

WINDHAM PLANNING AND ZONING COMMISSION  
MEETING MINUTES

July 10, 2014

The Windham Planning and Zoning Commission held a meeting in the former Recreation Office on the 2nd floor of the Town Hall. Members present were: Paula Stahl - Chair, Claire Lary, Michael Graf, and Scott Lambeck. Guests were: Mary DeMarco-Human Services Dir. and Sarah Dassouki - intern; and Wes Wentworth of Wentworth Civil Engineers, LLC. Also present were ZEO Matt Vertefeuille, and James Finger Town Planner.

**Call to Order:** The Chair called the meeting to order at approximately 7:00 p.m.

The Chair asked Matt Vertefeuille the Zoning Officer for his report so that he could leave as he had another meeting to attend. Matt briefed the Commission on a Special Permit application that was just submitted - for an apartment conversion located at 154 Jackson St., across from Natchaug School.

**CGS 8-24 Referral** for exchange of property with the ACCESS Agency for a common interest in property located at 1315 Main St., Willimantic to house a new Senior Center, and the quit claim of existing Town owned property located at 47 Crescent St., Willimantic to be converted to apartments. Mary DeMarco - the Windham Human Services Director briefly explained the proposal, and reported that they need to get approval before they can proceed with the final design and layout of the new facilities. Commission members reviewed the floor plan that was submitted for the new senior center to be co-located at 1315 Main St. in Willimantic at the ACCESS Agency site. Concerns about parking lighting and signage will be addressed later with a Site Plan.

Next the Commission discussed the disposal of the existing Senior Center building located at 47 Crescent St. in Willimantic. Ms. DeMarco said that the ACCESS Agency intends to convert it to apartments consistent with the zoning regulations of the (*NPR-2*) district. The building is approximately 2,400 sq., and would be converted to three apartments. The Commission members agreed that this would be suitable, but again wanted to see the site plan with floor plans for the conversion.

Michael Graf made a motion to recommend transfer of 47 Crescent St as follows:

Be it hereby RESOLVED pursuant to the Connecticut General Statutes Section 8-24, that the Windham Planning & Zoning Commission recommends that the Town of Windham proceed to dispose of Town owned property located at 47 Crescent St. in Willimantic.

The property will be part of a property exchange with the ACCESS Agency to relocate the Senior Center to 1315 Main St for municipal use, and the existing building at 47 Crescent St. will be converted to residential use.

This is consistent with the Town Plan of Conservation and Development as it will transfer ownership of a building that is obsolete for municipal use to a private use that will be designed to blend into the residential neighborhood.

Scott Lambeck seconded the motion, and all present voted in favor of the resolution.

Next, Scott Lambeck made a motion to recommend approval on the co-location of the new Senior Center to 1315 Main St. as follows:

Be it hereby RESOLVED pursuant to the Connecticut General Statutes Section 8-24, that the Windham Planning & Zoning Commission recommends that the Town of Windham proceed to acquire a common interest in property located at 1315 Main St. in Willimantic.

The property will be used to establish a Senior Center for municipal use, which is consistent with the Town Plan of Conservation and Development as it will provide an activity center focused on Senior Citizen's needs.

Michael Graf seconded the motion, and all present voted in favor of the resolution.

- **Subdivision Regulation Review** The Chair passed out a revised copy of the proposed regulation changes that she had prepared. She explained that she had discussed these with Wes Wentworth who had prepared the first draft. Discussion ensued, and members offered a few additional changes to the draft. The proposed changes will be presented for Public Hearing at the next PZC meeting.
- **Aquifer Protection - Since Commissioner Pelletier was not present, discussion was postponed on this subject.**

**Adjourned** The meeting adjourned at approximately 8:00 p.m.

Respectfully submitted,

Claire Lary