

RECEIVED DEC - 7 2022 @ 3:00 pm  
Ronnie G. O'Leary TC

**Town of South Windsor**  
**DEMOLITION DELAY COMMITTEE – REGULAR MEETING MINUTES**  
**December 1, 2022**

**1. Call Meeting to Order:**

Chairperson Utay called the Demolition Delay Committee meeting to order at 6:31 pm.

**Roll Call:**

- Members present: Art Utay, Elizabeth Burgess, Sandy Jeski
- Members absent: Stephanie Dexter, Tim Shepard

**2. Outside Participation**

- none

**3. Approval of Minutes:**

- Minutes of April 7, 2022 - Minutes approved unanimously

**4. Old Business:**

- Update on Historical Building Map generation project – the DDC was presented with the Historical Building map created by the Town's IT Department, with the help of the Town Assessor's Office. The map highlights properties within the Town of South Windsor that fall within the DDC domain, i.e., properties older than 75 years. The map highlights the distribution and ages of structures on these properties, with ranges of years color coded to aid in visualizing time-related population concentrations.

The first draft of this map included all Town properties, but the large increase in construction after the Second World War overwhelmed the viewer with color bands and saturation of the Town's area. It was decided to eliminate structures erected after 1949 to make the map useful. A decision whether to 'freeze' the existing map or whether to continually update it to reflect 75 year or older properties will need to be made in a few years. The continual update will help understand which properties fall under the Demolition Delay Ordinance at any given time, but it will also create a 'busier' map.

The DDC unanimously approved the map. The DDC Chair will create a legend to explain the map, which the IT department will add to the graphic. Once completed, the map will be presented to the Town Council for approval and upload to the 'Map Gallery' page ([https://southwindsor.mapxpress.net/pages/map\\_gallery.html](https://southwindsor.mapxpress.net/pages/map_gallery.html))

**5. New Business:**

- Administrative Costs – Demolition Permits

The Demolition Delay Ordinance requires demolition permit applicants to pay for legal notices and other administrative fees. An updated fee schedule was proposed to align with current costs borne by the Town. The new fee schedule was unanimously approved by the Committee with the caveat that this fee is in alignment with fees charged by other Town committees and boards with similar requirements, such as Planning and Zoning. The DDC chair will research what other committees are charging and modify our fee structure accordingly

- Update to DDC Procedure – minor changes to DDC procedures transferring responsibility for posting the “Notice of Demolition Request” sign from the DDC to the applicant were discussed. The DDC approved this change unanimously

**6. Administration**

- none

**7. Adjournment**

Chairperson Utay moved to adjourn the meeting at 7:05 PM. DDC member Jeski seconded the motion

Respectfully submitted,

Art Utay