

TOWN OF SOUTH WINDSOR
PLANNING & ZONING COMMISSION

MINUTES

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JANUARY 12, 2021

MEMBERS PRESENT: Bart Pacekonis, Kevin Foley, Stephanie Dexter, Stephen Wagner, Bill Flagg

ALTERNATES PRESENT: Michael LeBlanc, Paul Bernstein, Elizabeth McGuire

STAFF PRESENT: Michele Lipe, Director of Planning; Jeff Doolittle, Town Engineer; Scott Roberts and Michael Lehmann, IT Support; Lauren Zarambo, Recording Secretary

Acting Secretary Commissioner Dexter read the legal notice into the record as it was published on the Town website.

PLEDGE OF ALLEGIANCE

Chairman Pacekonis stated the meeting is being live-streamed through a Webex call on the Town website as well as local channels and described the procedures under which the meeting will operate.

Chairman Pacekonis appointed Alternate Commissioner McGuire to be seated for Commissioner Bonzani and Alternate Commissioner Bernstein to be seated for Commissioner Greer.

PUBLIC HEARING / Webex Conference ONLINE MEETING 7:00 PM

- 1. Appl. 20-55P, Johnstone Text Amendment** – request for a Zoning Text Amendment to modify Section 7.11 Home Occupations to add Section 7.11.3.12 under the “Major Home Occupation” criteria to require a minimum of 50% of product offered for sale must be made on the premises
(Continued from 12/8/20)

Attorney Eric Parker representing applicant, Mr. Heath Johnstone, continued the presentation.

Director of Planning Michele Lipe gave staff comments.

Town Engineer Jeff Doolittle had no input on the application.

Chairman Pacekonis asked for public comment.

There were no calls from the public to connect.

Chairman Pacekonis asked for comment from commissioners.

Commissioners discussed the amendment and determined incidental sales will be defined in narratives.

No additional public comment was received.

Chairman Pacekonis closed the public hearing at 7:20 p.m.

- 2. Appl. 20-56P, UW Vintage Lane II, LLC** – request for a six (6) lot subdivision of 12.4 acres, including a Special Exception to Section 3.2.2 for one interior lot, on property known as 503 Barber Hill Road, located northerly of Vintage Lane and westerly side of Barber Hill Road, RR zone
(Continued 12/8/20)

Mr. Benjamin Wheeler of Design Professionals Inc. representing UW Vintage Lane II, LLC continued the presentation for the six-lot subdivision. Barber Hill Road will be widened to meet road width standards but will not accommodate for sidewalks to be located behind utility poles because of the grade. Sidewalks will be provided on both sides of the new street throughout the cul-de-sac.

Director of Planning Michele Lipe had no outstanding staff comments.

Town Engineer Jeff Doolittle had no additional staff comments.

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Chairman Pacekonis asked for public comment.

Acting Secretary Commissioner Dexter read an email received from abutting property owner Mr. Dan Rosow of 42 Vintage Lane with no opposition to the project; and an email from Mr. Robert Dickinson of Seabury Drive in Bloomfield regarding the need for a multiuse path or sidewalk to walk along Barber Hill Road and for students to assemble for bus pickup.

Mr. Dickinson called into the meeting and suggested sidewalks might take precedence over widening Barber Hill Road.

Commissioners McGuire, LeBlanc and Bernstein had no comments.

Commissioner Dexter voiced disappointed that no sidewalks are being proposed on a fast moving country road.

Commissioner Wagner asked the applicant to address sidewalks installed rather than widening the road. Mr. Wheeler commented that road widening was to meet the Town's minimum standards and asked for input from the Town Engineer and referenced the sidewalk master plan.

Commissioner Wagner requested that garages for the new houses are wired for EV charging.

Commissioners Flagg and Foley had no additional comments.

Chairman Pacekonis stated many roads are not in the sidewalk plan but going forward the Town needs to provide for safe pedestrian egress for pedestrians on foot and on bicycles.

No other comments were received from the public.

Chairman Pacekonis closed the public hearing at 7:35 pm

REGULAR MEETING / Webex Conference ONLINE MEETING

CALL TO ORDER Chairman Pacekonis called the Regular Meeting to order at 7:36 p.m.

PUBLIC PARTICIPATION:

Mr. Roberts connected a call from Mr. Dickinson of Bloomfield who asked for all arterial and connector roads be considered for sidewalks for safety.

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

1. **Appl. 20-55P, Johnstone Text Amendment** – request for a Zoning Text Amendment to modify Section 7.11 Home Occupations to add Section 7.11.3.12 under the “Major Home Occupation” criteria to require a minimum of 50% of product offered for sale must be made on the premises

Commissioner Wagner made a motion to approve with the following conditions:

1. The Planning and Zoning Commission finds that the zone text amendment in conformance with the Town Plan of Conservation and Development.
2. The effective date of the zone text change is 1/31/2021.

Commissioner Dexter seconded the motion.

The motion carried and the vote was unanimous.

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2. **Appl. 20-56P, UW Vintage Lane II, LLC** – request for a six (6) lot subdivision of 12.4 acres, including a Special Exception to Section 3.2.2 for one interior lot, on property known as 503 Barber Hill Road, located northerly of Vintage Lane and westerly side of Barber Hill Road, RR zone

Commissioner Wagner made a motion to approve with the following conditions:

1. This approval is for six (6) lots, numbered 1-6.
2. Concrete sidewalks, built to Town specifications, shall be installed on both sides of the new streets.
3. Drainage and construction for this subdivision is subject to the approval of the Town Engineer.
4. Water shall be supplied to this subdivision by public water.
5. This application is subject to the condition of approval of the Inland Wetlands Agency / Conservation Commission including bonds in the amounts \$25,000 for the establishment and maintenance of erosion controls; and a bond of \$20,000 for installation of stormwater structures. The bonds shall be posted prior to construction.
6. Street lighting shall be installed on streets, at intersections, and on cul-de-sacs in accordance with the policy established by the Chief of Police. Street lighting is to be coordinated with the Chief of Police.
7. Street names and locations of fire hydrants are subject to the approval of the Fire Marshal of the Town of South Windsor. Street names and supporting posts shall be installed by the developer in conformance with the standards of the Town of South Windsor, at no expense to the Town.
8. A liability insurance policy shall be submitted to this Commission naming the Town of South Windsor as an insured, with a combined single limit for bodily injury and/or property damage in the amount of \$1,000,000.
9. Trees within the street trees easement and any other trees on land that is currently or will in the future become Town-owned land are to be planted in accordance with the enclosed Tree Planting Specifications.
10. Prior to commencement of any site work, a preconstruction meeting must be held with Town Staff.
11. All plans used in the field by the developer must bear the stamp and authorized signature of the Town of South Windsor.
12. All easements for conservation purposes, drainage or utilities, that may be required in connection with the approval of this subdivision, must be submitted on standard Town easement form where appropriate, to this Commission prior to filing the mylars and issuance of building permits. All deeds for open space, public improvements and roadways must be submitted prior to request for Town acceptance; all deeds must be in accordance with the policy for accepting deeds and must be approved by the Engineering Department and Town Attorney.
13. Footing drains are required for each house. Prior to the building of any structure on a lot, a topographic map, drawn to a scale of 1" = 40', shall be submitted for each lot in the subdivision, showing proposed contours, elevations and the location of the footing drains. No building permits will be issued until the proposed contours, floor elevations and location of footing drains have been approved by the Town Engineer.
14. Septic system and/or private well final design(s) must be submitted to and approved by the Environmental Health Officer prior to filing of mylars and issuance of building permits.

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15. If, for any reason, finished grading and other individual lot site work is not completed, the Town Engineer shall determine the amount of a cash bond to ensure final grading and site work. This cash bond must be submitted prior to issuance of a Certificate of Occupancy.
16. Quantity estimates must be submitted to the Town Engineer (on the enclosed form) for the purpose of determining subdivision bonding. All bonds shall conform to the enclosed bond policy and shall be posted prior to filing the final plans in the Town Clerk's office. If the developer chooses to submit a Letter of Credit for a one year term, said Letter of Credit must be renewed on a yearly basis until completion of the development. If a new Letter of Credit has not been received within 30 days before the expiration date, the Commission may, at its option, call the Letter it is holding.
17. In accordance with Section 5.C.1.c of the subdivision regulations, a fee in lieu of open space is required. The fee will be ten percent of the fair market value of the property prior to subdivision approval. This fee is payable on a per-lot basis, at the time of initial conveyance of each lot. The applicant must provide, with the Commission's agreement, an appraiser to determine the fair market value.
18. A drainage assessment fee in the amount of \$350.00 shall be submitted to this Commission.
19. No building permits will be issued until all modifications have been complied with, and the final plans have been filed in the Town Clerk's office.
20. The Town Engineer's review comments dated December 1, 2020 must be incorporated in the final plans.
21. A quit claim deed shall be submitted to establish the street line on Barber Hill Road in front of the property.
22. The developer is responsible for preparing the deeds for the conveyance of the existing cul-de-sac wings to the abutting property owners and restoring the lawns.

Commissioner Flagg seconded the motion.

The motion carried and the vote was unanimous.

3. **CGS Referral 8-24** regarding the purchase of property located at 1645 Ellington Road for the housing of Town Offices

Chairman Pacekonis read the Town Council resolution into the record.

Town Manager Michael Maniscalco presented a power point presentation regarding the purchase of the building at 1645 Ellington Road to become the new Town Hall. The existing Town Hall would be converted into office space to be rented to the public, with the third floor to be used by the Chamber of Commerce, and the Library to take over some of the existing space. Mr. Maniscalco noted the pressure on schools and the possibility that Wapping School could be reclaimed someday and the Recreation Department moved to Town Hall offices.

Mr. Maniscalco referenced the Town Plan of Conservation and Development (POCD) to create the town center area according to the Center Core and Center North overlay zones. Mr. Maniscalco described creating a town green with a pond located in the middle of wetlands that could be used in a responsible manner. Sidewalks could be planned for Ellington Road onto Deming Street with walking paths linking Wapping Park and the cross town trails.

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Vice Chairman Foley asked if 810 Clark Street was a part of the proposal as shown on the plan. Mr. Maniscalco stated it was separate and would not be included in this referendum. Parking spaces currently at Town Hall numbering 178 spaces were compared to the 122 available spaces at 1645 Ellington Road. The Town Manager suggested neighboring properties could be used for overflow parking. Vice Chairman Foley voiced concern with only one point of egress to the Ellington Road property and asked if there would be a new curb cut if the bank drive through for the building is used by the public.

Commissioner Bernstein asked if the parcel of land at 810 Clark Street was not part of this proposal would that preclude a town green plan. Mr. Maniscalco indicated more information about the parcel would be forthcoming.

Commissioner Wagner noted there will be costs for both buildings. Mr. Maniscalco referenced the facilities evaluation that was previously shown to Town Council showing cost savings. Commissioner Wagner asked about how meeting rooms would comparable to what is currently available in Town Hall.

Commissioner LeBlanc noted the building was built in 1999 and asked about the long term costs of the mechanicals of the building to consider in the purchase.

Commissioner McGuire discussed Town Hall vault requirements with Mr. Maniscalco.

Commissioner Dexter noted the sidewalks recently established at Town Hall to Buckland Road and asked to know if sidewalk connectivity for the new building is included in the cost of the project. It was noted the wetlands on the property will not allow for much of a usable campus. Town Hall needs to be of service to the public in one facility and parking may be an issue with the reduction in number of spaces.

Commissioner Flagg voiced concern about spending \$4 million on something the town may not really need. The existing Town Hall requires upgrades regardless. The bank property on Ellington Road is a Class A office building bringing in tax revenue to the town. Commissioner Flagg stated he agrees with the concerns he has heard from the public.

Vice Chairman Foley asked if other towns provides town facilities for up and coming businesses. Mr. Maniscalco noted Manchester has partnered with their community college and offered space to businesses for membership fees. The Vice Chair asked about the cost of the additional property at 810 Clark Street and the impact on the overall price of the project.

Commissioners discussed with Director Lipe the effect of a favorable or unfavorable recommendation for the referral if sent back to Town Council.

Chairman Pacekonis acknowledged the need for improvements to be made and asked if a new Town Council Chambers would be adequate for the next 50 years. What we have now is not adequate. The Chairman asked if an architect had looked at the building to know if it fits the public needs for meeting space, or should an architect design meeting space in the original Town Hall to fit the needs of the public.

The Chairman noted the POCD for the town center was planned at the crossroads where a hub of municipal uses already exists and to avoid an overconcentration. There is more parking at Town Hall than at the bank building with little viable use for the public that has a need for large public meetings on a regular basis. The pond and town green are unrealistic in an area that does not offer a lot of parking and is near residential areas. The Chairman noted Deming Street was not intended to be part of the town center.

Commissioners asked for the Town Manager to come back with additional information regarding the town green, and how the interior of the building will offer adequate space for Town Council Chambers for large meetings; and safe egress, driveway and parking for the building.

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Chairman Pacekonis suggested a subcommittee needs to be formed to determine if this new town hall will meet the needs of the public. Vice Chairman Foley asked if Town Engineer Jeff Doolittle could work with the State for curb cuts and egress on the State road.

Commissioner Wagner made a motion to forward a favorable recommendation consistent with the Town Plan of Conservation and Development.

Commissioner Bernstein seconded the motion.

Commissioner Wagner moved the motion be tabled for more information for review in two weeks.

Commissioner McGuire seconded the motion.

Town Councilor Liz Pendleton interjected the motion should be to postpone rather than table for more information.

The motion to table the referral to the next meeting carried and the vote was unanimous.

4. **Receipt and discussion** of recommended zoning regulation text amendments for Electric Vehicle Supply Equipment

Commissioner Wagner reviewed recommended zoning text amendments from the Town Energy Committee for EV supply equipment with detailed information, slides and text.

Commissioners will continue their review of the draft amendments and return to the next meeting with any changes before the amendment goes to public hearing.

CORRESPONDENCE / REPORTS:

BONDS: Callings/Reductions/Settings

MINUTES: 11/24/20 and 12/8/20 accepted by consensus

OLD BUSINESS: *see page 3*

APPLICATIONS OFFICIALLY RECEIVED:

1. **Appl. 21-01P, Town of South Windsor Fairgrounds at Rye Street Park** – request for a modification to allow limited use of the Troy Road access (currently emergency only), on property located at 75 Brookfield Street (westerly side of Brookfield Street and northerly side of Troy Road), RR zone
2. **Appl. 21-02, Evergreen Walk Lifestyle Center, LLC** – request for a zoning text amendment to modify Section 4.2.5 Permitted Uses in the Buckland Gateway Development Zone to eliminate Section 4.2.5.B which places limitations on grocery store locations within the zone
3. **Appl. 21-03P, Grillo Dental** - request for a minor site plan modification for a 574 sf addition, on property located at 498 Buckland Road, BGD zone (Applicant requests staff approval in accordance with Section 8.6)

OTHER BUSINESS:

Commissioner Dexter reported receiving calls about the train making deliveries to the Home Depot distribution center still blocking Chapel Road for over 30 minutes at a time.

ADJOURNMENT:

Motion to adjourn the Regular Meeting at 9:30 p.m. was made by Commissioner Flagg.
Motion seconded by Commissioner Dexter.

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The motion carried and the vote was unanimous.

Respectfully Submitted,

Lauren L. Zarambo,
Recording Secretary