Marchand, and Art Melycher.

It was noted that Alternate Barbara Wilkes was absent excused.

**3. AGENDA REVIEW:**

Discussion of the Plan of Conservation and Development was added to the agenda. Additionally, CG§8-24 Referral of the Lansom Road Bridge was also added.

**4. PUBLIC HEARINGS.**

**A. PZC#19-06 – Special Permit – 398-406 Main Street – Owner/Applicant: Impetus Properties, LLC  
Proposal: Mixed Use: Coffee Shop and Seven Offices, Business Small Format on First Floor and twenty-four residential units above.**

**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 run the requisite two times, March 13, 2019 and March 18, 2019, in the Republican American. It was also noted that receipts had been received for the Certificates of Mailing, evidencing copies of the notice of the public hearing had been sent to the abutting properties.

Aaron Landini appeared before the Commission on behalf of the applicant. He noted that other than new signage, few exterior changes were proposed. Mr. Landini noted that the floor plan will generally remain unchanged except for the left, or west side of the building, will utilize the existing entrance door but will be broken down in five separate spaces. He noted that the signs will be similar to that of Friends of Main Street, with the various allocations not to exceed what is allowed by the Zoning Regulations. Mr. Landini explained that the backer board will have a “basic theme” and be a neutral color.

With respect to lighting, Mr. Landini reported that no new lighting is proposed. He explained that if any lighting is proposed, it will be gooseneck lighting with all of it installed at one time.

Mr. Landini reviewed the proposed floor plan of the first floor. He noted that there are four business offices and one coffee shop proposed for the western portion of the building. He explained that there will be two front offices along the coffee shop, wrapping around and taking up the largest space.

With respect to trash, Mr. Landini noted that there is a central hallway which allows for trash to be hauled through that and out the back. He explained that there will be one large shared dumpster for all the tenants. Mr. Landini noted that the dumpster is not going to be moved from its current location, reporting that it has been located in the same spot for quite few number of years. Mr. Melycher questioned whether the dumpster was enclosed. Mr. Landini indicated that it was not enclosed, explaining that he and his partner(s) disagreed

with closing in the dumpster. He noted that there is quite a large amount of trash coming out of the twenty-four rental units and is therefore a very large dumpster. Mr. Landini explained that it would take too much space to enclose the dumpster and would block the sidewalk. He also shared safety concerns with enclosing the dumpster in terms of finding people being in the dumpster in the past. He noted that there are other dumpsters in the rear of the buildings that are also not enclosed. Mr. Landini indicated that they have a four-yard dumpster that will be emptied twice per week. Mr. Closson questioned whether there was any way to combine the dumpsters. Mr. Landini explained that the way the dumpsters are positioned currently make it easier to allow the trucks to come in to dump them.

Mr. Marchand questioned the landscaping for the rear of the site and whether there were plans to replace the trees that were cut. Mr. Landini noted that the plan is to do a lot of solid cleaning in the back property this spring.

Reference was made to the parking comments provided by Department of Public Works Director Jim Rollins. Mr. Marchand questioned whether the lot would be restriped. Depending on how the spots are laid out, Mr. Landini reported that he believes that the applicant/owner has twenty-two parking spaces and the Town has ten or eleven. He also noted an addition eight spots in the rear lot. Mr. Landini opined that on the other side of the Fire Station has another twenty-two spots and Main Street allows another two spots. He explained that during the day, most of their residential tenants are working thereby freeing up fifteen to twenty parking spots.

Mr. Marchand questioned whether any tenants have two vehicles per unit. Property Manager Theresa O'Dell indicated that most do not. When discussing signage for parking, Mr. Landini noted that they are hoping to avoid installing any, explaining that parking signs don't always help. He did agree, however, that lighting may someday be added to the rear of the building for security reasons, especially in dumpster area.

Mr. Sanden questioned what recommendations the Torrington Area Health District had relative to the bathrooms. Mr. Landini reported that he is currently working with an architect in that regard and will likely need two bathrooms. He noted that they both will be handicap accessible.

The hearing was open to the public.

Doreen Swenson, no address provided, questioned the timeframe. Mr. Landini explained that the timeframe is approximately two to three months, with it noted that there are already tenants occupying the space. He noted that most of the alterations are limited to the interior of the space, with the exterior changes limited to painting the sign backers.

The positive referral received from the Architecture Review Committee was noted. Staff noted that their recommendation was related to the existing background of the signs be one uniform neutral color. Copies of their March 21, 2019 Minutes had been provided to both this Commission and the applicant.

Storm drainage in the parking was briefly discussed as part of the review comments provided by Mr. Rollins.

**MOTION:** Mr. Closson, Mr. Marchand second, to close the public hearing; unanimously approved.

## **5. OLD BUSINESS:**

**A. PZC#19-06 – Special Permit – 398-406 Main Street – Owner/Applicant: Impetus Properties, LLC  
Proposal: Mixed Use: Coffee Shop and Seven Offices, Business Small Format on First Floor and twenty-four residential units above.**

**MOTION:** Mr. Closson, Mr. Marchand second, to approve Application PZC#19-06 – Special Permit – 398-406 Main Street – Owner/Applicant: Impetus Properties, LLC Proposal: Mixed Use: Coffee Shop and Seven Offices, Business Small Format on First Floor and twenty-four residential units above, subject to the following:

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:
  - Site Plan prepared by DiCara Land Surveying entitled, “Existing Conditions Plan Elm Street Parking Area Winchester – Connecticut” dated February, 2016.
  - Allotted Signage Detail Sheet.
3. This application is consistent with the Town’s Plan of Conservation and Development.
4. This application meets the criteria and standards of III.J. Common Regulations: Special Permits/Special Exceptions.
5. Parking spaces to be paved and maintained, utilizing reflective paint. Parking lot maintenance plan to be finalized with DPW prior to issuance of Zoning Permit.
6. Sign backer boards to be painted a uniform color per recommendations of Architecture Review Committee.
7. Exterior lighting to be 90° cutoff.
8. Eliminate dumpster enclosure. Four-yard minimum container with minimum pickup twice per week;  
*unanimously approved.*

**6. NEW BUSINESS:**

**A. PZC#19-07 – Special Permit – 6 Willow Street – Owner: Capuano Automotive, LLC Applicant: Joe Capuano Proposal: Special Permit: Site Plan for Retail, Personal Service: Laundromat in Building 2; Automotive Repair Shop to Remain in Building 1.**

**MOTION:** Mr. Closson, Mr. Marchand second, to accept Application PZC#19-07 – Special Permit – 6 Willow Street – Owner: Capuano Automotive, LLC Applicant: Joe Capuano Proposal: Special Permit: Site Plan for Retail, Personal Service: Laundromat in Building 2; Automotive Repair Shop to Remain in Building 1 and schedule a public hearing for April 8, 2019; unanimously approved.

**B. PZC#19-08 – Excavation Renewal – 167-169 Colebrook River Road – Owner: AJK, LLC Applicant: Mountaintop Trucking Proposal: Excavation Permit Renewal.**

Staff reported that an updated survey had not yet been provided as the applicant’s surveyor had been out recovering from surgery. Discussion about whether to waive the requirement for an updated survey given that the excavation activity had been substantially decreased over the last couple of years.

The consensus of the Commission was that an updated survey will definitely be required for the renewal of this permit in 2021.

**MOTION:** Mr. Closson, Mr. Melycher second, to extend for two years the Excavation Permit at 167-169 Colebrook River Road for Owner: AJK, LLC/Applicant: Mountaintop Trucking; unanimously approved.

**7. APPROVAL OF MINUTES: March 11, 2019**

**MOTION:** Mr. Closson, Mr. Marchand second, to approve the March 11, 2019 Minutes; unanimously approved.

**8. COMMUNICATIONS:**

None.

**9. TOWN PLANNER'S REPORT:**

It was noted that a Building Permit application had been provided from Mercury Fuels for the remodeled gas station at 29 Main Street. Additionally, staff reported several inquiries on the former Laurel Health Care facility on East Lake Street.

**10. OTHER BUSINESS:**

**A. Connecticut General Statute Section 8-24 Referral for the Lansom Road Bridge.**

Mr. Rollins reported that the town's new Project Administrator, Professional Engineer Bart Clark, had questioned whether a positive CG§8-24 referral had been received from this commission. Mr. Rollins noted that one had not and was therefore seeking one.

**MOTION:** Mr. Marchand, Mr. Closson second, to provide a positive Connecticut General Statutes Section 8-24 referral for the Lansom Road Bridge; unanimously approved.

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

It was pointed out that the Plan of Conservation and Development is due for an update in 2021. Additionally, it was noted that the natural resource inventory needs to be updated. Mr. Closson questioned whether a small subcommittee should be formed to review the current plan. The consensus of the Commission was that one should be formed. Mr. Closson agreed he would look for the word document.

**11. ADJOURNMENT:**

**MOTION:** Mr. Closson, Mr. Marchand second, to adjourn at 8:10PM; unanimously approved.

Respectfully submitted,

**Pamela A. Colombie**  
Recording Clerk