

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

**MINUTES**

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**JANUARY 8, 2019**

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

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

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

**PUBLIC HEARING POSTPONED – APPLICATION CONTINUED TO JANUARY 22, 2019**

1. **Appl. 18-56P, Cumberland Farms, Inc.** - request for a Special Exception to Table 4.1.1A and Site Plan approval for a 4,956 sf store and gasoline pumps, on property located at 797 John Fitch Boulevard, General Commercial (GC) zone (Continued from 12/11/18)

**REGULAR MEETING / MADDEN ROOM 7:00 PM**

**CALL TO ORDER:**

**PLEDGE OF ALLEGIANCE**

**PUBLIC PARTICIPATION:** None

Chairman Pacekonis appointed Alternate Commissioner Paul Bernstein to be seated for Commissioner Stephen Wagner.

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

1. **Appl. 18-65P, Bruce Morris Major Home Occupation dba Morris Pet Grooming** – request for renewal of a 5-year major home occupation to operate a mobile dog grooming business, on property located at 86 Juniper Lane, A-30 zone

Mr. Bruce Morris presented the request for renewal of his pet grooming business, which is conducted offsite, stating there have been no changes in the business.

Director of Planning Michele Lipe gave staff comments:

1. This is an application for the renewal of a major home occupation for a mobile pet grooming business known as “Morris Pet Grooming”, located at 86 Juniper Lane, A-30 zone. This business was originally approved on January 14, 2014.
2. The applicant utilizes a trailer that is 12’ long, 7’ high and 6’ wide. This trailer is garaged on the property. The applicant travels to client’s homes and does the grooming there, within the trailer. There have been no improvements to the property associated with the business. The applicant has not indicated any changes to the operation of the business since the original approval.
3. Business generated waste and recyclable collection cannot be included with the residential trash pickup. Adequate arrangements must be made for business refuse disposal. The applicant has stated that all waste products will be disposed of at the client’s homes.
4. The State Department of Agriculture regulates grooming facilities in homes and has standards including that the grooming area shall be kept disinfected, cleaned and sanitary at all times.
5. The Planning office has not received any complaints regarding the operation of this home occupation.

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6. If this application is approved, the applicant will be required to return to this Commission again upon expiration of the new 5 year permit period.

Town Engineer Jeff Doolittle had no staff comments.

The Chairman asked for comments from commissioners.

Chairman Pacekonis asked about hours of operation for the business and Mr. Morris stated he works by appointment off site.

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

1. The business must be operated by the homeowner.
2. The permit will expire on January 8, 2024, and will have to be renewed at that time.
3. Only one non-resident employee can be hired.
4. The mobile grooming trailer must garaged when not in use.
5. Refuse from the business cannot be disposed of with residential refuse. Adequate arrangements must be made for business refuse disposal.
6. Any new building, or alteration/additions to existing buildings, requires a building permit prior to start of construction.

Commissioner Bonzani seconded the motion.

The motion carried and the vote was unanimous.

2. **Appl. 18-66P, Colavecchio Major Home Occupation dba Hair by Diane** –request for renewal of a 5-year major home occupation of a beauty salon on property located at 331 Smith Street, RR zone

Mr. and Mrs. Colavecchio presented the request for renewal of their permit.

Director of Planning Michele Lipe gave staff comments:

1. This is an application for renewal of a 5 year major home occupation permit for a hair salon at 331 Smith Street, RR zone. The applicant has operated this salon from within the existing house since 1996. She currently operates three days a week from 9 a.m. to 5 p.m. and there are no changes from her previous application.
2. Previous approvals for the business have included the following conditions:
  - The business must be operated by the homeowner;
  - Operation of the business restricted to three days per week; and
  - No more than two cars in the driveway during business hours.
3. The Planning Department has not received any complaints regarding operation of this home occupation.
4. If this application is approved, the applicant will be required to return to this Commission again upon expiration of the new 5 year permit period.

Town Engineer Jeff Doolittle had no staff comments.

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The Chairman asked for comments from commissioners.

The Chairman confirmed with Mrs. Colavecchio that their hours of operation do not need to be expanded.

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

1. The business must be operated by the homeowner.
2. The permit will expire on January 8, 2024 and will have to be renewed at that time.
3. Only one non-resident employee can be hired.
4. Hours of operation are three days a week from 9 a.m. to 5 p.m.
5. Not more than two (2) cars in the driveway during business hours.
6. Refuse from the business cannot be disposed of with residential refuse. Adequate arrangements must be made for business refuse disposal.

Commissioner Greer seconded the motion.

The motion carried and the vote was unanimous.

3. **Appl. 18-61P, R & L Trucking** – request for a site plan modification, including the combination of two properties, for the expansion of the existing loading docks at 540 Sullivan and two new industrial building (12,600 sf and 1,920 sf), on property located at 540 and 570 Sullivan Avenue, I zone

Mr. Timothy Coon of J.R. Russo & Associates LLC representing R & L Carriers presented the request showing a site plan of the two industrial zoned properties and existing conditions. The two properties will be merged and expand the R&L Trucking operation. The existing building at 570 Sullivan Avenue will be demolished and a new maintenance building and pump island constructed. The Sullivan Avenue entrance will be reconfigured. There are currently two curb cuts, one of which will be redesigned as a main truck entrance and the other for employees. Fencing and gating were indicated. Twenty-seven loading docks will be built to total 92 loading docks. The front building will be retrofitted as new office space and refaced with a new façade which received ADRC approval on January 3, 2019. Parking will be reconfigured in the front with islands and landscaping to total 80 parking spaces with 70 spaces required by zoning. There will also be parking for 51 tractors on the western side of the property and accommodations for 36 full size trailers and 53 smaller trailers. Fire hydrants will be added at the request of the Fire Marshal as well as an additional means of egress to the back of the property. Pavement from the front parking area will be connected to the loading dock area in the back to create the emergency access which will remain otherwise fenced and locked. Additional drainage to be added was described. Landscaping will be supplemented at the front entrance, parking, around the building and to create a berm. The existing row of arborvitae to the east will be maintained. Site lighting will include wall paks and pole mounted LED full cut off fixtures on 24' poles. IWA/CC approval was received on December 19, 2018.

Director of Planning Michele Lipe gave staff comments:

1. Request for site plan approval for a site plan modification, including the combination of two properties, for the expansion of the office area to include new loading docks and rehabilitation of the existing loading docks at 540 Sullivan and two new industrial building (12,600 sf maintenance facility and a 1,920 sf fueling building), on property located at 540 and 570 Sullivan Avenue, I zone. The two lots are being combined to total 17 acres.

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2. This proposal is for the expansion of R and L Trucking's operations. The existing curb cut into the property will remain and the employee parking area will be re-configured. The existing curb cut to the 570 Sullivan Avenue site would be closed and a new curb cut exclusively for trucks is proposed to be added, centrally located in the mid point of the site's frontage.
3. The applicant is proposing parking spaces for employees and visitors. This is based on 2 spaces for each employee; the remainder of parking on the site will be for the storage of small and large truck beds.
4. Impervious coverage proposed is 64%, 65% maximum impervious coverage. Front yard setback for the proposed office building will remain at
5. Loading docks will continue to remain on both sides of the expanded facility. The back area of the property will be screened by the slatted screening that that will be added to the existing fence.
6. The project was presented to ADRC on January 3, 2019. The Committee complimented the architect on the upgrades proposed and forwarded a favorable review to the PZC.
7. Mechanical equipment will be co-located in the area where the generator is shown on a concrete pad and screened.
8. The site will be lit with 24 foot light poles with full cut-off lighting, as well building mounted lights, etc.
9. There are existing street trees along the frontage of both sites that will remain to the extent possible. Parking lot landscaping requirements are being met in the redesigned parking area and other landscaping treatments are being added as foundation plantings as well as buffer screening.
10. The existing detention basin area will be expanded along the southerly side of the 570 Sullivan Avenue property. A berm with plantings will be added along the Sullivan Avenue frontage to screen the storage of trailers on site.
11. Both free standing signage and building signage is permitted. A zoning permit application will have to be submitted at the time of the sign installation.
12. There are regulated wetlands on the property. The applicant received IWA/CC approval on December 19, 2018 with the following approval conditions: Bonds shall be collected in the amount of \$10,000 for installation and maintenance of erosion and sediment controls during construction; \$15,000 for establishment of stormwater structures; \$15,000 for creation and maintenance of the mitigation areas and invasive control - to be held for three growing seasons to ensure proper establishment of the plantings. A maintenance plan approved by town staff shall be established for the long term invasive plant control within wetland areas.
13. The property is currently served by public water and public sewers. WPCA approval is not required, however if there is a flow increase or if the water meter size is increased, this may result in an additional capacity charge.
14. Fire Marshal has reviewed the plans and is satisfied with the changes as presented (location for fire hydrant and addition of knock box gate for emergency access from employee parking area).
15. The project is proposed to be constructed in two phases.

If this application is approved, the planning department has the following modifications: The two properties are required to be combined by deed as this approval is for a single site.

Town Engineer Jeff Doolittle gave staff comments stating most comments have been addressed with the following comments remaining:

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1. The site relies mostly on existing drainage pipes, which need to be inspected and cleaned and repaired as necessary. The pipes will have to be regularly inspected particularly on the eastern portion of the site where there are pipes with flat or negative spacing. The stormwater maintenance plan needs to show that the drainage pipes will be inspected at least annually and cleaned as necessary.
2. A trash rack is to be added to the structure from the eastern detention basin.
3. Will fencing include a security measure such as barbed wire? Mr. Coon noted plan detail does show 6' fencing with three strands of barbed wire on the top.

The Chairman asked for comments from commissioners.

Vice Chairman Foley asked about the purpose of the barbed wire, Mr. Coon stated it is for security.

Chairman Pacekonis asked about the height of the fencing which Mr. Coon described as 6 feet high with 3 strands of barbed wire on top and stated the facility is open 24 hours with an automatic gate. Vice Chairman Foley asked about the staging on Sullivan Avenue for trucks entering the site. Mr. Coon stated there is enough room to provide stacking in the entrance for two tractor trailers.

Mr. Scott Eccard, project manager for R&L Carriers, stated they are presently building 10 facilities around the country and try to build them as uniform as possible. Traffic generated at night is minimal. The normal two shift operation is busiest between 7 – 10 a.m. and 3:30 – 6:30 p.m. Vice Chairman Foley noted those hours are busiest for traffic on Sullivan Avenue and Commissioner Flagg noted traffic from FedEx is very active during those times as well.

Chairman Pacekonis asked how many trucks are being added. Mr. Eccard stated they will have a total of 94 doors with 40 to 60 trucks and there is currently a range of 30 to 50 trucks. Vice Chairman Foley discussed the gating, staging and fencing with Mr. Eccard and Mr. Coon. Chairman Pacekonis noted the commission is not in favor of the use of barbed wire.

Commissioner Flagg asked about the entrance on Sullivan Avenue which will have emergency access. It was determined there will be no parking in front of the emergency access. The fueling station will have diesel fuel supplied from underground tanks. The Chairman requested the underground tanks and station be shown on the final plans.

Commissioner Flagg asked about the berm in the front which Mr. Coon described as 6' high planted with a series of shrubs in addition to the existing pear trees in front. Mr. Eccard stated they are flexible about the type of plantings for the berm which will adequately screen trailers on site.

The Chairman discussed the detention basins as shown on the plans with Mr. Coon and Town Engineer Doolittle.

Commissioner Dexter asked about the timing of the phases. Mr. Coon stated the building will remain operational throughout construction. The 1<sup>st</sup> phase will be construction of the maintenance building, fuel station and parking. Then the office and docks will be redone. Mr. Eccard estimated both Phase I and II will be completed by the end of 2019.

Commissioner Greer 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 for installation and maintenance of erosion

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and sediment controls during construction; \$15,000 for establishment of stormwater structures; and \$15,000 for creation and maintenance of the mitigation areas and invasive control to be held for three growing seasons to ensure proper establishment of the plantings.

4. A landscape bond in the amount of \$5,000 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 1/8/19 shall be incorporated into the final plans.
13. The properties (540 and 570) shall be combined by deed as this site approval is for a single 17+ acre site.
14. Barbed wire shall not be utilized on any fencing.

Vice Chairman Foley seconded the motion.

The motion carried and the vote was unanimous.

4. **Preliminary Discussion** with Metro Realty LTD regarding development of property located on the easterly side of Buckland Road

Mr. Peter DeMallie, President of Design Professionals, Inc. described a 24 acre site on Buckland Road in coordination with the existing M&R Liquors site with Mr. Ben Tripp and Mr. Hal Richards of Metro Realty, Mr. Kwesi Brown, traffic engineer of Milone and MacBroom and Metro Realty Group President Geoffrey Sager.

Mr. Sager described Metro Realty's 16 year history of residential development in South Windsor and stated this project will be entirely commercial with JP Morgan Chase Wealth Management spearheading the development. A site map was shown of parcels involved and access management plan described to have a circulation road built parallel to Buckland Road (on the eastern side).

Mr. DeMallie described their plan for a 1,000 foot street parallel to Buckland Road connecting to the driveway at M&R Liquors and tying into the lights at Cedar Avenue and Hemlock Drive. Director of Planning Lipe stated parallel roadways to Buckland Road were always the goal of access management.

Commissioners discussed the plan and voiced consensus to move ahead with the proposal.

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**BONDS: Callings/Reductions/Settings**  
**Site Bond**

Engineering recommends a site bond set in the amount of \$920,010 and reduced to \$274,625 for improvements associated with Appl. 17-04P, Estates at South Windsor Phase II.

Commissioner Greer made a motion to set and reduce the above mentioned site bond.  
Seconded by Commissioner Dexter. The motion carried and the vote was unanimous.

**APPLICATIONS OFFICIALLY RECEIVED:**

1. **Appl. 18-65P, Bruce Morris Major Home Occupation dba Morris Pet Grooming** – request for renewal of a 5-year major home occupation to operate a mobile dog grooming business, on property located at 86 Juniper Lane, A-30 zone
2. **Appl. 18-66P, Colavecchio Major Home Occupation dba Hair by Diane** –request for renewal of a 5-year major home occupation of a beauty salon on property located at 331 Smith Street, RR zone
3. **Appl. 19-01P, T's Auto Service**– request for renewal of a two year temporary and conditional permit (Section 2.13.a) to allow four vehicles for sale at 718 Ellington Road, RC zone
4. **Appl. 19-02P, Nutmeg Properties of CT LLC** – request for a 2-lot minor resubdivision of 2.2 acres located at 201-205 Nutmeg Road South, I zone

**MINUTES:** 12/11/18 adopted by consensus

**OLD BUSINESS:** *see page 2*

**OTHER BUSINESS:**

Director Lipe showed the Commission a recent photograph of the Monroe Tractor site in compliance on Sandra Drive.

The Director suggested drafting a text amendment to address commercial properties with existing houses on the property that have a requirement for the property/business owner to reside in the house. As properties are going on the market there may be a need to be less restrictive with the existing properties. Commissioners suggested the use of special exception criteria to support the change. A draft amendment will be written for consideration.

A draft amendment regarding barbed wire fencing was reviewed by commissioners who agreed it should be prohibited along any frontage and prohibited elsewhere unless by special exception. The draft amendment will be revised for review.

Director Lipe reported the Town Manager is still facilitating a meeting with Town Staff, Evergreen Walk, and commissioners about additional senior development at Evergreen Walk. Commissioners voiced their concerns about allowing more residential development to happen without taking into consideration the impact on Town services.

**CORRESPONDENCE / REPORTS:**

**ADJOURNMENT:**

Motion to adjourn the Regular Meeting at 8:38 p.m. was made by Commissioner Flagg  
Seconded by Commissioner Bernstein  
The motion carried and the vote was unanimous.

Respectfully Submitted,  
Lauren L. Zarambo, Recording Secretary