

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

**REGULAR Meeting #1819  
January 25, 2022**

***DUE TO INCREASED COVID ACTIVITY  
THIS MEETING IS BEING HELD VIA  
REMOTE ACCESS ONLY  
via ZOOM Teleconference  
Meeting ID: 714 897 1799***

***MEETING MINUTES***

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

**I. TIME AND PLACE OF MEETING, Virtually, via Zoom:**

Chairman Gobin called Regular Meeting #1819 of the East Windsor Planning and Zoning Commission dated January 25, 2022 to Order at 6:30 p.m. The Meeting is being held remotely.

**PRESENT:** **Regular Members:** Anne Gobin (Chairman), Michael Kowalski (Vice Chairman), Joseph Sauerhoefer (signed in at 6:38 p.m.), and Jim Thurz (Secretary).

**Alternate Members:** David Leason. There are presently two vacancies for Alternate members.

**ABSENT:** Regular Member Gowdy is absent this evening.

**GUESTS/SPEAKERS present remotely identified as they sign in:**

Director of Planning and Development/Town Planner Ruth Calabrese hosted the meeting; Planning Consultant D'Amato was present remotely as well. Also present were: Alan Baker, Board of Selectman Liaison to the Planning and Zoning Commission; Selectman Nordell ([CharlieNordell73@gmail.com](mailto:CharlieNordell73@gmail.com)), Gil's I-pad, Jay Ussery, of J. R. Russo & Associates, LLC; Eric Spungin; Peg Hoffman, Recording Secretary.

**II. ESTABLISH QUORUM:**

Chairman Gobin noted a quorum was established as three Regular Members and one Alternate Member were present at the Call to Order. Chairman Gobin requested Alternate Member Leason to join the Board regarding discussion and action on all Items of Business this evening as well.

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**III. ADDED AGENDA ITEMS:**

Chairman Gobin noted Town Planner Calabrese had requested the addition of a discussion regarding the status of bonding for Harvestview Estates, under **PERFORMANCE BONDS – ACTIONS PERMIT EXTENSIONS, ROAD ACCEPTANCE**. She requested a motion for the **ADDED AGENDA ITEM**.

**MOTION: To ADD under Section VIII, PERFORMANCE BONDS – ACTIONS; PERMIT EXTENSIONS; ROAD ACCEPTANCE, Item a. Discussion of Letter regarding bond status at Harvestview Estates.**

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

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

**IV. LEGAL NOTICE:** None.

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

Chairman Gobin queried the remote participants for comments regarding items/issues not posted on the Agenda. No one requested to speak.

**VI. APPROVAL OF MINUTES:**

**a, January 11, 2022:**

Chairman Gobin noted a spelling correcting in line 45 of the Meeting Minutes for January 11, 2022; "...Liaison for the Board of **Selection**..." should be corrected to "Liaison for the Board of **Selectmen**...". She called for additional corrections or edits; hearing no requests for revisions she called for a motion of approval.

**MOTION: To APPROVE the Minutes of Regular Meeting #1818 dated January 11, 2022 with the following amendment: Page 1, Line 45, ".....**Selection** **SELECTMEN** Liaison to the PZC....."**

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

**VOTE by show of hands: In Favor: Gobin/Kowalski/Leason/Thurz**

(No one opposed/No Abstentions)

**VII. RECEIPT OF APPLICATIONS:**

**a. PZ 2022-02 268 South Main St., Zone Change B-2 to R-1, Gil Tougas:**

Town Planner Calabrese noted the captioned application has recently been received in the Planning Office; a Public Hearing will be scheduled for the Commission's next meeting. Chairman Gobin noted the Commission will discuss that application at the Commission's February 8th meeting after publication of the appropriate notices.

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

**a. Discussion of Letter regarding bond status at Harvestview Estates.**

Town Planner Calabrese reported a letter was sent this morning to the developer of Hamlet Homes (Harvestview Estates), Mark O'Neill, notifying him the Performance Bond on this Subdivision expires March 21, 2022; the letter requests that he appear before the Commission to request an extension of the bond. Town Planner Calabrese reported she has been engaged in on-going discussions with Mr. O'Neill regarding the status of his bond.

**Commissioner Kowalski:**

- *Status of project activity:* questioned if there has been any current activity at the subdivision? Town Planner Calabrese reported Mr. O'Neill is completing the last home under this subdivision; the bond is for completion of the road construction.

**IX. CONTINUED PUBLIC HEARINGS:**

- a. Applicant: Town of East Windsor Planning & Zoning Commission. Text Amendment Application Chapter VIII, Section 813 (new) "Cannabis Establishments" to enact Zoning Regulations to establish requirements for the responsible and equitable regulation of Adult Use Cannabis per Public Act 21-1. (Tabled for CRCOG comments on revisions) continued from 1/28/2021:**

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**LET THE RECORD SHOW** Commissioner Sauerhoefer signed in remotely at 6:38 p.m.; he will join the Commission in discussion and votes from this point on.

Chairman Gobin noted the Commission has held on-going discussions on the proposed language for the regulations regarding the adult use of cannabis. She noted a referral to CRCOG (Capitol Region Council of Governments) regarding the proposed regulations; Town Planner Calabrese reported a response to that referral has been received indicating no apparent conflict with regional plans or policies of neighboring towns.

Chairman Gobin asked the participants signed in remotely if they had any comments or questions? No one requested to speak.

Chairman Gobin queried the Commissioners for comments as well. Hearing no requests for discussion she questioned if the Commission was ready to close the Public Hearing on the proposed Cannabis Regulations?

**MOTION: To CLOSE THE PUBLIC HEARING on Town of East Windsor Planning & Zoning Commission. Text Amendment Application Chapter VIII, Section 813 (new) “Cannabis Establishments” to enact Zoning Regulations to establish requirements for the responsible and equitable regulation of Adult Use Cannabis per Public Act 21-1.**

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

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

Chairman Gobin asked if the Commission was ready to vote on the proposed regulations?

**Motion to approve the addition of a new section, Section 813 - Cannabis Establishments, to Chapter VIII: Special Regulations of the East Windsor Zoning Regulations. This new section is detailed in a memo to the Planning and Zoning Commission from the town planner dated October 21, 2021, last revised December 21, 2021.**

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**Findings:**

- 1. The proposed section provides for adequate and reasonable controls on the location for such establishments.**
- 2. The addition of cannabis establishments as a permitted by special use permit in specific zones will support economic growth and business diversity consistent with the East Windsor Plan of Conservation and Development.**
- 3. The Capitol Region Council of Governments upon review found no apparent conflict with regional plans and policies for the concerns of neighboring towns.**

**Kowalski moved/Thurz seconded/DISCUSSION:** Chairman Gobin suggested assuming everyone votes in the affirmative, when does this regulation become effective? Town Planner Calabrese noted the Notice of Decision will be published in the newspaper, and the appeal period would expire February 13, 2022. Chairman Gobin questioned that then the Commission could see applications come before them? Town Planner Calabrese reported she understands the State will be starting the lottery process for licensing shortly. Commissioner Sauerhoefer wanted the record to reflect that he thanks Town Planner Calabrese and Planning Consultant D'Amato for all the work they've put into this regulation.

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

**X. NEW PUBLIC HEARINGS:** None.

**XI. OLD BUSINESS:**

- a. PZ-2022-01 44 Prospect Hill Road – Site Plan Modification - Walmart. Tabled until February 8, 2022 meeting:**

Chairman Gobin noted the Applicant has requested discussion on this application be tabled tonight as they are not yet ready to proceed. Town Planner Calabrese reported Staff had provided a technical review of the submitted Site Plan, and the Applicant needed more time to respond to that review. Chairman Gobin requested a motion to continue discussion of this application to the Commission's February 8, 2022 Meeting.

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**MOTION: To CONTINUE discussion on Application PZ-2022-01  
44 Prospect Hill Road – Site Plan Modification 0  
Walmart until the Commission’s regularly scheduled  
meeting on February 8, 2022 at 6:30 p.m.**

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

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

**XII. NEW BUSINESS:**

**a. Schedule Public Hearing for Accessory Dwelling Unit and Planned  
Commercial Development Regulations:**

Planning Consultant D’Amato reported the Commission had previously discussed the Legislative changes regarding Accessory Dwelling Units and Planned Commercial Development Regulations; this agenda considers setting a Public Hearing on those regulation changes. Town Planner Calabrese noted the Commission has received a CRCOG response on both these issues.

Chairman Gobin questioned if the referral to CRCOG had included the discussion about consideration of electrical vehicles? Planning Consultant D’Amato noted the referral had been sent prior to that discussion, but he suggested the Commission could add that request during the Public Hearing as you would be asking them to do something more restrictive than the original proposal.

Discussion continued regarding the timing of the Public Hearing based on the number of pending applications for the next Agendas, and the timing of publication of the Legal Notices.

The consensus of the Commission was to schedule these Public Hearings for the Commission’s February 22, 2022 Meeting; no motion made.

**XIII. OTHER BUSINESS:**

**a. Informal Discussion Wapping Sand & Gravel to include Victor  
Serrambana:**

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Chairman Gobin questioned if Mr. Serrambana would be included in the discussion as she didn't see him signed into the meeting. Chairman Gobin questioned if Staff was prepared to represent this issue. Planning Consultant D'Amato reported he had provided Mr. Serrambana a copy of the meeting agenda and the process for remote accessibility but he didn't appear to have joined the meeting. Town Planner Calabrese noted she hadn't been involved in the first-hand discussions with Mr. Serrambana.

Discussion was postponed to a future meeting.

**XIV. CORRESPONDENCE:**

Chairman Gobin acknowledged the following communications:

- a. **CRCOG Comments & Letters/Cannabis Regulations:**
  1. **Report on Zoning Referral Z-2021-156:** Proposed zoning amendment pertaining to updates to cannabis retail and cultivation regulations:
  2. **Report on Zoning Referral Z-2021-154:** Proposed zoning amendment pertaining to accessory apartments as an as-of-right use with single family residential units and a Planned Commercial Development District, including uses, requirements, and design considerations.
- b. **CRCOG Notifications:**
  1. **South Windsor Planning and Zoning Commission:** Report on Zoning Referral Z-2021-153: Proposed zoning Amendment pertaining to hybrid-use cannabis dispensaries and cannabis production facilities as special permit uses in commercial and industrial districts respectively and accessory apartments as an as-of-right use with single family houses.
  2. **Tolland Planning and Zoning Commission:** Report on Zoning Referral Z-2021-155: Proposed zoning amendment pertaining to removing requirements for drive-through menu boards and proximity to residential structures.
  3. **Suffield Planning and Zoning Commission:** Report on Zoning Referral Z-2021-157: Proposed amendment pertaining to recreational retail and micro-cultivator cannabis establishments.

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4. **Ellington Planning and Zoning Commission:** Report on Zoning Referral Z-2021-158: Proposed zoning amendment pertaining to a 6-month moratorium on detached electronic fuel price signs.

**XV. BUSINESS MEETING:**

Nothing presented this evening.

**XVI. EXECUTIVE SESSION:** None.

**XVII. ADJOURNMENT:**

**MOTION: To ADJOURN this Meeting at 6:54 p.m.**

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

Respectfully submitted,

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