

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

REGULAR Meeting #1773 – January 28, 2020

MEETING MINUTES

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

Regular Meeting #1773 of the Planning and Zoning Commission held on January 28, 2020 was called to order in the Town Hall Meeting Room, 11 Rye Street, Broad Brook, CT. at 6:30 P. M. by Chairman Ouellette.

PRESENT: **Regular Members:** Joe Ouellette (Chairman), Michael Kowalski, Tim Moore, and Jim Thurz.

Alternate Members: Anne Gobin, Frank Gowdy, and Marti Zhigailo.

ABSENT: **Regular Members:** Dick Sullivan

Alternate Members: All Alternate Members were present.

Also present was Town Planner Ruben Flores-Marzan.

GUESTS: Selectman Alan Baker, Board of Selectman Liaison to the Planning and Zoning Commission; **Apothecaries Hall Enterprises, LLC., and the East Windsor Sportsman Club, Inc.:** Jay Ussery, of J. R. Russo Associates, LLC, and Kevin Charbonneau, owner, Apothecaries Hall Enterprises; **LADA, P.C., Land Planners:** Terri Hahn.

Public: Dick Pippin, Kathy Pippin.

ESTABLISHMENT OF QUORUM:

A quorum was established as four Regular Members and three Alternate Members were present at the Call to Order. Chairman Ouellette noted all Regular Members would sit in, and vote, on all Items of Business this evening. Following in accordance with the service rotation schedule Chairman Ouellette requested Alternate Member Zhigailo to join the Board regarding discussion and action on all Items of Business this evening as well.

LEGAL NOTICE: None.

ADDED AGENDA ITEMS: None.

PUBLIC PARTICIPATION:

**TOWN OF EAST WINDSOR
PLANNING AND ZONING COMMISSION
Regular Meeting #1773 – January 28, 2020
MEETING MINUTES**

2

Chairman Ouellette queried the audience for comments regarding items/issues not posted on the Agenda. No one requested to speak.

APPROVAL OF MINUTES/January 14, 2020:

MOTION: To ACCEPT the Minutes of Regular Meeting #1772 dated January 14, 2020 as written.

Moore moved/Zhigailo seconded/DISCUSSION: None.

VOTE: In Favor: Unanimous (Ouellette/Kowalski/Moore/Thurz/Zhigailo)

RECEIPT OF APPLICATIONS: None.

PERFORMANCE BONDS – ACTIONS; PERMIT EXTENSIONS; ROAD ACCEPTANCE

No requests presented under this Item of Business this evening.

CONTINUED PUBLIC HEARINGS – Apothecaries Hall Enterprises, LLC and the East Windsor Sportsman Club, Inc.- Special Use Permit Renewal (PZ-2019019) for Earth Removal at Apothecaries Hall Road (MBL: 057-49-003; -52-65-001; and 048-65-007; Zone Districts: M-1, R-3, A-1)(65 days: January 30, 2020 deadline to make decision):

Jay Ussery, of J. R. Russo Associates, LLC, and Kevin Charbonneau, owner, Apothecaries Hall Enterprises, joined the Commission.

Mr. Ussery referenced the Site Plan submitted to the Planning Department, noting the area to the south of the power lines has been totally reseeded. He noted a small area near the new exit has been regraded, and will be reseeded in the Spring.

Mr. Ussery noted the applicant and he are engaging in discussions with Town Engineer Norton regarding his comments noted during the previous meeting. He referenced Town Engineer Norton's follow-up memo dated January 21, 2020 with additional comments. Mr. Ussery reported he and Mr. Charbonneau visited the site with Town Engineer Norton. Mr. Charbonneau and Bob Butler, the site manager, have extended the anti-tracking pad from the "rattle rack" to Windsorville Road. Mr. Ussery indicated they had previously installed 5 mile per hour speed limit signs within the site; they are now installing higher speed limit signs so the trucks will move through the rattle rack quicker, with the intention that the mud will drop off the trucks before getting out to Windsorville Road. Mr. Ussery also noted there are some low spots in the pad; they are considering adding gravel in those areas to keep the interior roadway drier. He anticipates that work will be done in the Spring because of the frost in the ground presently.

**TOWN OF EAST WINDSOR
PLANNING AND ZONING COMMISSION
Regular Meeting #1773 – January 28, 2020
MEETING MINUTES**

Mr. Ussery noted the Town Engineer Norton had recommended a 6 month extension of the current permit. He noted 6 months from the current permit would bring the applicant to May, which isn't that far away. Mr. Ussery questioned if the Commission would be agreeable to Mr. Charbonneau returning on an informal basis rather than a full renewal application with As-Built Plans. The Public Hearing application process gets pricey with the requirement for As-Built Plans; Mr. Ussery suggested if they could return for an informal discussion of the status of their work, and if any complaints have been lodged. Mr. Ussery noted Mr. Charbonneau has the information on the truck traffic. Although he doesn't have information on their destination, he knows who the operators are.

Chairman Ouellette opened discussion to the Commissioners.

Commissioner Gobin felt the Commission and the Applicant have discussed options extensively. She would be agreeable to a 6 month informal review rather than the full application process.

Commissioner Zhigailo agreed with Commissioner Gobin. She suggested if the Commission renewed the permit now Mr. Charbonneau would be returning for discussion in July. Chairman Ouellette suggested the Commission could do a 9 month renewal as well. Commissioner Zhigailo suggested time flies; the Applicant will just be getting up and running and it will be time to return to the Commission. Commissioner Zhigailo indicated she was in agreement with a 6 month informal discussion.

Commissioner Gowdy agreed with Mr. Ussery's comments regarding the expense of the Public Hearing process. He noted Mr. Charbonneau's family has been operating in town for many years, and their operation has been outstanding. If there are problems the Commission can request his return as necessary.

Commissioner Kowalski noted there are 49 conditions associated with the proposed approval motion. He felt if there are problems occurring at the pit Staff can visit the site at any time to address enforcement issues. Commissioner Kowalski felt the 6 month extension is an added cost. He noted the Commission has previously approved longer permit periods for other applicants; he would like to see the Commission move in that direction after they build an understanding of an applicant's operation history.

Commissioner Thurz was ok with the 6 month informal review.

Town Planner Flores-Marzan suggested it's up to the Commission to decide on the duration of the permit. He suggested the 6 month review could be like an audit, with the Commission reviewing if complaints have been submitted to the office. At that time Mr. Charbonneau could provide the aerial photo and have available a monthly report on the truck traffic. Mr. Charbonneau requested clarification that the report would be on a monthly basis? Various members of the Commission recalled discussion of a quarterly

**TOWN OF EAST WINDSOR
PLANNING AND ZONING COMMISSION
Regular Meeting #1773 – January 28, 2020
MEETING MINUTES**

4

report at the previous meeting. Town Planner Flores-Marzan agreed the report could be quarterly; Mr. Charbonneau could meet with him in the office to discuss the status of his operation. If, at that time, it's found that Mr. Charbonneau isn't following the conditions of his permit he'll be asked to comply. Commissioner Thurz suggested including Town Engineer Norton in the six month informal review.

Discussion continued regarding a 6 month extension vs. an annual renewal. Commissioner Thurz felt the renewal period could be annually, with the inclusions of the 6 month informal discussion. Mr. Ussery felt current regulations might require an annual renewal; he questioned if this proposal would require a regulation revision?

Chairman Ouellette opened discussion to the audience.

Dick Pippin, 37 Woolam Road: Mr. Pippin referenced the discussion of the addition of a wash pad at the last meeting. He noted the firm working on the International Brotherhood of Electrical Workers on Craftsman Road is using something similar. Mr. Pippin felt it was a feel good thing but was impractical.

Mr. Pippin also agreed with Commissioner Kowalski. You have 4 gravel operations in town; the Commission spends a lot of time on permit review. Mr. Charbonneau has been operating in town for many years, probably before zoning came in. Mr. Pippin felt the Town had been involved in gravel excavation behind the Boutin property at one time. Mr. Pippin concurred; the permitting process gets expensive.

Commissioner Gobin referenced Section 814.4 – Earth Removal and Fill – of the Zoning Regulations. Commissioner Gobin read an excerpt – “.....permit shall expire one year from issuance unless extended by the Commission....” Chairman Ouellette suggested the Commission review The Volume Reduction section may give the Commission some flexibility.

Chairman Ouellette noted the Commissioners seem to favor a 1 year extension; he supports that as well. Chairman Ouellette suggested the Staff will arrange a meeting at the 6 month mark of the permit so consideration of any additional conditions regarding that requirement can be deleted.

Chairman Ouellette then referenced the proposed additional condition requiring the drone aerial photo of the site conditions. Mr. Charbonneau questioned who would pay for the drone photos; Town Planner Flores-Marzan indicated that would be at the expense of Mr. Charbonneau. Commissioner Moore questioned if Mr. Charbonneau could use Google Earth instead? Town Planner Flores-Marzan clarified the photo must be drone footage; the FAA requirements for the altitude of drone use will give the Commission the details of the site necessary for compliance review. Chairman Ouellette noted Google Earth may not be up to date for aerial photos on a specific date. Mr. Ussery noted that some Towns

**TOWN OF EAST WINDSOR
PLANNING AND ZONING COMMISSION
Regular Meeting #1773 – January 28, 2020
MEETING MINUTES**

5

have added a layer of historical data to the GEO layer that provides information back to the 40s and 50s; he suggested that's a great planning tool.

Mr. Ussery recalled when the Commission was discussing the aerial photos of the disturbed areas you mentioned contours; he noted that would cost the Applicant thousands of dollars. Town Planner Flores-Marzan suggested Mr. Ussery would be providing the contour information when preparing the As-Built Plans.

Commissioner Moore questioned if Mr. Ussery and Mr. Charbonneau are agreeable with the proposed additional conditions #48 and #49? Commissioner Kowalski questioned why some of the conditions were written in bold type; staff indicated that had been the preference of previous planners to emphasize the important of the condition. Chairman Ouellette advised Mr. Charbonneau that with regard to condition #49 the Commission isn't asking him to provide anything additional to the Town. If complaints come in the log will help you (the Applicant) as well. Chairman Ouellette suggested that the Commission's intent is to treat everyone the same. Moving forward the Commission is adding this condition to assist with zoning compliance; the addition of this condition enables staff to go to the applicants to investigate the issues.

Commissioner Moore felt adding condition #48 (regarding submission of the aerial photo) was funny for someone who has been operating for years. Commissioner Thurz indicated th10 years ago this technology was available for documentation. Town Planner Flores-Marzan suggested this information and the photos can document the conditions of the site. Commissioner Gobin recalled that conditions #48 and #49 started with another gravel pit where there was a lot of agitation and complaints regarding the time of day or night that the trucks were coming in and what materials were being brought in. In this case the Commission has been receiving complaints about the dust blowing because some of the phases are not being closed. Commissioner Gobin felt the aerial photo is justified. Chairman Ouellette suggested the photos will prove the conditions at the site.

Selectman Baker agreed with the way the Commission is heading with these permits, especially with the complaints. This way you'll be able to see what's on the ground; this will help the Applicant and everyone. Chairman Ouellette suggested there's a cost to the aerial photograph. Selectman Baker suggested it's a cost of doing business. Commissioner Moore felt the Applicant probably had to move 200 pounds of sand to pay for these photos. Town Planner Flores-Marzan suggested the photos will help the Applicant as well. Commissioner Gowdy agreed the cost of the photos is a cost of doing business, and aren't prohibitive, although he felt requiring the Applicant to return for a permit renewal in six months was ridiculous.

Chairman Ouellette queried the Commission for their preference to act on this Application.

**TOWN OF EAST WINDSOR
PLANNING AND ZONING COMMISSION
Regular Meeting #1773 – January 28, 2020
MEETING MINUTES**

6

MOTION: To CLOSE the Public Hearing on the Application of Apothecaries Hall Enterprises, LLC and the East Windsor Sportsman Club, Inc. for a Special Use Permit Renewal (PZ-2019019) for Earth Removal at Apothecaries Hall Road (MBL: 057-49-003; -52-65-001; and 048-65-007; Zone Districts: M-1, R-3, A-1).

Moore moved/Kowalski seconded/DISCUSSION: None.

VOTE: In Favor: Unanimous (Ouellette/Kowalski/Moore/Thurz/Zhigailo)

Discussion followed regarding reflection of the permit expiration in the approval motion. It was noted the 1 year extension date – November 28, 2020 – is listed in Condition #39, and #40/814.3.r.

MOTION TO APPROVE the Special Use Permit Renewal (PZ-2019-10) for earth removal by Apothecaries Hall Road Enterprises LLC and the East Windsor Sportsman Club Inc. at the Charbonneau Pit located at Apothecaries Hall Road (Map/Block/Lot 057-49-003, 057-65-001 and 048-65-007, in the M-1, R-3 and A-1 zoning districts)

This approval is granted subject to conformance with the referenced plans (as may be modified by the Conditions) provided by the applicant and the following conditions:

Referenced Plans:

Compilation Plan – Charbonneau Gravel Pit, 33 Apothecaries Hall Road, East Windsor, CT (Zone M-1, R-3 and A-). Map 57, Block 49, Lot 3; Map 57, Block 65, Lot 1 & Map 48, Block 65, Lot 7. Prepared by JR Russo and Assoc, LLC 1 Shoham Rd, East Windsor CT 06088, 860/623-0569, 623-2485 fax, scale 1" = 120', dated 3/31/09, last revised 3/8/13, 5/22/18, 11/19/18, 11/8/19

Conditions which must be met prior to signing of mylars:

1. The name and phone number of an individual for 24-hour emergency contact for erosion control problems must be noted on the plans. Any changes in the individual responsible for emergency contact must be reported immediately to the Planning and Zoning Department.
2. A performance bond with additional amount as set by the Town Engineer for each open phase with surety acceptable to the Town Attorney shall be provided by the applicant prior to the signing of the mylars.
3. The conditions of this approval shall be binding upon the applicant, landowners, and their successors and assigns. A copy of this approval motion shall be filed in the land records prior to the signing of the final plans.

**TOWN OF EAST WINDSOR
PLANNING AND ZONING COMMISSION
Regular Meeting #1773 – January 28, 2020
MEETING MINUTES**

7

4. All final plans submitted for signature shall require the seal and live signature of the appropriate professional(s) responsible for preparation of the plans.

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

5. Two sets of final plans, with any required revisions incorporated on the sheets shall be submitted for signature of the commission. The signed plans shall be filed in the Planning & Zoning Office by the applicant prior to issuance of any permits and on the land records.

6. A full anti-tracking pad, or similar treatment must be installed prior to the paved apron leading onto Apothecaries Hall Road. Any erosion and sedimentation control measure must first be approved by the Town Engineer.

7. In order to ensure the site is graded in accordance with the approved plan, vertical and horizontal control points shall be setup around the entire perimeter of the parcel. Such control points shall be:

- noted on the approved plan.
- spaced no further than 200 feet apart.
- set in the ground with iron or steel stakes at least ¾ inches in diameter and 30

inches in length. In addition, the applicant shall be required to provide the Zoning Enforcement Officer with as-built drawings six months after the issuance of the permit to demonstrate compliance with the approved grading plan. Any deviation from the approved plan shall be a violation and cause for revocation of the permit.

8. No phase may begin until the previous phase has been substantially completed except for the phase containing the reclamation plan as indicated on the referenced plans.

9. Prior to the start of any new phase, the applicant shall submit evidence of conformance to the approved plans for the previous phases including an as-built survey showing finished grades.

10. An erosion control bond, in an amount to be determine by the Town Engineer shall be submitted for proposed activities.

General Conditions:

11. A zoning permit shall be obtained prior to the start of any work or new phase. No zoning permit shall be issued until a cash or passbook bond for site restoration, erosion and sedimentation control has been submitted for that specific phase. Such bond shall be good for the life of the permit/project. Any funds that may be withdrawn by the Town for such maintenance shall be replaced within 5 days or this permit shall be rendered null and void.

**TOWN OF EAST WINDSOR
PLANNING AND ZONING COMMISSION
Regular Meeting #1773 – January 28, 2020
MEETING MINUTES**

12. Operation of the gravel pit may include:

- Temporary grinding of stumps pursuant to the conditions of a Special Permit approval granted on April 8, 1997 and pursuant to provisions of Section 9 and (A.5 (New section 814).

- Temporary screening of excavated material pursuant to provisions of Section 9 and 9A.5. (New Section 814).

- Temporary crushing of rock and gravel mined on-site only with portable crushing apparatus and pursuant to provisions of Section 9 and 9A.5 (Section 814).

- Excavating, moving, piling, loading and removal of sand, gravel, fill, trees, stumps and brush. "Clean fill" as defined by Connecticut DEEP standards may be brought in to the reclamation area to bring grades into conformance with the approved plans.

- Approval of a temporary crushing operation was assumed on August 9, 1994 when, by incorporation into the approved plans, the Commission sanctioned this use. There is no mention in any of the previous motions of a crushing facility; However, the use was presented to the Commission at the public hearing on July 12, 1994. Then Town Planner Jose Giner advised the Commission on that evening that the "regulations allow for crushing plants as well; both requests (a fueling tank was the other request approved) are items to be decided at the Commission's discretion." A subsequent approval on April 8, 1997 was granted with the portable crusher shown on the plans. It is my opinion that in taking this action, after the effective date of the volume reduction facilities, the Commission made this a conforming use at the site. The stump grinder, screener and excavation activities are all activities that have been explicitly approved through the Special Permit process. Though no reference in any previous motions speak to the crushing operation, its approval is implied through past Commission approval of plans which show the crusher at this location.

13. The final grading shall conform to the proposed final grading as indicated on the referenced plans; but in no case shall any final slope be steeper than a rise to run ratio of 1:3, also known as a 33% slope.

14. In the event that the operation ceases before all phases are completed, the remaining land shall be graded to leave no slope exceeding 33%.

15. As each area or phase is graded to final contours, the ground shall be back covered with topsoil or loam to render it usable for growing agricultural products. All areas will require a minimum of 6 inches of topsoil in accordance with the regulations.

16. No trees, brush or stumps shall be buried on site.

17. The driveway to the pit shall be maintained in a hard surfaced, paved condition from Windsorville (and Apothecaries) Roads inward for a minimum distance of two

**TOWN OF EAST WINDSOR
PLANNING AND ZONING COMMISSION
Regular Meeting #1773 – January 28, 2020
MEETING MINUTES**

9

hundred feet. The driveway shall be cleaned regularly to minimize the dust nuisance created by exiting traffic.

18. *An oversized gravel anti-tracking pad leading to the driveway shall be installed and maintained to further minimize dust nuisance.*

19. The gate across the driveway into the pit shall be maintained in good condition and kept closed and locked during all times when the pit is not in operation.

20. A stop sign shall be maintained at the entrance to the pit during operating hours in such a way so that outgoing traffic from the pit can be reasonably expected to see it before entering Windsorville (and Apothecaries) Hall Roads.

21. A “Private Property – No Trespassing” sign shall be maintained at the entrance to the pit facing outwards toward the Windsorville (and Apothecaries Hall) Roads.

22. *The total number of loaded, or partially loaded, outgoing trucks from the pit shall not exceed an average of sixty (60) trucks per day or a maximum of three-hundred (300) trucks in any one-week period, counting Monday through Friday. The load counts shall increase to ninety (90) trucks per day or a maximum of four-hundred and fifty (450) trucks in any one-week period once the secondary entrance has been established.*

23. The pit shall not be opened or operated before 7:30am and shall not be opened or operated later than 5:00pm on weekdays, Monday through Friday.

24. The pit shall not be open or operated on weekends.

25. *Measures to minimize the dust nuisance from the site shall be provided by the applicant for review and approval of Town Staff. Additional measures are to be undertaken if required by staff if field conditions necessitate.*

26. The “Best Management Practices” outlined by the Hartford County natural Resource Conservation Service shall be adhered to.

27. The vegetation (trees) to be removed shall be accomplished in one step and the topsoil shall be stripped off and stockpiled immediately or a temporary vegetative cover implemented.

28. *Certified as-builts showing contours of completed and active areas shall be submitted no later than November 19th and July 1st of each year that this permit is in effect.*

29. Finished grades may not be closer than 8’ to the water table.

**TOWN OF EAST WINDSOR
PLANNING AND ZONING COMMISSION
Regular Meeting #1773 – January 28, 2020
MEETING MINUTES**

30. There shall be no on-site maintenance of equipment unless it is a clear emergency. Town staff shall be notified if such an emergency exists.
31. There shall be no bulky waste or debris disposal allowed on the site. The operator of the pit shall provide adequate security measures to prevent unauthorized waste disposal. Any unauthorized disposal shall be cleaned up and disposed of off-site by the operator of the pit.
32. The project shall be carried out in phases as shown on the plans.
33. All trucks and equipment shall be parked off-street.
34. Upon completion of the excavation, the land shall be cleared of all debris and a minimum of six (6) inches of topsoil shall be spread over any disturbed areas.
35. Additional drainage and erosion control measures are to be installed as directed by town staff if field conditions necessitate.
36. Any modifications to the proposed drainage for the site plan is subject to the approval of the Town Engineer.
37. This project shall be executed and maintained in accordance with the approved plans and conditions. Minor modifications to the approved plans which result in lesser impacts may be allowed subject to staff review and approval.
38. By acceptance of this permit and conditions, the applicant and owner 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.
39. This approval shall expire on **November 28, 2020**, and subsequently one year from date of approval (or last approval) or upon completion of the project, whichever occurs first, and is renewable on an annual basis.
40. All requirements of Section 814 of the East Windsor Zoning regulations effective October 1, 2007 shall apply to this permit, inclusive of the following.

814.3.j – **Stabilization, Temporary:** Upon completion of the workday, proper measures shall be taken to restore a slope not exceeding 1-foot rise to 1.5-foot run.

Temporary stockpiles, and areas left open for any extended period of time should be planted with a grass seed, or other sufficient temporary ground cover. Additional erosion control measures such as spreading of hay or erosion control blankets may be required during the non-growing season.

814.3.k – **Stabilization, Permanent:** As each area or phase is graded to final contours, the ground shall be covered with a minimum of 6 inches of topsoil or loam and seeded with a perennial grass and maintained until the area is stabilized and approved by the Commission.

814.3q – **Depth to Water Table:** A minimum of 8 feet from finished grade to depth of water table shall be maintained. At no time shall excavation exceed the approved finished grade. Subsoil must remain native and undisturbed. Reports of actual grades shall be submitted once grade reaches 18 feet above the water table. Reports shall be submitted at every 2-foot intervals, or quarterly, whichever occurs first. The applicant must show the depth of existing water table relative to proposed finished grades.

814.3.r – **Expiration of Permit:** *The Special Use Permit shall expire on November 28, 2020. Permit may be renewed on an annual basis. An as-built of the entire site prepared by a licensed land surveyor or engineer will be required before an extension can be granted. Failure to renew a permit is cause for revocation.*

814.4.c.1 – The amount of material to be excavated or removed per phase should be submitted.

814.4.c.2 – the proposed time frame for excavation activities should be addressed. This should include the timing of all phases which are under operation.

814.4.c.3 – The proposed number and types of trucks should be addressed. This should include all proposed truck traffic with all open phases. (*See condition # 22*)

A full anti-tracking pad, or similar treatment must be installed prior to the paved apron leading onto Apothecaries Hall Road and *properly maintained. Town Engineer Norton should approve any such treatment, which must be installed as soon as agreed upon.*

41. An annual as-built survey of the excavation completed is required, to show that the excavation conforms to the approved site plan per Chapter 814.4.

42. Berm shall be constructed and stabilized prior to Phase 17 opening. Berm shall be constructed with topsoil.

43. All phases south of the power line shall be closed and remediated.

44. NO RIGHT TURN sign shall be placed in exit drive to Apothecaries Hall Road.

45. The vegetated area mid-point along Phase 17 along Apothecaries Hall Road shall be supplemented with conifers per Staff review at the time of excavation and evaluated at time of posting of the bond.

46. Street sweeping shall occur 2 times per week at both driveways and streets.

47. Mulch must be utilized at top of slope to minimize dust where applicable.

Additional Conditions

48. A digital, georeferenced aerial photo, in color, of the project site. The photo shall be compatible with ESRI's ArcGIS software so Town staff can track land use/environmental changes that may occur during the authorized activity period stipulated by this permit. The photo shall be submitted to the Planning and Development Department within thirty (30) days before the expiration of this permit.

49. Upon request from Town staff, an electronic activity report that documents the number of trucks coming and leaving the property per day.

Moore moved/Kowalski seconded/DISCUSSION: None.

VOTE: In Favor: Unanimous (Ouellette/Kowalski/Moore/Thurz/Zhigailo)

NEW PUBLIC HEARINGS: None.

NEW BUSINESS: None.

OLD BUSINESS/A. Site Visits:

Town Planner Flores-Marzan reported there are 9 on-going complaints regarding zoning violations. Marshalls have been enlisted to serve notification to 47 Church Street, and 34 Harrington Road.

OLD BUSINESS/B. Continued discussion regarding Warehouse Point Planning Study to include Terri Hahn of LADA P.C. Land Planners:

Terri Hahn of LADA P.C. Land Planners joined the Commission.

Mrs. Hahn advised the Commission she continues to work on updating the new Zoning Map for the Warehouse Point Village, and has completed a draft of the Future Land Use Plan. Mrs. Hahn provided the Commission with new draft maps for discussion.

Referencing the draft Zoning Map Commissioner Kowalski noted land located within the old I-91 exit loop; he questioned who owns that parcel? Mrs. Hahn replied DOT. Commissioner Kowalski questioned if perhaps that parcel should be assigned its own zone? He suggested if the exit were eliminated the parcel couldn't be developed if it hadn't been assigned a zone.

**TOWN OF EAST WINDSOR
PLANNING AND ZONING COMMISSION
Regular Meeting #1773 – January 28, 2020
MEETING MINUTES**

Chairman Ouellette suggested an underlying problem when the Commission gets to the point of rezoning areas will be if infrastructure is available to meet the demands of the rezone. He gave as an example the parcel currently occupied by the Children's Place. If that parcel were developed for something other than its current use someone coming to the site from Enfield might use Gardner Street, which is a residential neighborhood. Chairman Ouellette is concerned with the unintended consequences of sending traffic through residential zones.

Mrs. Hahn indicated the parcel is presently zoned institutional. She suggested there hasn't been a lot of discussion within the Commission regarding that parcel as there has been discussion elsewhere of that parcel becoming Town offices, which would remain institutional. Mrs. Hahn questioned if there would be a market for a commercial use of that parcel? She questioned if it could be developed as apartments similar to Calamar, which is a large project which spreads out over a large site. She also noted the existence of a nursing home within Warehouse Point Village; would there be a potential for expanding that use?

Commissioner Moore questioned if this study took into consideration adding lanes to address additional traffic? Mrs. Hahn noted CRCOG is working on their Route 5 Corridor Study. They're looking at the intersection of Main Street, with the car dealership at the intersection; they're studying making South Water Street one way. They need input from this Commission as well.

Chairman Ouellette returned discussion to Gardner Street; he suggested the area will experience more traffic as Warehouse Point gets developed. Mrs. Hahn noted there is some vacant land on the west side of Gardner Street; she noted Pleasant Street is limited in width. Mrs. Hahn noted Pleasant Street is currently configured as many small lots. Redevelopment gets complicated.

Commissioner Moore suggested he's envisioning Main Street as being small businesses and shops, with the hotels being built further out. Chairman Ouellette referenced the pink and red highlighted areas on the Zoning Map; he noted that it appears some of the uses will be restaurants. He questioned if the Commission should be more definitive regarding the type of restaurant; he questioned if the intent was sit-down restaurants, or would drive-through restaurants be allowed as well? Mrs. Hahn suggested drive-through restaurants would be difficult. She suggested restaurants could also be bakeries, coffee shops, or something like Panera's. Commissioner Gobin suggested the restaurants would support the foot traffic within the area. Mrs. Hahn indicated she would review the definition of restaurants within the current regulations and update the Commission at her next appearance.

Mrs. Hahn recalled that the homes located on Holcomb Terrace and Spring Street are all served by private septic systems. Scott Avenue contains old Mill housing.

**TOWN OF EAST WINDSOR
PLANNING AND ZONING COMMISSION
Regular Meeting #1773 – January 28, 2020
MEETING MINUTES**

14

Commissioner Kowalski questioned if any parcels located within the proposed Bridge Street Commercial Zone are landlocked? Mrs. Hahn referenced one parcel (noted with the green arrow), noting it is also impacted by wetlands and streams. Discussion continued regarding the definition of land-locked.

Chairman Ouellette questioned if the Commission should consider limiting the number of curb cuts on Bridge Street?

Chairman Ouellette referenced the draft Zoning Map, noting the areas highlighted in red and blue. He noted those are predominantly residential; he questioned if that was the best use for that area? Mrs. Hahn noted many of the properties along Deane and Scott Avenues are impacted by the Blue Ditch and require wetlands crossings.

Mrs. Hahn noted the zone lines follow property lines on the proposed Zoning Map.

Commissioner Moore questioned if any areas are earmarked for public parking lots? Mrs. Hahn replied negatively, noting the Town parking lot at the Annex is used as public parking. Commissioner Moore questioned if any land is available in the blue highlighted area? Mrs. Hahn noted the existing houses are located 20 feet from the road; many residents already use the road for parking. Commissioner Moore suggested perhaps a public parking lot could be added near the ballfields along South Water Street. Mrs. Hahn recalled the Commission had discussed providing parking on the open land behind Maine Fish Market.

Chairman Ouellette noted none of the commercial areas are providing fueling stations. Mrs. Hahn suggested many of the commercial areas are located within the flood plain. She noted electric charging stations could go in any of the zones. Mrs. Hahn suggested if the HIFZ (Highway Interchange Floating Zone) was considered within the Warehouse Point area then fueling stations would go in that zone.

Chairman Ouellette questioned where multi-family dwellings could be accommodated? Mrs. Hahn noted many of the existing homes are already multi-family. If the Commission's intent was to provide an elevated multi-family complex with parking underneath along Deane Avenue overlooking the river lots would have to be aggregated to accommodate that proposal. Commissioner Moore felt younger people would like to live in the area if the bike path became a reality; he noted many of the younger people don't like to use their cars. Town Planner Flores-Marzan suggested the Commission could make that area a special district because it's near the train station. Mrs. Hahn suggested the use would have to be considered under a Special Use Permit; Commissioner Kowalski felt that all of the area along the river should be Special Use Permit applications to give the Commission some discretion regarding proposals. Commissioner Gobin referenced the area along the river highlighted in purple; she noted some are historic properties. Discussion followed regarding the discrepancy in the

**TOWN OF EAST WINDSOR
PLANNING AND ZONING COMMISSION
Regular Meeting #1773 – January 28, 2020
MEETING MINUTES**

15

condition of various properties. Mrs. Hahn indicated she will develop a historic properties map to assist the Commission.

Mrs. Hahn reported she'll continue to run stormwater models for the various areas.

She questioned how the Commission wanted to handle the HIFZ; she questioned if it should be included in the Warehouse Point study? Mrs. Hahn noted the HIFZ is predominantly on the other side of I-91 and is more related to Route 5 than the Warehouse Point Village. The consensus of the Commission was to leave the HIFZ as it is presently defined along Route 5.

Chairman Ouellette questioned if the continuing draft plans will be showing a reference to the Blue Ditch? Mrs. Hahn reported she's developing a series of stormwater plans which include reference to the Blue Ditch.

Mrs. Hahn reported she'll be returning to the Commission frequently over the next couple of months to complete the study.

OTHER BUSINESS/A Meadow Farms Updates:

Town Planner Flores-Marzan reported this matter has been referred to the Town Attorney for evaluation. The Commission considers their involvement with this issue completed.

BUSINESS MEETING/A. General Zoning Issues:

Chairman Ouellette noted the Connecticut Federation of Planning and Zoning Agencies Conference is being held on March 26, 2020. Various Commission members expressed an interest in attending. Town Planner Flores-Marzan will advise Staff to register members for the conference.

Town Planner Flores-Marzan suggested the Commission consider a review of the Zoning Regulations. The Commission concurred, noting the second meeting of the month had historically been for workshops for the Commission. Discussion continued regarding the areas to be considered for change. Commissioner Gobin suggested the Commission develop a short punch list of changes that could be easily completed; Chairman Ouellette concurred and requested that Commissioner send Town Planner Flores-Marzan their suggestions directly.

BUSINESS MEETING/B. Signing of Mylars/Plans, Motions:

Nothing was presented for signature at this meeting.

ADJOURNMENT:

**TOWN OF EAST WINDSOR
PLANNING AND ZONING COMMISSION
Regular Meeting #1773 – January 28, 2020
MEETING MINUTES**

16

MOTION: To ADJOURN this Meeting at 8:15 p.m.

Moore moved/Zhigailo seconded/VOTE: In Favor: Unanimous

Respectfully submitted,

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