

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

**REGULAR Meeting #1865
Tuesday, January 23, 2024**

***THIS MEETING IS BEING HELD IN-PERSON
In the John Daly, Jr. Meeting Room,
Town Hall, 11 Rye Street, Broad Brook, CT 06016***

AND

***VIA REMOTE ACCESS
via ZOOM Teleconference
Meeting ID: 714 897 1799***

DRAFT MEETING MINUTES

********Minutes are not official until approved at a subsequent meeting********

I. TIME AND PHYSICAL PLACE OF MEETING:

Chairman Kowalski called the Regular Meeting #1866 of the East Windsor Planning and Zoning Commission to Order at 6:30 p.m. The Meeting is being held in-person in the John Daly, Jr. Meeting Room, Town Hall, 11 Rye Street, Broad Brook, CT., and via teleconference as well.

PRESENT: **Regular Members:** Anne Gobin, Michael Kowalski (Chairman), David Leason, Jim Thurz (Vice Chairman), Stacey Svoboda-McKenna

Alternate Member: Frank Gowdy

ABSENT: All members and alternate member were present at the meeting.

GUESTS/SPEAKERS present in-person: Director of Planning and Community Development/Planning Director Ruth Calabrese hosted the meeting. Also present in person were: Planning Consultant Michael D’Amato, Rob Newton and Melissa Kaplan, BCS Group, LLC, representing Island View Farms LLC and Chris Vitti and Sheri Goudet, and Sabohat Khalilova, Recording Secretary

TOWN OF EAST WINDSOR
PLANNING AND ZONING COMMISSION
Regular Meeting #1866 – Tuesday, January 23, 2024
In-Person and
ZOOM Teleconference
Meeting ID: 714 897 1799
MEETING MINUTES

2

GUESTS/SPEAKERS present remotely identified as they sign in:

Selectman Alan Baker, Board of Selectman Liaison to the Planning and Zoning Commission.

II. ESTABLISHMENT OF QUORUM:

Chairman Kowalski noted a quorum was established as five Regular Members and Alternate Member were present at the Call to Order. Chairman Kowalski noted all Regular Members of the Commission would participate in discussions and votes this evening.

III. ADDED AGENDA ITEMS:

None

IV. LEGAL NOTICE:

None

V. PUBLIC PARTICIPATION (FOR ITEMS NOT LISTED ON THE AGENDA):

None

VI. APPROVAL OF MINUTES:

A. January 9, 2024 Regular Meeting of PZC:

Chairman Kowalski referenced the minutes of Regular Meeting #1865 held on January 9th, 2024, he called for comments or revisions, or a motion of approval.

Commissioner Gobin suggested corrections and clarifications to the following lines:

97 “Town’s decision” must be changed to “Commission’s decision”

99 “Town’s finding” must be changed to “staff’s finding”

134 “Town’s finding” must be changed to “staff’s finding”

137 “site plan modification confirms” must be changed to “site plan
modification conforms”

138 “Access Compliance” must be revised to “achieve compliance”

155 remove “inch”

171 revise “The first one is that it would go out” to “The first one would go
out”

188 change “by” to “with”

TOWN OF EAST WINDSOR
PLANNING AND ZONING COMMISSION
Regular Meeting #1866 – Tuesday, January 23, 2024
In-Person and
ZOOM Teleconference
Meeting ID: 714 897 1799
MEETING MINUTES

3

203 replace “have” to “hold”

208 remove “Commissioner Thurz expressed interest in participating at the hearing.”

MOTION: To **APPROVE** the Minutes of Regular Meeting #1864” held on Tuesday, January 9, 2024, with the edits as discussed.

Gobin moved/Leason seconded/**DISCUSSION:** None

VOTE: In Favor: Gobin/Leason/Kowalski/ Thurz
Opposed: No one

VII. RECEIPT OF APPLICATIONS:

- A. PZ-2024-03 Site Plan Modification at 30 South Main Street MBL 071-11-007; Owner Applicant TCWC Holding East Windsor LLC.
- B. PZ-2024-01 Town of East Windsor-Zoning Map Amendment to include new Warehouse Point Design District. Received on 1/9/24 Hearing to be held on February 27, 2024

VIII. PERFORMANCE BONDS – ACTIONS; PERMIT EXTENSIONS; ROAD ACCEPTANCE:

- A. Balch Bridge Street Corporation, Re-subdivision Approval PZ-2023-20 request for a 90-day extension for filing of mylars (second extension).

Chairman Kowalski read the extension and inquired if the Commissioners had any questions or concerns.

Commissioner Gobin asked if there were any problems with the project.

Ruthanne Calabrese, Director of Planning and Community Development, explained that they were not ready to file. Their representative of JR Russo came in with the mylars to have them signed and ready. He wanted to make sure that they would not miss the deadline.

The Commissioners discussed that it was the final extension.

MOTION: To **GRANT** a second and final 90-day extension for the filing of the approved mylars for Balch Bridge Street Corporation re-subdivision approval under PZ-2023-20 as requested. This extension will expire on April 22, 2024.

Gobin moved/Leason seconded/**DISCUSSION:** None

**TOWN OF EAST WINDSOR
PLANNING AND ZONING COMMISSION
Regular Meeting #1866 – Tuesday, January 23, 2024
In-Person and
ZOOM Teleconference
Meeting ID: 714 897 1799
MEETING MINUTES**

4

VOTE: In Favor: Gobin/Leason/Kowalski/ Thurz
(No one opposed/No abstentions)

IX. CONTINUED PUBLIC HEARINGS:

None

X. NEW PUBLIC HEARINGS:

None

XI. OLD BUSINESS:

None

XII. NEW BUSINESS:

A. PZ-2024-02 – Site Plan Modification-Parking Lot at 142,140,140 Rear South Main Street, M-B-L 042-05-064,063,063-A; Owner/Applicant Island View Farms, LLC

Chairman Kowalski read the description of this application.

Rob Newton, BCS Group, LLC, representing the applicants, presented the site plan modification to the Commissioners. It was to help to efficiently organize parking vehicles and inventory storage. They tried to maximize parking for 360 parking spots and 342 vehicle inventory storage. The rest is for customer parking and safe maneuvering for emergency vehicles. One more modification they did was to accommodate handicap ramp to the office and the office door. And, for the fire department vehicles to maneuver easily in the parking lot.

Gobin: What is at the rear end of the property?

Ruthanne Calabrese, Director of Planning and Community Development: The rear property is being assessed for remediating for filling activity in the wetland. The Fire Marshall recommended to have 6 parking spaces located in front of A-1 Auto, inclusive of handicapped parking, be designated as “customer parking”.

Commissioner Thurz asked where would the water run off?

Rob Newton replied that there were no pavements but gravel.

Commissioner Svoboda-McKenna asked how many vehicles could be on site in average?

Chris Vitti replied that in average around 150 to 200 vehicles.

TOWN OF EAST WINDSOR
PLANNING AND ZONING COMMISSION
Regular Meeting #1866 – Tuesday, January 23, 2024
In-Person and
ZOOM Teleconference
Meeting ID: 714 897 1799
MEETING MINUTES

5

The staff recommends the following motion for consideration:

MOTION TO APPROVE: PZC #2024-02 140-142 S. Main Street.
Request for site plan modification from 57 parking spaces to 360 parking spaces for an existing business.
Owner/Applicant: Island View Farms LLC/Route Five Diversified LLC. Plans Prepared by Rob Newton of BCS Group, LLC, dated 8-1-2023. M: 42 B: 05/L: 026-063

With the following condition(s):

1. Revise the plan to indicate the six parking spaces in front of the A-1 Auto office buildings are for customers.

VOTE: Gobin moved/Leason seconded/**DISCUSSION:** None
In Favor: Gobin/Leason/Kowalski/Thurz
(No one opposed/No abstentions)

XIII. OTHER BUSINESS:

None

XIV. CORRESPONDENCE:

None

XV. BUSINESS MEETING:

A. ZEO Report

Ruthanne Calabrese, Town Planner, briefed the Commissioners on the report. She updated the Commission on Armster Wood Working. A meeting was held with the business owner which included the Building Official, Fire Marshall, Deputy Fire Marshall. They have been working on clearing out the property since last April. T They were making progress but that has stalled. Enforcement is pending.

Ruthanne Calabrese, Town Planner, relayed that the issue of parking RV/trailers and the ability to allow trailers to be parked in their owners' driveway. She and Danielle were looking into it and whether it would be possible to come up with a policy. It could be determined on a case-by-case basis.

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Regular Meeting #1866 – Tuesday, January 23, 2024
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MEETING MINUTES**

6

She also reported that a closure letter for 297 has been issued.

**B. CRCOG email 2024 Regional Planning Commission Appointments
(revisit)**

Chairman Kowalski asked if any Board Member would be interested in attending the meeting via Zoom. The Commission concurred that Vice Chair Jim Thurz would be the Town representative and Chairman Kowalski would be the alternate.

XVI. EXECUTIVE SESSION:

None

XVII. ADJOURNMENT:

MOTION: To **ADJOURN** this Meeting at 7:08 p.m.

VOTE: Gowdy moved/McKenna seconded/**DISCUSSION:** None
In Favor: Leason/Gobin/Kowalski/Thurz
(No one opposed/No abstentions)

Respectfully submitted,

Sabohat Khalilova, Recording Secretary, East Windsor Planning and Zoning Commission