



**TOWN OF WINCHESTER
PLANNING AND ZONING COMMISSION
Town of Winchester Town Hall
338 Main Street - 2nd Floor – P. Francis Hicks Room
December 10, 2018 – 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, Art Melycher, Barbara Wilkes and Alternates Pete Marchand and Lee Thomsen.

Mr. Sanden reported that Ms. Wilkes had requested a change of her commission status from regular member to that of an alternate. He noted that he had communicated this request to Town Manager Bob Geiger along with a recommendation that Mr. Marchand be appointed as a regular member.

3. AGENDA REVIEW:

It was noted that the application listed under Public Hearing/Old Business should have been included under New Business as it was merely being scheduled at this meeting.

4. PUBLIC HEARINGS:

None.

5. OLD BUSINESS:

None.

6. NEW BUSINESS:

A. PZC#18-20 – Special Permit – 173 Lake Street and 228 East Lake Street Owner: First Bay Holdings, LLC Applicant: Jordan Moore and Eric Richard Proposal: Permitting Deck and Fuel Service for Marina; Signage.

MOTION: Mr. Melycher, Mr. Closson second, to accept Application PZC#18-20 – Special Permit – 173 Lake Street and 228 East Lake Street Owner: First Bay Holdings, LLC Applicant: Jordan Moore and Eric Richard Proposal: Permitting Deck and Fuel Service for Marina; Signage and schedule a public hearing for January 14, 2019; unanimously approved.

7. APPROVAL OF MINUTES – NOVEMBER 26, 2018:

The November 26, 2018 Minutes should include the following changes:

The portion of text included in Condition #10 on the fourth page that reads, "...A maintenance plan for the periods pavement..." should instead read, "...A maintenance plan for the pervious pavement..."

Under Other Business, it should be noted that the Commission discussed possible changes to the Zoning Regulations.

MOTION: Mr. Melycher, Mr. Marchand second, to approve the November 26, 2018 Minutes as amended; unanimously approved.

8. COMMUNICATIONS:

None.

9. TOWN PLANNER'S REPORT:

In the absence of a Town Planner, Land Use Assistant Pam Colombie updated the Commission on development in town. She noted that the Little Red Barn Brewery has completed their patio and has also finished most of the work needed with the roof. A request for a 4'x8' sign for the cemetery on Tarringford Street was also noted. The consensus of the Commission was that one could be installed by completing a Zoning Permit under G.9.m.iii. Common Regulations: Sign Types: General as the entity that owns the cemetery is a non-profit group.

Several points within the Zoning Regulations, that may need clarifying or additional language, were discussed and reviewed, including adding a definition for tavern and adding taverns as uses in various zones. Information received via email from Northwest Hills Council of Governments Community and Economic Development Director Jocelyn Ayers was discussed. The attachment provided findings regarding the surge in "dollar stores" across the country and data on how they may negatively affect the communities in which they are built.

10. OTHER BUSINESS:

A. Election of Officers.

MOTION: Mr. Closson, Mr. Melycher second, to elect Craig Sanden as Chairman; unanimously approved.

MOTION: Ms. Wilkes, Mr. Melycher second, to elect George Closson as Vice Chairman; unanimously approved.

MOTION: Mr. Marchand, Mr. Closson second, to elect Art Melycher as Secretary; unanimously approved.

B. Discussion/Possible Action: Zoning Violation at 101 South Road.

Mr. Sanden reported a recent meeting with the town attorney regarding the violation at this property, having cows on a parcel smaller than three acres. It was noted that both the local and state animal control will be conducting a site visit. Discussion ensued, with commissioners noting that temperatures are dropping.

MOTION: Mr. Closson, Mr. Sanden second, to forward this matter to Attorney Kevin Nelligan for legal action; Motion withdrawn.

Following the preceding motion as part of the discussion, the Commission discussed whether fines ought to be first levied against the property owner prior to commencing litigation in an effort to gain compliance to the Zoning Regulations short of the Town incurring the legal expense. The consensus of the Commission was that the Zoning Enforcement Officer ought to issue municipal citations to the owner of this property. They also expressed hope that the animal control officer(s) would review the situation.

C. Discussion/Possible Action: Short Term Rentals.

Regarding the draft of the Ordinance to regulate Short Term Rentals, Mr. Closson recommended eliminating the requirement of a Special Permit so that a site plan, public hearing and notification of abutting property owners is not included as part of the permitting process. Mr. Martinez noted that the same type of consideration possibly ought to go this way relative to Home Occupations.

It was agreed that the draft language for regulating Short Term Rentals should be sent to Police Chief William Fitzgerald in order to gain his feedback.

11. ADJOURNMENT:

MOTION: Mr. Closson, Mr. Melycher second, to adjourn at 8:15PM; unanimously approved.

**Respectfully submitted,
Pamela A. Colombie
Recording Clerk**