

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

**REGULAR Meeting #1641 – October 22, 2013**

***MEETING MINUTES***

**\*\*\*\*\*Draft Document Subject to Commission Review/Approval\*\*\*\*\***

The Meeting was called to order in the Town Hall Meeting Room, 11 Rye Street, Broad Brook, CT. at 7:00 P. M. by Chairman Ouellette.

**PRESENT:**    **Regular Members:** Joseph Ouellette, Chairman; Lorry Devanney, Frank Gowdy, Dick Sullivan, and Jim Thurz.  
                  **Alternate Members:** Marti Zhigailo (arrived at 7:40 p.m.)

**ABSENT:**    **Regular Members:** All present  
                  **Alternate Members:** Robert Slate

Also present was Town Planner Whitten.

**GUESTS:**    Dick Pippin, Selectman; Kathy Pippin, Board of Finance.

**ESTABLISHMENT OF QUORUM:**

A quorum was established as all Regular Members were present at the beginning of the meeting; one Alternate Member, Commissioner Zhigailo, joined the Board at 7:40 p.m. . Chairman Ouellette noted all Regular Members would sit in, and vote, on all Items of Business this evening.

**LEGAL NOTICE:**                   None for this evening.

**ADDED AGENDA ITEMS:**           None.

**PUBLIC PARTICIPATION:**           No one requested to speak.

**APPROVAL OF MINUTES/October 22 8, 2013:**

**MOTION:**    **To APPROVE the Minutes of Regular Meeting #1640 dated October 8, as amended:**

**Page #14, OLD BUSINESS: KGS Realty, Inc.** – Modification of approved site Plan to allow covered patio, entry, canopy and seasonal tent at 17 Thompson Road (LaNotte Restaurant). [M-1 zone; Map 82, Block 18, Lot 11], Condition #6 of Approval Motion: “All public health and safety components of the project must be satisfactorily completed prior to occupancy. In cases where all public health and safety components have **NOT**

**TOWN OF EAST WINDSOR  
PLANNING AND ZONING COMMISSION  
Regular Meeting #1641 – October 22, 2013  
MEETING MINUTES**

2

been completed, the Zoning Officer may issue a Certificate of Zoning Compliance provided a suitable bond is retained for any remaining site work.”

**Devanney moved/Gowdy seconded/**

**VOTE:           In Favor:       Gowdy/Ouellette/Sullivan  
                  Opposed:       No one  
                  Abstained:     Devanney/Thurz**

**RECEIPT OF APPLICATIONS:**

Chairman Ouellette acknowledged receipt of the following Applications:

1. Application of Northeast Truck Sales for Modification of Approved Site Plan to allow used truck sales at 179 South Main Street, owned by Donald Corkum. [B-2 Zone; Map 32, Block 21, Lot 69].
2. Application of Keith Yagaloff for a 1-lot Resubdiivision of property located at 131 Depot Street, owned by Sue Paradise. [R-3 Zone; Map 99, Block 53, Lot 5]
3. Application of Olender Family Limited Partnership for a Text Amendment of Section 502 – *Permitted Uses In Business & Industrial Districts*, to allow Service Establishments, Personal/Professional by Special Use Permit in the M-1 Zone.
4. Application of Olender Family Limited Partnership for a Special Use Permit to allow personal service shop and commercial recreation at 1 Shoham Road [M-1 Zone; Map 113, Block 17, Lot S-1].
5. Application of DSE Properties, LLC for a Special Use Permit to allow an accessory apartment at 14 Windsorville Road. [B-1 Zone; Map 78, Block 47, Lot 17-1].
6. Application of Walter E. Bass, Jr. for a 1-lot Resubdivision of property located on Winkler and North Roads [A-1 Zone; Map 114, Block 24, Lot 5].
7. Application of Walter E. Bass, Jr. for a Special Use Permit/Site Plan Review, per Chapters 802, 700 & 900, to allow a 20-unit multi-family residential condominium complex (McLellan Way) located on Winkler and North Roads. [Map 114, Block 24, Lot 5].

**CONTINUED PUBLIC HEARINGS: Gaetan Letourneau** - 1-lot Resubdivision and a Special Use Permit, under Section 408, to allow a rear lot at 131 Tromley Road, owned by Jeff Cotnoir. [A-1 zone; Map 64, Block 19, Lot 52] (*Deadline to close hearing extended to 11/21/2013*):

**TOWN OF EAST WINDSOR  
PLANNING AND ZONING COMMISSION  
Regular Meeting #1641 – October 22, 2013  
MEETING MINUTES**

Town Planner Whitten reported the Applicant has requested this Public Hearing to be continued until the Commission's next meeting on November 12, 2013.

**MOTION:** To CONTINUE the Public Hearing on the Application of Gaetan Letourneau for a 1-lot Resubdivision and a Special Use Permit, under Section 408, to allow a rear lot at 131 Tromley Road, owned by Jeff Cotnoir. [A-1 zone; Map 64, Block 19, Lot 52]. Public Hearing is CONTINUED to the Commission's Regularly Scheduled Meeting to be held on November 12, 2013, at 7:00 p.m., in the Meeting Room of the Town Hall, 11 Rye Street, Broad Brook, CT.

Devanney moved/Gowdy seconded/

**DISCUSSION:** None

**VOTE:** In Favor: Unanimous (Devanney/Gowdy/Ouellette/Sullivan/Thurz)  
(No one opposed/no abstentions)

**NEW PUBLIC HEARINGS:** None

**OLD BUSINESS: American Forest Products, LLC** – Modification of Approved Site Plan to allow addition of outdoor shed sales and installation of additional bins at 266 Main Street, East Windsor, owned by LCC Partnership. [B-2 zone; Map 81, Block 15, Lots 6 & 7] (*Deadline for decision extended to 10/26/2013*) (*WITHDRAWN*)

Chairman Ouellette acknowledged receipt of letter dated October 17, 2013 from Harry H. Freeman requesting withdrawal of the subject Application.

**MOTION:** To ACCEPT THE LETTER OF WITHDRAWAL from Harry H. Freeman for the Application of American Forest Products, LLC for a Modification of Approved Site Plan to allow addition of outdoor shed sales and installation of additional bins at 266 Main Street, East Windsor, owned by LCC Partnership. [B-2 zone; Map 81, Block 15, Lots 6 & 7].

Devanney moved/Gowdy seconded/

**DISCUSSION:** None

**VOTE:** In Favor: Unanimous (Devanney/Gowdy/Ouellette/Sullivan/Thurz)  
(No one opposed/no abstentions)

**NEW BUSINESS:** None

**OTHER BUSINESS:** None

**TOWN OF EAST WINDSOR  
PLANNING AND ZONING COMMISSION  
Regular Meeting #1641 – October 22, 2013  
MEETING MINUTES**

4

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

**View Software:**

Town Planner Whitten reported the Town has officially signed a contract to acquire “View” Software which is an online program for inter-department use in tracking the status of the permitting process. She noted CRCOG is encouraging towns to use this software as it will encourage consistency throughout the State.

**Update: Plan of Conservation & Development 2014:**

Town Planner reviewed the following:

Memo dated September 26, 2013 sent to all Boards and Commissions explaining the Plan of Conservation and Development (POCD), the requirement for the mandatory revision, and the relevance of the POCD to each Commission’s goals; the memo then requests each Board or Commission to hold workshops to determine if their specific goals continue to be an ongoing goal or if new goals need to be set. Town Planner Whitten noted responses have been lackluster; she will be contacting Board or Commission Chairs directly to move the process along.

Town Planner Whitten noted she attended the joint Conservation and Agricultural Commission Meeting held September 25<sup>th</sup> at which public comments were taken.

**Additional Meetings scheduled for October are:**

- Thursday, October 24<sup>th</sup>, 7:00 p.m. at Park Hill Elderly Complex, Windsorville Road – sponsored by the Planning and Zoning Commission Meeting to take general public comment.
- Tuesday, October 29<sup>th</sup>, 6:30 p.m. at Town Hall, 11 Rye Street – sponsored by the Economic Development Commission, to include a public comment session.

**Action Plan – Overview – Excerpt from 2004 POCD:**

This excerpt lists the various Core Strategies, proposed actions, and implementation of items defined in the current POCD.

**Categories and Topics for POCD 2014:**

This working document is a summarization of core goals and identifies the various agencies, boards/commissions, or other entities which should participate in discussion and development of these goals.

LET THE RECORD SHOW Commissioner Zhigailo arrived at 7:40 p.m.

**TOWN OF EAST WINDSOR  
PLANNING AND ZONING COMMISSION  
Regular Meeting #1641 – October 22, 2013  
MEETING MINUTES**

5

Discussion followed regarding local demographics, the changing population, changes in housing needs reflected by the population data, global events which will impact local development trends, and the effect of the local economy on both residential and commercial development.

The Commission determined they would like to use the fourth Tuesday meetings as POCD Workshops, with additional workshops to be scheduled for the fourth Thursdays at Park Hill as needed.

The Commission discussed scheduling for the various applications received this evening. Review of Commission Bylaws and Election of Officers should be scheduled for the first meeting in November; review of temporary sign regulations will need to occur prior to the end of the year.

**BUSINESS MEETING/(2) Adult Regulations (Tabled)**

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

**Mylars/Plans:**

- **EWD, LLP** - Special Use Permit to create a conforming lot with zero frontage by waiving frontage requirements pursuant to Section 302. Property is located at 226 Main Street, East Windsor. [M-1 zone; Map 91, Block 12, Lot 30A]

**Motions:**

- **KGS Realty, Inc.** – Modification of approved site Plan to allow covered patio, entry, canopy and seasonal tent at 17 Thompson Road (LaNotte Restaurant). [M-1 zone; Map 82, Block 18, Lot 11]
- **Consulting and Design LLC and owner Mercury Fuel Service** - Special Use Permit, under Section 502, for gas station and convenience store at South Main Street and Thompson Road. [B-2 zone; Map 81, Block 19, Lot 102]

**BUSINESS MEETING/(4) Executive Session – Pending Litigation:**

**MOTION: To GO INTO EXECUTIVE SESSION at 8:40 p.m. to discuss Pending Litigation. Attending the Executive Session were: Chairman Ouellette, Commissioner Devanney, Commissioner Gowdy, Commissioner Sullivan, Commissioner Thurz, Commissioner Zhigailo, Town Planner Whitten, Recording Secretary/Planning Staff Hoffman.**

**Gowdy moved/Thurz seconded/**

**VOTE: In Favor: Unanimous (Devanney/Gowdy/Ouellette/Sullivan/Thurz)  
(No one opposed/no abstentions)**

**TOWN OF EAST WINDSOR  
PLANNING AND ZONING COMMISSION  
Regular Meeting #1641 – October 22, 2013  
MEETING MINUTES**

6

**The Commission CAME OUT OF EXECUTIVE SESSION AT 8:50 p.m.; no motions were made/no action was taken.**

**ADJOURNMENT:**

**MOTION: To ADJOURN this Meeting at 8:50 p.m.**

**Gowdy moved/Sullivan seconded/VOTE: In Favor: Unanimous**

Respectfully submitted,

---

Peg Hoffman, Recording Secretary, East Windsor Planning and Zoning Commission