

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

**MINUTES**

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**OCTOBER 9, 2018**

**MEMBERS PRESENT:** Bart Pacekonis, Frank Bonzani, Stephanie Dexter, Kevin Greer, Bill Flagg,  
**ALTERNATES PRESENT:** Kenny Young, Paul Bernstein  
**STAFF PRESENT:** Michele Lipe, Director of Planning; Jeff Doolittle, Town Engineer; Lauren Zarambo,  
Recording Secretary

**REGULAR MEETING / MADDEN ROOM**

**CALL TO ORDER:** Chairman Pacekonis called the Regular Meeting to order at 7:30 p.m.

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

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

- 1. Appl. 18-38P, DRL Realty LLC – request for a site plan approval for two industrial buildings totaling 8,600 sf, on property located at 40 Sea Pave Road, I zone**

Postponed to the next regularly scheduled meeting by applicant request.

- 2. Appl. 18-44P, Scannell Properties #344, LLC - request for Site Plan of Development approval for an office and warehouse facility – 218,875 sf (28,150 sf office and 190,725 sf warehouse in Phase 1; 37,875 sf warehouse in Phase 2), on 25+ acres of property located at 325 and 359 Ellington Road (easterly side of Ellington Road, southerly of Chapel Road), I-291 Corridor Zone**

Mr. Benjamin Wheeler, PLA of Design Professionals Inc. with Mr. Daniel Madrigal of Scannell Properties, Mr. Mark Nogueira, P.E. of Design Group and Mr. Luke Mauro, P.E., PTOE of Langan CT, Inc. presented the application.

Mr. Madrigal thanked the commission and voiced appreciation for South Windsor's business friendly environment and Town Staff.

Mr. Wheeler showed a site plan and described the 25.6 acre site. The 1<sup>st</sup> phase of the plan is for a 200,274 sf building on a 194,234 sf footprint with a phase II expansion of 33, 525 sf on the southern side of the building in the warehouse portion. There will be 266 parking spaces meeting the required number with 39 reserved parking spaces. The 217 car parking spaces in the front of the building will meet day-to-day operations.

There will be two entrances off Ellington Road. The southern entrance will be utilized by all tractor trailer traffic and the northern entrance will be used by employee/visitor car traffic and delivery vehicles. The office component of the building will measure 22,000 sq ft. Truck traffic will circulate from the southern entrance, around the south and east sides of the building to truck courts and loading docks on the north side.

Drainage for the site ties into the State drainage system on Route 30. Detention basins and erosion and sedimentation control plans were described and received IWA/CC approval on October 3<sup>rd</sup>. Engineering comments dated October 5<sup>th</sup> were responded to on October 9<sup>th</sup> and final plans will satisfy the comments.

Landscape in and around the parking lot will meet all zoning requirements. Security chain link fencing which will include barbed wire at the top has been requested by the tenant to go around the loading areas from the southwest corner of the building along the truck access drive and around the truck court to the northwest corner of the building. Ornamental aluminum fencing will also be installed. Sign permits will be applied for a monument sign to be located next to the auto entrance and a building mounted sign over the entrance. A

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photometric lighting plan has been submitted for full cut off dark sky compliant LED lights throughout the property. One light pole at the northern entrance drive and one at the eastern end of the truck court will be shielded to prevent spill over onto adjacent properties. A waiver is requested for four poles in the truck court area to be 35' in height and building mounted lights on the north and east sides to be installed at a height of 30'. The applicant attended the ADRC meeting on September 20 and received a favorable review though not all members were in attendance.

A traffic impact analysis submitted by Langan Engineering was very favorable with no warrant for a turn lane in either direction on Ellington Road. The only drop in level of service is at the intersection of Route 5 and Ellington Road and will be handled by the State with a change in signal timing.

Mr. Wheeler showed renderings of the building with the warehouse component at a lower level at the rear of the building. The office component in the front has a mixture of brick and glass materials with a glass entrance and architectural metal panels. The remainder of the warehouse component will be a precast concrete panel similar to other Scannell buildings on Sullivan Avenue. The building will be set back from Ellington Road with corporate appeal.

Operations of the building were described with 337 employees including those working remotely. There will be 100 – 150 employees working on site daily 5 a.m. to 5 p.m. with 27 employees working 2<sup>nd</sup> shift to midnight. There will be no overnight 3<sup>rd</sup> shifts.

Director of Planning Michele Lipe gave staff comments:

1. Request for Site Plan of Development approval for an office and distribution facility - 218,875 sf (28,150 sf office and 190,725 sf warehouse in phase 1; 37,875 sf warehouse in phase 2), on 25+ acres of property, located on property located at 325 and 359 Ellington Road (easterly side of Ellington Road, southerly of Chapel Road), I-291 Corridor Zone.
2. The intended use is offices and warehouse space for a distribution facility. There are no outdoor storage allowed in this zone. Maximum impervious coverage allowed is 70% under the combined lot provision; 63% proposed. Proposed buildings are slowed up to 60 feet. Lot size is about 25 acres. Front yard setback for the building is about 270 feet, 50 feet required.
3. The parking requirement for this building is 266 spaces, 217 parking; 10 van spaces are provided with an additional 39 spaces shown in reserve behind the building.
4. The loading docks for this building are located on the northerly side of the building facing at an angle to Ellington Road. Will this facility operate 24 hours a day?
5. Office of State Traffic Administration approval is required; and OSTA has full jurisdiction over traffic signals and road improvements on State roads. We would require any final plans submitted reflect any requirements of the State's approval.
6. This property is subject to the access management regulations. There are two access drives from Ellington Road that will service this property which meet the spacing requirements within our regulations.
7. All proposed lighting has full cutoff fixtures and the pole height of 25' poles as well as wall paks on the buildings. Similar to the adjacent building, the applicant has requested a waiver to be allowed to have seven poles in the truck area to be 35 foot high poles in the loading dock area. The Commission can grant this waiver after finding that:
  - traffic or other hazards will not be created; general property values will be conserved;

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- no adverse effects on existing uses in the area; general welfare of the community will be served; no adverse environmental impacts will be created; and
  - topography of the land makes the property suitable for higher poles.
8. The applicant has provided a colored elevation. They intend to have both a free standing and building signage. Landscaping has been included along the site's frontage. There are no sidewalk or pathways shown on the plans.
  9. The Commission may want to consider some undulating berming along the frontage to help break up the parking area. The current sidewalk plan does not call for any sidewalk along this stretch of Ellington Road. I know that we will hear from the SWW&WW who will be looking to try and accommodate bikers/walkers requiring the area to be left graded if a future pathway or sidewalk is ever installed.
  10. Architectural and Design Review Committee was unable to review this project due to a lack of quorum, so we did request the applicant present the elevations, landscaping and lighting to this board.
  11. The site is served by public water and sewer. Water Pollution Control Authority approval is required.
  12. The Fire Marshal's office has reviewed the plans and has no concerns with the proposal as presented.
  13. There is a small area of regulated wetlands on the site. IWA/CC approved this application on October 3rd with standard approval conditions and the following bonding requirements: A bond shall be collected in the amount of \$25,000 for placement and maintenance of erosion and sediment controls, and \$50,000 for installation of storm water systems and \$10,000 for the establishment of warm season grasses in the Eversource power line corridor.

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

Town Engineer Jeff Doolittle gave staff comments:

1. What will the 4 large concrete slabs in front of the building be used for? These should be labeled. Any large equipment, generators or transformers in this area need to be screened.
2. On the grading plan, the elevation of the northern driveway near Ellington Road appears to be a little too high to blend in smoothly with the road.
3. Add a 4-5 foot high landscape berm between Ellington Road and the front parking lots to help screen these large parking lots. Material can be shifted from the large berm behind the building to a smaller one in the front.
4. How will the southern detention basin and the various inlets to this basin be accessed for inspection and maintenance with a solid chain link fence between this basin and the site driveway next to it?
5. The access driveway along the south side of the building is shown at a constant elevation 69 for over 700 feet length. I see there is cross slope on this driveway so it will drain but it will be very difficult to pave at a constant elevation without having any depressions or humps that create puddles.
6. More spot elevations are needed for high and low points in the northern truck parking area between elevations contours 68 on one side of the center island and elevation contours 69 on the other.
7. The storm water drains to a drainage ditch near the southern property line and further off site to drainage ditches and swales to the south. Who will maintain these drainage ditches and are there rights for this property and applicant to drain off site? Acquire and document any needed rights to drain off site.

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8. The plans need to be clear regarding replacing the 12" inlet pipe to the Ellington Road drainage system near the south west corner of the property.
9. The drainage design includes several pipes laid flat at 0% slope including the 30" pipe between the front detention basins and the 1300 foot long 24" pipe around the eastern and northern portion of the site. This is not a good design and will be very difficult to construct without having sags and humps in these pipes. All drainage pipes need some minimal slope to drain so sediment does not collect in them and water does not freeze in them in the winter creating ice dams.
10. Why are there 2 parallel 12" pipes from the catch basins to the underground storage chambers in the loading dock area on the north side of the building? Double CB's may be needed to install these pipes.
11. Label where the underdrain pipes connect to the stormwater system with invert elevations.
12. How will water flow in and out of the underground detention chambers? It appears the entire drainage system including the underground chambers, pipes and catch basins will fill up together and slowly drain down over time.
13. The Drainage report mentions existing ground water generally 3-4 feet below the existing surface which is about elevation 65-66. If the groundwater is this high, will the detention basin and some of the underground detention chambers usually have water in them to this elevation? Test pit information with ground water depth should be provided. The Headwall outlet custom weir elevation is 64. Will the high groundwater impact the drainage system?
14. The 8" sanitary sewer line around the building should be at 2% or 1% slope for as much of this run as possible to provide sufficient velocity to keep this pipe clean.
15. The sanitary sewer line along Ellington Road can be moved closer to the road, so it is 10 feet off the property line.
16. The details for the concrete dock aprons and motorcycle parking do not show any steel reinforcing. Will these concrete areas be reinforced?
17. Provide an easement to the Town to access the last sanitary manhole before the pump station by Ellington Road, for inspection and monitoring

Secretary Commissioner Bonzani read three letters into the record from Mr. Skip Bourke of South Windsor Walk and Wheel Ways, SWW&WW Chairperson Ginny Hole and Town Manager Matthew Galligan on behalf of the Redevelopment Agency. (Exhibit A)

Chairman Pacekonis asked for questions from commissioners.

Secretary Commissioner Bonzani asked about the need for barbed wire fencing. Mr. Wheeler stated it is a tenant requirement for security at all their facilities. Chairman Pacekonis commented about barbed wire giving the wrong impression. Mr. Mark Nogueira, P.E. of Design Group and Mr. Wheeler described the fencing around the access drive which will be decorative and the 8 foot high chain link fence with barbed wire to go around the truck area and be virtually un-viewable from I-291 and Ellington Road.

Commissioner Flagg discussed with Mr. Wheeler the gating that will be electronically controlled and queuing of trucks. No cold storage or hazardous waste will be involved.

Secretary Commissioner Bonzani and Chairman Pacekonis discussed lighting details with Mr. Wheeler.

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Commissioner Dexter discussed the traffic pattern of the trailer trucks with Mr. Mauro of Langan Engineering and asked if there will be a bus stop on Ellington Road. Mr. Wheeler verified there is no bus route on that portion of Ellington Road presently and Director Lipe indicated a regional bus study was just completed but did not target the area for bus service at this time.

Secretary Commissioner Bonzani asked about sidewalks and a bike path. Mr. Wheeler stated the tenant is open to grading for a sidewalk/bike path for a future installation. There is no significant pedestrian traffic at this time.

Commissioner Flagg asked if fleet maintenance will be done on site and about oil storage. Mr. Nogueira described the surface tank used for oil storage to be located on a self-contained skid for oil replacement in the vehicles. There will be four bays and two hydraulic lifts. Truck washing and oil grid separators were described.

Chairman Pacekonis asked about reserve parking, impervious coverage numbers, snow removal and fencing. Mr. Wheeler stated they are well under the impervious coverage requirements. Snow removal off the trucks will be addressed with an automatic snow scraper before the trucks leave the site. The Chairman asked about reinforced paving. Mr. Wheeler stated the dock apron areas will be concrete and all other surfaces will be a heavier duty bituminous. Fencing behind the residential property will be changed to decorative fencing with a row of arborvitae at a height of 6' to 8' high, 8' on center, at time of planting. Chairman Pacekonis confirmed with Mr. Wheeler accommodations for a 10' path will be graded and an easement will be provided in front of the property.

Commissioner Greer asked if the berm will be planted with trees which Mr. Wheeler described as an undulating berm with a manicured lawn to give a corporate feel.

Chairman Pacekonis asked about snow removal and storage of snow on site. Mr. Wheeler noted the expansive lawn areas, large detention basins and grass areas under the power lines to accommodate large amounts of snow as well as areas to the north and east.

Commissioner Greer asked about concrete pads in the front of the building. Mr. Wheeler stated a generator, gas metering equipment and two transformers will go there with landscaping or fencing for screening.

Alternate Commissioner Bernstein asked what kind of commerce would be housed which Mr. Wheeler described as food and beverage distribution with no refrigeration. Mr. Madrigal stated the building will be owned by Scannell and leased back to the tenant on a 15 year term. Mr. Nogueira described warehouse operations.

Secretary Commissioner Bonzani asked again about the barbed wire fencing which Mr. Nogueira described as mandatory for the tenant. Ornamental fencing has been added to the front to minimize the effect. Arborvitae and evergreen planting will be added along the residential property which is in the I-291 Corridor zone as an existing non-conforming use.

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 bonds in the amount of \$25,000 to ensure compliance with the erosion and sediment control measures and \$50,000 to ensure establishment of storm water system. A bond in the

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amount of \$10,000 is required for the establishment of grassland bird habitat under the Eversource easement.

4. A landscape bond in the amount of \$20,000 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 10/5/18 must be incorporated into the final plans.
13. A waiver to Section 6.3.3.F has been granted to allow 7 (seven) exterior light poles to be 35 feet in height.
14. Screening of outdoor equipment in the front of the building shall be accomplished by fencing and/or landscaping.
15. A 10' wide graded area along the frontage with rights for future sidewalk/bike path to be provided.
16. An undulating grass berm shall be included along the frontage.
17. Ornamental fencing along the easterly residential property line shall be installed.

Commissioner Greer seconded the motion.

The motion carried and the vote was unanimous.

**PUBLIC PARTICIPATION: None**

**BONDS: Callings/Reductions/Settings**

**IWA/CC Bonds**

1. Appl. 18-15P, Monroe Tractor E&S Bond in the amount of \$5,000 to be reduced by \$5,000 to leave a balance of -0-.
2. Appl. 18-15P, Monroe Tractor Stormwater Bond in the amount of \$3,000 to be reduced by \$3,000 to leave a balance of -0-.

Commissioner Flagg made a motion to reduce the above mentioned bonds. Commissioner Dexter seconded the motion.

The motion carried and the vote was unanimous.

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3. Appl. 11-37P, AA Landscaping E&S Bond in the amount of \$2,000 to be reduced by \$2,000 to leave a balance of -0-.

Commissioner Flagg made a motion to reduce the above mentioned bond. Commissioner Greer seconded the motion.

The motion carried and the vote was unanimous.

4. Appl. 16-28P, Clark Estates II E&S Bond in the amount of \$10,000 to be reduced by \$10,000 to leave a balance of -0-.
5. Appl. 16-28P, Clark Estates II Stormwater Bond in the amount of \$10,000 to be reduced by \$10,000 to leave a balance of -0-.

Commissioner Flagg made a motion to reduce the above mentioned bonds. Commissioner Bernstein seconded the motion.

The motion carried and the vote was unanimous.

**SITE Bonds**

6. Appl. 15-06P, South Windsor Developers Tempo Apartments Site Bond in the amount of \$55,375 to be reduced by \$45,375 to leave a balance of \$10,000.

Commissioner Flagg made a motion to reduce the above mentioned bond. Commissioner Dexter seconded the motion.

The motion carried and the vote was unanimous.

**APPLICATIONS OFFICIALLY RECEIVED:**

1. **Appl. 18-54P, Horseshoe Lane Associates LLC**— request for a 3 lot resubdivision of 2+ acres to be known as Nevers Ridge to create two new building lots, on property located at 655 Nevers Road, A-20 zone

**MINUTES:** 8/28/18 accepted by consensus.

**OLD BUSINESS:**

**CORRESPONDENCE / REPORTS:**

**ADJOURNMENT:**

Motion to adjourn the Regular Meeting at 8:52 p.m. was made by Commissioner Dexter  
Seconded by Alternate Commissioner Bernstein  
The motion carried and the vote was unanimous.

Respectfully Submitted,

Lauren L. Zarambo  
Recording Secretary