

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

**MINUTES**

**-1-**

**OCTOBER 27, 2020**

---

**MEMBERS PRESENT:** Bart Pacekonis, Kevin Foley, Stephanie Dexter, Stephen Wagner, Bill Flagg,

**ALTERNATES PRESENT:** Michael LeBlanc, Paul Bernstein, Elizabeth McGuire

**STAFF PRESENT:** Michele Lipe, Director of Planning; Jeff Doolittle, Town Engineer; Scott Roberts, Assistant Town Manager/IT Support; Lauren Zarambo, Recording Secretary

Acting Secretary Commissioner Dexter read the legal notice as published in the Journal Inquirer on Thursday, October 15, and Thursday, October 22, 2020.

Chairman Pacekonis stated the meeting is being live-streamed through a Webex conference call on the Town website as well as local channels, and will be operating under the following procedures:

- This session is being audio-recorded and video recorded.
- To ensure sound quality, the default rule for this meeting is that everyone will remain on mute.
- Commissioners and staff will generally remain on mute except when speaking or voting, and will generally be keeping video of themselves on throughout the meeting.
- Applicants should feel free to leave their video on or off. However, they will be asked to turn on their video when speaking.
- The public can provide public comments by email and/or phone. The email address and phone number with meeting code can be found on the front of the agenda.
- During public meetings, all of the normal rules, including stating, and now spelling your name, still apply.
- If you are speaking at this meeting and have an exhibit to submit to the Commission, which was not distributed in advance of the meeting with the rest of the materials, please indicate that you wish to submit an exhibit. You will need to hold it up to the camera so that the Commission and all members of the public may review it. In addition, you will be required to email the exhibit, or take a photograph of it and email it to [planningzoningcomments@southwindsor.org](mailto:planningzoningcomments@southwindsor.org), and it will be included in the permanent records of the Commission.
- Members of the public may only speak during public participation for an item not on the agenda and during the public hearing comment period.
- Lastly, a reminder to the public on the phone to press \*3 to indicate that you want to speak and # to get back to the main menu.

**PLEDGE OF ALLEGIANCE**

Chairman Pacekonis appointed Alternate Commissioner McGuire to be seated for Commissioner Bonzani and Alternate Commissioner LeBlanc to be seated for Commissioner Greer.

**PUBLIC HEARING / Webex Conference ONLINE MEETING 7:00 PM**

1. **Appl. 20-44P, Costco Wholesale** – request for Special Exception to Section 4.4.5.E for extended trucking hours and Site Plan of Development approval for an 163,404 sf retail facility including a fueling station, within Evergreen Walk Development, Units 4, 5, 9, 12, 13, on property located at 151 Buckland Road, Buckland Road Gateway Development zone

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

**MINUTES**

**-2-**

**OCTOBER 27, 2020**

Mr. Alan Lamson of FLB Architecture & Planning presented the application with Site Engineer Michelle Carlson and Traffic Engineer Mike Dion of BL Companies and Mr. Mark Marchisano of Costco Warehouse on behalf of the applicant.

Mr. Lamson described the site and site plan approval requested for an approximately 160,000 sf Costco store and fuel station, and Special Exception for hours of operation for truck deliveries and pick-ups between 5 a.m. and 7 a.m. The Special Exception criteria met was described.

The primary truck route is from Buckland Road to Deming Street to Tamarack Avenue to the site. The secondary route would not be used from 10 p.m. to 5 a.m. except in specific emergencies when the primary route is blocked or otherwise not available. The loading area is located at least 1,320 feet from the nearest residentially zoned dwelling unit, and at least 500 feet from any residential building in the Gateway zone.

Modification is requested for the number of parking spaces, 674 spaces (817 required). A waiver to permit 35' high light poles on the site is requested, and approval for the proposed hours of operations for the fuel facility of Monday – Friday 6 a.m. to 9 p.m., Saturday 7 a.m. to 8 p.m., and Sunday 7 a.m. to 7 p.m.

Mr. Lamson described the completion of Tamarack Avenue and the trail system, as per requirements from the Evergreen Walk General Plan, to be timed with the completion of the Costco Warehouse. The northern most section of Tamarack Avenue at ECHN to the Evergreen Crossing Senior Living Facility will be completed with the construction of the Costco site. The remaining section of Tamarack Avenue from Evergreen Crossing south to the rear of the parking areas for the Shops at Evergreen Walk is under designed by Fuss & O'Neill for PZC approval this November, with bidding in January, construction in Spring 2021, and completion timed to completion of the Costco development. IWA/CC approval for the trail system has been granted. Work will begin this winter and the full build out of the trail system completed well in advance of the completion of the Costco site.

Mr. Lamson stated all remaining engineering comments for the project will be resolved.

Site Engineer Michelle Carlson described their revised site plan. The rear sidewalk has been revised per staff comments for better pedestrian access. Truck access remains the same from Buckland Road to Cedar Avenue or from Deming Street at ECHN. The stormwater management plan and gas station plan have not changed. The existing emergency access fire road is to be used to create safe access to the site. The lighting plan was shown meeting requirements for light spill off the site using 35' high poles and a series of wall-paks for building lighting. The fuel facility will be down lit from under the fuel canopy. Ms. Carlson stated the 35' high poles produce a more even distribution of light, allowing for more landscaping in islands with less poles. The site is at a 25' lower elevation so from Evergreen Way the poles will not appear tall. The lighting plan was previously reviewed by ADRC with one member disagreeing with the height of the 35' high poles proposed.

Truck routing exhibits were shown with trucks entering from I-84 on Buckland Road and turning on Deming Street into the site, and by way of a secondary route down Cedar Avenue to the back of the building. No trucks will go west on Deming Street from the site.

The landscaping plan was reviewed by ADRC that requested a few more trees in the front island. Linden and spruce trees with bayberry as understory are proposed on Evergreen Way with 89 deciduous trees planned on site to include eastern red cedar, blue spruce, white pine, arborvitae, with some native species, flowering crab apple, and others with over 1200 shrubs, ornamental grasses and ground cover plants.

Traffic Engineer Mike Dion stated they captured all background traffic in the area from all developments being built in the area, and received approval in August from OSTA at the DOT. The Costco project adds

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

**MINUTES**

**-3-**

**OCTOBER 27, 2020**

170 trips in the peak afternoon hours and 200 trips on Saturday. The overall level of service at the intersections does not change at all. The two existing queue lengths for the northbound left turn lane on Buckland Road at Hemlock Avenue, and at Cedar Avenue do not have enough storage in the turn lanes. The applicant has agreed with all parties to increase the storage lanes at Hemlock Avenue from 210' to 400', and at Cedar Avenue from 275' to 345' to alleviate traffic issues for this project.

Director of Planning Michele Lipe gave staff comments:

1. Request for Special Exception to Section 4.4.5.E for extended trucking hours and Site Plan of Development approval for an 163,404 sf retail facility including a fueling station, within Evergreen Walk Development, Units 4, 5, 9, 12, 13, on property located at 151 Buckland Road, Buckland Road Gateway Development zone
2. Automotive fueling stations are permitted as an accessory retail use when directly related to retail use in excess of 100,000 sf. The facility must be a minimum of 500 feet from Buckland Road and within 1,500 feet of the primary building. The Commission may determine the hours of operation. The applicant has proposed the hours: Monday – Friday 6:00 AM – 9:00 PM; Saturday 7:00 AM – 8:00 PM; and Sunday 7:00 AM – 7:00 PM.
3. A shopping cart management plan has been submitted as required.
4. This project is subject to the Pedestrian and Bicycle requirements. The sidewalk network is being extended into the site from both the south near the Evergreen Crossing Independent Living Facility along the western side of the site as well as along the access drive in the rear (to be known as Costco Way) up Evergreen Way. The sidewalk network will also continue from the Assisted Living Facility on Evergreen Way up to Costco's entrance. A bike rack is being provided on the southerly side of the building in a parking island.
5. The applicant has requested extended trucking hours. The PZC recently amended the zoning regulations to allow by Special Exception, extended trucking hours if the Commission determines that the criteria in Section 8.4, Special Standards and Procedures, as well as the following criteria, are satisfied.
  - a. There shall be no truck delivery or pickups between the hours of 10:00 p.m. and 5:00 a.m.
  - b. A truck routing plan shall be submitted showing truck movements for the site that access the site only from Buckland Road and Deming Street without passing by any residential buildings within Evergreen Walk in the Buckland Road Gateway Development Zone or residentially zoned properties. If primary and alternate truck routes are designated, an alternate route may pass by residential buildings within the Gateway Zone, provided provisions are included in the site plan to limit use of the alternate route to emergencies and temporary situations where the primary route is blocked.
  - c. The loading dock shall be located at least 1,320 feet from the nearest residentially zoned dwelling unit and at least 500 feet from any residential building within the Buckland Road Gateway Development Zone.
  - d. The modified hours of operation are permitted only with regard to a retail sales and inventory use that has a minimum gross floor area of 150,000 square feet.
  - e. The loading area shall be appropriately screened to reduce sound by recessing the loading area or orientation of the building and location of the loading area, etc. unless the Commission determines that the screening is not necessary because there are no residentially zoned properties or residential buildings that would be affected.

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

**MINUTES**

**-4-**

**OCTOBER 27, 2020**

6. Outdoor storage is prohibited in the Gateway Zone, and all business must be conducted within completely enclosed buildings. There are exceptions to this regulation for village-style shopping centers where outside merchandise display, such as kiosks or market carts, is an integral part of the theme and thus enhances the appearance of the site. The regulation is clear that this provision is not intended to allow outside display of merchandise typically sold inside retail stores in conventional shopping areas; rather, it is intended to encourage true pedestrian-oriented areas in a village atmosphere.
7. The parking requirement is 817 spaces for the retail component. The applicant has proposed 674 spaces. In accordance with Section 6.4.9, they are requesting a reduction. The PZC can consider this reduction when it is demonstrated that:
  - The increase in stormwater run-off rate shall be held to a minimum by reducing the parking spaces, and/or
  - The applicant demonstrates through actual experience that a lesser number of parking spaces will suffice, and further that due to the nature of the building or business, future owners/occupants of the building are also unlikely to need to number of parking spaces required by the zoning regulations.
8. The requirement for landscaping of interior parking lots is 10%, with 10% proposed.
9. Section 4.2.11.C Off Street Parking provides specific design criteria for parking lots related to the aesthetics of the parking lot design and the distribution of parking around the building. The applicant is requesting a waiver of the section in accordance with Section 4.2.11.C.d. This section allows the Commission to grant a waiver for “creative, innovative, outstanding parking lot design with features that cause the parking lot to become an integral design of the site. Such features could include items such as curvilinear designs; architectural pavement including pavers, stamped concrete; exceptional landscaping.”
10. The landscaping plan appears to be attractive and includes a variety of materials. There are street trees proposed along the access drive and throughout the parking lot islands.
11. There will be a significant retaining wall at the eastern end of the parking area and building. All guard rails will be wooden guard rails (similar to what is found in other areas of Evergreen Walk and as found on the Merritt Parkway).
12. Site lighting design includes two different fixture types. The proposed lighting is full cutoff fixtures with 35’ pole height and wall paks on the buildings. The applicant has requested a waiver to allow all the parking lot lighting to be 35 feet. The applicant did indicate to ADRC that they will be on a timer and will be reduced two hours after the close of the store.

The Commission can grant this waiver after finding that:

- traffic or other hazards will not be created; general property values will be conserved;
- no adverse effects on existing uses in the area; general welfare of the community will be served;
- no adverse environmental impacts will be created;
- topography of the land makes the property suitable for higher poles.

This request is a little unusual in this zone as all other lighting within Evergreen Walk is a maximum of 26 foot high poles. Past requests for taller lights have been in the truck parking and loading areas in our industrial zones. (Evergreen Way has decorative fixtures on 15-foot poles and the rear parking lots and access ways include shoebox fixtures on 25-foot poles.) I had previously raised concerns that some of the

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

**MINUTES**

**-5-**

**OCTOBER 27, 2020**

proposed lighting levels shown are brighter than we typically see in our commercial parking lots with FC average around 4.6 FC.

13. There is a service area proposed on the easterly side of the building adjacent to the retaining wall. This area will contain the dumpsters and the public will not be permitted into this area.
14. Proposed signage for this project includes building signage on three sides of the building as a well as a free-standing sign proposed at the entrance near the main entrance off Tamarack Avenue.
15. Architectural elevations have been submitted for all sides of all buildings. ADRC had reviewed these architectural elevations plans at the general plan stage and were well received by the Committee, and they appreciated the quality of the materials being used. The applicant returned to ADRC on September 10 to review the landscaping and lighting plans. The Committee forwarded a favorable review of the project.
16. There are regulated wetlands on this site. The IWA/CC approved a modified plan on January 15, 2020. The approval recommended:
  - 1) Bonds shall be collected in the amount of \$30,000 for installation and maintenance of erosion and sediment controls; \$20,000 for installation and maintenance of stormwater structures; \$30,000 to insure proper installation, follow-up inspection and maintenance of mitigation measures.
  - 2) Mitigation shall be monitored for not less than five years and reported to Town staff.
  - 3) Installation of a valve or other device capable of closing the outlet of the detention basin for spill control. This device may be incorporated into the underground system if that is a better location.
  - 4) The maintenance of the spill control device on the detention basin outlet or underground system shall be included in the operation and maintenance plan.
17. A traffic study has been submitted for review. Staff did engage VHB Engineering, the Town's on call traffic engineer to conduct a review of the study. The preliminary findings were discussed with the police and the applicant. The applicant has provided a response memo to the concerns raised (included in commissioners' packets).
18. The Fire Marshal has reviewed the plans, specifically the fire truck routing patterns and has no comments.
19. Public water and sewers are available. The Water Pollution Control Authority approval is required for the sewers.
20. A shopping cart management plan has been included at this time.
21. The Commission may recall a couple General Plan approval conditions that were to be addressed with this site plan application. They included:
  - Temporary roadway portion of Evergreen Way must completed and concrete sidewalks installed (which has been included on the plans);
  - Completion of the remainder of Tamarack road network (south of the Independent Living);
  - Completion of the trail system shown on the General Plan shall be submitted with the filing of the retail Site Plan application and completed prior to issuance of a CO.

The applicant has included two documents on behalf of Evergreen Walk LLC that address the progress on the completion of the walking trails and the extension of Tamarack south.

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

**MINUTES**

**-6-**

**OCTOBER 27, 2020**

---

22. The Town of Manchester was notified of this pending application as required by State statute. We have not received any comments to date.

If this application is approved, the Planning Department has no other modification to request.

Town Engineer Jeff Doolittle gave staff comments:

1. Include the existing conditions plan sheets.
2. Show Tamarack Avenue addresses established for the buildings on site.
3. Show street name signs and directional signs to clearly mark Tamarack Avenue through this site, the main building entrance and truck/delivery area from the north and south approaches.
4. Show sidewalk ramps everywhere where sidewalks end at driveways, streets and parking aisles, and a painted crosswalk across the first parking lot aisle at the north end of the site.
5. Show more detail for the wall, sidewalk and guiderail by the southwest corner of the building. The sidewalk has been reduced to 4 feet wide here, but it is not clear where the wood guiderail will fit. We have installed wood boards on the back sides of guiderail posts where they are close to and in front of sidewalks.
6. The outlet for the 24 inch storm drain pipe that will run under the east parking lot to replace an existing storm drain pipe through the site needs to be relocated at or near the bottom of the existing drainage channel about 60 feet south of where it is shown, with a rip rap plunge pool.
7. I still did not see any information on the plans about the twin pipes that carry the brook under Tamarack Avenue south of the building. Show the pipe sizes and invert elevations of both ends and clean up notes on Sheet GD-2.
8. The top of the wall and grading on the south side of Evergreen Way needs to be raised so as not to reduce the cover over utilities in this area to less than what is required.
9. Label the underground stormwater detention system with the size and number of rows and units in each row needed on the drainage plan sheet.
10. I am still reviewing the detailed Stormwater Management Report and may have comments on this later.
11. What are the expected sanitary sewer flows from this building and how were the 2 grease traps and a sand separator sized?
12. Why is the design flow much greater than the force main flow shown for the sanitary pump station? Add a note that the pump station will have provisions for an external auxiliary power supply (generator).
13. The Landscape plan shows many trees, bushes and plants along Evergreen Way over the existing utilities there. The large trees shown to be planted in this area need to be moved elsewhere on site as trees are not suitable to be planted over utilities, especially the sanitary sewer and gas main in this area.
14. Will there be an attractive entrance feature such as a stone wall, sculpture or low landscape bed at the end of Cedar Avenue to welcome people to this development?
15. Show how the existing underground utilities along Evergreen Way, especially the sanitary sewer and gas mains will be protected from damage during and after construction of the wall as the anchors are shown very close to the sewer
16. Include plans to extend the left turn lanes on Buckland Road at Cedar and Hemlock Avenues as stated.

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

**MINUTES**

**-7-**

**OCTOBER 27, 2020**

---

17. WPCA review and approval is needed for this development.

Chairman Pacekonis asked if anyone from the public was waiting to speak. Mr. Roberts connected a call.

Mr. Marek Kozikowski, AICP, of 863 Clark Street voiced general support for the plan and asked for the truck routing plan to be implemented and enforced during the construction phase; installation of temporary or permanent signage indicating truck routes for drivers; and asked that all pedestrian crossings are improved and upgraded at all nearby impacted driveways and roadways to insure a safe pedestrian environment. Mr. Kozikowski also encouraged the Town to complete installation of sidewalks on Deming and Clark Streets to complete the loop around Town Center as depicted in the Town Plan of Conservation and Development.

Commissioner McGuire clarified with Mr. Kozikowski at which intersections he suggested upgraded pedestrian crossings. Mr. Kozikowski stated the intersection where the medical buildings are can be improved, as well as the intersection at the assisted living facility; and the driveway intersections at LA Fitness. Most importantly, the wide intersection at Cedar Avenue at the site driveway can be improved for pedestrians and kids on bikes.

Acting Secretary Commissioner Dexter read a letter written in support from Mr. Brian Faraci of 25 Grandview Terrace. (Exhibit A)

Chairman Pacekonis stated the public hearing will be extended to the next meeting and asked for questions from commissioners for the applicant to address at the next meeting.

Commissioner Wagner voiced appreciation for extending left turn lanes on Buckland Road but asked how southbound left turn lanes for the development across Buckland Road will be incorporated into the plan with their north bound left turn lanes. Mr. Marchisano stated they have presented the two left turn lanes they will be extending and the developments across the street will have their own requirements to add turn lanes. Town Engineer Doolittle stated plans from other developments can be provided to the applicant to incorporate.

Commissioner Wagner asked about wheelchair accessibility on the sidewalk along the roadway that slopes down around the building that may serve residents of assisted living facility at Unit 3. Mr. Marchisano noted there is a low slope grade on their property that can accommodate wheelchairs, and handicap parking spaces in the front. Ms. Carlson stated the existing fire road with an 8% slope has been brought down to 5%. Mr. Lamson confirmed 5% is the code required slope for a sidewalk.

Commissioner Wagner noted text on the truck route plan reads ‘the secondary truck route shall not be available between 10 p.m. and 5 a.m.’, but should read between 10 p.m. and 7 a.m. Regarding the alternate truck route, Commission Wagner asked for an addition to the site plan for provisions to limit the use of the alternate route to emergency use, stating a sign reinforcing the rule would be acceptable.

Commissioner Wagner noted the DEEP Electric Vehicle Roadmap for Connecticut and information regarding Electric Vehicle Charging in parking lots for 10% of required spaces be to be EV Ready Level 2 spaces. This is a plan for wiring only and done before paving will save a dramatic amount of money. It was noted Costco offers EV charging at other locations. Commissioner Wagner stated the recommendation for consideration of this plan is coming from the Energy Committee, a subcommittee of Town Council.

Commissioner McGuire asked about the impact of lighting from the 35’ high poles proposed. Mr. Marchisano described a more even and efficient distribution of lighting offering more parking.

Commissioner McGuire asked if gas station hours align with store hours. Mr. Marchisano noted the gas bar typically opens an hour or two before the store opens, but hours vary depending on local area.

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

**MINUTES**

**-8-**

**OCTOBER 27, 2020**

Commissioner Bernstein discussed timing of construction with Mr. Marchisano who stated their goal is to start in March and be open in November of 2021 in 110 to 125 days.

Commissioner Dexter requested comments regarding sidewalks along Deming and Clark Streets and upgrading of pedestrian crossings made by Mr. Kozikowski are captured for discussion for the next meeting. Mr. Marchisano requested to see what is required for other projects built or to be built in the area and across Buckland Road to see other project's responsibilities on pedestrian crossings. Director Lipe stated plans can be coordinated.

Chairman Pacekonis noted potential conflicts between the 35' high lighting and trees blocking the light, and voiced concerns regarding the traffic report asking with 400' long storage lanes, how long will vehicles will wait to turn. Mr. Dion described delays at intersections shown in the charts submitted and noted five new projects in the area will be adding three to four times the traffic they are expecting for Costco. Mr. Dion indicated the study from VHB recommends getting the network up and running on Buckland Road to help with traffic flow, and funding for that program or an adaptive system will be on the Town.

Chairman Pacekonis asked if the lighting foot candle levels that are higher than normal commercial applications can be reduced and asked for updated information at the next meeting.

Commissioner Dexter asked the applicant to provide compliance information regarding the underground storage tanks for the gas fueling facility.

Commissioner Wagner made a motion to extend the public hearing to November 10, 2020.

Commissioner Foley seconded the motion.

The motion carried and the vote was unanimous.

**REGULAR MEETING / Webex Conference ONLINE MEETING**

**CALL TO ORDER:** Chairman Pacekonis called the Regular Meeting to order at 8:33 p.m.

**PUBLIC PARTICIPATION:** not at this time.

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

1. **Appl. 20-49P, Valvoline Instant Oil Change** - request for site plan modification to construct a 3,837 sf oil change facility, on property located at 818 Sullivan Avenue, GC zone

Mr. Allan Borghesi presented the application showing a site plan. The existing house will be removed according to the Demolition Delay ordinance. The 3,840 sf Valvoline oil change facility and two small additions on the existing car wash will be built. The site is in a flood plain and approval from IWA/CC was granted. Mr. Borghesi described how the drive thru facility operates. Landscaping was described. The existing maple trees along the front requested to be saved will be replaced with new maple trees. Building materials were described for the new Valvoline facility prototype. Traffic flow and sight lines are excellent.

Director of Planning Lipe gave staff comments:

1. Request for site plan modification to construct a 3,837 sf oil change garage facility and to add two small additions to the car wash, totaling 777 sf , on property located at 818 Sullivan Avenue, GC zone
2. The site size is 4.4 acres. To accommodate the new facility, the existing house (currently used as an office) and existing driveway into the southern part of the site will be removed and the new facility will be constructed 50 feet from the front property line in that general area, and will share its access with the



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

**MINUTES**

**-9-**

**OCTOBER 27, 2020**

car wash facilities' current driveway. This entrance will be modified to direct traffic either to the new facility or to the rear for the car wash entrance and pavement markings will have to be updated to reflect such.

3. The Valvoline facility will have three bays for drive thru service. Customers no longer leave their cars; rather remain in the vehicle while the oil change is performed. The entrance to the facility will be from the rear of the building and vehicles will exit through the doors facing Sullivan Avenue.
4. Maximum impervious coverage allowed is 65%, 22% proposed. Front yard setback is 36 feet, 35 feet required.
5. Parking shown for the new facility include four spaces (one handicap accessible). Parking for the car wash is not delineated on the plans; however, it appears from a site visit that employee parking occurs to the rear of the site. The plan should call out the spaces.
6. Lighting on the site will include two 20 foot high pole lights around the new drive area as well as four wall paks along the building front and sides. A cut sheet of the LED lights proposed was submitted as well as an isometrics diagram illustrating the proposed lighting levels.
7. Currently there is a free standing sign existing on site. A sign variance was granted in 1995 to allow the free standing sign to 78 sf in size and a maximum of 9 feet in height. The Valvoline facility will be allowed signage on their building as well as share signage on the existing sign. The building signage was illustrated on the architectural plans and will be internally lit.
8. There are existing maple trees along the Sullivan Avenue frontage that are shown to be removed. We have requested the applicant to evaluate the health of these trees and see if grading can be adjusted to preserve the existing trees. Other landscaping treatments include a variety of maples and crabapple trees around the building area with ground cover and bushes, as well as arborvitae around the dumpster area.
9. The applicant went to the ADRC on September 10th. The Committee reviewed the color architectural rendering and landscape plans as well as the proposed lighting. They forwarded a favorable review of the project.
10. There is an area of regulated wetlands and 100 year floodplain immediately to the north requiring an approval for the IWA/CC. This application was heard on October 7 and approval was granted including a bond in the amount of \$5,000 to ensure proper placement and maintenance of erosion and sediment controls and \$10,000 for the installation and maintenance of the stormwater structures.
11. The site is currently serviced by public sewers and public water. WPCA review is required.

If this application is approved, the Planning Department requests that the metes and bounds of all easements be added to the final plans.

Town Engineer Jeff Doolittle gave staff comments:

1. The plans need to clearly show everything to be removed including the house, driveway, or any trees.
2. The new sanitary sewer lateral and water service is shown very close to existing and/or proposed trees and needs to be sure they are far enough away so there is no conflict. It is not clear whether the existing trees will remain per staff request or are to be removed.
3. The building may need a foundation drain because there is a full basement and should be shown on plans.

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

**MINUTES**

**-10-**

**OCTOBER 27, 2020**

4. There is a question whether there are any floor drains connected to the sanitary sewer lateral. If so, an oil water separator would be required.
5. WPCA review and approval are required for this application.

Chairman Pacekonis noted a letter received from Mr. Robert Dickinson suggesting the Commission require a multi-use path or sidewalk abutting the development for safe access for pedestrians and bicyclists. (Exhibit B) Mr. Borghesi agreed to the option of a 5' wide concrete sidewalk or 8'-10' wide bituminous multi-use path in the Town right of way as a condition of approval.

Commissioner Wagner clarified with Director Lipe and applicant the scope of the project.

Commissioner Flagg 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 \$5,000 to ensure compliance with the erosion and sediment control measures and \$10,000 to ensure establishment of storm water system.
4. A landscape bond in the amount of \$3,000 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. No building permits will be issued until the Office of State Traffic Administration certificate has been issued (per CGS §14-311).
10. The building street number must be included on the final plan.
11. Pavement markings must be maintained in good condition throughout the site drives and parking areas.
12. All free standing signs and/or building signs require the issuance of a sign permit before they are erected.
13. Engineering comments dated 10/20/20 must be incorporated into the final plans.
14. The area to the west of the building shall be repaired.
15. A 5' wide concrete sidewalk or 8'-10' wide bituminous multi-use path to be installed along the front of the property in the State ROW.

Commissioner Wagner seconded the motion

The motion carried and the vote was unanimous.

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

**MINUTES**

**-11-**

**OCTOBER 27, 2020**

- 2. Appl. 20-50P, Pete’s Tire Barns, Inc.** – request for a site plan modification to construct a 12,000 sf addition on property located at 260 Chapel Road, I zone

Project Landscape Designer Rachel Meier of Design Professionals, Inc. with Project Manager Daniel Jameson presented the application with Architect Sean Pepper of DR Poulin Construction on behalf of the applicant and owner, Mr. Peter Gerry.

The site at 260 Chapel Road is currently owned and operated by Pete’s Tire Barns. Site plans were shown for the 12,000 sf building addition to the rear of the site. The exterior finish will complement the existing building for a seamless appearance. Site drainage was described with catch basins. The addition will be built on existing impervious surface. Nine additional parking spaces will be added, along with 18 reserve spaces that can be striped in the future. Three handicap accessible parking spaces will be re-striped. Site lighting will include existing pole mounted lights, except one to be removed, with two full cut off zoning compliant 16’ ft high building mounted lights on the east face. No floor drains are proposed. The addition will not be visible from Chapel Road and mostly hidden from John Fitch Boulevard.

Director of Planning Lipe gave staff comments:

1. Request for a site plan modification to construct a 12,000 sf addition on property located at 260 Chapel Road, I zone
2. The addition is proposed to the rear of the existing building and will be on existing pavement. Parking requirements for the identified uses is 66 spaces; 49 spaces are being provided with 18 spaces shown as reserve spaces. Additional parking needs will be met by the restriping of the parking area along the existing building and along the southerly side of the property as well as the creation of parking spaces in the area of the expansion. Interior landscaping has been provided per the regulations.
3. The site is completely surrounded by other I-291 or Industrial-zoned property. Maximum impervious coverage allowed is 65%, 60.7% proposed. It appears that all other zoning requirements have been met.
4. There is new lighting shown on the plan in the front parking areas as well as behind the building.
5. There are no regulated wetlands on this site and no disturbance. An IWA/CC permit was not required. Jeff Folger, Environmental Planer, has reviewed the Erosion and Sedimentation measures and recommends a bond in the amount of \$2,000.
6. This project was not reviewed by the ADRC as there are no changes to any parts visible to the public. The only new lighting proposed would be on the building. The existing pole lights will remain around the parking area.
7. The property is currently served by public water and sewer. WPCA approval is not required.
8. The Fire Marshal has reviewed the plan and has no concerns.
9. If this application is approved, the Planning Department requests no additional approval modifications.

Town Engineer Jeff Doolittle had no additional staff comments.

Chairman Pacekonis asked for comments from commissioners.

Commissioner Wagner visited the site and complemented the product.

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.

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

**MINUTES**

**-12-**

**OCTOBER 27, 2020**

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 a bond in the amount of \$2,000 to ensure compliance with the erosion and sediment control measures.
4. All bonds must be in one of the forms described in the enclosed Bond Policy.
5. An as-built plan is required prior to issuance of a Certificate of Occupancy per Section 9.1.3 of the Zoning Regulations.
6. All plans used in the field by the developer must bear the stamp and authorized signature of the Town of South Windsor.
7. This approval does not constitute approval of the sanitary sewer, which can only be granted by the Water Pollution Control Authority.
8. The building street number must be included on the final plan.
9. Pavement markings must be maintained in good condition throughout the site drives and parking areas.
10. All free standing signs and/or building signs require the issuance of a sign permit before they are erected.

Commissioner Dexter seconded the motion

The motion carried and the vote was unanimous.

- 3. Appl. 20-02P, Kilkenny Heights II Subdivision**– request for two 90 day extensions for filing of mylars

Commissioner Dexter made a motion to approve the request.

Commissioner Wagner seconded the motion.

The motion carried and the vote was unanimous.

**CORRESPONDENCE / REPORTS:**

**BONDS: Callings/Reductions/Settings**

Postponed to the next agenda.

**IWA/CC Bonds**

1. Appl. 16-57P, 175 Oakland Road Apartments Stormwater Bond in the amount of \$5,000 to be reduced by \$5,000 to leave a balance of -0-.
2. Appl. 19-03P, Chase Stormwater Bond in the amount of \$25,000 to be reduced by \$25,000 to leave a balance of -0-.
3. Appl. 19-03P, Chase E&S Bond in the amount of \$25,000 to be reduced by \$25,000 to leave a balance of -0-.

**Landscaping Bonds**

4. Appl. 16-57P, 175 Oakland Road Apartments Landscape Bond in the amount of \$5,000 to be reduced by \$5,000 to leave a balance of -0-.

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

**MINUTES**

**-13-**

**OCTOBER 27, 2020**

---

**MINUTES:** 10/13/20 adopted by consensus.

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

**APPLICATIONS OFFICIALLY RECEIVED:**

**OTHER BUSINESS:**

**ADJOURNMENT:**

Motion to adjourn the Regular Meeting at 9:19 p.m. was made by Commissioner Wagner.  
Seconded by Commissioner Dexter. The motion carried and the vote was unanimous.

Respectfully Submitted,

Lauren L. Zarambo,  
Recording Secretary