

**TOWN OF EAST WINDSOR
PLANNING AND ZONING COMMISSION
Regular Meeting #1652 – April 22, 2014
MEETING MINUTES**

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

RECEIPT OF APPLICATIONS:

Chairman Ouellette acknowledged receipt of the following Applications:

- Application of John Galinski for Modification of Approved Site Plan to install underground utilities, modify parking area and designate parking space for each use at 227, 227-R and 229 South Main Street. [B-2 Zone; Map 12, Block 23, Lot 1-2].
- Application of River Valley Fellowship Church for a Special Use Permit (per Section 304) to allow a church at 2 North Road, owned by Sofia's Plazas, LLC. [B-2 Zone; Map 112, Block 17, Lot 1].
- Application of the East Windsor Historical Society for a Special Use Permit to allow the relocation of historical buildings and construction of associated parking, driveway and sidewalks at 113 – 115 Scantic Road. [B-1 Zone; Maps 54 & 64, Block 32, Lots 27 & 28A].

PERFORMANCE BONDS – ACTIONS; PERMIT EXTENSIONS; ROAD ACCEPTANCE:

Nothing presented this evening.

CONTINUED PUBLIC HEARINGS: None.

NEW PUBLIC HEARINGS: None.

OTHER BUSINESS: None.

OLD BUSINESS: None.

NEW BUSINESS: None.

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

Town Planner Whitten introduced Terri-Ann Hahn, of LADA, P.C., Land Planners who has joined the Commission to discuss current and potential housing concepts. Ms. Hahn provided the Commission with a discussion outline dated April 2014, which included information from sources such as CREC, the Census, etc. The summary offered the following information:

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EXISTING CONDITIONS:

Comparison of Grand List – 2008 through 2011 – East Windsor has maintained a split of 67%/68% residential vs. 32% commercial, with a slight reduction to 64% residential and increase in commercial to 35% in 2012.

Housing Profile: Total number of housing units 5045; 50% +/- single family, 30% multi-unit, 5% duplexes, 5% mobile homes. Ms. Hahn noted the numbers presented don't add up to 100%; Town Planner Whitten suggested the reason for that may be that multi-family complexes, such as The Mansions, are considered commercial. Ms. Hahn indicated she will research this information further, as that concept would throw off the numbers being presented. Ms. Hahn noted 50% of the housing units were built before 1970; 60% are owner occupied with the remainder of the units being rental or more than one occupant. 50% of the units contain 2 bedrooms or less.

Population: current population 11,162; average age of resident is 42; Ms. Hahn suggested usually 50% of the population is age 18 or under. The number of households is 4750, with the average family size being less than 3 members. Ms. Hahn noted that East Windsor has two census groups; out of a population of 11,162 nearly 50%, or 4,056 reside in Broad Brook

Building Permits/new construction: Ms. Hahn reported building permits peaked between 2003 and 2005, and started to fall off in 2007. Building permits for 2013 were issued for 18 residential and 3 commercial projects.

Survey Results/"Why did you choose to live in East Windsor?": 41% close to work, 43% housing; 48% neighborhood/community; 26% birthplace.

Survey Results/"What do you think of the current housing mix?": 49% too many apartments; 79% single family about right, 56% condos about right, 36% need more in-law apartments, 32% need more senior housing. Ms. Hahn felt there was a positive feeling about condos rather than apartments. Discussion followed regarding the local perception concerning apartments. Differences were noted regarding Mill Pond, which includes Section 8 assistance housing, vs. the Mansions, the school age population of Mill Pond being higher than the Mansions, and the effect of school aged children on the education budget.

Projects of specific interest: Live/Work = Pasco Commons, Income Restricted, Age Restricted, Mixed Use = Broad Brook and Warehouse Point.

Ms. Hahn referenced questions posed in the discussion document. Commissioner Slate felt that housing diversity gives the hometown feel to the town rather than just being a place to live. Commissioner Devanney felt if we want to keep the young and the elderly we need to develop areas attractive to those age groups – perhaps cluster housing which is financially affordable and could be within an area where people could walk to businesses and church. She also suggested smaller units which would be more affordable to the elderly, as many of the newer age restricted developments are out of the elderly's price range. Smaller units would also be more affordable to the 20 to 30 age range. Commissioner Gowdy felt that to keep the younger people in East Windsor we need to

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provide a good school system, and places to work. He felt most younger people living in East Windsor commute to Hartford or Springfield for their jobs. Commissioner Gowdy also felt East Windsor's school system is the biggest drawback to bringing in new people; many residents currently send their kids out of town to school. Discussion continued regarding population growth, change in local demographics, and a more recent promotion of Transit Oriented Development which concentrates development around transportation hubs, such as Enfield and Windsor Locks – both of which are promoting development servicing Amtrak needs in association with residential and business uses.

LET THE RECORD SHOW Deputy First Selectman Bowsza arrived at 7:40 p.m.

Commissioner Sullivan suggested East Windsor is a nice place to live, and has a nice mix of houses, but it has no destination features. Town Planner Whitten noted the town has two centers; perhaps both could be made destination cores where people can be out and walk around and have a draw to them and have the right type of architecture. Ms. Hahn felt the mandatory 20 units/acre is difficult for the town to accept. Discussion continued regarding the transfer of development rights vs. farmland preservation.

Discussion turned to preferable housing types. Commissioner Slate would like to see development restricted to below three stories to keep the village feel. Commissioner Gowdy felt the town has enough active adult housing; Town Planner Whitten noted the Commission initiated a cap of 260 units. The majority of the Commission didn't want to see more apartments. Their opposition isn't the quality of the development (although Chairman Ouellette reported development of the Mansions opened his eyes as to how nice an apartment complex can be), or the number of school children they generate, but they felt apartment dwellers are more transient and are not as likely to participate in voting or other community functions; they are not as vested in the community. Ms. Hahn suggested she will check with the registrar of voters. Commissioner Sullivan suggested the third largest taxpayer is an apartment complex (the Mansions). Commissioner Devanney noted that when the Mansions came in and was under construction it helped increase building permits and provided construction jobs. Commissioner Slate suggested he would like to encourage business owners to live above their business (as in Pasco Commons).

Ms. Hahn queried the Commissioners were there other places they had been and wished East Windsor was like that? Commissioner Zhigailo noted when Cumberland Farms built a store in Hebron they matched the architectural style of the town; Commissioner Gowdy noted a similar situation occurred in Glastonbury. Commissioner Zhigailo suggested she liked that old town feel; Commissioner Sullivan felt that type of development creates a village atmosphere. Ms. Hahn noted that both of those towns have architectural guidelines. Town Planner Whitten noted Pond Place in Avon is a walkable/livable area; Ms. Hahn noted Avon has a number of those neighborhoods tucked behind Route 44, and Chatsworth in Granby is a similar development. Chairman Ouellette suggested Greenville, SC is an attractive community.

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Ms. Hahn questioned if the Commission wants to include presentation of preferable building styles in the housing workshop? Chairman Ouellette suggested he likes the variety; he's ok with the status quo. Commissioner Devanney would like to see discussion of the attractiveness of the street view; she felt the town should have some say as to what architectural styles are acceptable. Discussion continued regarding the focus of the workshop. Ms. Hahn felt the Commission was leaning towards the cores of Broad Brook and Warehouse Point; she could show building options of pulling the buildings towards the street with retail below residential, parking to the back, and widening the sidewalks to show how the streetscape would change. Commissioner Zhigailo suggested the Commission also wants to make the two cores linked rather than separate cultural centers. Chairman Ouellette suggested he would like to see a built up village center in Broad Brook and Warehouse Point connected via the commercial corridor along Route 140. Commissioner Slate noted he recently visited an area which promoted a bikeway with stops and parking lots along the way to designate various distances, such as a half mile, one mile, etc. Chairman Ouellette noted East Windsor also has other villages but there are really no central areas within them. Ms. Hahn suggested those areas become your historic cores and serve different purposes; the buildings are there for different reasons. Ms. Hahn suggested the Commission needs to identify historic buildings to be maintained vs. those you'd be willing to tear down to promote development.

Ms. Hahn suggested she would like to hold the housing workshop in June. She queried the Commission as to what questions they would like to see the public answer? Commissioner Zhigailo suggested she would like to see what the general population is willing to do to improve the school system; she is hearing people speak of the modular classrooms as chicken coops.

MOTION: To TAKE A FIVE MINUTE BREAK.

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

The Commission RECESSED at 8:20 p.m. and RECONVENED at 8:32 p.m.

LET THE RECORD SHOW Commissioner Devanney left the Meeting at 8:32 p.m.

BUSINESS MEETING/(2) Discussion on possible Zoning Regulations text amendments:

Dana Steele, of J. R. Russo, joined the Commission regarding the regulation review. Town Planner Whitten offered a memo summarizing outstanding discussion point. While language changes are made throughout the document, the following sections, and/or language, was discussed specifically. Deletions are shown as ~~struckout~~ text; additions are shown CAPITALIZED/UNDERLINED/ITALIZED. Discussion included the following sections:

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- **Definitions - Buildable Area** – increases the slope percentage from 15 to 20, and inserts “OVER A DISTANCE OF 100 FEET.....”
- **Definitions – Developable Land** – retains the 15% slope, but now adds “OR WETLANDS.”
- **Section 408 – Rear Lots** - Discussion followed regarding rear lots in general, and what identifies the current definition. The Commission felt more study should be done on this section, but they agreed to the following language changes:
- **Section 408.3 – Minimum Lot Standards – subsection k:** ~~Each rear lot shall have its own driveway. No shared driveways shall be allowed. The PZC may waive this requirement by a 3/4 vote, However.....~~ New Language - “NO SHARED DRIVEWAYS SHALL BE ALLOWED EXCEPT THAT THE COMMISSION MAY PERMIT SHARED DRIVEWAYS WHERE IMPROVED SIGHT-LINE WOULD BENEFIT PUBLIC SAFETY OR WHERE THE INLAND WETLANDS AGENCY RECOMMENDS A SHARED DRIVEWAY TO REDUCE WETLAND IMPACTS.”
- **Section 408.3 – Minimum Lot Standards, subsection n:** New language agreed to - “REAR LOTS MAY BE PERMITTED IN ANY ZONE”
- **Section 600.2 – Landscaped Buffer Requirement** – Discussion followed regarding the impact of the buffer on various property types. The Commission left the proposed language revision as written.
- **Section 601.3 – Parking Lot Design, subsection b:** no language change at present, (to be **REVISITED**)
- **Section 601.3 – Parking Lot Design, subsection c:** proposed revision regarding merging of landscaped islands ok for now.
- **Section 601.6 – Off-Street Loading Requirements, subsection f:** “~~Commercial loading spaces shall be at least 50 feet from any residential use or zone unless modified by the commission and adequate screening is provided.~~” (Sub-section deleted entirely).
- **Section 601.7 – Residential Driveway Requirements, subsection c:** add “except” to the following revision – “EXCEPT THE COMMISSION MAY PERMIT SHARED DRIVEWAYS WHERE IMPROVED SIGHT-LINE WOULD BENEFIT PUBLIC SAFETY OR WHERE THE INLAND WETLANDS AGENCY RECOMMENDS A SHARED DRIVEWAY TO REDUCE WETLANDS IMPACT.”
- **Section 602 – Sign Regulations, Subsection 3 - Residential Districts** – see new language “Type of Use – Mobile Home Parks”, Maximum Number and Size of Signs – “1 Sign, ~~32 square feet~~ 20 SQUARE FEET – per street frontage.”
- **Section 603 – Outdoor Illumination, subsection 2 – requirements, subsection d:** “~~Poles and standards~~ LIGHT FIXTURES used for outdoor lighting shall not exceed ~~20~~ 25’ in height.....” Discussion of definition of height; (to be **REVISITED**).
- **Section 800 – Age Restricted Housing District, subsection 10 – Infrastructure, subsection d:** Discussion of width for one way traffic, language

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- revised to: “Utilities, streets, and related improvements, WHERE REQUIRED shall generally conform to Town procedures CONSTRUCTION and design standards; STREET however, a 24 foot pavement width is acceptable and other standards may be reduced or waived if appropriate provided there is no objection from town staff PAVEMENT WIDTH SHALL BE AT LEAST 24 FEET FOR TWO WAY TRFFIC, 12 FEET FOR ONE WAY TRAFFIC.”
- **Section 801 – Planned Residential Development (PRD):** Discussion followed regarding including R-1 Zones as permitted areas for PRD development. It was noted most R-1 Zones are located within Broad Brook and/or Warehouse Point. The Commission decided to leave the R-1 Zones out of potential PRD development for now; all proposed language pertinent to R-1 Zones will be excluded from this revision.
 - **Section 801.6 Bulk & Area Requirements, subsection b** – higher density zones (R-1 & MFDD – specifically Minimum Side Yard Setback in MFDD: Statistical data provided by Mr. Steele regarding side yard set back distances in surrounding towns – Enfield, South Windsor, Suffield, Manchester, Bloomfield, Windsor – was reviewed. The Commission reduced the minimum side yard setback distance in an MFDD Zone to 8', which would result in a distance of 16' between actual structures.
 - **Section 805 – Alcoholic Beverages, subsection g:** The Commission agreed with the revision of language which permits administrative approval of subsequent liquor permits once a site has been reviewed, and approved for such use, by the Commission.
 - **Section 816 – Minimum Standards for Composting/Wood Chipping Facilities, subsection 13:** New language approved – “ALL MACHINERY AND GRINDING ACTIVITIES SHALL BE 200 FEET FROM ANY RESIDENTIAL ZONE OR USE MEASURED FROM PROEPRTY LINE.”
 - **Section 900 – Planning and Zoning Commission, subsection 3 – Site Plan Application, subsection d, 6th bullet:** Proposed language involves requirement for an A-2 Survey on larger parcels of land when only a small portion would be affected by the proposed activity. Discussion to be **REVISITED.**
 - **Section 900 – Planning and Zoning Commission, subsection 3 – Site Plan Application, subsection 4 – Illumination, subsection c:** Language to be reviewed and revised to be consistent with revisions made regarding pole height in Section 603 – Outdoor Illumination.

Discussion followed regarding the continuing process for regulation approval, which includes referral to CRCOG prior to holding a Public Hearing. The Commission anticipates scheduling the Public Hearing for Tuesday, July 8th.

BUSINESS MEETING/(3) Discussion – Adult Regulations: Tabled.

BUSINESS MEETING/(4) Signing of Mylars/Plans, Motions:

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Mylars/Plans:

- **Michele Carver** - Special Use Permit – Horse Training/Boarding Facility to allow construction of an 18-stall barn and indoor arena with associated parking at 7 Thrall Road. [A-1 zone; Map 49, Block 60, Lot 19B] .
- **Yagaloff/Paradise Resubdivision** – Request from Karen Isherwood for a 90-day extension for the filing of mylars for the Yagaloff/Paradise resubdivision, 131 Depot Street.

Motions:

- **Christopher LaFleur** - Special Use Permit (per Section 814) to allow the bringing in of approximately 265 cubic yards of fill to the front yard to improve functionality of the property at 222 North Road. [A-1 zone; Map 126, Block 27, Lot 10] .
- **Plantation Properties, LLC** - 1-lot commercial resubdivision of property located at 47 Plantation Road. [M-1 zone; Map 16, Block 49, Lot 7A] .
- **38 North Road, LLC** - Site Plan Approval for construction of a gravel lot to be used for container storage at 36 North Road. [M-1 zone; Map 113, Block 17, Lot 5] .

ADJOURNMENT:

MOTION: To ADJOURN this Meeting at 10:00 p.m.

Gowdy moved/Zhigailo seconded/VOTE: In Favor: Unanimous

Respectfully submitted,

Peg Hoffman, Recording Secretary, East Windsor Planning and Zoning Commission
(2814)