

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

**REGULAR Meeting #1700 – July 26, 2016**

***MEETING MINUTES***

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

The Meeting 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), Lorry Devanney, Michael Kowalski, and Jim Thurz.  
                  **Alternate Members:** Tim Moore, and Marti Zhigailo.

**ABSENT:**    **Regular Members:** Dick Sullivan  
                  **Alternate Members:** Both Alternate Members in attendance.

Also present was Town Planner Whitten.

**GUESTS:**    Deputy Selectman Richard P. Pippin, Jr., Board of Selectmen Liaison to the Planning and Zoning Commission; Selectman Bowsza, and Kathy Pippin, Board of Finance....

**ESTABLISHMENT OF QUORUM:**

A quorum was established as four Regular Members and two 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 queried Alternate Member Moore if he had reviewed the Minutes of the previous Meeting and had familiarized himself with previous discussions; Commissioner Moore replied affirmatively. Chairman Ouellette indicated Commissioner Moore would also join the Board regarding discussions and actions on all Items of Business this evening as well.

**LEGAL NOTICE:**

The following Legal Notice, which appeared in the Journal Inquirer on Thursday, July 14, 2016, and Thursday, July 21, 2016, was read by Chairman Ouellette:

1. Application of Shoham Road Transfer, LLC for renewal of Special Use Permit for the operation of a volume reduction facility at 9 & 11 Shoham Road, owned by 9-13 Shoham Road, LLC. [M-1 Zone; Map 113, Block 17, Lots S6 & S7]
  
2. Application of Clifton Thomas for a Special Use Permit to allow an

**TOWN OF EAST WINDSOR  
PLANNING AND ZONING COMMISSION  
Regular Meeting #1700 – July 26, 2016  
MEETING MINUTES - Draft**

2

accessory apartment at 9 Plantation Road. [A-1 Zone; Map 15, Block 49, Lot 10-4]

**ADDED AGENDA ITEMS:** None.

**PUBLIC PARTICIPATION:**

Chairman Ouellette queried the audience for comments regarding items/issues not posted on the Agenda.

**(Selectman) Jason Bowsza, 34 Rye Street:** Mr. Bowsza offered an update on the status of the Griffin Hill Schoolhouse. He reported that John Burnham and he have secured signatures of 15 of the 18 abutters regarding release of the deed restrictions. Mr. Bowsza indicated they anticipate that this will satisfy the Title Insurance Company.

**APPROVAL OF MINUTES/July 12, 2016:**

**MOTION:** To APPROVE the Minutes of Regular Meeting #1699 dated July 12, 2016 as presented.

Devanney moved/Thurz seconded/**DISCUSSION:** None.

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

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

No requests presented under this Item of Business this evening.

**CONTINUED PUBLIC HEARING: Calamar Enterprises** - Text Amendment to Section 802 Multi Family Development District (MFDD); and Section 600 Landscape Regulations. (*Deadline to close hearing 8/2/2016*)

Chairman Ouellette read the description of this Public Hearing. . Appearing to discuss this Application for a Text Amendment was Brent Narkawicz, Director of Development for Calamar, and Jay Ussery, of J. R. Russo and Associates, LLC.

Mr. Narkawicz began his presentation by recalling that much of the focus of the last meeting involved 4 issues: density, storage, landscaping, and open space. Since that time he and Town Planner Whitten have met; they are now proposing the following:

**Storage (Section 802.11(c)):** Mr. Narkawicz indicated they are now proposing: “at least 85 cubic feet, with a minimum horizontal area of 12 square feet, with a minimum height of 7 feet, of enclosed, weather proof local storage space shall be provided for each

dwelling unit.” Chairman Ouellette suggested the regulation isn’t specific to the location of storage space; is it external or internal to the unit? Mr. Narkawicz indicated they had left that non-specific so the amendment could apply to other developers. Town Planner Whitten recalled it was stated during discussion that the storage would be in addition to the unit closet space but it could be in an area separate from the dwelling unit – maybe in a building adjacent to the unit, or the Commission could receive an application where the storage space would be provided in the garage. She noted sometimes storage space is provided in the basement. Mr. Narkawicz suggested regular market rent apartment people often have basement storage but Calamar’s clients would rather have the storage space within their units. Following further review Chairman Ouellette noted **Sub-section (d)** clarifies the location of the storage space.

**Density (Section 802.6(b)(2a):** Mr. Narkawicz suggested they had proposed 20 dwelling units/acre for elderly housing, but have reduced that number to 18. The reduction allows for other applicants to come in and provide for more open space which would enable that applicant to propose a higher density. Town Planner Whitten suggested they didn’t want to see the maximum density go up too drastically; the 18 units gives them the density they want but this wording provides the ability for other applicants to propose something different. Commissioner Kowalski questioned if they had run the numbers; he didn’t want to see the numbers become unbuildable. Town Planner Whitten replied affirmatively.

**Open Space (Section 802.16):** Mr. Narkawicz reported he intends to leave the language as it appears in the regulation; no changes are proposed. During the application process the proposal will include an open space offering of fee-in-lieu.

**Landscaping (Section 802.19):** Mr. Narkawicz suggested he and Town Planner Whitten felt the importance of the inclusion of criteria requiring that the landscape buffer be designed by a licensed landscape architect was key. **Sub-section (g)** now outlines 7 criteria specifically for landscape buffers associated with elderly developments. Mr. Narkawicz suggested they didn’t feel that the buffer between similar uses needed to be as intense as between dissimilar uses, such between an elderly facility adjacent to an industrial use. Town Planner Whitten noted the landscape buffer is being proposed to be 25’ wide.

Commissioner Kowalski questioned that the “staggered row of plantings” is being left in the language; Town Planner Whitten responded affirmatively.

Commissioner Devaney questioned how **Sub-section 7** fits in? Town Planner Whitten suggested the buffer could be reduced by 10’ to a width of 15’ if a solid fence is installed.

Chairman Ouellette questioned if **Sub-section (g)(2) is redundant with Subsection (a) of Section 802.19?** Town Planner Whitten will review the language.

Commissioner Moore referenced **Sub-section 4**. He questioned if the percentage applied to evergreen trees specifically; would deciduous trees not be included in the percentage as well? Town Planner Whitten suggested changing the language to “30% of all trees.”

Chairman Ouellette noted the requirement for irrigation has been eliminated. Commissioner Kowalski cited there had been no requirement that the irrigation would be maintained. Discussion followed regarding how maintenance of the irrigation would differ from maintenance of the facility. Town Planner Whitten noted **Subsection (d) of Section 802.19** addresses maintenance of landscaping elements.

Mr. Narkawicz then summarized changes made throughout **Section 802. Multi-Family Development District (MFDD)** which are associated with proposals for elderly housing:

**Section 802.1 – Purpose:** Under the first bullet “Non-Rural Area” is being replaced to “not located within a “rural area” .....

**Section 802.3 – Definitions:**

- **Sub-section (j) – Elderly Housing:** now removes proposed language referencing “one studio, one, or two bedrooms (dwelling units)”; the size and layout of dwelling units is specified elsewhere in this regulation.

**Section 802.4 – Applicability, Sub-section (b):** Mr. Narkawicz noted an elderly facility would not be proposed in a rural area.

**Section 802.6 Permit Requirements and Density Limits:**

- **Sub-section 2 – Elderly Occupancy** “Apartments” has been added to the usages.
- **Sub-section (h)(a):** Addresses unit density; see previous discussion.
- **Sub-section (f):** Now deletes proposed specific percentage for elderly housing.

**Section 802.10 - Minimum Floor Area, Unit Mix, Utilities, and Miscellaneous Design Requirements:**

- **Sub-section(a) – Minimum Floor Area:** 2 bedroom apartments are now proposed for elderly housing; proposed floor area is 650 square feet. Under the present regulations 2 bedroom apartments for elderly housing are not allowed (referenced under the regulations as “n/a” {not applicable }). Discussion followed regarding whether the size of the unit should be specified, or left up to the developer and the market. The Commission agreed they had no problem with allowing 2 bedroom units; unit area is now proposed to be 400+ square feet.
- **Sub-section b – Unit Mix:** No changes proposed.

**Section 802.11 – Storage, Sub-section (c):** The Commission is ok with the 85 cubic feet of storage as proposed.

**Section 802.15 – Required Yards and Setbacks:** New **Sub-section (e)**; elderly housing now included.

**Section 802.16 – Lot Coverage and Open Space Requirements:**

- **Sub-section (b):** Now proposed to remain as written.
- **Sub-section (c):** Elderly now removed from this Sub-section.
- **Sub-section (d):** Now clarifies amount of impervious coverage for elderly facilities.
- **Sub-section (g):** Added specific to elderly housing.

**Section 802.17 – Parking and Access Drives: Sub-section (a):** Specifically addresses parking for elderly housing.

**Section 802.19 – Landscaping:**

- **Sub-section (c):** Proposal is to eliminate elderly housing from requirement for buffer under this section. See new **Sub-section (g)** . Minimum Requirements specific to elderly housing.
- **Sub-section (f):** Proposal is to eliminate the requirement for a permanent sprinkler system/irrigation from this section. See new **Sub-section (g)** – Minimum Requirements specific to elderly housing.

Chairman Ouellette questioned how a developer would handle a situation where an existing buffer might already be in place? Could use of an existing buffer be considered a waiver? Town Planner Whitten felt this proposal will pass muster in court under McKenzie. Mr. Narkawicz felt the buffer design could incorporate existing vegetation and new plantings to meet the specified criteria.

**Section 600.1 Overall Landscape Area Requirement: Sub-section (b):** Previous proposed change regarding size of trees relative to length of perimeter now returned to original language.

Chairman Ouellette questioned how CRCOG's (Capital Region Council of Governments) recommendation regarding affordable housing has been addressed? Town Planner Whitten cited existing references under **Section 802.6 – Permit Requirements and Density Limits** - which provide incentives to provide affordable units. Commissioner Kowalski recalled that during the previous meeting someone questioned where the Town stands on providing affordable housing; he reiterated the question. Town Planner Whitten clarified that East Windsor is over the State requirement; she felt the Town promotes affordable housing

Town Planner Whitten queried the Commission for comments on the text amendment. Commissioner Devanney felt the changes proposed are pretty much where we should be. Commissioner Thurz felt the applicant has met the Commission halfway; he's happy with the proposal. Commissioner Zhigailo questioned if the question regarding ingress/egress

**TOWN OF EAST WINDSOR  
PLANNING AND ZONING COMMISSION  
Regular Meeting #1700 – July 26, 2016  
MEETING MINUTES - Draft**

6

raised during the previous meeting had been covered? Chairman Ouellette suggested that issue would be addressed during Site Plan submission.

Chairman Ouellette noted part of the Public Hearing process is input from the public; he queried the audience for comments:

**(Deputy Selectman) Dick Pippin, 37 Woolam Road:** He felt everyone hit the nail on the head; he felt everyone has been quite thorough. These amendments should work for other applicants as well.

Chairman Ouellette queried Mr. Narkawicz regarding the current status of the proposed amendments; was he happy with the revisions discussed? Mr. Narkawicz replied affirmatively, noting as the applicant he is encouraging the Board to approve this text amendment this evening. He suggested if the Commission is concerned with further review for formatting and typos a reference to wordsmithing the language could be included but he felt the intent of the proposal is on record and is well established. He is ready to submit an application following approval.

Chairman Ouellette suggested he is personally prepared to close the Public Hearing and take a vote this evening; he queried his colleagues regarding their intent for approval this evening vs. asking the applicant for an extension of the application timeframe for additional review. Commissioners Thurz and Devanney are ready to vote tonight. Commissioner Kowalski suggested the pending issues had been addressed and discussed. Commissioner Zhigailo felt the intent of this text amendment was good for other elderly housing projects.

**MOTION: To CLOSE the Public Hearing on the Application of Calamar Enterprises Text Amendment to Section 802 Multi Family Development District (MFDD); and Section 600 Landscape Regulations**

**Devanney moved/Thurz seconded/DISCUSSION: None.**

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

**MOTION TO APPROVE text amendments to Chapter 802, the MULTI FAMILY DEVELOPMENT DISTRICT (MFDD) AND TO Chapter 600 – Landscaping, as written and/or modified, proposed changes per memo from L. Whitten revised 7/26/2016.**

**Effective Date: The proposed change shall become effective once filed on the land records.**

**Conditions:**

**TOWN OF EAST WINDSOR  
PLANNING AND ZONING COMMISSION  
Regular Meeting #1700 – July 26, 2016  
MEETING MINUTES - Draft**

7

**1. A copy of the final motion and text amendment shall be filed in the Office of the Town Clerk on the effective date by the applicant. Said amendment shall bear the signatures of the Chairman and Secretary of the Commission, and the approval and effective date of the amendment.**

**Devanney moved/Thurz seconded/DISCUSSION:           None.**

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

**REASONS FOR GRANTING THIS APPROVAL: Chairman Ouellette reported this was a terrific opportunity for the community to consider new regulations. It was a pleasure to work with the Applicant; this was a good process. Chairman Ouellette indicated he voted for this because it was an opportunity to make much needed change in the regulations. Commissioner Thurz suggested as a member of the Planning and Zoning Commission he felt regulations need to change with the times. The Commission previously made regulations for 55 and Over communities; these regulations are what are needed now. Commissioner Devanney indicated this text amendment accommodates the changing times. Commissioner Kowalski felt this text amendment opens the market to an avenue which was previously restricted; it wasn't just for this applicant. Commissioner Moore suggested this text amendment makes the regulations more specific and is good for the elderly.**

**MOTION:    To TAKE A FIVE MINUTE BREAK.**

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

**The Commission RECESSED at 7:29 p.m. and RECONVENED at 7:34 p.m.**

**RECEIPT OF APPLICATIONS:**

Chairman Ouellette noted receipt of the following new Applications:

1. Application of Arvind Persuad for Site Plan Approval to construct a 30' x 80' 3-bay garage with offices and to allow used car sales at 298 South Main Street, owned by Gregory and Mary Lattarulo. (Zone B-1; Map 2, Block 5, Lot 99)
2. Application of Diamond Estates, LLC for Modification of Approved Site Plan to allow two 10-unit garage buildings at a condominium complex (McLellan Way) located at 55 Winkler Road, owned by Walter E. Bass, Jr. (Zoned MFDD; Map 114, Block 24, Lot 5A).

Chairman Ouellette reported he understands there is a peculiarity regarding the first application. Town Planner Whitten reported the Site Plan associated with the

**TOWN OF EAST WINDSOR  
PLANNING AND ZONING COMMISSION  
Regular Meeting #1700 – July 26, 2016  
MEETING MINUTES - Draft**

8

Application of Arvind Persuad is incomplete; the application should not be received/accepted tonight. Discussion followed regarding action on this application.

**MOTION: To DENY WITHOUT PREJUDICE RECEIPT OF THIS APPLICATION of Arvind Persuad for Site Plan Approval to construct a 30' x 80' 3-bay garage with offices and to allow used car sales at 298 South Main Street, owned by Gregory and Mary Lattarulo – Application is incomplete.**

**Devanney moved/Thurz seconded/DISCUSSION: None.**

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

**NEW PUBLIC HEARING – Shoham Road Transfer, LLC** - Renewal of Special Use Permit for the operation of a volume reduction facility at 9 & 11 Shoham Road, owned by 9-13 Shoham Road, LLC. [M-1 Zone; Map 113, Block 17, Lots S6 & S7]. (*Deadline to close hearing 8/30/2016*):

Chairman Ouellette read the description of this Public Hearing. Appearing to discuss this Application for a Permit Renewal was Jay Ussery, of J. R. Russo and Associates, LLC., and Jonathan Murray, representing USA Hauling.

Mr. Ussery opened discussion by noting the Application is for renewal of an existing Special Use Permit which was originally approved 7 years ago. Mr. Ussery gave a description of the property owned and operated by USA Hauling on Shoham Road. He noted that recyclable materials are sorted within the building; nothing is done outside. Mr. Ussery noted that as part of the application they have submitted a flow diagram showing the materials going through the sorting process; the flow diagram also shows where the materials go when they leave the property.

With regard to neighboring properties, Mr. Ussery reported USA Hauling owns every property on Shoham Road, with the exception of the building occupied by J. R. Russo and Associates. Mr. Ussery suggested nothing has really changed over the past 7 years. There have been no complaints from the neighbors that they are aware of.

Mr. Ussery suggested that when discussing renewal of this permit he and Town Planner Whitten noted the regulations don't require renewal for this business use. Most Special Use Permits seeking renewals are for gravel operations, which have a lifespan. He suggested that this Special Use Permit is really for a continuing business; he questioned if an on-going business required a renewal?

Commissioner Thurz questioned if the fence which the applicant had to install was still there? Mr. Murray replied affirmatively. Mr. Ussery recalled that the fence is a 30' sound barrier, designed by a sound engineer, and another 16' high sound barrier which



**TOWN OF EAST WINDSOR  
PLANNING AND ZONING COMMISSION  
Regular Meeting #1700 – July 26, 2016  
MEETING MINUTES - Draft**

9

runs for 300' from the corner of the building along the buffer line, was installed in 2010. The sound barriers were the result of discussions during the PZC approval process. The level of sound was also monitored for a year. Commissioner Devanney asked if they had received any complaints; Mr. Ussery replied none that they are aware of. Town Planner Whitten reported she recently investigated a complaint about dust but found none when visiting the site. Commissioner Thurz questioned that the facility is located at the end of the cul-de-sac? Mr. Murray replied affirmatively.

Chairman Ouellette questioned if the expiration date of this permit coincides with any other approvals? Mr. Ussery indicated that the DEEP renewals occur every 5 years. Mr. Murray explained the DEEP renewal process; he noted they are required to meet the local PZC regulations. Town Planner Whitten suggested the Commission may have had concerns when the transfer station was added, and may have wanted to monitor the operation for a time, but she felt there is really nothing in the regulations which require subsequent renewals. Earth excavations change daily which requires frequent monitoring. Chairman Ouellette queried if they purchased a property on the other side of Route 5 and they then might be transferring materials back and forth; he questioned how that would impact this operation? Town Planner Whitten noted a traffic study would be required as part of the Site Plan application. She felt this is a Special Use Permit because it can be dirty and noisy and there were concerns for the neighbors. Commissioner Thurz pointed out that the various problems have been discussed, and the applicant responded accordingly. Chairman Ouellette agreed; the Commission has developed a good relationship with the applicant. Commissioner Zhigailo suggested this sounds like it's a good operation. Town Planner Whitten noted the Town has a Zoning Enforcement Officer if we receive complaints.

Noting that this Application is a Public Hearing Chairman Ouellette queried the audience for comments. No one requested to speak.

Mr. Ussery submitted for the file an Affidavit that the Public Hearing sign had been posted; he also noted mailings had been sent out to abutting property owners.

**MOTION: To CLOSE the Public Hearing on the Application of Shoham Road Transfer, LLC for Renewal of Special Use Permit for the operation of a volume reduction facility at 9 & 11 Shoham Road, owned by 9-13 Shoham Road, LLC. [M-1 Zone; Map 113, Block 17, Lots S6 & S7].**

**Devanney moved/Kowalski seconded/DISCUSSION: None.**

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

**MOTION TO APPROVE Application of Shoham Road Transfer, LLC to extend approval for a Special Use Permit for operation of a transfer station in conjunction**

**with a volume reduction facility located at 9 & 11 Shoham Road, owned by 9-13 Shoham Road, M-1 Zone. (Map 113, Block 17, Lots S6 & S7)**

**This special use permit approval is granted subject to conformance with the referenced plans (as may be modified by the Conditions) and the following conditions:**

---

**Referenced Plans:**

- Special Permit Volume Reduction facility prepared for Shoham Road Transfer, LLC, 11 Shoham Road, East Windsor CT Map 3, Blk 17, Lot S6 & S7 Zone M1, prepared by JR Russo & Assoc. 1 Shoham Rd, East Windsor CT 06088 860/623-0569, 860/623-2485 fax ,dated 6/6/07 revised through ~~7/9/09~~6/23/16
- Sheet 2/2 – Flow Diagram, revised through ~~7/9/09~~6/23/16

**-Conditions which must be met prior to signing of mylars:**

1. The applicant shall submit a paper copy of the final approved plans (revisions included) to the Town Planner for review and comment prior to the submission of the final mylar(s).
2. Final plans submitted for signature shall require the seal and live signature of the appropriate design professionals responsible for preparation of the plans.
3. The conditions of this approval shall be binding upon the applicant, land owners, and their successors and assigns.
4. A copy of the final approved motion and original special use permit conditions of approval as amended, shall be filed by the applicant on the land records prior to the Commission signing of the final plans.

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

5. Two final mylars, with any required revisions incorporated on the sheets shall be submitted for signature of the Commission. One shall be filed on the Town Land Records, and one filed with the Planning and Zoning Department

**General Conditions:**

6. By acceptance of this approval and 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
7. This project shall be constructed and maintained in accordance with the filed

plans. Minor modifications to the approved plans that result in lesser impacts may be allowed subject to staff review and approval.

8. The applicant must demonstrate that reasonable measures will be taken, as necessary, to prevent the generation of unpleasant or noxious odors, vectors and noise that may have a substantial adverse impact off-site from the facility.
9. This special use permit approval is subject to the original volume reduction facilities approval dated May 12, 1998, revised August 14, 2007; together with an amendment to item #32 ,as follows:

**TOWN OF EAST WINDSOR – PLANNING & ZONING  
COMMISSION  
AUGUST 14, 2007 – MEETING #1513**

**CONDITIONS OF APPROVAL**

**SHOHAM ROAD TRANSFER, LLC – APPLICANT  
9-13 SHOHAM ROAD, LLC – OWNER  
SPECIAL USE PERMIT (Transfer Station)  
9 & 11 SHOHAM ROAD  
EAST WINDSOR, CONNECTICUT**

---

TO APPROVE the application of Shoham Road Transfer, LLC for a Special Use Permit to allow the operation of a transfer station in conjunction with an existing volume reduction facility located at 9 & 11 Shoham Road, owned by 9-13 Shoham Road, M-1 zone. (Map 3, Block 17, Lots S6 & S7)

**Referenced Plans:**

Special Permit, Volume Reduction facility prepared for Shoham Road Transfer, LLC, 11 Shoham Road, East Windsor CT Map 3, Blk 17, Lot S6 & S7 Zone M1, prepared by JR Russo & Assoc., 1 Shoham Rd, East Windsor CT 06088 860/623-0569, 860/623-2485 fax, dated 6/6/07, Sheet 2/2 – Flow Diagram

“Somers Sanitation Service, Inc. Volume Reduction Facility, Shoham Road, East Windsor, Connecticut; Owner – Applicant: Somers Sanitation Service, Inc. 13 Shoham Road East Windsor, Connecticut 06088 (203) 623-2070; Engineer: J.R. Russo & Associates, Land Surveyors & Professional Engineers, 1 Shoham Road, East Windsor, Connecticut 06088, (203) 623-0569.”

“Key Map, Special Permit/Volume Reduction Facility, Prepared For Somers Sanitation Service Inc., Shoham Road, East Windsor, Connecticut, 623-2070” Sheet 1 of 6, Scale 1”=100’, by J.R. Russo & Associates, dated 2-24-92 and revised to 4-13-92.

**TOWN OF EAST WINDSOR**  
**PLANNING AND ZONING COMMISSION**  
**Regular Meeting #1700 – July 26, 2016**  
**MEETING MINUTES - Draft**

12

“Plot Plan, Special Permit/Volume Reduction Facility, Prepared For Somers Sanitation Service Inc., Shoham Road, East Windsor, Connecticut, 623-2070” Sheet 2 of 6, Scale 1”=20’, by J.R. Russo & Associates, dated 2-24-92 and revised to 4-13-92.

“Plot Plan, Special Permit/Volume Reduction Facility, Prepared For Somers Sanitation Service Inc., Shoham Road, East Windsor, Connecticut, 623-2070” Sheet 3 of 6, Scale 1”=20’, by J.R. Russo & Associates, dated 2-24-92 and revised to 4-13-92.

“Operations Layout & Floor Plan, Special Permit/Volume Reduction Facility, Prepared For Somers Sanitation Service Inc., Shoham Road, East Windsor, Connecticut, 623-2070” Sheet 3A of 6, Scale 1”=20’, by J.R. Russo & Associates, dated 2-24-92 and revised to 4-13-92.

“Flow Diagram, Special Permit/Volume Reduction Facility, Prepared For Somers Sanitation Service Inc., Shoham Road, East Windsor, Connecticut, 623-2070” Sheet 4 of 6, by J.R. Russo & Associates, dated 2-24-92 and revised to 4-13-92.

“Soil Erosion & Sediment Control Notes, Special Permit/Volume Reduction Facility, Prepared For Somers Sanitation Service Inc., Shoham Road, East Windsor, Connecticut, 623-2070” Sheet 5 of 6, by J.R. Russo & Associates, dated 2-24-92 and revised to 4-13-92.

“Detail Sheet, Special Permit/Volume Reduction Facility, Prepared For Somers Sanitation Service Inc., Shoham Road, East Windsor, Connecticut, 623-2070” Sheet 6 of 6, by J.R. Russo & Associates, dated 2-24-92 and revised to 4-13-92.

“Improvement Location Map Plot Plan, Prepared for Somers Sanitation Service, Inc. Shoham Road, East Windsor, Connecticut, 623-2070”, Sheets 1 of 2 and 2 of 2, by J.R. Russo & Associates, dated 4-10-98.

Said plans which are on file in the Town Clerk’s Office and the following:

“Key Map, Special Permit/Volume Reduction Facility, Prepared For Somers Sanitation Service Inc. Shoham Road, East Windsor, Connecticut, 623-2070” sheet 1 of 3, Scale 1”=100’, by J.R. Russo & Associates, dated 4-11-94 and revised to 6-29-94.

“AS-BUILT, Improvement Location Map, Plot Plan, Special Permit/Volume Reduction Facility, Prepared For Somers Sanitation Service Inc., Shoham Road, East Windsor, Connecticut, 623-2070” Sheet 2 of 3, Scale 1”=20’, by J.R. Russo & Associates, dated 4-11-94 and revised to 6-29-94.

“Special Permit/Volume Reduction Facility, Prepared For Somers Sanitation Service Inc. Shoham Road, East Windsor, Connecticut, 623-2070” Sheet 3 of 3, Scale 1”=20’, by J.R. Russo & Associates, dated 4-11-94 and revised to 6-29-94.

**TOWN OF EAST WINDSOR  
PLANNING AND ZONING COMMISSION  
Regular Meeting #1700 – July 26, 2016  
MEETING MINUTES - Draft**

13

**Supporting Documents:**

“Supporting Documentation for Permit Application, Somers Sanitation Service, Inc. Volume Reduction Facility, 13 Shoham Road, East Windsor, Connecticut, 06088 Prepared by: Roy F. Weston, Inc. I-91 Tech Center, 85 Brook Street, Rocky Hill, Connecticut 06067, May 1991”

F.A. Hesketh & Associates, Inc. 101 Millbrook Common, Bloomfield, CT 06002, Letter to Mr. Frank Antonacci dated June 2, 1991 RE: Volume Reduction Facility.

The Stanley Sack Co., Inc., Barber Pond Road, P.O. Box 262 Bloomfield, CT 06002; Letter dated June 9, 1994 To Whom It May Concern re: material from Somers Sanitation (2 pages)

Michael Sciavone & Sons Inc., Universal Drive, North Haven, Connecticut, 06473; Letter to John Pizzamante dated June 9, 1994, re: markets for light iron, heavy misc. steel and various non-ferrous products.

EIRCO Environmental LLC, P.O. Box 265, Hampton, N.H. 03842; Letter to John Pizzamanti re: refuse handling.

“Waste Paper Supply Agreement Between Somers Sanitation, Inc. East Windsor, Connecticut and Paper Recycling International, Old Corrugated Containers, April 1993”

**Conditions which must be met prior to signing of the final mylars:**

1. That a detailed estimate of bonding requirements for site improvements be prepared by the applicant and submitted to the town engineer for review and approval. The surety shall be maintained, in a form acceptable to town counsel. A maintenance bond in the amount of 10% of the bond shall be provided prior to the release of the original performance bond. The maintenance bond shall be retained for a period of 1 year after the bond is released to guarantee the maintenance and repair of required improvements.
2. A separate bond shall be posted and maintained by the applicant to ensure compliance with all conditions of the approval including, but not limited to, provisions for protecting the Town of East Windsor in the event a facility terminates operations with a large amount of material remaining on the site. Due consideration to bonding requirements of other governmental agencies and/or permit or licensing authorities will be given so as not to duplicate and/or over bond the operator. For credit to be given under this condition the operator shall demonstrate that the Town of East Windsor is a named party with rights to call the bond.

3. All conditions of approval associated with this volume reduction facility shall be binding upon the applicant, landowners, and/or their successors and assigns. A copy of this approval shall be filed in the land records of the subject parcel prior to such approval becoming effective.
4. The plans shall be revised to clearly indicate that this approval does not include the operation of the wood chipper. Any operation of the chipper for noise test purposes shall be conducted only after prior notification to the Town Planner or Zoning Enforcement Officer.

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

5. Two sets of final mylars, with any required revisions incorporated on the sheets shall be submitted for signature of the commission. One set of signed mylars shall be filed with the town clerk by the applicant prior to this approval taking effect. One set shall be filed in the zoning office.
6. No further permits shall be issued until the mylars are signed and filed.

**Conditions which must be met prior to issuance of certificate of compliance:**

7. No zoning certificates of compliance shall be issued until the drainage has been completed.
8. Final as-built drawings certified by the appropriate design professional(s) shall be submitted indicating compliance with all applicable regulations and conditions of approval.

**General Conditions:**

9. The hold harmless agreement originally filed on the land records shall remain in full force and effect.
10. The Town of East Windsor will bear no responsibility for the disposal of any residue generated from the facility. There is a separate hold harmless filed on the land records with the previous approval.
11. The applicant shall continue to allow the Commission's staff to conduct reasonable inspections of the volume reduction facility, including spot inspections. Failure to comply with any request for inspection shall constitute a violation of this permit and the East Windsor Zoning Regulations.
12. A zoning permit shall be obtained prior to the start of construction or change in use to a volume reduction facility. All such permits shall be valid for one year. Each yearly

application for a zoning permit shall be accompanied by appropriate documentation of the facility's compliance with the provisions of the regulations and these conditions of approval. The zoning permit application shall also be accompanied by an application fee to be set by the Board of Selectmen.

13. Only those materials which are identified on Sheet 2 of 2 dated 6-6-07 of the referenced plans "Flow Diagram" may be accepted by the volume reduction facility. **Except that no wood for chipping may be accepted** unless specifically approved by the East Windsor Planning and Zoning Commission under a separate permit or amendment, except that this provision does not apply to transfer station activities.
14. The application states that 60-70% of the material accepted at the facility is currently recyclable. The applicant shall make all efforts to maintain or exceed this level. In no case shall the solid waste generated after materials are processed (residue) exceed 49% of the total volume. Except that this condition does not apply to transfer station activities.
15. The applicant shall maintain a suitable place for disposal of solid waste residue off-site. This special use permit may be revoked by the Commission if the Commission finds that residue is not being disposed of in an authorized place and manner. The applicant shall notify the Commission, in writing, of any changes in the disposal locations specified in Sheet 4 of 6 of the referenced plans (Flow Diagram) or in its supporting documentation.
16. All incoming materials accepted at the volume reduction and transfer station facility shall be stored indoors on an impervious surface designed to prevent leachate from such materials from entering the ground. The impervious surface shall be designed and maintained to accommodate the total anticipated volume of materials to be received and processed at the facility.
17. No mixed solid waste which cannot be viably separated and which may result in the contamination of recyclables shall be accepted at this facility, except that this provision does not apply to transfer station materials.
18. The facility shall comply with all the permit requirements of the State of Connecticut, Department of Environmental Protection.
19. All materials, such as clean wood materials, asphalt, concrete, stone and other similar materials accepted at the facility shall be processed and stored as indicated in the referenced plans and documentation.
20. Buffer zones and landscaping shall be maintained as indicated on the plans to prevent any visual impacts on surrounding streets and properties.

21. All operations shall be conducted indoors, except for temporary storage of processed material which may be outdoors with appropriate containment as indicated on the plans and supporting documentation.
22. Incoming material shall be processed within 24 hours of arrival on the site. Any residue shall be removed from the site within 24 hours after separation. In no case shall any recyclable materials be allowed to remain on site for more than 3 days prior to their removal from the site. This provision does not apply to transfer station material and activities which must remove all material by the close of each business day.
23. Separated materials, such as paper, cardboard, appliances, metals, glass, plastics, fluids and other similar materials shall be stored temporarily in a structure and/or on a surface designed to prevent the infiltration of precipitation into such materials.
24. The operating hours for the facility shall be as follows:  
  
6:00 A.M. – 5:00 P.M. Monday-Friday except that no machinery may be operated until 7:30 A.M.  
  
6:00 A.M. – 12:00 Noon on Saturday except that no machinery may be operated until 7:30 A.M.  
  
NO OPERATION of this facility on Sunday or legal holidays.
25. Any complaints of unpleasant or noxious odors that may be received from the public or Commission staff shall be investigated by the applicant. Any apparent sources of such odors shall be remedied within 48 hours of receipt of the complaint. A written response to any complaint shall be submitted to Commission staff by the applicant within one week of receiving such complaint.
26. The applicant or operator shall provide Commission staff with periodic reports (with a minimum of quarterly submittals) of incoming and outgoing tonnage with details on the different types and amounts of material processed and the amounts of such materials that are recycled.
27. This facility shall be operated in compliance with all other applicable requirements of Section 9 of these regulations as well as any other applicable general requirements of the zoning regulations. In the case of any conflict between regulations or standards, the more restrictive regulation or standard shall apply.
28. Failure to comply with any regulation, condition or safeguard attached to this special use permit shall constitute a violation of this permit and the East Windsor Zoning



**TOWN OF EAST WINDSOR  
PLANNING AND ZONING COMMISSION  
Regular Meeting #1700 – July 26, 2016  
MEETING MINUTES - Draft**

17

Regulations. The Commission may revoke this special use permit, after holding a hearing, upon finding that the volume reduction facility is in violation of any regulation or of its conditions of approval.

29. This application is subject to approvals from the East Windsor Zoning Board of Appeals on file in the land records.
30. Additional drainage and erosion control measures are to be installed as directed by town staff if field conditions necessitate.
31. Any modifications to the proposed drainage for the site plan is subject to the approval of the town engineer.
32. Pursuant to Section 2.7.6 (f) of the East Windsor Zoning Regulations the East Windsor Planning and Zoning Commission exercises its discretion by **limiting this EXTENDING THE APPROVAL FOR THESE TWO Special Use Permits to a 2-year period**, until August 14, ~~2009~~ **2016**. Continued operation of this volume reduction facility and transfer station **BEYOND THE EXPIRATION DATE** shall require a new public hearing and approval by the Commission in accordance with its Regulations. **(amended 9/09)**
33. This project shall be constructed and maintained in accordance with the referenced plans. Minor modifications to the approved plans which result in lesser impacts may be allowed subject to staff review and approval.
34. By acceptance of this approval and 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.

**This was amended from previous approval dated May 12, 1998 and shown on the Land Records, Vol. 204, Pages 942 through 947.**

**Devanney moved/Kowalski seconded/DISCUSSION: None.**

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

**NEW PUBLIC HEARING: Clifton Thomas** - Special Use Permit to allow an accessory apartment at 9 Plantation Road. [A-1 Zone; Map 15, Block 49, Lot 10-4] *(Deadline to close hearing 8/30/2016)*

**TOWN OF EAST WINDSOR  
PLANNING AND ZONING COMMISSION  
Regular Meeting #1700 – July 26, 2016  
MEETING MINUTES - Draft**

18

Chairman Ouellette read the description of this Public Hearing. Appearing to discuss this application was Clifton Thomas, the property owner.

Mr. Thomas advised the Commission that he sent out mailings to abutting property owners. He has also applied to the North Central Health District (NCHD) for approval of the project. Commissioner Thurz questioned if the NCHD signed off on the extra bedroom? Mr. Thomas clarified that all four of the bedrooms existed when the house was built; he just added a kitchen and a bathroom. Town Planner Whitten noted the document Mr. Thomas submitted is an application to the NCHD; it has not yet been signed off on. Mr. Thomas suggested the NCHD still needs to do a septic system review.

Chairman Ouellette questioned if the Affidavit of Occupancy had been submitted? Town Planner Whitten noted that document is part of the application file.

Commissioner Devanney questioned if there was any other egress/ingress to the outside, or does the occupant enter the apartment through the main house? Mr. Clifton suggested there will be another door in the back, and there is ingress in the garage, as well as from the main living quarters.

Chairman Ouellette questioned if the Commission can move forward with this application; should a caveat be added regarding approval by the NCHD? Town Planner Whitten noted the standard conditions of condition include the requirement for NCHD approval. If NCHD approval is not received then the Planning Office wouldn't sign off on the Zoning Permit.

Noting that this Application is also a Public Hearing Chairman Ouellette queried the audience for comments. No one requested to speak.

**MOTION: To CLOSE the Public Hearing on the Application of Clifton Thomas for a- Special Use Permit to allow an accessory apartment at 9 Plantation Road. [A-1 Zone; Map 15, Block 49, Lot 10-4]**

**Devanney moved/Kowalski seconded/DISCUSSION: None.**

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

**MOTION TO APPROVE the Application of Clifton Thomas for a Special Use Permit to allow an accessory apartment in accordance with Chapter 407 of the Zoning regulations at 9 Plantation Rd, in the A-1 Zone [Map 15 Block 49 Lot 10-4]**This approval is granted subject to conformance with the referenced plans as approved by the Commission and the following conditions:

---

---

**TOWN OF EAST WINDSOR  
PLANNING AND ZONING COMMISSION  
Regular Meeting #1700 – July 26, 2016  
MEETING MINUTES - Draft**

- a) 1 of 1 Final As Built prepared for Clifford Thomas Lot 4, Plantation Pines Subdivision, 9 Plantation Rd East Windsor, prepared by Pudeler Engineering, 201 West Rd, South Windsor, CT 06074 860/610-0001 dated 10/7/11 scale 1" = 20'
- b) Assessors Sheet showing overall house layout
- c) Hand drawing of proposed unit at 9 Plantation Road, B-16-188

**CONDITIONS**

**Conditions that must be met prior to the issuance of any permits**

- 1. North Central District Health Department shall review and approve the plans for the proposed septic system design and well location to insure adequate capacity for the additional occupancy.**

**Conditions that must be met prior to certificates of compliance**

2. All public health, safety and building code compliance components of the project must be satisfactorily completed prior to occupancy. When all public health, safety and building code compliance components have been completed, the Zoning Official may issue a Certificate of Zoning Compliance.
- 3. A notarized affidavit in a form acceptable to the PZC, signed by the owner of one of the one family dwelling affirming the intent that either the principal or accessory dwelling unit is to be occupied by the owner of the premises shall be required. Affidavit shall be filed on the land records. The ZEO may request renewed notarized affidavit at 1 year intervals.**

**General Conditions**

4. A certificate of zoning compliance shall be filed on the land records and will be automatically expire with change of ownership. New owners must apply for a new zoning permit, otherwise the use will be considered abandoned.
5. No additional Mailbox is allowed.
6. No additional entrances may be allowed on any wall plane facing any street.
- 7. Zoning Permit shall be obtained prior to the commencement of any work.**
- 8. A Building Permit shall be obtained prior to the commencement of any work.**
9. This project shall be constructed and maintained in accordance with the referenced plan. Minor modifications to the approved plans that result in lesser impacts may be allowed subject to staff review and approval.
10. By acceptance of this approval and 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.
11. The applicant hereby acknowledges concurrence with the provision of §407 of the East Windsor Zoning regulations in total and in doing so recognizes the authority of the Zoning Enforcement Officer to order removal and conversion of the accessory apartment as allowed by §407

**Devanney moved/Kowalski seconded/DISCUSSION: None.**

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

**NEW BUSINESS: Munich Motorsports, LLC** - Site Plan Approval for a Change of Use to used car sales and repairs at 54 Newberry Road, owned by Tilden Associates, LLC. [M-1 zone; Map 93, Block 19, Lot 5] (*Deadline for decision 9/1/2016*)

Chairman Ouellette read the description of this Item of Business. Appearing to discuss this Application for a Permit Renewal was Jay Ussery, of J. R. Russo and Associates, LLC., and Aaron Munich, of Munich Motorsports, LLC. .

Mr. Ussery reported that Mr. Munich operates a General Repair Business for foreign cars. He is currently leasing space in South Windsor; he is purchasing 54 Newberry Road and will be moving the business to East Windsor.

Mr. Ussery gave a description of the property on Newberry Road; he noted Mr. Munich is not making any changes to the site. The site currently exceeds the parking requirements for this business. Mr. Munich is proposing 6 display spaces in front for used cars. Mr. Ussery reported Mr. Munich appeared before the Zoning Board of Appeals and received location approval for the site; he now needs to apply to the Motor Vehicle Department for a license to operate at Newberry Road.

The Commissioners raised the following questions:

**Fence:** Chairman Ouellette noted there is currently a white vinyl fence in front of the property; he questioned its purpose? Mr. Munich reported there is a transformer behind the fence.

**Building/Parking Lot Lighting:** Chairman Ouellette questioned if there is any lighting on the building or in the parking lot? Mr. Munich reported there are lights on the building; he would prefer not to light the parking lot as his business is building specialty cars which he generally houses inside. Mr. Munich indicated his business mostly serves race car customers (BMW and Porsche); he typically sells one vehicle per year. He needs the dealer license to sell these vehicles.

**Vehicle Display Spaces:** Commissioner Thurz cited Mr. Munich is asking for 6 display spaces, yet when the Commission allows onsite parking people park 30 vehicles. Mr. Munich indicated the vehicles he works on are mostly race cars; the Commission won't see a lot of cars in the lot with balloons on them. Mr. Munich reported they make the car from the ground up.

**Where are the cars tested:** Commissioner Devanney questioned where do you test drive the vehicles? Mr. Munich reported the vehicles are transported to a track outside of Connecticut.

**Oil/Water Separators/Floor Drains:** Commissioner Devanney questioned if oil/water separators are needed? Mr. Munich reported there are no floor drains in this building; he would have to dig up the concrete floor and install drains.

**WPCA Referral:** Chairman Ouellette questioned if a referral was received from the Water Pollution Control Authority (WPCA)? Town Planner Whitten read for the record

the memo received from the WPCA; she indicated they are ok with this use.

**Town Engineer's Memo:** Commissioner Thurz also noted the Commission has received a positive response from Town Engineer Norton.

**Signage:** Commissioner Devaney questioned if any signage is proposed? Mr. Munich indicated he is proposing a sign on the building; Town Planner Whitten advised the applicant of the need to apply for a Zoning Permit for signage.

**Property Lines:** Chairman Ouellette suggested the plan seems to indicate that part of the parking lot may be located on a neighbor's property. Town Planner Whitten suggested that may have been an access to an adjacent property.

**Parts Inventory:** Commissioner Kowalski questioned if Mr. Munich would be selling parts as well? Mr. Munich indicated there will be a small parts area but he doesn't carry a large inventory.

**Allowable Uses:** Chairman Ouellette reviewed potential uses allowed in an M-1 Zone, which include auto sales and auto body work. Mr. Munich indicated they don't do body work or painting; they design and then make race cars. He referenced his Facebook page for additional information.

Chairman Ouellette queried the Commissioners for additional comments; no one raised any further questions.

**MOTION TO APPROVE the Application of Munich Motorsports, LLC and owner Tilden Associates, LLC requesting a change of use and Site Plan approval to allow used auto sales and repairs at 54 Newberry Road, Map 93, Block 19 Lot 5, in the M-1 Zone.**

---

This approval is granted subject to conformance with the referenced plans (as may be modified by the Conditions)

Referenced Plans:

1/1 Boundary Survey, prepared for Munich Motorsports, LLC 54 Newberry Road, East Windsor CT map 93, Blk 19, Lot005, Zone M-1,

**Conditions which must be met prior to signing of mylars:**

1. All final plans submitted for signature shall require the seal and live signature of the appropriate professional(s) responsible for preparation of the plans.
2. The conditions of this approval shall be binding upon the applicant, land owners, 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.

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

3. One set of prints and one set of final mylars, with any required revisions incorporated on the sheets shall be submitted for signature of the Commission. Sets shall be filed in the Planning and Zoning Department.

4. A cash (escrow) or passbook bond shall be submitted for sedimentation and erosion control maintenance and site restoration during the **construction of the project**. Any funds that may be withdrawn by the Town for such maintenance or restoration shall be replaced within five (5) days or this permit shall be rendered null and void. The applicant's engineer shall submit an estimated cost of the E & S controls to the Town Engineer. The amount of said bond shall be determined by the Town Engineer.

**Conditions which must be met prior to certificates of compliance:**

5. Final grading and seeding shall be in place or a bond for the unfinished work submitted.
6. Final as-built survey showing all structures, pins, driveways and final floor elevations as well as spot grades shall be submitted.
7. All public health and safety components of the project must be satisfactorily completed prior to occupancy. In cases where all of these components have been completed, the Zoning Official may issue a Certificate of Zoning Compliance provided a suitable bond is retained for any remaining site work.

**General Conditions:**

8. In accordance with Chapter 900.3.h of the Zoning Regulations, any approval of a site plan application shall become null and void in one year from the date of approval if the activities have not commenced and the site plan shall be considered to be disapproved, and **complete all improvements within five years of the date of approval**, otherwise the approval shall become null and void, unless an extension is granted by the Commission.
9. A Zoning Permit shall be obtained prior to the commencement of any site work, and for new use..
10. This project shall be constructed and maintained in accordance with the filed plans. Minor modifications to the approved plans that result in lesser impacts may be allowed subject to staff review and approval.
11. Any modifications to the proposed drainage or grading for the site plan is subject to the approval of the town engineer.
12. Additional erosion control measures are to be installed as directed by town staff if field conditions necessitate.
13. By acceptance of this approval and 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

**Devanney moved/Thurz seconded/DISCUSSION: None.**

**TOWN OF EAST WINDSOR  
PLANNING AND ZONING COMMISSION  
Regular Meeting #1700 – July 26, 2016  
MEETING MINUTES - Draft**

23

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

**OLD BUSINESS:** None.

**OTHER BUSINESS:** None.

**CORRESPONDENCE:**

Town Planner Whitten noted receipt of a referral from the town of Windsor Locks regarding applications coming before their Boards and/or Commissions regarding development of the Montgomery Mill property. Development calls for renovation of the mill into 160 residential units associated with the proposed Transit Oriented Development project.

**BUSINESS MEETING/(1) Signing or Mylars/Plans; Motions:**

**Mylars/Plans:**

- **Harvest View Estates – Middle Road – Phasing Plans.**

**Motions:** None.

**BUSINESS MEETING/General Discussion:**

**POCD:**

Town Planner Whitten reported she presented the final draft of the POCD to the Board of Selectmen last Tuesday; it was well received. The final document is being reformatted prior to referral to CRCOG (Capital Region Council of Governments). Town Planner Whitten anticipates this Commission will hold the Public Hearing on the POCD during the first meeting in October.

Chairman Ouellette noted the Commission meets only once in August. He questioned if there were any small regulation changes the Commission might consider during that meeting? Town Planner Whitten cited continuing work/reformatting on the POCD which might prohibit regulation revisions until later in the year.

**ADJOURNMENT:**

**MOTION: To ADJOURN this Meeting at 8:29 p.m.**

**Kowalski moved/Devanney seconded/VOTE: In Favor: Unanimous**

**TOWN OF EAST WINDSOR  
PLANNING AND ZONING COMMISSION  
Regular Meeting #1700 – July 26, 2016  
MEETING MINUTES - *Draft***

24

Respectfully submitted, \_\_\_\_\_  
Peg Hoffman, Recording Secretary, East Windsor Planning and Zoning Commission