

**TOWN OF SOUTH WINDSOR**  
**PLANNING & ZONING COMMISSION**

**MINUTES**

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**AUGUST 21, 2018**

**MEMBERS PRESENT:** Bart Pacekonis, Kevin Foley, Frank Bonzani, Stephanie Dexter, Kevin Foley, Kevin Greer, Bill Flagg, Steve Wagner

**ALTERNATES PRESENT:** Mike LeBlanc, 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.

Secretary Commissioner Bonzani read the legal notice as it was published in the Journal Inquirer on August 9, 2018 and August 16, 2018 into the record.

- 1. Appl. 18-36P, Town of South Windsor Philip 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

Mr. Hugh Pearson of Moser Pilon Nelson, Architects, LLC with Mr. Henry Thomas of the LRC Group, representing the applicant, South Windsor Board of Education, presented the request along with LRC Group project engineer Mr. Richard Reynolds and traffic consultant Mr. Kermit Hua of KWH Enterprise, LLC.

Mr. Pearson began the power point presentation with a layout of the overall site on Avery Street with a wetland area and pond in the back and the existing school building with great lawn in front. The existing building will be demolished first to clear the site for the new school which will face Avery Street overlooking the lawn. Play fields and play areas will be located behind the building with the major parking area located at the south end of the school. Architectural bird's eye views were shown of the proposed school with a main driveway for parent drop off and a separate driveway for school buses. The front of the school will have two stories. The front entrance, administration area, media center, gymnasium and music areas were described. Elevations were shown featuring brick, tall glass, stairways and sloped roof areas to blend into the residential neighborhood. ADRC reviewed and gave a favorable review of material choices and color selections.

Mr. Thomas went over basic data about the 15 acre site, 3 acres of which are wetlands with an additional 3 acres of regulated area. The existing parking has 63 spaces with 111 spaces proposed. The bulk of the lawn will remain as it is today. The parking was indicated on a site map with traffic arriving by way of a two way drive going to either the drop off lane where a car would circling around and exit or bypassing the intersection to visitor parking or further to additional visitor and staff parking. The route for service traffic to the loading dock was explained. A new curb cut will be an entrance only for buses. There is an accessible route sidewalk from the street up to the school which will connect to the trail system at the back. Improvements include a multi purpose field, a designated 1st-5th playground and kindergarten playground connected by shaded greenspace to include commemorative plaques and benches from the original school.

Landscaping was described for the islands of the parking areas, the tree line along the driveway and entrance, and buffer plantings of evergreens along with small and large trees. Safety considerations are always in mind with the design process.

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Site lighting will be configured on 16' high poles in the center of the parking areas and 12' high poles around the perimeter. LED fixtures with clear cut offs will have zero trespass off the edge of the parking areas with the intent of reduced lighting throughout the night. Target minimums and averages for light levels in parking areas and sidewalks have been met.

Mr. Reynolds presented mapping showing the drainage analysis and calculations for stormwater runoff and water quality for the site. Erosion control measures will include double rows of silt fencing and sediment traps to protect the pond and wetlands. Haybales will be installed across the entrances and construction entrance to limit vehicle tracking onto Avery Street.

Mr. Hua stated he prepared the traffic studies for the two schools using 4 criteria: the number of trips in peak hours especially new trips generated from the schools, a comparison of the peak hours trips and capacity of the roadways, accident records for a three year period from 2015 to 2017 and sight distances at the driveway locations. After comparisons it was shown during peak hours there is no capacity constraints as a result of the new construction. No accidents were shown on Avery Street in the three year period of review and sight distances meet DOT criteria.

Director of Planning Michele Lipe gave staff comments:

1. Request for a special exception to Table 3.1.1.A and site plan of development for a new 64,674 sf elementary school (including potential expansions to accommodate enrollment increases) which will replace the current 42,750 sf school, on property located at 949 Avery Street (westerly side of Avery Street, southerly of Dart Hill Road), RR zone
2. When evaluating this project, the Special Exception criteria for consideration 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.
  - Historic factors are adequately protected; or due consideration to preservation of historic factors has been demonstrated.

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- 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.

3. The new site design will include a secondary access drive from Avery Street for bus drop-off and service vehicles with the main entrance for student drop off and teacher parking.
4. There is an existing pedestrian crosswalk on Avery Street that will be relocated north to accommodate the location of the new drive. Sidewalks are proposed to go along both sides the new driveways – 8 foot bituminous path network has been designed along the southerly side access drive that will tie into other sidewalks around the school and a sidewalk is being added along the bus/service vehicle entrance in consideration of potential students walking or biking coming from the neighborhoods to the north.
5. Other safety elements include two raised crosswalks along the student/car drop off area. Sidewalks with crosswalk have been provided throughout the parking area.
6. There are no established parking requirements specifically for this use. For uses not listed in the zoning regulations, the Commission determines the appropriate number of spaces based on similarity to the listed uses (1 sp per 250 sf or 259) and/or standards available from recognized authorities. The plan calls for 111 parking spaces shown on the school site in the parking lots which is an increase from the current 63 spaces at PRS now. The administration feels is adequate for the daily number of teachers/visitors anticipated.
7. In accordance with Section 6.4.9, they are requesting a reduction. The PZC can consider this reduction when it is demonstrated that:
  - The increase in stormwater run-off rate shall be held to a minimum by reducing the parking spaces, and/or
  - The applicant demonstrates through actual experience that a lesser number of parking spaces will suffice, and further that due to the nature of the building or business, future owners/occupants of the building are also unlikely to need to number of parking spaces required by the zoning regulations.
8. There is a 50' buffer requirement along the residential property boundaries to the north, south and western boundary. To the maximum extent possible, the buffers areas consist of existing vegetation and being supplemented with low maintenance landscaping. Buffer cross sections have been provided.
9. There is also an extensive landscape plan including street trees and evergreens. The parking lot landscaping is requirement is being met with shade trees throughout the parking area. The Parks and Grounds division have reviewed this plan and modifications have been made in attempts to ease some of the maintenance requirements; however there is still a significant amount of new landscaping.
10. Parking lot lighting consists of standard shoebox lights, full cutoff, dark-sky compliant fixtures. The lighting levels are relatively low and uniform across the site.

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11. The Architectural and Design Review Committee reviewed this application on July 19<sup>th</sup>. The Committee discussed with the architect and representatives the various aspects of the project and the material choices for the building. They did suggest that the brick color planned be considered to be a shade lighter to soften the building. At the August 19th meeting, the architects met with the Committee a second time to address brick colors. They were pleased with the project as modified.
12. There is proposed sign at the entrance at Avery Street and a sign is also permitted on the building. The proposed sign is in conformance with signage regulations.
13. South Windsor Police Department and the Fire Marshal have reviewed the plan and have worked with the Design Team. A fire lane is being shown around the perimeter of the building. During school hours this will be gated to prevent vehicular traffic.
14. The site will be served by public water and sewer. The sewer will be brought in from the existing sewer in the Avery Meadows development. Water Pollution Control Authority approval is required.
15. There are regulated wetlands on site. The application was heard by IWA/CC on July 18; the hearing was kept open and continued until September 1, so the PZC will need to keep this hearing open until IWA/CC has acted so that the wetlands findings can be entered into the public hearing record for consideration by this Commission.

There are still a few outstanding Planning Department comments that we would anticipate being addressed with revised plans. In particular, getting existing trees to be saved versus removed identified; more information related to any proposed easements and maps LS stamps and property corners pinned as required.

Town Engineer Jeff Doolittle gave staff comments:

1. The curb radius in front of the SE corner of the school creates a sharp s curve by the intersection of the bus drop off lane. This radius should be made larger to soften the sharp right curve to the south side of the school.
2. The extruded concrete curb in the parking areas can be switched to bituminous curb.
3. The Town has not used Cast Iron Warning tiles on accessible sidewalk ramps. These should be the Town standard which is 2' x 3' panels in brick red color by ADA Solutions or Alert Cast by Alerttile.
4. Why is a Timber Guide rail shown on the east side of the bus drop off lanes? This does not appear to be necessary.
5. The existing painted crosswalk across Avery Street by the driveway needs to be removed when the driveway and this crossing are moved north.
6. On Sheet C2.2, C3.2 and others, move the north arrow and scale if necessary to show grading and other features in this area.
7. Show more details where the new gas line will connect to the existing gas main in or by Avery Street.
8. On sheet C3.1 the note for the water line connection to the existing line is not clear.
9. The 4 inch underdrains in the parking lot should be 6" or 8" diameter.
10. All drainage pipes, except underdrains should be 12" diameter or larger.

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11. There are a few flat spots in the driveways and parking areas that need to be checked to be sure there is enough grade to drain and water does not pond anywhere. For example, along the double lanes on the south side of the building.
12. It seems CB12 could be connected to CB10 instead of CB16 which would reduce the drainage pipe needed.
13. What is the purpose of the drainage pipes along the south and east side of the building? Why does the east pipe run all the way from YD 17 to DMH 1 instead of tying into a closer structure?
14. Each drainage structure, existing or proposed, abandoned or used, should have a unique label used consistently on the drainage plans, the drainage report and the construction plans.
15. I am still reviewing the drainage report and will have questions. I would like to set up a time to discuss these with the Engineer.
16. On plan C3.2 structure TF, inverts, pipe lengths and pipe slopes are missing for the sanitary sewers.
17. The proposed sanitary sewers need to be shown connecting to the existing SMH in Sedgewick Circle.
18. Label all the YD, CB and other drainage structures.
19. A detail should be provided for the grease trap shown on plan C3.1, sufficient to accommodate the design flow, which should be provided, for both the kitchen flow and the overall building flow.
20. No phone or cable lines, existing or proposed, are shown on the utility plans
21. Check the plans for conflicts between storm drainage, sanitary sewer, water, gas, and other utilities where they cross.
22. Detail 1 and 2 for Bit. Conc.Pavement on sheet C5.1, should show 6" of subbase gravel under the processed aggregate, since these details are for the driveways and parking area with lots of traffic.
23. All Sidewalk details need to show 4,000 psi Class F concrete with air entrainment, expansion joints and dowels per Town Standards.
24. Check the landscape plan for conflicts between trees and drainage pipes, sewer pipes and other utilities.
25. WPCA review and approval of this plan should be obtained.

Commissioner Dexter read comments from Director of Parks & Recreation Ray Favreau with the recommendation the BOE acquire contracted landscape services for maintenance of the landscape because "the complexity of the landscaping plans at the new school and the magnitude of the man power required to properly and safely maintain has reached a level far beyond Parks & Recreation resources." Also requested was detail regarding cabinetry/millwork in the cafeteria for the 4<sup>th</sup> R Before & After School Program storage. (Exhibit A)

Chairman Pacekonis asked for public comment in favor of the application.

Mr. Robert Dickinson of 19 Birch Road spoke in favor of establishing a walkway from Sedgewick Circle for students walking to school.

The Chairman asked for public comment with concerns or against the application.

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Mr. John Bereuter of 4D St Marc Circle asked how many buses will be coming to the school and about safety concerns at the point where buses, cars and children walking merge on site.

Secretary Commissioner Bonzani read a letter into the record from Mr. Justin George of 177 Kent Lane concerning the impact of the lighting design and what measures will be taken to minimize light spillover and viewing. (Exhibit B)

The Chairman asked for comments from commissioners.

Commissioner Wagner asked how the concerns of Parks & Recreation Department regarding the maintenance of the landscaping will be handled. Mr. Thomas replied they are being responsive to both what zoning code requires for parking lots and buffering while be restrained in the design so that no unnecessary maintenance burdens are created. The plantings have been wielded back from the original plans while still maintaining buffers. To the extent that cutting back is acceptable to neighbors and the Commission it can be thinned out but without a waiver the plan will not be in compliance if cut too far back.

Commissioner Wagner noted the fences on the plan appear to be where they are now with access to the adjoining trails and asked about security concerns for the area. Mr. Thomas stated fencing will be replaced along the property lines with 4' high black vinyl fused chain link fencing or by maintaining existing fencing in certain areas. Gating was described and will be maintained. Town Staff has indicated their support for connections to the trails and there has been no guidance given as of yet by administration or the BOE to the contrary. The Commissioner agreed there is recreation use of the trails even though they are on school property and asked for a plan to be presented at the next hearing of how access and security will be handled. Commissioner Wagner asked if bikes will be able to get around the gates. Mr. Thomas stated they will review their design to facilitate a convenient way for bikes to get around them. Bike rack locations were shown in two locations.

The commissioner asked about the letter from the Kent Lane abutting neighbor with concerns about lighting. Director Lipe stated the letter was received and shared with the design team early on. Smaller and lower light poles than what was used at Orchard Hill School will be used. The lighting design should not be impactful to the neighboring properties.

Vice Chairman Foley noted infiltrators for the stormwater collection system were not included on the plans. Mr. Reynolds described the drainage plan for the permeable asphalt. The Vice Chair brought up the landscaping maintenance concerns of the Director Favreau and suggested using a ground level concrete drip edge around the building to eliminate string trimming as used at schools and universities throughout the state. He noted his expertise in municipal landscaping for schools and confirmed maintenance of parking lot islands requires weekend work or off hours and suggested eliminating the grass.

Superintendent of Parks and Grounds John Caldwell stated he had met with Director Favreau, Public Schools Director of Facility Operations Pat Hankard, Director Lipe and Mr. Thomas who has done a great job scaling back the landscaping. Mr. Caldwell noted the Parks Department is a crew of 11 who take care of every building and facility in town including athletic fields and open spaces and have had to hire a contractor for maintenance of the new Orchard Hill School. With afterhours maintenance on parking lot islands, the K-8 ban on the use of pesticides and the challenge of the indoor courtyard at Eli Terry, Mr. Caldwell suggested the BOE hire a contractor for maintenance of the parking lots at Orchard Hill, Eli Terry and Smith schools.

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Vice Chairman Foley asked that the maintenance of the parking lot islands be minimized and whether the baseball diamond behind the school which is partly on adjacent open space will be made a game field. Mr. Thomas noted the plan for this project does not provide a full field. From a practice standpoint, a backstop and field will be established to set the stage for a game field which is desirable but not funded at this time. Director Lipe noted the open space was part of Avery Meadows deeded over to the Town with no restrictions so it could be used for recreation. The Vice Chair asked if the great lawn in front could be graded to become a usable field for youth soccer as discussed in preliminarily with the Commission. Mr. Thomas indicated idea was discussed but administratively was not how they wanted the front lawn to function. After discussion BOE Chairman Craig Zimmerman stated he would come back with more information concerning the lawn.

Secretary Commissioner Bonzani voiced concern about the 3 way point of contact with buses, cars and pedestrians and asked how many buses are expected. Mr. Thomas showed the plan where the bus lane comes out which has a stop bar. The walkway from the street has an elevated crosswalk creating a speed bump table for the buses. It was noted 8 buses are expected. Car movement is the priority and is where volume will be in the formal intersection where buses come to a stop with visibility of crossing and vehicles going by. There are also two other elevated crosswalks acting as speed bumps. The intent is to create an environment where the flow is smooth and velocity is diminished. They will be examining the intersection further at the request of Town Staff.

Commissioner Dexter asked about snow removal affecting the limited parking on site and gates. Mr. Thomas noted gates at the fire lane will be closed during school hours but open other times for evening or weekend plowing. Parking area perimeters are viable zones for larger amounts of snow but the center of the parking could prove challenging. Commissioner Dexter asked if the material on the high school needing cleaning is being used on the new schools. Town Engineer Doolittle stated the stucco material called Drive It on the high school will need to be replaced and is not being used as a material on this project.

Commissioner Flagg asked if the road where buses are picking up students in the afternoon has enough capacity for all the buses. Mr. Thomas stated there is a lane plus a bypass lane with 22' of total width. The commissioner also asked about handicap accessibility from the sidewalk. Mr. Thomas showed the primary exits and accessible walkways and loading zones on the plan. Commissioner Flagg asked that the exit from the stairwell include a curb ramp and how many of the 111 parking spaces will be handicap accessible. Mr. Thomas stated he believed they could accommodate the curb ramp and that there will be five handicap accessible parking spaces.

Commissioner LeBlanc commented the front lawn of the school has been used in the past as an overflow parking area when existing parking fills up for events and asked about the grade of the road which Mr. Thomas described. Lighting of the site, snow removal and traffic flow was discussed. The commissioner asked how many elevators were planned for the school. Mr. Pearson noted one elevator is planned for the two story classroom wing. Commissioner LeBlanc commented if a breakdown occurred it could be problematic for the disabled. Mr. Pearson stated they will consult with the manufacturer Otis which they have had good success with so far. The roof system was then discussed.

Chairman Pacekonis asked if there will be adequate parking for open houses and special events throughout the year and asked for proof of adequate parking on site since a parking waiver has been requested. Mr. Thomas stated they have designed the parking for the norm more than the exception and do not have paved

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parking for every teacher and parent possible. The Chairman asked if there is a plan from the BOE to stagger open houses. BOE Chairman Zimmerman stated the plan has been approved by the superintendent and the Board of Ed and will have to return with other details. Chairman Pacekonis requested a plan be presented at the next public hearing for adequate parking or a plan for staggered open houses/events. He also requested an answer about how the great lawn will be used. A question about a temporary sediment trap used during construction was explained by Mr. Reynolds.

Fencing and gates were discussed. Chairman Pacekonis noted new fencing is planned to be installed through the rear yard ball field which will be removed in the future and whether it was a wise use of taxpayer money. Mr. Thomas stated the existing fencing can be maintained in that area. The Chairman recalled that in the preliminary discussion the need to review an access point at the pathway from Sedgwick Circle. Mr. Thomas stated it is not presently shown on the plan but will entertain expanding the easement rights there that they are pursuing for the sewer line. Chairman Pacekonis stressed the need for safe and direct routes to allow students to walk to school.

Roofing materials were described by Mr. Pearson and Chairman Pacekonis asked if there are provisions for solar to be added in the future. Mr. Pearson described the additional capacity of the roof to carry solar panels with space provided by grouping hvac units together. The Chairman asked if a plan was proposed for the LED lighting to be dimmed at certain hours or turning off lighting at certain hours. Mr. Thomas stated they are gathering input at these public hearings to articulate a plan to accommodate all needs and will return with a specific proposal. The Chairman suggested the use of sensors but understood the need for security requiring a certain level of lighting on site.

Commissioner Foley suggested a way to add parking to the site could be through the use of a product such as Fiber Soils incorporated into the soil at the edge of the great lawn to the fire lane.

Commissioner Young asked if requirements could be waived for landscaping to reduce maintenance. Director Lipe stated variances from the Zoning Board of Appeals would be required to eliminate the zoning requirements for landscaping.

Commissioner Wagner asked about the potential of graffiti in areas with reduced lighting. Mr. Thomas stated their plan does not include building mounted lighting at doorways but there would be additional lighting not yet accounted for that can operate with motion sensors. The commissioner asked to know how far away a light could be seen away from the building.

Commissioner Wagner made a motion to extend the public meeting to the next regularly scheduled meeting of the PZC on September 11, 2018.

Commissioner Bonzani seconded the motion.

The motion carried and the vote was unanimous.

- 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 and FP zone

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Mr. Hugh Pearson of Moser Pilon Nelson, Architects, LLC with Mr. Henry Thomas of the LRC Group presented the request with a power point presentation along with LRC Group project engineer Mr. Richard Reynolds and traffic consultant Mr. Kermit Hua of KWH Enterprise, LLC.

Mr. Pearson described the existing site currently accessed by Griffin Road with two small legs of land owned by the school which connect to Graham Road. There is adequate site area to construct the new Eli Terry school while leaving the original school in operation. The ‘medically fragile’ program was one of the driving forces to replicate the original single story with a courtyard design for the new school. The primary access in and out will continue to be from Griffin Road and be expanded with a circle which will feed the parking area or allows buses to circle and then exit out of a new one-way drive onto Graham Road. Play and recreation areas on the north side were described with open lawn and buffer areas as part of the single story classroom area on the quieter east side and with kindergarten and protected play area to the south. Fire emergency access will be on a paved drive around the full perimeter. Once the new school is operational the existing school will vacate and the building will be demolished. The parking and game field areas would then be completed. The architecture and building materials were described with substantial masonry and sloped roofs giving a residential roofline facing the neighborhoods.

Mr. Thomas spoke about the site development showing existing conditions including regulated wetlands and a 100 year and 500 year flood zone straddling the property line. Of the 16.7 acre site 4.5 acres are lost to the regulated area. The current site has 96 parking spaces which will be increased to 117 spaces with a parking waiver requested. There is a 50’ buffer around most of the property plus side yard setbacks to equal a 60’ buffer. The main two-way driveway width will be reduced to add a full sidewalk on one side to connect to the front door of the school. There will be a one-way rotary for the drop-off of students and to move buses through to their drop-off area with 2 side by side double stack lanes. Gating will be used during school hours for security. There is the opportunity to have overflow parking onto the new game field. Play areas were described. Access to the loading dock would be through the same route buses will take. The fire lane, walkways including access to a multi-modal trail and youth baseball fields, one of which will have a back stop, were described.

Permeable pavement will be used in the parking bays and standard pavement in the primary drive aisles. Drainage will be through storm water management systems before any water is discharged to the Poduck River basin. Landscaping for parking requirements, shade in some of the play areas and buffer plantings are proposed. Fencing is proposed to be replaced in some areas with 4’ high black vinyl fused chain link fencing and a 6’ solid fence with landscape elements along the new drive to Graham Road. Fencing along the river will be maintained except where storm water management will be installed. Lighting will be the same as proposed for Philip R. Smith using LED lighting on 12’ and 16’ poles. House side shields will be provided for the fixtures.

Mr. Reynolds specifically described the storm water management and sequence for phasing out the existing school and construction of the new.

Mr. Kua went over the same set of 4 criteria previously described for Philip R. Smith School. Peak traffic volumes for the area are light with one accident reported in the 3 year period of review. The sight lines meet DOT criteria.

Director of Planning Michele Lipe gave staff comments:

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1. 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 and FP zone
2. When evaluating this project, the Special Exception criteria for consideration 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.
  - 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.
  - 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.

3. The primary access for the new school will be through the existing school drive on Griffin Road. The primary access drive be designed with a round-about type entrance. Vehicular traffic will be separated from the buses. The medically fragile students will have a separate drop-off loop within the parent drop off area. Buses and service vehicle will then exit out to Graham Road through a new curb cut (where the existing walkway is today).
4. There are pedestrian walks proposed along the sides of the new driveways. The 8 foot wide bituminous path from Graham Road and sidewalk from Griffin Road will tie into the sidewalk network throughout the site and ultimately connect to the pathway that exits onto Brook Street. This pathway is being upgraded through a separate Safe Routes to School project.

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5. Other safety improvements include raised crosswalks, which will also serve to slow traffic through the drive. The crosswalk and handicap ramps will be rebuilt at the Graham Road crossing to tie into the existing sidewalk network.
6. There are no established parking requirements specifically for this use. For uses not listed in the zoning regulations, the Commission determines the appropriate number of spaces based on similarity to the listed uses (1 sp per 250 sf; 278) and/or standards available from recognized authorities. The plan calls for 117 parking spaces shown on the school site in the parking lots which is an increase from the 96 spaces they have at Eli Terry now. The administration feels is adequate for the daily number of teachers/visitors anticipated.
7. In accordance with Section 6.4.9, they are requesting a reduction in spaces. The PZC can consider this reduction when it is demonstrated that:
  - The increase in stormwater run-off rate shall be held to a minimum by reducing the parking spaces, and/or
  - The applicant demonstrates through actual experience that a lesser number of parking spaces will suffice, and further that due to the nature of the building or business, future owners/occupants of the building are also unlikely to need to number of parking spaces required by the zoning regulations.
8. There is a 50' buffer requirement along the residential property boundaries around the perimeter of the site. To the maximum extent possible, the buffers areas are being focused in the areas where existing residences will be most impacted by the new school location. Planting and trees that will be planted with low maintenance landscaping along the perimeter. Will the existing four foot fencing be replaced? Can you clarify the areas that will be treated with fencing other than the four foot chain link?
9. There is also an extensive landscape plan including street trees throughout the parking areas. There are no foundation, foundation plantings, and evergreens. The parking lot landscaping is requirement is being met with shade trees throughout the parking area. The Parks and Grounds division have reviewed this plan and modifications have been made in attempts to ease some of the maintenance requirements; however there is still a significant amount of new landscaping.
10. Parking lot lighting consists of standard shoebox lights, full cutoff, with 12 and 16' poles. The outdoor lighting is proposed to be dark-sky compliant and the lighting levels are relatively uniform across the site.
11. The Architectural and Design Review Committee reviewed this application on July 19 and August 9. The Committee discussed with the architect and representatives the various aspects of the project and were pleased with the project as presented.
12. There is proposed sign at the entrance at Griffin Road and a sign is also permitted on the building. The proposed sign is in conformance with signage regulations.
13. South Windsor Police Department and the Fire Marshal have reviewed the plan and have worked with the Design Team. A fire lane will be built around the perimeter of the building tying into the walk ways that are being added.
14. The site will be served by public water and sewer. Water Pollution Control Authority approval is required.

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15. There are regulated wetlands on site. The application was heard by IWA/CC on July 18; the hearing was kept open and continued until September 1, so the PZC will need to keep this hearing open until IWA/CC has acted so that the wetlands findings can be entered into the public hearing record for consideration by this Commission.

There are still a few outstanding Planning Department comments that we would anticipate being addressed with revised plans. In particular, getting existing trees to be saved versus removed identified; more information related to any proposed easements and maps LS stamps and property corners pinned as required.

Town Engineer Jeff Doolittle gave staff comments:

1. How will pedestrians access the existing school from Graham Road during construction?
2. Show grading for the temporary parking in Phase I by the existing school.
3. Show the asphalt walk on site plans C2.1 and C2.3 that connect to the concrete walk south of the parking lot to be 10' wide.
4. Clearly show where the walk changes from concrete to asphalt.
5. The traffic circle by the new school entrance needs to have one common traffic control at all approaches so as not to confuse drivers. I suggest all approaches have yield signs and the stop signs and bars be removed.
6. On site plan C2.2 show stop signs and stop bars at the driveway exits onto Griffin Road and Graham Road.
7. The extruded concrete curb in the parking areas can be switched to bituminous curb
8. All drainage pipes, except underdrains should be 12" diameter or larger.
9. There are a few flat spots in the driveways and parking areas that need to be checked to be sure there is enough grade to drain and water does not pond anywhere. For example, the half circle turn around at the south side of the driveway/drop off area.
10. The plans show a new connection to an existing 24" RCP by the new school that goes to an existing 18" RCP FE. This FE needs to be changed to a 24" RCP and a rip rap plunge pool installed there.
11. Any existing pipes or drainage structures to remain must be inspected with a written report to document they are in good condition. Any existing pipes or drainage structures in fair or poor condition need to be removed and replaced with new pipes and structures.
12. There is an existing CB in the driveway under the middle of the traffic circle that will be difficult to keep because it is half under a curb. This should be removed and/or relocated.
13. Why are there underdrains proposed in the lawn north of the new school?
14. Clean-outs should be included at the end and each bend in the 8" collector pipe by these underdrains. Consider making this pipe 10" or 12"
15. The FE outlet from CB 21 east of the new school should be moved south to line up with the other FE nearby or at least the SE corner of the school by extending the pipe. This will reduce the length of the swale needed there. Lower the inverts of CB 20 and 21 if necessary.

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16. In their present form the drainage plans and reports cannot be fully reviewed. The drainage areas on the Pre-development Drainage Plan and on the Developed Conditions Drainage Plan do not match the drainage areas in the Engineering Summary Report. The report has many more sub-drainage areas than those shown on the plans. For instance the plan shows the building to be one drainage area even though the pipes lead to more than one discharge area. Some structure labels differ from plan to report. Some structures have no labels, such as the existing and proposed flared ends south of the building. Not all structures or pipe runs are included in the drainage table (no title) on plan C3.0. Each drainage structure, existing or proposed, abandoned or used, should have a unique label used consistently on the drainage plans, the drainage report and the construction plans. The limits of the drainage areas shown are the property lines but the flow through portions of the on-site drainage facilities include runoff from areas beyond the property lines, which should be considered to determine the actual flows and capacities of the drainage facilities. We can meet with the Engineer to go over the drainage.
17. Reference notes should be added to the drainage outlets on plan C3.1 referring to detail 10, Flared End w/Riprap on sheet C5.3.
18. On plans C3.1 and C3.2 structure inverts, pipe lengths and pipe slopes are missing for the sanitary sewers.
19. A detail should be provided for the grease trap shown on plan C3.2, sufficient to accommodate the design flow, which should be provided, for both the kitchen flow and the overall building flow.
20. No phone or cable lines, existing or proposed, are shown on the utility plans
21. Check the plans for conflicts between storm drainage, sanitary sewer, water, gas, and other utilities where they cross.
22. Why is a temporary 4" domestic water line proposed during phase 1 instead of installing the permanent water line?
23. No outlet or overflow protection are shown for the temporary sediment traps on plan C4.1. The two sediment traps along the Podunk River are close to steep slopes where an overflow could cause erosion. The silt fence with hay bales should be shown below, not through the sediment trap south of the building. The note for the sediment trap east of the building should be moved from under the plan title block.
24. Detail 1 and 2 for Bit. Conc. Pavement on sheet C5.1, should show 6" of subbase gravel under the processed aggregate, since these details are for the driveways and parking area with lots of traffic.
25. All Sidewalk details need to show 4,000 psi Class F concrete with air entrainment, expansion joints and dowels per Town Standards.
26. The detail for Bit Conc Bike path needs to have 6" of processed aggregate base.
27. The Town has not used Cast Iron Warning tiles on accessible sidewalk ramps. These should be the Town standard which is 2' x 3' panels in brick red color by ADA Solutions or Alert Cast by Alerttile.
28. Check the landscape plan for conflicts between trees and drainage pipes, sewer pipes and other utilities.
29. WPCA review and approval of this plan should be obtained.

Commissioner Dexter reported Director of Parks & Recreation Favreau's comments for Eli Terry are identical to those read for the Philip R. Smith school.

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Chairman Pacekonis asked for public comment in favor of the application.

No one spoke in favor of the application.

The Chairman asked for public comment with concerns or against the application.

Ms. Carol Billig of 585 Griffin Road asked why the new school could not be built on the original school site and how high the existing and proposed schools are. She voiced concern for the new bus drive onto Graham Road concerning traffic and noise and asked how first graders will safely cross the road to get to the playfield if kindergarten classes are half days and buses are in use. She asked if the hard top basketball court playground will be closed off since the courts are used afterschool hours into the evenings and sound travels affecting neighbors. The location of the loading dock and dumpster were noted as neighbor concerns since they can hear its use early mornings where they are presently located. She asked that lighting be turned down and asked if surveillance cameras will be in use which may cause privacy concerns for abutting neighbors. Plantings will be valuable as a buffer but if they are planned to be removed because of maintenance concerns can affected homeowners be given a stipend to purchase plantings for their yards? How will the site be kept safe during construction to protect children who may get in and play. She asked how school events will be handled if parking is only being increased by 21 parking spaces when they now have overflow parking where cars parks 2 to 3 deep. It was noted if buses exit onto Graham Road and turn left to the V at Nevers and Graham Roads buses will be met by traffic which flies down the road. Ms. Billigs asked for a redesign of the bus traffic to enter and exit from Griffin Road since the houses at 501 and 515 Graham Road which sit kitty corner to the proposed drive will be profoundly affected by the new driveway.

Ms. Gail Noske of 731 Graham Road also noted the two Graham Road houses that would be surrounded on two sides by proposed stockade fencing where their front doors face the land to be used for the bus exit route and sidewalk. She submitted a picture of the houses to the Director of Planning. She suggested the existing chain link fencing could be a better choice than stockade and questioned how the houses will hold their resale value. Ms. Noske noted it will be a hazard for children crossing Graham Road if buses are exiting and asked why gates are being installed, questioned the layout of parking and drainage from the site and noise from the dumpster location which will now be closer to residents.

Mr. John Pinto of 593 Griffin Road asked what the deciding factor was in moving the location of the school and could construction be staggered so that it could be built by bussing students to another school while the new school is built like Philip R. Smith. He voiced concern that the new location of the play yard will now be adjacent to his yard which has an inground pool and that bus traffic, dumpsters and a loading dock will now be located behind his yard. Mr. Pinto noted the time and money raised to build the present playscape and commemorative brick paver patio and asked if it will all be trashed and would a new playscape be built.

Ms. Ginette Barone of 691 Graham Road stated her biggest concern is how buses will exit and asked how children will cross from the pathway from the north side when busses are exiting and questioned the proximity of the new play area and basketball court. She asked how the gates will be opened and closed, requested lighting to be aimed away from their houses, and planting landscaping and trees away from the fencing in order to mow invasive plants. She asked where parking for special events will be located and about drainage to their backyards and how it will affect their wells and how noise from garbage pick up can be mitigated.

Commissioner Dexter read a letter into the record from Mr. Gerald 'Buzz' Freidman of 521 Griffin Road requesting consideration for the extension of the sanitary sewer system to abutting properties and fencing. (Exhibit C)

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The Chairman asked for comments from commissioners.

Commissioner LeBlanc asked where utilities come into the site which Mr. Thomas showed on the site plan and then asked if construction noise will have an effect on the students which Mr. Pearson discussed.

Commissioner Flagg asked about the 2<sup>nd</sup> leg of school property onto Graham Road and whether fencing will separate the basketball court from neighbors. Mr. Thomas described a fence between the property boundary and the other side of the roadway separating the basketball court from the new bus drive. During school hours the gates are closed and all play activities are on the inside of the fence. The commissioner asked about the loading dock which Mr. Thomas described and glass windows and use of safety glass with Mr. Pearson who stated there are on-going meetings concerning the security of the building.

Commissioner Dexter asked why the stockade fencing was proposed. Mr. Thomas clarified they would have no objection to the open chain link fencing presently used rather than stockade or to eliminate the two fencing wings along the new bus drive. Commissioner Dexter suggested at the next public hearing to get more input from the abutting property owners and so a change in the design can be made if requested.

Secretary Commissioner Bonzani asked who will control the gates and Mr. Thomas stated administration facility staff at the school will control the gates and confirmed deliveries to the school would use the bus drive in off hours or scheduled by special circumstance. The exiting of buses was described.

Commissioner Greer asked about the timeline of building the schools. Mr. Pearson stated they are finalizing the design and getting State approval. Bidding will occur in the winter of 2019 with new construction starting in the beginning of April 2019 and go until May/June of 2020. Both schools are being built at the same time. The commissioner asked why PVC roofing was chosen over metal. Mr. Pearson stated it was a cost factor.

Commissioner Wagner stated children will be crossing Graham Road and asked for a crosswalk and walkway be installed for better control and safety. Mr. Thomas stated they will actively pursue those additions for the next meeting. The commissioner asked about maintenance of the courtyard and Mr. Thomas noted a storage room planned to face the courtyard to store electrical mowing equipment and described the modest landscape planned for the courtyard. Commissioner Wagner noted a suggestion made at the last WPCA meeting to place a future sewer line and asked for it to be added to the plan by engaging the WPCA. He also noted deliveries could be made through the course of the day to the school. Mr. Pearson stated large trucks would need to be scheduled by the administration for their delivery times but that smaller delivery trucks could arrive through the day. The commissioner asked if there are other places to relocate the basketball court or dumpster to be less impactful to neighbors and encouraged the actual abutting neighbors whose properties will be directly affected to weigh in before any change is made to the plan for stockade fencing. Commissioner Wagner brought up neighbor concerns about the commemorative bricks and if the playscape will be retained. Mr. Thomas stated reuse of a playscape is difficult when disassembling and reassembling and the requirement to certify them. The cost to certify and make them reusable is often more than replacing them. The commemorative bricks will be used in the center of the courtyard.

Chairman Pacekonis clarified with Mr. Thomas where the fencing was planned for Graham Road and asked about drainage and well questions brought up by neighbors. Mr. Doolittle indicated flooding may exist because the yards are flat and type of soil. The applicant indicated they would provide information at the

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next meeting on how the neighboring wells would be protected from contamination during construction. The Chairman also asked for the following information for the next meeting: if an alternative surface could be used for the courtyard to limit maintenance; that a parking plan for special events/open houses be submitted; will the 24" tree at the end of the discharge area be saved; to address the same lighting concerns as were mentioned for Philip R. Smith; what is the height of the old building versus the new building. The Chairman noted the concerns for conflict of buses and children and verified kindergarten will be in session full days but asked if the sidewalk could be on the school side of the bus drive to avoid conflict with the bus route; afterhours pick up times for the dumpster should be explored instead of early mornings; safety lighting versus privacy; the request for monetary options for owners to plant on their property which can be required through off site improvements can be contemplated; the construction will be completely fenced in by a 6' construction fence. The Chairman spoke with Mr. Thomas about the sidewalks that exist on the other side of Graham Road and crosswalk locations. He asked for hours to be set for when the gates are open and closed and their operation and asked for information about a gully that was mentioned which was to move water from the parking lot to Graham Road. Mr. Thomas clarify the gully is actually a swale and they will clarify about the outlet which has been extended ending in a shallow swale.

Commissioner Dexter made a motion to extend the public meeting to the next regularly scheduled meeting of the PZC on September 11, 2018.

Commissioner Flagg seconded the motion.

The motion carried and the vote was unanimous.

**REGULAR MEETING / MADDEN ROOM**

**CALL TO ORDER:**

**PUBLIC PARTICIPATION:**

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

**BONDS: Callings/Reductions/Settings**

**MINUTES:** 7/24/18

**OLD BUSINESS:** *see page 3*

**APPLICATIONS OFFICIALLY RECEIVED:**

1. **Appl. 18-43P, Indian Valley Family YMCA, Ellington CT** – request for Special Exception to Article 3.1.A to operate a before and after school program, for a maximum of 120 children at the Temple Beth Hillel facility, located at 20 Baker Lane, A -20 zone

**OTHER BUSINESS:**

**CORRESPONDENCE / REPORTS:**

**ADJOURNMENT:**

The meeting adjourned at 11:22 p.m.

Respectfully Submitted,

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Lauren L. Zarambo  
Recording Secretary