

July 8, 2021

Michelle Lipe, AICP
Planning Department
Town of South Windsor
Town Hall, 1540 Sullivan Avenue
South Windsor, CT 06074

RE: Pleasant Valley Elementary School
Planning and Zoning Information Request
Special Events + Special Event Parking

Dear Michelle,

This memo is in response to the Planning and Zoning Commission's request for information from the June 8th Public Hearing. Specifically, the Commission inquired as to the number and type of special events that would be anticipated at the new Pleasant Valley School, and the availability of special event parking.

SPECIAL EVENTS

I reached out to Pleasant Valley Elementary School Principal, Tiffany Caouette, and she was able to provide the following information regarding the special events at the school. They fall into three categories, and include:

- **Meet and Greet**
Held annually as a morning event before the beginning of the school year. Approximately 500 attendees total, in three waves. All staff members are present. (127 staff).
170 +/- attendees per wave + 127 staff members = 297 total
297 total
- **Open House**
Held annually as an evening event at the beginning of the school year. K-5 parents, approximately 70% attend, with virtual option about 50% of those attend virtually, and 50% attend in-person. All certified staff are in attendance. (55 certified staff).
700 k-5 families x 70% attendance = 490 virtual and in-person attendees (50% = 245 in-person / 245 virtual).
245 in-person families + 55 certified staff = 300 total
300 total
- **Evening Events**
Held approximately once a month. 8-10 staff members, 6-8 PTO volunteers, 150 parents. Occasionally getting to about 250 attendees on rare occasions.
50 total (regularly) | 150 total (occasionally) | 250 total (rarely)

SPECIAL EVENT PARKING

Parking to support special events at the new Pleasant Valley School will be accommodated fully at the upper tier of the site closest to the new school building. The available parking is distributed as follows:

- **AREA 1**
Parking within paved and lined parking spaces.
180 spaces
- **AREA 2**
Parking spaces at curbside.
56 spaces
- **AREA 3**
Parking on upper tier school grass playfield.
71 spaces
- **AREA 4**
Parking within adjacent church parking lot. (MOU in process with church).
161 spaces

TOTAL SPECIAL EVENT PARKING

AREAS 1, 2, 3 = **307 Spaces**

AREAS 1, 2, 3, 4 = **468 Spaces**

We trust this information meets your needs at this time. Should you have any further questions or comments regarding this information, please do not hesitate to contact me.

Sincerely,

DRUMMEY ROSANE ANDERSON, INC.



James A. Barrett, AIA, ALEP, LEED AP^{BD+C}
Principal

ALEP- accredited learning environment planner