

TOWN OF SOUTH WINDSOR
PLANNING & ZONING COMMISSION

MINUTES

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JUNE 25, 2019

MEMBERS PRESENT: Bart Pacekonis, Stephanie Dexter, Steve Wagner, Bill Flagg

ALTERNATES PRESENT: Michael LeBlanc, Paul Bernstein

STAFF PRESENT: Michele Lipe, Director of Planning; Lauren Zarambo, Recording Secretary

PLEDGE OF ALLEGIANCE

REGULAR MEETING / MADDEN ROOM 7:00 PM

CALL TO ORDER: The Chairman called the Regular Meeting to order at 7:00 p.m.

PUBLIC PARTICIPATION: None

Chairman Pacekonis appointed Alternant Commissioner Bernstein to be seated for Commissioner Bonzani and Alternate Commissioner LeBlanc to be seated for Commissioner Foley.

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

1. **Appl. 19-31P, South Windsor Jaycees Foundation Inc.** - request for renewal of a five (5) year permit period commencing in 2019 to hold the annual Wapping Fair on property located westerly side of Brookfield Street, northerly side of Troy Road, RR zone

Mr. Paul Petrillo of the South Windsor Jaycees Foundation Inc. presented the renewal request for the Wapping Fair for which he has been Chairman for 19 years. The fair will be held at 75 Brookfield Street where it has been held for the last 2 years. Dates of the fair are September 5 -8 and in subsequent years it will be held the Thursday through Saturday after Labor Day.

Mr. Petrillo stated he has met with South Windsor Police Department to review their initial planning session held 2 years ago. The shuttle bus will be restricted to Saturday and Sunday use. No traffic issues have arisen during any days of the fair so outside traffic control detail will be reduced. There will be no alcohol served on the fairgrounds this year. There will not be fireworks. The area of the beetle sanctuary will be isolated to insure it will not be intruded upon with perimeter roads in place.

The Troy Road entrance will be used for all the major vehicles. Brookfield Street entrance will be used for the general public. This plan will keep more of the traffic off the main field lessening wear and tear to the grounds.

Director of Planning Michele Lipe gave staff comments:

1. Request for a five year permit to hold the Wapping Fair on the multi-use open area, on property located on the westerly side of Brookfield Street and northerly side of Troy Road, RR zone. The PZC had granted a two year permit in 2017 in this new location. This request is for 5 years.
2. The applicant has provided a description of the event including dates, times, activities as well as a site map showing the layout proposed for the fair. There is no alcohol proposed to be served this year.
3. Access and traffic patterns into and around the site have been reviewed by Town staff and Fire Department and Police Services.
4. There are two curb cuts proposed to service this site – the primary entrance will remain off of Brookfield Street with an emergency entrance/exit off of Troy Road. The Troy Road entrance will be gated. At the time of the Wapping Fair, the Brookfield entrance is intended to be for the public, staff

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and parking and the traffic pattern would allow for separate locations for ingress and egress. No parking signs will be posted along the public roads.

5. The Jaycees will have to hire private duty officers to handle any traffic control activities that occur on the public roadway.
6. There are no utilities on site at this time. Accommodations for water and bathroom facilities are handled by the Jaycees. All food vendors will apply for a temporary food permit and the Town's health department inspects the vendors prior to opening
7. The five-year permit conditions include safeguards such as provision each year of a \$1 million insurance policy with the Town of South Windsor as an insured party, and a \$20,000 bond to ensure restoration of Fairgrounds to its pre-fair condition.
8. Recreation, Planning, Public Works, Health, Fire and Police staff will meet with Paul Petrillo, from the South Windsor Jaycees, prior to the event for logistics surrounding the fair discuss revisions to the approval conditions and have modified them.
9. A copy of the proposed conditions has been provided to the Commission.
10. If this application is approved, Planning staff has no additional requested approved modifications.

Commissioner Dexter asked what happened with last year's beer tent. Mr. Petrillo stated the beer tent was not as well received by the public as they expected and was not economically feasible given the logistics required by the Police to offer it this year.

Alternate Commissioner Bernstein asked if the purpose of the fair is a fund raising event for the Jaycees. Mr. Petrillo stated it is fundraiser so the Jaycees do not lose money but simultaneously is held as a community event that is economical for families to attend. The fair is completely dependent on weather as to whether a profit is made. The more profit is made the more the Jaycees can donate to the community.

Commissioner Flagg asked if there are plans to turn the park into a permanent fair site with pavilion buildings constructed. Mr. Petrillo stated he has spoken with Ray Favreau about bring infrastructure into the park such as power and water and then possibly buildings. Director Lipe noted the fairgrounds is a multi-purpose property but first and foremost it is a debris field, when and if it is required to store storm debris.

Alternate Commissioner Bernstein noted the success of the annual Celebrate West Hartford fair run by the Town of West Hartford and volunteers for the last 35 years.

Alternate Commissioner LeBlanc recalled a neighbor's concern of cars entering and exiting the fairgrounds brought up two years ago when the fair was first locating at the fairgrounds. Mr. Petrillo confirmed the concern was resolved before the problem manifested. Director Lipe stated there has been no complaints and the berm has been planted with wildflowers which is quite beautiful in the summer.

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

In accordance with the Planning & Zoning approval of June 25, 2019 for a five year (2019, 2020, 2021, 2022, 2023) permit to hold a fair at the Fairgrounds at Rye Street Park, your new dates and times are as follows:

Fair Dates:

September 5, 2019

5:00 p.m. to 10:00 p.m.

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September 6, 2019	5:00 p.m. to 11:00 p.m.
September 7, 2019	10:00 a.m. to 11:00 p.m.
September 8, 2019	10:00 a.m. to 6:00 p.m.

Supplementary Dates:

- Date of pre-fair organizational meeting between Town Parks and Recreation Departments and the South Windsor Jaycees Foundation Inc. (hereafter referred to as Jaycees): **August 7, 2019**
- Dates park will need to be reserved for vendor access prior to opening of fair:
August 30, 2019 will be first day park is used to set up of fair.
- Dates park will need to be reserved for vendor exit/clean-up after conclusion of fair:
September 12, 2019 all equipment and clean-up will be complete.
- Date for a post-fair close-out meeting between Town Parks and Recreation Departments and Jaycees: **September 25, 2019**

The following conditions shall apply:

1. The Jaycees shall provide a liability insurance policy naming the Town of South Windsor as an additional insured, with a combined single limit for bodily injury and/or property damage in the amount of \$1,000,000. The Certificate of insurance shall be submitted to the Planning and Zoning Commission to include off-site damage protection.
2. A bond in the amount of \$20,000 shall be submitted to this Commission to ensure that all Town property is restored to the condition which existed before the fair, within two weeks after the closing of the fair.
3. Police Services shall be the responsibility of Jaycees as outlined in the attached memo from the South Windsor Police Services.
4. Police Services will create a traffic plan for the Fair. "No Parking" signs shall be posted by the Public Works Street Services Division and enforced along Brookfield Street and Troy Road, so that two-way traffic is maintained on all Town roads.
5. There shall be a minimum of 500 off-street parking spaces. All parking areas shall be clearly marked. Internal parking and traffic control shall be the responsibility of the Jaycees. Roped walkways shall be provided for the safe movement of pedestrian traffic.
6. A minimum of nine portable sanitary facilities shall be provided. A minimum of three hand wash stations are required at the bathrooms and the ADA restroom (or "enhanced access restroom") must be code compliant.
7. The Jaycees shall provide a dumpster of sufficient size for trash/livestock waste generated by the fair and the removal of such from the park premises.
8. Temporary services are permitted by licensed electricians and an electrical permit from the Building Department is required and is subject to approval and inspection by the Town. All electrical components must be removed and site cleaned at conclusion of fair.

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9. Emergency phone shall be provided by the Jaycees. A list of Jaycees Wapping Fair Committee contacts and phone numbers shall be provided to the Town. A reciprocal list of critical Town contacts will be provided to the Jaycees Wapping Fair Committee.
10. The Jaycees Fair staff shall be readily identifiable as such while working the fairgrounds.
11. All provisions of South Windsor Code of Ordinance Chapter 74, section 74-67 through 74-73 shall be complied with.
12. Primary access to the Fair for workers and the public is via the main entrance on Brookfield Street, across from #90. Access to the site from Troy Road is only allowed for Town Emergency vehicles during the fair and large trucks/trailers for the rides before and after while the fair is not open to the public. The gate at the Troy Road entrance should remain closed during the fair hours.
13. The Jaycees must contact the Planning Department and the Parks and Recreation Department each spring advising us of the dates for that year and any changes there may be from the original approval granted.

Commissioner Wagner seconded the motion.

The motion carried and the vote was unanimous.

2. Discussion and review of updates to the Implementation Element on the Plan of Conservation and Development

Director of Planning Lipe reviewed 2019 draft updates to the Implementation Element and encouraged Commissioners bring forward what they would like to address in the document.

BONDS: Callings/Reductions/Settings

IWACC Bonds

1. Appl. 17-07P, ALDI Facility Expansion E&S Bond in the amount of \$10,000 to be reduced by \$10,000 to leave a balance of -0-.

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

2. Appl. 15-06P, Tempo Apartments E&S Bond in the amount of \$5,000 to be reduced by \$5,000 to leave a balance of -0-.

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

3. Appl. 12-42P, American Eagle E&S Bond in the amount of \$5,000 to be reduced by \$5,000 to leave a balance of -0-.
4. Appl. 12-42P, American Eagle Stormwater Bond in the amount of \$5,000 to be reduced by \$5,000 to leave a balance of -0-.

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

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5. Appl. 11-05P, FedEx E&S Bond in the amount of \$5,000 to be reduced by \$5,000 to leave a balance of -0-.

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

6. Appl. 07-09P, Kilkenney Heights E&S Bond in the amount of \$5,000 to be reduced by \$5,000 to leave a balance of -0-.

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

7. Appl. 02-06P, Stone Crossing Phase I E&S Bond in the amount of \$5,000 to be reduced by \$5,000 to leave a balance of -0-.

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

Landscape Bonds

8. Mitchell – Ident Road in the amount of \$2,000 to be reduced by \$2,000 to leave a balance of \$-0-

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

9. New Country – 280 Sullivan Avenue in the amount of \$1,000 to be reduced by \$1,000 to leave a balance of \$-0-

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

MINUTES: 5/28/19 were accepted by consensus

OLD BUSINESS: *see page 2*

APPLICATIONS OFFICIALLY RECEIVED:

OTHER BUSINESS:

Director Lipe reported a pre-construction meeting has taken place with HarborChase of Evergreen Walk and they will be checking on the health of trees along Buckland Road. The two houses and barn have been removed from Evergreen Walk.

CORRESPONDENCE / REPORTS:

Alternate Commissioner Bernstein asked about a letter from Sandra Reault to the Commission that was included in their packets. Chairman Pacekonis suggested creating a sub-committee to explore community interest in affordable housing. Director Lipe noted the affordable housing statute changes approved last year that require towns to create a 5-year housing plan. The Department of Housing may be involved in sending directions to communities to help create such a plan and there are perimeters to look at related to housing and housing plans other towns have done. South Windsor will be applying for the moratorium on affordable housing this year. There is data that can be put together about housing to look at trends but will be based on hard core census data that will be available in January of 2021. Commissioner Wagner asked if anything is being done to insure a good census count in South Windsor. Director Lipe reported she was in a meeting

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about forming a committee to do so and has already supplied housing data for that purpose. Community outreach may come through Human Services and the Library.

ADJOURNMENT:

Motion to adjourn the Regular Meeting at 8:37 p.m. was made by Commissioner Flagg
Seconded by Commissioner Wagner. The motion carried and the vote was unanimous.

Respectfully Submitted,
Lauren L. Zarambo, Recording Secretary