

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

**REGULAR Meeting #1858  
Tuesday, September 12, 2023**

***THIS MEETING IS BEING HELD  
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 Regular Meeting #1858 of the East Windsor Planning and Zoning Commission to Order at 6:30 p.m. The Meeting is being held via ZOOM.

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

**Alternate Members:** Frank Gowdy.

**ABSENT:** No one; all Regular and Alternate Members present.

**GUESTS/SPEAKERS present remotely identified as they sign in: Planning Director** Ruth Calabrese hosted the ZOOM Meeting. Also present were Regular Commissioners Anne Gobin, Michael Kowalski, David Leason, Stacey Svoboda-McKenna, and Jim Thurz, and Alternate Frank Gowdy. Also signed in remotely was Planning Consultant Michael D'Amato, Richard Tuller, and Peg Hoffman, the Recording Secretary.

**II. ESTABLISHMENT OF QUORUM:**

Chairman Kowalski noted a quorum was established as five Regular Members and one Alternate Member were present at the Call to Order. He noted all members will participate in discussion, and in votes this evening. .

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**III. ADDED AGENDA ITEMS: None**

**IV. LEGAL NOTICE: None**

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

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

**VI. APPROVAL OF MINUTES:**

**A. August 22, 2023-Regular Meeting of PZC:**

Chairman Kowalski noted the Minutes of the Commission's Regular meeting #1857 held on August 22, 2023 are available for comments or revisions/alterations, he queried the Commission for comments. No one requested any changes. Chairman Kowalski then called for a motion of approval.

**MOTION: To APPROVE the Minutes of Regular Meeting #1857 held on Tuesday, August 22, 2023 as presented.**

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

**VOTE: In Favor: Gobin/Kowalski/Leason/  
Svoboda-McKenna/Thurz  
(No one opposed/No Abstentions)**

**VII. RECEIPT OF APPLICATIONS:**

Chairman Kowalski noted there were no new applications to be received this evening.

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

**A. Southern Auto Sales, Inc. E&S Bond Release Request for Site Work Approved in 2008:**

Planning Director Calabrese advised the Commission the Planning Office received a phone call from the CEO of Southern Auto Sales who had

Chairman Kowalski noted this Public Hearing has been requested to be heard at the Commission's September 26, 2023 Meeting.

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**XI. OLD BUSINESS:** None

**XII. NEW BUSINESS:** None

**XIII. OTHER BUSINESS:** None

**XIV. CORRESPONDENCE:** None

**XV. BUSINESS MEETING:**

**A. Draft Commission Annual Report for Commissioner input:**

Planning Director Calabrese asked for input from the Commissioners. The following revisions were offered:

Commissioner Gobin: Both her name and that of Commissioner Gowdy currently have typos in them. And, in the second to the last paragraph there is a sentence that “we have one open Alternate Member position on our roster.” Commissioner Gobin suggested deleting that sentence as earlier it had been stated that there are two positions open. Commissioner Gowdy noted Commissioner Gobin’s comment is correct.

Planning Director Calabrese advised the Commission she had a couple of additional “bullets” to add, which include notable amendments to the East Windsor Zoning Regulations, which she has listed. She suggested including “other accomplishments include drafting East Windsor’s Planning and Zoning Solar Statement sent for submittal to the Connecticut Siting Council”. She indicated the second bullet she would add would be “The preparation of East Windsor’s Affordable Housing Plan.”

Chairman Kowalski and Commissioner Gowdy agreed with the recommended additions.

Commissioner Svoboda-McKenna noted a typo in the second bullet, which should say “multi-tenant”.

n Chairman Kowalski suggested Planning Director Calabrese make the corrections noted, and prepare a final draft.

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**B. Review Warehouse Point Village District draft regulations and public hearing schedule:**

Chairman Kowalski opened discussion on the proposed Warehouse Point Village District Regulations, and its subsequent Public Hearing.

Planning Director Calabrese shared a Webpage which Planning Consultant D'Amato has prepared which includes the Regulations and an introduction that indicates a Public Hearing will be opened on October 24<sup>th</sup> which will be kept open for public comments. Also included on the Webpage is the Warehouse Point District proposed Zoning Map, which shows the "Core Zone", and the "Transition Zone"; remaining zones will be left as they currently are.

Planning Director Calabrese noted all the videos are also included on the Commission's Webpage, as well as appendices.

Planning Consultant D'Amato joined the discussion, noting people may be wondering why the Public Hearings are being held in October and November, that was done because they wrote a press release for the "5 Village Voice" including a QR code linking to this website which also includes a brief narrative. This timeline gives residents time to respond after receiving the newspaper.

The Commission was pleased with the creation of the webpage, and the opportunities for public comment.

Chairman Kowalski questioned if the Public Hearings would be advertised as a Legal Notice in the Journal Inquirer? Planning Director Calabrese noted a Legal Notice is being published for October 24<sup>th</sup>, noting that the Public Hearing would be continued. Planning Consultant D'Amato noted the press release has also been listed on the Planning and Zoning Commission Webpage, the press release includes the QR code which anyone can use to access the Public Hearing information. Planning Consultant D'Amato noted he's also provided the document to a couple of residents who attended a previous Commission meeting. Planning Consultant D'Amato suggested this is the Staff's proposal to close the loop on the previous Warehouse Point Village Study.

Planning Director Calabrese noted the notification has already been sent to CRCOG for comments prior to the Hearing.

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Chairman Kowalski questioned if anyone had anything they would like to discuss, hearing no requests for comments he called for a motion to ADJOURN the meeting.

**XVI. EXECUTIVE SESSION:** None

**XVII. ADJOURNMENT:**

**MOTION:** To ADJOURN this Meeting at 6:46 p.m.

**Gowdy moved/Svoboda-McKenna seconded/DISCUSSION:** None

**VOTE:** In Favor: Gobin/Gowdy/Kowalski/Leason/  
Svoboda-McKenna/Thurz  
(No one opposed/No abstentions)

Respectfully submitted,

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