

**TOWN OF SOUTH WINDSOR**  
**PLANNING & ZONING COMMISSION**

**MINUTES**

**-1-**

**MAY 9, 2023**

**MEMBERS PRESENT:** Robert Vetere, Kevin Foley, Stephen Wagner, Bart Pacekonis, Alan Cavagnaro and Michael LeBlanc and Stephanie Dexter (arrived 7:30 PM)

**ALTERNATES PRESENT:** Paul Bernstein, Carolyn Carey and Atif Quraishi

**STAFF PRESENT:** Michele Lipe, Director of Planning; Michael Lehmann, IT Support

**REGULAR MEETING**

Chairman Pacekonis seated Alternate Paul Bernstein for Commissioner Dexter

**PLEDGE OF ALLEGIANCE**

**PUBLIC PARTICIPATION** Rich Delahey of Cody Circle was asked to submit information at future meeting. Jim Aldrich of Aldrich Construction was unable to make comments as the public hearing on the item he wanted to discuss was closed.

**MINUTES 4-25-23** – The minutes, with minor corrections, was adopted by consensus

**NEW BUSINESS:** Discussion/Decision/Action regarding the following:

1. **PZC Sponsored Text Amendment-** Remove Section 1.5 Moratorium on New Truck and Freight Terminals and Warehouses and Distribution Centers ; Modify Sec 2.11.A, C and C storage requirements; Modify Sec. 2.16 Ancillary Structure Screening requirements; Modify Table 4.1.1.A to add specific requirements for certain uses, change for permitted to special exception; and minor use corrections; Modify 4.15 Traffic Requirements; Modify Sec 4.4.6.C Parking requirements; modify Sec. 4.5.1 Industrial zone Purpose and Intent; Modify Sec. 4.5.4 Outdoor storage of Material; Add Sec. 4.5.7 Pedestrian and Bicycle Requirements; Add Sec 4.5.8 Performance Standards; modify Sec 6.2 Landscaping and Buffers Sec 6.2.1.B,D,G and H; modify 6.2.2 Maintenance of Landscaping and bond requirements; modify Sec. 6.2.4 A-E to change landscaping standards, buffer sizes, buffer descriptions and include Sec F Berms; add Section 6.2.5 Screening requirements – establish standards and criteria for types of screening; modify Sec. 6 Off-Street Parking requirements for various uses; modify Sec. 6.4.4 A, and J Off Street Parking – General Provisions; modify Sec 6.4.5 Design of Parking Areas A and C and add Sec. 6.4.5. K, L M and N; modify Sec 6.4.8.1 A and B Off-Street Loading General Provisions; add Sec 6.4.8.1 Sec C and D; modify Sec 6.4.9. Modification of Minimum Parking; modify Sec. 6.7.2.A Pedestrians Design Standards Sec 6 and 7; Add Sec 6.7.4 Mass Transit Provisions; Add Sec 7.24. Freight, Truck, Bus Terminal and Warehouse Distribution Centers – including definitions and design criteria and application requirements; add to Definitions access Drive; add to Definitions – Screening; add Sec 11.9 Appendix I Buffer and Landscape Designs which includes standards for buffers and sample cross-sections.

Chairman Pacekonis asked for town staff comments. Director of Planning Michele Lipe commented that she distributed the final draft of the text amendment with all additional revisions discussed at the meeting on April 25. She reviewed the latest changes including use table updates including clarifying separating. Lipe also addressed how warehouses would be treated in the I-291 zone and how limited expansion could occur for other existing sites in the Industrial zone that were permitted originally through site plan approval.

Another area updated were the traffic requirements adding more specifics when traffic studies are required. Commission Foley opined on the buffer planting sizes and the Commission discussed the expected performance standards for berms and buffers. The final changes presented by Lipe included how the distances would be measured from the residential zones.

Chairman asked for any additional comments from Commissioners.

**TOWN OF SOUTH WINDSOR**  
**PLANNING & ZONING COMMISSION**

**MINUTES**

**-2-**

**MAY 9, 2023**

Commission discussed the requirements or warehouses greater than 40, 000 sf., it was consensus of the Commission that warehouses greater than 40,000sf should be permitted by special exception and should be a minimum of 500 feet from the residential zone.

Commissioner Wagner looked for some clarification on the parking requirements for self-storage units as it currently is one space for 25 units. Cavagnaro concurred in reducing the parking requirement and it was decided to include the “self-storage” as a part of the warehouse section of the parking requirements.

Commissioner Bernstein suggested that the definitions of warehouses should be included as an appendix rather than in the body of the regulations. It was the consensus of the Commission to add these “types of warehouse use” as Appendix J.

Chairman Pacekonis indicated his comments had been incorporated.

Commissioner Wagner motioned to approve the PZC Sponsored Text Amendment:

**PZC Sponsored Text Amendment-** Remove Section 1.5 Moratorium on New Truck and Freight Terminals and Warehouses and Distribution Centers ; Modify Sec 2.11.A, C and C storage requirements; Modify Sec. 2.16 Ancillary Structure Screening requirements; Modify Table 4.1.1.A to add specific requirements for certain uses, change for permitted to special exception; and minor use corrections; Modify 4.15 Traffic Requirements; Modify Sec 4.4.6.C Parking requirements; modify Sec. 4.5.1 Industrial zone Purpose and Intent; Modify Sec. 4.5.4 Outdoor storage of Material; Add Sec. 4.5.7 Pedestrian and Bicycle Requirements; Add Sec 4.5.8 Performance Standards; modify Sec 6.2 Landscaping and Buffers Sec 6.2.1.B,D,G and H; modify 6.2.2 Maintenance of Landscaping and bond requirements; modify Sec. 6.2.4 A-E to change landscaping standards, buffer sizes, buffer descriptions and include Sec F Berms; add Section 6.2.5 Screening requirements – establish standards and criteria for types of screening; modify Sec. 6 Off-Street Parking requirements for various uses; modify Sec. 6.4.4 A, and J Off Street Parking – General Provisions; modify Sec 6.4.5 Design of Parking Areas A and C and add Sec. 6.4.5. K, L M and N; modify Sec 6.4.8.1 A and B Off-Street Loading General Provisions; add Sec 6.4.8.1 Sec C and D; modify Sec 6.4.9. Modification of Minimum Parking; modify Sec. 6.7.2.A Pedestrians Design Standards Sec 6 and 7; Add Sec 6.7.4 Mass Transit Provisions; Add Sec 7.24. Freight, Truck, Bus Terminal and Warehouse Distribution Centers – including definitions and design criteria and application requirements; add to Definitions access Drive; add to Definitions – Screening; add Sec 11.9 Appendix I Buffer and Landscape Designs which includes standards for buffers and sample cross-sections and Appendix J Types of Warehouses

1. Motion to approve the zoning text changes as amended through the public hearing and deliberative process
2. The Planning and Zoning Commission finds that the zoning text is in conformance with the Town Plan of Conservation and Development.
3. The effective date of the zoning text amendments is 5/28/23.

Commissioner Cavagnaro seconded the motion. The motion was called and the motion passed unanimously.

**APPLICATIONS OFFICIALLY RECEIVED:**

1. **Appl 23-16P, Ivanov Text Amendment** – request for a zoning text amendment to add a definition for short term rentals and define criteria for such rentals in all residential zones
2. **Appl 23-17P, Leonard Retail-Restaurant Site Plan** – request for a site plan to construct a 2,520 sf retail/restaurant with a drive-up window at 1014 Sullivan Ave, GC zone

**TOWN OF SOUTH WINDSOR**  
**PLANNING & ZONING COMMISSION**

**MINUTES**

**-3-**

**MAY 9, 2023**

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3. **Appl. 23-19P, TOSW Farmers Market** – request for a site plan approval to operate a farmer’s market weekly from June through October, offering produce and other items such as vegetables, fruits, cheeses, meats, baked goods, soaps, and candles, on property located at 220 Nevers Road, RR zone

OTHER BUSINESS: Lipe reviewed the upgoing agendas. The PZC will be meeting with the POCD consultant on May 16 to review the Conservation element of the plan as well as the draft survey. The May 23 meeting will have two proposed text changes on at public hearing – Lipe distributed the draft language. Lipe also reminded the PZC of the upcoming public meeting on Tuesday June 6 – flyers are being distributed.

Commissioner Vetere motioned to adjourned. Commissioner Wagner seconded the motion. The motion passed unanimously. The meeting adjourned at 7:50 pm.

Respectfully Submitted,

Michele Lipe, Director of Planning