

TOWN OF SOUTH WINDSOR
PLANNING & ZONING COMMISSION

MINUTES

-1-

JULY 10, 2018

MEMBERS PRESENT: Bart Pacekonis, Bill Flagg, Steve Wagner

ALTERNATES PRESENT: Kenny Young

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

PUBLIC HEARING / COUNCIL CHAMBERS

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

Acting Secretary Commissioner Wagner read the legal notice as it was published in the Journal Inquirer on Thursday, June 28, 2018 and Thursday, July 5, 2018.

The Chairman appointed Alternate Commissioner Young to be seated for Commissioner Foley.

- 1. Appl. 18-34P, Goodwin Youth & Family Counseling, LLC** - request for a 5-year major home occupation to operate a youth and family counseling office on property located at 1512 Main Street, A-40 zone

Ms. Kate Goodwin of Youth & Family Counseling, LLC presented the request stating she was born, raised and resides in South Windsor as a licensed clinical social worker with a part time counseling business in town which she would like to move to a home office. Proposed hours would be noon to 8 p.m. Monday through Friday with occasional weekend appointments. Clients are primarily children and adolescents (accompanied by a family member) who she typically sees long term. The home office with private entrance was described. No outdoor seating will be offered to insure the peaceful atmosphere of the neighborhood. There is ample parking in the driveway and scheduling of appointments will assure only one client on site at a time. There will be no business related vehicles The entry and walkway will be redone with motion sensor lighting and have one 2' x 1' sign in accordance with regulations near client parking at the entrance to the walkway.

Director of Planning Michele Lipe gave staff comments:

1. Request for a 5-year major home occupation to operate a youth and family counseling office on property located at 1512 Main Street, A-40 zone
2. The applicant is proposing to convert 486 sq ft of existing space on the first floor. There is a sketch of the floor area of the home occupation as well as a picture of the front of the existing house, driveway for parking and walkway to the proposed office.
3. The narrative indicates the business would be open from noon- 8PM, Monday through Friday, occasional weekends and would anticipate 3-5 clients daily.
4. The reasons for requiring PZC approval are to ensure that:
 - the home occupation is clearly secondary to the use of the building for dwelling purposes,
 - the home occupation is compatible with other permitted residential uses in the residential district,
 - the residential character of the dwelling and the neighborhood are preserved, and
 - all residents have freedom from excessive noise, excessive traffic, nuisances, fire hazards offensive odors and pollutants, and other possible effects of commercial uses being conducted in residential areas.

TOWN OF SOUTH WINDSOR
PLANNING & ZONING COMMISSION

MINUTES

-2-

JULY 10, 2018

5. Performance criteria that must be met include:
 - Maximum of 25% of the floor area can be used for the occupation (propose utilizing 18%);
 - occupation cannot be visible from outside the dwelling unit;
 - dwelling must maintain the character of a single family dwelling;
 - no entrance or exit may be added solely for the occupation;
 - no more than one non-resident employee allowed;
 - the occupation can not create a volume of passenger or commercial traffic that is inconsistent with the normal level of traffic on the street;
 - all parking needs must be met on-site; and
 - the Commission may require screening of additional parking from the street and from adjacent residential properties.
6. The existing house is served by public sewer and water.
7. The parking requirement is being met in the existing driveway. The applicant does not anticipate the need for more than one car to be parked at a time. There is an existing walkway to the entrance behind the existing garage.
8. The applicant has been in touch with the Building Department and it has been determined that handicap accessibility does not have to be accommodated for this use in a residential house.
9. A two square foot sign is allowed, and a sketch of a proposed sign has been submitted.
10. If this application is approved, the applicant would also be required to return to this Commission for renewal upon expiration of the 5-year permit period.

Town Engineer Jeff Doolittle had no comments.

Chairman Pacekonis asked for public comment.

No one spoke in favor or opposition to the application.

The Chairman asked for comments from commissioners.

Commissioner Wagner asked if multiple vehicles could park in the driveway and suggested the sign should be secured on more than the garden hook proposed. Director Lipe noted the driveway is 22' wide at the top of the driveway. Ms. Goodwin confirmed the sign will be secured.

Commissioner Flagg asked how many employees would be on site and about the entrance. Ms. Goodwin confirmed she would be the sole employee and described the entrance and parking.

The Chairman closed the public hearing at 7:45 p.m.

2. **Appl. 18-29P, HarborChase of Evergreen Walk** - request for a Special Exception to Section 7.3 Assisted Living/Independent Living Facilities and site plan approval for a 111,976 sf Assisted Living Facility with 111 units, on property located at 151 Buckland Road, Unit 16 totaling 4.8+ acres, Buckland Road Gateway Development zone (Continued from 6/26/18)

TOWN OF SOUTH WINDSOR
PLANNING & ZONING COMMISSION

MINUTES

-3-

JULY 10, 2018

Ms. Kristen Solloway, Vice President of Community Development with Fuss & O'Neill, Inc. continued the presentation with Mr. Charlie Jennings of Harbor Retirement Development (HRA) and Fuss & O'Neill landscape architect Ms. Lindsey Cannavo.

Ms. Solloway gave a brief overview of the 111 unit assisted living facility on the east side of Evergreen Walk between LA Fitness and the two ECHN buildings. The facility will be serviced from Evergreen Way with no direct access from Buckland Road. The Engineering Department's request for replacement of a 30' section of 6" sanitary main will be met by HarborChase. The request for the applicant's traffic engineer to determine the best configuration for the portion Evergreen Way has been sent to the traffic engineer for Evergreen Walk LLC since they own that portion of the road. They will work together, however are leaning toward creating an all-way stop at a 3-way intersection as the resolution. Drainage comments to address ponding will be addressed by changing the 5 catch basins on their property to double catch basins. Truck traffic is limited to box trucks coming in 2 -3 times a week and shuttle style buses accommodating up to 16 passengers. Ms. Solloway submitted one copy of new market study to Director Lipe and stated additional copies will be made available for commissioners.

Ms. Cannavo submitted a revised arborist letter to Director Lipe and stated their arborist noted some weakness in the structural integrity of the 3 silver maples. Since their root systems extend 2 to 3 times their canopy spread they will extend under the driveway and a retaining wall may not be effective in protecting them. They propose clearing the brush and staking the limits of the driveway and the root systems to see if the trees can be saved.

Director Lipe gave additional staff comments stating an approval condition can be crafted regarding the trees on Buckland Road to be staked so that the Commission can determine if a retaining wall will be used for their preservation. Director Lipe stated both market studies demonstrate existing assisted living facilities operate at a high level of occupancy and show trends for the need of the new facility in the immediate five mile radius.

Town Engineer Doolittle gave additional staff comments:

1. The section of 6" PVC sewer line will be replaced with an 8" pipe.
2. The corner on Evergreen Way where the entrance to Harbor Chase will be located needs to be evaluated by a Traffic Engineer for the appropriate traffic control measures. This evaluation needs to include the whole approved development plan for Evergreen Walk including Harbor Chase and future retail and commercial that may be built in the area south west of the Harbor Chase site. An all way stop or reduced speed limits could work here (although 15 mph speed limit is not realistic in my opinion). The Town will not make the determination as to which solution is best. The determination needs to come from your traffic engineer with back-up as to how they arrived at their recommendation.
3. The revised vehicle maneuvering plans look better. How often will the applicant have each type of vehicle come to their site, especially the large coach buses. I would imagine most deliveries would be by box truck or smaller trailer trucks.
4. The Storm Water Management Report includes several pipe sections that will be undersized based on the flows calculated in Appendix B. This includes pipes from CB-2 to MH-1, MH-1 to MH-2, MH-2 to S1, S2 to MH-2, MH-3 to O-1, MH-101 to CB-2 and CB-108 to MH-101. Please check these and adjust any pipe sizes and slopes as needed.
5. The Catch Basin table shows many catch basins with a ponding spread greater than 7-8 feet which is about the Town's limit for ponding around a catch basin in a road. Please check this to avoid having

TOWN OF SOUTH WINDSOR
PLANNING & ZONING COMMISSION

MINUTES

-4-

JULY 10, 2018

excessive ponding after a heavy rain storm. Additional catch basins or double catch basins may be required.

Chairman Pacekonis asked for public comment.

No one spoke for or against the application.

The Chairman asked for comments from commissioners.

Commissioner Flagg voiced a concern about the tight corner and slope of the adjacent property and whether someone in a wheelchair could be vulnerable.

Commissioner Wagner asked for an explanation of the changes made to the plan. Ms. Solloway described where the double catch basins are to be located.

Chairman Pacekonis noted at the last meeting he had asked for renderings of the project from street level. He also asked the Town Engineer about larger trailer trucks with food deliveries or emergency vehicles access to the site. Mr. Doolittle stated the applicant has represented most deliveries will be made by smaller box trucks which Ms. Solloway confirmed and noted the front of building where no parking is allowed but will have access for emergency vehicles to park.

Director Lipe confirmed the walking trails will be addressed by Evergreen Walk. Mr. Alan Lamson will be giving a presentation in an upcoming meeting.

Chairman Pacekonis asked if reserve parking spaces have been shown in regard to the parking waiver sought noting special events require reserve parking and a plan is required. Ms. Solloway stated they are providing 83 spaces instead of the 112 required by regulations and noted there are other parking areas in the vicinity for parking noting they are maxed out on pervious areas on the site. Mr. Charlie Jennings, chief development officer for Harbor Retirement Associates, stated special events are hosted throughout the year and they typically enter into shared parking arrangements for overflow parking with neighboring properties. The Chairman noted parking on neighboring properties is often tight and requested a plan to be shown suggesting an agreement to use parking elsewhere in Evergreen Walk where people could be shuttled over using their 16 seat bus. Director Lipe also suggested the use of ECHN parking areas on Sundays to be explored. The Chairman noted pedestrian egress from one facility to HarborChase needs to be shown as safe and on sidewalks.

Commissioner Flagg asked how many handicap spaces will be provided for the 83 spaces. Ms. Solloway stated there are 5 spaces total with 3 spaces near the entrance. Director Lipe noted they are providing more than what code requires but with a special exception approval additional handicap parking spaces can be added as an approval condition.

Director Lipe and Chairman Pacekonis summarized the outstanding items to be addressed at the next meeting: the newest market study to be reviewed by commissioners, requested elevation drawings of how the facility will be seen from Buckland Road, a resolution for the traffic pattern, and the reserve parking plan.

Commissioner Wagner made a motion to extend the public hearing to the next meeting on July 24, 2018.

Commissioner Flagg seconded the motion.

The motion carried and the vote was unanimous.

REGULAR MEETING / MADDEN ROOM

CALL TO ORDER: Chairman Pacekonis opened the Regular Meeting at 8:16 p.m.

TOWN OF SOUTH WINDSOR
PLANNING & ZONING COMMISSION

MINUTES

-5-

JULY 10, 2018

PUBLIC PARTICIPATION: None

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

- 1. Appl. 18-31P, Carla's Pasta** – request for renewal of a 2-year temporary and conditional permit for an 814 sq ft temporary office trailer, on property located at 50 Talbot Lane, I zone

Mr. Jared Russell with the Dennis Group LLC presented the renewal request and distributed an updated site layout plan.

Director of Planning Michele Lipe gave staff comments:

1. Request for the renewal of a two year temporary and conditional permit for a temporary office trailer at 50 Talbot Lane, I zone. The original temporary and conditional permit was issued on June 14, 2016.
2. The office trailer is approximately 814 sq ft. (40' x 20.33') and is located at the rear of the existing building.
3. The office trailer is utilized while construction of the permanent office is completed.
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."

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

Town Engineer Jeff Doolittle had no staff comments.

Chairman Pacekonis commented about the parking on site.

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

1. The Temporary and Condition permit will expire on July 10, 2020.
2. If there are buildings, structures, signs or other items that require a building permit or other Town approvals/permits, all such approvals or permits must be obtained prior to construction or use of the site.

Commissioner Wagner seconded the motion. The motion carried and the vote was unanimous.

- 2. Appl. 18-34P, Goodwin Youth & Family Counseling, LLC** -request for a 5-year major home occupation to operate a youth and family counseling office on property located at 1512 Main Street, A-40 zone

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

1. The business must be operated by the homeowner.
2. The permit will expire on July 10, 2023, and will have to be renewed at that time.
3. Hours of operation are: Monday - Fridays 12:00 PM – 8:00 PM, and by appointment.
4. Refuse from the business cannot be disposed of with residential refuse. Adequate arrangements must be made for business refuse disposal.

TOWN OF SOUTH WINDSOR
PLANNING & ZONING COMMISSION

MINUTES

-6-

JULY 10, 2018

5. All free standing signs and/or building signs require the issuance of a sign permit before they are erected. Major home occupation free standing signs are limited to 2 square feet.

Commissioner Flagg seconded the motion. The motion carried and the vote was unanimous.

- 3. Appl. 18-32P, Friends of Wood Memorial** – request for a two-year temporary and conditional permit for the Wood Memorial Library Native American Village Exhibition, on property located at L066 Main Street (westerly of Wood Memorial Library), A-40 and FP zone

Director of Planning stated a letter was received today from the Wood with additional information that was not brought up at the public hearing and so cannot be submitted for review since the public hearing has closed. The approval conditions which have been crafted for this approval come out of what was discussed at the public hearing. Commissioner Wagner added an approval condition that at the end of duration of the temporary and conditional permit structures for the exhibit be removed from the property. Chairman Pacekonis clarified parking is limited to on street parking with handicap parking on site only for this application.

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

1. The two-year temporary and conditional permit will expire on July 10, 2020 and will have to be renewed at that time if the use is to continue. In the event the request is not renewed, the elements of the exhibition shall be removed.
2. A preconstruction meeting must be held with Town Staff before work is commenced.
3. Building Department must be consulted to determine necessary permits. If there are buildings, structure or other items that require a building permit or other Town approvals/permits, all such approvals or permits must be obtained prior to construction or use of the site.
4. Fire Chief must be notified of fire pit location and use.
5. All free standing signs and/or building signs require the issuance of a sign permit before they are erected.
6. The pathway should be a minimum of 5 feet wide.
7. The exhibition is being approved with limited hours as presented. The exhibit is allowed to be open for 2 - 3 days a week with operating hours from 10 a.m. - 2 p.m. for a six week period in the fall from late September through October and a six week period in the spring from mid-April through May.
8. The bus drop off shall take place on Main Street in front of the site. On-site parking is limited to handicap parking only.

Commissioner Flagg seconded the motion. The motion carried and the vote was unanimous.

- 4. Preliminary discussion** with Stephanie Pietri regarding a commercial proposal for 251 Sullivan Avenue

Preliminary discussion postponed to 7/24/18 meeting so that more commissioners can be in attendance.

- 5. Determination of Use** for Kosilla Landscaping at 108, 118 and 128 Troy Road

Determination of use postponed to 7/24/18 meeting so that more commissioners can be in attendance.

TOWN OF SOUTH WINDSOR
PLANNING & ZONING COMMISSION

MINUTES

-7-

JULY 10, 2018

6. PZC Appointment of Teri Parrott to the ADRC

Commissioners approved the appointment of Teri Parrott to the ADRC by consensus.

BONDS: Callings/Reductions/Settings

Engineering recommends a bond in the amount of \$2,400 for subdivision improvements associated with Appl. 17-10P, KF Realty Interior Lot Resubdivision at 198 Smith Street.

Commissioner Flagg made a motion to set the above mentioned subdivision bond. Commissioner Wagner seconded the motion. The motion carried and the vote was unanimous.

IWA/CC Bonds

1. Appl. 15-11P, West River Farms Stormwater Bond in the amount of \$50,000 to be reduced by \$50,000 to leave a balance of -0-.

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

2. Appl. 15-11P, West River Farms E&S Bond in the amount of \$25,000 to be reduced by \$12,500 to leave a balance of \$12,500.

Commissioner Young made a motion to reduce the above mentioned bond. Commissioner Wagner seconded the motion. The motion carried and the vote was unanimous.

MINUTES: 6/12/18 and 6/26/18 approved by consensus

APPLICATIONS OFFICIALLY RECEIVED:

1. **Appl. 18-36P, Town of South Windsor Phillip R Smith School** – request for a special exception to Table 3.1.1.A and site plan of development for a new 60,656 sf elementary school, on property located at 949 Avery Street (westerly side of Avery Street, southerly of Dart Hill Road), RR zone
2. **Appl. 18-37P, Town of South Windsor Eli Terry Elementary School** – request for a special exception to Table 3.1.1.A and site plan of development for a new 66,924 sf elementary school, on property located on at 569 Griffin Road (southerly side of Griffin Road, westerly side of Graham Road), A-20 zone
3. **Appl. 18-39P, Kebalo Office Temporary & Conditional Permit** - 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

OTHER BUSINESS:

Director Lipe reported the Wapping Fair has submitted minor changes to their approval which include a ‘brew bus’ to be added on Sunday only. The fair personnel will hire police officers to be present on site throughout the fair. The shuttle bus will be available for use on Saturday and Sunday and there will be no additional traffic control measures to employ because there were no traffic issues last year.

ADJOURNEMENT:

Motion to adjourn the Regular Meeting at 8:35 p.m. was made by Commissioner Wagner, Seconded by Commissioner Flagg. The motion carried and the vote was unanimous.

Respectfully Submitted,

Lauren L. Zarambo
Recording Secretary