

**PLANNING AND ZONING  
WINDHAM, CT**

**SPECIAL MEETING MINUTES  
November 23, 2010**

The Windham Planning and Zoning Commission held a meeting on November 23, 2010 in the Media Center, Windham High School. Members present were Jean Chaine, Dawn Niles, Claire Lary, Victor Rayhall and Paula Stahl.

The meeting was called to order at 7:00 P.M.

**I) Discussion of Zoning Regulations**

The Chair reviewed the process for making changes to town-wide zoning. The first step is to look at the big picture of the town and determine what type of development should be located in what part of town. The determining factors would be current development, the type of infrastructure, such as roads or sewers, in place to support dense development, and conversely, where limited infrastructure necessitates less intense development. Once an overall pattern is conceived, then each individual area's distinctions would be defined: the permitted uses, and whether by right or by special permit; the minimum lot size, parking, maximum amount of impervious surface and building height. To simplify the regulations, and to make it easier for developers to understand the regulations, towns usually have one section of standards for commercial development with guidance for ways to meet those standards. A current land use study of that area would be done to determine an appropriate district boundary line. Then regulations are drafted, revised and revised until the Commission feels they are ready to go to a public hearing. After the public hearing, the Commission would consider the information they heard and make necessary revisions, and then approve them. The effective date would be at least 15 days after the action is published in a newspaper. Then the adopted regulations are incorporated into the town's zoning regulations. This is the process for each revision to the regulations.

Members discussed the need to revise regulations to meet the current development pattern in the area around Windham Hospital and the need to address those as soon as possible. The Chair shared the current land use map she developed, and the commission discussed possible zone districts - one surrounding the hospital at one density, and another one along portions of Quarry and Mansfield Ave for Residential/Professional Office.

The next area of town for regulation revision would be the North Windham retail area followed by West Main St.

The Town Manager has requested the PZC to consider the parking regulations; because of the length of time it will take to revise all the town's commercial regulations, various options were discussed. J. Chaine proposed acting soon, perhaps with a moratorium or a suspension of the parking regulations and parking requirements determined on a case by case basis. The Commission agreed to work toward a solution.

The meeting was adjourned at 8:40 P.M.

Respectfully submitted,  
Paula Stahl