

TOWN OF SOUTH WINDSOR
PLANNING & ZONING COMMISSION

MINUTES

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OCTOBER 25, 2022

MEMBERS PRESENT: Bart Pacekonis, Steve Wagner, Stephanie Dexter, Robert Vetere, Alan Cavagnaro, Kevin Foley, Michael LeBlanc

ALTERNATES PRESENT: Atif Quraishi, Paul Bernstein, Carolyn Carey

STAFF PRESENT: Michele Lipe, Director of Planning; Jeff Doolittle, Town Engineer; Michael Lehmann, IT Support; Caitlin O'Neil, Recording Secretary; Marek Kozikowski, Council Liaison

PLEDGE OF ALLEGIANCE

CALL TO ORDER:

REGULAR MEETING/COUNCIL CHAMBERS:

PUBLIC PARTICIPATION:

Chairman Pacekonis commented on the email that was received from the Clerk of the Council. Vice Chairman Foley motioned to add item number 4 to the new business portion of the agenda to discuss the email to volunteer two Planning and Zoning members to the newly established Quad Board. Commissioner Wagner seconded the motion. The motion was called and the motion passed unanimously.

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

1. **Appl. 22-35P, Town of South Windsor Pleasant Valley Elementary School** – request for a site plan modification to add an additional 1,300 sf classroom to the elementary school, on property located at 591 Ellington Road, RR zone

Jim Barrett, architect with Drumney Rosanne Anderson was present on behalf of the application. Mr. Barrett reviewed the single classroom addition on northeast wing of the new Pleasant Valley Elementary School, which is currently under construction. Mr. Barrett commented that the addition would be approximately 1,300 square feet and would not adjust the parking lot, there would not be any parking removed.

Mr. Barrett reviewed the proposed addition elevations. He commented that there had been a canopy previously proposed and they were able to incorporate this into the addition. Mr. Barrett added that they did meet with the Architectural Design Review Committee to discuss the plans. Mr. Barrett briefly reviewed the classroom configuration on this elevation as well.

Chairman Pacekonis asked for town staff comments.

Director of Planning Michele Lipe read the Planning Report.

1. Request for a site plan modification to add an additional 1,300 sf classroom to the elementary school, on property located at 591 Ellington Road, RR zone
2. The classroom will be added at the northern entrances and connected to the existing building through a new corridor at that location.
3. Other site changes include shifting the access drive slightly to the north to accommodate the sidewalk in the drop off area. With this request, the parking requirement increases by 5 spaces to 414 spaces.
4. With the previous approval, the Commission had granted a modification to the required parking allowing the construction of spaces based on the uses presented. With this additional classroom, the applicant is requesting a waiver of an additional 11 spaces bringing the total number provided at 235 spaces.
5. All other aspects of the project remain the same.

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6. This project was presented to and reviewed by the ADRC Committee on 10-4-22. The materials to be used will match the existing on-going construction. They will be incorporating the entrance canopy into the new addition. The Committee questioned if the addition was being designed to accommodate a second floor to which the architect responded yes. The committee forwarded a favorable recommendation.
7. It appears that zoning requirements appear to have been met.

Ms. Lipe indicated there were no engineering comments on the application.

Chairman Pacekonis asked for Commissioner comments and questions. No questions or comments.

Commissioner Wagner motioned to approve Appl. 22-35P with the following conditions:

1. Prior to commencement of any site work, a meeting must be held with Town Staff.
2. No building permit will be issued until the final mylars have been filed in the Town Clerk's office.
3. This application is subject to the conditions of approval of the Inland Wetlands Agency/Conservation Commission.
4. An as-built plan is required prior to issuance of a Certificate of Occupancy per Section 9.1.3 of the Zoning Regulations.
5. All plans used in the field by the developer must bear the stamp and authorized signature of the Town of South Windsor.
6. This approval does not constitute approval of the sanitary sewer, which can only be granted by the Water Pollution Control Authority.
7. The building street number must be included on the final plan.
8. Pavement markings must be maintained in good condition throughout the site drives and parking areas.
9. All free-standing signs and/or building signs require the issuance of a sign permit before they are erected.
10. If an Office of State Traffic Administration certificate is required, no building permits will be issued until the certificate has been issued (per CGS §14-311).
11. In accordance with Section 6.4.9, the Commission has granted a modification to the required 414 parking spaces based on the uses presented. The modification to the required number of parking spaces is based on the operational parking needs of the facility presented, and the availability of temporary parking for special events.

All previous approval conditions from 7/27/21 remain in effect.

Commissioner Foley seconded the motion. The motion passed unanimously.

2. **CGS Referral 8-24 Temporary Housing for Parks and Recreation Department at the Old Orchard Hill School (see attached)**

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Town Manager Michael Maniscalco reviewed the referral and explained the need to move the Parks and Recreation Department out of Wapping School. Mr. Maniscalco explained that with the increase in the student population at the high school they need to utilize Wapping School again, therefore, Parks and Recreation needs to find a new home. Mr. Maniscalco commented that they currently evaluating other locations for permanent home for Parks and Recreation. With that said, the Old Orchard Hill School is the only building that could accommodate the size of the staff for the Parks and Recreation department at this time.

Chairman Pacekonis asked for town staff comments.

Director of Planning Michele Lipe commented that she did not have any further comment, this is a municipal building and it would be a like use with Parks and Recreation moving in temporarily.

Commissioner Dexter questioned if the Board of Education would deed over the building to the town. Michael Maniscalco commented that the Board of Education did agree to deed Old Orchard Hill School to the town.

Commissioner Wagner questioned that if they were to make this into a permanent facility would that increase expense. Mr. Maniscalco responded that if Parks and Recreation were to move in on a permanent level there would be significant improvements that would need to be made including a new fire suppression system and major ADA upgrades and improvements. Mr. Maniscalco added that they would make some short-term improvements in the meantime, like encapsulating asbestos. With that said, if this space were to become a more permanent use there would be larger remediation needed.

Commissioner Cavagnaro questioned how long Parks and Recreation is expected to use this facility. Mr. Maniscalco responded that it would likely be five years, they would have a better idea once Parks and Recreation moves into the facility. Mr. Maniscalco added that there would be other moving variables that they need to watch over the next few years, like the price of building materials and loan rates. Commissioner Cavagnaro asked if there were any other improvements that need to be made besides the asbestos encapsulation. Mr. Maniscalco commented that they would need to do some lead abatement and there may be some potential mold issues.

Commissioner Foley questioned if the land that abuts old Orchard Hill School would be deeded to the town as well. Mr. Maniscalco commented that the Board of Education would be deeding over one or two of the playing fields and a majority of field space would remain in control of the Board of Education. With that said, Parks and Recreation and the Board of Education already have a good relationship in terms of scheduling and using the fields together.

Commissioner Bernstein questioned what percentage of the facility would Parks and Recreation take up in Old Orchard Hill and if anyone else would be moving into this area as well. Michael Maniscalco commented that the Facilities Department would also move here and the Board of Education would utilize some space for storage. Molly Keays, Director of Parks and Recreation explained that Parks and Recreation would use all of the first floor and a few rooms second floor, Building Maintenance would also be utilizing a few classrooms on the first floor. In total, approximately 60% of the building would be used. Ms. Keays commented that the second floor is not ADA compliant.

Chairman Pacekonis questioned the square footage of the current Parks and Recreation facility versus the space in old Orchard Hill and if it was comparable. Ms. Keays commented that the proposed space would be

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comparable, they would not be losing any space, however, they would not be necessarily gaining any additional space in Old Orchard Hill.

Commissioner LeBlanc questioned if they saw Old Orchard Hill as a permanent space for the Parks and Recreation Department. Michael Maniscalco responded that this would be difficult to answer today. Ultimately, they need Parks and Recreation to move in to the space and they can better evaluate from there. Mr. Maniscalco added that they do not have many other choices for a temporary space, this would be one of the few buildings that would work for Parks and Rec.

Commissioner Foley commented that that with the rising cost of infrastructure and rate that this would be a good solution for the problem while they decide what makes sense for a permanent home for Parks and Recreation. Chairman Pacekonis agreed and added that the high school has an immediate need for Wapping School. Commissioner Foley commented that he felt the Commission should offer a favorable recommendation.

Commissioner Dexter motioned to forward a favorable recommendation. Commissioner Wagner seconded the motion. The motion was called, the motion passed unanimously.

3. CGS Referral 8-24- Addition of Splash Pad at Nevers Road Park (see attached)

Director of Parks and Recreation Molly Keays and Superintendent of Parks John Caldwell were present to review the splash pad. Ms. Keays explained that that they are looking to add a 3,000 square foot all-inclusive splash pad in Nevers Park in front of the Boundless Playground.

Chairman Pacekonis asked for staff comments.

Director of Planning Michele Lipe commented that this is a referral so Ms. Keays and Mr. Caldwell could start the process, they would still be required to submit a site plan to be reviewed by the Planning and Zoning Commission. Ms. Lipe commented that she had been to the site with Ms. Keays and Mr. Caldwell and other staff to review the area.

Chairman Pacekonis commented that a splash pad seemed to be more of a children's activity and questioned if there would be parking near this splash pad. Director of Parks and Recreation Molly Keays commented that the splash pad is typically utilized by children who are toddlers to age 12 years old. The splash pad would be welcome to people of all ages; however, it is designed for younger children. Ms. Keays reviewed where the splash would be located in Nevers Park and commented that there would be an overflow parking lot. Superintendent of Parks John Caldwell commented that the overflow parking lot would be where the farmers market used to be located. Ms. Keays commented that the splash pad would typically be used by 25 to 30 people at a time, with people spending approximately one hour there.

Commissioner LeBlanc questioned if the splash pad would be open in the evening, specifically in the summer time. Molly Keays responded that they would be looking into later hours for splash pad use during the summer months.

Commissioner Cavagnaro questioned if there had an idea for hours of operation. John Caldwell commented that they were proposing the hours be 10am to sunset. He added that the splash pad would be touch and the water would not run constantly. Commissioner Cavagnaro questioned how long it would take for the splash pad to be open. Mr. Caldwell commented that they were currently working with engineers and architects to develop and draw up a plan. With that said, they would like to break ground in the early spring if possible.

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Vice Chairman Foley confirmed that this would be a push button activated system, therefore, no lifeguards would be needed. Molly Keays confirmed that no lifeguards would be needed.

Commissioner Dexter questioned if this project was sponsored and covered by the Rotary. Ms. Keays commented that the Rotary is covering a portion of the cost, they donated a portion of the project and they received additional funding from the Moms Club for benches additional funding and the remainder is funded from Capital Projects. Commissioner Dexter questioned if the water recycles. Ms. Keays responded that they did consider recycling the water and this would be something to consider further down the road and further explained to recycle the water opens up a larger list of things that would need to be done at the splash pad. John Caldwell commented that the treatment of the water changes everything, they would need to install showers and bathrooms near the splash pad and have a filter building. Ultimately, it would be a huge operating expense.

Chairman Pacekonis questioned if dogs would be allowed in the splash pad. Molly Keays responded that the splash pad is not necessarily meant for dogs and it not be favorable to have dogs. She added that there would be signage put up to express this concern.

Commissioner Bernstein questioned if Ms. Keays could formally describe a splash pad. Ms. Keays explained that a splash pad is a flat surface with a variety of interactive touch water toys, water table, ground sensors, tumble buckets and other types interactive water play.

Chairman Pacekonis commented that generally the Commission would not approve this without plans. Michele Lipe commented that this would just the referral, a site plan would still need to be reviewed by the Commission.

Commissioner Cavagnaro motioned to give a favorable recommendation. Vice Chairman Foley seconded the motion. The motion passed unanimously.

4. Volunteer two PZC members to the Quad Board

Chairman Pacekonis explained that he received communication from Clerk of the Council asking for the names of two PZC members for newly created Quad Board. Chairman Pacekonis commented that he would be interested in participating in the board and Vice Chairman Foley added that he would be interested as well, however, they both wanted to gauge the interest of others in the Commission.

Chairman Pacekonis questioned how often this board would meet and what time of day. Town Manager Michael Maniscalco responded that he was unsure about the frequency and times.

Commissioner Dexter commented that it would be difficult to commit without knowing the schedule for the board. Mr. Maniscalco commented that the meetings would likely be held in the evening.

Commissioner LeBlanc echoed the same concerns, it would be difficult to commit at this time without understanding the frequency of meetings.

Chairman Pacekonis clarified that the full Quad Board, which is made up of Town Council, Board of Education, Economic Development and Planning and Zoning Commission, would still meet on a quarterly basis and this separate committee would meet more frequently.

Commissioner LeBlanc reiterated his interested and briefly discussed his work background and how this may be beneficial to the board.

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Commissioner Cavagnaro commented that he would also be interested if he had a better idea of times and frequency.

Chairman Pacekonis questioned when they would need to provide names by. Michael Maniscalco commented that the Commission should send their questions to the Clerk of the Council who would discuss time and frequency of the meetings with the Mayor and would then get back to the Commission.

Commissioner Dexter commented that Planning and Zoning could consider having two appointed members with an additional alternate member.

Chairman Pacekonis commented that this item would be discussed and decided on at the next meeting.

EXECUTIVE SESSION:

1. Discussion regarding recently held Plan of Conservation and Development interviews.

Commissioner Wagner made a motion for Commissioners (Pacekonis, Wagner, Dexter, Vetere, Cavagnaro, Foley, LeBlanc, Bernstein, Quraishi, and Carey) to go into Executive Session to discuss POCD consultant interviews with Director of Planning Michele Lipe. Commissioner Dexter seconded the motion. The motion passed unanimously. The Commission entered Executive Session at 7:40pm. (Commissioner Foley did not attend the executive session).

At 8:45 Commissioner Wagner made a motion to come out of executive session. Commissioner Cavagnaro seconded the motion. The motion passed unanimously.

At 8:53pm Commissioner Wagner motioned to resume the regular meeting. Commissioner LeBlanc seconded the motion. The motion passed unanimously.

Vice Chairman Foley had left the meeting. Chairman Pacekonis appointed Commissioner Carey for Vice Chairman Foley.

NEW BUSINESS CONTINUED:

1. Discussion and decision regarding consultant selection for Plan of Conservation and Development.

Chairman Pacekonis announced that it was the consensus of the Commission to direct the Director of Planning Michele Lipe to contact consultants from SLAM to negotiate a contract for the for proposal for the Plan of Conservation and Development. The proposal will be brought back to the Commission for final approval.

BONDS: Callings/Reductions/Settings

IWA/CC Bond

Appl. 19-44P, Power Screen E&S Bond in the amount of \$5,000 reduced by \$5,000 to leave a balance of -0-.

Commissioner Cavagnaro motioned to reduce the above-mentioned bonds. Commissioner LeBlanc seconded the motion. The motion passed unanimously.

Appl. 19-29P, Aero Med E&S Bond in the amount of \$5,000 reduced by \$5,000 to leave a balance of -0-.

Commissioner Cavagnaro motioned to reduce the above-mentioned bonds. Commissioner Vetere seconded the motion. The motion passed unanimously.

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Appl. 13-28P, Jehovah Witness Solar E&S Bond in the amount of \$1,000 reduced by \$1,000 to leave a balance of -0-.

Commissioner Cavagnaro motioned to reduce the above-mentioned bonds. Commissioner LeBlanc seconded the motion. The motion passed unanimously.

Appl. 19-16P, 241 Deming Street E&S Bond in the amount of \$5,000 reduced by \$5,000 to leave a balance of -0-.

Commissioner Cavagnaro motioned to reduce the above-mentioned bonds. Commissioner Carey seconded the motion. The motion passed unanimously.

MINUTES: 9/27/22, 10/11/22- The minutes were accepted by consensus.

OLD BUSINESS: *see page 2*

APPLICATIONS OFFICIALLY RECEIVED:

Appl. 22-38P Climate Controlled Vertical Self Storage Facility Site Plan- request for a 99,200 sf, 4-story building, on property located at 249 Ellington Road, I -291 CD zone

Appl. 22-39P Royalhouse Chapel CT T&C Renewal- request for renewal of a 2-year temporary and conditional permit (Section 2.13.a) to allow a church use, on property located at 52A Connecticut Ave., I zone I zone.

OTHER BUSINESS:

CORRESPONDENCE/REPORTS:

ADJOURNMENT:

Commissioner LeBlanc motioned to adjourn.

Commissioner Vetere seconded the motion.

Meeting adjourned at 8:56 pm.

Respectfully Submitted,

Caitlin O'Neil, Recording Secretary