

WINDHAM PLANNING & ZONING COMMISSION
Regular Meeting

DATE: *Thursday* January 28, 2010

TIME: 7:00 PM

PLACE: Windham Town Hall, 979 Main St., Willimantic

A G E N D A

- I. **Call to Order** – Welcome and opening comments from Mayor Eldridge
- II. **Election of Officers** – after which Chairman will preside
- III. **New Business** – DISCUSSION/POSSIBLE ACTION
 1. Windham Hospital – preliminary presentation on proposed new private physicians office building
- IV. **Other Business** – DISCUSSION/POSSIBLE ACTION
 - a. Overview of current regulations
 - b. Policies and procedures for processing applications
- V. **Routine Business** - DISCUSSION/POSSIBLE ACTION
 1. Review of Minutes
 2. Correspondence
 3. Miscellaneous
- VI. **Adjourn**

Ernie Eldridge, Mayor

Town of Windham

MEMORANDUM

TO: Planning & Zoning Commission
FROM: James Finger, Town Planner
DATE: January 21, 2010
SUBJ: Planner's Report for next meeting

Call to Order – Mayor Eldridge will open the meeting with some general comments and directives from the Town Council. Then he will ask for nomination of officers, and after a Chair is chosen, he will turn the meeting over to the Chair to preside over the meeting.

New Business

Windham Hospital – Mansfield Ave. This is a preliminary presentation on a proposed new private physicians office building to be located just north of the upper parking lot. The Town Manager advised me earlier this month that the Hospital had discussed their expansion plans with him, and he urged me to meet with them to discuss the procedures for review. When Matt Vertefeuille and I met with their representatives, we explained that the Planning and Zoning Commission was recently merged, and that many of the members are new to the zoning process, but that the Planning Commission members had recently adopted new regulations which directs applicants to meet with the Commission on a preliminary or conceptual basis prior to submitting a formal application. This allows the Commission to see the proposal before all of the Engineering and design work is completed, and permits more interaction between the Commission and the applicant. Therefore, the plans presented will be just a preliminary layout, and will show a plan that the Zoning Commission had approved in the early 1990's.

Other Business

Last month, the two separate Commissions met and the members gave a general overview of current Planning and Zoning regulations. After that, the former Zoning Commission Chairman had outlined the general policies and procedures for processing Zoning applications, and offered a draft of proposed by-laws to guide the Commission. Now that the new Commission is established, the members may want to formalize these items.