

TOWN OF SOUTH WINDSOR
PLANNING & ZONING COMMISSION

MINUTES

-1-

NOVEMBER 15, 2022

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

ALTERNATES PRESENT: Atif Quraishi, Carolyn Carey

STAFF PRESENT: Michele Lipe, Director of Planning; 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:

Daria Plummer of 235 Orchard Hill Drive thanked the Commission, she read that Cambria Suites opened recently and appreciated the Commissions efforts in this application. Ms. Plumber commented that she was frustrated about the Geissler's Plaza and application being stalled, as it is currently in litigation. She commented how much she supports Geissler's grocery store and would like to see something done with the Plaza and the application that is in litigation.

Linda Jeski commented on behalf of the Economic Development Commission and urged the Commission to find a compromise with the current Geissler's Plaza litigation. Ms. Jeski reviewed the economic impact of the project.

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

1. Annual Organization Meeting

a. Election of Officers

Commissioner Wagner nominated Bart Pacekonis for Chairman. Seconded by Commissioner Foley. Nominations were closed.

Having no opposition, the secretary casts one ballot for Bart Pacekonis for Chairman, and the vote was unanimous.

Commissioner LeBlanc nominated Kevin Foley for Vice Chairman. Seconded by Commissioner Dexter. Nominations were closed.

Having no opposition, the secretary casts one ballot for Kevin Foley for Vice Chairman, and the vote was unanimous.

Commissioner Vetere nominated Steve Wagner for Secretary. Nominations were closed.

Having no opposition, the secretary casts one ballot for Steve Wagner for Secretary, and the vote was unanimous.

b. Review of Bylaws

Chairman Pacekonis questioned if any Commissioners had any comments or changes to the Bylaws.

The Commissioners discussed changes to the Bylaws. Commissioner Cavagnaro suggested they extend the meeting time until 11pm and move the approval minutes up in the agenda, potentially before public participation. Commissioner Wagner seconded the motion.

Chairman Pacekonis asked if there were any other suggested changes.

TOWN OF SOUTH WINDSOR
PLANNING & ZONING COMMISSION

MINUTES

-2-

NOVEMBER 15, 2022

Commissioner Wagner commented that he did not feel it was necessary holding the election of officers annually and suggested that they elect officers on a bi-annual basis.

Director of Planning Michele Lipe commented that earlier in the year there were two changes that had been suggested for the Bylaws. The first item was to include wording regarding the newly adopted two-year training requirement. Additionally, the Commission had previously discussed putting a time limit on public hearings.

Commissioner Cavagnaro commented that he felt it would make sense to extend the meeting time until 11pm that way the Commission would not need to worry about extending these meetings as frequently in the future. Chairman Pacekonis commented that he felt two and half hours was a fair length for a meeting and did not feel that the standard should be 11pm since it can be taxing on the Commissioners. Some of the Commissioners do still work and meeting potentially until 11pm would be a late night. Chairman Pacekonis added that if they were to extend the meetings until 11pm it would be expected that they fill their agenda every meeting. Commissioner Foley concurred with Chairman Pacekonis.

Commissioner Wagner also agreed with keeping the hours as they currently stand but did agree to moving the approval of minutes to earlier in the agenda. Chairman Pacekonis commented that that he was not in favor of changing where the approval minutes are scheduled on the agenda. Commissioner Carey commented that public participation should be first since the public comes to speak and they should allow them the time to speak first. Commissioner Cavagnaro commented that he would be open to changing the meeting end time from 9:30pm to 10pm as a compromise and moving the approval of minutes to after public participation. Commissioner Wagner seconded the motion.

Commissioner Dexter commented that she would be favor of moving the approval of minutes earlier on the agenda and is comfortable with the compromise of a 10pm end time. Commissioner Foley reiterated that he would like to keep the meeting end time to 9:30pm. Commissioner Vetere commented that he felt changing the meeting end time until 10pm would make sense as the meetings often get extended a bit. Commissioner Quraishi commented that he was in favor of changing meeting time to 10pm and moving the approval of minutes to after public participation.

Chairman Pacekonis called a vote to change the end time of the Commission meetings from 9:30pm to 10pm. Commissioner Cavagnaro, Vetere, Dexter, Wagner voted in favor and Chairman Pacekonis, Commission LeBlanc and Foley voted against. The motion passed 4 to 3.

Chairman Pacekonis commented on the change of the agenda to move the approval of minutes from after public participation. Chairman Pacekonis and Commissioner Foley both commented that they were not in favor of this change, especially now that meeting time has been extended, they should have the ability to frequently approve past meeting minutes. Commissioner Cavagnaro commented that the minutes typically do not take long to approve and suggested they be moved in between public participation and new business. The motion was called. Commissioners Cavagnaro, Vetere, LeBlanc, Wagner and Dexter voted in favor. Chairman Pacekonis and Commission Foley voted against. The motion passed 5-2.

Chairman Pacekonis commented on the change of election of officers from annual to bi-annual. Chairman Pacekonis commented that during the election years he did not want anything missed with potential change in majority party. Commissioner Wagner and Michele Lipe explained how the bi-annual could work, it would take place on the years where they were no Planning and Zoning Commissioner elections. Ms. Lipe commented that next year they were still hold an election of officers since there would be an election of Commissioners. Commissioner Vetere seconded the motion. The motion was called. The motion passed unanimously.

TOWN OF SOUTH WINDSOR
PLANNING & ZONING COMMISSION

MINUTES

-3-

NOVEMBER 15, 2022

Chairman Pacekonis commented on the two year training requirement component and asked Michele Lipe to draft wording on this item in the Bylaws and the Commission could vote on this at the next meeting.

Chairman Pacekonis commented on the issue of ending public hearing at 11pm and commented that he felt this was important for many reasons, particularly need to consider the town staff that needs to stay to record these meetings. Chairman Pacekonis commented that these public hearings could always be moved to the next meeting agenda. Commissioner LeBlanc agreed but suggested an end time of 10:30pm. Commissioner Foley commented that a 10:30pm end time would be fair for public participation. Commissioner Wagner commented on the importance of getting input from the public and ultimately the Commission can always extend a public hearing. Commissioner Wagner agreed to an end time of 10:30pm. Chairman Pacekonis commented that this item would be voted on at the next meeting.

c. Review of 2023 Meeting Dates

Chairman Pacekonis commented that he reviewed the proposed dates and did not find any conflicts. The meeting dates were adopted by consensus.

2. **Appl. 22-36P, Prime Materials Recovery-** request for site plan modification to add a 29,900 sf building, on property located at 444 Nutmeg Road North & 410 Governor's Highway, I zone.

Suzanne Choate of Design Professionals commented that she was present on behalf of the application along with Daniel Jameson of Design Professionals, Glen Martin of Design Professionals, Peter DeMallie of Design Professionals, Alan Lamson of FLB Architect and Planning, Bryan and Justin Schilberg of Prime Materials and Aaron and Alex Ansaldi of Ansaldi Construction. Ms. Choate briefly reviewed the development being proposed, which is for a 32,000 square foot building on the property.

Bryan Schilberg Vice President of Operations at Prime Materials Recovery reviewed the company and what the addition would help the business accomplish. Mr. Schilberg commented that Prime Materials is a 4th generation family business and has long standing roots in South Windsor. Mr. Schilberg reviewed the various businesses that are part of Prime Materials and how the business has grown over the years. Mr. Schilberg further explained how this addition would help expand their business and allow for more storage of scrap metal on the site.

Alan Lamson of FLB Architecture and Planning reviewed the building elevations. Mr. Lamson commented that the proposed building would be a single-story U-Shaped building. Mr. Lamson explained that the building would be made of pre-engineered metal and would have a constructed four-foot wall around the base of the building with the pre-engineered building sitting on top of this wall. Mr. Lamson explained that the reason for this would be to protect the metal building from damage from lawn mowers and debris. Mr. Lamson commented that the building would be used primarily as storage and a processing space and there would be some office space in the southwest corner of the building. Mr. Lamson commented that the proposed building height would be 22 feet high. Mr. Lamson explained that the primary access for this building would be from the western and northern side of the building. There would be one door on southern and eastern side to meet building code requirements.

Mr. Lamson reviewed a photo from the site that shows the current berm on Governor's Highway where the proposed building around be located. The photo shows that this building would be screened with the current established berm in place. Furthermore, Mr. Lamson added that the building would be a neutral gray color as well. Mr. Lamson commented that there would be some outdoor storage space that would be utilized but it would be covered by an overhang.

TOWN OF SOUTH WINDSOR
PLANNING & ZONING COMMISSION

MINUTES

-4-

NOVEMBER 15, 2022

Suzanne Choate reviewed a closer view of the site plan and reiterated the existing vegetative screen along Governor's Highway. Ms. Choate commented that they will be replacing the existing berm where the utilities would be installed and Glen Martin would highlight this in more detail later. Ms. Choate reviewed the parking, there would be ten truck parking spaces near the detention area, seventeen parking spaces with thirty-one reserve parking spaces. Ms. Choate explained that within the seventeen parking spaces there would be one accessible space, two level-2 EV charging spaces and three level-2 ready EV parking spaces. Ms. Choate commented that they did receive approval from the Inland/Wetland Agency and Conservation Commission and a favorable recommendation from the Architectural Design Review Committee. She added that they will be complying and addressing town staff comments. Ms. Choate commented that the applicant is working with Cindy Knight from ESI to create a spill response plan, this is due to a tank in the corner of the property.

Daniel Jameson, Project Manager of Design Professionals reviewed some additional technical engineering features for the site. Mr. Jameson reviewed the stormwater and topography of the site and highlighted four discharge points for the site, one of which is a 30-inch culvert that would flow into a wetland pocket that would convey to the Stoughton Brook and another flow from the berm that would enter Governor's Highway system. Mr. Jameson commented that they are proposing a water quality basin in the southwest corner of the site to help with peak flow runoff water. Mr. Jameson commented that the site would be compliant and would meet the requirements of the 2004 Connecticut Stormwater Management Manual. Mr. Jameson discussed the erosion and sedimentation control measures for the site. Some of these features include anti-tracking pad where new pavement will begin, silt fencing, hay bales at inlets, and stock pile areas as indicated. Mr. Jameson commented that the erosion and control measures align with the 2002 Connecticut Erosion and Sedimentation Control Guidelines.

Glen Martin, Landscape Architect with Design Professionals reviewed the landscaping in more details. Mr. Martin commented that there was an existing 50-foot tree buffer that would remain with deciduous and evergreen trees. Mr. Martin added that they are proposing arborvitaes to screen around property line and trailing parking as well. Mr. Martin commented that the water quality basin would also be seeded with a wildlife seed mix. Mr. Martin reviewed the lighting as well which includes 25-foot-high full cut off light fixtures with slim and modern profile.

Chairman Pacekonis asked for staff comments.

Director of Planning Michele Lipe read the Planning Report.

1. The applicant is requesting a request for site plan modification to add a 29,900 sf building and associated parking, on property located at 444 Nutmeg Road North & 410 Governor's Highway, I zone.
2. G & S Scrap Metal, now Prime Materials has operated from this site since 2008 and is surrounded by other industrially-zoned property. The nearest residential property is about 900+ feet east of the new building being proposed.
3. Current activities include scrap metal recycling and processing of ferrous and non-ferrous metals inside and outside the building. The recycling and processing both inside and outside the building involves storage, sorting, cutting and processing of salvaged materials; storage and repair of storage bins and dumpsters used to contain and transport the salvaged metal; and storage and repair of heavy equipment and trucks used in the processing and transport of the salvaged metal.
4. The outside storage yard was originally approved as about an acre in size and has grown over the years. With the addition of this new building, materials will be able to be stored within the building.

TOWN OF SOUTH WINDSOR
PLANNING & ZONING COMMISSION

MINUTES

-5-

NOVEMBER 15, 2022

5. Proposed screening includes the building itself to partially screen from Nutmeg Road; existing trees and an 8-foot chain link fence. Staff note that a 40-foot swath of existing trees will be cleared on the Governors Highway side, and the applicant is proposing to supplement the area with arborvitaes. I would recommend that the grading plan be modified to reflect the trees to be removed along Governor's Highway for the installation of utilities. The plan should show the berm in this area to be restored.
6. The existing chain link fence will be extended and fitted with screening slats in all areas where the yard could be visible from Governors Highway.
7. Access to the site will continue to be from Nutmeg Road North. The applicant is providing 17 new parking spaces in the area of the new building and showing 31 spaces as reserve spaces. Additionally, they are also providing 10 trailer parking spaces, 10x25 feet in length. The parking plan has also made provisions for the infrastructure for 10% of the spaces (5) to be EV level 2 charging and activated 2 spaces.
8. The site is currently serviced by public water and sewer. WPCA approval is required for the new building.
9. The Fire Marshal has reviewed these plans and has requested that a fire hydrant be installed in the island between the new site driveway near the new building.
10. The Chief Building Official commented on the design of the handicap parking spaces. The applicant will have to review the new building code requirements as it relates to EV charging spaces as he has questioned how the handicap space is being used.
11. The ADRC reviewed the plans and materials for the proposed project on November 3 passed on a favorable recommendation to the Commission.
12. There are regulated wetlands on site. IWA/CC granted approval on November 2 with a \$5,000 bond for compliance with erosion and sediment control measures and a \$20,000 bond for stormwater structures. IWA/CC approval condition also required that an Emergency Spill plan be submitted and reviewed by town staff.

If approved, the Planning Dept. requests that:

1. A deed combining the two properties into one building lot shall be submitted. The new building will be assigned 424 Nutmeg Road North.
2. An Emergency Spill plan shall be submitted and reviewed by town staff.
3. The parking calculation in the zoning data table should address parking for the entire site.

Chairman Pacekonis asked for Commissioner questions and comments.

Commissioner Cavagnaro questioned the potential hours of operation. Bryan Schilberg responded that the hours are Monday through Friday from 6am-4pm and Saturday 6am-12pm. Commissioner Cavagnaro questioned how much noise was generated from the site. Mr. Schilberg responded that the noise level would remain the same and could potentially be less since some of the processing would be moved to inside the proposed building.

Commissioner Vetere commented that the project seems to be a step in the right direction for the business and cleaning up the area.

Commissioner LeBlanc confirmed that this would be an insulated cold storage building.

TOWN OF SOUTH WINDSOR
PLANNING & ZONING COMMISSION

MINUTES

-6-

NOVEMBER 15, 2022

Commissioner Wagner questioned if the EV charging plan would be consistent with the new building codes. Michele Lipe responded that the applicant would be submitting revised plan to address the updated building code item. Peter DeMallie commented that there may be a disconnect between the new building code and the Zoning Regulations as the applicant initially used the Zoning Regulations to determine EV charging spaces. Michele Lipe commented that she would review the new building codes with the Chief Building Inspector and commented that the Commission may need to submit a text amendment to address any updates needed.

Commissioner Wagner questioned what type of processes would take place in the new building. Bryan Schilberg responded sheers for cutting metal, they ultimately transform copper wire into small bricks. Commission Wagner questioned if this process generates any air pollution. Mr. Schilberg responded that it does not. Commissioner Wagner questioned would could be spilled in the previously mentioned spill area. Daniel Jameson responded that there is an existing above ground fuel tank, they are currently working with ESI to put together an emergency spill plan.

Commissioner Cavagnaro questioned the age of the chain link fence. Peter DeMallie responded that the fence is approximately 10 years old. Commissioner Cavagnaro confirmed that the fence is still in good condition.

Chairman Pacekonis reconfirmed that the building would be used for storing and processing. Chairman Pacekonis questioned how much of the current outdoor storage would be now stored in the new building. Bryan Schilberg explained that when they purchased the property in 2018 they inherited some of the storage outside. With that said, a large amount of the storage outside would be moved inside the facility. Chairman Pacekonis questioned if there would be any outdoor storage on the site. Mr. Schilberg responded that there would be outdoor storage in the overhang area only.

Chairman Pacekonis questioned the surface material that was dark gray on the site plan. Daniel Jameson responded that this was bituminous pavement and the light gray area is existing gravel to remain. Chairman Pacekonis questioned if the spill area would be gravel. Mr. Jameson responded that this would be a concrete pad. Chairman Pacekonis commented that he would like to see this detailed on the plan. Peter DeMallie commented that the spill plan would be reviewed and developed with town staff.

Chairman Pacekonis questioned if the vegetation that is being removed for utility area would be refilled. Suzanne Choate responded that it would be replaced with the berm. Daniel Jameson reviewed the height details of the berm and area that would be replaced. Chairman Pacekonis questioned the fence. Daniel Jameson explained that the fence is currently an 8-foot fence and would be continued on the site.

Chairman Pacekonis questioned if the owner/applicant would be open to an easement should the town need to install a rotary on the easterly side of the property. Peter DeMallie responded that the applicants have not considered this option at this time.

Commissioner Wagner motioned to approve the application 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, including bonds in the amount of \$5,000 to ensure compliance with the erosion and sediment control measures and \$20,000 to ensure establishment of storm water system.

TOWN OF SOUTH WINDSOR
PLANNING & ZONING COMMISSION

MINUTES

-7-

NOVEMBER 15, 2022

4. A landscape bond in the amount of \$5,000 is required and must be submitted prior to the issuance of a certificate of occupancy if work is not completed.
5. All bonds must be in one of the forms described in the enclosed Bond Policy.
6. An as-built plan is required prior to issuance of a Certificate of Occupancy per Section 9.1.3 of the Zoning Regulations.
7. All plans used in the field by the developer must bear the stamp and authorized signature of the Town of South Windsor.
8. This approval does not constitute approval of the sanitary sewer, which can only be granted by the Water Pollution Control Authority.
9. No building permits will be issued until the Office of State Traffic Administration certificate has been issued (per CGS §14-311).
10. The building street number must be included on the final plan.
11. Pavement markings must be maintained in good condition throughout the site drives and parking areas.
12. All free-standing signs and/or building signs require the issuance of a sign permit before they are erected.
13. A deed combining the two properties into one building lot shall be submitted. The property address will remain 444 Nutmeg Road North (410 Governor's Highway address will be eliminated). The new building will be assigned the address of 424 Nutmeg Road North.
14. The grading plan should reflect the trees to be removed along Governor's Highway for the installation of utilities. The berm in this area should be restored and plantings added.
15. Engineering comments dated 11-8-22 must be addressed to the Town Engineer's satisfaction.
16. An Emergency Spill plan shall be submitted and reviewed by town staff.

Commissioner Vetere seconded the motion. The motion passed unanimously.

3. **Appl. 22-37P- NuWay Tobacco Company Solar Farm**– request for site plan modification for additional solar panels on existing solar farm, on property located at 200 Sullivan Ave, I zone.

Suzanne Choate of Design Professionals briefly reviewed the application for additional solar panels on the existing solar farm. Ms. Choate commented that there are sheep occasionally on the property to help eat the grass and vegetation.

Daniel Jameson of Design Professionals commented that the proposed development would change 1.3 acres of the land from agricultural to solar surface and 1.53 acres from agricultural field to grass. Ultimately, the entire area will be planted with grass including underneath the solar. Mr. Jameson explained that the final design objectives for water quality and stormwater was based off the 2020 Connecticut DEEP Guidelines regarding solar arrays.

Suzanne Choate commented that the existing chain link fence would be relocated and new fencing would be added around the solar fields.

Chairman Pacekonis asked for town staff comments.

Director of Planning Michele Lipe read the Planning Report.

TOWN OF SOUTH WINDSOR
PLANNING & ZONING COMMISSION

MINUTES

-8-

NOVEMBER 15, 2022

1. This request for site plan modification the expansion of the existing solar farm located at 200 Sullivan Ave, I zone
2. This project is being proposed in conformance with Section 7.20.4 – small ground mounted solar array. The existing solar installation is the NuWay facility and will extend the solar arrays out to Rye Street.
3. The site is currently an open farm field and will be left as grassed area once installed. The project consists of 7 rows of solar panels, approximately 360 -520 feet in length. The panels will not exceed 12 feet in height. The solar installation is proposed at the 35 foot building line along Rye Street. The entire solar arrays will be surrounded entirely by a 6-foot chain link fence with mesh or vinyl screening.
4. There is a shallow detention basin that runs along the street in front of the proposed fencing. Is there any landscaping treatment proposed along the street frontage?
5. The applicant has submitted an operation and maintenance plan. It appears that all other requirements have been met.
6. There are no regulated wetlands on the site; but received conservation approval on 10-19-22 with the requirement of a \$5,000 E and S bond.

If this application is approved, the planning department has no modifications to request.

Chairman Pacekonis asked for Commissioner comments and questions.

Commissioner Carey questioned the height of the fence. Suzanne Choate responded that the fence is six-feet in height.

Dexter basin along Rye Street, any grass or wildflower when its dry. Jameson- wetland seed mix and does include wildflowers. Glen Martin commented it was more of a grass mix with 5 types of grasses, meant more for erosion control but will look attractive.

Commissioner Wagner commented that he was delighted to see more solar in town and even more delighted to hear sheep are being utilized to help with the grass. Commissioner Wagner questioned where the sheep are kept full time. Suzanne Choate responded that it was her understanding that the sheep do not belong to NuWay, they are rented from a local farmer. Commissioner Wagner questioned how the sheep are provided water. Peter DeMallie responded that the farmer provides this. Commissioner Wagner asked for a further explanation on the impervious coverage for the solar fields. Daniel Jameson reviewed the water quality volume for the impervious surface.

Commissioner Vetere questioned the increase in solar capacity. Attorney Eric Ness reviewed what the new system would generate.

Chairman Pacekonis questioned what percentage did NuWay generate with the current system and what is the project generation with the additional solar panels. Attorney Ness responded that both systems would help with approximately 1/3rd of the power load for the site. Chairman Pacekonis asked for more details on the shallow basin. Daniel Jameson reviewed elevation of the basin, which is approximately 3 feet below the existing grade. Chairman Pacekonis questioned if staff had any issues. Michele Lipe responded that this plan had been revised after Town Engineer Jeff Doolittle and Public Works had provided comments. Mr. Jameson reviewed some of the changes they made to the plan per staff comments.

Commissioner Wagner motioned to approve the application with the following conditions:

1. Prior to commencement of any site work, a meeting must be held with Town Staff.

TOWN OF SOUTH WINDSOR
PLANNING & ZONING COMMISSION

MINUTES

-9-

NOVEMBER 15, 2022

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, including bonds in the amount of \$5,000 to ensure compliance with the erosion and sediment control measures.
4. All bonds must be in one of the forms described in the enclosed Bond Policy.
5. An as-built plan is required prior to issuance of a Certificate of Occupancy per Section 9.1.3 of the Zoning Regulations.
6. All plans used in the field by the developer must bear the stamp and authorized signature of the Town of South Windsor.
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.

Commissioner Cavagnaro seconded the motion. The motion passed unanimously.

4. **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.

Reverend Thomas Brew, the lead Pastor at Royalhouse Chapel reviewed the proposed temporary and conditional permit. Mr. Brew commented that the church is located in a business complex and the hours that they meet are Friday evenings and Sunday mornings, which means they never have parking issues with other businesses in the complex. Mr. Brew commented that the temporary and conditional permit has worked out well over the past 12 years and nothing has changed from the initial application.

Chairman Pacekonis asked for town staff comments.

Director of Planning Michele Lipe read the Planning Report.

1. Request for a renewal of a two-year temporary and conditional permit that was granted for a church use on property located at 52A Connecticut Avenue, I zone. This property currently has two 20,000 sf buildings on site, and the applicant has occupied 5,000 sf. of the southern building. This use was originally approved in 2010. The most recent approval expires 7/28/22.
2. The space includes a reception area, offices, bathrooms and a sanctuary with approximately 68 chairs.
3. The church conducts services on Friday evenings and Sunday mornings, with occasional services on Wednesdays and Thursdays. All services take place after the close of business hours. The applicant has shown 32 parking spaces available – our regulations require 1 parking space for 3 seats or 22 spaces.
4. The fire marshal and building department previously worked with the applicant to ensure all fire and building codes were met for this assembly use.
5. The wording of the T & C permit regulation is that, “Temporary and conditional permits may be granted by the Commission for a period not to exceed 2 years. Such approval may be given after a public hearing if, in the judgment of the Commission, the public convenience and welfare will be substantially served, and the appropriate use of neighboring property will not be substantially or permanently injured,

TOWN OF SOUTH WINDSOR
PLANNING & ZONING COMMISSION

MINUTES

-10-

NOVEMBER 15, 2022

and traffic and other hazards will not result from such use.” Renewals can be approved by the Commission at a regular meeting.

If this application is approved, the Planning Department has no modifications to request.

Chairman Pacekonis asked for Commissioner comments and questions.

Commissioner Cavagnaro questioned if there was a reason this application was a temporary and conditional permit instead of allowing it as a permit use. Michele Lipe responded that the property is located in the industrial zone and churches are currently not a permitted use in this zone. The temporary and conditional permit route was the best way to handle this application.

Commissioner Dexter motioned to approve the application with the following conditions:

1. The Temporary and Condition permit will expire on November 15, 2024, and must be renewed prior to that time if the use is to continue.
2. All free-standing signs and/or building signs (temporary or permanent) require the issuance of a sign permit before they are erected.

Commissioner LeBlanc seconded the motion. The motion passed unanimously.

5. Review and/or approve SLAM’s proposal for updates to the Plan of Conservation and Development

Chairman Pacekonis commented that Commissioner Foley needed to leave and sat Commissioner Quraishi for Commissioner Foley.

Chairman Pacekonis asked for town staff comments.

Director of Planning Michele Lipe commented that she was waiting to hear back from the Town Attorney, therefore, the Commission may want to make this contract conditional on Town Attorney approval. Ms. Lipe added that she reviewed revised language requested regarding the payment schedule and has reviewed with the IT Department the town’s responsibility for collaborating on the website and they felt comfortable with the language submitted.

Chairman Pacekonis questioned if they needed to wait for the Town Attorney. Michele Lipe responded that if the Commission is comfortable with the contract then they can approve it subject to Town Attorney approval.

Commissioner Wagner motioned to approve the agreement between the Town of South Windsor and SLAM consultants for the Plan of Conservation and Development contract, subject to review and approval of the Town Attorney. Commissioner Dexter seconded the motion.

Commissioner Cavagnaro questioned the timeline for the workshops, he was under the impression that there would be three community workshops and currently the contract only reflects two of these workshops. Michele Lipe responded that the contract reflects two workshops and the cost would likely increase for a third workshop. Chairman Pacekonis suggested that they inquire on what the cost would be to add a third community workshop.

Commissioner Cavagnaro motioned to add an amendment in the agreement with consultant to explore an additional third community workshop depending on the financial implications.

Commissioner Wagner accepted the friendly amendment.

Commissioner Vetere commented that this item was covered in article 4.3, which states any additional meetings or workshops would be part of this contract pending a financial charge.

TOWN OF SOUTH WINDSOR
PLANNING & ZONING COMMISSION

MINUTES

-11-

NOVEMBER 15, 2022

The motion was called. The motion passed unanimously.

Michele Lipe commented that at the December 13th meeting they would kick off a meeting with their Plan of Conservation and Development consultants. Ms. Lipe added that given the timeline for the Plan of Conservation and Development, the Commission should consider holding a special meeting every third Tuesday of every month to accommodate discussions and meetings.

BONDS: Callings/Reductions/Settings

IWA/CC Bond

Appl. 20-56P Vintage Hills II E&S Bond in the amount of \$25,000 reduced by \$25,000 to leave a balance of -0-.

Appl. 20-46P Vintage Hills II Stormwater Bond in the amount of \$20,000 reduced by \$20,000 to leave a balance of -0-.

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

MINUTES: 10/25/22- Accepted by consensus.

OLD BUSINESS: *see page 2*

Director of Planning Michele Lipe commented they received correspondence regarding the Quad Board and reviewed the time frame for these meetings.

Chairman Pacekonis commented that he had spoken to Commissioner Foley earlier who expressed his interest in being involved with this board. With that said, Chairman Pacekonis commented that he would nominate himself and Commissioner Foley as members of this Quad Board with Commissioner LeBlanc as an alternate.

Michele Lipe commented that she received correspondence from Ali Alhusseini regarding a food truck court on his property at 797 John Fitch Boulevard. Ms. Lipe explained that Mr. Alhusseini was trying to gauge the opinion of the Commission to allow multiple food trucks to be open on this site and provide a food court. Ms. Lipe commented that they currently no regulations that cover a use such as this and the applicant would ultimately need to come in as a text amendment if they did move forward with this proposed idea. The Commission asked some questions such as how trash and parking would be handled at an establishment like this. Michele Lipe commented that if this something the Commission may be interested in she would review other towns and how they handled this. She added that she just wanted to gauge the interest of the Commission before engaging the applicant to get more details and potentially incur more costs. Ms. Lipe summarized that she would engage applicant more to get further details on what he is envisioning for the site. Commissioner Wagner commented that he was neutral on the topic. Commissioner Carey commented that it would be important to her that this would be a transitory space, she would prefer not to see food trucks parked there constantly. Commissioner Carey commented on the success of food trucks at the Capitol in Hartford prior to the pandemic.

Commissioner Dexter commented that the Commission usually has a holiday party and commented that she was looking to put something together on December 20th with more details to come.

APPLICATIONS OFFICIALLY RECEIVED:

1. **Appl. 22-40P Fancy Rides LLC Special Exception-** request for special exception to 4.1.1A for the sales of up to four (4) news/used cars, on property located at 1429 John Fitch Boulevard, I zone.

TOWN OF SOUTH WINDSOR
PLANNING & ZONING COMMISSION

MINUTES

-12-

NOVEMBER 15, 2022

2. **Appl. 22-41P Telecommunications Facilities Zone Text Amendment-** request by the Town of South Windsor to modify Section 7.18.4 General requirements, subsection d and j to allow for commercial wireless towers owned by the Town to be of a lattice design, limited in size
3. **Appl. 22-42P, TOSW Philip Smith School Portable Classrooms** – request for a site plan modification for two (2) portable classrooms, totaling 2,353 sf, 949 Avery Street, RR zone.
4. **Appl 22-43P, Plasma Tech** – request for a site plan modification to add exterior tanks (hazardous chemical for use in production), on property located at 694 Nutmeg Road, I zone

OTHER BUSINESS:

CORRESPONDENCE/REPORTS:

ADJOURNMENT:

Commissioner Cavagnaro motioned to adjourn.

Commissioner LeBlanc seconded the motion.

Meeting adjourned at 9:15 pm.

Respectfully Submitted,
Caitlin O'Neil, Recording Secretary