

TOWN OF SOUTH WINDSOR
PLANNING & ZONING COMMISSION

MINUTES

-1-

JULY 12, 2016

MEMBERS PRESENT: Bart Pacekonis, Stephanie Dexter, Elizabeth Kuehnel, Kevin Greer

ALTERNATES PRESENT: Bill Flagg, Mike LeBlanc, Teri Parrott

STAFF PRESENT: Michele Lipe, Director of Planning; Lauren Zarambo, Recording Secretary

PUBLIC HEARING / COUNCIL CHAMBERS

CALL TO ORDER: Acting Chairman Pacekonis called the Pubic Hearing to order at 7:30 p.m.

Secretary Commissioner Dexter read the legal notice as it was published in the Journal Inquirer on Thursday, June 30, 2016 and Thursday, July 7, 2016.

Acting Chairman Pacekonis appointed Alternate Commissioner Parrott to be seated for Commissioner Bazzano, Alternate Commissioner Flagg to be seated for Commissioner Bonzani, and Alternate Commissioner LeBlanc to be seated for Commissioner Foley.

1. **Appl. 16-32P, GDS Estimating** – request for a 1 lot resubdivision and site plan of development for a 5,750 sq ft addition to an existing industrial building and a 2,200 sq ft storage building on property located on the northerly side of Governor’s Highway, easterly of Nutmeg Road North (known as 470 Governor’s Highway), I zone **POSTPONED**

Application postponed and rescheduled for the 7/26/16 meeting because application pending signs were not posted.

2. **Appl. 16-35P, Our Savior Lutheran Church** – request for a Special Exception 4.1.2 to operate an outreach program to be known as “The Bridge”, on property located at 400 Chapel Road, Suite 1J, I zone

Ms. Heather Yoreo, representing applicant Our Savior Lutheran Church, presented the request for a special exception to operate an outreach ministry office to be known as ‘The Bridge’ where a food pantry, used clothing, and life skills classes would be offered to people in need of temporary assistance during a financial hardship.

Ms. Yoreo stated the people that would meet with them would come by referral from local agencies, schools, businesses, and churches in South Windsor and surrounding communities. Primary usage would be during regular business hours a few days a week with occasional evening hours, and occasional weekend life skills classes, to help people to no longer need assistance and get back on their feet again.

Director of Planning Michele Lipe gave staff comments:

1. The applicant is requesting special exception approval to Table 4.1.2 of the Industrial zoning regulations for an outreach center to be known as “The Bridge”, approximately 1,250 square feet, located at 400 Chapel Road, Unit 1J of the Bissell Commons Industrial Condos, I zone.
2. The applicant had appeared in front of the PZC last year regarding this use and at the time the Commission determined the use to be similar to “Fraternal organization and membership clubs that operate as a non-profit” which are permitted by special exception.
3. Special exception criteria include:

TOWN OF SOUTH WINDSOR
PLANNING & ZONING COMMISSION

MINUTES

-2-

JULY 12, 2016

- The proposal is consistent with the goals and objectives of the Plan of Conservation and Development.
- The application has met the requirements of the zoning regulations.
- The land is physically suited to the proposed use.
- Minimal, if any, adverse environmental impacts are created.
- No traffic or other hazards will be created.
- The impacts on the capacity of the present and proposed utilities, street, drainage systems, sidewalks, and other elements of the infrastructure will be minimal.
- There will be minimal or no adverse effects on existing uses in the area.
- Surrounding property values will be conserved.
- The character of the neighborhood will be maintained or minimally disrupted.
- The general welfare of the community will be served.
- There is a balance between neighborhood acceptance and community needs.
- Historic factors are adequately protected; or due consideration to preservation of historic factors has been demonstrated.
- The overall physical appearance of the proposed development is compatible with surrounding development and the Commission's goals for the neighborhood/corridor.
- The architectural design is aesthetically pleasing and blends well into the surrounding area.

The Commission may impose additional conditions in accordance with these regulations in order to ensure that all applicable criteria enumerated above are satisfied.

4. The applicant's narrative indicates the daytime hours of operation to be 9 a.m. – 3 p.m. by appointment, one week night, as well as limited hours Saturday and Sunday. Approximately 3-4 volunteers will staff the facility. It is planned to hold 'life skill' lessons once a month on site.
5. The applicant has been in contact with the association at Bissell Commons related to parking onsite and has submitted an email from the association related to the terms of their parking arrangements.
6. The changes proposed include changing out the garage door to a double door system entry and to add a sign on the building.
7. Public water and sewer service the site. There are no other staff concerns.

If approved, the Planning Department has no requested modifications.

Acting Chairman Pacekonis asked for public comment.

Mr. Brett Bryan, president of the Bissell Commons Condo Association and speaking on their behalf, spoke in support of the application stating Ms. Yoreo came before the association to discuss the business, traffic, and parking and indicated if any traffic or parking concerns arise they could park at the church and use a bus to travel to the condo site.

No one from the public spoke against the application.

TOWN OF SOUTH WINDSOR
PLANNING & ZONING COMMISSION

MINUTES

-3-

JULY 12, 2016

Commissioner Parrott asked if the church owns the condo. Ms. Yoreo stated the church will be leasing and paying for the space.

Commissioners LeBlanc, Greer, Kuehnelt had no questions but voiced support for the charity.

Acting Chairman Pacekonis asked about the night time hours proposed. Ms. Yoreo stated they are proposing 5 to 8 p.m. on Tuesday, Wednesday, or Thursday but have not yet set which evening will work best.

Pacekonis voiced concern about outdoor lighting during evening hours. Mr. Bryan stated the outdoor lighting system was updated last year to LED lighting which is on all night and looks like daylight.

The Acting Chairman closed the public hearing at 7:42 p.m.

3. Appl. 16-36P, SRL Irish Dance – request for a Special Exception 4.1.2 to operate a dance studio, on property located at 400 Chapel Road, Suite 1A, I zone

Applicant Ms. Courtney Jay, owner and director of SRL Irish Dance, presented the request stating she started the business two years ago when she was 22 and now has 50 students from all corners of the state and as far away as western MA and Cape Cod.

The studio will include a small reception area and a large dance studio space. Ms. Jay is the only instructor but will be adding three associate instructors in the fall. Only two instructors would be onsite at one time. Operating hours would be Monday through Friday between 4 and 9 p.m., with an occasional Saturday or Sunday. During the summer months there are two to three weeks of summer intensives running from 9 a.m. to 8 p.m. There can be a drop-off area in the front three spaces so parents could pull in and drop their dancers off. Their policy is that students must be walked in by a parent or who ever is dropping them off.

Director of Planning Michele Lipe gave staff comments:

1. Request for Special Exception under Section 4.1A and 7.13 of the zoning regulations to allow a dance studio in an existing building at Unit 1A, 400 Chapel Road, I zone. The dance studio will occupy approximately 1300 sq ft.
2. Special exception criteria for indoor recreational use include:
 - The proposal is consistent with the goals and objectives of the Plan of Conservation and Development.
 - The application has met the requirements of the zoning regulations.
 - The land is physically suited to the proposed use.
 - Minimal, if any, adverse environmental impacts are created.
 - No traffic or other hazards will be created.
 - The impacts on the capacity of the present and proposed utilities, street, drainage systems, sidewalks, and other elements of the infrastructure will be minimal.
 - There will be minimal or no adverse effects on existing uses in the area.
 - Surrounding property values will be conserved.
 - The character of the neighborhood will be maintained or minimally disrupted.
 - The general welfare of the community will be served.
 - There is a balance between neighborhood acceptance and community needs.

TOWN OF SOUTH WINDSOR
PLANNING & ZONING COMMISSION

MINUTES

-4-

JULY 12, 2016

- Historic factors are adequately protected; or due consideration to preservation of historic factors has been demonstrated.
- The overall physical appearance of the proposed development is compatible with surrounding development and the Commission's goals for the neighborhood/corridor.
- The architectural design is aesthetically pleasing and blends well into the surrounding area.

The Commission may impose additional conditions in accordance with these regulations in order to ensure that all applicable criteria enumerated above and/or within a particular use category are satisfied.

Additional criteria in Section 7.13 for recreational uses in industrial zones is the demonstration that the area could easily be returned into industrial space. The applicant has provided a floor plan which illustrates that nothing is being proposed to change this space.

3. The applicant is proposing classes Monday – Friday from 4:00 p.m. – 9:00 p.m., with occasional Saturday or Sunday classes. The current maximum class size is 8 students.
4. In July and August, there are “summer intensive weeks” for 2 – 3 weeks with hours from 9:00 a.m. – 8:00 p.m. How many students would be enrolled? Does that applicant intend to hold open houses or recitals, and if so, how will parking be handled?
5. The parking requirement for indoor recreational use is one space per 250 sq ft, or 5.2 spaces. The applicant has provided a letter from the unit owner, who also serves on the Board, and has indicated that this use was discussed and because her hours were late afternoon and evening it was felt that it would be a good use.
6. Upon a site visit, I noticed one handicap space and three spaces immediately adjacent to the unit. I had inquired if these spaces could be designated for drop off/pick up during certain hours such as 4 p.m. - 8 p.m.
7. The applicant is proposing a sign which will require a sign permit to be obtained.
8. The site is served by public water and sewer.
9. There are no structural or permanent changes proposed to the building. The applicant should consult with the fire and building departments for any permits than may be required for the use.
10. If this application is approved, the Planning Department requests no additional approval modifications.

Acting Chairman Pacekonis asked for public comment.

Mr. Brett Bryan, owner of the unit at 400 Chapel Road and resident of Frazier Fir Road, spoke in support of the application and stated he had conversations with Ms. Jay concerning how the space would be used, signage for the business, and the possible use of a sandwich board sign indicating a drop off area for students. He owns the adjacent unit which serves as a cold storage for books and offered the frontage for signage or an additional drop off area. The outdoor lighting is excellent especially in winter months. The busy times for the complex are between 6 a.m. and 2 p.m. and dies down by 3 p.m. He encouraged the commission to approve the application.

Mr. Mike Mundo of Cornerstone Drive spoke in support of the application stating he has a daughter who is a student in the school. He complimented Ms. Jay for having the courage at the age of 22 to open a successful business which is helping South Windsor grow attracting students statewide.

TOWN OF SOUTH WINDSOR
PLANNING & ZONING COMMISSION

MINUTES

-5-

JULY 12, 2016

Ms. Laurie Carty of Old Farms Road spoke in support stating she has two dancers in her family dancing with Ms. Jay. She spoke highly of the summer program which is a full day program, 9 a.m. to 2 p.m., for students who are dropped off by their parents. Regular classes are held in off peak hours and the parking lot is safe and manageable.

Ms. Jill Lash of Farnham Road stated her daughter has been dancing with SRL for two years since Ms. Jay brought Irish dancing to South Windsor and now there is excitement about having a permanent facility. When parents drop their students off they support local businesses and restaurants.

No one from the public spoke in opposition to the application.

Commissioner Flagg complimented the program and asked how parking would be handled for recitals with increased traffic. Ms. Jay stated they do not hold the recitals in the dance studio because of the increased attendance.

Commissioner Greer asked for the current location of the academy. Ms. Jay replied classes have been held at the First Congregational Church on Main Street for which she received a temporary and conditional permit two years ago.

Commissioner LeBlanc wished Ms. Jay luck and Commissioner Parrott complemented Ms. Jay for creating a great opportunity for South Windsor.

Acting Chairman Pacekonis asked about the hours of the summer program from 9 a.m. to 2 p.m. with an active parking area in an industrial setting and asked for a safe contingent plan for the safe drop off of students. He complemented the growing business and asked the Director of Planning for recommendations. Ms. Lipe asked how big the summer program will be. Ms. Jay stated fifteen to twenty students. Ms. Lipe suggested adding Ms. Jay's policy of having students walked in by parents as a condition that unescorted children cannot be dropped off. Pacekonis suggested using a 'watch out for kids' sign or florescent cones. Ms. Jay agreed to do so or anything the condo board of directors could suggest. Pacekonis suggested designating two spaces in front of the studio entrance as a drop off area.

Commissioner Greer asked about weekend traffic. Mr. Bryan replied traffic is non existent on weekends and described sidewalk and grass areas available keeping anyone out of the parking lot area. He stated he will provide a green cone designating children and a 'Drop Off for Dancers' sign on the overhead door.

The Acting Chairman closed the public hearing at 8:02 p.m.

REGULAR MEETING / MADDEN ROOM

CALL TO ORDER: Acting Chairman Pacekonis opened the Regular Meeting at 8:06 p.m.

PUBLIC PARTICIPATION: none

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

1. **Appl. 16-31P, Eagle Tissue LLC** – request for a site plan modification for a 6,000 sq ft addition on property located at 70 Bidwell Road, I zone

Mr. Randy Becker of PDS Engineering and Construction in Bloomfield, representing the applicant Eagle Tissue LLC, presented the request for a site plan of development for a 6,000 sq ft addition to their existing building at 70 Bidwell Road.

TOWN OF SOUTH WINDSOR
PLANNING & ZONING COMMISSION

MINUTES

-6-

JULY 12, 2016

Director of Planning Michele Lipe gave staff comments:

1. Request for site plan approval to build a 6000 sq ft building on Bidwell Road, I zone. Maximum impervious coverage allowed is 65%, 78% existing. This original site plan was approved with 80% coverage.
2. Proposed building height for the new building is 21.5 feet; 40 feet allowed. This addition will be slightly lower than the existing building. Front yard setback is about 35 feet, 35 feet allowed.
3. There is a second loading dock being added to the rear of the new building.
4. There is no screening of outdoor storage proposed on the site plan, however there are 16 Conex boxes shown on the site plan. Are these boxes remaining on site? Outdoor storage is allowed with PZC approval and appropriate screening.
5. Our parking requirement for this building is 35 spaces, 26 provided with an additional 9 spaces shown in reserve.
6. There are four new building mounted wall pak lights shown, all full cut-off and meet our lighting requirements.
7. There are no regulated wetlands on this lot.
8. The site is served by public water and sewer. Water Pollution Control Authority approval is required.
9. The applicant has indicated to staff that the dumpster will be placed inside the building.
10. Architectural and Design Review Committee reviewed this site on June 9 and were satisfied with the plans presented where the addition is matching the existing building.

If this application is approved, there are no other approval modifications requested.

Commissioner Kuehnelt asked about the screening of the outdoor storage boxes. Mr. Becker stated there are many mature trees and shrubs on site. The majority of the connex boxes are behind the building and the side road is not a public way. A chain link fence with vinyl slates will be installed on the south side of the connex boxes to block the view coming from Bidwell Road. To place fencing in front of storage boxes would defeat their purpose as forklift access is needed to put in and take out product.

Acting Chairman Pacekonis asked for three screening trees such as arborvitae to be installed near Bidwell Road and north side of the parking lot. Commissioners Greer and Flagg discussed the site. Acting Chair Pacekonis asked what they are storing in the 16 storage containers on site. Mr. Becker replied product is kept in the boxes and the new addition was not being built to store that product. Connex boxes have been on site since the business began and have been used for 18 – 20 years. The site plan shows their exact location.

Commissioner Greer asked if the connex boxes were permitted to be on site. Director Lipe stated the business should be in compliance with their site plan which should show any outdoor storage areas. This is the first application in thirty years that has been applied for. The commissioners discussed capping the number of storage boxes on the site. Mr. Bill Jodice with PDS Engineering stated the business does conform with all regulations and requirements and can add a note to the drawings designating the outdoor storage limited to the 16 connex boxes shown on the site plan.

Commissioner Kuehnelt made a motion to approve 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

-7-

JULY 12, 2016

2. No building permit will be issued until the final mylars have been filed in the Town Clerk's office.
3. A landscape bond in the amount of \$1000 is required and must be submitted prior to the issuance of a certificate of occupancy if work is not completed.
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. This approval does not constitute approval of the sanitary sewer, which can only be granted by the Water Pollution Control Authority.
8. The building street number must be included on the final plan.
9. Pavement markings must be maintained in good condition throughout the site drives and parking areas.
10. All free standing signs and/or building signs require the issuance of a sign permit before they are erected.
11. Screening trees, such as arborvitae, shall be added to screen the outside storage area.
12. The number of Connex boxes is limited to 16 as shown on the site plan.

Commissioner Dexter seconded the motion.

The motion carried and the vote was unanimous.

- 2. Appl. 16-35P, Our Savior Lutheran Church** – request for a Special Exception 4.1.2 to operate an outreach program to be known as “The Bridge”, on property located at 400 Chapel Road, Suite 1J, I zone

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

1. This approval is for the operation of “The Bridge” outreach facility by Our Savior Lutheran Church organization.
2. Building Department must be consulted and proper permits obtained for use of the facility.
3. Pavement markings must be maintained in good condition throughout the site drives and parking areas.
4. All free standing signs and/or building signs require the issuance of a sign permit before they are erected.

Commissioner Kuehnel seconded the motion.

The motion carried and the vote was unanimous.

- 3. Appl. 16-36P, SRL Irish Dance** – request for a Special Exception 4.1.2 to operate a dance studio, on property located at 400 Chapel Road, Suite 1A, I zone

TOWN OF SOUTH WINDSOR
PLANNING & ZONING COMMISSION

MINUTES

-8-

JULY 12, 2016

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

1. This approval is for the operation of a dance academy.
2. Building Department must be consulted and proper permits obtained for use of the facility.
3. Pavement markings must be maintained in good condition throughout the site drives and parking areas.
4. All free standing signs and/or building signs require the issuance of a sign permit before they are erected.
5. Hours of operation for classes are Monday – Friday from 4:00 p.m. – 9:00 p.m., with occasional Saturday or Sunday classes, and July/August “Summer Intensive Weeks” for 2 – 3 weeks with hours from 9:00 a.m. – 8:00 p.m.
6. All free standing signs and/or building signs require the issuance of a sign permit before they are erected.
7. Additional signage is required indicating a drop-off area for students.

Commissioner seconded the motion.

The motion carried and the vote was unanimous.

4. Request for a five year extension for Appl. 11-26P, Carter Mario Site Plan Modification at 218 Buckland Road

Director of Planning Lipe stated the applicant has asked for five more years to move forward with their plan and this extension will be subject to all original approval conditions.

Commissioner Flagg made a motion to approve

Commissioner Kuehnel seconded the motion

The motion carried and the vote was unanimous.

5. Appl. 07-63P, Residences at South Windsor - Change Order regarding required buffer

Mr. Peter DeMallie, President of Design Professionals Inc., presented a change order requesting a reduction to the buffer requirement for LCB Senior Living which built the assisted living facility, Residences at South Windsor Farms. The site on Buckland Road and previous approvals were described. Landscaping has been installed at LCB and the adjacent Calvary Church and the landscape bond was posted. Now LCB would like to complete the project. The adjacent residential properties and the church would like the landscape to remain as it is presently as an open area for visibility.

Mr. DeMallie added in the event the church use is changed to another type of use the Planning & Zoning Commission can reserve the right to require the buffer.

Director Lipe stated LCB is willing to put in the area of landscaping which is now requested to be reduced. Acting Chairman Pacekonis asked if all other trees have been installed. Ms. Lipe confirmed all other plantings have been installed and that LCB did a good job putting in quality plantings on the project. She voiced appreciation that the existing evergreen trees were saved and will remain until the evergreen trees planted for this project reach full maturity.

Acting Chair Pacekonis looked for a motion to approve the change order as noted on sheets L2 and L3.

TOWN OF SOUTH WINDSOR
PLANNING & ZONING COMMISSION

MINUTES

-9-

JULY 12, 2016

Director of Lipe asked that Mr. DeMallie file a mylar of the sheets with the change order on it so there is a record of the change.

Commissioner Kuehnel made a motion to approve the change order

Commissioner Parrott seconded the motion

Commissioner Dexter asked for the change order note to be read.

Acting Chairman Pacekonis read the change order note:

The change order includes removal of plantings (6-AC, 2-PA, 6-PG, and 13-TOE) along the east side of the church property adjacent to the AA-30 zone. If a change in use occurs on the church property, the Planning and Zoning Commission shall have the option to require installation of the buffer plantings.

The motion carried and the vote was unanimous.

Bond will be placed on the next agenda.

BONDS: Callings/Reductions/Settings

1. Appl. 15-62P, Evergreen Walk Unit 14 Landscape Bond in the amount of \$5,000 to be reduced by \$5,000 to leave a balance of -0-.
2. Appl. 14-49P, Re/Max Landscape Bond in the amount of \$1,000 to be reduced by \$1,000 to leave a balance of -0-.

Commissioner LeBlanc made a motion to reduce the above mentioned bonds. Commissioner Flagg seconded the motion. The motion carried and the vote was unanimous.

MINUTES: 6/7/16 and 6/14/16

Minutes from 6/14/16 had an administrative correction to the Bond Reduction section regarding Clark Estates DRZ which was incorrectly listed as Application 15-32P and corrected to 14-32P and page 18 will have the date added.

Both sets of minutes were accepted by consensus.

APPLICATIONS OFFICIALLY RECEIVED:

1. **Appl. 16-38P, Kebalo Office Temporary & Conditional** - request for renewal of a two-year temporary and conditional permit for the Kebalo Electric Company office located at 175 Wheeler Road, A-20 zone
2. **Appl. 16-40P, Mingguang Ou** – request for a Special Exception to Section 7.1 to create an accessory apartment at 186 Dogwood Lane, A-20 zone
3. **Appl. 16-41P Latif U-Haul Rentals** - request for a 2 year temporary and conditional permit (Section 2.13.a) to allow U-Haul Rentals from property located at 249 Oakland Road, RC zone

OLD BUSINESS: *see page 2*

OTHER BUSINESS:

CORRESPONDENCE / REPORTS:

ADJOURNMENT:

TOWN OF SOUTH WINDSOR
PLANNING & ZONING COMMISSION

MINUTES

-10-

JULY 12, 2016

Motion to adjourn the Regular Meeting at 9:04 p.m. was made by Commissioner Flagg
Seconded by Commissioner Dexter
The motion carried and the vote was unanimous.

Respectfully Submitted,
Lauren L. Zarambo
Recording Secretary