



**TOWN OF WINCHESTER  
PLANNING AND ZONING COMMISSION  
Town of Winchester Town Hall  
338 Main Street - 2<sup>nd</sup> Floor – Lee Ann LaClaire Room (aka Blue Room)  
November 13, 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 Alternate Pete Marchand.

Lee Thomsen was absent excused.

**3. AGENDA REVIEW:**

No changes were made to the agenda.

**4. PUBLIC HEARINGS:**

None.

**5. OLD BUSINESS:**

None.

**6. NEW BUSINESS:**

**A. PZC#18-19 – Special Permit – 70-84 South Main Street Owner/Applicant: Winsted Medical Associates, LLC Proposal: Zoning Text Amendment to Allow Emergency Department and Helipad in Large Format Medical Office; Special Permit for Large Format Medical Office; and Modify Approved Site Plan.**

**MOTION:** Mr. Closson, Mr. Melycher second, to schedule a public hearing for November 26, 2018; unanimously approved.

**7. APPROVAL OF MINUTES – OCTOBER 22, 2018:**

**MOTION:** Mr. Closson, Mr. Melycher second, to approve the October 22, 2018 Minutes; Motion passed with Mr. Sanden, Mr. Closson, Mr. Melycher and Mr. Marchand while Ms. Wilkes abstained.

**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 reported that Northwest Community Savings Bank will be installing new windows. Additionally, she indicated that a status report will be forthcoming in the coming weeks regarding the various grants received by the Town. Commissioners were advised that the fifth bunk at Camp Wahnee is slated to be both demolished and rebuilt pursuant to a Special Permit and that the owner/operator was reminded that any future work will necessitate another review, in the form of a fully updated Site Plan, by this board. It was noted that the work at the brewery continues to progress at Winsted Edgeworks.

**10. OTHER BUSINESS:**

**A. Discussion with Ron Fortune of Consulting and Design, LLC Regarding Minor Site Plan Changes at 60 South Main Street.**

Ron Fortune of Consulting and Design, LLC, appeared before the Commission as an agent for the owners of the gas station at 60 South Main Street. He reported that the bulkhead necessary for access to the utility room had not been indicated on the originally approved plans. Mr. Fortune explained that during the plan review phase as part of the submitted Zoning Permit, ZEO Marc Melanson had noted the bulkhead, the addition of a generator pad, and the removal of the light pole. He noted that the pitch of the roof was modified from 5/12 to 7/12 and the overall height of the building from 19' to 23'. Mr. Fortune noted on the plans the location of the generator pad.

The consensus of the commission was that the modifications were minor in nature.

**MOTION:** Mr. Closson, Mr. Melycher second, to accept the changes as presented by Mr. Fortune, deeming them minor modifications; unanimously approved.

**B. Informal Conversation with First Bay Holdings, LLC Partner Jordan Moore Regarding Marina at Highland Lake.**

Jordan Moore of First Bay Holdings, LLC, accompanied by partner Eric Richard, appeared before the Commission to review proposed modifications to their recently purchased marina at Highland Lake. Mr. Moore explained that the improvements include covering the entire area on the lake side of the marina, the parcel designated as 228 East Lake Street, with a new deck. He explained that the area currently is comprised of a concrete pad and gravelly soil. Mr. Moore noted that a deck is preferred to pouring concrete over the entire area.

Additionally, Mr. Moore reported that the proposal includes relocating the shed ten (10') feet to the right of the current location. He explained that this relocation would serve to create space for a proposed double-walled, above-ground fuel tank as well as a gas pump for the purpose of refueling boats that pull up. Mr. Moore indicated that it is anticipated to be a 2000-gallon tank, but a smaller 1000-gallon tank is also a possibility. It was noted that the previous tank, removed from the underground vault last year, was a 1000-gallon tank. Mr. Closson questioned whether the proposal was for a 110% containment. Mr. Richard confirmed. The above-ground tank located at the Department of Public Works on Rowley Street was noted to be similar, albeit sized larger at a 10,000-gallon capacity.

Mr. Moore reviewed the retaining wall that leads from the bulk head along the road front that drops near the boat launch. He reported that DPW Director Jim Rollins has indicated that this 2'-3' wall needs to be replaced as it is an integral part of the dam structure that holds back an overflow in the event of flooding.

Ms. Wilkes questioned how folks will get in and out of their boats when pulling up for fuel. Mr. Moore explained that people shouldn't have to get out of their boats as there will be employees such as he, Mr. Richard, or the other partners would be responsible for the fueling.

Whether or not the Zoning Board of Appeals needed to review the proposal for the deck was questioned. Mr. Moore was questioned whether there were any photographs or documentation to reflect what has been in operation to serve as a reference point. The survey that Mr. Moore had used to describe the intended proposal did not reflect docks or slips. He pointed out the approximate location of the two main docks where one extends near the proposed fuel tank.

Mr. Closson questioned how the building and storage area were going to be utilized. Mr. Moore reported that there will be boats for sale and the store will include other essential boating items such as ropes, buoys, and lifejackets. He noted that there is a service bay area in the back to work on boats.

The consensus of the Commission was that an updated A2 survey for that area is necessary as part of a site plan so that information relative to what the plans for operation are known, including customer parking and boat display and how they plan to utilize the site. Information regarding what types of preventative measures will be included to contain the area in the event of fuel spillage was also sought.

**C. Discussion/Possible Action: Short Term Rentals.**

Mr. Melycher distributed a draft copy of some proposed language for an Ordinance regarding regulating short term rentals. Discussion ensued. The Commission discussed inspection fees. They noted that they would like to establish a timeline to allow for an ordinance to be ready by April, 2019.

**D. Discussion Zoning Regulations - IV. Special Regulations: M.Farm, O.Winery, P.Green House and Q.Home Farming Relative to C.G.S. §1-1(q) and I Interpretation to and Using the Zoning Regulations: C. Interpretation.**

Mr. Martinez explained that he had requested a discussion of the Zoning Regulations relative to farming be added to this meeting's agenda, opining that the recent violation in Winchester Center as a test to the current regulations. He explained the language contained within the state's statute relative to farming and explained that tapping trees for maple syrup might be considered a violation.

It was noted that while the state may not call out a minimum lot size, setbacks are in place that in effect create a minimum lot size. It was also agreed that these different regulations may be tightened up in the next round of revisions.

Discussion also occurred regarding *Interpretation to and Using the Zoning Regulations: Interpretation*, specifically, the following language: "...When restrictions are imposed by any law, ordinance, regulation, or private agreement, which are greater than those required by these Regulations, such greater restrictions shall not be affected by these Regulations...". Particular concern lay with the word "any". It was agreed that the Commission would review removing that word in the next round of revisions.

**11. ADJOURNMENT:**

**MOTION:** Mr. Closson, Mr. Melycher second, to adjourn at 8:32PM; unanimously approved.

**Respectfully submitted,**

**Pamela A. Colombie  
Recording Clerk**