

**PLANNING & ZONING COMMISSION  
WINDHAM, CT.**

**MINUTES  
January 22, 2015 Meeting**

The Windham Planning & Zoning Commission held its meeting on January 22, 2015 in Windham Town Hall. Chair Paula Stahl called the meeting to order at 7:05 P.M. Members present were Jean Chaine, Claire Lary, Paula Stahl and Ed Pelletier. Also present were Code Enforcement Officer Matthew Vertefeuille and Town Planner James Finger.

**1) Approval of Minutes**

Action on the minutes of November 20, 2014 was deferred to the next meeting.

**2) New Business**

**a) ACCESS Community Action Agency, 1315 Main Street Willimantic, - Preliminary Subdivision Proposal.**

Chair Paula Stahl said the commission reviewed a preliminary subdivision proposal for this site at the November 20, 2014 meeting. Is there a reason why we are doing another preliminary review this evening, she asked. I was anticipating that we would be conducting a public hearing on this project by now. Mike Tarbell, of Tarbell, Heinz & Associates, Hartford, Ct., representing the Access Agency, explained that there has been a change in staff, he is now representing Access.

Mr. Tarbell identified the entire property on the map and pointed out Valley Street and Main Street. He said there are several accesses and existing structures on the site. What we are attempting to do is to create parcels and separate out the existing businesses. He said this proposal shows 6 lots, but we are only looking for approval for 4 lots at the present time. He identified the other businesses on the site; The Access Agency is on one end of the main building and the space in the center could be a possible location for the new Senior Center. The Salvation Army store is located on the other end of the building. In separate buildings you have the Oriental Cafe (lot 5), the Fish Market Store (lot 4), and the AT&T outlet store (Lot 2), which occupies the old Donut Shop space. The property known as lot 6 has access onto Valley Street, and that is something we would like to consider in the future, as well as another lot known as lot 3 which fronts on Main Street.

Chair Stahl said the commission has not received any plans to look at and review. Mr. Tarbell said the property (seven acres) is in a B-2 Zone which requires 20,000 square feet of area and 100 feet of frontage. Mr. Tarbell said the regulations also require a side yard of 20 feet, a rear yard of 20 feet and a front yard of 30. He said what we have done is we have created parcels of land that will comply with the lot size, frontage and side yards. The regulations also talk of impervious lot coverage which he understands (based on the initial meeting with the commission) can go up to 90 %. He said we can meet that, and referred to sheet #3.

He added that two lots have non-conforming setbacks. The building that fronts on Valley Street (lot 6) has a non-conforming front yard (30 feet) and non-conforming setbacks, as does the lot (#3) that fronts on Main Street. Mr. Tarbell said we do not comply with the regulations on lot 3 and lot 6 and that is why we have pulled back developing those lots at this time. Both lots will become part of the long range plan. He said when lots 6 and 3 are developed we will have to address traffic movement, drainage and runoff, etc.

Mr. Tarbell said we do meet the setback requirements, and parking will be determined based on the regulations. He said the initial parking plan which was before the commission showed there was adequate parking. He said each building has its own access and there will be no cross connections between buildings.

A general discussion ensued.

Commissioner Jean Chaine said he was under the impression that lots 3 & 6 were going to be a reality (and part of this proposal). Mr. Tarbell said he was told by town staff that these lots (3 and 6) would be problematic and to omit them from the proposal at this time. He said they will come back to the commission in the future to add these lots to the subdivision. Chair Stahl said it might be appropriate to include these lots in the total plan at this time, as the reduced coverage would not apply in the future.

Planner Finger said he was concerned with traffic movement, especially on the front lot. He said traffic for the fish market and lot 3 need to be able to exit the site.

Chair Stahl referred to the lease agreement for a future Senior Citizen center and the need to keep this project moving forward quickly.

Commissioner Ed Pelletier recommended that since the commission had concerns with the plan as presented that the Access Agency representatives come back to the Commission with a workable plan, addressing some of the commission's concerns. The Chair said perhaps the applicant could meet with town staff to help resolve some of the issues, she and Jean Chaine offered to attend. Mr. Tarbell agreed to meet at town hall at 1:00 P.M. on January 28, 2015. The Commission also offered to add this to the agenda for the working meeting in two weeks in order to review the revised preliminary plans.

Chair Stahl said the Commission could receive the application at the February 28, 2015 meeting and schedule a public hearing at the regular meeting March 28, 2015.

**3) Zoning Regulations** – Discussion & possible action on the following regulations:

The Commission members wanted to defer discussion on these regulations to later meeting.

**4) Report from Zoning Enforcement Officer**

Code Enforcement Officer Matt Vertefeuille reported on the following:

- a) He said he is interviewing for a half-time staff person.
- b) The Family Dollar Store is working on a plan to relocate their business from the Willimantic Plaza on Route 32 to the former Uncle Ken's site on lower Main Street.
- c) The Hurley Building has been sold and the work is beginning.
- 4) The St. Mary's Church renovations are nearing completion. They are hoping to open in the next few months.

As there was no further business, the meeting was adjourned at 7:56 P.M. Motion made by Ed Pelletier and seconded by Jean Chaine. The motion carried.

Respectfully submitted,  
Lillian Murray, Clerk