1. ROLL CALL:
Chairman George Closson called the meeting to order at 7:00PM.

Mr. Closson noted that the following individuals were present: John Cooney, Peter Marchand, Willard Platt, Craig Sanden, Alternates Troy Lamere, and Charlene LaVoie. Additionally, Town Planner/Director of Land Use Lance Hansen.

2. PUBLIC COMMENT:
None.

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

4. PUBLIC HEARINGS:
A. PZC#22-12 – Special Permit Applicant/Owner: Steven Heffer and Heena Sultan Location: 212 West Wakefield Boulevard Proposal: Reconstruction of Single Family Residence on Slope in Excess of 15% as per Section III.D.5.
Mr. Hansen confirmed approval had been received from the Inland Wetlands and Watercourses Commission. Mr. Closson read aloud each condition that had been included as part of that approval.

MOTION: Mr. Lamere, Mr. Platt second, to open the public hearing; unanimously approved.

Land Surveyor Jim McTigue, accompanied by Attorney Philip Pires, appeared before the commission regarding this application. Mr. Platt recalled that there had been variances granted on this property that restricted any enclosure of the bottom floor, but as time went on the area was closed in. Attorney Pires noted that the Town records do not include any reference to this. Mr. McTigue reviewed the historical permits for the property as well as the proposed development plan. He reported that a variance for coverage had recently been received.

Mr. McTigue noted that each of the review comments from the following staff members had been satisfied: Zoning Enforcement Officer, Fire Marshal, and Public Works Director.

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

MOTION: Mr. Lamere, Mr. Cooney second, to close the public hearing; unanimously approved.

5. OLD BUSINESS:
A. PZC#22-12 – Special Permit Applicant/Owner: Steven Heffer and Heena Sultan Location: 212 West Wakefield Boulevard Proposal: Reconstruction of Single Family Residence on Slope in Excess of 15% as per Section III.D.5.

MOTION: Mr. Lamere, Mr. Platt second, to approve Application PZC#22-12 – Special Permit Applicant/Owner: Steven Heffer and Heena Sultan Location: 212 West Wakefield Boulevard Proposal: Reconstruction of Single Family Residence on Slope in Excess of 15% as per Section III.D.5, subject to the following conditions:
1. Approval is based on the following plans:
   Site plan prepared by Arthur H. Howland & Associates Civil Engineers and Land Surveyors entitled “Site Development Plan for Proposed Residence Re-construction 212 West Wakefield Blvd. Winsted, CT” dated April 14, 2022 and revised through October 4, 2022, inclusive of the following sheets:
CVR.1 Cover Sheet
EC.1 Existing Conditions Map
ZLS.1 Zoning Location Survey (revised through 10/4/2022)
SD.1 Site Development Plan (revised through 9/12/2022)
SES.1 Sedimentation & Erosion Control Plan (revised through 9/12/2022)

Architectural drawings prepared by Licensed Architect Peter Carl Eckert entitled, “Heffer Residence – Boathouse Additions and Alterations 212 West Wakefield Blvd., Winsted, CT 06098” dated September 15, 2021 and revised through August 2, 2022 including the following:
CV-100 Cover Sheet (revised through 10/4/2022)
EX-101 Existing Boathouse Plans (revised through 8/24/2022)
EX-200 Existing Boathouse Elevations (revised through 8/24/2022)
A-101 Boathouse Plans (revised through 8/29/2022)
A-200 South and North Elevations (revised through 8/29/2022)
A-201 East and West Elevations (revised through 9/12/2022)
E-101 (dated 8/13/2021 and revised through 10/4/2022)

2. Owners hold the Town harmless on the fence between the house and the road.
3. Environmental scientists check on the muscles, noting that they cannot be removed from the site.
4. The gap between the flooring boards on the ground floor are to remain.
5. Information provided on the coffer dam is incorporated into the approval; unanimously approved.

Noting the waiving of the application fees, Mr. Lamere questioned how a determination was made that the Town still owned the property and the reason behind that decision.

6. NEW BUSINESS:
A. PZC#22-14 – Special Permit Applicant/Owner: American Mural Project, Inc. Location: 90 Whiting Street Proposal: Construction of a new concrete exterior stairway (required grading in excess of 15% slope) and a new concrete retaining wall at base. Also includes relocation of existing bituminous sidewalk with a new canopy covered landing area.
No business discussed.

B. PZC#22-15 – Special Permit Applicant/Owner: SAN, LLC Location: 954 Main Street Proposal: Expansion of existing Shell fuel island canopy to corporate standards and matching color & design. Also includes proposal for new handicapped accessible restroom addition.
No business discussed.

7. OTHER BUSINESS.
A. Appointment of Kate Sherwood and Reappointment of Donna Davis to Architectural Review Committee.
MOTION: Mr. Lamere, Mr. Marchand second, to appoint Kate Sherwood to a two-year term, reappoint Donna Davis to a three-year term, and appoint Charlene LaVoie to a one-year term; unanimously approved.

8. APPROVAL OF MINUTES: October 11, 2022
MOTION: Mr. Marchand, Mr. Platt second, to approve the October 11, 2022 Minutes; unanimously approved.
Town of Winchester Planning and Zoning Commission
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9. COMMUNICATIONS.
It was noted that a report was provided on the zoning enforcement underway.

10. TOWN PLANNER’S REPORT.
Mr. Hansen updated the commission regarding pending grant applications and what has been happening in the Planning and Building departments.

11. ADJOURNMENT:
MOTION: Mr. Cooney, Mr. Marchand second, to adjourn; unanimously approved.
The meeting adjourned at 8:30PM.

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