

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

**REGULAR Meeting #1813
October 26, 2021
(Amended Agenda)
In-person meeting**

AND

**Meeting also held via ZOOM Teleconference
Meeting ID: 714 897 1799**

SCHEDULE OF MOTIONS

I. TIME AND PLACE OF MEETING:

Chairman Gobin called Regular Meeting #1813 of the East Windsor Planning and Zoning Commission dated October 26, 2021 to Order at 6:31 p.m. The Meeting is being held in-person in the John Daly, Jr. Meeting Room, Town Hall, 11 Rye Sreet, Broad Brook, CT., and via telconference as well.

PRESENT: **Regular Members:** Anne Gobin (Chairman), Michael Kowalski (Vice Chairman), Joseph Sauerhoefer, and Jim Thurz (Secretary).

ABSENT: Regular Member Frank Gowdy and Alternate Member David Leason didn't attend the meeting.

Also present was Director of Planning and Development/Town Planner Ruth Calarese, and Planning Consultant Michael D'Amato.

GUESTS/SPEAKERS present in person: Director of Planning and Development/Town Planner Calabrese hosted the meeting; Planning Consultant D'Amato was also present. Also present were: Alan Baker, Board of Selectman Liaison to the Planning and Zoning Commission; Marie DeSousa, Deputy First Selectman; Jay Ussery, of J. R. Russo & Associates.

Public signed in remotely (as identified in the Meeting participation list):
Holly, Jim Oulundsen, Gerry, Selectman Sarah Muska, Scott Koziak

II. ESTABLISHMENT OF QUORUM:

Chairman Gobin noted a quorum had been established as four Regular Members were present at the Call to Order.

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III. ADDED AGENDA ITEMS:

Chairman Gobin noted the receipt of correspondence dated 10/20/2021 from Robinson & Cole regarding 104 Prospect Hill Road.

VI. APPROVAL OF MINUTES:

A. October 12, 2021:

MOTION: To APPROVE the Minutes of Regular Meeting #1812 dated October 12, 2021 as presented.

Kowalski moved/Thurz seconded/DISCUSSION: None.

**VOTE: In Favor: Gobin/Kowalski/Sauerhoefer/Thurz
(No one opposed/No Abstentions)**

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

A. 50 Newberry Road, Wilcox Excavation, Memo:

MOTION TO ACCEPT:

**Statutory Permit Extension for a Site Plan approval originally granted on January 10, 2012 for 50 Newberry Rd.
Owner/Applicant: Gerald Wilcox**

Findings:

1. The approval was originally granted January 10, 2012 and had not expired as of March 10, 2020 which falls within the specified timeframes to be eligible for the Statutory permit extension as provided by PA 21-34.

Kowalski moved/Thurz seconded/DISCUSSION: None.

**VOTE: In Favor: Gobin/Kowalski/Sauerhoefer/Thurz
(No one opposed/No Abstentions)**

X. NEW PUBLIC HEARINGS:

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- A. **PZ-2021-26 – 4 Wells Rd:** Special Use Permit to construct a medical office. Zone B-3; Map 12, Block 24, Lot 24. **(Postponed from 10/12/2021):**

MOTION: **To CLOSE the Public Hearing on Application 4 Wells Rd., Special Use Permit to construct a medical office. Zone B-3; Map 12, Block 24, Lot 24.**

Kowalski moved/Thurz seconded/DISCUSSION: None.

VOTE: **In Favor: Gobin/Kowalski/Sauerhoefer/Thurz
(No one opposed/No Abstentions)**

MOTION TO APPROVE:

Application #**PZ-2021-26:** 4 Wells Road, Special Use Permit Application for construction of Dentist Office. Applicant/Owner: Kaitlin Peretto/James A. & Nancy S. Viggiano. Zone B-3.

This approval is granted subject to the conformance with referenced plans (as may be modified by the Commission and this approval) and the following conditions/modifications.

Referenced Plans

Site Plan: East Windsor Dental, 4 Wells Road, East Windsor, Connecticut, Sheets 1-5 dated: 8-26-21; and Photometric Plan, East Windsor Dental dated 8-30-21; Prepared by J.R. Russo & Associates, LLC

Conditions which must be met prior to signing mylars:

1. A copy of this approval motion has been incorporated into the plan.
2. A copy of the final approved plans with any necessary revisions shall be submitted to the Planning & Development Office for review and comment.
3. All final plans submitted for signature shall require the seal and live signature of the appropriate professional(s) responsible for the preparation of the plans.
4. The conditions of this approval shall be binding upon the applicant, landowners, and their successors and assigns.
5. **The plans shall be revised as follows:**
 - a. To indicate the location of all on site lighting and include

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specifications and/or details for all proposed site lighting demonstrating that fixtures will be fully shielded or full cutoff.

- b. To depict existing vegetation as shown on eastern boundary to be maintained.
- c. To show drive way corners with 26 foot radii to accommodate emergency response vehicles.

Conditions which must be met prior to the issuance of any permits:

- 6. One set of final mylars, with all necessary revisions shall be provided to the Planning and Development Office. A copy of this approval motion shall be incorporated.
- 7. A single, PDF copy of the final plans, with all necessary revisions shall be provided to the Planning and Development Office.
- 8. A zoning permit has been obtained from the Planning and Development Office for the project.
- 9. An Erosion Control Bond has been provided, such estimate shall be reviewed and approved by the Town Engineer.
- 10. If required, tree preservation fencing along the dripline of the trees shall be installed at the time erosion and sedimentation controls are installed and shall maintained throughout the course of construction.
- 11. In accordance with Section 606, the submittal of a fee-in-lieu-of sidewalks for North and Wells Roads in amount determined by the Town Engineer.

Conditions which must be met prior to the issuance of a Certificate of Compliance:

- 12. Final grading, stabilization and seeding shall be in place or adequate bond filed with the Town for the unfinished work.
- 13. A landscape establishment bond may be required by staff ensure the proposed landscape plans are adequately established, to ensure the proposed landscape plans are adequately established, prior to the issuance of a certificate of zoning compliance.
- 14. One electronic PDF and paper copy of the final as-built survey showing structures, pins, driveways, final floor elevations and spot grades shall be submitted.

General Conditions:

- 15. In accordance with Section 900.3(h) of the Zoning Regulations, the construction of any buildings associated with this approval shall commence within one year of this approval date and all improvements shall be completed within five years. Such approval

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shall otherwise be null and void unless an extension has been granted by the Commission.

16. This project shall be constructed and maintained in accordance with the final plans. Minor modifications to the approved plans that result in lesser impacts may be allowed subject to staff review and approval.
17. Any modifications to the proposed drainage or grading as depicted on the site plan are subject to review and approval by the Town Engineer.
18. Additional erosion control measures may be required by Town staff if field conditions necessitate.
19. By acceptance of this approval and its conditions, the applicant, owner and/or their successors and assigns acknowledge the right of Town staff to periodically enter upon the subject property for the purpose of determining compliance with the terms of this approval.
20. **The approval granted by the East Windsor Inland Wetland and Watercourses Agency is hereby incorporated into this approval. Any deviations from plans approved by the IWWA shall be subject to the requirements of the Inland Wetlands and Watercourses Agency Regulations.**
21. A separate zoning permit will be required for site signage.

Kowalski moved/Thurz seconded/DISCUSSION: None.

VOTE: In Favor: Gobin/Kowalski/Sauerhoefer/Thurz
(No one opposed/No Abstentions)

XV. BUSINESS MEETING

A. Commission Review of Draft of Cannabis Zoning Regulations:

MOTION: To PROCEED with draft Cannabis Zoning Regulations with the next step in the process of referral to CRCOG with 5 acre sites.

Kowalski moved/Sauerhoefer seconded/DISCUSSION: None.

VOTE: In Favor: Gobin/Kowalski/Sauerhoefer/Thurz
(No one opposed/No Abstentions)

B. 2022 PZC Meeting Schedule:

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**MOTION: To ACCEPT the Planning and Zoning Commission
2022 Meeting Schedule as presented.**

Kowalski moved/Thurz seconded/DISCUSSION: None.

**VOTE: In Favor: Gobin/Kowalski/Sauerhoefer/Thurz
(No one opposed/No Abstentions)**

XVI. EXECUTIVE SESSION

- A. Pursuant to CGS 1-200(6)(D) to include: Town Planner Ruth Calabrese, Consulting Planner Michael D’Amato, and First Selectman Jason Bowsza, JR Russo Jay Ussery:**

**MOTION: To GO INTO EXECUTIVE SESSION at 7:46 p.m.
pursuant to CGS 1-200(6)(D). Attending the Executive
Session were Chairman Anne Gobin, Commissioners
Michael Kowalski, Joe Sauerhoefer, and Jim Thurz,
First Selectman Jason Bowsza, Town Planner Ruth
Calabrese, Consulting Planner Michael D’Amato, Jay
Ussery, and Clif Chapman.**

Kowalski moved/Sauerhoefer seconded/DISCUSSION: None.

**VOTE: In Favor: Gobin/Kowalski/Sauerhoefer/Thurz
(No one opposed/No Abstentions)**

LET THE RECORD SHOW the Recording Secretary left the in-person
meeting at 7:46 p.m.

The Commission came out of Executive Session at 8:24 p.m.

XVII. ADJOURNMENT:

MOTION: To ADJOURN this Meeting at 8:24 p.m.

Thurz moved/Kowalski seconded/DISCUSSION: None.

**VOTE: In Favor: Gobin/Kowalski/Sauerhoefer/Thurz
(No one opposed/No Abstentions)**

Respectfully submitted,

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