

TOWN OF SOUTH WINDSOR
PLANNING & ZONING COMMISSION

MINUTES

-1-

OCTOBER 4, 2016

MEMBERS PRESENT: Gary Bazzano, Bart Pacekonis, Stephanie Dexter, Betty Kuehnel, Kevin Foley, Frank Bonzani, Kevin Greer

ALTERNATES PRESENT: Michael LeBlanc

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

PUBLIC HEARING / COUNCIL CHAMBERS

CALL TO ORDER: Chairman Bazzano called the Public Hearing to order at 7:30 p.m.

Secretary Commissioner Dexter read the legal notice as it was published in the Journal Inquirer on Saturday, September 24, 2016 and Thursday, September 29, 2016.

- 1. Appl. 16-50P, McGuire Road Associates, LLC, dba Hartford Truck Equipment** – request for site plan approval for a 16,500 sf building, and a 2 year temporary and conditional permit (Section 2.13.a) for outdoor display of equipment, on property located at 95 John Fitch Boulevard, GC zone

Mr. Peter DeMallie, president of Design Professionals, Inc. with staff engineer Mr. Dane LaBonte and Mr. Matthew Skelly, traffic engineer with Fuss & O'Neill presented the application. Hartford Truck Equipment is presently operating out of 67 McGuire Road and has outgrown the facility. They propose to move to 95 John Fitch Boulevard to build a 16,500 sq ft building for their office, sales, and showroom headquarters on the former Ten Pin Bowl property. Hartford Truck Equipment is the final assembly point for commercial vehicles and can also add accessories such as salters, sanders, and plow blades. They do not do repairs. The site is presently covered with 89% impervious coverage which is planned to be scaled back to 65%. The ten employees will be expanded to 13 in the new facility with the potential of expanding to 27 employees.

Mr. LaBonte described an aerial map of the site with commercial uses to the south and across the street, and residential to the west. There is a large 110' buffer to the residential area which will be augmented with evergreen screening. Pavement to be removed was described. There will be a full access point in the north and a right in right out driveway to the south. The site has been designed to accommodate very large trucks. There will be 51 parking spaces with 46 required. A seasonal storage display area was described. There will be 8' tall privacy fencing with slats and a section of arborvitaes. Approval has been received from the Health Department for the septic system. Gas and water are being pursued with the utilities. Drainage structures were described for the flat site. Pole and building mounted lights were described.

Mr. Skelly stated a capacity analysis was performed for any impact on the roadway network and indicated all will perform as efficiently as today. The crash history was reviewed as minimal and not related to vehicles turning in or out of the site. The encroachment permit has been applied for with DOT to do the work required in the right of way. The Town Engineer has reviewed the traffic study and there are no unresolved comments.

Mr. DeMallie stated a temporary and conditional permit for the front display spaces is also part of the application. IWA/CC approval was received on September 21, 2016. Mr. LaBonte described the building architecture which uses two tone sheet metal and split rock masonry. The front door configuration was described for customers, employees, and vehicles. Elevations were shown of front, rear, and side facades with landscape plantings along the foundation.

TOWN OF SOUTH WINDSOR
PLANNING & ZONING COMMISSION

MINUTES

-2-

OCTOBER 4, 2016

Director of Planning Michele Lipe gave staff comments:

1. Request for site plan approval for a 16,500 sf building, and a 2 year temporary and conditional permit (Section 2.13.a) for outdoor display of equipment, on property located at 95 John Fitch Boulevard, GC zone
2. The outdoor display area is being proposed under Section 2.11 Commercial and Industrial Storage and Display permits outdoor display through the issuance of a T & C permit. The applicant intends to have season display to include such items as: snow plows, sand/salt spreaders, finished trucks, etc. This approval would be required to be renewed every two years.
3. The applicant is intending to reuse the existing site to the maximum extent possible. Maximum impervious coverage allowed is 65%, 65% proposed. Front yard setback along Route 5 is 83 feet, 50 feet required. Lot coverage 9%; 30% allowed.
4. The site will be serviced by public water and septic system. The system is subject to the review and approval of the town sanitarian.
5. Parking requirements breakdown for the proposed uses requires 32 spaces for the office use and 14 spaces for the industrial use, totaling 46. Fifty -one spaces have been provided on the plan.
6. The applicant's landscape plan meets the interior landscaping requirements with the inclusion of shade trees as well as foundation plantings. There is a row of arborvitae in front of the 8 foot high chain link fence, screened with slats that is will screen the back of the site. This area will be a work area and outdoor storage.
7. This property is adjacent to vacant residentially zoned land that has frontage along King Street making it subject to a 50 foot buffer. The applicant is proposing to supplement the existing deciduous vegetation with the inclusion of 20 eastern white pines, 5-6 feet at planting. Sheet C-LS2 provides a cross section illustrating the cross section at 5 years and then at maturity.
8. There are no regulated wetlands on the site. The applicant received IWA/CC approval for their conservation plan on September 21 with the recommendation of a \$2,000 bond to ensure placement of the erosion & sediment control and \$5,000 bond for the installation and maintenance of stormwater structures.
9. Lighting on the site will include wall paks along the building and eight 25 foot high pole lights in the parking lot and to the rear of the building. A cut sheet of the LED lights proposed was submitted as well as an isometrics diagram illustrating the proposed lighting levels.
10. The building has 100 sq ft of frontage which will allow for 200 sq ft of signage which was illustrated on the architectural plans. Signage will be lit. There is no monument sign proposed at this time; however the applicant intends to design something to go on the existing sign structure.
11. The applicant went to the ADRC on September 15. They were pleased the architectural and landscaping plans as presented.

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

Chairman Bazzano asked for public comment.

No one from the public spoke for or against the application.

TOWN OF SOUTH WINDSOR
PLANNING & ZONING COMMISSION

MINUTES

-3-

OCTOBER 4, 2016

Commissioner Dexter asked about hours of operation and lighting at night. Mr. DeMallie noted the hours of operation as 7 a.m. to 4 p.m. Monday through Friday and that night lighting will be reviewed with the police department for recommendations.

Vice Chairman Pacekonis verified their current facility on McGuire Road will be vacated and asked about outdoor storage on the new site. Mr. DeMallie stated any outdoor storage will be behind the slatted fencing and arborvitae hedge row behind the back end of the building.

Commissioner Greer asked how far off the road will the new building be located and whether the easement for the other property will remain in effect. Mr. DeMallie replied the building will be 88' off the road and described the permanent easement to remain in place.

The Chairman closed the public hearing at 7:57 p.m.

REGULAR MEETING / MADDEN ROOM

CALL TO ORDER: Chairman Bazzano opened the Regular Meeting at 8:02 p.m.

PUBLIC PARTICIPATION: none

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

1. **Appl. 16-52P, Unity of Greater Hartford Yoga Classes** - request for renewal of a two year temporary and conditional permit (Section 2.13.a) to allow yoga classes on a limited basis, on property located at 919 Ellington Road (Unity Church), RR zone

Ms. Susan Wright, treasurer of the board of trustees for Unity of Greater Hartford Church, presented the application stating classes are presently held on Monday and Wednesday evenings and nothing has changed since they originally applied.

Director of Planning Michele Lipe gave staff comments:

1. Request for a renewal of the two year temporary & conditional permit to allow for yoga classes at the Unity of Greater Hartford Church located at 919 Ellington Road, MZ zone. The original permit was approved in 2014.
2. The applicant's original proposal is to hold classes on Monday and Thursday evenings. Class sizes range from 4 to 18 people per class.
3. The Monday classes begin at 5:45 pm, and end at 8:15 pm. Thursday classes run from 5:30 to 7:00 pm.
4. Classes will be held in the community room on the lower level of the church.
5. Lights in the parking and general outside areas are scheduled to come on prior to the class finishing.
6. Parking can accommodate 104 cars, with 4 additional handicap spaces.
7. There are no Police, Health or Public Works comments on this application. WPCA noted that the site is on septic, had no other comments.
8. 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 two 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

TOWN OF SOUTH WINDSOR
PLANNING & ZONING COMMISSION

MINUTES

-4-

OCTOBER 4, 2016

served, and the appropriate use of neighboring property will not be substantially or permanently injured, and traffic and other hazards will not result from such use.”

9. If this application is approved, there are no Planning Department modifications to request.

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

1. The Temporary and Conditional permit will expire on 10/4/2018 and will have to be renewed at that time if the use is going to continue.

Commissioner Dexter seconded the motion.

The motion carried and the vote was unanimous.

- 2. Appl. 16-50P, McGuire Road Associates, LLC, dba Hartford Truck Equipment** – request for site plan approval for a 16,500 sf building, and a 2 year temporary and conditional permit (Section 2.13.a) for outdoor display of equipment, on property located at 95 John Fitch Boulevard, GC zone

Vice Chairman Pacekonis 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.
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 \$2,000 bond to ensure placement of the erosion & sediment control and \$5,000 bond for the installation and maintenance of stormwater structures.
4. A landscape bond in the amount of \$5000 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. The building street number must be included on the final plan.
10. Pavement markings must be maintained in good condition throughout the site drives and parking areas.
11. All free standing signs and/or building signs require the issuance of a sign permit before they are erected.
12. The temporary and conditional permit for the outdoor display will expire on 10/4/18 and will have to be renewed at that time if the display is to continue.

Commissioner Kuehnel seconded the motion.

The motion carried and the vote was unanimous.

TOWN OF SOUTH WINDSOR
PLANNING & ZONING COMMISSION

MINUTES

-5-

OCTOBER 4, 2016

3. Informal discussion with Peter DeMallie regarding prospective single family subdivision on Deming Street

Mr. Peter DeMallie, president of Design Professionals, Inc., described potential development on eleven acres of land next to Deming Hill Estates between Ridge Road and Cardinal Way on the south side of Deming Street. Mr. DeMallie recounted the history of how Deming Hill Estates open space was configured and changes to the regulations since. Suzanne Choate of Design Professionals, Inc. showed exhibits of the approximately twenty acres of open space of Deming Hill Estates and a hypothetical seven lot conventional subdivision with 30,000' sq ft minimum lot sizes with 150' of frontage. Two northerly lots will be retained by the Burgess family. A sidewalk is proposed to connect to an existing cul de sac on Cardinal Way continuing the pattern of sidewalks on only one side of the road of Deming Hill Estates. Mr. DeMallie indicated that Town Staff has recommended the extension of Loomis Drive but is not economically feasible for the project. They will choose to do a payment in lieu of open space acquisition.

Director of Planning Lipe clarified the town plan does encourage right of ways to be servicing subdivisions. She read a comment from Town Engineer Jeff Doolittle regarding the conceptual single family subdivision on the south part of the property at 377 Deming Street, "Any new road on this parcel needs to connect to both the end of Gilbert Lane and Cardinal Way as an extension of Loomis Road where a 50' piece was left for future road connection when Cardinal Way was built. This will provide good traffic circulation for residents, service vehicles, and emergency vehicles to access any new homes built on this parcel." Another concern the town engineer had expressed is that there is no plan for the road to come out to Deming Street. Mr. DeMallie stated they are not proposing that because the developer does not presently have the rights to that property which will continue to be farmed but the expectation is that it would go through in another phase of the project.

Commissioner Bonzani, LeBlanc, Foley, Pacekonis, Dexter, and Bazzano discussed cul de sacs and connecting Loomis Road to Gilbert Lane, traffic circulation, road configuration, and house placement.

Commissioners recommended extending Loomis Road, rather than creating a cul de sac, with sidewalks on one side of the street, and taking the fee in lieu of open space acquisition for the subdivision.

4. Town Plan of Conservation and Development Implementation Element discussion

A draft of an updated Implementation Element for the Town Plan of Conservation and Development was distributed to the commissioners. Director of Planning Lipe noted the tracking on projects which have been started or completed over the last two years. She asked commissioners for their comments and preferences on priority projects to be discussed at an upcoming meeting.

BONDS: Callings/Reductions/Settings

1. Appl. 07-69P, DzenTree Farm Phase IV, Subdivision Bond in the amount of \$50,000 to be reduced by \$12,600 to leave a balance of \$37,400. Maintenance to expire 10/4/17.

Commissioner Dexter made a motion to reduce the above mentioned bond. Vice Chairman Pacekonis seconded the motion. The motion carried and the vote was unanimous.

MINUTES: 9/13/16

TOWN OF SOUTH WINDSOR
PLANNING & ZONING COMMISSION

MINUTES

-6-

OCTOBER 4, 2016

Approved by consensus

APPLICATIONS OFFICIALLY RECEIVED:

1. **Appl. 16-54P, Childree Enterprises LLC** - request for a site plan modification for an 800 sf storage building, on property located at 89 Commerce Way, I zone

OLD BUSINESS:

Director Lipe indicated a text amendment would be drafted to allow for staff approval for smaller site plan modifications such as storage buildings for the Commission to consider.

Vice Chairman Pacekonis submitted a resignation letter to the Open Space Task Force. The OSTF meets on the first Monday of the month from 5:30 – 7:00 p.m. A representative from PZC will be nominated in the coming meetings.

Director Lipe asked commissioners about allowing retail used car dealerships by special exception in the industrial zone. Commissioners voiced opposition to the idea.

Commissioner Dexter asked about the next step for the Deming Community Garden. It will go to the Town Council for consideration of allowing continued maintenance of the side front area by the abutting property owner.

OTHER BUSINESS:

CORRESPONDENCE / REPORTS:

ADJOURNMENT:

Motion to adjourn the Regular Meeting at 8:47 p.m. was made by Vice Chairman Pacekonis

Seconded by Commissioner Foley

The motion carried and the vote was unanimous.

Respectfully Submitted,

Lauren L. Zarambo

Recording Secretary