

TOWN OF SOUTH WINDSOR
PLANNING & ZONING COMMISSION

MINUTES

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DECEMBER 8, 2020

MEMBERS PRESENT: Bart Pacekonis, Kevin Foley, Frank Bonzani, 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

PLEDGE OF ALLEGIANCE

Secretary Commissioner Bonzani read the legal notice as it was published in the Journal Inquirer on Friday, November 27, 2020 and Thursday, December 3, 2020.

Commissioner Dexter 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, 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.

Chairman Pacekonis noted both public hearings will be held open in order to give the public ample opportunity to participate.

Chairman Pacekonis appointed Alternate Commissioner Bernstein to be seated for Commissioner Greer.

PUBLIC HEARING / Webex Conference ONLINE MEETING 7:00 PM

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- 1. Appl. 20-55P, Johnstone Text Amendment** – request for a Zoning Text Amendment to modify Section 7.11 Home Occupations to add Section 7.11.3.12 under the “Major Home Occupation” criteria to require a minimum of 50% of product offered for sale must be made on the premises

Attorney Eric Parker representing applicant, Mr. Heath Johnstone, presented the request for a zoning text amendment applicable to all major home occupations. Mr. Johnstone has recently purchased a residential property and has a business making candles, and is proposing a change in the regulations to allow for 50% of products sold be produced on site rather than the current regulation of 100% of the products sold be made on site

Director of Planning Michele Lipe gave staff comments:

1. This is a request for a Zoning Text Amendment to modify Section 7.11 Home Occupations to add Section 7.11.3.12 under the “Major Home Occupation” criteria to require a minimum of 50% of product offered for sale must be made on the premises
2. The current home occupation regulations state: *articles not made on the premises shall not be sold on the premises*. This amendment would allow for articles not made on the premises be sold as a part of a major home occupation.
3. Currently, a property owner can request the use of an accessory structure for a major home occupation business. The Commission may want to limit the square footage allowed in an accessory structure that can be dedicated to retail sales so that the intent of the home occupation is maintained. Currently, businesses are limited to 25% of the dwelling unit floor area.
4. The Town Plan of Conservation and Development includes recommendations regarding opportunities to promote locally grown products:
 - In the Farmland section of the Plan of Conservation and Development, one of the goals states: ‘Support and expand the market for locally-grown products’. It goes on to say: ‘Actions the Town could take include: Help market locally grown products.
 - In the Residential section, one of the goals states: to minimize impacts from potential incompatible activities (such as traffic, noise lights, etc.) – this minor change would allow for more flexibility to make there major home occupations more viable; however all impacts would be evaluated at the time of the application through the established criteria and process.
5. The Capitol Region Council of Governments reviewed the amendment as required. The CRCOG review indicates that, “The staff of the Regional Planning Commission of the Capitol Region Council of Governments has reviewed this referral and finds no apparent conflict with regional plans and policies or the concerns of neighboring towns.”
6. If this text amendment is approved, there are no additional planning department recommendations.

Town Engineer Jeff Doolittle had no staff comments.

Chairman Pacekonis asked for public comment and Mr. Scott Roberts connected a call from Mrs. Christine Cassettari who voiced support for the amendment and remained on line for her application to be heard.

Chairman Pacekonis asked for comments from commissioners.

Commissioner Dexter discussed how the regulation for Home Occupations was currently written and how the amendment could impact minor home occupations, and voiced support for the amendment.

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Commissioner Flagg discussed how the pandemic might affect commerce at home occupations with Chairman Pacekonis.

Vice Chairman Foley had no comments.

Commissioner Wagner noted the regulation for home hair salons do not allow for products to be sold and suggested amended text to allow incidental sales be made from home hair salons.

Commissioner Bernstein discussed where home occupations are allowed and how what may be sold is regulated with Director Lipe. Major home occupations are allowed in single family zones with approval from the Commission for five year periods that are renewable, but are not allowed in multi-family zones or developments.

Commissioner LeBlanc had no comments.

Commissioner McGuire had audio technical issues.

Commissioner Wagner stated the existing regulation guarantees residents freedom from offensive odors and noted odors from a commercial candle manufacturer that could be considered offensive.

Chairman Pacekonis asked how many home occupations are currently in South Windsor and discussed with Director Lipe and Attorney Parker what percentage of a residential house or accessory building can be used for the use.

Commissioner Flagg made a motion to continue the public hearing to January 12, 2021. Motion seconded by Commissioner Bernstein. The motion passed unanimously.

- 2. Appl. 20-56P, UW Vintage Lane II, LLC** – request for a six (6) lot subdivision of 12.4 acres, including a Special Exception to Section 3.2.2 for one interior lot, on property known as 503 Barber Hill Road, located northerly of Vintage Lane and westerly side of Barber Hill Road, RR zone

Mr. Benjamin Wheeler of Design Professionals Inc. representing the applicant presented the request. The subdivision was approved in 2019 but proved cost prohibitive to build and the deadline to file mylars expired. This plan has been reconfigured smaller and will not extend into the lot to the north. Site maps were shown. The proposed cul-de-sac will have three lots, each measuring two acres in size. All six lots in the subdivision are large measuring over an acre or more. Stormwater management plan was described. More of the northern tree line will remain intact. All special exception criteria has been met for the interior lot as in their previous application. All engineering comments will be addressed at the next public hearing. This is a better subdivision plan with less roadway and less tree clearing.

Director of Planning Michele Lipe gave staff comments:

1. Request for a six (6) lot subdivision of 12.4 acres, including a Special Exception to Section 3.2.2 for one interior lot, on property known as 503 Barber Hill Road, located northerly of Vintage Lane and westerly side of Barber Hill Road, RR zone. Property size is 12.5 acres.
2. This subdivision involves the extension of Vintage Lane to the property to the north to create three lots at the end of the cul de sac. In March of 2019, the PZC granted a subdivision waiver request allowing the extension of the temporary cul de sac. The PZC originally approved a subdivision plan with four lots at the end of the cul de sac; this plan proposes three lots on a permanent cul de sac.

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3. The property is currently an open farm fields with tree lines property boundaries. The plans show the limits of clearing on the plans. There are several large trees that are proposed to be preserved in both the town ROW and on the lots.
4. Several of the proposed lots are in excess of 2+ acres and the two frontage lots along Barber Hill Road are 1.3 and 1.6 respectively. The lots appear to meet all other zoning requirements.
5. The requirements for the interior lot in the RR zone include 80,000 sf minimum lot size and 262.5 feet minimum lot width. This lot is 2.7 ac. with a frontage line parallel to the street of 495 feet.
6. The criteria for approval of interior lots include:
 - a. the subject area's boundary configurations, topography, soils or other natural resource characteristics;
 - b. proximity to neighboring properties and dwelling units;
 - c. restriction of existing views;
 - d. proposed buffering/screening;
 - e. potential drainage, traffic & environmental impacts
 - f. driveway locations, slopes & sight lines
 - g. utility service capabilities
 - h. property value impacts; and
 - i. future land use alternatives.
7. The interior lot and the lot to the south will share a common driveway. This is a requirement of the subdivision regulations (B.4.a) when subdividing on a collector street. The driveway proposed is a shared driveway and is designed 18 feet wide up to the first driveway and reduces to 12 feet wide. The interior lot has been designed with a turnaround the ability to turn-around to satisfy the fire department's requirement.
8. The setback for the interior lot has been increased to 75 feet and landscaping screening has been shown between the two lots.
9. The plan shows two new driveway onto Barber Hill Road. Sidewalks are shown on both sides of the extension of Vintage Lane. Street trees are shown on both sides of the new streets. The applicant is proposing Little Leaf Linden trees. The town's tree planting specification shall be added to the plans and used for installation of the street trees.
10. This subdivision is subject to an open space requirement. The applicant is proposing a fee in lieu of open space. In accordance with Section 5.C.1.c of the subdivision regulations, the fee will be ten percent of the fair market value of the property prior to subdivision approval. This fee is payable on a per-lot basis, at the time of initial conveyance of each lot. The applicant must provide, with the Commission's agreement, an appraiser to determine the fair market value.
11. The site will be serviced by public water and septic systems. The health department review and approval will be required at the time of the building permits for the individual lots.
12. There are regulated wetlands northwesterly of the project that will receive some of the drainage over land. The applicant has received IWA/CC approval on 11/18/20 with the following conditions:

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- i) A bond of \$25,000 for establishment and maintenance of erosion controls; and a bond of \$20,000 for installation of stormwater structures shall be posted prior to construction.
- ii) The soil disturbances should be limited to only that area necessary to construct the house and septic system on the site.

13. We note that a “representative” house footprint is shown. If this application is approved, when an actual house plan is submitted, it is especially critical for elements, including landscaping, to remain as shown on this application. The applicant and any purchasers need to understand that any modifications other than very minor ones would need to return to the Commission for approval.

If this application is approved, there are no Planning Department requested modifications.

Town Engineer Jeff Doolittle gave staff comments:

1. The subdivision plan needs to show the geometry of the proposed ROW extension including the area of the new cul-de-sac.
2. The grading and utility plan needs to show dimensions of the proposed road extension and cul-de-sac pavement.
3. Show the existing road curb lines and sidewalk where the new pavement and sidewalks are proposed to connect.
4. Add a label to the proposed 4 foot wide concrete sidewalks that will be all the way around the new road extension and cul-de-sac.
5. Existing drainage outlet at end of existing cul-de-sac?
6. Proposed driveway for lot 1 appears to be flat. Additional spot grades need to be added to this driveway.
7. I suggest the house on Lot 1 be lowered a couple feet.
8. Show the proposed elevation of the driveways for Lots 1, 2, and 3 at the back of sidewalk.
9. Label the foundation drains from all houses.
10. The proposed extension of Vintage Lane including the cul-de-sac is steeper than previously approved. This road extension and cul-de-sac should be revised to have a lower slope by raising the end of the road and/or cul-de-sac. The butter grades in the cul-de-sac should be reduced. The grading at the end of the cul-de-sac will be difficult to construct and needs more information on the plans. Where is the low point in the center of the cul-de-sac and what is the elevation there? Show this on the profile. I also suggest a vertical curve be included in the transition from the road extension to the new cul-de-sac and at the end of the new cul-de-sac. The two catch basins could be moved to ease the grading.
11. The rip rap energy dissipator outlet from the stormwater depression behind Lots 1 and 2 appears to end at contour 291 which is too high. The rip rap energy dissipator needs to be extended about 20 feet to where the existing ground contours are elevation 289 or lower. Additional clearing will be needed also.
12. Lots 4, 5 and 6 appear to be the same layout and grading as was previously approved so I am ok with those lots.

Chairman Pacekonis asked for public comment.

Secretary Commissioner Bonzani read an email received from Mr. Kenneth Sek of 285 Griffin Road requesting the Commission consider requiring sidewalks to be installed along the frontage of the properties.

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Commissioner Dexter read an email received from Mr. Robert Dickinson of Seabury Drive in Bloomfield and 57 year resident of South Windsor suggesting subdivision land abutting Barber Hill Road include a multi-use path or 5' sidewalk.

Chairman Pacekonis asked for comment from commissioners.

Commissioners Wagner, Foley, and Flagg had no comments.

Commissioner Dexter spoke in support of the subdivision plan revised to have larger lots, preserve more trees, and less road.

Commissioners Bonzani, McGuire, and LeBlanc had no comments.

Commissioner Bernstein discussed the size of homes to be built with Mr. Wheeler who stated they will be comparable to those in the area.

Chairman Pacekonis discussed wetlands on the property with Mr. Wheeler.

Mr. Roberts connected a call from Mr. Dickinson who asked if the builder will offer solar options to future buyers. Mr. Wheeler confirmed that the option of solar will be offered by the builder and stated the applicant will address sidewalks at the continuation of the public hearing.

Commissioner Bonzani made a motion to extend the public hearing to January 12, 2021. Motion seconded by Commissioner Dexter. The motion passed unanimously.

REGULAR MEETING / Webex Conference ONLINE MEETING

CALL TO ORDER Chairman Pacekonis called the Regular Meeting to order at 8:09 p.m.

PUBLIC PARTICIPATION:

Director Lipe read an email written on behalf the South Windsor Democratic Town Committee from Chairman Anthony Duarte opposing the housing moratorium being considered by the Planning and Zoning Commission as discriminatory. The South Windsor Democratic Town Committee has voted unanimously to oppose any proposal for a Housing Moratorium in South Windsor. (Exhibit A)

Secretary Commissioner Bonzani read an email from Mr. and Mrs. Hugh and Samantha Petgrave referencing their original letter from October advocating the importance of honeybees and chickens in South Windsor. (Exhibit B)

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

1. **Appl. 20-53P, Christine Cassettari** - request for renewal of a 5-year major home occupation, 'Chrissy's Hair Studio', on property located at 1483 Ellington Road, RR zone

Mrs. Christine Cassettari presented the renewal request for Chrissy's Hair Studio that opened 25 years ago.

Director of Planning Michele Lipe gave staff comments:

1. This is an application for a renewal of a 5-year major home occupation permit to operate a hair salon at 1483 Ellington Road, RR zone. This is the applicant's fifth renewal.
2. In approving the original application, the PZC required several site improvements that have been accomplished and also placed several conditions on the original approval including:
 - Operation of this salon is restricted to the present owner;

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- Retail sales of hair products are restricted to incidental sales to hair customers; and
 - Hours of operation are limited to Tuesday – Friday, 9:00 am – 5:30 pm; Saturday, 9:00 am – 3:30 pm; Sunday and Monday closed
3. Since that time the applicant has indicated that she operates less hours than the current approval. Her current hours are Tuesdays and Thursdays 11 am – 7:30 pm and every other Saturday from 8 am – 12 noon.
 4. Public sewer and water services the existing house.
 5. The parking requirement is being met within the existing fenced parking area and the applicant currently has a sign on the property.

If this application is approved, the applicant would also be required to return to this Commission for renewal upon expiration of the 5-year permit period.

Town Engineer Jeff Doolittle had no staff comments.

Chairman Pacekonis discussed the hours of operation with Mrs. Cassettari that were determined to be Monday through Saturday 9 a.m.-7 p.m.

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

1. The business must be operated by the homeowner.
2. The permit will expire on October 27, 2025, and will have to be renewed at that time.
3. Only one non-resident employee can be hired.
4. Hours of operation are Monday through Saturday 9 a.m. – 7 p.m.
5. Refuse from the business cannot be disposed of with residential refuse. Adequate arrangements must be made for business refuse disposal.

Commissioner Flagg seconded the motion.

The motion carried and the vote was unanimous.

2. **Appl. 20-57P, Scannell Properties #419, LLC** – request for a Site Plan Modification for minor changes to the existing site plan to utilize the 182,000 sf facility as a package delivery station. Changes include elimination of some overhead doors on the building and modifications to the parking area to accommodate an additional 170 parking spaces, on property located at 240 Ellington Road, I-291 Corridor Development zone

Mr. Matt Bruton Engineer with BL Companies presented the request with BL Companies Traffic Engineer Michael Dion, Amazon Manager Jessica Schumer and representatives from Scannell Properties Mr. Daniel Madrigal and Mr. Brad Wahall.

Amazon manager Jessica Schumer described how the facility would operate as a last mile delivery station. The site will operate 24 hours a day, 7 days a week, 10.5 months of the year. Overnight hours will have 12 to 20 tractor trailers coming in to be unloaded by 30 to 45 employees. Delivery service vans arrive on site at 9:30 a.m. to be loaded and leave before another fleet of vans arrive to be loaded and out by noon. Additional 18-wheeler trucks could arrive in the day. Operations were described and Ms. Schumer stated they do not want impact local traffic.

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Mr. Bruton showed the site plan with the building size unchanged from their previous site plan. The loading area will have less loading docks. Delivery van parking spaces will be larger in size than normal parking spaces. EV charging stations are planned. Van routes were shown with modifications to the parking lot to accommodate Amazon's needs. The previously approved outdoor storage area will be returned to parking. Stormwater management report was previously submitted to Staff and Commission. Site lighting be full cut off high efficiency LED lights on 23' high poles. Emergency vehicles will be accommodated around the building. All landscaping from the previous plan will remain with changes to the rear of the site.

Mr. Dion presented the traffic report with information provided by CONN DOT. Traffic counts were made on John Fitch Boulevard and Ellington Road with a 1% growth rate added to next year's numbers. Amazon has taken their traffic out of the peak a.m. and p.m. hours. Traffic operation analysis charts and maps were shown. Suggestions including modifications to traffic light timing on John Fitch Boulevard and Chapel Road will be made to OSTA who regulates State roads.

Director of Planning Michele Lipe gave staff comments:

1. Request for a Site Plan modification to the previously approved 82,000 sf distribution facility to utilize the facility as a package delivery station on property located at 240 Ellington Road, I-291 Corridor Development.
2. Proposed changes to the site plan include modifications to the parking area to accommodate an additional 170 parking spaces. Changes to the architectural elevations include the elimination of some of the loading dock areas and overhead doors on the north side of the building.
3. The proposed floor plan shows the proposed layout for this use within the facility. The Commission may recall that when this was approved in November 2019, at that time tenants were unknown was proposed to be developed in two phases, with the outdoor storage as a part of phase 2 if a user has a need for it. This user would not have any outdoor storage.
4. It appears that all zoning requirement have been met. Maximum impervious coverage allowed is 65%; 61% proposed.
5. A new traffic study has been prepared and submitted. The applicant has provided an executive summary for your review. This summary outlines the intended operation of this facility. The 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. The new parking areas have been designed with required landscaping treatments and the islands in the parking areas are being designed with EV Charging capabilities.
7. The applicant intends to have a monument sign at the Ellington Road entrance and would be allowed building signage. All proposed lighting has full cutoff fixtures and the pole height 25' poles as well as wall paks on the buildings.
8. The site is served by public water and sewer. Water Pollution Control Authority approval is required.
9. The Fire Marshal's office have reviewed the plans and has no concerns with the changes as presented.
10. There are no regulated wetlands on this property. Staff will be reviewing the erosion and sedimentation plan. The same bonds, as previously recommended, would be required for placement and maintenance of erosion and sediment controls, and installation of storm water systems.

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If this application is approved, the Planning Departments has no additional modifications.

Chairman Pacekonis stated Vice Chairman Foley had to leave the meeting (at 8:54 p.m.) and appointed Alternate Commissioner LeBlanc to be seated for Commissioner Foley.

Town Engineer Jeff Doolittle had no additional staff comments.

Chairman Pacekonis asked for comment from commissioners.

Commissioner Wagner voiced support for the applicant's plan to have EV ready or capable spaces on site and discussed specifics of the electrical capacity planned. Commissioner Wagner requested to have EV ready parking spaces for 10% of the spaces provided for employee parking.

Commissioner Dexter spoke in support of the application but noted truck traffic issues that have already developed at Chapel Road and John Fitch Boulevard from the Home Depot site that need to be considered.

Commissioner Bonzani also noted comments and complaints from the public about the trailer truck traffic on Chapel Road and suggested avoiding Chapel Road in their routing plan. Mr. Madrigal and Ms. Schumer noted the truck traffic comes predominately overnight and will work with the town to limit truck routes.

Commissioner LeBlanc discussed the site lighting with Mr. Bruton who described full cut off LED dark sky compliant lighting on 23' high poles.

Commissioner Bernstein discussed specifics of timing and volume of truck traffic with Ms. Schumer who stated 90% of their traffic will be between 10 p.m. and 6 a.m. coming right off I-291 and returning right back onto the interstate. Commissioner Bernstein discussed the traffic report with Mr. Dion who described changes to the traffic light timing at John Fitch Boulevard and Chapel Road to improve the level of service anticipated.

Chairman Pacekonis asked for starting and completion dates that Mr. Bruton estimated to be in summer of 2021. The Chairman encouraged the use of I-291 to Ellington Road rather than using Chapel Road and discussed vehicle numbers and timing.

Commissioner Flagg discussed the number of parking spaces with Mr. Bruton. Ms. Schumer stated the fleet of Amazon vehicles would use petrol and described their plan for 100% electric vehicles in 2022. There will be six handicap accessible parking spaces for employees.

Commissioner Bonzani stated Vice Chairman Foley was trying to return to meeting to ask questions. Chairman Pacekonis asked if there is plan for irrigation on the property. Director Lipe stated the landscaping from the original plan included irrigation along Ellington and the detention basin would be included in this application. Mr. Brad Wahall noted landscape maintenance and irrigation will be addressed as well as the detention basin at the front of the Coca-Cola site.

Commissioner Dexter asked if OSTA approval would be a requirement for approval and Commissioner Wagner asked about the site plan's previous approval conditions. Director Lipe stated all conditions of the previous approval will remain in place.

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.
2. No building permit will be issued until the final mylars have been filed in the Town Clerk's office.

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3. This application is subject to the conditions of approval of the Inland Wetlands Agency/Conservation Commission, including bonds for compliance with the erosion and sediment control measures and to ensure establishment of storm water system.
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. The pollinator garden required from the original plan shall be restored on the landscape plan.
13. All plans and approval conditions from the original site plan approval dated November 12, 2019 shall remain in effect, unless otherwise modified by this approval.

Commissioner Dexter seconded the motion.

The motion carried and the vote was unanimous.

3. **Appl. 20-55P, Johnstone Text Amendment** – request for a Zoning Text Amendment to modify Section 7.11 Home Occupations to add Section 7.11.3.12 under the “Major Home Occupation” criteria to require a minimum of 50% of product offered for sale must be made on the premises

Public hearing held open to January 12, 2021.

4. **Appl. 20-56P, UW Vintage Lane II, LLC** – request for a six (6) lot subdivision of 12.4 acres, including a Special Exception to Section 3.2.2 for one interior lot, on property known as 503 Barber Hill Road, located northerly of Vintage Lane and westerly side of Barber Hill Road, RR zone

Public hearing held open to January 12, 2021.

CORRESPONDENCE / REPORTS:

BONDS: Callings/Reductions/Settings

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OLD BUSINESS: *see page 3*

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APPLICATIONS OFFICIALLY RECEIVED:

Appl. 20-58P, Stemrose, LLC – request for a Site Plan Modification for reuse of two commercial buildings; a 5,240 sf building for commercial bakery distribution, and a 5,000 sf storage building with 1,250 sf office, on property located at 357, 361, and 363 Pleasant Valley Road, I zone

OTHER BUSINESS:

ADJOURNMENT:

Motion to adjourn the Regular Meeting at 9:29 p.m. was made by Commissioner Flagg
Seconded by Commissioner Wagner. Vice Chairman Foley reconnected to the meeting and discussed best ways to connect online with Mr. Roberts. The motion carried and the vote was unanimous.

Respectfully Submitted,

Lauren L. Zarambo,
Recording Secretary