

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

**SPECIAL MEETING #1694 – April 12, 2016**

**MEETING MINUTES**

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

The Meeting was called to order in the Park Hill Community Room, 1A, Park Hill, Broad Brook, Connecticut at 6:30 p.m. by Chairman Joseph Ouellette.

**PRESENT:**                **Regular Members:**

Joseph Ouellette, James Thurz, Lorraine Devanney and Richard Sullivan

**Alternate Members:**

Marti Zhigailo and Michael Kawalski

**ALSO PRESENT:** Laurie Whitten, Town Planner, Selectman Richard Pippin, Board of Finance Member Kathleen Pippin, Selectman Jason Bowsza, Board of Selectmen liaison to the Planning and Zoning Commission, John Burnham, Jay Urssery, James Barton, Terri Hahn and Frank Gowdy

**I.        ESTABLISHMENT OF QUORUM**

A quorum was established as four Regular Members and two Alternate Members were present. Chairman Ouellette indicated that in accordance with the service rotation schedule Alternate Member Marti Zhigailo was requested to join the Board regarding discussion and action on all Items of Business this evening as well.

**II.      LEGAL NOTICE:**

None

**III.     ADDED AGENDA ITEMS:**

None.

**IV.     PUBLIC PARTICIPATION:**

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

**V. APPROVAL OF MINUTES – MARCH 22, 2016**

**MOTION:** To APPROVE MINUTES OF Regular Meeting #1692 dated March 22, 2015.  
L. Devanney moved/M. Zhigallo seconded

**VOTE:** In favor: Devanney, Ouellette, Thurz, Sullivan and Zhigallo  
Opposed: None  
Abstained: None

**MOTION PASSED.**

**VI. RECEIPT OF APPLICATIONS:**

Chairman Ouellette acknowledged receipt of the following Applications:

1. Application of Dana Christensen for a 1-lot resubdivision and Special Use Permit/Rear Lot for property located at 43 Rockville Road, owned by Leonard A. Mulnite Trustee. [R-3 zone; Map 39, Block 64, Lot 21A]
2. Application of Horizon View Estates, LLC for Modification for Phasing and request for extension of approved 22-lot subdivision (Harvest View Estates) located at East Road and Middle Road. [R-3 zone; Map 50, Block 82, Lot 2]

**VII. PERFORMANCE BONDS – ACTIONS; PERMIT EXTENSIONS; ROAD ACCEPTANCE:**

None.

**VIII. CONTINUED PUBLIC HEARINGS:**

None.

**IX. NEW PUBLIC HEARINGS:**

None.

**X. NEW BUSINESS:**

- **8-24 Referral – Veteran’s Commission – Joe Tracey Veterans Memorial Green Project**

Mr. James Barton, Chairman of the Veteran’s Commission along with Mr. Jay Ussery, of JR Russo Land Surveyors and Civil Engineers addressed the Commission. As part of their presentation, they had a model of the proposed project along with a map of the area. Mr. Ussery explained the map which is located in Warehouse Point at the intersection of Main and Bridge Streets, across the street from the Maine Fish Market. Mr. Barton explained they had come before the Commission about a month ago explaining the concept the project. Currently, the location has a memorial stone located in the center of the parcel, a flag pole and paver stone. The proposed project will add eight new monuments next to the existing monument, benches and landscaping. There are many over grown trees and shrubs that will be removed to open up the area. It is hoped to have power brought out to the pole so a PA system can be used during events, such as the annual Memorial Day Parade.

The Veteran’s Commission is coming before this Commission requesting for any input feedback and to refer this project to the Board of Selectmen to potential move forward in further planning, including fundraising and obtaining bids. Mr. Ouellette had specific questions regarding the map plan of the project and indicated the plan was not finalized nor was a full survey completed. Plans of having electricity installed out to the pole has not yet been addressed. Mr. Thurz commented the lights around the monuments would be installed underground and there would be a charge of approximately \$35.00 per month for the electricity service. Suggestions of solar power and paver stones were mentioned. Mr. Barton commented that this project all rests on fundraising and in order to start the process and hopefully have the project completed by Memorial Day 2017, he would like to have the opportunity to discuss the project with the Board of Selectmen. He explained the dimensions of the monuments and the cost of each is approximately \$4800. The plan is proposing eight monuments. Other costs which have to be considered are paver stones, benches and landscaping. The Garden Club will be asked for assistance in the landscaping; however, the bushes, trees and flowers planned will have to be low maintenance as the Town does not have the resources to have someone maintaining those plants. It was suggested it may be a good project for an Eagle Scout or Girl Scout.

Future concerts or other events could be held at that site not just Veteran functions. If that were to happen, it was asked where will be the potential

parking for the functions. It was quickly answered at the business which are in walking distance, Geissler's plaza, Maine Fish Market, church and the bank. Mr. Barton further advised that monuments will represent all of the different branches of the military and will list names of the veterans from East Windsor who died in action during the Revolutionary War, Civil War, War of 1812, Spanish American, World War I, World War II, Korea, Vietnam and the conflicts of the Middle East. It was the general consensus that the Commission are in favor of the concept.

A brief discussion was held.

**MOTION:** To recommend to the Board of Selectmen to move forward with the Veteran's Memorial Green Project in Warehouse Point proposed by the Veteran's Committee to the Planning and Zoning Commission on April 12, 2016, this is in accordance with Section 8-024 of the Connecticut State Statutes with one condition that when the final plan is complete the need to come back to the Planning and Zoning Commission for approval of the final plan and to move forward.  
L. Devanney moved/R. Sullivan seconded

**VOTE:** In favor: Devanney, Thurz, Sullivan and Zhigallo  
Opposed: None  
Abstained: Ouellette

**MOTION PASSED.**

**XI. OLD BUSINESS:**

None.

**XII. OTHER BUSINESS:**

None.

**XIII. CORRESPONDENCE:**

None.

#### **XIV. BUSINESS MEETING:**

##### **(1) Update on Windsorville/Barber Hill School House – Griffin Road**

Mr. John Burnham reported to the Commission that he has spoken to the Town Attorney regarding the issues which were discussed at the last meeting. The Town Attorney referred it to a real estate associate within his firm and has emailed a response back, which has been given to the Commission for review. As discussed at the last meeting, the school house is in disrepair. The East Windsor Historical Society would like to dismantle the school house and move it to 113 Scanitc Road. The lot where the school house sits presently would sell the four-acre lot for about \$75,000 which would be used for the reconstruction costs of the school house. However, the lot where the school house sits presently is considered open space and the Historical Society are prepared to pay \$34,000 to the Town of East Windsor to put into the open space fund so that the won can by a more suitable parcel. The Town Attorney has advised through the email that it will be a two-step process. It will have to be confirmed that there are no conservation easements or other covenants restricting the permitted uses of the property. A title search will have to be done and if so, the process to remove such easements or covenants will have to be completed. Once that is completed, according to Connecticut General Statutes Section 8-24 which requires that any municipal agency or legislative body must refer to is planning commission and proposed sale of municipally owned property or public building. Mr. Thurz indicated that he has an issue with selling open space and the abutting neighbors. Ms. Zhigalio was concerned about how this sale will be perceived by the townspeople. Mr. Sullivan suggested re-thinking the open space provision for that parcel of land. Mr. Ouellette agreed and indicated he would like the opinion of the Conservation Commission. Ms. Laurie Whitten commented that open space is considered wetlands and lands which are designed for nature and inquired if the four-acre lot of land has been tested for water/septic systems. She was asked if that would matter and she quickly answered if the lot was to be sold for building lots, it would matter. It was the general consensus that something has to be done with the school house as it is in disrepair. It was questioned that without the sale of the lot, how would the Historical Society fund the reconstruction of the school house as it will be costly and fundraising is difficult.

A brief discussion was held. Mr. Ouellette suggested that the roadmap for this project has to be finalized by the Town Planner along with the legal opinion to set up the next action on this matter. Some of this information was laid out in the past back in 2011. Mr. Burnham gave to the Commissioners two pictures of the school house present day and proposed.

**(2) Terri Hahn, LADA – Review of Warehouse Point Study**

Ms. Terri Hahn addressed the Board. She handed to each of the Commissioners of the first draft of the Warehouse Point Master Plan. She referred to this map throughout her presentation. She took all the input she received from the workshops and incorporated into the plan she was presenting. She began explaining her preliminary suggestions. She grouped areas by color coding the map and began taking about South Water and North Water Streets and making those areas closest to the river as a park area for biking and walking paths. This could be accomplished by pushing back the buildings on South Water Streets or lifting them up due to the flood zones. Buildings and homes will be designed architecture historically from 1850-1920s. River access for seasonal use off of North Water Street. She suggested very long term, the possibility of making South Water Street a dead end and the making of a new road for access and use as a “relief value” if needed. Again this was a very long term suggestion. An area labeled in green which is the historic district of Main Street would unlikely change; however, the areas of where the school is located and the old factory long term may likely change as additional residential spaces. The traditional shopping center which includes a grocery store, could be expanded with additional development. Further up Bridge Street an office park and opposite of the street of the shopping center as this is a high density and traffic. Continuing on Bridge Street is the State owned property which could house future town offices. Access to the highway and additional office park a little further east on Bridge Street, which again has highway access. The other side of the street has gas station, hotel set up presently. The only gray area in back behind the hotel area is a large commercial area of ten thousand square foot, however, the street view is limited and could pose a problem. This could be developed like the neighborhood referred to as “Dean” or an additional study could be done as what that parcel could be used for in twenty to twenty-five years. It may be developed as a senior housing facility which could connect to medical offices.

A lengthy discussion was held regarding the preliminary plan presented along with suggestions given by the Commissioners. It was agreed Ms. Hahn will return to the Planning and Zoning Commission with her final proposed plan.

**(3) Review of Plan of Conservation and Development (POCD)**

Not discussed at this meeting.

**(4) Signing of Mylers/Plans, Motions**

Not discussed at this meeting.

**XV. ADJOURNMENT:**

**MOTION:** To ADJOURN the Planning and Zoning Commission Special Meeting of April 12, 2016 at 8:37 p.m.  
L. Devanney moved/R. Sullivan seconded

**VOTE:** In favor: Devanney, Ouellette, Thurz, Sullivan and Zhigallo  
Opposed: None  
Abstained: Ouellette

**MOTION PASSED.**

Respectfully Submitted,

Denise M. Piotrowicz  
Substitute Recording Secretary