



**TOWN OF WINCHESTER  
PLANNING AND ZONING COMMISSION  
Town of Winchester Town Hall, 338 Main Street  
P. Francis Hicks Room – 2nd Floor  
August 8, 2016 – 7:00PM  
Regular Meeting Minutes**

**1. CALL TO ORDER:**

Chairman Craig Sanden called the meeting to order at 7:04PM.

**2. ROLL CALL:**

At the request of Mr. Sanden, roll call was completed by Director of Planning and Community Development Steve Sadlowski. Present at the meeting in addition to Mr. Sanden were: Mr. George Closson, Mr. Jerry Martinez, Mr. Art Melycher, and Alternate Peter Marchand and Lee Thomsen.

It was noted that Mr. Martinez was absent excused. Mr. Thomsen was seated in his stead.

Also present was Board of Selectman Liaison Jack Bourque.

**3. AGENDA REVIEW:**

No modification was made to the agenda.

**4. APPROVAL OF MINUTES: July 25, 2016**

**MOTION:** Mr. Closson, Mr. Melycher second, to approve the July 25, 2016 Minutes as amended; Motion approved with Mr. Sanden, Mr. Closson, Mr. Melycher, Mr. Marchand, and Mr. Thomsen voting aye while Ms. Wilkes abstained.

**5. PUBLIC HEARING:**

None.

**6. UNFINISHED BUSINESS:**

None.

**7. NEW BUSINESS:**

**A. PZC #16-12 Site Plan – Lot 4, Old New Hartford Road (Map 033, Block 158, Lot 038AA) Proposal: Construct Filling Station and Convenience Store on Vacant Lot.**

The application was accepted and will be discussed at the next regular meeting of August 22, 2016.

**8. COMMUNICATIONS:**

None.

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

Mr. Sadlowski noted that the work with the b9light initiative is continuing in town. He also reported attending a presentation at East Coast Assistance Dogs, noting that representatives from the offices of Congresswoman Elizabeth Esty and United States Senator Richard Blumenthal.

Mr. Melycher reported that he has been attempting to contact the owners of one of the blighted properties in an effort to enlist a local boy scout troop to aid them in tidying up their parcel, in terms of mowing and weedwhacking.

He explained that he has been unable to speak with them though. Mr. Sadlowski explained that the contact his office has had has been through correspondence.

**10: OTHER BUSINESS:**

**A. Review Draft of Zoning Regulations.**

The Commission reviewed the draft of the proposed Zoning Regulations.

Mr. Closson noted that the distinction made between **Medical Office or Clinic, Large Format** as well as **Offices, Business Large Format and Offices, Professional Large Format** ought to indicate that it includes "5,000 square feet or more".

Mr. Closson noted that the definition for **Measuring Height**, under *D. Measurement and Calculation* on page 3, ought to reflect "...walls of a building to the midpoint of the roof..." rather than "...walls of a building to the highest point of the roof...".

Mr. Closson expressed concern with people who may need the services of a clinic and might avoid seeking those services if the only location to receive them was in the Town Center Zone. It was unanimously agreed that clinics be allowed only in **Medical Office, Large Format** and only under Special Permit. It was further agreed that this be the case in all the zones.

It was agreed that "Motor Vehicle Fuel Sales with Convenience Retail" be removed from *a. Uses under ii. Special Permit Required* as well as "Restaurant, High Turnover/Fast Food", "School", and "Worship Place" in the **Production and Innovation District**.

It was agreed that "Mixed-Use Building" be removed from *a. Uses under ii. Special Permit Required* in the **Highland Lake Business District**.

The definition for "Building Height" on page 119 was in need of correction. Additionally, **LID** on page 129 should be in capital letters.

Mr. Closson reported that the Subcommittee had met eighteen times to discuss and review the changes made to the Zoning Regulations. Each commissioner indicated that they were pleased with the draft.

Ms. Closson reported that she would be unable to attend the public hearing scheduled for September 20, 2016 as she will be away in celebration of her grandson's wedding.

Mr. Sadlowski noted that Sean Suder from Graydon Land Use will likely present the draft at the public hearing through a Power Point presentation. He noted that Attorney Mark Branse will not be at the hearing but may be available for a subsequent hearing should one be scheduled.

It was noted that the meeting will likely be held at Pearson Middle School in order to accommodate more people as the P. Francis Hicks Room at Town Hall has a smaller capacity than what may attend. The Commission also agreed that efforts should be made to record the hearing for community access television.

Commissioners then reviewed the Zoning Maps.

**11. ADJOURNMENT:**

**MOTION:** Mr. Closson, Ms. Wilkes second, **to adjourn at 7:51PM; unanimously approved.**

**Respectfully submitted,**

**Pamela A. Colombie**  
**Recording Clerk**