

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

**SPECIAL MEETING – APRIL 3, 2014
MEETING MINUTES**

The meeting was called to order at the Park Hill community room, 1-A Park Hill, Broad Brook, CT at 6:00 p.m. by Chairman Ouellette.

PRESENT: Regular Members: Joe Ouellette, Lorry Devanney, Frank Gowdy and Dick Sullivan.
Alternate Members: Robert Slate and Marti Zhigailo.

ABSENT: Regular Member Jim Thurz.

Also present was Town Planner Laurie Whitten. Assistant Town Planner/Zoning Enforcement Official Robin Newton (arrived at approximately 7:05 p.m.)

GUESTS: Dana Steele and Jay Ussery of J. R. Russo & Associates; and Attorney Len Jacobs.

ESTABLISHMENT OF QUORUM:

A quorum was established as four Regular Members and two Alternate Members were present.

DISCUSSION ON PROPOSED TEXT AMENDMENTS:

Town Planner Whitten turned the meeting over to Dana Steele for discussion on Section 801 Planned Residential Development (PRD). Mr. Steele explained that he looked at other surrounding towns to see how their regulations compare. Copies were distributed of a packet of information prepared by Mr. Steele to show comparisons to other towns. He noted that some towns have regulations like our PRD. Towns that don't are Somers and Suffield. Enfield has an open space subdivision regulation but it is completely different. Manchester has a regulation that is called a PRD but it is a little different. It is an actual zone. We have a special permit regulation that is permitted in multiple zones. In Manchester if you have a particular parcel in mind you have to apply for a zone change. South Windsor has an open space subdivision regulation that allows a reduction of the minimum lot size by 50% from what is allowed in the zone.

Mr. Steele referred to a "Comparison of Open Space Subdivision Regulations" (attached) which is a spreadsheet showing the bulk and area requirements for open space subdivisions for Manchester, South Windsor, Bloomfield and Windsor along with the proposed requirements for East Windsor's multi-family district's PRD and the R-1 PRD. Mr. Steele also referred to "Bulk & Area Requirement Comparisons – Consistent W/Hypothetical MFDD" based on PRD's with 40% open space, as well as with 50% and

60% open space (attached). Mr. Steele pointed out some suggested changes. He suggested increasing the lot area in the R-1 zone and decreasing the maximum size for accessory structures in the MFDD and adjusting the side yard requirement in the MFDD to 8 feet. He also suggested defining buildable area, not just 15% slopes. Mr. Steele pointed out that with the PRD under the Special Use Permit the PZC has the discretion of whether it is appropriate for the neighborhood. After some discussion, the PZC members agreed that they would like to look this over and discuss it again at the next workshop.

At this point, the PZC members went on to review and discuss the proposed changes to the remaining regulations, section by section. Many of the changes were for clarification. Discussion resulted in the following changes:

Section 802 Multi Family Development District (MFDD):

- 802.10 a. Minimum Floor Area and b. Unit Mix, take out (P). Under d. Miscellaneous Design Requirements change to: “Each dwelling unit shall have a private EXTERIOR entrance.
- 802.14 Erosion & Sedimentation Control, add: “AS AMENDED”
- 802.16 Lot Coverage & Open Space Requirements c. Take out “Unless waived by the Commission”

Section 811 Adult Oriented Establishments:

- 811.2 Separation Distance a. Change from 1,000 feet to 1,500 feet.

Proposed new Section 816 to be added regarding Composting, Mulching and Wood Chipping Facilities:

- 816.1 Minimum Standards for Composting/Wood Chipping Facilities: b. 3, take out “and fertilized”
- 816.1 b. 13 Proposed wording reads: “The facility shall not be located within ? feet of any residential zone or existing residence....” (*TO BE REVISITED*)

Section 900 Planning & Zoning Commission

- 900.1 e. – currently reads: “the Commission shall hold a public hearing on any application for a Special Permit, Zone Change, or Amendment to Zoning Regulations....” Discussed adding for “Site Plan Approval” – (*TO BE REVISITED*)
- 900.3 d. – proposed new wording reads: “SHOULD ACTIVITY LIE IN THE FRONT 1/3 OF A LARGE PARCEL, (? ACRES) THE PZC MAY ALLOW ONLY THE AREA OF ACTIVITY TO BE SURVEYED TO A-2 STANDARDS” – (*TO BE REVISITED*)
- 900.3 h. – Discussed the definition of “commenced”. (*TO BE REVISITED*)

MOTION: To take a 10-minute break.

Gowdy moved / Sullivan seconded; VOTE: In Favor: Unanimous

**TOWN OF EAST WINDSOR
PLANNING & ZONING COMMISSION
MINUTES - SPECIAL MEETING – APRIL 3, 2014**

Pg. 3

The Commission recessed at 8:35 p.m. and reconvened at 8:46 p.m.

Ms. Whitten referred to a memo from Robin Newton dated April 3, 2014 regarding Regulation Update- Zoning. The following sections noted in the memo were discussed by the PZC members.

- Section 406 – Living Area Requirements. The memo noted what some other towns require. After a brief discussion it was decided to revisit this when the Commission discusses housing.
- In-law Apartments, Maximum square footage – This will also be revisited with the housing discussion.
- Shared Driveways – To be revisited
- EPA Definition for Commencement of Activities – To be Revisited.

DISCUSSION ON QUESTIONS FROM POCD CONSULTANT:

Ms. Whitten noted that there will be a preliminary discussion with the consultant at the April 22, 2014 meeting. She passed out copies of “Town of East Windsor Plan of Conservation and Development 2014 Initial Questions” prepared by the consultant. She noted that the workshop on housing would probably be either on June 27 or June 29.

ADJOURNMENT:

MOTION: To adjourn this meeting at 9:05 p.m.

Gowdy moved / Devanney seconded; VOTE: In Favor: Unanimous

Respectfully submitted,

Marlene Bauer

Marlene Bauer
Acting Recording Secretary

COMPARISON OF OPEN SPACE SUBDIVISION REGULATIONS

	Lot Area (s.f.)	Frontage (ft.)	Front Yard (ft.)	Side Yard (ft.)	Rear Yard (ft.)	Building Coverage (%)	Density (Lots/Ac.)	Notes
Town								
Manchester	9,000	75	25	10	30	35	4	PRD is its own zoning district (one size fits all)
South Windsor	15,000	75	40	10	20	20	1.45	Reduces lot size by 50%, buildable area includes steep slopes less than 100' in length
Bloomfield			15	15	15		1.45	No bulk requirements, density controls
Windsor	7,500	50	25	8	20	30	3	Conventional subdivision, does not require additional open space
EW MFDD PRD	7,500	60	25	10	25	25	3.5	
EW R-1 PRD	12,000	100	30	10	25	20	2.15	

BULK & AREA REQUIREMENT COMPARISON - FIXED HIGH DENSITY

Scenario: PRD with **40%** Open Space

	MFDD		R-1		R-2		R-3		A-1		A-2	
	Multi-fam	PRD	non PRD	PRD	non PRD	PRD	non PRD	PRD	non PRD	PRD	non PRD	PRD
Minimum Lot Requirements												
Frontage (ft)	n/a	60	125	100	150	120	150	120	175	140	200	160
Width (ft)	n/a	60	100	80	125	100	125	100	150	120	175	140
Depth (ft)	n/a	80	100	90	100	80	120	96	150	120	150	120
Buildable Area (sq ft)	n/a	7,500	20,000	12,000	25,000	20,000	30,000	24,000	43,560	34,848	80,000	64,000
Minimum Yard Requirements												
Front Yard Setback (ft)	n/a	25	35	30	40	32	50	40	50	40	50	40
Side Yard Setback (ft)	n/a	10	12.5	10	15	12	15	12	17.5	14	20	16
Rear Yard Setback (ft)	n/a	25	25	25	30	24	40	32	30	24	30	24
Maximum Density Requirements												
Lots/Acre	4	3.5	2	2.15	1.35	1.5	0.9	1	0.45	0.5	0.2	0.25
Maximum Lot Coverage												
Buildings (%)	15	25	15	20	15	18	15	18	15	18	15	18
Impervious Surfaces (%)	n/a	30	25	25	25	30	25	30	25	30	25	30
Maximum Height Requirements												
Stories	2.5	2.5	2.5	2.5	2	2	2	2	2.5	2.5	2.5	2.5
Feet	35	30	30	30	30	30	30	30	30	30	30	30
Accessory Structure Requirements												
Maximum Height (ft)	n/a	15	15	15	20	20	20	20	35	35	35	35
Side Yard Setback (ft)	n/a	10	10	10	10	10	10	10	10	10	10	10
Rear Yard Setback (ft)	n/a	10	10	10	10	10	10	10	10	10	10	10
Maximum Size (sq ft)	n/a	800	800	800	1,000	1,000	1,200	1,200	2,000	2,000	2,500	2,500

BULK & AREA REQUIREMENT COMPARISON - CONSISTENT W/ HYPOTHETICAL MFDD

Scenario: PRD with **40%** Open Space

	MFDD		R-1		R-2		R-3		A-1		A-2	
	hyp.	PRD	non PRD	PRD	non PRD	PRD	non PRD	PRD	non PRD	PRD	non PRD	PRD
Minimum Lot Requirements												
Frontage (ft)	75	60	125	100	150	120	150	120	175	140	200	160
Width (ft)	75	60	100	80	125	100	125	100	150	120	175	140
Depth (ft)	100	80	100	80	100	80	120	96	150	120	150	120
Buildable Area (sq ft)	10,000	8,000	20,000	16,000	25,000	20,000	30,000	24,000	43,560	34,848	80,000	64,000
Minimum Yard Requirements												
Front Yard Setback (ft)	30	24	35	28	40	32	50	40	50	40	50	40
Side Yard Setback (ft)	10	8	12.5	10	15	12	15	12	17.5	14	20	16
Rear Yard Setback (ft)	25	20	25	20	30	24	40	32	30	24	30	24
Maximum Density Requirements												
Lots/Acre	4	3.5	2	2.15	1.35	1.5	0.9	1	0.45	0.5	0.2	0.25
Maximum Lot Coverage												
Buildings (%)	15	25	15	18	15	18	15	18	15	18	15	18
Buildings on Min. Lot (sq ft)	1,500	2,000	3,000	2,880	3,750	3,600	4,500	4,320	6,534	6,273	12,000	11,520
Impervious Surfaces (%)	25	30	25	30	25	30	25	30	25	30	25	30
Maximum Height Requirements												
Stories	2.5	2.5	2.5	2.5	2	2	2	2	2.5	2.5	2.5	2.5
Feet	35	30	30	30	30	30	30	30	30	30	30	30
Accessory Structure Requirements												
Maximum Height (ft)	n/a	15	15	15	20	20	20	20	35	35	35	35
Side Yard Setback (ft)	n/a	10	10	10	10	10	10	10	10	10	10	10
Rear Yard Setback (ft)	n/a	10	10	10	10	10	10	10	10	10	10	10
Maximum Size (sq ft)	n/a	600	800	800	1,000	1,000	1,200	1,200	2,000	2,000	2,500	2,500

BULK & AREA REQUIREMENT COMPARISON - CONSISTENT W/ HYPOTHETICAL MFDD

Scenario: PRD with **50%** Open Space

	MFDD		R-1		R-2		R-3		A-1		A-2	
	hyp.	PRD	non PRD	PRD	non PRD	PRD	non PRD	PRD	non PRD	PRD	non PRD	PRD
Minimum Lot Requirements												
Frontage (ft)	75	52.5	125	87.5	150	105	150	105	175	122.5	200	140
Width (ft)	75	52.5	100	70	125	87.5	125	87.5	150	105	175	122.5
Depth (ft)	100	70	100	70	100	70	120	84	150	105	150	105
Buildable Area (sq ft)	10,000	7,000	20,000	14,000	25,000	17,500	30,000	21,000	43,560	30,492	80,000	56,000
Minimum Yard Requirements												
Front Yard Setback (ft)	30	21	35	24.5	40	28	50	35	50	35	50	35
Side Yard Setback (ft)	10	7	12.5	8.75	15	10.5	15	10.5	17.5	12.25	20	14
Rear Yard Setback (ft)	25	17.5	25	17.5	30	21	40	28	30	21	30	21
Maximum Density Requirements												
Lots/Acre	4	3.5	2	2.15	1.35	1.5	0.9	1	0.45	0.5	0.2	0.25
Maximum Lot Coverage												
Buildings (%)	15	25	15	19.5	15	19.5	15	19.5	15	19.5	15	19.5
Buildings on Min. Lot (sq ft)	1,500	1,750	3,000	2,730	3,750	3,413	4,500	4,095	6,534	5,946	12,000	10,920
Impervious Surfaces (%)	25	30	25	32.5	25	32.5	25	32.5	25	32.5	25	32.5
Maximum Height Requirements												
Stories	2.5	2.5	2.5	2.5	2	2	2	2	2.5	2.5	2.5	2.5
Feet	35	30	30	30	30	30	30	30	30	30	30	30
Accessory Structure Requirements												
Maximum Height (ft)	n/a	15	15	15	20	20	20	20	35	35	35	35
Side Yard Setback (ft)	n/a	10	10	10	10	10	10	10	10	10	10	10
Rear Yard Setback (ft)	n/a	10	10	10	10	10	10	10	10	10	10	10
Maximum Size (sq ft)	n/a	600	800	800	1,000	1,000	1,200	1,200	2,000	2,000	2,500	2,500

BULK & AREA REQUIREMENT COMPARISON - CONSISTENT W/ HYPOTHETICAL MFDD

Scenario: PRD with **60%** Open Space

	MFDD		R-1		R-2		R-3		A-1		A-2	
	hyp.	PRD	non PRD	PRD	non PRD	PRD	non PRD	PRD	non PRD	PRD	non PRD	PRD
Minimum Lot Requirements												
Frontage (ft)	75	45	125	75	150	90	150	90	175	105	200	120
Width (ft)	75	45	100	60	125	75	125	75	150	90	175	105
Depth (ft)	100	60	100	60	100	60	120	72	150	90	150	90
Buildable Area (sq ft)	10,000	6,000	20,000	12,000	25,000	15,000	30,000	18,000	43,560	26,136	80,000	48,000
Minimum Yard Requirements												
Front Yard Setback (ft)	30	18	35	21	40	24	50	30	50	30	50	30
Side Yard Setback (ft)	10	6	12.5	7.5	15	9	15	9	17.5	10.5	20	12
Rear Yard Setback (ft)	25	15	25	15	30	18	40	24	30	18	30	18
Maximum Density Requirements												
Lots/Acre	4	3.5	2	2.15	1.35	1.5	0.9	1	0.45	0.5	0.2	0.25
Maximum Lot Coverage												
Buildings (%)	15	25	15	21	15	21	15	21	15	21	15	21
Buildings on Min. Lot (sq ft)	1,500	1,500	3,000	2,520	3,750	3,150	4,500	3,780	6,534	5,489	12,000	10,080
Impervious Surfaces (%)	25	30	25	35	25	35	25	35	25	35	25	35
Maximum Height Requirements												
Stories	2.5	2.5	2.5	2.5	2	2	2	2	2.5	2.5	2.5	2.5
Feet	35	30	30	30	30	30	30	30	30	30	30	30
Accessory Structure Requirements												
Maximum Height (ft)	n/a	15	15	15	20	20	20	20	35	35	35	35
Side Yard Setback (ft)	n/a	10	10	10	10	10	10	10	10	10	10	10
Rear Yard Setback (ft)	n/a	10	10	10	10	10	10	10	10	10	10	10
Maximum Size (sq ft)	n/a	600	800	800	1,000	1,000	1,200	1,200	2,000	2,000	2,500	2,500