



**TOWN OF WINCHESTER  
PLANNING AND ZONING COMMISSION  
Town of Winchester Town Hall  
338 Main Street - 2<sup>nd</sup> Floor - P. Francis Hicks Room  
May 14, 2018 – 7:00PM  
Regular Meeting Minutes**

**1. CALL TO ORDER:**

Vice Chairman George Closson called the meeting to order at 7:00PM.

**2. ROLL CALL:**

At the request of Mr. Closson, Mr. Sadlowski conducted the roll call, noting that the following individuals were present: George Closson, Jerry Martinez, Art Melycher, Barbara Wilkes and Alternate Lee Thomsen.

It was noted that Craig Sanden and Alternate Peter Marchand were absent excused. Mr. Thomsen was seated for Mr. Sanden.

**3. AGENDA REVIEW:**

No changes were made to the agenda.

**4. PUBLIC HEARINGS:**

**A. PZC#18-07 – Special Permit 19 Rowley Street, Map 116, Block 074, Lot 027, Owner: Rowley Street, LLC Applicant: Sean Kinsman Proposal: Remodel for Credit Union including Walk-Up ATM.**

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

The legal notice was read into the record and was noted as having run the requisite two times in the Republican American on April 30, 2018 and May 7, 2018. The applicant assured the Commission that notice of this public hearing had been sent to the abutting neighbors via Certificate of Mailing and indicated that the receipts serving as proof would be submitted to the Community Development office the following morning.

Sean Kinsman appeared before the Commission regarding this application. He explained that his client will likely change a couple of walls on the interior of the space to make it more appropriate for a bank but would be doing little else. Mr. Sadlowski noted that a shared-dumpster agreement was received.

It was noted that Mr. Melanson had indicated in his review that the application had not included signage. Mr. Sadlowski noted that there are empty spots in the existing free-standing sign. Days of operation for the credit union will be Tuesday through Saturday.

The hearing was open to the public. No comment was received.

Mr. Closson suggested that Mr. Kinsman relay to the owner of the site that the Commission would like to see the landscaping be enhanced in terms of the mowing of the grass and the pruning of shrubs. He requested that Mr. Sadlowski forward a letter to the owner to encourage this.

**MOTION:** Mr. Melycher, Ms. Wilkes second, to close the public hearing; unanimously approved.

**5. OLD BUSINESS:**

**A. PZC#18-07 – Special Permit 19 Rowley Street, Map 116, Block 074, Lot 027, Owner: Rowley Street, LLC Applicant: Sean Kinsman Proposal: Remodel for Credit Union including Walk-Up ATM.**

**MOTION:** Mr. Melycher, Ms. Wilkes second, to approve Application #18-07 – Special Permit  
Applicant: Sean Kinsman Owner: Rowley Street, LLC Location: 19 Rowley Street Proposal:  
Remodel for Credit Union including Walk-Up ATM. Map: 116 Block: 074 Lot(s): 027

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 submitted plans, as prepared by DiCara Land Surveying Services, entitled: "Site Plan Prepared for Rowley Street, LLC 19 Rowley Street Winsted – Connecticut Scale 1"=20' ", dated April 2018;

*Unanimously approved.*

Following the aforementioned motion and preceding the vote, the Special Permit criteria were considered. The consensus of the Commission was that the site was a suitable location for the proposed use, improvements were appropriate as they are mostly internal renovations, transportation/occupancy was suitable with the shared parking, and utilities were adequate.

## **6. NEW BUSINESS:**

### **A. PZC# 18-08 – Plan Modification Request 149 Newfield Road, Map 042, Block 154, Lot 059-1 Owner/Applicant: Dale & Lucille Picard Proposal: Site Plan Modification.**

Alan Borghesi, PE, of Borghesi Building and Engineering, appeared before the Commission regarding this application. He reviewed the originally approved site plan, which included a larger parking plan. The proposed modified site plan included parking closer to the building and had 29 spaces. Mr. Melycher noted that the previously approved site plan had 41 spaces. It was also noted that the size of the building was increasing slightly.

**MOTION:** Mr. Melycher, Mr. Thomson second, to approve Application #18-08 – Site Plan Modification  
Applicant: Dale and Lucille Picard Owner: Dale and Lucille Picard Location: 149 Newfield Road  
Proposal: Site Plan Modification Map: 042 Block: 154 Lot(s): 059-1

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 submitted plans, as prepared by Borghesi Building & Engineering Co., Inc., entitled: "East Coast Assistance Dogs 149 Newfield Road, Winchester, CT 06098 Scale 1"=20' ", dated 06-14-17, Revised 08-04-17, Further Revised 05/02/18.
3. Square Footage of building increased to 8,885 square feet;

*Unanimously approved.*

### **B. PZC#18-09 – Site Plan – 157 Colebrook River Road, Map 011, Block 150, Lot 048B Owner: Electric Motion Company, Inc. Applicant: Borghesi Building & Engineering Proposal: Expansion of Existing Parking Lot For Total of 198 Spaces, Relocation of Existing Hydrant, and Construction of Detention Basin.**

Gary Capitanio, PE, of Borghesi Building and Engineering, appeared before the Commission regarding this application. He explained that his client has an application before the Inland Wetlands and Watercourses Commission that will be accepted on Wednesday, May 16, 2018. Mr. Capitanio reported that as Electric Motion Company, Inc. is growing, additional parking is needed to accommodate employees overlapping during shift changes. He reviewed the existing conditions including the curb cut, current paved parking area, and grassy areas and proposed changes. Currently there are 95 parking spaces, according to Mr. Capitanio.

New sidewalks and new landscaping in the front of the building was noted as was some of the site lighting in the parking islands. Mr. Capitanio also reviewed the drainage for the site, both existing and proposed.

The number of handicapped parking spots was questioned. Mr. Capitanio noted that the number required drops off after 100 but agreed to recheck this. The lighting plan was reviewed. Mr. Melycher questioned whether there would be lighting near the handicapped parking. Mr. Capitanio agreed to confirm the wallpacks as part of the proposal.

Mr. Capitanio also agreed that he would follow up with the maximum height of the proposed light poles.

**MOTION:** Ms. Wilkes, Mr. Melycher second, to accept Application PZC#18-09 – Site Plan – 157 Colebrook River Road, Map 011, Block 150, Lot 048B Owner: Electric Motion Company, Inc. Applicant: Borghesi Building & Engineering Proposal: Expansion of Existing Parking Lot For Total of 198 Spaces, Relocation of Existing Hydrant, and Construction of Detention Basin and continue the matter to the June 25, 2018 regular meeting;

*Unanimously approved.*

**7. APPROVAL OF MINUTES – April 23, 2018:**

**MOTION:** Ms. Wilkes, Mr. Melycher second, to approve the April 23, 2018 Minutes; unanimously approved.

**8. COMMUNICATIONS:**

Referring to a copy of a communication previously emailed to this Commission, Mr. Sadlowski reported that the Town will likely approach Mobilite to secure an alternative location for their proposed cell tower rather than in front of St. Joseph's Church. He noted that he will be contacting Mobilite with this request.

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

Mr. Sadlowski reported that he had sent out a letter to Messrs. Chomack and Bachand citing them for wetlands violations and that Mr. Melanson will likely be sending one out for zoning violations for the Tarringford Street property. He noted that a lot of gravel is being sold from this location.

Mr. Sadlowski provided updates on Henny Penny and the American Mural Project.

Mr. Closson noted staff should be advising applicants that the submission of applications, only a few days prior to a meeting, may result in delayed approvals as town staff would not have had the opportunity to review and provide comments and guidance to this Commission.

**10. OTHER BUSINESS:**

**A. Informal Discussion with Bryan Lyman of Parker Benjamin regarding Edgeworks, 32 Lake Street.**

Bryan Lyman of Parker Benjamin appeared before the Commission to discuss his proposed development of 32 Lake Street. He was accompanied by his tenant Nils Johnson of the Little Red Barn Brewers. Mr. Lyman reported that the area of the building to be occupied by Little Red Barn Brewers has been stripped. He also noted that an application has been submitted to the Inland Wetlands and Watercourses Commission, with it being formally accepted at the meeting later this week.

Mr. Lyman reported that current plans include utilizing the building for Office (Small Format), Restaurant, Retail/Grocery (Small Format), Retail/Personal Service, and Retail/Small Shop. He noted that a Special Permit is required for the micro-brewery/tap tasting room as he will also be seeking Industrial Heritage Reuse Overlay.

Mr. Sadlowski noted that the Industrial Heritage Reuse Overlay is being sought due to the environmental restrictions with the property, explaining that no pervious, or green surface, is allowed. He noted that no lawn will be permitted but that planters can be included in the landscaping plan.

Mr. Lyman explained that the size of the building will be neither increased nor decreased and that Parker Benjamin will likely soon apply for building permits for roof repair and replacement and window and door replacement.

Mr. Sadlowski confirmed that Mr. Lyman can strip the existing asphalt accompanied by minor regrading before installing the new asphalt. Mr. Lyman confirmed that all new mechanical systems will be installed as will a new electrical service. Mr. Lyman reviewed how the phasing of the project will be based off the firewalls.

Mr. Closson questioned how Mr. Lyman plans to meet the Energy Code. Mr. Lyman described the roof and the windows, noting that tenants tend to favor exposed brick. He noted that current plans are to have the building weather tight by the end of June with the installation of mechanicals planned shortly thereafter.

Mr. Lyman noted that his surveyor, John DiCara, is currently working on the drawings of the site after having received staff review comments from the Town Planner, Mr. Sadlowski.

Mr. Closson questioned whether a plan for the signage would be included as part of the application. Mr. Lyman indicated that Parker Benjamin is reviewing several options within the Zoning Regulations but would not likely have a master signage plan as the exact tenancy is unknown at this point.

With respect to lighting, Mr. Lyman noted again the environmental limitations in terms of putting anything into the ground. He noted that wall packs will likely be utilized.

With respect to Other Business, Mr. Sadlowski reported that there have only been nine responses received on the Short Term Rental Survey.

Discussion followed on a complaint pending on 2 East Lake Street. Mr. Sadlowski deemed the work as minor landscaping in that the property owner brought in gravel, leveled off the parking lot and installed a small wall to better delineate the two properties. He explained that the property owner subsequently relocated storage containers to the rear of the building. He reported that Mr. Melanson is looking into this. Mr. Sadlowski opined that the site looks better than it did previously, and that the property owner would like to put a fence around the concrete pad in hopes of screening that area.

Ms. Wilkes reminded commissioners that she will be absent for the May 29, 2018 regular meeting.

**11. ADJOURNMENT:**

**MOTION:** Mr. Thomsen, Mr. Melycher second, to adjourn at 8:14PM; unanimously approved.

**Respectfully submitted,**

**Pamela A. Colombie  
Recording Clerk**