

**TOWN OF EAST WINDSOR
PLANNING AND ZONING COMMISSION**

**Meeting #1627
March 12, 2013**

*******Draft Document – Subject to Commission Approval*******

The Meeting was called to order in the Town Hall Meeting Room, 11 Rye Street, Broad Brook, CT. at 7:02 P. M. by Chairman Ouellette.

ESTABLISHMENT OF QUORUM:

A quorum was established as four Regular Members (Devanney, Ouellette, Sullivan, and Thurz) and one Alternate Member (Zhigailo) were present. Chairman Ouellette noted all Regular Members would sit in, and vote, on all Items of Business this evening.

Also present was Town Planner Whitten.

GUESTS: No one. Alan Baker, Board of Selectmen Liaison to the Planning and Zoning Commission, was unable to attend due to a conflict with a Budget Meeting.

LEGAL NOTICE: None.

ADDED AGENDA ITEMS: None.

PUBLICATION PARTICIPATION: No one requested to speak.

APPROVAL OF MINUTES/February 12, 2013:

MOTION: To APPROVE the Minutes of Regular Meeting #1626 dated February 12, 2013 with the following amendments:

Page 1, APPROVAL OF MINUTES/(January 22, 2013): MOTION: To APPROVE the Minutes of Regular Meeting #1625 dated January 22, 2013 amended, Page#1, APPROVAL OF MINUTES/January 8, 2013, MOTION: To APPROVE the Minutes of Regular Meeting ~~#1654 #1625~~ **#1624** dated January 8, 2013.

Page 7, BUSINESS MEETING/(1) Discussion – Plan of Conservation & Development 2014: Paragraph 3: “Chairman Ouellette, and Commissioners Zhigailo and ~~Sullivan~~ **DEVANNEY** volunteered to assist on the Ad Hoc Committee.”

Devanney moved/Sullivan seconded/VOTE: In Favor: Unanimous

RECEIPT OF APPLICATIONS:

Chairman Ouellette noted receipt of the following Application:

1. Application of Recycled Concrete Products of CT for a Special Use Permit and Modification of approved Site Plan for property at 33 Apothecaries Hall Road for regrading and filling to create additional area for a future commercial use. Property is owned by Herb Holden Trucking, Inc. [M-1 Zone; Map 57, Block 48, Lot 38].

PERFORMANCE BONDS – ACTIONS; PERMIT EXTENSIONS; ROAD ACCEPTANCE:

Nothing presented this evening.

PUBLIC HEARINGS: None.

OLD BUSINESS: None.

NEW BUSINESS: None.

OTHER BUSINESS: None.

BUSINESS MEETING/(1) Discussion – Plan of Conservation & Development 2014:

Town Planner Whitten reported she met with Planometrics for guidance regarding the use of Survey Monkey as an online tool to acquire public input.

Discussion followed regarding the process for the previous (2004) update of the POCD. Representatives from Planometrics conducted both online and phone surveys, held public meetings to gather public input, met with the PZC to interpret the public input and coordinate development of the plan, held public hearings to present the document to the public, and eventually produced the current Plan of Conservation and Development adopted in 2004.

The issue of funding for assistance with the current POCD update remains uncertain. Discussion followed regarding how development of the plan could be accomplished in-house. Town Planner Whitten noted the Economic Development Commission has agreed to support the PZC in seeking funding for this State mandated plan. It was noted that information regarding trends, demographics, and other industry wide changes was provided by Planometrics for the 2004 revision; acquisition of similar information for the current update will be challenging in-house. Chairman Ouellette provided the Commission with the current CGS which outlines the extensive requirements for POCD revisions. Town Planner Whitten noted her review of the Statute found 3 pages of requirements which *shall be included* vs. 1 page of requirements which *may be included*. Town Planner Whitten clarified that failure to update the plan as mandated by the State will prohibit any/all departments/agencies/Commissions and Boards for acquiring funding through State grants until an acceptable revision is adopted.

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Town Planner Whitten provided the Commission with several documents to use as reference, including surveys conducted by other municipalities, lists of potential survey questions submitted by PZC members, reference documents provided by Planometrics, and an in-house survey directed to members of all East Windsor Commissions and Boards.

Discussion followed regarding strategies for promoting the surveys, incentives to encourage public participation, and development of the surveys. The Commission reviewed the draft Commission and Boards survey, noting various changes. The intent is to make this first internal survey available to participants within the next week. Discussion followed regarding sources of advertising the surveys, including social media, local free publications, and promotion via other Town agencies and organizations. It was noted again that failure to submit an updated POCD will affecting State funding for all Town entities.

Discussion followed regarding other options for funding, including grants and/or State sources. Town Planner Whitten noted she has a prepared a letter to local legislative representatives seeking a delay in the 2014 adoption date of the POCD.

The Commission scheduled the first meeting of the Ad Hoc Committee for Monday, March 18th at 4:00 p.m. in the Planning Office.

BUSINESS MEETING/(2) Discussion – Adult Regulations:

Town Planner Whitten will be meeting with a representative of the Police Department shortly.

BUSINESS MEETING/(3) Signing of Mylars/Plans, Motions:

Motions: Broad Brook Brewery

ADJOURNMENT:

MOTION: To ADJOURN this Meeting at 8:40 p.m.

Devanney moved/Thurz seconded/VOTE: In Favor: Unanimous

Respectfully submitted,

Peg Hoffman, Recording Secretary, East Windsor Planning and Zoning Commission
(828)