TOWN OF WINCHESTER
PLANNING AND ZONING COMMISSION
Town of Winchester Town Hall 338 Main Street - 2nd Floor – P. Francis Hicks Room
January 9, 2023 – 7:00PM
Special Meeting Minutes

1. ROLL CALL:
Chairman George Closson called the meeting to order at 7:00PM. Mr. Closson noted that the following members were present: Peter Marchand, Willard Platt, Craig Sanden, John Cooney Alternates Troy Lamere, and Adam Quagliaroli. Alternate Charlene LaVoie was absent excused. Additionally, Town Planner/Director of Land Use Lance Hansen was present.

2. PUBLIC COMMENT:
No business discussed.

3. AGENDA REVIEW:
No changes were made to the agenda.

4. PUBLIC HEARINGS:
None.

5. OLD BUSINESS:
None.

6. NEW BUSINESS:
A. Discussion for Editing Public Hearing Sign Notice Requirement from 14 Days to 10 Days Prior.
Mr. Lamere questioned whether it was mandatory that a sign be up for public hearings.

MOTION: Mr. Marchand, Mr. Sanden second, to modify the fourteen-day requirement for signs to ten days; unanimously approved.


MOTION: Mr. Marchand, Mr. Cooney second, to table the application in the matter of PZC#23-1 – Special Permit Applicant: Wendy Scanlon Owner: Impetus Properties Location: 398 Main Street Proposal: Mixed Use – Retail, Small Shop to Recreation and Entertainment Facility, Indoor Private; unanimously approved.

7. OTHER BUSINESS:
A. Review and Approve 2023 Meeting Dates.
MOTION: Mr. Cooney, Mr. Platt second, to approve the 2023 Meeting Dates as presented; unanimously approved.

B. Discuss ‘Public Land Facility’ potential application as Special Permit Use for 84 Crown Street in the Town Center Residential (TCR) Zone.
Mr. Lamere questioned whether the board could waive the site plan requirement. The consensus of the commission was to waive the site plan requirement for an 8’x10’ shed for 84 Crown Street. Mr. Platt questioned why East End Park was noted as vacant with the Assessor. Mr. Hansen explained the Assessors’ various categories for use including parkland classification, open space, and recreation land/fields. Mr. Platt also questioned whether the Recreation Department was the owner of the Highland Lake beaches. Discussion followed on the matter of maintenance and whether it fell to the Department of Public Works or the Recreation Department. An inquiry was made about who would be responsible for maintenance on the shed at 84 Crown Street and whether that, too, would lay with the Town.
MOTION: Mr. Marchand, Mr. Cooney second, to approve the November 28, 2022 Minutes; motion carried with Mr. Closson, Mr. Marchand, and Mr. Cooney voting in favor while Mr. Platt and Mr. Sanden abstained.

MOTION: Mr. Cooney, Mr. Sanden second, to approve the December 12, 2022 Minutes; motion carried with Mr. Closson, Mr. Cooney, Mr. Platt, and Mr. Sanden voting in favor while Mr. Marchand abstained because he was absent excused from the 12/12/22 meeting. Charlene LaVoie was seated for Peter Marchand at that meeting.

9. COMMUNICATIONS:
Mr. Marchand updated the commission on the progress of the Regulations subcommittee. He discussed 25% slopes with driveways.

10. TOWN PLANNER’S REPORT:
Mr. Hansen discussed the parkland that is located at or near the Winchester Fire Department as well as the evaluation currently underway for all town-owned vacant land. Mr. Platt discussed the vacant town-owned land around Highland Lake. Mr. Hansen noted that parking for marijuana should be the same as all other retail. He also suggested that no survey should be required for a project with no outside changes. Mr. Closson discussed the progress on the excavation permits for the Cannavo property and the progress on the garbage can location at the Nolli’s restaurant.

11. ADJOURNMENT:
The meeting adjourned at 7:52PM.

Respectfully submitted,
Pam Colombie, Land Use Assistant
(From the hand-written notes of Town Planner and Director of Land Use Lance Hansen)