

**PLANNING AND ZONING  
WINDHAM, CT**

**MEETING MINUTES  
August 9, 2012**

The Windham Planning and Zoning Commission held a working meeting in the Town Hall, members present were Claire Lary, Dawn Niles, Jean Chaine, Phoebe Godfrey and Paula Stahl. Town staff present: James Finger.

The meeting was called to order at 7:05 P.M.

**I) Zoning Revisions - Discussion only**

Business zones.

The Chair reviewed the draft revisions and proposed district boundary revisions for the B2, B2A, C2 and C2A zones. A few minor changes to the regulations were discussed. Instead of creating a 'retail-use footprint' the town attorney suggested defining the maximum amount of outdoor retail area by a percentage. Also, the minimum lot size for the C2 should reflect that some parcels have water/sewer and a smaller minimum lot should be permitted. The Chair will prepare the packet for the public hearing.

The Chair reported on a meeting the previous day to review the draft of Sections 61 and 62 with the town attorney. She pointed out the revisions recommended by the town attorney, and James agreed that we have a draft that he is comfortable with and can take to public hearing.

The Chair said that at the last meeting during Norm Thibeault's presentation of the plans for the Country Store she realized that the plans had been based on a maximum lot coverage that included impervious surfaces. She asked the members if they approved the lot coverage for that zone as if it required 75% of the lot to remain green. The members indicated no, the 25% maximum was just for buildings. The planner had interpreted the phrase building and other structures to include the parking. Members indicated a desire to clarify the regulations at the 9/27 public hearing and asked the planner to notify Mr. Thiebault. If parking is included, the maximum lot coverage should be 70%, with increases in certain circumstances.

Members discussed Jana Butts' presentation to the Town Council on the IHZ. They were very disappointed that the Council got the impression that the PZC was holding it up. The PZC has held many meetings on the regulations and have taken it as far as possible and is waiting for a final draft to take to a public hearing. At the PZC meeting on April 26th, the members asked Jana to move forward and seek the town attorney's opinion. The Commission is currently waiting for Jana to make revisions to address the concerns brought by the town attorney.

**II) State Plan Update to Map**

The State is revising the map of conservation and development areas, there is significant change that could impact Windham receiving future grants. Claire will research what is permitted in the 'white' areas, and in the class 1 conservation areas. The state is required comments by early in September, and it appears there are changes that would benefit the town. This will be discussed further at the 8/23 meeting.

The meeting was adjourned at 8:45 P.M.

Respectfully submitted,  
Paula Stahl