

**TOWN OF WINCHESTER  
PLANNING AND ZONING COMMISSION  
MINUTES, DECEMBER 22, 2014**

1. *Call to Order*  
7:00PM

2. *Roll Call*

PRESENT: C. Sanden, B. Wilkes, S. Closson, J. Martinez, A. Melycher

ABSENT EXCUSED: A. Melycher, M. Renzullo

OTHERS PRESENT: D. Martin, Town Manager, M. Renzullo, Alternate; G. Closson, Board of Selectmen Liaison.

3. *Agenda Review*

- Motion by Wilkes, seconded by S. Closson, to add "7. Other Business A. Discussion Regarding Board of Selectmen Activities Related to Planning Commission"; motion approved unanimously.

4. *Approval of Minutes*

- Motion by S. Closson, seconded by Martinez, to approve minutes of December 8, 2014; motion approved unanimously (Melycher abstain).
- Motion by S. Closson, seconded by Melycher, to approve minutes of November 24, 2014, following S. Closson discussion/clarification with Martin; motion approved unanimously.

5. *Old Business*

A. PZC #14-26 Site Plan Approval (Winsted Medical Associates, LLC; 70-84 S. Main Street)

- P. Doyle (LADA, representing Applicant) summarized proposed site plan and reviewed staff and consultant comments (see attached).
- M. Sherman (Laurel Engineering, representing Applicant) reviewed comments and revisions in response to consultant comments.
- M. Connor (planning/wetlands consultant, representing Town) entered comments into record (see attached).
- R. Calkins (engineering consultant, representing Town) entered comments into record (see attached).
- Connor confirmed Inland Wetlands and Watercourses Commission review and approval, including conditions related to soil erosion bond determination established by R. Calkins and soil erosion inspections conducted by R. Calkins during construction.
- Sanden questioned bond development process.
- Calkins indicated that bond factors are somewhat established and negotiation related to the bond amount is rare.
- J. Manner (Casle Corporation, representing Applicant) clarified the need and willingness to establish the bond relationship.
- Melycher inquired as to parking stall configurations.
- Doyle indicated regulatory allowance for limited number of smaller spaces (for smaller vehicles).
- Manner shared brick samples.
- Connor recommended approval of proposed site plan.

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- **Motion by Melycher, seconded by Wilkes, to approve Application PZC #14-26 (Site Plan; 70-84 S. Main Street), 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. **Apply for a Zoning Permit prior to starting work.****Motion approved unanimously (see attached Draft Motion form).**
  
- B. **PZC #14-27 Public Hearing, Site Plan and Special Exception Approval (Laurel City Revamp; 35 Willow Street)**
  - **Motion by Wilkes, seconded by Melycher, to re-open at 7:35 PM the Public Hearing initiated on November 24, 2014; motion approved unanimously.**
  - P. Renzullo (representing Applicant) summarized application, seeking waiver of parking requirements and additional uses (residential, office); reviewed relationship between Town of Winchester Plan of Conservation and Development (POCD) and proposed site plan; offered history of site, building, and products; commented upon status of agreement (February, 2012) between Laurel City Revamp and Town of Winchester, including ongoing payment of taxes; discussed components of Zoning Regulations Sec. 3.21 and Sec. 4.4.10; summarized parking waiver, seeking reduction from 1.5 spaces per residential unit to 1.0 spaces per residential unit.
  - Wilkes questioned dumpster location.
  - P. Renzullo indicated other locations for dumpster may be available.
  - S. Closson inquired as to the status of the previously approved site plan for 35 Willow Street.
  - P. Renzullo clarified that the current application adds the new uses and seeks the parking waiver, leaving the previously approved site plan (bakery) intact.
  - S. Closson expressed concern regarding possible loss of dumpster location.
  - P. Renzullo indicates that the dumpster will remain in place as indicated upon the proposed site plan.
  - Wilkes indicates concerns regarding changes to the site plan (from the previously approved site plan).
  - Martin reviewed site plan and special exception requirements, included those related to the requested parking waiver.
  - M. Renzullo offered additional insight and clarification related to the project.
  - G. Closson reviewed relationship of POCD to downtown (re)development; the role of Sec. 4.4.10 to facilitate redevelopment of historic manufacturing sites; the history of economic development plans related to downtown, including work with the Yale Design group; urged review of site plan and special exception requirements; commented upon lower level interior parking that was part of previously approved site plan; reiterated that project is attractive and pleasing, but parking requirements should be maintained.
  - S. Closson indicated a desire to work with the applicant and reviewed the previously approved site plan.
  - Sanden commented upon previous condition of approval that a new site plan was required for expanded uses beyond the approved bakery.
  - P. Renzullo confirmed that lower level interior parking was not part of the development plan for the site.
  - Melycher reviewed the special exception conditions.
  - P. Renzullo offered to waive the requirement to render a decision and requested a thirty-five day extension for consideration.
  - Sanden reviewed the previous approval as well as the submitted application.
  - **Motion by Wilkes, seconded by S. Closson, to continue the public hearing at the January 12, 2015, Planning and Zoning Commission meeting; motion approved unanimously.**

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6. *New Business*

A. Sec 8-24 Referral (813 E. Wakefield Boulevard)

- Martin summarized original correspondence seeking Town consideration for sale of property located at 813 E. Wakefield.
- S. Closson voiced concerns regarding the redevelopment of land in the Highland lake watershed, describing that the Plan of Conservation and Development called for the protection of undeveloped or town-owned parcels to improve the lake's water quality.
- Wilkes concurred with S. Closson.
- Martinez sought information and clarification regarding run-off and water quality in relation to the subject property.
- **Motion by Melycher, seconded by S. Closson, to recommend approval to the Board of Selectmen for the sale of the property located at 813 E. Wakefield Boulevard; motion failed (0-4; Martinez abstain).**

7. *Other Business*

A. Discussion Regarding Board of Selectmen Activities Related to Planning Commission

- Wilkes expressed concern over recent Board of Selectmen actions related to the Planning Commission, zoning regulations, and Planning Department staffing; desired Town Attorney review of Board of Selectmen actions.
- Martin offered explanation regarding recent activities and agreed to seek Town Attorney comments.

8. *Communications*

9. *Town Manager's Report*

10. *Adjournment*

- **Motion by S. Closson, seconded by Wilkes, to adjourn at 8:55 PM; motion approved unanimously.**

Respectfully submitted,  
Dale L. Martin  
Town Manager

# LADA, P.C.

## Land Planners

Land Development Consulting, Site Planning, Landscape Architects, Planners, Corridor Studies, Visual Assessment, Environmental Impact Statements, Erosion Control Specialists, Streetscapes, Recreation, and Master Planning

November 17, 2014

Mr. Martin Connor, AICP, Planning Consultant  
20 Dresden CT W  
Goshen, CT 06756

Mr. Dale Martin, Town Manager  
338 Main Street, Town Hall  
Winsted, CT 06098

Re: Response to Review Letter prepared by Mr. Connor, dated November 14, 2014

Gentlemen,

Thank you very much for the time spent in review of the application and plans. It has been a pleasure working with you both, I am sure your comments will result in an improved and more comprehensive application.

In regard to your thoughts and comments please consider the following.

**Inland Wetland Application**, we acknowledge the comments and trust the application is complete requesting the Commission consider the action to be not significant. The proposal isolates construction in the previously developed upland areas of the site. The primary disturbance of an Upland Review Area is related to construction of a rain garden to improve the quality of stormwater runoff on a site where no stormwater controls have existed since the site was first developed over 80 years ago and used for many years as an automotive dealership/repair center. The applicant believes this project will benefit the adjacent wetland areas.

### Planning and Zoning Application,

1. As requested, an approval signature block has been added to the cover sheet of the site plans for signature of the Chairman prior to filing a mylar on the land records.
2. As requested, the data table on the cover sheet has been amended to exclude watercourses and wetlands, flood plain, and slopes in excess of 25%. The above described changes to the calculations indicate the existing coverage to be 15% and the proposed coverage 14%, allowed coverage is 33 1/3%.
3. As indicated an LID narrative was submitted at Mr. Connor's request and the titles of Maps L-5 and L-8 have been modified to include the term LID MAP.
4. Mr. Connor is correct. It infiltration into man made soils is not recommended.
5. As Mr. Connor suggests a contact name and number have been added to the erosion control plans. A bond estimate can be prepared. The applicant requests direction from the Zoning Enforcement Officer and perhaps the consulting Town Engineer regarding the elements to be included in the bond.
6. The applicant agrees, the lots will be merger prior to start of construction.
7. As requested by Mr. Connor, the architect has added additional information to the building elevations which indicate materials to be used on the buildings.

8. As indicated by Mr. Connor, the screen fencing around the dumpster enclosure has been changed and is now shown as a black vinyl coated chain link with black slats and evergreen shrubs will be planted immediately adjacent.
9. Mr. Connor makes an interesting comment and we agree. The front yard zoning setback allows a building to be located along a front property line in the zoning districts found in the downtown area. In this instance, the building is proposed close to the front property line to create a "gateway" feel to the southern approach to the downtown. Placing a building close to the property line leaves little room for tree planting in that area and additional trees have been added elsewhere to the site plans to account for four trees not proposed immediately in front of the building. Perhaps, a future revision to the zoning regulations might indicate trees to be planted every 40' along a street frontage might not be appropriate in the downtown area.
10. Mr. Connor is correct, the applicant is working with CTDOT on these matters.
11. Mr. Connor is correct, no sign application is presently being made, a separate sign application will be made in the future.
12. The applicant looks to the Town for input from other Town Departments.
13. The applicant is sending the applications and updated plans to the consulting Town Engineer.
14. The applicant understands no Planning and Zoning action can be taken until Wetlands acts.
15. A FEMA flood plain exists on the site, no filling is proposed in the floodplain.

*Martin J. Connor, AICP, Planning Consultant*  
*20 Dresden CT W, Goshen, CT 06756 Telephone (860) 491-9900*  
*E-mail: mjconnor@hotmail.com*

December 15, 2014

Dale L. Martin, Town Manager  
Town of Winchester  
338 Main Street  
Winsted, CT 06098

Re: Winsted Medical Associates LLC, 70 to 84 South Main Street, construct 20,000 sq. ft.,  
two story Medical Office Building

Dear Mr. Martin:

At your request I have reviewed the Zoning and Inland Wetlands Applications, documents, reports and revised plans submitted by Winsted Medical Associates LLC to construct a 20,000 sq. ft., two story Medical Office Building at 70-84 South Main Street. We've met again on site with the applicant's representative, Philip Doyle, LADA, P.C., and I've discussed the application and my previous written comments with Mr. Doyle. The revised plans I reviewed were titled, "Medical Office Building Proposal," 70 to 84 South Main Street, Winsted, Connecticut," sheets L-1 – L-17, U-1 – U-3, L-18 – L-20, Survey, and A-1, A-1.1, A-1.2, A-1.3, A-2 & A-2.1, dated 10/30/14, revised thru 12/11/14. In addition I have reviewed Mr. Doyle's response comments to my memo and others included in his summary to you dated December 11, 2014. I've also met with the Town's Consulting Town Engineer and discussed the project with him. My comments on the revised plans and documents are as follows:

**Inland Wetlands Application**

I have reviewed the application package submitted by the applicant and have discussed the application with the Wetlands Enforcement Officer, Scott Eisenlohr. It is my understanding that the application has been deemed to be complete by the Inland Wetlands Commission. A decision is expected at their upcoming meeting. As I indicated in my previous memo on the project it is my opinion the application does not represent a significant activity. The Erosion and Sedimentation Control Plan if implemented in accordance with the plan should provide adequate protection for the wetlands during the construction of the medical office building. The proposed landscaping improvements and LID storm water treatment measures should further protect the wetlands from stormwater run-off and will be an improvement over existing conditions. No decision can be made on the Site Plan application until a report from the Inland Wetlands Commission is received on the project.

### **Planning & Zoning Review**

The property is located in the CB-2 Zone. The proposed professional medical office use is a permitted use per Sections 6.1.6 and Sections 6.2.1., of the Zoning Regulations. Site Plan approval is required for this project per Section 3.21 of the Zoning Regulations. In reviewing the revised plans and documents submitted I have the following comments:

1. An approval block has been added to the plans.
2. On the Cover Sheet the proposed Building Coverage has been recalculated to exclude Inland Wetlands, Floodplain and slopes in excess of 25% and the proposed net Building Coverage of 14% is in conformance with the Zoning Regulations.
3. A Low Impact Development (LID) narrative in accordance with Sections 3.18.1 & 21 of the Zoning Regulations has been submitted. The applicant has retitled sheets L-5 and L-8 to include "LID Map" in the title blocks.

### **Conclusion**

In my opinion the Site Plan application is complete and is in conformance with the Zoning Regulations. Provided the Consulting Town Engineer's comments have all been adequately addressed and favorable report is received from the Inland Wetlands Commission, I recommend that the application be approved with the following conditions:

1. The four parcels that comprise the site shall be merged and proof of merger shall be submitted to the Zoning Enforcement Officer prior to the start of construction on the project.
2. A detailed bond estimate for implementing the E&S Control plan shall be submitted for review by the Zoning Enforcement Officer. A bond in a form acceptable to the Town Attorney and in an amount acceptable to the Zoning Enforcement Officer shall be submitted prior to the start of construction.
3. All stormwater structures shall be inspected and cleaned annually. A report of the inspection and cleanings shall be submitted to the Planning & Zoning Commission on an annual basis.

If you have any questions please call me at 860-491-9900 or on my cell at 860-485-3262.

Sincerely yours,

Martin J. Connor, AICP  
Planning Consultant

Cc: Philip Doyle, LLA  
Richard M. Calkins, P.E.  
Scott Eisenlohr, CZ&WEO

# **NORTHEAST CONSULTING, LLC**

*CIVIL & CONSULTING ENGINEERS • PROJECT MANAGEMENT • ENVIRONMENTAL & SITE PLANNERS • PROJECT MANAGEMENT*

PO BOX 116, 95 THOMASTON ROAD, MORRIS, CT 06763 – PHONE: 860-307-9120 – FAX: 860-201-1007

December 16, 2014

Town of Winchester  
338 Main Street  
Winsted, CT 06098

Attn: Dale Martin  
Town Manager

Re: Engineering Review  
Medical Building  
South Main Street

Dear Mr. Martin;

We have received the drawing set revised 12/11/14 from the applicant. We have also received the revised Drainage Calculations for the above referenced project. We have reviewed the drawing revisions along with the applicant's response dated 12/11/14 to our 12/3/14 comments.

The applicant has addressed our previous comments and we have no further comments at this time.

If you have any questions or require further information, please feel free to contact us.

Sincerely,  
**NORTHEAST CONSULTING, LLC**

Richard M. Calkins, PE  
Principal

Cc: Philip Doyle, LLA  
Martin Connor, AICP