

**PLANNING & ZONING COMMISSION**  
**WINDHAM, CT**

**MINUTES**

**March 24, 2011**

The Windham Planning & Zoning Commission held its meeting on March 24, 2011 in the Meeting room, Town Hall. Chair Paula Stahl opened the meeting at 7:04 P.M. Members in attendance were Dan Lein, Jean Chaine, Victor Rayhall, Claire Lary, Dawn Niles and Paula Stahl. Also present were Town Planner James Finger and Code Enforcement Officer Matthew Vertefeuille.

**I) Approval of Minutes**

a) The minutes of February 17, 2011 were approved. Motion by Dawn Niles and seconded by Claire Lary. Voting in favor of the motion were Dawn Niles, Claire Lary, Dan Lein, Jean Chaine, Juan Montalvo and Paula Stahl. Victor Rayhall abstained. The motion carried.

b) The minutes of February 24, 2011 were approved. Motion by Vic Rayhall and seconded by Dawn Niles. Unanimous vote to approve the minutes of February 24, 2011.

c) The minutes of March 10, 2011 were approved. Motion made by Jean Chaine seconded by Dan Lein. Voting in favor of the motion were Jean Chaine, Dan Lein, Claire Lary, Juan Montalvo and Paula Stahl. Dawn Niles and Victor Rayhall abstained. The motion carried.

**II) New Business**

**a) Willimantic Waste Paper Co. Inc.** seeking a zoning amendment for the former Lounsbury Trucking site at 1562 West Main Street and 161 Chronicle Road returning the property classification to M-4. Take receipt and schedule for public hearing.

Kevin Grindle, ASLA with Anchor Engineering Services, Inc., representing Willimantic Waste Paper Co., gave a brief overview of the application. He said the properties we are currently interested in are the existing parcels that are identified as 1562 West Main Street and 161 Chronicle Road. As you know that is the former Lounsbury Trucking parcel, and most recently the parcels where the Lowe's Home Improvement Center was proposed. As part of that application process Lowe's applied for, and received a zone change from Industrial M-4 District to Commercial C-2. At this point in time, Willimantic Waste Paper has recently entered into a purchase and sale option agreement on that parcel. Mr. Grindle said we are proposing to change approximately 11.3 acres of the total 14-acre parcel back to an Industrial M-4 District. The remaining 2.7 acres located along West Main Street (Route 32) shall remain in the Commercial C-2 District thus utilizing the frontage onto West Main Street. Willimantic Waste Paper is proposing to construct a truck maintenance facility adjacent to their existing facilities to service their existing fleet of recycling vehicles. It will be located between the two existing facilities and the headquarters to their operation in Town. The location is ideal for both the community and the

company itself, said Grindle. The geographic location to their existing facilities makes it an ideal location for their operation. Their existing truck maintenance operations are performed at their facilities throughout the region encompassing approximately 60 employees. We feel that centralizing these operations near our existing headquarters in Willimantic will provide our company, and the community, future growth opportunities, he said.

Mr. Grindle said the geographic location allows us to provide for on site truck travel and on site vehicle movement. Currently, we have all seen their vehicles coming and going from their 185 Recycling Way facility and the 1590 West Main Street facility. What we are hoping to encompass in this application would be a much smoother access between their parcels. Again, we will be addressing more of the engineering perspectives for you next month, said Grindle.

We feel that the request for a zoning amendment complies with Section 93 of your regulations, said Grindle. We feel that this is an asset to both Willimantic Waste Paper, as a company, and to the Town as a whole, he said.

Chair Paula Stahl asked if they would be able to cross the railroad tracks in order to get between the two properties. Mr. Grindle said we are working to gain access over the railroad tracks. Chair Stahl asked about the grade change between the top of the hill to the bottom of the hill on the property that will stay commercial. Mr. Grindle said he will discuss that fully at the April meeting, but he believes it is in the order of 20-25 feet between the frontage along West Main Street and the bulk of the property. What the C-2 zone does for us currently is to provide a 20-25 foot elevation buffer. It also provides us the existing tree cover that will serve as a buffer. If at such time as that C-2 zone becomes developed, there would be a retaining structure etc to bring it up the West Main Street elevation, similar to the parcel next to us (between Capitol Drive and us), said Grindle.

Commission member Dawn Niles advised the chair that she has requested Town management for a decision as to whether she will be able to vote on this application at the next meeting as her husband is employed at Willimantic Waste Paper Co.

Jean Chaine asked if the principals of the company plan to leave the C-2 strip as a permanent buffer, or are you planning on removing some of the trees to expand the storage areas as shown on the draft plans. Mr. Grindle said, the storage areas, as shown at the bottom elevation of the facility, would be specifically the M-4 Zone that we are looking for a zone change on. The C-2 Zone does not encompass the storage facilities that we have shown on the plan, therefore the C-2 zone would effectively buffer the operation of that truck facility, said Grindle. Mr. Chaine asked if there are plans in the future to do anything with that area, or leave it as a permanent buffer. Mr. Grindle said plans for the future would be to utilize that as a C-2 Zone. If it becomes a commercial opportunity for construction, for economic development, or as an economic asset to the Town, that C-2 would be developed in a commercial manner. Mr. Chaine said it would be ideal to have that left so that it would be developed commercially rather than expanding the facilities. Mr. Grindle agreed. Chair Stahl said that is probably why the proposal came in this way because they are mindful of that. Mr. Grindle said it was the applicant's insistence that the C-2 Zone would remain along West Main Street. From an engineering and planning perspective, we concur with that option, he said. West Main has ideal frontage for a commercial venture, and

less ideal for industrial. We are looking to utilize that West Main frontage for commercial, concluded Grindle.

Audience comments:

1) Mayor Ernest Eldridge said he is happy that the Commission is moving forward on this plan. He said this proposal will be a great asset to the Town. It will bring a building to the Town that will be taxable. At their present location, it is very tight. Getting in and out of the access way is good, but it will be better with the new plan. He encouraged the commission to move forward with this proposal.

2) Town Manager Neal Beets said he supports the application. It seems like it is going to improve the efficiency of the business, which is good for the business, good for the Town. When the business operates more efficiently it is good for traffic movements, and it is good for the environment. I think the proposed plan has a whole lot of positives and I hope that the application receive favorable treatment by this commission.

Chair Stahl said a public hearing will be held at the April 28, 2011 meeting.

**b) Access Agency, 1315 Main Street.** This is a preliminary proposal for creating senior housing and a private senior center.

Planner Finger's staff report explained that The Access Agency would like the opportunity to meet with the PZC to discuss a proposal for adaptive re-use of their building that is soon to be vacant when Generations moves out. Planner Finger's report explained that in a letter to the Commission, Mr. DeBiasi outlined their proposal for a senior housing project on the site, but our zoning regulations prevent them for qualifying for this use, Planner Finger's report referred to Section 31.3 Special Uses and Section 31.3.2. His report went on to say that most of the proposed changes that the Commission has discussed to this section may address most of their concerns, except for the proposed deletion of text in 31.3.2b as they have seven acres, and their building was built in about 1957. The only other change they need is in the B-2 District; Section 32.2.1; add the following language "**including Special Uses**".

In a letter to the Commission, Mr. DeBiasi said at it's meeting this month the Commission will be discussing potential revisions to the Windham Zoning Regulations, including the Downtown business zone. The Access Agency would like to recommend that the following changes be made to those regulations. To Article 3, Section 31 – Downtown Business District B-1, Special Uses – 3.5a - add "**allow dwellings on the ground floor in any building regardless of when it was constructed**", and to Article 3, Section 32 – General Business District B-2, 32.3 – **add language to allow any Special Uses related to housing that are listed under Special Uses in the Downtown Business B-1 District.** His letter states that this change is required because while "any use permitted in the Downtown Business B-1 District" is permitted in the B-2 Zone, this does not include Special Uses, which is where housing is addressed. These two changes will allow multi-family housing in the B-2 Zone. His letter further states that the reason for these recommended changes is that The Access Agency is exploring the construction of affordable workforce and/or elderly housing on the property it currently owns in the B-2 Zone at 1315 Main Street, Willimantic. There is strong community support for such a project particularly if it is to be constructed with a Community Center and/or Senior Center, he said. Obviously, without a

change in the regulations for the B-2 Zone to allow residential housing from the ground floor up, this project is not viable his letter states. Additionally, without this change Access will be unable to successfully apply for a Pre-Development Loan from the State of CT Department of Economic and Community Development to offset the costs of a thorough review of what would be needed to bring such a project to completion, including studying engineering, architectural and funding requirements.

In order to strengthen their application for a DECD Pre-Development Loan, Access is requesting a letter from the Commission indicating that the Commission is currently reviewing regulations that affect the B-2 Zone in which the Access parcel sits, and that the Commission is favorably disposed to amending the regulations in such a way as to allow multi-family housing on the ground floor and above.

Peter DeBiasi, President and CEO of the Access Community Action Agency, said Access acquired the plaza at 1315 Main Street back in 1997. Since 2007, the former Walgreen's space has remained unleased, and it was actually empty for a few years before that. That space has been vacant for about 7 years.

He said Generations Family Health Center occupies the space at the left side of the building. Their lease expires in January 2012, and they expect to have their new building completed by then.

He distributed a brief sketch showing what the building might look like if we are to add senior housing on the right hand side of the building. The preliminary plan shows the building to be on one floor, but could possibly go to a second floor if funding is available, said DeBiasi. The bottom photo shows the proposed building, but with a senior center added to the site. The senior center would be in a separate location from the senior housing, he added.

He then talked about the layout of similar apartment they have in two other senior housing developments. One development is in Willington, CT, and has been open for 3 years. The other one is currently being constructed in Franklin, CT. This development has 27 units, and we hope to have it finished with people in it by the end of summer, he said.

Mr. DeBiasi said some of the zoning revisions, including the Downtown Business Zone, that you are currently working on are similar to the types of things that we are looking for. There are a couple of changes that I hope you don't make, and one is expanding the minimum size of an apartment from 500 to 700 square feet. Our reason for that is that the HUD funding that we have used to build the other two developments usually makes sense if we build apartments in the 500 square foot range. The apartments are made for individuals or couples, he said. They have a living room, a kitchen, and bedroom and handicap accessible bathrooms. They run between 525 to 540 square feet. If you were to increase that number to 700 square feet, which would make this project unlikely to happen because that wouldn't qualify for the type of funding we are looking for.

We have marketed this property over the years and have had some interest, but one of the problems that commercial people find with the building is its lack of close proximity to the

street. They don't like the fact that the building is set so far back. We feel that is actually an advantage when it comes to senior housing. He said I understand that there are concerns about housing on the first floor in a Commercial District (B-1 or B-2). In our particular case, our building is set so far back from the street that perhaps some language could be added in the regulations referring to buildings that have a significant setback. Perhaps 100 feet, perhaps 200 feet, something in that range, said DeBiasi. The setback makes this property somewhat unusual from the Business District, he said. Any properties that far back are probably more viable for housing. He said that is a consideration he would like the Commission to think about.

He said in order to obtain pre-development funding from the State Department of Economic and Community Development we will need a letter from the PZC indicating it will look into the possibility of changing the regulations to allow this to happen. He went on to explain that in order to get the loans, a developer has to be looking at low income affordable housing. They have to have site control, and that the site must exist in a zone that would allow this type of housing. We have the site control, but obviously the current zoning regulations don't allow for the first floor housing. The difficulty with HUD is that they will only fund single purpose buildings. They will fund a building that is for housing, so in order to do that we have to have housing on the first floor. Allowing that would allow us to access these types of funds to develop these projects down the road.

Mr. DeBiasi said we hope that you would take these changes into consideration as you revise your regulations. One thing that Access needs is a letter from the Commission that states that the Commission is aware of the changes we have asked for, and that you will seriously consider them. If we can get that letter, and they know that we have site control, they are likely to give us a pre-development loan. This is a wonderful opportunity for Access in this particular case, and that is why we need the letter.

In addition, we are asking for three things as far as the regulations go: 1) that you allow the first floor housing, 2) that you keep the language regarding the minimum 40,000 sq foot parcel, and 3) that you keep the minimum size of the apartment at 500 square foot.

He referred to Section 32.2 Permitted Uses in the B-2 District and said we are also asking the Commission to add language in Section 32.2.1 to include **Special Uses**. He said housing is allowed in the B-1 Zone as a Special Use, not as a permitted use. The B-2 Zone says any permitted use in the B-1 Zone is permitted in the B-2 Zone, so we also need the B-2 language to say that any Special Use that is permitted in the B-1 can also be permitted in the B-2. Currently it says permitted uses; it doesn't say Special Uses, he concluded. A general discussion ensued.

Chair Paula Stahl asked who would own the property, and will it be on the tax rolls? Mr. DeBaisi said that is an arrangement that we work out with the different Towns. We do ask for some kind of abatement of taxes though, and that will help with our application. He said the owner is actually a private non-profit organization that would be a subsidiary to Access. The way the grants work is a non-profit has to act as a sponsoring agency so Access would be the sponsor. We would actually build the site, but we can't own it. We set up a subsidiary corporation. Access controls who sits on the Board of Directors. That is how it is operated; we

build them, but then the actual corporation is the party that takes ownership once the closing is finalized, he said.

Chair Paula Stahl asked how many units are planned. Mr. DeBiasi said it would probably be in the 25 – 35 range, but again it depends on the size of our proposal that HUD accepts. Chair Stahl said we are definitely seeing a need for quality senior housing in Town, and it is included in our Plan of Development. She said her concern is the location of the site. She said she is concerned that changing the regulations would open up the possibility for residential development for as many as 72 parcels in the B-2 District. If we change the setback requirements there are probably 10 or 12 properties that would then be allowed to be residential and that is an issue we would have to address.

She said we are in the process of rewriting our zoning regulations, but we are not going to tackle that part of Town until the fall. She said she is not comfortable making changes to accommodate one project (spot zoning). She added she is not comfortable changing the regulations without looking at the big picture of what that whole area of Town would need to be. She asked if the grant has a deadline. Mr. DeBiasi said we would like to submit the grant soon, but the letter is technically what we need to send in. He said the only change we are asking for in the B-2 Zone is that Special Uses be included. The rest of the language is in the B-1, he said. Chair Stahl said we would have to change the B-2 Zone and it would open this up to every other property. She said that is a concern.

Code Enforcement Officer Matt Vertefeuille asked do you have any plans of building outside of the building in the future. He said the parking lot has a lot a land. Mr. DeBiasi said there are no plans for that at this point in time. So a setback wouldn't affect you in the future, added Vertefeuille. Mr. DeBiasi said that is correct.

Commissioner Dawn Niles asked if the community center would be a private community center, and then asked Mr. DeBiasi to identify its location on the drawing. He pointed it out on the drawing adding that it would be built out as a senior center for the community. He added that the McSweeney Senior Center is looking for a new home, and given the location, the parking and the accessibility, this would be a great opportunity for the senior center to be there. Commissioner Niles said this is a great opportunity, and I would like to see the Commission work with Access to move this project along.

Mary Lou DeVivo, North Windham, who sits on the Board of Directors for Access, referred to the two other HUD projects. The apartments are small, but they are very compact. We finished the Willington project three years ago, and there have never been many empty apartments. We are working on the Franklin project, and people are calling and asking to be put on the list.

Code Enforcement Officer Matt Vertefeuille asked when they would need the letter by. Mr. DeBiasi said if they would appreciate having the letter by April 15, 2011.

Commissioner Jean Chaine said throughout the whole discussion it has been emphasized that this is senior housing, yet the letter indicates workforce housing and/or senior housing. Mr. DeBiasi said the HUD funding is for senior housing only. The DECD grant, the \$250,000. pre-

development grant allows us to explore affordable housing of all kinds. He said our focus would be on the senior housing, but the DEC D grant is for low-income housing, (workforce housing and/or senior housing that is affordable). Mr. Chaine said that Chair Stahl made a valid point earlier; and it does open up a whole lot of issues.

After some general discussion, Dan Lein made a motion to authorize the PZC Chairman to issue a letter indicating that the PZC would consider changing the regulations to allow the Access Agency to develop 1315 Main Street for senior housing. Dawn Niles seconded the motion.

Discussion on the motion:

Jean Chaine said he has significant discomfort on starting this snowball rolling down the hill by authorizing the letter. I don't know why we can't wait another 30 days and try to get some input from staff etc. Code Enforcement Officer Matt Vertefeuille said if you write the letter all you are saying is that you are going to take this under consideration. It doesn't necessarily mean changing the B-1. Chair Stahl said she is not comfortable saying that we would seriously consider this. Commissioner Dan Lein said writing the letter is the first step. If we don't write the letter they don't take the next step. He said this doesn't cause the PZC to be married, or bonded to any proposal, it is simply saying that it would consider changes. It only starts the process, he added. Commissioner Claire Lary said she would like to have a little more time, perhaps to our next meeting, to look at the zone and see if there are other ramifications; just kind of a quick look to see what might this mean for other properties, and are there other ideas that might make more sense. Mr. DeBiasi said the letter is simply going to say that you are going to take a look at this, and you are going to consider it. Chair Stahl said she has trouble making that statement. She said that is such prime commercial property, I cannot look at that property and see residential housing here, she said. I could not look at that property and say that, she said.

Mr. DeBiasi said it seems that you do have members of your commission that would look it. Commissioner Vic Rayhall said we have housing across the street. What would be the difference, he asked. We are supposed to be business friendly, he said. Chair Stahl said this is a residential project, not a commercial project. Commissioner Chaine said the business friendly argument I don't think fits in this particular project, especially when they have already indicated that this is not going to give us any tax benefit because they are going to ask for tax abatements. Where is the benefit, he asked?

The Chair recognized the Mayor and Town Manager, and asked if they would like to comment?

1) Mayor Eldridge encouraged the Commission to authorize the letter and get the ball rolling. They are going to be studying this and the study will determine if the project is feasible. They are going to do the work for you and all they are asking for is a letter stating that you would consider it. He said he agreed with Commissioner Rayhall that there are areas around here that are similar. The seniors are going to be looking at Stop & Shop, they are going to be looking at restaurants, you have the VFW, which is next door and is within walking distance. He added that the proposed development would be within walking distance to Generation's new facility and the two would compliment each other.

2) Town Manager Neal Beets said he is also in favor of getting the ball rolling. He said we are not always the community, or the first choice for development. He said we need to find ways to say yes, and to create opportunity for development. He said I understand the argument about residential and commercial, and I understand the concerns about location, but I think we need to default to yes. I think we should find ways to say yes. And we ought to find ways to move at the speed of business so that we can be more often the community of first choice. He said I understand the concerns and ramifications of changing the regulations, and I think we will learn what those ramifications are by getting the ball rolling. He said he trusted the Commission to steer the ball in the right direction if needed. Let's move forward with the letter and try to see if there is a way to come to yes for this project, he concluded.

3) Code Enforcement Officer Matt Vertefeuille recommended writing the letter and said it doesn't commit the Commission to anything other than considering the proposal.

Mr. DeBiasi said he believed the Commission could impose a setback requirement, which would allow for parcels set back from the street to have residential development on the first floor instead of a storefront.

Chair Stahl asked what the rents would be. Mr. DeBiasi said the residents pay 30% of their income, and the other 70% is paid by HUD. It is a 40-year commitment from the federal government, he added.

Commissioner Jean Chaine said the concerns that he had seem to be overwhelmed by the support of the political structure and one of the staff members who has spoken. It might be prudent for us to have them oversee the language of this letter and then run it by us to sign off on rather than our trying to dictate one because some of the concerns I had appear to be part of the components that has gone into the support that I have heard from the non-members. I would ask that we amend the motion so that I could whole-heartedly support the motion.

Dan Lein said he is comfortable with his motion that a letter can be written in April. It certainly can be done. All we are stating is that there is a consideration to look at 1315 Main Street and not anything else. It is not political. The request is that the PZC drafts a letter of consideration for 1315 Main Street for senior housing. I am not interested in changing my motion. I can withdraw it and let someone else make the motion.

Chair Stahl said her intention would be if staff were writing the letter I would want the commission to read it before I sign it because I would want to make sure that it was the sentiment you wanted in that letter.

Commissioner Dan Lein said we are saying that we are going to consider housing at 1315 Main Street and that is all it is supposed to say. There is nothing else to say. Voting in favor of the motion were Dan Lein, Dawn Niles and Vic Rayhall. Voting in opposition were Claire Lary, Paula Stahl and Jean Chaine. The motion failed.

Commissioner Jean Chaine said he could be comfortable if we redrafted a motion that specified that the letter is being drafted by staff for the reasons I indicated earlier. Dan is not comfortable with that, and I am not quite sure I understand the reason why he isn't comfortable with it. It

seems that there are some ramifications to doing this that we have alluded to, and somehow we ought to be able to have some mechanism in place in this letter which at least addresses them in a very vague manner, but at least addresses them. The reality is that we don't operate in a bubble. There are other considerations other than what our individual opinions are.

After some further discussion, Dawn Niles made a motion to authorize Town staff to issue a letter of consideration for the PZC Chair to sign for the Access Agency to seek funding for the development of senior housing at 1315 Main Street, Willimantic, CT. Jean Chaine seconded the motion. Voting in favor of the motion were Dan Lein, Dawn Niles, Jean Chaine and Victor Rayhall. Voting in opposition were Paula Stahl and Claire Lary. The motion carries.

### **III) Old Business – Discussion and Possible Action**

#### **a) Traffic Study for Magnet School Entry Road – Recommendations to Town Council**

Commissioner Jean Chaine said he read the traffic study and he felt that the areas that he raised concern about were soft-pedaled in the study. The reference to the Boston Post Road, Route 6 intersection with Tuckie Road and the Bricktop Road, Route 14 intersection with Tuckie Road talked about traffic and how the additional traffic could be handled easily at those 2 intersections. It recommended that signage and a crossing light be used for the entrance, which on the surface seems to make a lot of sense. By the Traffic Study's own report, the amount of traffic that will be experienced at the school's driveway during the 2 hour morning peak will have vehicles entering, or exiting, in that area once every 20 seconds, and this is in addition to the existing traffic that will be on that roadway. He said it seems there is a potential for people existing the driveway, having their line of sight blocked by busses coming onto a roadway whose travel way is all that exists because there are no shoulders. Just from a public safety standpoint the driver is going to have some difficulties pulling out in what would normally be a safe manner. The Public Works and Safety Sub-Committee of the Town Council took up this issue and recommended unanimously to expand the roadway into an approach lane, a stacking lane. That evidently reached an impasse with the Town Council because there are some costs involved. Their thinking was that the lights and signage would take care of any problems that might occur. They also recommended lowering the speed limit (drop it down to 25MPH). He said the Magnet School location for the driveway comes out onto a country road that has no shoulders. There are two telephone poles that are on the right side of Tuckie Road. One telephone pole is almost in the area in which the property line comes to an end. The property line on either side of the Magnet School pulls back off of the blacktop portion of Tuckie Road by almost 4 feet. That is Town owned land. He said I would propose for the 100 feet prior to the driveway and the 100 feet past the driveway that the earth be cut out and make that a wider shoulder. That would satisfy my concerns, he said. Whether those are legitimate, you folks are going to have to debate that, but I would request that if we are in favor of it that we pass that recommendation on to the Town Council, he concluded. A general discussion ensued.

Chair Stahl said the concern that she has with widening, even if it is just widening by increasing the size of the shoulder... any time you widen a road people tend to go faster. That might have an adverse affect and increase accidents, she said. Commissioner Dan Lein asked if we can get the distance we need. Chair Stahl said any widening along there will increase speed and make it less safe. But, we are not experts, she said. The School Building committee hired a firm to do

that study, and their conclusion is that we need to monitor the speed and get the speed down to the posted speed limit. I believe the Town will have signs on either end of the zone that might have flashing lights as a warning for people to slow down.

After further discussion, Dan Lein made a motion to recommend to Town Council to accept the recommendations as stated in the traffic study and to consider widening the shoulder 100 feet north and south of the driveway. Jean Chaine seconded the motion. The motion carried unanimously.

**b) Revisions to Windham Zoning Regulations**

Chair Stahl referred to the Incentive Housing Zone. She said the Town applied and received a grant to look into an Incentive Housing Zone and perhaps draft some regulations. The time period of the grant is up June 30, 2011. There are certain things that Jana Butts needs to take care of, as part of the grant, prior to the close out. I have told her that the Commission is generally in favor of an Incentive Housing Zone. Some of the things that she needs to do to satisfy the grant is she needs to have some public sessions, and she has a public session scheduled for April 16, 2011 at 10:00 A.M. at the Burton Leavitt Theater, and another one on May 14, 2010 also at 10:00 A.M. She will be doing a public presentation probably to the Town Council. Planner Finger and Jana will then need to write the application, she said.

She then referred to Village Zones. She said we talked about creating some zones that are right around the three village areas; the North Windham Village area, the center of South Windham, and mixed uses housing with commercial. There are some folks in the Windham's that are very anxious to work on that. She said her goal is to have things together for a public hearing in June or July. In June, we will also do the parking regulations for the entire Town, North Windham Retail, Downtown Business Zone, she said.

Chair Stahl said there will be a working meeting on April 14, 2011. Planner Finger will notify us where we will meet. She said.

**c) Correspondence**

Planner Finger referred to an e-mail regarding the Scotland Dam Revisions. Commissioner Jean Chaine said he thinks they are planning to raise the water level. Matt Vertefeuille said they will not give out any plans or details because of home land security.

**d) Misc.**

Planner Finger said there will be a site walk of the Giant Vac property that is presently empty. Matt Vertefeuille said it may come to us at some point for a subdivision or a re-zone change, and this would be a good opportunity to see it, he added.

As there was no other business, the meeting was adjourned at 8:55 P.M. Motion by Dawn Niles, seconded by Jean Chaine. Unanimous vote to adjourn.

Respectfully submitted,

Lillian Murray, Clerk