

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

REGULAR Meeting #1658 – July 22, 2014

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 7:01 P. M. by Chairman Ouellette.

PRESENT: **Regular Members:** Joe Ouellette, Chairman; Lorry Devanney, Frank Gowdy, Dick Sullivan, and Jim Thurz.

Alternate Members: Robert Slate, and Marti Zhigailo

ABSENT: **Regular Members:** All present

Alternate Members: All present

Also present was Town Planner Whitten.

GUESTS: Deputy Selectman Jason Bowsza, Board of Selectmen Liaison to the Planning and Zoning Commission (arrived at 7:45 p.m. after attending another meeting).

ESTABLISHMENT OF QUORUM:

A quorum was established as five Regular Members and two Alternate Members were present. Chairman Ouellette noted all Regular Members would sit in, and vote, on all Items of Business this evening; Alternate members were encouraged to participate in discussion.

LEGAL NOTICE:

The following Legal Notice, which appeared in the Journal Inquirer on Thursday, July 17, 2014, was read by Chairman Ouellette:

- The East Windsor Planning & Zoning Commission will hold a public workshop for the Plan of Conservation & Development (POCD) – to discuss Housing Study Results at its regular meeting on Tuesday, July 22, 2014 at 7:00 p.m. in the meeting room at the East Windsor Town Hall, 11 Rye Street, Broad Brook, CT. All interested East Windsor residents are invited to attend.

Town Planner Whitten noted this Legal Notice was not a requirement; it had been published to provide an avenue of awareness for greater public participation.

**TOWN OF EAST WINDSOR
PLANNING AND ZONING COMMISSION
Regular Meeting #1658 – July 22, 2014
MEETING MINUTES**

2

ADDED AGENDA ITEMS: None.

PUBLIC PARTICIPATION:

Chairman Ouellette queried the audience for comments regarding items/issues not posted on the Agenda. No one requested to speak.

APPROVAL OF MINUTES/July 8, 2014:

MOTION: To APPROVE the Minutes of Regular Meeting #1657 dated July 8, 2014 as written.

Devanney moved/Gowdy seconded/

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

RECEIPT OF APPLICATIONS: None.

PERFORMANCE BONDS – ACTIONS; PERMIT EXTENSIONS; ROAD ACCEPTANCE:

Nothing presented this evening.

CONTINUED PUBLIC HEARINGS: None.

NEW PUBLIC HEARINGS: None.

OLD BUSINESS: None.

NEW BUSINESS: None.

BUSINESS MEETING/(1) Plan of Conservation & Development 2014 Housing Workshop – with LADA Consultants – Conclusion/Results:

Town Planner Whitten introduced Terri-Ann Hahn, Principal of LADA, P.C. Land Planners, and John D. Pagini, AICP to present their findings regarding the Housing Workshops.

Ms. Hahn and Mr. Pagini had submitted a report dated July 16th which summarized the results of previous Housing Workshops, which included comments made by the public as well as the Commission. The full report is available in the Planning Office.

**TOWN OF EAST WINDSOR
PLANNING AND ZONING COMMISSION
Regular Meeting #1658 – July 22, 2014
MEETING MINUTES**

Ms. Hahn then reviewed twenty-six (26) recommendations. The complete recommendations are available in the report of July 16th; highlights of the recommendations follow:

- 1 – 5: Pre-1970 architecture was preferable; guidelines should be developed to guide both residential and commercial development of new construction and rehabilitation of existing buildings.
- 6: Mixed Use should be recommended within Broad Brook and Warehouse Point. The Commission should consider further mixed use development along Route 140 and Route 5.
7. Increased residential density should be considered in Broad Brook and Warehouse Point.
- 8 – 10: Work with the Capital Region Council of governments to include Warehouse Point in the Transit Oriented Development (TOD) area already designated in Windsor Locks. Consider the impact/preferences of the Millennials regarding urban/neighborhood development.
11. Develop Stormwater Master Plan for Broad Brook and Warehouse Point.
12. Design streetscape improvements in Broad Brook and Warehouse Point to improve pedestrian and bicycle connections between neighborhoods and main roads.
13. Develop Village Plans for Scantic, Windsorville, and Melrose areas.
14. Encourage a neighborhood concept when considering layouts of proposed developments.
15. Preserve agricultural economy and visual resources.
16. Consider incentives for second and third floor residential units within existing structures, especially in Broad Brook and Warehouse Point.
17. Consider as a resource the existing farmland in Broad Brook and Warehouse Point.
18. Develop a town-wide Bicycle and Pedestrian Plan connecting Broad Brook and Warehouse Point via route 140.
19. Create a municipal destination along Route 140 to provide a middle point in the connections plan between Broad Brook and Warehouse Point.
20. Consider a 10-acre mini-farm overlay zone in areas where there is active farming.
21. Enhance and protect the historic resources, character of the land and viewshed of resources in Scantic.
22. Enhance and protect the agricultural/industrial character of the area of Windsorville.
23. Continue to support programs which benefit active farming.
24. Consider the impact of increased density on sewer capacity/sewer service area.
25. Identify points of requirement within the State and regional POCDs with which East Windsor's POCD must comply.
26. Create gateway elements which identify arrival at each of the village areas.

**TOWN OF EAST WINDSOR
PLANNING AND ZONING COMMISSION
Regular Meeting #1658 – July 22, 2014
MEETING MINUTES**

4

Discussion continued following the completion of the presentation. Support documentation within the report regarding the population of East Windsor included a dwelling vacancy rate of 6.5%; Commissioner Sullivan questioned if that rate was higher or lower than surrounding towns? Ms. Hahn felt the vacancy rate may be lower as rental rates in East Windsor are more attractive than those in surrounding towns.

Commissioner Zhigailo noted the comments regarding the Millennials seeking an urban or walkable community supports the recommendation to develop the village districts/locations. Mr. Pagini suggested the senior population also wants to age in place, and would favor restaurants and businesses nearby.

Discussion continued regarding development of East Windsor's POCD. Town Planner Whitten provided the Commission with the following documents:

- Letter to the State requesting extension of East Windsor's submission date to September 2015.
- Timeline of potential meetings with remaining boards and commissions.
- Draft of Table of Contents

OTHER BUSINESS: Informal review of architectural changes with McLellan Way condominiums:

Town Planner Whitten presented revised architectural renderings of the McLellan Way Condominiums. Original plans called for one central entrance for each building; the revised plans propose two entrances located centrally at the front of each building. The revised design addresses fire code considerations more favorably. Town Planner Whitten noted nothing else has changed regarding the specifics of the development – no changes to length, width, height or location of buildings, impervious coverage, or parking design. The consensus of the Commission favored the proposed architectural change.

BUSINESS MEETING/(3) Correspondence – Farms Road:

Chairman Ouellette noted receipt of correspondence dated 7/11/2014 from the Planning Office to the developer regarding Farms Road.

BUSINESS MEETING/(2) Signing Of Mylars/Plans, Motions:

Motions:

- **Olender Family Limited Partnership** – Modification of Approved Site Plan to allow construction of a 4,868 square foot addition to existing building at 1 Shoham Road. [M-1 Zone; Map 113, Block 17, Lot S1].

**TOWN OF EAST WINDSOR
PLANNING AND ZONING COMMISSION
Regular Meeting #1658 – July 22, 2014
MEETING MINUTES**

5

- **Styles Brook Storage LLC** – Site Plan Approval to allow construction of two 9,000 square foot buildings for use as contractor's offices at 22 Wagner Lane, owned by TJL Investment Trust LLC. [M-1 Zone; Map 81, Block 11, Lot 3].

Mylars: None.

ADJOURNMENT:

MOTION: To ADJOURN this Meeting at 8:23 p.m.

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

Respectfully submitted,

Peg Hoffman, Recording Secretary, East Windsor Planning and Zoning Commission
(1152)