

**PLANNING AND ZONING COMMISSION  
WINDHAM, CT**

**MEETING MINUTES  
December 13, 2012**

The Windham Planning and Zoning Commission held a working meeting in the Town Hall, members present were Jean Chaine, Claire Lary, Juan Montalvo, Dawn Niles, Ed Pelletier and Paula Stahl, alternate members present were Phoebe Godfrey and Scott Lambeck. Town staff present: James Finger, Matt Vertefeuille.

**I)** The meeting was called to order at 7:03 P.M. The Chair welcomed Ed Pelletier as a member of the PZC and Scott Lambeck as an alternate member, and gave a brief overview of our meeting process and current projects.

Dawn Niles moved that the election of a vice chair be added to the agenda, Juan Montalvo seconded. Because a regular member was not present, the Chair asked Phoebe Godfrey to sit as a member. Motion passed unanimously. Juan Montalvo moved that Jean Chaine be elected vice chair, Dawn Niles seconded. The motion passed unanimously.

The Chair asked the members if item III - Horizons could be moved to item II on the agenda as there were residents in attendance for that topic. Juan Montalvo moved, and Jean Chaine seconded, that item III be taken up prior to item II. Motion passed unanimously.

**II) Horizons - discussion on process for future applications.**

Jean Chaine said that after a meeting with the town attorney and others he realized that Horizons is currently operating legally because the zoning commission approval of previous special permits also was approving the activity at that location. The ZEO further clarified that those operations were only approved for the site described in the special permit application; that the use approval did not extend to other properties. Jean Chaine said that going forward we should consider them legally non-conforming and felt the town should encourage a pre-application meeting.

**III) Zoning Revisions**

The Chair shared a new draft on the sign regulations that she has been working on with the ZEO. She explained that it is difficult to write regulations on such a complex topic in an easy to understand manner. She and the ZEO explained the proposed measurements and tables to be used and the many dimensions in the draft are there as placeholders; the ZEO will look at the size of signs that he feels would be suited for each type and location and will recommend for future drafts.

Members felt that the measurements and tables would be easier for a business person to understand. Ed Pelletier said that he wants easy to understand regulations, and these are very clear.

The draft lighting regulations will need to be reviewed to ensure that it would be compatible with the draft regulations for sign lighting

The meeting was adjourned at 8:50 P.M.

Respectfully submitted,  
Paula Stahl