

2

**TOWN OF EAST WINDSOR
PLANNING AND ZONING COMMISSION
Regular Meeting #1797 – February 23, 2021
ZOOM Teleconference
Meeting ID: 332 683 3563
MEETING MINUTES**

ADDED AGENDA ITEMS:

Director of Planning and Community Development Chapin advised Chairman Ouellette that after the previous meeting he and Interim Town Planner D'Amato had a conversation with Tim Coon regarding the discussion involving the drive-throughs in the HIFZ. That discussion resulted in some additional questions; Director Chapin requested informal discussion on the drive-throughs be added to the agenda for this evening.

Chairman Ouellette called for a motion.

MOTION: To ADD to under NEW BUSINESS, Item B. Informal discussion of regulations and drive-throughs.

Gobin moved/Gowdy seconded/**DISCUSSION**: None.

**VOTE by show of hands: In Favor: Ouellette/Gobin/Gowdy/Kowalski/Thurz
(No one opposed/No Abstentions)**

LEGAL NOTICE:

The following Legal Notices were read by Chairman Ouellette:

LEGAL NOTICE

EAST WINDSOR PLANNING & ZONING COMMISSION

The East Windsor Planning & Zoning Commission will hold a regular meeting on Tuesday, February 23, 2021 at 6:30 p.m. via the remote video conferencing platform, Zoom.

Join meeting: <https://zoom.us/j/3326833563>

Meeting ID: 332 683 3563

Dial by your location

+1 646 558 8656 US (New York)

+1 312 626 6799 US (Chicago)

+1 301 715 8592 US

+1 346 248 7799 US (Houston)

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US

TOWN OF EAST WINDSOR
PLANNING AND ZONING COMMISSION
Regular Meeting #1797 – February 23, 2021
ZOOM Teleconference
Meeting ID: 332 683 3563
MEETING MINUTES

3

The following public hearing will be held:

PZ-2021-03 - Application from Chez Hospitality, 122 Prospect Hill Road
(Map 112, Block 17, Lot 001A-01) for Special Use Permit for alcohol sales.
An inventory of beer and wine will be kept in stock to complement
specialty pairings, gift baskets and boxes. Zone: B-2.

A full copy of the application is available on the Town Clerk's webpage and on the
Planning and Zoning Commission's webpage of the Town website. All interested
persons may attend the online meeting and public hearing to be heard on this topic.

Dated February 10, 2021, East Windsor, CT.

Joseph Ouellette, Chairman
East Windsor Planning & Zoning Commission

Journal Inquirer editions: February 11 and February 18, 2021

cc: Chez Hospitality
Jason Bowsza, First Selectman
Amy Lam, Town Clerk
Helen Totz, Assessor
Rand Stanley, Building Official
file

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/A. February 9, 2021 Regular Meeting

MOTION: To APPROVE the Minutes of Regular Meeting #1796 of the East
Windsor Planning and Zoning Commission dated February 9, 2020 as
presented.

Gobin moved/Gowdy seconded/**DISCUSSION:** None.

VOTE by show of hands: In Favor: Ouellette/Gobin/Gowdy/Kowalski/Thurz
(No one opposed/No Abstentions)

RECEIPT OF APPLICATIONS:

Chairman Ouellette acknowledged receipt of the following application:

4

**TOWN OF EAST WINDSOR
PLANNING AND ZONING COMMISSION
Regular Meeting #1797 – February 23, 2021
ZOOM Teleconference
Meeting ID: 332 683 3563
MEETING MINUTES**

PZ-2021-05, Yolanda Montalvo, Special Use Permit Application for a nail salon to be located at 148 North Road, Unit 3 (Map 124, Block 24, Lot 011A) Zone B-3.

Chairman Ouellette noted the application will be heard at a future meeting.

PERFORMANCE BONDS – ACTIONS; PERMIT EXTENSIONS; ROAD ACCEPTANCE

No requests presented under this Item of Business this evening.

CONTINUED PUBLIC HEARINGS: None.

NEW PUBLIC HEARINGS/A. PZ – 2021-03, Chez Hospitality, Special Use Permit Application for Sale of Alcohol at 122 Prospect Hill Road (Map 112, Block 17, Lot 001A-01) Zone B-2:

Chairman Ouellette read the description of this item of business.

Joining the Commission virtually were Julie A. Dialessi-Lafley, and Marc Sparks representing Chez Hospitality

Attorney Dialessi-Lafley indicated they have applied for a Special Use Permit at the B-2 location at 122 Prospect Hill Road; the business operation will be catering and on-site delivery services. They would also be offering gift baskets; they are requesting the Special Use Permit to be able to include wine and/or beer in the baskets. They are hoping to open March 10, 2021, and hope to serve 30 to 35 customers a day. The hours of operation would be 10:00 a.m. to 8:00 p.m. during the week, with the highest number of customers anticipated to be coming in within a two hour window for lunch and dinner. Hours of operation on Saturday and Sunday will be 11:00 a.m. to 7:00 p.m. Attorney Dialessi-Lafley indicated they feel this business will be complimentary with the other businesses in the plaza. She referenced an e-mail from the landlord supporting this business use.

Attorney Dialessi-Lafley gave a description of Mr. Sparks experience working in Massachusetts under a similar format. She suggested their opinion is this operation will be unlikely to be harmful to the other businesses currently located within the plaza, and will not create a great demand on traffic.

Chairman Ouellette opened discussion to the Commissioners.

Commissioner Gobin requested clarification that this is the location previously occupied by Friendly's? Attorney Dialessi-Lafley replied affirmatively. Commissioner Gobin

TOWN OF EAST WINDSOR
PLANNING AND ZONING COMMISSION
Regular Meeting #1797 – February 23, 2021
ZOOM Teleconference
Meeting ID: 332 683 3563
MEETING MINUTES

5

questioned if, post COVID, would they consider a sit-down operation, or would they continue catering only? Attorney Dialessi-Lafley indicated the operation will continue to be catering and pick-up of prepared meals only.

Commissioner Gowdy had no questions at this time.

Commissioner Kowalski questioned if the alcohol will be available for pick-up, or included in the gift baskets? Attorney Dialessi-Lafley Indicated the alcohol would be an enhancement to the wine basket. Commissioner Kowalski asked if someone could come in and buy just a bottle of wine? Mr. Sparks indicated the wine would be part of the gift basket; Attorney Dialessi-Lafley suggested they aren't interested in selling coolers of craft beer.

Commissioner Thurz indicated Commissioner Kowalski had raised the same questions he was considering. He suggested he's glad to see someone coming into the property. Chairman Ouellette agreed; he's pleased to see someone interested in this property.

Attorney Dialessi-Lafley indicated this format has done well in Massachusetts; Mr. Sparks has done a great job of promoting this concept.

Chairman Ouellette noted this is a Public Hearing; he offered the public an opportunity to speak. No one requested acknowledgement.

Chairman Ouellette noted the Commission's receipt of Director Chapin's staff memo; he questioned if Director Chapin had any additional concerns? Director Chapin indicated had reviewed the application and had no issues with the proposal.

Chairman Ouellette suggested moving forward the Commission needs to close the Public Hearing, and then take action. He questioned if a potential motion had been prepared? Director Chapin indicated he hadn't expected the Commission to take action this evening, but he felt perhaps Interim Town Planner D'Amato could draft a motion if given a few minutes. Interim Town Planner D'Amato suggested the Commission close the Public Hearing, and move further discussion, and action, to **NEW BUSINESS**, item B.

MOTION: To CLOSE THE PUBLIC HEARING on Application PZ 2021-03, Chez Hospitality, Special Use Permit Application for Sale of Alcohol at 122 Prospect Hill Road (Map 112, Block 17, Lot 001A-01) Zone B-2. The Applicant is Chez Hospitality.

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

VOTE by show of hands: In Favor: Ouellette/Gobin/Gowdy/Kowalski/Thurz
(No one opposed/No Abstentions)

TOWN OF EAST WINDSOR
PLANNING AND ZONING COMMISSION
Regular Meeting #1797 – February 23, 2021
ZOOM Teleconference
Meeting ID: 332 683 3563
MEETING MINUTES

6

MOTION: To ADD to the Agenda as Item B under NEW BUSINESS to continue discussion and potential action on Application PZ 2021-03, Chez Hospitality, Special Use Permit Application for Sale of Alcohol at 122 Prospect Hill Road (Map 112, Block 17, Lot 001A-01) Zone B-2. The Applicant is Chez Hospitality.

Gobin moved/Gowdy seconded/DISCUSSION: None.

VOTE by show of hands: In Favor: Ouellette/Gobin/Gowdy/Kowalski/Thurz
(No one opposed/No Abstentions)

OLD BUSINESS/A. PZ-2020-19, 198 South Main Street (Map 022, Block 05, Lot 079 Site Plan Application for the demolition of an existing house and construction of a 9,600 SF building and parking lot for an automobile workshop. Zone B-2.

Chairman Ouellette indicated he understands this applicant has requested discussion of this item of business be continued to the Commission's March 9th Meeting.

MOTION: To CONTINUE the Application for PZ-2020-19, 198 South Main Street (Map 022, Block 05, Lot 079 Site Plan Application for the demolition of an existing house and construction of a 9,600 SF building and parking lot for an automobile workshop. Zone B-2. Application continued until the Commission's ZOOM meeting on March 9, 2021 at 6:30 p.m.

Gobin moved/Thurz seconded/DISCUSSION: None.

VOTE by show of hands: In Favor: Ouellette/Gobin/Gowdy/Kowalski/Thurz
(No one opposed/No Abstentions)

NEW BUSINESS/A. POCD Implementation Presentation by Ruthanne Calabrese:

ZEO Calabrese shared her screen with the Commission and offered a PowerPoint presentation of her proposal (See Attachment A).

ZEO Calabrese reported while staffing the Economic Development Commission they had an agenda item to pick items from the POCD and prioritize them for action. She noted the POCD is renewed every 10 years; this is a good opportunity to SEE where the Commission is in relation to their goals. In her review she noted there are 27 primary strategies, and 97 action items. Halfway through the adoption of the POCD the Commission has completed, or touched in some way, approximately 25% of the action items.

ZEO Calabrese noted that action item #1 was to create an implementation committee to

TOWN OF EAST WINDSOR
PLANNING AND ZONING COMMISSION
Regular Meeting #1797 – February 23, 2021
ZOOM Teleconference
Meeting ID: 332 683 3563
MEETING MINUTES

7

263
264 oversee handling the action items and promote the goals of the POCD. The intent was
265 for the Planning and Zoning commission to lead the implementation committee, while
266 involving the Board of Selectmen, the Town Engineer, and other members of other
267 Commissions as became necessary. ZEO Calabrese indicated she's asking the
268 Commission if she can start working on the Implementation Committee.

269
270 Chairman Ouellette noted he's been keeping a list of items for the PZC to work on, the
271 Implementation Committee is on his list as well. He felt much of the delay was
272 attributable to the change in Town Planners. He recalled that in the past the
273 Commission's second meeting of the month had often been workshops to consider
274 regulation changes; that process has been dropped for some time. Chairman Ouellette
275 volunteered to be a member of the Implementation Committee, and suggested ZEO
276 Calabrese would be to shepherd the process.

277
278 Chairman Ouellette noted the lack of volunteers for various commissions; the PZC is
279 short membership as well. Commissioner Gowdy reported he's just put in an application
280 to be moved up to a Regular Member. Chairman Ouellette suggested that would leave
281 the Commission with three alternate vacancies.

282
283 Commissioner Gowdy felt in the past year the Commission has spent a lot of time on the
284 zoning issues; this Implementation Committee will assist with the planning. Chairman
285 Ouellette noted Interim Town Planner D'Amato has compiled a task list for the
286 Commission as well. Interim Town Planner D'Amato suggested ZEO Calabrese's
287 proposal dovetails nicely with the Commission's review of regulations resulting from
288 the Warehouse Point Village Study.

289
290 Commissioner Gobin suggested ZEO Calabrese's proposal is incredible; she agrees with
291 moving forward. Commissioner Gobin suggested with the 75 items the Commission
292 hasn't been able to work on and the limited staffing in the office maybe one of the first
293 steps would be to priorities the items. She questioned if the Commission might be able
294 to contract out the regulation development?

295
296 Chairman Ouellette requested ZEO Calabrese prioritize the top 10 issues for the
297 Commission to work on and report back at the next meeting. He suggested maybe the
298 Commission could begin work on some of the smaller items before asking for resources
299 for outside contractors. Commissioner Gobin suggested even if a large project if it's
300 good for the Town maybe that should be included in the top 10 list. Chairman Ouellette
301 questioned if technology as a planning tool is included in the POCD goals; ZEO
302 Calabrese will include that in her review.

303
304 Commissioner Thurz suggested even just having a consistent staff will be a big gam
305 changer for the Commission. Commissioner Kowalski agreed; he hopes the
306 Commission can return to in person meetings as he feels they're more productive.
307 Commissioner Gowdy concurred.

308
309 Director Chapin thanked Chairman Ouellette for volunteering for the Implementation

TOWN OF EAST WINDSOR
PLANNING AND ZONING COMMISSION
Regular Meeting #1797 – February 23, 2021
ZOOM Teleconference
Meeting ID: 332 683 3563
MEETING MINUTES

8

Committee. He suggested the Planning Department views this process as a way to move forward.

Interim Town Planner D'Amato indicated he had completed the draft approval for Chez Hospitality. Chairman Ouellette returned the meeting to application PZ 2021-03 for Chez Hospitality.

NEW BUSINESS/B. PZ 2021-03, Chez Hospitality, Special Use Permit Application for Sale of Alcohol at 122 Prospect Hill Road (Map 112, Block 17, Lot 001A-01) Zone B-2:

Chairman Ouellette reopened discussion on this item of business.

Interim Town Planner D'Amato shared his proposed motion virtually with Attorney Dialessi-Lafley and Mr. Sparks. Both Attorney Dialessi-Lafley and Mr. Sparks indicated they had no problem with the motion proposed.

Chairman Ouellette called for comments from the Commissioners. Hearing no request for discussion, Chairman Ouellette called for a motion.

Motion to Approve:

PZ-2021-03, Chez Hospitality, Special Use Permit Application for Sale of Alcohol at 122 Prospect Hill Road (Map 112, Block 17, Lot 001A-01) Zone B-2.

This approval is granted subject to conformance with the submitted application, supporting materials and public hearing presentation (as may be modified by the Commission and this approval) and the following conditions/modifications.

Findings:

1. The proposed location is in compliance with the standards set forth by Section 805 and Section 502.
2. 122 Prospect Hill Rd is within the B2 zone which allows the retail sale of Alcohol by Special Permit.
3. The proposed use is in harmony with adjacent uses.

Conditions:

1. A copy of the Certificate of Action shall be filed on the Land Records prior to the commencement of alcohol sales on the property.

TOWN OF EAST WINDSOR
PLANNING AND ZONING COMMISSION
Regular Meeting #1797 – February 23, 2021
ZOOM Teleconference
Meeting ID: 332 683 3563
MEETING MINUTES

9

- 353
354 2. Any modification to alcohol sales on the property shall be subject to approval by the
355 Commission.
356 3. All alcohol shall be in compliance with the applicable standards of the State of CTs
357 Liquor Control Act.

358
359 **Gobin moved/Kowalski seconded/DISCUSSION:** None.

360 **VOTE by show of hands: In Favor: Ouellette/Gobin/Gowdy/Kowalski/Thurz**
361 **(No one opposed/No Abstentions)**

362
363 **OTHER BUSINESS:** None.

364
365 **CORRESPONDENCE:** None.

366
367 **BUSINESS MEETING/A. General Zoning Issues:**

368
369 Chairman Ouellette noted the next agenda appears to be light. He would like to begin
370 discussion on regulation revisions and the POCD Implementation Committee.

371
372 **BUSINESS MEETING/ B. Informal discussion of regulations and drive-throughs.**

373
374 Participating in this discussion was Tim Coon, of J. R. Russo & Associates, LLC., and
375 Eric Spungin.

376
377 Mr. Coon indicated he and Mr. Spungin had a ZOOM meeting with Director Chapin and
378 Interim Town Planner D'Amato to discuss proposed language for a Text Amendment to
379 OPEN development at 39 Prospect Hill Road. Director Chapin and Interim Town
380 Planner D'Amato reviewed the past deliberations and action regarding the HIFZ and felt
381 they might have another option for the Commission to consider.

382
383 Director Chapin suggested it appeared that on January 23, 2018 the Commission
384 approved a Text Amendment to change the HIFZ from a floating zone to an overlay zone.
385 It's his understanding that an overlay zone keeps the underlying zone in place. Reading
386 through the minutes he felt the Commission wanted to provide more opportunities.
387 Director Chapin indicated he was further intrigued with the East Windsor Planning and
388 Zoning vs. Sophia's Plaza case, in which the judge found the regulations confusing and
389 needing work.

390
391 Discussion continued regarding the Commission's intention for development between
392 Exit 44 and Exit 45 vs. how development will occur as the HIFZ was adopted.
393 Chairman Ouellette recalled the Commission had intended to provide greater flexibility
394 for development under the HIFZ implementation. He recalled the Commission as

**TOWN OF EAST WINDSOR
PLANNING AND ZONING COMMISSION
Regular Meeting #1797 – February 23, 2021
ZOOM Teleconference
Meeting ID: 332 683 3563
MEETING MINUTES**

10

sensitive to the location of drive-throughs, and felt they were best located near signalized intersections with shared access. Development was encouraged to provide easy access on and off the highway at the intersections. Commission Thurz recalled similar discussion.

Commissioner Gobin indicated she supports what you're trying to do; she questioned how Town staff would propose to revise the regulations. Discussion continued reviewing various options. Interim Town Planner D'Amato and Director Chapin will work on potential solutions and continue working with Mr. Coon and Mr. Spungin.

EXECUTIVE SESSION:

No Executive Session this evening.

ADJOURNMENT:

MOTION: To ADJOURN this Meeting at 7:53 p.m.

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

Respectfully submitted,

Peg Hoffman, Recording Secretary, East Windsor Planning and Zoning Commission

ATTACHMENTS:

A - POCD Implementation Presentation

East Windsor, CT Plan of Conservation & Development

Midpoint Check-in

February 2021

Vision for the Future

The rural, village, agricultural and business character that define East Windsor must be preserved to keep the Town an attractive place to live, work, and play.

Residential and village area development must be carefully guided to ensure compatibility with community character and allow East Windsor to prepare for the impacts of future growth and an aging population.

Economic development must be retained and expanded to support the community with services, jobs, and taxes, while remaining sensitive to the community's environment and quality of life.

Primary Strategies

Conserving Community Resources

- Preserve More Open Space
- Protect Environmental Quality
- Preserve Community Assets: Cultural, Historical, & Agricultural

Guiding Development Residential and Commercial

- Refine Residential Development Regulations
- Define Village Area Development
- Maintain Housing Diversity
- Restructure Business Zoning
- Improve Municipal Economic Development Capability
- Capacity Building Initiatives
- Marketing Initiatives
- Planning Initiatives for Economic Development
- Development Initiatives

Meeting Infrastructure Needs

- Address Municipal Facility Needs
- Address other Public Facility Conditions
- Warehouse Point Fire Department
- Ambulance Service
- Broad Brook Fire Department
- Libraries
- Plan for Future School Facility Needs
- Parks and Recreational Facilities
- Improve accessibility throughout town
- Sewers
- Promote Long Term Risk and Resiliency Planning

Notable Accomplishments

- Open Space/Preserve Community Assets
 - Fee in-lieu-of and purchase of Rye Street and East Road Farmland
- Marketing Initiatives:
 - Real Estate Portfolio – On-line
 - EDC Website
 - Gravel Pit Solar
- Park and Recreation Facilities
 - East Windsor Park Improvements
 - Athletics on Town Properties
- Restructure Business Zoning
 - Warehouse Point Study
 - Route 5 Study

Implementation Oversight /Facilitation

Action Item #1

Create a POCD Implementation Committee [PZC, BOS]

- Committee should include members from various boards and commissions, a member from the Board of Selectmen, the Town Planner and the Town Engineer.
- The checklist in POCD appendix should be utilized to track accomplishments and to remind POCD sponsors of their tasks.
- Regular review of the Regional and State POCD's will help to ascertain compliance and promote harmonious and consistent development goals.

Halfway Mark Progress

Now is a good time to:

- Establish the Implementation Committee
- Review what has been accomplished (progress at 25%)
- Reassess goals and desires to reflect changing times
- Planning and Development Lead with Reporting to PZC every other month

Action Items

Facilitate Primary Strategies

(28 of 97)

- Implementation Oversight
- Preserve More Open Space (1 of 7)
- Protect Environmental Quality (1 of 6)
- Preserve Community Assets: Cultural, Historical, & Agricultural (2 of 4)
- Refine Residential Development Regulations (3 of 7)
- Define Village Area Development (0 of 1)
- Maintain Housing Diversity (2)?
- Restructure Business Zoning (2 of 6)
- Improve Municipal Economic Development Capability (0 of 2)
- Capacity Building Initiatives (0 of 5)
- Marketing Initiatives (4 of 9)
- Planning Initiatives for Economic Development (1 of 6)
- Development Initiatives (1 of 5)
- Address Municipal Facility Needs (IFMP)?
- Address other Public Facility Conditions (5-year CIP)
 - Warehouse Point Fire Department (NA)
 - Ambulance Service (1 of 4)
 - Broad Brook Fire Department
 - Libraries (1 of 2)
- Plan for Future School Facility Needs (status?)
- Parks and Recreational Facilities (4 of 10)?
- Meet Infrastructure Needs (5 of 10)
- Improve accessibility throughout town (0 of 1)
- Sewers (1 of 3)
- Promote Long Term Risk and Resiliency Planning (1 of 5)

Action Items 2016 POCD

ACTION ITEMS	AC	AHRC	BC	BOE	BOF	BOS	CC	EDC	HPC	IW	NCHD	PR	PW	PZC	WPCA	OTHER
Create a POCD Implementation Committee						X		X						X		TP
Primary strategy: Preserve More Open Space																
Continue to Develop an OS Preservation Program	X						X							X		
Conservation Commission should continue to act as the Open Space Implementation Committee							X									
Continue to Develop Open Space Evaluation Tools	X						X		X	X				X		
Recommend Open Space priorities for regulations and other open space efforts, inclusive of presenting referrals for open space offered with subdivision approvals							X									
Establish Open Space Funding Mechanisms							X							X		
Prepare, Implement, and regularly update Open Space Action Plan	X						X		X					X		
Develop strategies to utilize Open Space with appropriate uses	X	X				X	X		X			X		X		
Primary strategy: Protect Environmental Quality																
Monitor Earth Excavation Activities, and revise regulations accordingly.							X			X				X		
Adopt Aquifer Protection Regulations							X							X		
Monitor Existing and Potential Environmental Problems						X	X			X	X			X		
Revise Impervious Surface Standards							X			X			X	X		
Continue Participation in Regional Environmental Programs and Organizations	X						X			X				X		
Be more proactive in preserving and protecting our wetlands, vernal pools, bogs, and watersheds							X			X				X		

ACTION STEPS	AC	AHRC	BC	BOE	BOF	BOS	CC	EDC	HPC	IW	NCHD	PR	PW	PZC	WPCA	OTHER
	AC	AHRC	BC	BOE	BOF	BOS	CC	EDC	HPC	IW	NCHD	PR	PW	PZC	WPCA	OTHER
Primary Strategy: Preserve Community Assets: Cultural, Historical, and Agricultural																
Support preservation of historic and cultural assets				X		X	X		X					X		
Preserve agricultural component of East Windsor	X					X		X						X		
Protect scenic roads, propose a Scenic Road Ordinance to be authorized by the PZC							X		X				X	X		
Continue to develop and establish the scenic loop/driving tour, and develop a brochure with highlights to view and visit.	X						X	X	X				X	X		
Primary Strategy: Refine Residential Development Regulations																
Continue to investigate methods to strengthen incentives for conservation subdivisions, such as set asides, Fee In Lieu of (FIL), conservation easements, and consideration of expanding the sewer service area to accommodate clustered housing.	X						X							X	X	
Continue to develop regulations that promote open space set asides with residential development.	X						X							X		
Develop regulations that guide architectural style, enhancements, and building type for new housing.									X					X		
Perform study to consider increased density of housing units in key locations									X					X		
Review and refine Zoning Regulations to further promote fair and affordable housing.						X								X		GA
Develop regulations to promote the Agricultural component with residential development wherever possible.	X						X	X						X		
Promote a sense of neighborhood and identity						X	X		X					X		
Primary Strategy: Define Village Area Development																
Develop regulations to promote Village District Zoning and/or Mixed Use Development in key locations								X	X					X		

ACTION STEPS	AC	AHRC	BC	BOE	BOF	BOS	CC	EDC	HPC	IW	NCHD	PR	PW	PZC	WPCA	OTHER
Primary Strategy: Maintain Housing Diversity																
Develop regulations that will allow for mixed use and mixed income housing in key village areas, with focus on Warehouse Point and Broad Brook (See Commercial Development)								X	X					X		
Investigate promoting development of affordable congregate/assisted living and long term care facilities for the elderly, so they may age in place with grace, comfort and dignity						X		X						X		
Primary Strategy: Restructure Business Zoning																
Move forward with development of new regulations for the Route 5 - Proposed Corridor Character Map								X		X				X		
Investigate methods to link into the proposed Transit Oriented Development in Windsor Locks								X	X					X		WL
Move forward with planning and development of Warehouse Point Village with a Village Zone and tie into Transit Oriented Development								X						X		WL
Consider effectiveness of the existing TZ-5 zone along Route 5								X			X			X		
Investigate feasibility of bringing public water and sewer service to this area. (Rail)											X			X	X	CT H20
Clarify whether this Industrial area should be minimized or expanded.								X						X		
Primary Strategy: Improve Municipal Economic Development Capability																
Consider new approaches for Commercial Development								X		X				X		
Develop a Town Wide Infrastructure Improvement Plan								X		X			X	X	X	

ACTION STEPS	AC	AHRC	BC	BOE	BOF	BOS	CC	EDC	HPC	IW	NCHD	PR	PW	PZC	WPCA	OTHER
Primary Strategy: Capacity Building Initiatives																
Economic Development Team Building and Training						X		X						X		
Continue to revise and implement recommendations of the Economic Development Action Agenda developed with the 2004 POCD						X		X						X		
Participate in and promote Regional Comprehensive Economic Development Strategy.						X		X						X		
Prepare written Economic Development Incentive Policy.						X		X						X		
Work with local businesses to establish a Small Business Development Center.						X		X								EW, COC
Primary Strategy: Marketing Initiatives																
Update And continuously maintain Town EDC webpage or consider creating separate website								X								
Consider implementing tax incentives for new businesses.					X	X		X								
Continue to include available commercial properties for sale or lease in the CERC Sitefinder Inventory [EDC]								X								
Continue to support HPC and development of villages as an integral part of Economic Development								X	X					X		
Support Agricultural Commission and farming as an integral component of Economic Development	X						X	X						X		
Continue to participate in and utilize resources from Metro Hartford Alliance (MHA) and other Marketing, Promotions, and Economic Development Programs								X								TP
Improve contact with existing businesses								X								TP
Create a DVD of East Windsor highlighting community assets						X		X								TP
Create a Town sponsored Tourism website or webpage and map which should include Historical, Recreational, and Agricultural Assets in East Windsor. Seek grants, and/or local business support.	X						X	X	X							TP

ACTION STEPS	AC	AHRC	BC	BOE	BOF	BOS	CC	EDC	HPC	IW	NCHD	PR	PW	PZC	WPCA	OTHER
Primary Strategy: Planning Initiatives for Economic Development																
Restructure Zoning Permit and Application fees								X						X		TP/BO
Consider revising sign regulations to benefit businesses								X						X		TP
Support Village and/or TOD Zoning District and Regulations Amendments (specifically for Broad Brook and Warehouse Point)								X	X					X		
Support further definition and development of Village Areas								X	X					X		
Create Plan of Conservation Development						X		X						X		TP
Implementation Committee to meet quarterly																
Investigate potential development of town property known as "Kogut property" for new town school and/or other municipal uses.				X	X	X		X		X				X		
Primary Strategy: Development Initiatives																
Assure re-use of Broad Brook Mill						X		X	X					X		
Strongly consider taking custody of the Connecticut Children's Place in Warehouse Point and/or the US Army Recruitment Center on Phelps Road for Municipal purposes, should they become available and offered to the town.					X	X		X						X		
Initiate and promote Speculative Building Development whenever possible – shovel ready projects						X		X						X		
Continue to work with State Department of Transportation (ConnDOT) and CRCOG as the traffic study on Route 5 is performed to improve traffic conditions and accommodate growth.						X		X						X		PD
Continue to request money to be set aside in the annual budget for matching funds for grants.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	TP
Primary Strategy: Address Municipal Facility Needs																
Improve and expand current facilities- Development an integral Municipal Facilities Program (IMFP) for our active and growing community.			X	X	X	X							X	X		

ACTION STEPS	AC	AHRC	BC	BOE	BOF	BOS	CC	EDC	HPC	IW	NCHD	PR	PW	PZC	WPCA	OTHER
Primary Strategy: Address other public facility conditions																
Public Safety: Police, Fire, and Ambulance																
Provide for upgrade and maintenance of public safety facilities and associated equipment.			X		X	X							X			PD
Analyze Current and Future Public Safety Facility Needs			X		X	X							X			PD
Warehouse Point Fire Department (WHPFD)																
Remove underground 1000 gallon oil tank at the Bridge Street Fire Station.																WHPFD
Replace a section of leaking roof at the Bridge Street Fire Station.																WHPFD
Replace/fix broken asphalt parking lot at Bridge Street Fire Station.																WHPFD
Replace the 1969 Ford brush truck with a new utility vehicle equipped with a 300 gallon brush unit for off road fires and rescues.																WHPFD
Update firefighters protective equipment and clothing.																WHPFD
Replace 1990 engine pumper which has currently reached its operating expectancy.																WHPFD
Ambulance Service																
Seek funding sources to add an ambulance substation to the Broad Brook section of the community to improve response time for those in Broad Brook, Windsorville, and Melrose.																AS
Seek funding through grants, donations, or Town to update or replace the ambulance facility in Warehouse Point to include a training center, sleeping facilities, office space, and adequate storage for equipment and vehicles.																AS
Updated Automatic External Defibrillators (AED's) should be purchased for all town facilities, police vehicles, fire apparatus and ambulances. Many of the AED's used in the community are extremely outdated.																AS
Seek additional funding to the ambulance association to purchase new heart monitors, replacement vehicles, and other advanced equipment.																AS

ACTION STEPS	AC	AHRC	BC	BOE	BOF	BOS	CC	EDC	HPC	IW	NCHD	PR	PW	PZC	WPCA	OTHER
Broad Brook Fire Department																
Seek funding to pay full-time staff and firefighters during the day.																BBFD
Maintain a 30-year equipment rotation schedule																BBFD
Seek funding to support ipads for all vehicles and operators for quick, easy access to data and communications																BBFD
Continue to use FLEET EYES software and maintain active GIS data layers such as hydrant locations.																BBFD
Continue to seek funding opportunities through grants, such as for recruitment and retention of volunteers, new vehicles, and equipment																BBFD
Establish a Windsorville Fire Station, as the Windsorville area falls outside of the standard 2.5-mile radius of coverage from any station.																BBFD
Libraries																
Continue Support for East Windsor's Public Libraries																L
Evaluate School Street Facility ("The Annex") as a Satellite Town Office			X		X	X							X	X		
Schools																
Primary Strategy: Plan for Future School Facility Needs																
Upgrade and maintain all district buildings to promote an attractive, safe and accessible learning environment for all East Windsor students.				X												
Evaluate the trends in student population for use in building and budget preparation				X												
Coordinate and Integrate School and Municipal Facility Planning				X	X	X							X			
Evaluate the need and feasibility for a new school campus				X	X	X								X		

ACTION STEPS	AC	AHRC	BC	BOE	BOF	BOS	CC	EDC	HPC	IW	NCHD	PR	PW	PZC	WPCA	OTHER
Parks and Recreational Facilities																
Continue to provide Adequate Facilities for Parks and Recreation					X	X						X				
Accomplish improvements at East Windsor Park												X				
Make Broad Brook Pond more attractive and user friendly										X		X		X		
Seek to develop more boat access points to both the Scantic and Connecticut Rivers		X				X	X					X		X		
Develop more passive walking trails throughout town that could feasibly be used for cross country, skiing and snow shoeing in the winter							X			X		X		X		
Seek property to establish a community center, with potential to add a swimming pool, and a multi-use indoor facility. (Consider the Cinema site as a possibility)					X	X						X				
Continue to Develop specific facility and program needs assessment for indoor programs and additional athletic fields. Provide assessment for incorporation in the Integrated Municipal Facilities Program and for future program and capital budget planning.												X				
Monitor Town planning for open space acquisition to incorporate passive recreational designs such as greenway paths wherever possible and identify potential multiple use opportunities												X				
Continue to seek grants and utilize volunteers such as Scouts.	X	X					X		X			X				
Continue to coordinate the use of athletic facilities and fields with the East Windsor School System				X								X				

ACTION STEPS	AC	AHRC	BC	BOE	BOF	BOS	CC	EDC	HPC	IW	NCHD	PR	PW	PZC	WPCA	OTHER
Primary Strategy: Meet Infrastructure Needs																
Manage the Town Road System/Adopt a Road Classification system (MAP)													X	X		TP
Continue to implement pavement management program, as adopted in 2012													X	X		TP
Revise Street design standards consistent with residential development goals of this POCD to reduce environmental and aesthetic impacts of new development, such as implementing and requiring green infrastructure													X	X		TP
Adopt standards for new road storm drainage that allows and encourages the use of drainage swales and infiltration systems where feasible													X	X		TP
Continue drainage system improvement of intersections on collector roads. Such as intersections of Route 140 and Winkler Road, and Windsorville and Apothecaries Roads.													X	X		TP
Maintain proper salt storage structure, enlarge raw salt storage shed													X	X		TP
Budget and schedule for regular street sweeping and catch basin cleaning													X	X		
Monitor Public Utility Capabilities								X					X	X	X	
Plan for Future School Facility Needs				X	X	X							X	X	X	
Maintain Municipal Signage						X							X			TP
Transportation																
Primary Strategy: Improve accessibility throughout town																
Promote Bike and Pedestrian Friendly development in town						X	X				X	X	X	X		
Water Pollution Control Authority (WPCA) - Sewers																
Increase user base and connections to the Sewer System in order to allow the plant to be more efficient and cost effective														X	X	
Promote connections to increase use and effectiveness of plant															X	
Continue to maintain plant and infrastructure for full functionality															X	

ACTION STEPS	AC	AHRC	BC	BOE	BOF	BOS	CC	EDC	HPC	IW	NCHD	PR	PW	PZC	WPCA	OTHER
Hazard Mitigation and Emergency Management																
Primary Strategy: Promote Long Term Risk and Resiliency Planning																
Protect environmental quality and improve infrastructure							X						X	X		
Protect the town from natural and other disasters						X				X			X	X		PD
Promote More Recycling Initiatives						X	X						X			TP
Promote Solar Power/Renewable Energy, and reduction of Greenhouse Gas Emissions in the Town							X	X		X				X		
Promote Farm to table programs for schools and businesses	x			X			X									
Create a POCD Implementation Committee						X								X		