

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

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**SEPTEMBER 25, 2018**

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

**ALTERNATES PRESENT:** Mike LeBlanc, Kenny Young, Paul Bernstein

**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 into the record as published in the Journal Inquirer on Thursday, September 13, 2018 and Thursday, September 20, 2018.

- 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 (continued from 9/11/18)

Mr. Hugh Pearson of Moser Pilon Nelson, Architects with LRC landscape architect Mr. Henry Thomas continued the public hearing with a power point presentation addressing the remaining issues regarding the front lawn on Avery Street, the overflow parking plan and fencing and gating as shown on revised plans distributed.

Director of Planning Michele Lipe gave staff comments noting the letters commissioners received in their packets from the LRC Group and School Superintendent Dr. Kate Carter in response to comments from the last meeting regarding hours for lighting, overflow parking and landscaping.

Town Engineer Jeff Doolittle had no additional staff comments.

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

Ms. Daria Plummer spoke in favor of the application urging the commission to move forward stating due diligence has been done to address concerns of the residents and the community has voted to have the schools constructed.

Ms. Jennie Hardy applauded Dr. Kate Carter's work to get this project off the ground and encouraged the commission to approve the application.

Ms. Amanda Ramsdell spoke in favor of the application and of School Superintendent Dr. Kate Carter's efforts to build a school with accessibility for their physically challenged son to go to school with his peers.

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

No one from the public spoke with concerns.

The Chairman asked for comments from commissioners.

Commissioner Wagner asked about access from Sedgewick Circle to the school. Mr. Pearson indicated the link will tie into the sewer system but enhancing the access was not part of the scope of the project. The grass pathway which will be created will establish ground for other work to take place. There were no comments from the neighborhood about gating in that area.

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Commissioner Wager recommended 20 bike racks for each school and asked about landscape maintenance for the parking lot islands and mow strip previously discussed. Superintendent of Parks and Grounds John Caldwell commented they will do what the Board of Education wants and voiced a preference for mow strips.

Vice Chairman Foley asked for a response addressing maintenance strips around the building and the gradation of the front lawn so that it is a surface usable for all. Mr. Pearson brought up aesthetic concerns and events which use the great lawn. Grading of the lawn was discussed with Mr. Thomas.

Commissioner Dexter discussed uses of the fields and front lawn with Principal Michelle Dixon.

Commissioner Flagg asked about the width of bus lanes and emergency vehicle access and agreed a ball field would look better in front of the school and suggested fields could be used for parking.

Chairman Pacekonis about the lighting schedule and noted homes to the north could be impacted. Mr. Pearson described the lighting control system to be employed. Director of Facility Operations for the BOE Mr. Pat Hankard described how the lighting is scheduled from dusk to dawn at the high school and middle school and that the system allows for zone control with the ability turn perimeter lights on and off. He noted event nights could require other lighting.

Director Lipe addressed a commissioner's comment requesting painting curbing for student or handicap drop off areas stating it is not recommended by Fire or Police but can be addressed with signage.

Alternate Commissioner Bernstein asked about motion detectors for lighting.

Superintendent Dr. Carter described the education specification process and offered to have an informational meeting with the Commission to understand the process stating the State is rigid with a very strict budget. She agreed with the need for a physical education curriculum but since the State budget does not waiver from an educational curriculum all requests will be considered as recommendations and urged the Commission to consider the process.

Board of Education Chairman Craig Zimmerman stated he is pro sports for the town but there are tight budget constraints they must work under for the school to be on time and in budget. Vice Chairman Foley discussed using the front lawn as a ball field and creating a full field in the back. Dr. Carter indicated fencing the front lawn is not a preferable solution for their annual Civil War and carnival events and stated they are onboard to work with the Town to regain the land to enlarge the field in the back but it will be the Town's call to do so not the Board of Education. Chairman Pacekonis indicated the Commission will work through Town Council to start the process.

The Chairman closed the public hearing at 8:25 p.m.

- 2. Appl. 18-49P, TOSW Parks and Recreation Department** - request for a temporary and conditional permit for a one-day event on September 29, 2018, "Trailblazer Poker Ryed" where alcohol will be sold, on property located at Rye Street Park, 175 Brookfield Street, RR zone

Superintendent of Parks and Grounds John Caldwell presented the request for the one-day event.

Director of Planning Lipe gave staff comments:

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1. Request for a temporary and conditional permit to allow the sale, possession and consumption of beer at the Rye Street Park, 476 Rye Street during a one-day special event.
2. The Parks and Recreation Department is proposing to hold a “Trailblazer Poker Ryed” event on September 29, 2018. The purpose of the event is to increase awareness of the mountain bike trails within the park. Participants will ride bikes throughout the park, collecting playing cards to assemble the best poker hand. It is anticipated that there will be additional events held in the future.
3. The event is proposing to have the Connecticut Valley Brewing Company on site during the event, and participants will be given 1 beer ticket.
4. Chapter 74 of the TOSW Ordinances governs the Parks and Recreation Department. Section 74-67 of Article III, Conduct in Public Parks, outlines prohibited behavior within public parks.
5. The wording of the temporary and conditional permit is that, “Temporary and conditional permits may be granted by the Commission for a use which is not specified elsewhere in these regulations for a period of time not to exceed two years. Such approval may be given after a Public hearing, if in the judgement 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.”

Town Engineer Doolittle gave no staff comments.

Chairman Pacekonis asked for public comment.

No one from the public spoke in favor or against the application.

The Chairman asked for comments from commissioners.

Commissioner Flagg asked if there will be security for the event and Superintendent Caldwell stated the police will be on site as part of a service project.

Commissioner Wagner voiced support for the event as a member of the South Windsor Walk & Wheel Ways committee and asked about a rain date. Assistant Director of Parks & Recreation Keri Apt noted the rain date would be Sunday.

Alternate Commissioner Bernstein verified the event was not a fund raiser. Chairman Pacekonis asked Ms. Apt about the raffle. Superintendent Caldwell described the event’s details.

The Chairman closed the public hearing at 8:35 p.m.

- 3. Appl. 18-50P, TOSW Parks and Recreation Department** - request for a temporary and conditional permit for a one-day event on October 19, 2018, “Porters on Porter” where alcohol will be sold, on property located at R002A Collins Lane (sledding hill), RR zone

Superintendent of Parks and Grounds Caldwell presented the request for the one-day event.

Director of Planning Lipe gave staff comments:

1. Request for a temporary and conditional permit to allow the sale, possession and consumption of beer at Porters Hill, R002A Collins Lane during a one-day special event.

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2. The Parks and Recreation Department is proposing to hold a “Porters on Porter Pumpkin Roll” event on October 19, 2018. Participants will bring their own pumpkins to the event, for a “best decorated” and a “longest roll” contest.
3. The event is proposing to have the Connecticut Valley Brewing Company on site during the event.
4. Chapter 74 of the TOSW Ordinances governs the Parks and Recreation Department. Section 74-67 of Article III, Conduct in Public Parks, outlines prohibited behavior within public parks.
5. The wording of the temporary and conditional permit is that, “Temporary and conditional permits may be granted by the Commission for a use which is not specified elsewhere in these regulations for a period of time not to exceed two years. Such approval may be given after a Public hearing, if in the judgement 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.”

Town Engineer Doolittle gave no staff comments.

Chairman Pacekonis asked for public comment.

No one from the public spoke in favor or against the application.

The Chairman asked for comments from commissioners.

Commissioner Wagner verified there was no rain date scheduled for the event. Secretary Commissioner Bonzani noted it will be an evening event. Commissioner Dexter verified all ages were welcome to participate.

Commissioner Greer asked if parking would be adequate. Superintendent Caldwell described all parking options.

The Chairman closed the public hearing at 8:41 p.m.

**REGULAR MEETING / MADDEN ROOM**

**CALL TO ORDER:** The Chairman opened the meeting at 8:45 p.m.

**PUBLIC PARTICIPATION:**

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

1. **Appl. 18-41P, Pride Stores LLC** – request for a site plan approval for a 4,860 sf store with drive thru facility and gasoline pumps, on property located at 1049 John Fitch Boulevard, Travel Service (TS) zone

Mr. James Channing representing the applicant presented the request with traffic engineer Mr. Scott Hesketh of F.A. Hesketh & Associates, Inc. and VHB managing director Mr. John Furman. Site plans were shown for a gas station convenience store with six aisles and diesel fueling in the rear of the 4 acre site. The plan was vetted by ADRC and IWA/CC approval was received on 9/19/18. The traffic pattern for trailer trucks was described. No overnight parking will be allowed.

Mr. Hesketh gave a detailed analysis of traffic impacts. Only right turns can be made into the driveway and very minimal delays are indicated. Both driveways will have stop bars and stop signs and all sight distances will be adequate. Drive-thru window statistics were described. State DOT will review after approval is

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received from the Commission. Mr. Hesketh stated the surrounding roadway network can accommodate traffic generated.

Mr. Furman described the grading and drainage plan with detention basin large enough to handle a 100 year storm. Comments from Engineering and IWA/CC have been addressed by redesigning the outlet pipework.

Director of Planning Lipe gave staff comments:

1. Request for a site plan approval of a 4,860 sq ft store with drive-thru facility and gasoline pumps, on property located at 1049 John Fitch Boulevard, Travel Service zone
2. The Commission may recall that we adopted new regulations in 2012 creating the Travel Service zone after it being a recommendation of the 2012 Town Plan.
3. The purpose of the Route 5 Travel Services Zone is to create high quality commercial development areas oriented toward conveniently serving the motoring public, the surrounding neighborhood, and the workforce in enterprises along and intersecting with Route 5 (John Fitch Boulevard). The intent was to incorporate multiple land uses in a coordinated design, with an emphasis on exemplary building and site aesthetics, convenience, traffic flow, safety and function. TS developments may only be established at signalized intersections of US Route 5 and a public street and shall require site plan approval.
4. Permitted uses include:
  - Motor vehicle refueling/re-energizing stations;
  - Convenience stores;
  - Restaurants, including fast food;
  - Beverage stores, quick service; e.g. coffee shop
  - Pharmacy;
  - Retail establishments with high turnover (frequent customer arrivals/departures);
  - Hotels (and motels);
  - Financial services, institutions, and agencies; and
  - Office - professional, commercial, corporate, and business;

The following uses are expressly prohibited:

- Vehicular repair or other automotive/truck services or uses;
  - Automobile/truck/motorcycle/trailer or related sales, rentals or leases; and
  - Overnight storage of vehicles.
5. This property was rezoned in 2012; this the first application under these regulations.
  6. The applicant proposal includes a 4,860 sf store, including food service with drive thru, and is requesting location approval for gas pumps to be located in the front and rear of the site separating automobiles from trucks. Entrance for patrons into the facility will be from the front and rear of the building. The traffic pattern for the drive-thru is for cars to enter on the northerly side of the building with the pick-up window on the southerly side facing Governor's Highway

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7. This facility is proposed to be open 24 hours a day/ seven days a week. Anticipated peak times of the drive-thru are 7:30 – 9:00 a.m. and 12:00 – 2:00 p.m. The drive-thru can accommodate up to 12 cars in the queue. There is a by-pass lane if a patron decides to exit the drive-thru lane.
8. Bulk requirements for this zone include: Minimum lot area is 2 acres; 4.3. Minimum frontage is 150 feet on Route 5; 490 feet. Minimum front yard is 50 feet, minimum rear yard is 25 feet, and minimum side yard is 10 feet; Maximum building stories is 3; 1 story proposed. Maximum impervious coverage is 65%; 62%. Parking required is 38 spaces; 50 spaces are shown.
9. There is a five foot wide sidewalk shown along the frontage of Governor's Highway and wraps around on to John Fitch Boulevard to service the existing bus shelter as well as an existing cross-walk across Route 5.
10. Access into the site from John Fitch Boulevard will be restricted to cars and small trucks with a right in /right out only access. Trucks and larger vehicles will access the site through a curb cut along Governor's Highway designed with radius to accommodate larger trucks.
11. Signage is proposed both on the canopies as well as a free standing sign at the intersection of Route 5 and Governor's Highway. The applicant has designed the signage in accordance with the Sign embellishment requirements.
12. Lighting for the facility is proposed to having lighting under the canopy as well as 24 foot high full cut-off fixtures throughout the parking area. A lighting plan has been submitted.
13. The applicant went to the ADRC on September 6th. The members present were pleased the layout and design however requested that the brick be distributed to other sides of the building, which is reflected on the elevation submitted. They also requested a fence or some barrier be placed on the northern parking areas to discourage anyone from going down in the detention area. The revised plans show a four foot high chain link fence. We would recommend it be a dark color to minimize visibility.
14. The site will be serviced by public sewer and public water. WPCA approval is required.
15. There are regulated wetlands on the property. This application was heard by IWA/CC on September 12 and 19<sup>th</sup> and approval was granted including the following requirements: 1) Bonds shall be collected in the amount of 10,000 to ensure proper placement and maintenance of erosion and sediment controls, and 2) \$25,000 for stormwater structures and \$5,000 habitat plantings.

If this application is approved, the Planning Department has no further requests.

Town Engineer Doolittle gave staff comments:

1. What is the material of the median island in the driveway on John Fitch Boulevard and the western driveway on Governors Highway? I suggest these islands have mountable curb and have grass or be paved, as they may be driven over.
2. The 3 driveways are all very wide. The driveway on John Fitch Boulevard scales to 48 feet wide at it's narrowest point and is only one lane in and one lane out. The first driveway on Governors Highway is 30 feet wide with one lane in and one lane out. The western truck driveway on Governors Highway has a 30 foot wide lane in and a 30 foot wide lane out. These should be narrowed. The Town expects commercial driveways to be 24-30 feet wide at most for one lane in and out. Look into narrowing these driveways or provide reasons they need to be so wide.

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3. What is the allowed or desired traffic circulation pattern in the area north of the building between the drive thru lane and curbed island for parking. This is 25 feet wide but it is not clear if traffic will be allowed to go both ways through here or only one way? If one way this area should be narrowed.
4. The sanitary sewer lateral needs to be at a slope of at least 2% and should come in to the SMH in the driveway at an invert such that the top of this pipe matches the top of the existing pipe.
5. Clean outs need to be installed on the sewer lateral at bends and every 100 feet. These should be capped just below the finished grade.
6. Provide expected sewer flows from this facility, including flows through the 1000 gallon FOG separator and calculations for sizing this unit.
7. On the Grading and Drainage Plan include all the pipe sizes, type and slopes. The minimum pipe size should be 12" diameter.
8. Show the elevations of the outlet control structure outlet(s) and their sizes on the drainage plan and detail sheet.
9. Show details for the pervious pavers noted on the grading plan including their base material and thickness and any under drains.
10. Show the elevation of the emergency overflow swale.
11. There needs to be a rip rap area at the end of the detention basin outlet sized for the outlet pipe diameter and outlet flows expected to prevent erosion of the slope to the existing wetlands and watercourse.
12. The Storm Water Management Report shows the Stormceptor hydrodynamic separator unit sized will only achieve 71% TSS removal. This unit needs to be sized for at least 80% TSS removal.
13. The drainage areas and design points in this report do not seem to match the plans. I would like to discuss this with the Engineer.
14. A drainage system analysis including expected flows and pipe size and slopes for each drainage area and CB needs to be included. An inlet analysis for each CB, showing any ponding around each inlet also needs to be included.
15. WPCA review and approval of this plan is required.

Vice Chairman Foley asked if there will be charging stations for electric vehicles. Mr. Channing indicated they will not be part of their initial plan but will be phased in.

Alternate Commissioner LeBlanc discussed the underground tanks with Mr. Channing.

Chairman Pacekonis asked how the site is monitored. Mr. Channing described the 24 monitoring done by corporate, cashiers, and fleet operation managers and reporting requirements to DEEP. Propane and electric charging stations are not part of the initial application but can be phased in. The vendor will be a Pride Kitchen serving breakfast sandwiches and deli sandwiches. Outdoor seating is proposed.

Commissioner Wagner asked if anything will go into the storm sewer system. Mr. Furman described the area beneath the canopy which will trap any kind of spill. The commissioner noted normal rainwater runoff will carry debris and contaminants with it.

Commissioner Greer asked about queuing cars in the drive-thru. Mr. Hesketh stated they have never had issues at the other six drive-thru facilities they have and described the traffic pattern and scenarios.

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Vice Chairman Foley discussed proposed fencing and snow conditions.

Commissioner Flagg asked how ice, snow and salt may affect the drainage system. It was indicated sand is used on site rather than salt and the site cleaned twice daily.

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

1. Prior to commencement of any site work, a meeting must be held with Town Staff.
2. No building permit will be issued until the final mylars have been filed in the Town Clerk's office.
3. This application is subject to the conditions of approval of the Inland Wetlands Agency/Conservation Commission, including bonds in the amount of \$10,000 to ensure compliance with the erosion, sediment control measures and \$25,000 to ensure establishment of storm water system and \$5,000 for wetland plantings.
4. A landscape bond in the amount of \$7,500 is required and must be submitted prior to the issuance of a certificate of occupancy if work is not completed.
5. All bonds must be in one of the forms described in the enclosed Bond Policy.
6. An as-built plan is required prior to issuance of a Certificate of Occupancy per Section 9.1.3 of the Zoning Regulations.
7. All plans used in the field by the developer must bear the stamp and authorized signature of the Town of South Windsor.
8. This approval does not constitute approval of the sanitary sewer, which can only be granted by the Water Pollution Control Authority.
9. The building street number must be included on the final plan.
10. Pavement markings must be maintained in good condition throughout the site drives and parking areas.
11. All free standing signs and/or building signs require the issuance of a sign permit before they are erected.
12. Engineering comments dated 9/21/18 must be incorporated into the final plans.

Commissioner Dexter seconded the motion.

The motion carried and the vote was unanimous.

Vice Chairman Foley made a motion to take items 4 and 5 out of order.

Secretary Commissioner Bonzani seconded the motion.

The motion carried and the vote was unanimous.

- 2. Appl. 18-49P, TOSW Parks and Recreation Department** - request for a temporary and conditional permit for a one day event on September 29, 2018, "Trailblazer Poker Ryed" where alcohol will be sold, on property located at Rye Street Park, 175 Brookfield Street, RR zone

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

1. The Temporary and Condition permit is for the sale of alcohol at an event on Saturday, September 29, 2018, including a rain date of Sunday, September 30, 2018, and for a one day event next year to be determined.



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2. Health Department must be consulted and temporary event permits obtained for any vendors offering food and/or drinks.
3. 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 Dexter seconded the motion.

The motion carried and the vote was unanimous.

- 3. Appl. 18-50P, TOSW Parks and Recreation Department** - request for a temporary and conditional permit for a one day event on October 19, 2018, "Porters on Porter" where alcohol will be sold, on property located at R002A Collins Lane (sledding hill), RR zone

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

1. The Temporary and Condition permit for sales of alcohol at the event on October 19, 2018 and for a one day event next year to be determined.
2. Health Department must be consulted and Temporary event permits obtained for any vendors offering food and/or drinks.
3. 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.

Vice Chairman Foley seconded the motion.

The motion carried and the vote was unanimous.

- 4. 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

Commissioners discussed the application.

Commissioner Wagner made a motion to extend the meeting past 10 p.m.

Commissioner Dexter seconded the motion.

The motion carried and the vote was unanimous.

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

1. Prior to commencement of any site work, a meeting must be held with Town Staff.
2. No building permit will be issued until the final mylars have been filed in the Town Clerk's office.
3. This application is subject to the conditions of approval of the Inland Wetlands Agency/Conservation Commission including a bond in the amount of \$20,000 for erosion and sediment controls and \$25,000 for stormwater system.
4. An as-built plan is required prior to issuance of a Certificate of Occupancy per Section 9.1.3 of the Zoning Regulations.
5. All plans used in the field by the developer must bear the stamp and authorized signature of the Town of South Windsor.

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6. This approval does not constitute approval of the sanitary sewer, which can only be granted by the Water Pollution Control Authority.
7. The building street number must be included on the final plan.
8. Pavement markings must be maintained in good condition throughout the site drives and parking areas.
9. All free standing signs and/or building signs require the issuance of a sign permit before they are erected.
10. If an Office of State Traffic Administration certificate is required, no building permits will be issued until the certificate has been issued (per CGS §14-311).
11. In accordance with Section 6.4.9, the Commission has granted a modification to the required 256 parking spaces based on the uses presented. The approved reduction allows 111 spaces to be built with 91 temporary spaces available in the front of the school and along the bus loop.. The modification to the required number of parking spaces is based on the operation of the facility presented, and the availability of temporary parking.
12. Trees to be preserved around the site shall be protected in the field prior to construction activities.
13. Perimeter site lighting shall be controlled by light sensors and will be turned off by time clock at 11:30 PM. The same lights will turn on at 4 AM and remain on until turned off by photocell. The lighting should be programmed to minimize the impact on surrounding residential properties.
14. Land Surveyor seal is required to certify the site plan. All proposed and existing iron pons shall be identified on the site plan and easement chart provided.
15. Engineering comments dated 9/25/18 must be addressed to the satisfaction of the Town Engineer.
16. An additional gate is to be added along the northerly property boundary to allow for potential access of students from the development to the north.
17. An addition of two bicycle racks (two racks of 16 bikes on either side of the school) must be provided.
18. The Commission highly recommends that the front lawn be graded to a 3% slope.
19. The Commission requests the Board of Education approach the Town Council to discuss the completion of the baseball field into the adjacent town owned open space.
20. Details of the ball fields should be shown on the plans.
21. The Commission recommends that a hardscape material be placed around the building to minimize landscaping.

Commissioner Greer seconded the motion.

The motion carried and the vote was unanimous.

- 5. 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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Director Lipe distributed revisions which came through staff from the applicant for 3 additional parking areas to be used for overflow parking.

Commissioners discussed the application.

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

1. Prior to commencement of any site work, a meeting must be held with Town Staff.
2. No building permit will be issued until the final mylars have been filed in the Town Clerk's office.
3. This application is subject to the conditions of approval of the Inland Wetlands Agency/Conservation Commission including a bond in the amount of \$15,000 for erosion and sediment controls and \$25,000 for stormwater system.
4. An as-built plan is required prior to issuance of a Certificate of Occupancy per Section 9.1.3 of the Zoning Regulations.
5. All plans used in the field by the developer must bear the stamp and authorized signature of the Town of South Windsor.
6. This approval does not constitute approval of the sanitary sewer, which can only be granted by the Water Pollution Control Authority.
7. The building street number must be included on the final plan.
8. Pavement markings must be maintained in good condition throughout the site drives and parking areas.
9. All free standing signs and/or building signs require the issuance of a sign permit before they are erected.
10. If an Office of State Traffic Administration certificate is required, no building permits will be issued until the certificate has been issued (per CGS §14-311).
11. In accordance with Section 6.4.9, the Commission has granted a modification to the required 278 parking spaces based on the uses presented. The approved reduction allows 117 spaces to be built with 66 temporary spaces available around the perimeter of the site and additional in the ball field if necessary. The modification to the required number of parking spaces is based on the operation of the facility presented, and the availability of temporary parking.
12. Trees to be preserved around the site shall be protected in the field prior to construction activities.
13. Perimeter site lighting shall be controlled by light sensors and will be turned off by time clock at 11:30 PM. The same lights will turn on at 4 AM and remain on until turned off by photocell. The lighting shall be programmed to minimize the impact on surrounding residential properties.
14. Land Surveyor seal is required to certify the site plan. All proposed and existing iron pons shall be identified on the site plan and easement chart provided.
15. Engineering comments dated 9/25/18 must be addressed to the satisfaction of the Town Engineer.
16. Provide additional bicycle racks to accommodate a total of 32 bikes.
17. The Commission recommends that a hardscape material be placed around the building to minimize landscaping.

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18. Details of the ball fields should be shown on the plans.

19. The Commission request that the Board of Education investigate using an alternative to grass in the courtyard area.

Secretary Commissioner Bonzani seconded the motion.  
The motion carried and the vote was unanimous.

**BONDS: Callings/Reductions/Settings**

**MINUTES:** 9/11/18 adopted by consensus.

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

**APPLICATIONS OFFICIALLY RECEIVED:**

1. **Appl. 18-51P, Lovett Major Home Occupation Renewal dba Pleasant Valley Landscaping** - request for a 5-year renewal of a landscaping major home occupation, on property located at 44 West Road, RR zone

**OTHER BUSINESS:**

Director Lipe reported Mr. Kochanski has proposed rezoning his property on Troy Road back to residential A-30 which is the most common zone in the area. The Commission voiced consensus for Mr. Kochanski to move ahead with an application.

There is a current proposal to regrade a small area on the Town owned site at the corner of Sullivan Avenue and Route 5 (adjacent to the former All Phase Electric facility) for a future gateway 'Welcome to South Windsor' treatment.

A change order for the storage of equipment for snow removal in Evergreen Walk has been signed off by Staff.

There will be a Special Meeting next Tuesday at 6:30 p.m. in Council Chambers for the public hearing for the Connecticut Soil application. Commissioner Bonzani indicated he would rescue himself from the application and 6 commissioners stated they will attend the public hearing.

Commissioner Flagg made a suggestion to have commission members attend a meeting of the Public Building Commission with the Board of Education at the start of new projects to give input at the beginning of new projects to avoid the questions that arose with Philip R. Smith and Eli Terry Schools. Pleasant Valley School will be a larger project and will benefit from meeting together in the early stages.

**CORRESPONDENCE / REPORTS:**

**ADJOURNMENT:**

Motion to adjourn the Regular Meeting at 10:25 p.m. was made by Commissioner Dexter  
Seconded by Commissioner Wagner  
The motion carried and the vote was unanimous.

Respectfully Submitted,  
Lauren L. Zarambo  
Recording Secretary