

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

**Special Meeting #1664 – November 20, 2014**

*\MEETING MINUTES*

\*\*\*\*\**Draft Document Subject to Commission Review/Approval*\*\*\*\*\*

Meeting #1664 was called to order in the Town Hall Meeting Room, 11 Rye Street, Broad Brook, CT. at 6:00 P. M. by Chairman Ouellette.

**PRESENT:**    Regular Members: Joe Ouellette (Chairman), Lorry Devanney, Frank Gowdy, Dick Sullivan, and Jim Thurz.  
                  Alternate Members: Bob Slate and Marti Zhigailo.

**ABSENT:**    Regular Members: All Regular Members were present.  
                  Alternate Members: Both Alternate Members were present.

Also present was Town Planner Whitten.

**GUESTS:**    Terri Hahn, LADA

**ESTABLISHMENT OF QUORUM:**

A quorum was established as five Regular Members and both 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.

**PUBLIC PARTICIPATION:**

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

**APPROVAL OF MINUTES/November 12, 2014:**

**MOTION:**    **To APPROVE the Minutes of Regular Meeting #1663 dated November 12, 2014 as presented.**

**Devanney moved/Thurz seconded/**

**DISCUSSION:**       None.

**VOTE:**        **In Favor: Devanney/Sullivan/Thurz)**  
                  **Opposed: No one**  
                  **Abstained: Gowdy and Ouellette (not present at meeting)**

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**RECEIPT OF APPLICATIONS:** None.

**MOTION:** To GO OUT OF THE AGENDA ORDER and take **BUSINESS MEETING/(1) Plan of Conservation & Development Workshops/(b), Terri Hahn, LADA – Discussion on Commercial Development before Item (1)/(a).**

Gowdy moved/Devanney seconded/

**DISCUSSION:** None.

**VOTE:** In Favor: Unanimous (Devanney/Gowdy/Ouellette/Sullivan/Thurz)

**BUSINESS MEETING/(1) Plan of Conservation & Development Workshops/(b), Terri Hahn, LADA – Discussion on Commercial Development:**

Mrs. Hahn recalled that at the previous Meeting the Commission had been identify non-residential/business uses. To assist the Commission Mrs. Hahn provided them with a document entitled “Land-Based Classification Stands Tables prepared by the American Planning Association in 2001. Referencing the document Mrs. Hahn noted the uses are filtered through 5 classifications, which are:

- Activity – what is the actual use of the land
- Function – the economic function tied to the use
- Structure – the structure or building use constructed on the land
- Site – is the land developable or not
- Ownership – legal and quasi-legal constraints of the land

Mrs. Hahn continued her review, noting the tables further identify the various uses by color – for consistency when printing documents – and by “dimensions” which discusses various uses in greater detail. Discussion continued for some time.

Mrs. Hahn then presented the Commission with a linear composite aerial of the Route 5 Corridor from the South Windsor town line to the Enfield town boundary. Mrs. Hahn had also visited the corridor and taken photographs of the various properties currently existing along the west side of Route 5. She then referenced a similar aerial with the photos attached, and explained what the uses were and where they were located along the corridor. The uses comprised several primarily older residences located in small patches interspersed with various business uses. It was also noted a significant amount of agricultural use occurs within the floodplain zoned A-2 bordering the Connecticut River.

Mrs. Hahn will attend the Commission’s December 9<sup>th</sup> Meeting to identify the uses along the east side of Route 5. To prepare for discussion at that meeting she asked the Commission to personally prepare lists of the uses they either currently see, or would like to see, along Route 5. Mrs. Hahn reported that she will also prepare another composite

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aerial which will include the property lines so the Commission can see the size of the various properties.

**BUSINESS MEETING/(1) Plan of Conservation & Development Workshops/(a)  
Discussion on Low Impact Development Green Infrastructure and Hazard  
Mitigation:**

Town Planner Whitten opened discussion by summarizing that Low Impact Development is a growing development trend which designs development in conjunction with nature. Development is often clustered, and utilizes rain gardens and infiltration systems to retain water on-site rather than moving it off-site. She noted that the country is experiencing more extreme weather events and flooding, therefore, the future of development is in working with nature.

Town Planner Whitten provided the Commission with a copy of Low Impact Development Regulations currently in use in Tolland. She asked that the Commission review them and prepare questions for future discussion. The Commission suggested the Inland Wetlands Commission, the Conservation Commission, and Town Engineer Norton should also review the sample regulations and offer input as well.

Town Planner Whitten then provided the Commission with a draft of an excerpt of the POCD revision document. Discussion followed regarding primary strategies, which include protecting environmental quality, and protecting the town from natural and other disasters. The Commission discussed which other boards and agencies should be asked to contribute information as well. Town Planner Whitten also provided the Commission with a copy of a document entitled “Town of East Windsor Resolution Adopting 2014 – 2019 Capital Region Natural Hazards Mitigation Plan Update” which has been adopted effective 10/21/2014. The plan summarizes the natural disasters which could be expected to occur within the Capitol region, and the effect of those disasters locally. Discussion continued for some time regarding East Windsor’s current emergency response actions, which agencies are involved in directing emergency response functions, and providing information to the public regarding emergency shelters and assistance to residents during and after natural disasters. Town Planner Whitten suggested a goal is to include this plan into the POCD revision.

**BUSINESS MEETING/(2) Meeting Schedule for 2015:**

The Commission considered changing the starting time of the meetings to 6:30 p.m. to encourage more public attendance. The Commission considered approving the schedule as proposed with a 7:00 p.m. start time, and then making a subsequent revision to 6:30 p.m. Discussion followed regarding the process required to change time or location of the meetings once the schedule has been filed with the Town Clerk’s Office and the Secretary of State.

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The Commission requested Town Planner Whitten to review what other commissions might be meeting on the second and fourth Tuesdays which might be impacted by an earlier start time for the PZC.

**MOTION: To CONTINUE the discussion of the Meeting Schedule for the Planning and Zoning Commission for 2015 to the Commission's next regularly scheduled Meeting to be held on December 9, 2014 at 7:00 p.m. in the Town Hall Meeting Room.**

**Devanney moved/Gowdy seconded/**

**DISCUSSION: None.**

**VOTE: In Favor: Unanimous (Devanney/Gowdy/Ouellette/Sullivan/Thurz)**

**BUSINESS MEETING/(3) Determination of proposed Special Use Permit at 170 North Road:**

Town Planner Whitten reported she has received a Special Use Permit (SUP) Application for the property located at 170 North Road previously occupied by Duplicating Methods. The application is for a vocational training center for people with special abilities. The students would be transported to this location in buses. This location has been included in the new B-3 Zone, which requires review by Special Use Permit. The use is a permitted use under the B-3 Business Corridor Regulations.

The Commission considered the site; they raised questions regarding parking capacity, and adequacy of traffic circulation for the buses. The Commission requested that the application be presented at a meeting rather than approved via Staff review.

**ADDITIONAL STAFF REPORT:**

Town Planner Whitten reported she attended a meeting today which included the Police Chief and four members of the business community who have expressed concern with the increase of traffic on Route 5 and Craftsman Road. When the expanded Walmart was constructed it was anticipated most people would use I-91; based on that assumption two exit lanes were constructed to handle the additional traffic. In reality, people are using alternate routes – primarily Route 5. The Police Department was able to get the state to come out and change the traffic signals to accommodate the traffic, but the business owners report traffic continues to back up along Route 5 consistently.

Now that Craftsman Road has been opened up King Koil has reported that people continuously speed through the area causing a traffic hazard. To help alleviate the situation Lincoln Tech is now providing buses for its students; they are also suspending parking privileges for students who receive speeding tickets.

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Town Planner Whitten encouraged these business owners to attend PZC Meetings to discuss these issues as well.

Chairman Ouellette noted that when a business such as Walmart is being developed they hire local traffic experts to predict anticipated traffic conditions. If it is determined that the traffic conditions are not what was predicted the local police can request OSTA to revisit the traffic conditions associated with the new development. Chairman Ouellette offered to assist the police chief regarding such a request.

**BUSINESS MEETING/(4) Signing of Mylars/Plans, Motions:**

**Mylars/Plans:** None presented for signature.

**Motions:**

- **Mercury Fuel Service, Inc. and owner Nick Tartsinis** - Modification of Approved Site Plan for the development of a gas station and convenience store located at South Main Street and Thompson Road – to allow changes to ingress and egress. [B-2 Zone; Map 81, Block 19, Lot 102].

**ADJOURNMENT:**

**MOTION: To ADJOURN this Meeting at 7:40 p.m.**

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

Respectfully submitted,

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