

**TOWN OF WINCHESTER
PLANNING AND ZONING COMMISSION
MINUTES, FEBRUARY 25, 2013**

1. *Call to Order*

7:03 PM

2. *Roll Call*

PRESENT: Chairman B. Hillman, M. Peacock, A. Melycher, B. Wilkes, C. Sanden.

ABSENT:

OTHERS PRESENT: D. Martin, Town Manager.

3. *Agenda Review*

Added:

7. B. 13-02 Code of Ethics Review

4. *Approval of Minutes*

- **Moved by Wilkes, seconded by Peacock, to approve the minutes of the January 29, 2013, regular Planning and Zoning Commission meeting; motion approved unanimously (Sanden abstain).**

5. *Old Business*

None

6. *New Business*

A. 13-02 Site Plan Review (Pauline Maxwell; 410 Main Street).

- Town Manager offered comments.
- Applicant reviewed site plan.
- Hillman reviewed staff comments, specifically those of Fire Marshal related to emergency exits.
- **Moved by Melycher, seconded by Sanden, to approve site plan for 410 Main Street, with conditions: 1. rear fire exit to be installed within six months (August 25, 2013) or prior to occupancy of adjacent unit, whichever occurs first; 2. Fire Marshal acceptance of emergency exit signage by March 1, 2013; motion approved unanimously.**

B. 13-04 Site Plan Review (Gilbert Trust, represented by T. Parsons, Lenard Engineering; 45 Elm Street).

- Applicant reviewed site plan, including parking requirements.
- **Moved by Sanden, seconded by Wilkes, to approve site plan for 45 Elm Street; motion approved unanimously.**

C. 13-05 Site Plan Review and Flood Zone Certification (Town of Winchester, represented by R. Colabella, Laurel Engineering; 30 Rowley Street).

- Town Manager offered comments.
- Applicant reviewed site plan, including a description of federal regulations related to flood zone certifications
- **Moved by Peacock, seconded by Sanden, to approve site plan for 30 Rowley Street, pending Zoning Board of Appeals approval for dimensional variance, and to issue Flood Zone Certification in accordance with Town of Winchester Ordinance No. 119; motion approved unanimously.**

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7. *Other Business*

- A. Review of proposed text amendments related to Incentive Housing Zone.
- Postponed until March 11, 2013, meeting.

B. Code of Ethics Review

- Town Manager to provide, in accordance with by-laws, affidavit to confirm compliance with Code of Ethics.

8. *Communications & Bills*

- A. Provided correspondence, Connecticut Federation of Planning & Zoning Agencies.

9. *Town Manager Report*

- A. Reviewed current land use/development projects.
B. Announced proposed state planning-related legislation.
C. Shared conceptual bed and breakfast regulations, as drafted by J. Noone.

10. *Adjournment*

Moved by Peacock, seconded by Sanden, to adjourn at 8:27 PM.

Respectfully submitted,

Dale L. Martin
Town Manager

DRAFT