

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

**REGULAR Meeting #1715 – April 11, 2017**

***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 6:30 P. M. by Chairman Ouellette.

**PRESENT:**    **Regular Members:** Joe Ouellette (Chairman), Lorry Devanney, Michael Kowalski, and Dick Sullivan.

**Alternate Members:** Tim Moore, and Marti Zhigailo.

**ABSENT:**    **Regular Members:** Jim Thurz

**Alternate Members:** None

Also present was Town Planner Whitten, and Ginny Higley.

**GUESTS:**    Deputy Selectman Richard P. Pippin, Jr., Board of Selectmen Liaison to the Planning and Zoning Commission; Jason Bowsza, Selectman (arrived at 6:40 p.m.); Kathy Pippin, Board of Finance.

**ESTABLISHMENT OF QUORUM:**

A quorum was established as four Regular Members and both Alternate Members were present at the Call to Order. Regular Member Jim Thurz was absent. Chairman Ouellette noted all Regular Members would sit in, and vote, on all Items of Business this evening. Following in accordance with the service rotation schedule Alternate Member Moore would also join the Board regarding discussion and action on all Items of Business this evening as well.

**LEGAL NOTICE:**

The following Legal Notice, which appeared in the Journal Inquirer on Thursday, March 30, 2017, and Thursday, April 4, 2017, was read by Chairman Ouellette:

- Application of Jeffrey L. Robert for a 2-lot Resubdivision of property located at 192 Scantic Road, owned by Jeffrey L. and Brenda P. Robert. (A-1 zone; Map 34, Block 22, Lot 25)

**ADDED AGENDA ITEMS:**                    None.

**PUBLIC PARTICIPATION:**

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

**APPROVAL OF MINUTES/March 28, 2017:**

**MOTION:** To ACCEPT the Minutes of Regular Meeting #11714 dated March 28, 2017, with the following correction:  
Page 8, **ADJOURNMENT:** ~~Gowdy~~ ~~Thurz~~ moved/~~Devanney~~ Sullivan seconded.....

Devanney moved/Sullivan seconded/**DISCUSSION:** None.

**VOTE:** In Favor: Unanimous (Devanney/Kowalski/Ouellette/Sullivan/Moore)

**RECEIPT OF APPLICATIONS:**

Chairman Ouellette noted receipt of the following new Applications:

1. Application of Len Norton, DPW Director/Town Engineer for property at 11 Rye Street, owned by the Town of East Windsor, for Site Plan Approval to allow expansion of parking area for use by Town Hall and Broad Brook Elementary School. (R-1 zone; Map 78, Block 47, Lot 16).

**PERFORMANCE BONDS – ACTIONS; PERMIT EXTENSIONS; ROAD ACCEPTANCE**

No requests presented under this Item of Business this evening.

**CONTINUED PUBLIC HEARINGS:** None.

**NEW PUBLIC HEARINGS - Jeffrey L. Robert** – 2-lot Resubdivision of property located at 192 Scantic Road, owned by Jeffrey L. and Brenda P. Robert. (A-1 zone; Map 34, Block 22, Lot 25) (*Deadline to close hearing 5/16/2017*):

Chairman Ouellette read the description of this Public Hearing.

Jeffrey and Brenda Robert joined the Board. Mr. Robert described the location of the property at the corner of Scantic and Stoughton Roads. He reported he and his wife currently live in the existing home; they plan to split off 1.57 acres to create Lot A containing the existing home, the remaining 7.71 acres will become Lot B on which they plan to build a new home on a slight knoll a few hundred feet back from Scantic Road. Mr. Robert reported the proposal has recently gone through, and received approval, from the Wetlands Commission. They have been working with the North Central Health District (NCHD) and the Water Pollution Control Authority (WPCA) to enable them to use the septic field from the existing home to provide service for the new home. Mr.

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Robert indicated that the leach field had been disconnected previously when they connected that residence to the sewer system. They will also provide an easement for Lot B in case anyone wants to connect to the sewer in the future. Commissioner Devanney questioned what would be done with the existing home? Mr. Robert suggested they may rent or sell that home, or keep it for family.

Mr. Robert requested an explanation of the requirements to plant street trees. Town Planner Whitten indicated staff would review the location of street trees after construction of the new home; the intent is for the homeowner to plant something nice, like a maple, in the front yard. Mr. Robert also noted they are asking to waive 40% of the installation of sidewalks. He understood there was talk of a bike path being proposed for either Scantic Road or Stoughton Road and he also noted the lack of existing sidewalks along either road. Town Planner Whitten advised the Commission she and staff had considered that the land along Stoughton Road is mostly wetlands; should the Commission consider the installation of sidewalks staff would suggest they consider Scantic Road only. If the Commission considers a fee-in-lieu of sidewalks then 40% would seem reasonable.

Chairman Ouellette opened discussion to the Commissioners.

Commissioner Moore had no questions.

Commissioner Zhigailo questioned if the NCHD had checked the condition of the septic field; she questioned its age noting that sometimes the distribution boxes get clogged. Mr. Robert indicated the field was recently checked; they will be putting in new distribution boxes for the new house. Commissioner Kowalski questioned if the septic field would be able to service the new home, which appears to be larger than the existing home. Mr. Robert indicated the existing home had 4 bedrooms while the new home will have 3 bedrooms. Town Planner Whitten noted this proposal has been extensively reviewed by the WPCA and the NCHD. Commissioner Kowalski cited reference in (Attorney Lanza's) letter regarding a requirement to hook up to a sewer within one year from notification; Town Planner Whitten clarified that requirement would kick in only if the septic system failed.

Commissioner Devanney had no problem with the proposal because of the review by the NCHD and Town Engineer Norton.

Commissioner Sullivan questioned that no sidewalks are being proposed on either Scantic or Stoughton Road? Town Planner Whitten noted staff has suggested sidewalks should only be required for frontage on the new lot on Scantic Road. Chairman Ouellette also noted the existence of a curve south of Mr. Robert's proposed driveway; he noted the corner is tight; the question is if Mr. Robert were to pull out of his driveway would he have sufficient sight line to see oncoming traffic? Mr. Robert replied there is approximately 937 feet between his proposed driveway and the curve.

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Town Planner Whitten suggested the following condition revisions:

- Removal of waiver #1, with the replacement of an additional condition to the approval motion regarding installation of street trees on Lot B on Scantic Road.
- Revision of language in waiver request under Section 6.3 – sidewalks.

Chairman Ouellette opened discussion to the audience:

**Richard P. Pippin, Jr.:** 1) The State Health Code is based on the number of bedrooms, not the square footage, so he/Mr. Robert is 25% in excess of what he needs. 2) Mr. Pippin inspected this septic system; it's in as good condition as if they were putting it in today. And 3) Mr. Pippin agrees with the suggestion to waive the installation of sidewalks.

Hearing no further requests to comment Chairman Ouellette called for a motion.

**MOTION: To CLOSE the Public Hearing on the Application of Jeffrey L. Robert for a 2-lot Resubdivision of property located at 192 Scantic Road, owned by Jeffrey L. and Brenda P. Robert. (A-1 zone; Map 34, Block 22, Lot 25).**

**Devanney moved/Kowalski seconded/DISCUSSION: None.**

**VOTE: In Favor: (Devanney/Kowalski/Ouellette/Sullivan/Moore)**

**MOTION TO APPROVE THE FOLLOWING REQUESTS FOR WAIVERS:**

1. Section 6.3 – Waiver of sidewalks along Stoughton Road but sidewalks shall be required for Parcel B along Scantic Road A fee in lieu of sidewalks shall be required for Lot B, Scantic Road; fee to be determined by staff.
2. Section 7.0 – Exemption of open space requirements. The exemption should be noted on land records along with a notice stating that any lot subject to the waiver shall be liable for its proportional share of the total open space fee at the time of subsequent sale or transfer to a non-exempt person if the lot is sold or transferred within five years of approval, per 7.6.1.

**Devanney moved/Kowalski seconded/DISCUSSION: None.**

**VOTE: In Favor: (Devanney/Kowalski/Ouellette/Sullivan/Moore)**

**MOTION TO APPROVE APPLICATION of Jeffrey L. & Brenda P. Robert for a 1 lot re-subdivision (creating 2 lots total) for property located at 192 Scantic Road, Map 34, Blk 22, Lot 025, in the A-1 zoning district.**

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This approval is granted subject to conformance with the referenced plans (as may be modified by the Commission) and the following conditions:

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**Referenced Plans:**

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Sheet 1 of 4 – Resubdivision Plan. Prepared for Jeffrey L. & Brenda P. Robert, 192 Scantic Road, East Windsor, CT. Prepared by Gary B. LeClair, LLC. Scale 1" = 50'. Dated 12/28/16, rev. 3/10/17. Received 4/3/2017.

Sheet 2 of 4 – Topographic Plan [part 1]. Prepared for Jeffrey L. & Brenda P. Robert, 192 Scantic Road, East Windsor, CT. Prepared by Gary B. LeClair, LLC. Scale 1" = 40'. Dated 12/28/16, rev. 3/10/17. Received 4/3/2017.

Sheet 3 of 4 – Topographic Plan [part 2]. Prepared for Jeffrey L. & Brenda P. Robert, 192 Scantic Road, East Windsor, CT. Prepared by Gary B. LeClair, LLC. Scale 1" = 40'. Dated 12/28/16, rev. 3/10/17. Received 4/3/2017.

Sheet 3 of 4 – Key Map / Details. Prepared for Jeffrey L. & Brenda P. Robert, 192 Scantic Road, East Windsor, CT. Prepared by Gary B. LeClair, LLC. Scale as noted. Dated 12/28/16, rev. 3/10/17. Received 4/3/2017.

**Conditions that must be met prior to signing of mylars:**

1. All mylars submitted for signature shall require the seal and live signature of the appropriate professional(s) responsible for preparation of the plans.
2. The final mylars shall contain the street numbers and the Map, Block and Lot numbers assigned by the East Windsor Assessor's Department.
3. The applicant shall provide two street trees along the Scantic Road frontage of the newly created Lot B. These shall be shown on the final plan.
4. The exemption from open space requirements shall be noted on the final mylars along with a notice stating that any lot subject to the waiver shall be liable for its proportional share of the total open space fee at the time of subsequent sale or transfer to a non-exempt person if the lot is sold or transferred within five years of the approval date.
5. The conditions of this approval shall be binding upon the applicant, land owners, and their successors and assigns. A copy of this approval motion shall be filed in the land records prior to the signing of the final mylars.
6. Deeds for any easements must be approved by the Town and filed on the land records prior to any permits being issued. These must be filed with the mylars.

**Conditions which must be met prior to the issuance of any permits:**

7. Two sets of final mylars, with any required revisions incorporated on the sheets shall be submitted for signature of the Commission. One set of signed mylars, shall be filed with the town clerk by the applicant, no later **than 90 days after the 15-day appeal period from publication of decision has elapsed** or this approval shall be considered null and void unless an extension is granted by the

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Commission. One set shall be filed in the Planning and Zoning Department.

**General Conditions:**

8. A Zoning Permit shall be obtained prior to the commencement of any site work.
9. This project shall be constructed and maintained in accordance with the referenced plans. Minor modifications to the approved plans that result in lesser impacts may be allowed, subject to staff review and approval.
10. Any modifications to the proposed drainage or grading for the resubdivision is subject to the approval of the town engineer.
11. Additional erosion control measures are to be installed as directed by town staff if field conditions necessitate.
12. By acceptance of this approval and conditions, the applicant, owner and/or their successors and assigns acknowledge the right of Town staff to periodically enter upon the subject property for the purpose of determining compliance with the terms of this approval.

**Devanney moved/Kowalski seconded/DISCUSSION: Town Planner Whitten suggested the addition of Condition #13 regarding street trees on Scantic Road.**

**Devanney moved to amend her motion; Kowalski seconded the amendment**

**AMENDED MOTION: TO APPROVE APPLICATION of Jeffrey L. & Brenda P. Robert for a 1 lot re-subdivision (creating 2 lots total) for property located at 192 Scantic Road, Map 34, Blk 22, Lot 025, in the A-1 zoning district.**

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**Conditions 1 through 13 above, AND**

**Additional Condition:**

13. **Two (2) street trees to be installed on Scantic Road, Lot B.**

**Devanney moved/Kowalski seconded/DISCUSSION: None**

**VOTE: In Favor: (Devanney/Kowalski/Ouellette/Sullivan/Moore)**

**BUSINESS MEETING/(2) Review of Aquifer Protection Regulations:**

Ginny Higley joined the Board to continue discussion of the proposed Aquifer Protection Regulations. Mrs. Higley began discussion by responding to the Commissioner's questions raised at the previous meeting.

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- **Proposed fee schedule/who gets the money for the fees being charged?** There is an initial *registration fee*; \$60 of the total fee is charged as a State fee. Mrs. Higley pointed out that the existing fee schedule in the Planning Office for other applications references the inclusion of the State fee as a notation identified by an asterisk; she suggested the Aquifer Protection Registration Fee could be noted in the same manner. There is also an *annual permit renewal/site inspection fee*, which is new. Mrs. Higley suggested the Commission should consider charging the same amount as the initial registration fee; she noted Town Planner Whitten favors a lesser fee.

Commissioner Sullivan questioned if the fees proposed are based on a best guess basis? Mrs. Higley felt the Commission had voted on this fee schedule when the Aquifer Protection Regulations (APR) were approved in 2015. She felt the Commission designated the prices and the forms to be used at that time. The fee schedule comes from the State/DEEP. Mrs. Higley suggested the registration process is rather involved.

Commissioner Moore questioned if the \$300 fee is a one time fee or will it be an annual renewal fee? Mrs. Higley noted there must be a yearly inspection; she didn't know the extent of work involved at this point. The annual inspection fee would begin annually after the original registration, with its own set of fees, is approved.

Commissioner Zhigailo questioned that if a business makes a change in their operating process they need to apply for a modification? Mrs. Higley clarified that both the initial registration application, and the 5 year renewal application, require advertisement via legal notices. Commissioner Zhigailo cited many of these businesses are small business owners. She cited that business owners located in the Aquifer Protection Area will be charged additional fees that other business owners aren't subjected to. Business is bad enough as it is; businesses located in this area will move out and the area will become blighted. Commissioner Zhigailo noted that if a business is using pesticides or oil they are already regulated; now, because they are located in this area there is this additional process they must go through. She noted the Commission is seeking cooperation from these businesses but if you charge these fees.....Mrs. Higley suggested a business registers, and that registration is good for 5 years, at which time they need to return for renewal. Mrs. Higley reported that schedule is taken from the State.

Town Planner Whitten requested clarification – a business registers and that's good for 5 years; what's the annual fee? Mrs. Higley suggested the annual fee is an inspection fee; they also need to re-register every 5 years. She suggested a business would be notified via a postcard of the annual inspection. Commissioner

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Zhigailo questioned how staff would monitor that process? Town Planner Whitten hoped the process could be integrated with the View Permit program.

- **The properties on Rye Street which have been contaminated by edbs are not included in the attached list; how are they affected by these regulations?** Mrs. Higley reported she checked with DEEP; any property whose well has been polluted is the purview of the State Health Department rather than DEEP.
- **Failure to register/non- compliance:** Mrs. Higley suggested those businesses that fail to register may be subject to a fine. She noted the town of Bolton seems to have implemented an aquifer protection program; she will research their process for non-compliance.
- **Regulations, Page 24, Section 14- Enforcement B. Written Order:** Mrs. Higley recalled she had suggested the Commission consider the Zoning Enforcement Officer as *the Town's appointed APA enforcement official*; she will revise the regulations language to refer to "*any appointed Town staff*" as the Commission preferred. Regarding the *10 day notification timeframe concerning violations and holding a hearing*, Mrs. Higley suggested that timeframe came from the State – "after issuance of a violation order the agency shall hold a hearing at the next regularly scheduled meeting of the APA." Chairman Ouellette questioned that this Commission, as the APA, would not be required to hold Special Meetings? Mrs. Higley replied negatively, noting it allows for advertisement of the public hearing, and it allows time for the business owner to seek legal advice.
- **Response time for initial registration:** Commissioner Zhigailo noted she would rather provide the business owner 30 days to respond to the notice to register rather than 10 days.
- **One page fact sheet and associated flow chart:** Mrs. Higley referenced a one page sheet submitted to the Commission this evening; she suggested adding this information to the Town's website.
- **PowerPoint presentation:** Mrs. Higley reported DEEP has a 6 minute video; she suggested the Commission review the video at a future meeting.
- **Farming – use of chemicals:** Commissioner Sullivan questioned if farmers using chemicals, which are required to hold a State license, would be automatically included in this registration? Mrs. Higley replied negatively.
- **Who applies for the registration, the landowner or the lessee?** Chairman Ouellette felt the letter from the town should go to the landowner, who in turn would have to notify the lessee.



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- **Registration requirements for residents:** Commissioner Moore questioned if residents using lawn fertilizers have to register? Mrs. Higley suggested residents are exempt. Town Planner Whitten felt Commissioner Moore's point was that lawn fertilizers are often more toxic; 80%+/- of those included in the APA are residential properties. Mrs. Higley gave the example of a homeowner doing auto repairs for relatives free of charge – they would be exempt – but if they have a home occupation of auto repair then they would have to register.
- **Municipal use of chemicals:** Commissioner Moore noted many towns, unlike East Windsor, use calcium chloride on roads in the winter; would the Town have to register? Mrs. Higley replied affirmatively. Discussion followed regarding requiring True Green and Chem Lawn to register if applying fertilizers to properties located within the APA.
- **List of contaminated or potentially contaminated properties:** Mrs. Higley reported the list submitted to the Commissioners previously identifying properties of possible concern is being revised to list only properties located within the APA, Level A map.

Mrs. Higley noted that staff would make reports to the Commission regarding the status of registrations, annual inspections, and violations. She suggested there might be more consistency if the Commission used the same firm to monitor these regulations.

- **If a business has something that needs to be addressed:** Commissioner Zhigailo questioned the timeframe for a business to remediate problems – 30 days, 60 days, or what? She suggested maybe a problem might be the way something is stored. Commissioner Moore maybe something might be spilled; maybe a business needs to be encouraged to use best management practices. Commissioner Kowalski questioned what happens if something egregious is found; is there a cost for repeated revisits/inspections; this becomes more than enforcement. Commissioner Zhigailo felt there must be a kinder way to approach people to do the right thing on their own.

Discussion continued regarding the process going forward. Town Planner Whitten suggested a new list of applicable properties, a revised fee schedule, and a new registration packet, should be created for the Commission's continued review. Town Planner Whitten reviewed the process for adoption of the regulations, which occurred via this Commission in 2015. Mrs. Higley will continue to work on packet revisions, and will research what other towns subject to Aquifer Protection Regulations are charging for fees.

Chairman Ouellette requested Mrs. Higley to research what other towns are doing regarding implementing their aquifer protection programs.

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**MOTION: To TAKE A FIVE MINUTE BREAK**

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**Devanney moved/Kowalski seconded/DISCUSSION: None**

**VOTE: In Favor: (Devanney/Kowalski/Ouellette/Sullivan/Moore)**

The Commission RECESSED at 7:45 p.m. and RECONVENED at 7:50

**OTHER BUSINESS:** None.

**OLD BUSINESS:** None.

**NEW BUSINESS:** None.

**BUSINESS MEETING/ (1) Discussion on HIFZ:**

Town Planner Whitten presented the Commission another approach to rezone the HIFZ (Highway Interchange Floating Zone). Instead of using the zone as a floating zone which overlays the original zone she is proposing to “land” the HIFZ” zone over specific zones, which would still preserve the original zone but allow the flexibility of the HIFZ for larger developments. Under this proposal the rezone portion of the current HIFZ process could be eliminated, which would streamline the application process. The Commission would have the right to retain the existing zone but there would still be the opportunity for an applicant to go through the Special Use Permit and General Development Plan to achieve greater flexibility within the development project. She would propose to define the actual area where the HIFZ would apply rather than saying 300 feet from a particular interchange. Town Planner Whitten suggested this would be a good economic development tool to let businesses know East Windsor is open for business – whether the casino comes in or not. Town Planner Whitten recalled that the Commission has been trying to do this for some time. She noted the Warehouse Point area is going to get developed; this rezone project would hasten, and streamline, that development. Commissioner Sullivan questioned if this could be considered spot zoning? Town Planner Whitten clarified that this wouldn’t be spot zoning; it’s just saying the Commission has rezoned this area for these specific uses. It’s actually one less step in the application process. Commissioner Moore questioned if this would add value to the properties located within this zone? Town Planner Whitten suggested that allowing them more flexibility should help. She noted the purpose of the zone is the inclusion of properties visible from the I-91 highway; properties not visible obviously shouldn’t be included in this zone. Town Planner Whitten referenced a new aerial of the area, noting the intent is to remove residential properties from this zone revision.

Town Planner Whitten questioned if the Commission would like her to go further with work on this approach to the HIFZ? She advised the Commission the EDC (Economic Development Commission) has been asking for something to make the process easier for applicants. Chairman Ouellette felt this proposal would streamline the land use process

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for any development within the boundaries proposed, and, it isn't creating a hardship for anyone within the area. If we want to move forward the Town would be in a better position for development. Commissioner Devanney concurred; she felt it was a good idea as it eliminates one step in the application process. Commissioner Devanney had no problem with Town Planner Whitten's proposal. Commissioner Kowalski questioned if the regulation change would be subject to a Public Hearing; Town Planner Whitten replied affirmatively.

Discussion continued regarding businesses previously approved via the current HIFZ process, and consideration of what types of businesses should be applicable for this zone. Chairman Ouellette suggested the Commission needs to make a decision on redefining this zone because CRCOG will be initiating their Route 5 study, and will be basing some of their decisions on the surrounding land uses.

Commissioner Zhigailo is ok with Town Planner Whitten proceeding with this project. Commissioner Sullivan didn't have a problem with Town Planner Whitten's proposal other than residential uses shouldn't be included. Commissioner Moore questioned that if residential uses were included it would become mixed use, which could become very dense development. Commissioner Sullivan felt the area is ripe for some type of forward-thinking development. Chairman Ouellette felt the Commission should be more pro-active with this corridor where we are trying to attract quality development. Commissioner Sullivan suggested this is an area where the Town has the infrastructure to support development.

The consensus of the Commission was for Town Planner Whitten to continue to research/develop this zone revision.

Chairman Ouellette questioned Town Planner Whitten's progress regarding moving forward with development of regulations for the Warehouse Point Development District? Town Planner Whitten noted difficulty acquiring funding for an outside consultant. Discussion continued regarding alternative consulting resources. Chairman Ouellette suggested the Commission needs to be pro-active; Bridge Street can easily be swept under the rug.

**BUSINESS MEETING/(3) Discussion on Earth Excavation Regulations:**

Town Planner Whitten recalled informal discussion held at a previous meeting regarding revisions to the existing Earth Excavation Regulations. She provided the Commission with a spreadsheet listing comparison highlights of similar regulations from surrounding towns. She noted the following specifics:

- **Hours of operation:** Town Planner Whitten noted the major exception for East Windsor is the daily operation start time. Most surrounding towns allow operations to begin at 7:00 a.m.; most go to 5:00 or 6:00 p.m. Monday through Friday. A couple of towns allow limited operation on Saturday.

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- **Permit duration:** Town Planner Whitten noted the existing regulations require an annual renewal; some of the surrounding towns have a 2 year permit duration; Ellington allows a 5 year permit.
- **Set back distances:** Town Planner Whitten noted Suffield allows pits within 20 feet; other towns vary from 50 to 100 feet.
- **Phasing:** Town Planner Whitten noted East Windsor allows larger phases than other surrounding towns; some towns had no restriction at all.
- Almost all towns had more than one phase open at a time.
- **Separation distance between active pits:** Town Planner Whitten noted East Windsor's existing regulations call for a 1 mile distance between the entrances of active pits.
- **Land use after pit closure:** Commissioner Zhigailo questioned what the criteria was for returning the land to a useable condition after cessation of operation? Town Planner Whitten indicated the regulations currently call for the land to be left in a growable condition, but most pits are not in a sewer area and removal of the materials leaves the soil no longer supportive of septic systems. Commissioner Moore suggested the land might be suitable for agricultural if it no longer was fit for homes. Town Planner Whitten clarified that the operator must return at least 4 inches of topsoil to support agriculture.

Discussion continued regarding possible regulation revisions:

- **Hours of operation** – 7:00 a.m. start Monday through Friday; 8:00 a.m. to noon on Saturday – NO GRINDING OR PROCESSING, just sales on Saturday.
- **Permit renewals/duration:** 5 year permit duration thought to be excessive; 2 year duration more palatable.
- **Set-back distance:** keep at 100 foot set-back; maybe a lesser set-back distance if property is located within an industrial area.
- **Phasing:** keep at 7 acre phases.
- **Trips per day:** possible increase during week, limit on Saturday. Chairman Ouellette was not receptive to increasing the number of trips/day ; while trying to be receptive to the neighbors, he would rather see improvements made in the hours of operation than an increase in trips.
- **Separation distance between active pits:** maintain current limit of 1 mile between entrances of active operations.

The Commission requested Town Planner Whitten to return with an update proposal. Chairman Ouellette suggested seeking input from Town Engineer Norton as well.

**BUSINESS MEETING/(4) General Discussion of Planning Issues:**

No discussion this evening.

**BUSINESS MEETING/(5) Signing of Mylars/Plans, Motions:**

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- **Steve Moser** - Renewal of Special Use Permit/Excavation (per Section 814) to allow driveway relocation and parcel regrading for property located at 55 & 57 Kreyssig Road. (A-1 zone; Map 136, Block 75, Lots 10 & 11).
- **USA Hauling & Recycling Inc. and owner Laird Building LLC** - Site Plan Approval for property at 3 & 5 Shoham Road for Change of Use and renovations and expansion to provide truck sales at 3 Shoham Road – Expansion for Fleet Truck Parking for CNG Fueling. (M-1 zone; Map 113, Block 17, Lots 3 & 4) .
- **Coleman Farms Adult Community** – Tromley Road – Final As-Built.

**Motions:**      None.

**ADJOURNMENT:**

**MOTION:**    To ADJOURN this Meeting at 8:45 p.m.

**Devanney moved/Kowalski seconded/VOTE: In Favor: Unanimous**

Respectfully submitted,

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