

TOWN OF SOUTH WINDSOR
PLANNING & ZONING COMMISSION

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JUNE 27, 2017

MEMBERS PRESENT: Gary Bazzano, Bart Pacekonis, Stephanie Dexter, Frank Bonzani, Kevin Foley, Kevin Greer, Elizabeth Kuehnel (arrived at 7:40 p.m.)

ALTERNATES PRESENT: Michael LeBlanc, Bill Flagg, Teri Parrott

STAFF PRESENT: Michele Lipe, Director of Planning; Jeff Doolittle, Town Engineer; Lauren Zarambo, Recording Secretary

PUBLIC HEARING / COUNCIL CHAMBERS

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

Chairman Bazzano appointed Alternate Commissioner Flagg to be seated for Commissioner Kuehnel.

Secretary Commissioner Dexter read the legal notice as it was published in the Journal Inquirer on Thursday, June 15, 2017 and Thursday, June 22, 2017.

1. **Appl. 17-19P, Wapping Fair** - request for renewal of a five (5) year permit period commencing in 2017 to hold the annual Wapping Fair on property located westerly side of Brookfield Street, northerly side of Troy Road, RR zone

Mr. Paul Petrillo with the South Windsor Jaycees representing the Wapping Fair presented the request describing the activities to be offered at the fair which will be held on the weekend after Labor Day. He indicated the Troy Road Exit will only be used for access of heavy vehicles before and after the fair, for the doodle bug event, and/or as an emergency exit. All public traffic will enter and exit by the main entrance on Brookfield Street.

Director of Planning Michele Lipe gave staff comments and distributed to commissioners a traffic plan for the fair from Officer Christopher Duchesne:

1. Request for a five year permit to hold the Wapping Fair on the multi-use open area, on property located on the westerly side of Brookfield Street and northerly side of Troy Road, RR zone
2. The applicant has provided a description of the event including dates, times, activities as well as a site map showing the layout proposed for the fair.
3. Access and traffic patterns into and around the site have been reviewed by Town staff and Fire Department. The Police Services will be providing the final traffic pattern for the fair.
4. There are two curb cuts proposed to service this site – the primary entrance will remain off of Brookfield Street with an emergency entrance/exit off of Troy Road. The Troy Road entrance would be gated. At the time of the Wapping Fair, the Brookfield entrance is intended to be for the public, staff and parking and the traffic pattern would allow for separate locations for ingress and egress. No parking signs will be posted along the public roads.
5. The Jaycees will have to hire private duty officers to handle any traffic control activities that occur on the public roadway. They do anticipate needing 1-2 officers depending on crowd size.
6. There are no utilities on site at this time. Accommodations for water and bathroom facilities are handled by the Jaycees. All food vendors will apply for a temporary food permit and the Town's health department inspects the vendors prior to opening

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7. The five-year permit conditions include safeguards such as provision each year of a \$1 million insurance policy with the Town of South Windsor as an insured party, and a \$20,000 bond to ensure restoration of Fairgrounds to its pre-fair condition.
8. Recreation, Planning, Public Works, Health, Fire and Police staff have met with Paul Petrillo, from the South Windsor Jaycees, prior to this meeting to discuss logistics surrounding the fair, revisions to the approval conditions that have been modified.
9. A copy of the proposed conditions has been provided to the Commission.
10. If this application is approved, Planning Staff requests that the beetle area on site is cordoned off.

Town Engineer Jeff Doolittle gave staff comments:

1. The emergency access road from Troy Road shall carry the weight of a fire truck.
2. There shall be temporary No Parking signs along Troy Road.
3. The location of the emergency generators is to be shown on the plan.

Chairman Bazzano asked for public comment.

Ms. Judy LaPointe, abutting property owner at 50 Brookfield Street, stated her house is directly opposite the fairgrounds exit and is concerned about headlights shining into her house where she has lived for 21 years. She asked that the permit be granted for one year rather than five to see how the abutting neighbors will be impacted and voiced concern about potential noise from the generators to be used for all electricity on site. She asked when the carnival people will arrive and stated the four day fair will have a seven day impact of day and night generators running and carnival noise. Ms LaPointe stated she is not in opposition to the fair but that there is respect for the abutting property owners and asked for no parking on Brookfield Street in front of her property during the time of the fair.

Ms. Bambi Porter of 70 Brookfield Street asked what the Town will be doing to protect the abutting properties from garbage and debris and noise from the fair and voiced concern about people parking on her property. The Chairman asked Ms. Porter to show the location of her property on the site map.

Ms. Lisa Damiano, abutting property owner at 17 Brookfield Street, spoke, not against the fair, but with concerns about traffic and parking and asked what hours the fair will operate. She asked if fair workers will be staying on the property and how long after the event they will remain.

Chairman Bazzano asked for comments from commissioners.

Vice Chairman Pacekonis asked when personnel for the Wapping Fair arrive. Mr. Petrillo stated the tent company will be the earliest arrival on the fairgrounds on the Friday prior to the fair to have the tents set up by Sunday so the electrician can come in. The rides will come in Tuesday morning are set up on Tuesday and Wednesday during the day so they are ready for inspections on Thursday by the State Fire Marshal after which the rides are operational. After the fair is over, all equipment is off the fairgrounds by the Wednesday after fair with the exception of one dumpster. The following weekend a crew comes in for the final cleanup and the dumpster is then removed the following Monday.

The Vice Chairman asked about the residents' concerns about nighttime activities and if there is temporary lighting prior to the fair. Mr. Petrillo stated there is no temporary lighting and booths are set up Tuesday and Wednesday. Overnight security is provided every night starting Tuesday evening at 8 p.m. There are always

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fair personnel or a security person on site from 8 a.m. Tuesday morning. Most carnival personnel live in Connecticut and only the owner and supervisor stay overnight with a maximum of six other amusement company personnel. Mr. Petrillo indicated the general area on the site plan in which they would be staying.

Vice Chairman Pacekonis referenced the map which had been distributed to them showing no parking on either side of Brookfield Street or on a majority of Troy Road and asked the Director of Planning how many cars can fit in the parking lot. Ms. Lipe stated 500 to 600 cars. Mr. Petrillo stated they have allowed for 2 to 2 ½ times the amount of parking they previously had at the Evergreen Walk site and they can fit 600 to 700 cars. At Evergreen Walk the peak was 500 or 600 cars on a Friday evening. The Vice Chair asked about overflow parking. Mr. Petrillo stated they are presently working on getting auxiliary parking from local businesses or possibly a shuttle service.

Chairman Bazzano asked about any vendors or carneys staying overnight on the fairgrounds. Mr. Petrillo indicated that vendors do not stay overnight, only a few people associated with the Carnival rides. The Chairman voiced support for the permit to have duration of one or two years rather than five years requested and asked where most the traffic for the fair comes from. Mr. Petrillo indicated most comes from the direction of Manchester or East Hartford and more will come from the East Windsor direction this year with the new location.

The Chairman voiced concern for Brookfield Street getting backed up with traffic and its affects on the neighboring properties. He noted an entrance and egress shown in the same area across from 90 Brookfield and an exit only area shown at Troy Road and Brookfield and asked if the exit only could be used for all exiting vehicles. Director Lipe stated the preference of the police is to have both exits available on Brookfield Street but with the recognition the traffic pattern may need to be altered to handle the traffic. There will be signs posted on Brookfield Street and Troy Road prohibiting parking.

Director Lipe asked Mr. Petrillo if there is a daily patrol for garbage in the general area. Mr. Petrillo stated they have people assigned to patrol garbage throughout the entire fair and a crew taking care of it both in the morning and night. Lipe asked about the neighbor's concerns of the surrounding area. Mr. Petrillo stated they can send a crew out daily on that part of Brookfield Street to check the area.

Vice Chairman Pacekonis asked about the cleaning schedule of the portable toilets which Mr. Petrillo confirmed are cleaned daily and will be removed the Monday after the fair. One port-o-let will be left on site for the final cleanup crew and then taken away. The Vice Chair asked how many police will be patrolling the area for illegal parking. Director Lipe read from a correspondence from Sgt. Duchesne which indicated two officers will be assigned. If a vehicle is parked illegally on someone's property a call should be placed to the police department so the car can be ticketed and towed.

Commissioner Greer asked if the parking lot will be striped or roped off and about emergency access. Mr. Petrillo stated they will be spray painting the area to indicate aisles and possibly roped off. The parking group will be coordinated to fit cars efficiently. There will be a fire lane accessible throughout the perimeter of the fairgrounds. Emergency access through the Troy Road entrance and within the parking area was described.

Commissioner LeBlanc asked about repositioning the Brookfield Street entrance so it is not directly in front of a resident's house. Mr. Petrillo described the primary entrance and exit as directly across from Environmental Services. Ms. LaPointe was asked to locate her house on the site plan which was shown across from the southern auxiliary exit closer to Troy Road.

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Commissioner Flagg asked about the dumpsters on site. Mr. Petrillo described the five dumpsters, their uses and locations. There are also 25 -30 trash and recycling cans throughout the fairgrounds.

The Chairman closed the public hearing at 8:08 p.m.

- 2. Appl. 17-21P, Asticou Zone Change** – request for a zone change of 1.48 acres of land from Buckland Gateway Development Zone to Residential AA-30 zone on property located on the southerly side of Deming Street westerly of Sele Drive (235 and 247 Deming Street)

Mr. Bruce Kelley presented the request introducing himself as a member of Asticou Investments LLC along with his brother, Scott, and sister, Kathy. The property, 235 Deming Street, is a 5.6 acre parcel with frontage on Deming Street zoned Buckland Gateway Development zone abutting the AA-30 Residential zone. They are requesting 1.48 acres of the parcel to be re-zoned to AA-30 in order to reconfigure 247 Deming Street which is an existing non-conforming residential lot. If this zone change is approved they may return to come before PZC and IWA/CC to request a re-subdivision to create one new lot. That future lot indicated on the site plan would have public water and sewer and a common driveway with 247 Deming Street. The remainder of the 235 Deming Street parcel will remain in the Buckland Gateway Development zone.

Director of Planning Lipe gave staff comments:

1. Request for a zone change of 1.46 acres from Buckland Gateway Development Zone to AA-30 Residential Zoning on property located on the southerly side of Deming Street, westerly of Sele Drive. The property is currently surrounded by Buckland Gateway Development zoning to the south and west, with AA-30 zoning to the east and north across Deming Street.
2. The minimum lot size in the AA-30 zone is 30,000 sf minimum lot size. Frontage requirement in the AA-30 zone is 150 feet.
3. There is an existing house along the Deming Street frontage that, if the zone change is approved, the applicant intends to make into a conforming lot in the AA-30.
4. The POCD depicts this area in the single family residential category and encourages the proection of established neighborhoods.
5. Section 16 includes criteria for zone change:
 - ◆ How the zone change compares with the Comprehensive Plan of Development;
 - ◆ How the land shall be secured from flooding and other dangers;
 - ◆ How the land upstream and downstream in the same watershed shall be secured from flooding and other dangers;
 - ◆ How the land shall be served by water, sewerage, transportation, and other public utilities; and
 - ◆ How the proposed zone change will affect any wetlands in the area.
6. The zone change request from BGD to AA-30 would allow for one additional lot to the south of the existing house on Deming Street.

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7. The possible uses in this zoning category include, in addition to single-family housing, farming uses, keeping of horses and ponies, municipal buildings, Town parks and playgrounds, places of worship, schools, housing for the elderly and senior residence developments.
8. There is existing water and sewer availability in the Deming Street. WPCA approval will be required.
9. There are regulated wetlands on the existing parcel. At the time of a subdivision request, an IWA/CC application is required.
10. A zone change is the appropriate time to discuss traffic impacts. At the time of the subdivision, shared driveway is required as Deming Street is a collector road.
11. There is a buffer requirement between single-family zones and commercial that would be addressed at the time of the subdivision.
12. If this zone change is approved, the Commission must state on the record that you have found the zone change to be consistent with the plan of conservation and development.

Town Engineer Doolittle gave staff comments:

1. A sanitary lateral exists for House 247, however, we do not have a record of assessment for this property and it is not connected to the sanitary sewer. WPCA approval to connect this property to the sewer is needed and an assessment may be charged.
2. All future new residential lots will require WPCA approval to connect to the existing sanitary sewer in the north side of Deming Street. An assessment will be calculated by the Town for each new lot.
3. The common driveway shown for 247 and the future lot to the west is a good idea. Cross travel easements may be needed for the shared driveway apron.

Chairman Bazzano asked for public comment.

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

Chairman Bazzano asked for comments from commissioners.

Commissioners Flagg and Greer asked about the lots being configured and the remaining parcel which Mr. Kelley described.

Commissioner Parrott asked how the rezoning would affect what could be built on the remaining land. Director Lipe confirmed the zone change would not affect any commercial building.

The Chairman closed the public hearing at 8:19 p.m.

REGULAR MEETING / MADDEN ROOM

CALL TO ORDER: Chairman Bazzano opened the Regular Meeting at 8:23 p.m. and officially seated Commissioner Kuehnle who had arrived earlier in the public hearing.

PUBLIC PARTICIPATION:

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

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1. **Appl. 17-24P, Mangino Temporary & Conditional Permit Renewal**– request for a renewal of the two-year temporary and conditional permit to allow two apartments on property located at 272 Pierce Road, RR zone

Mr. Joseph Snyder representing his uncle, applicant/owner Mr. William Mangino, presented the request for their home which includes two in-law apartments.

Director of Planning Michele Lipe gave staff comments:

1. Request for the renewal of a two-year temporary and conditional permit for two in-law apartments at 272 Pierce Road, RR zone. These apartments were originally created through a temporary and conditional permit granted by the ZBA in 1989. The most recent approval expires on July 12, 2017.
2. The wording of the Temporary and Conditional permit regulations is that “Temporary and conditional permits may be granted by the Commission for use which is not specified elsewhere in these regulations 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 with substantially 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”.
3. The RR zone allows for both accessory apartments and in-law apartments. However, the regulations do not allow for the creation of more than one accessory/in-law apartment. In addition, there are no provisions in our regulations for multiple apartments in single-family zones.

If this application is approved, the Planning Department would recommend that the standard approval conditions apply:

- This approval is for two in-law apartments for a family member/relative only. When the in-law apartments are no longer occupied by a relative of the family, the apartments cannot be treated as a second dwelling unit. Instead, the kitchens must be removed and the living areas must be converted into other living space for the main dwelling.
- This permit will expire in two years, on July 12, 2019, and will have to be renewed at that time if the use is to be continued. Owner(s) of the property must reside in an apartment or the main dwelling unit. Reaffirmation of occupancy by owner will be required every two years. This will be done via a letter from the Planning Department requesting the reaffirmation of occupancy.

Town Engineer Doolittle had no staff comments.

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

1. This approval is for two in-law apartments for a family member/relative only. When the in-law apartments are no longer occupied by a relative of the family, the apartments cannot be treated as a second dwelling unit. Instead, the kitchens must be removed and the living areas must be converted into other living space for the main dwelling.
2. This permit will expire in two years, on July 12, 2019, and will have to be renewed at that time if the use is to be continued. Owner(s) of the property must reside in an apartment or the main dwelling unit.

Commissioner Dexter seconded the motion.

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The motion carried and the vote was unanimous.

- 2. Appl. 17-25P, Ticket Network Livestock Temporary and Conditional Permit** - request for renewal of a 2-year temporary and conditional permit (Section 2.13A) for an animal agriculture

Mr. Williams Downs of Ticket Network presented the request stating there are no changes other than replacement animals due to old age or an occasional Fisher Cat attack.

Director of Planning Lipe gave staff comments:

1. Request for the renewal of a two year temporary and conditional permit to allow chickens, geese and goats on the Ticket Network property located at 83 Gerber Road, I zone. The T&C permit was originally issued in 2013 and expired on June 11, 2017.
2. The applicant's purpose for keeping chickens is to provide employees with fresh eggs. They are aware that the health code requirement does not allow the eggs to be used on site unless they have been USDA approved.
3. The area dedicated to this use is about 2 acres and includes two chicken coops and a 3,000 square foot fenced area. The animals are cared for by a Ticket Network employee.
4. 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, and traffic and other hazards will not result from such use".
5. The Planning Department is not aware of any complaints arising from the keeping of the animals.

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

Town Engineer Doolittle had no staff comments.

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

1. This permit will expire in two years, on June 27, 2019, and will have to be renewed at that time if the use is to be continued.

Commissioner Kuehnel seconded the motion.

The motion carried and the vote was unanimous.

Vice Chairman Pacekonis made a motion to take Appl. 17-21P out of order.

Commissioner Kuehnel seconded the motion.

The motion carried and the vote was unanimous.

- 3. Appl. 17-21P, Asticou Zone Change** – request for a zone change of 1.48 acres of land from Buckland Gateway Development Zone to Residential AA-30 zone on property located on the southerly side of Deming Street westerly of Sele Drive (235 and 247 Deming Street)

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

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1. The Planning and Zoning Commission finds that the zone change is in conformance with the Town Plan of Conservation and Development.
2. The effective date of the zone change is July 9, 2017.
3. Within ninety days, a zone change map (1" = 40') with an A-2 certification must be filed on the land records, showing all boundary lines and the acreage of the land where the zone change was granted. The map shall be drawn in accordance with the rules and regulations of the State Board of Registration for Professionals Engineers and Land Surveyors and shall be stamped and signed by a Registered Land Surveyor. The zone change map must be submitted on black and white mylars, with this approval letter thereon, together with three blueprint copies of the Zone Change.

Vice Chairman Pacekonis seconded the motion.

The motion carried and the vote was unanimous.

4. **Appl. 17-19P, Wapping Fair** - request for renewal of a five (5) year permit period commencing in 2017 to hold the annual Wapping Fair on property located westerly side of Brookfield Street, northerly side of Troy Road, RR zone

Commissioners discussed the application.

Vice Chairman Pacekonis made a motion to approve with the following conditions:

In accordance with the Planning & Zoning Commission approval of the Wapping Fair for a two year (2017 and 2018) permit to hold a fair at the Fairgrounds at Rye Street Park, your new fair dates and times are as follows:

September 7, 2017	5:00 p.m. to 10:00 p.m.
September 8, 2017	5:00 p.m. to 11:00 p.m.
September 9, 2017	10:00 a.m. to 11:00 p.m.
September 10, 2017	10:00 a.m. to 6:00 p.m.

Supplementary Dates:

- Date of pre-fair organizational meeting between Town Parks and Recreation Departments and the South Windsor Jaycees Foundation Inc. (hereafter referred to as Jaycees): **August 7, 2017**
- Date the park will need to be reserved for vendor access prior to opening of fair: **August 30, 2017 will be first day the park is used to set up of fair.**
- Date the park will need to be reserved for vendor exit/clean-up after conclusion of fair: **September 17, 2017 (All equipment and clean up will be complete.)**
- Date for a post-fair close-out meeting between Town Parks and Recreation Departments and Jaycees: **September 25, 2017**

The following conditions shall apply:

1. The Jaycees shall provide a liability insurance policy naming the Town of South Windsor as an additional insured, with a combined single limit for bodily injury and/or property damage in the

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amount of \$1,000,000. The Certificate of insurance shall be submitted to the Planning and Zoning Commission to include off-site damage protection.

2. A bond in the amount of \$20,000 shall be submitted to this Commission to ensure that all Town property is restored to the condition which existed before the fair, within two weeks after the closing of the fair.
3. Police Services shall be the responsibility of Jaycees as outlined in the attached memo from the South Windsor Police Services.
4. Police Services will create a traffic plan for the Fair. "No Parking" signs shall be posted by the Public Works Street Services Division and enforced along Brookfield Street and Troy Road, so that two-way traffic is maintained on all Town roads.
5. There shall be a minimum of 500 off-street parking spaces. All parking areas shall be clearly marked. Internal parking and traffic control shall be the responsibility of the Jaycees. Roped walkways shall be provided for the safe movement of pedestrian traffic.
6. A minimum of nine portable sanitary facilities shall be provided. A minimum of three hand wash stations are required at the bathrooms and the ADA restroom (or "enhanced access restroom") must be code compliant.
7. The Jaycees shall provide a dumpster of sufficient size for trash/livestock waste generated by the fair and the removal of such from the park premises.
8. Temporary services are permitted by licensed electricians and an electrical permit from the Building Department is required and is subject to approval and inspection by the Town. All electrical components must be removed and site cleaned at conclusion of fair.
9. Emergency phone shall be provided by the Jaycees. A list of Jaycees Wapping Fair Committee contacts and phone numbers shall be provided to the Town. A reciprocal list of critical Town contacts will be provided to the Jaycees Wapping Fair Committee.
10. The Jaycees Fair staff shall be readily identifiable as such while working the fairgrounds.
11. All provisions of South Windsor Code of Ordinance Chapter 74, section 74-67 through 74-73 shall be complied with.
12. Primary access to the Fair for workers and the public is via the main entrance on Brookfield Street, across from #90. Access to the site from Troy Road is only allowed for Town Emergency vehicles during the fair and large trucks/trailers for the rides before and after while the fair is not open to the public. The gate at the Troy Road entrance should remain closed during the fair hours.
13. The Jaycees must contact the Planning Department and the Parks and Recreation Department each spring advising us of the dates for that year and any changes there may be from the original approval granted.
14. The Jaycees will submit a plan for overflow parking.

Commissioner Foley seconded the motion.

Chairman Bazzano voiced concern about overflow parking and how people would get to the fair.

Vice Chairman Pacekonis added an approval condition:

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The Jaycees will submit a plan for overflow parking to include shuttle service to the fair.
Commissioner Foley seconded the motion.
The motion carried and the vote was unanimous.

MINUTES: 6/13/17 approved by consensus.

BONDS: Callings/Reductions/Settings

OLD BUSINESS:

Alternate Commissioner Michael LeBlanc was appointed CRCOG Regional Planning Commission representative. The position of alternate representative will continue to be considered by commissioners.

- 5. Preliminary discussion** with Monty Victor regarding adding Home “Farm Breweries” in the residential zones (see attached request)

Ms. Monty Victor did not appear to be present for the discussion but the Blue Heron Vineyard at Foster Farm had submitted a proposed project request and diagram for a production/storage area for a vineyard with a public tasting room. The Commission agreed to have the Director of Planning formulate a regulation for consideration that could allow the use by special exception or by an overlay zone.

APPLICATIONS OFFICIALLY RECEIVED:

1. **Appl. 17-24P, Mangino Temporary & Conditional Permit Renewal**– request for a renewal of the two-year temporary and conditional permit to allow two apartments on property located at 272 Pierce Road, RR zone
2. **Appl. 17-25P, Ticket Network Livestock Temporary and Conditional Permit** - request for renewal of a 2-year temporary and conditional permit (Section 2.13A) for an animal agriculture permit to allow 64 chickens, 2 geese and 2 goats, on property located at 83 Gerber Road East, I zone

CORRESPONDENCE / REPORTS:

Director Lipe reported on the Mass Transit Committee meetings being held at the Senior Center and Library. A question was posed to the Town Manager whether the Jones Farm can place their sign on property they are leasing from the Town. The Commission agreed they should be allowed to post their sign when leasing town farmland.

New regulation language has been written for the South Windsor Walk and Wheel Ways (SWW&WW) supporting their pedestrian and bicycling mission and will come before the Commission for review.

ADJOURNMENT:

Motion to adjourn the Regular Meeting at 9:01 p.m. was made by Vice Chairman Pacekonis
Seconded by Commissioner Bonzani
The motion carried and the vote was unanimous.

Respectfully Submitted,

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Lauren L. Zarambo
Recording Secretary