

**PLANNING AND ZONING COMMISSION,  
WINDHAM, CT**

**SPECIAL MEETING MINUTES  
February 17, 2011**

The Windham Planning and Zoning Commission held a meeting on February 17, 2011 in the Town Hall Meeting Room. Members present were Dawn Niles, Claire Lary, Dan Lein, Juan Montalvo, Jean Chaine and Paula Stahl. James Finger was also in attendance.

The meeting was called to order at 7:10 P.M.

**I) Revisions to Zoning Regulations - Discussion only**

The Chair reported that she met with Matt Vertefeuille on Monday to go over early drafts in preparation of this meeting, his preliminary comments have been incorporated and he will provide additional comments as we proceed.

Parking requirements. The members provided additional counts for the various lots that the Commission was studying. The Chair reported on her research in finding regulations in place in other towns that we could adapt for Windham. Several have used the regulations from the Northwest Connecticut Parking Study conducted by the NWCCOG in 2003. The study first analyzed the existing parking usage, similar to the study this Commission has been doing, and the resulting requirements were based on those findings. Those regulations suggest a maximum and minimum of required parking depending on the type of business and has an easy way to calculate parking requirements for shared lots. A table is used to make it easy for applicants to understand the requirements. The Chair will develop a draft for the Commission to review at the next working meeting.

North Windham retail area. The Chair wanted the Commission to first consider the possible zoning districts for the area from the highway northeast to the Chaplin border, all currently zoned Industrial. She shared a draft district map with two commercial districts, village, mixed use, and residential districts. The actual borders of each district will be discussed as the Commission continues the process. She then shared a draft of proposed regulations that meet the goals set out by the Commission at its September working meeting. Based on the discussion, the Chair will prepare a new draft for the next working meeting.

Downtown business zones. At the last regular meeting, the town ZEO asked that the Commission also review the B-1 district and consider extending the area and modifying some of the regulations. There has been quite a bit of interest lately from developers. The Chair shared her study of the current zones in the immediate downtown area: B-1, B-2, B-3, M-3, R-5, RPO, NPR and two PDDs. She suggested changing to 2 zones, B-1 and B-1A. The B-1 would consist of the areas of downtown where the highest density would be permitted, would provide municipal parking and permit buildings up to 5 stories. The B-1A would surround the B-1, and permit similar uses, at slightly less density, and height would be limited to 2-1/2 stories. She then shared a draft of revised B-1 regulations, and new B-1A regulations. Based on the discussion, the Chair will prepare a new draft for the next working meeting.

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

Respectfully submitted,  
Paula Stahl