

**TOWN OF EAST WINDSOR
PLANNING AND ZONING COMMISSION**

REGULAR Meeting #1752 – January 22, 2019

MEETING MINUTES

*******Minutes are not official until approved at a subsequent meeting*******

The Meeting was called to order in the Town Hall Meeting Room, 11 Rye Street, Broad Brook, CT. at 6:31 P. M. by Chairman Ouellette.

PRESENT: **Regular Members:** Joe Ouellette (Chairman), Michael Kowalski, and Jim Thurz.

Alternate Members: Anne Gobin, and Marti Zhigailo.

ABSENT: **Regular Members:** Tim Moore, and Dick Sullivan.

Alternate Members: Frank Gowdy

Also present was Town Planner Ruben Flores-Marzan, and Assistant/ZEO/Wetlands Agent Matt Tyksinski.

GUESTS: Tim Coon, of J. R Russo & Associates, Steve Moser; Devin Sardilli, Jason Sardilli, Jeffrey A. Gebrian, ASLA, Land Design Consultant; Kiran Majmadur, P. E., Deborah Arietti, Facilities Manager for Allied Community Services.

ESTABLISHMENT OF QUORUM:

A quorum was established as three Regular Members and two Alternate Members were present at the Call to Order. Chairman Ouellette noted all Regular Members would sit in, and vote, on all Items of Business this evening. Alternate Member Gobin and Alternate Member Zhigailo would also join the Board regarding discussion and action on all Items of Business this evening as well.

LEGAL NOTICE:

The following Legal Notice, which appeared in the Journal Inquirer on Thursday, January 10, 2019 and Thursday, January 17, 2019 was read by Chairman Ouellette:

1. Application of Steve Moser for Renewal of Special Use Permit/Excavation for regrading of site and driveway relocation for property located at 55 Kreyssig Road. (A-1 zone; Map 136, Block 75, Lot 11)

ADDED AGENDA ITEMS:

**TOWN OF EAST WINDSOR
PLANNING AND ZONING COMMISSION
Regular Meeting #1752 – January 22, 2019
MEETING MINUTES**

2

Commissioner Gobin requested the addition of discussion of meeting with DEEP to discuss the impact on the Connecticut River due to climate change. Chairman Ouellette suggested adding discussion under **OTHER BUSINESS.**

(No motion)

PUBLIC PARTICIPATION:

Chairman Ouellette queried the audience for comments regarding items/issues not posted on the Agenda. No one requested to speak.

APPROVAL OF MINUTES/January 8, 2019:

MOTION: To ACCEPT the Minutes of Regular Meeting #1751 dated January 8, 2019, amended as follows:
PAGE 1, line 15, Attendance of Alternate Members: Change Anne Gowdy to Anne Gobin.
PAGE 7, lines 290 – 292, APPROVAL MOTION: “Apothecaries Hall Enterprises: MOTION TO APPROVE THE APPLICATION OF APOTHECARIES HALL ENTERPRISES, LLC & THE EAST WINDSOR SPORTSMENS CLUB FOR.....”
PAGE 7, lines 303 – 305, Referenced Plans: “Compilation Plan – APOTHECARIES HALL ENTERPRISES, LLC, Charbonneau Gravel Pit, ~~33 Apothecaries Hall Road, East Windsor, CT (Zone M-1, R-3, and A-1)~~ APOTHECARIES HALL ROAD,...”
PAGE 7, lines 307 – 308, “.... ~~Dated 3/31/09, last revised 3/8/13, 5/22/18~~ DATED 1/23/04, LAST REVISED 11-19-18.
PAGE 9, line 367, General Conditions: “.....zoning permit shall be issued until a cash ~~or passbook bond~~ for site restoration,.....”
PAGE 11, line 459, Condition #28: “.....submitted no later than ~~November 19, 2018,~~ NOVEMBER 19, 2019,”
PAGE 14, line 601, APPROVAL MOTIONS: “MOTION TO APPROVE the Application OF KBT REALTY for.....”
PAGE 18, line 800: “Commissioner Gobin suggested that ~~becomes~~ IT a beach community, ~~and~~”

Thurz moved/Gobin seconded/DISCUSSION: See amendments noted above.

VOTE: In Favor: Ouellette/Gobin/Kowalski//Thurz
Opposed: No one
Abstained: Zhigailo

RECEIPT OF APPLICATIONS:

Chairman Ouellette noted receipt of the following new Applications:

**TOWN OF EAST WINDSOR
PLANNING AND ZONING COMMISSION
Regular Meeting #1752 – January 22, 2019
MEETING MINUTES**

3

**PERFORMANCE BONDS – ACTIONS; PERMIT EXTENSIONS; ROAD
ACCEPTANCE**

No requests presented under this Item of Business this evening.

CONTINUED PUBLIC HEARINGS: None.

NEW PUBLIC HEARINGS – Steve Moser - Renewal of Special Use Permit/Excavation for regrading of site and driveway location for property located at 55 Kreyssig Road. (A-1 zone; Map 136, Block 75, Lot 11) (*Deadline to close hearing 2/26/2019*):

Chairman Ouellette read the description of this Public Hearing. Tim Coon, of J. R Russo & Associates, LLC, representing the applicant, and Steve Moser, were present for discussion of the application.

Mr. Coon explained Mr. Moser is appearing this evening to seek a renewal of the Special Use Permit for Excavation issued by the Commission in 2016. Mr. Coon referenced a Site Plan which he indicated was an update of the existing conditions at the property. The yellow highlighted area indicates the area of the active excavation and the stockpiles. Mr. Moser felt he may be able to complete the project this year. Mr. Coon noted Town Engineer Norton has inspected the site; he referenced memo dated 1/9/2019 indicating Town Engineer Norton has no exceptions to the plans submitted. Mr. Coon requested the Commission approve the request for renewal of the existing permit.

Chairman Ouellette referenced staff comments which noted that a stockpile is located within 100 feet of the property line, and there was a question as to what type of material is contained within the stockpile. Mr. Coon indicated that stockpile is topsoil; the gravel and sand is being removed from the site. Discussion followed regarding regulation definitions. Mr. Coon didn't know if the stockpile was in that location last year; it can be moved.

Chairman Ouellette also referenced staff comments regarding complaints of work beginning before the 7:30 a.m. start time. Mr. Coon suggested he wasn't aware of the complaints; he noted a complaint he was aware of was actually due to the farming operations rather than the excavation. Mr. Moser reported he's been faithful with holding to the 7:30 a.m. start time; Mr. Coon asked that Mr. Moser be made aware of complaints regarding the operation.

Chairman Ouellette queried Assistant Town Planner Tyksinski if his intent was to have no stockpile within 100 feet of the property line, or do we differentiate between topsoil and materials? Assistant Town Planner Tyksinski felt there was a difference between the two; Commissioner Kowalski suggested in his opinion the regulations talk about topsoil. Chairman Ouellette questioned if there was seeded material on the stockpile? Mr. Moser indicated there's a cornfield across the way; there was vegetation growing on it but they've just moved some of the topsoil. Chairman Ouellette recalled this issue has come up before in

**TOWN OF EAST WINDSOR
PLANNING AND ZONING COMMISSION
Regular Meeting #1752 – January 22, 2019
MEETING MINUTES**

4

other applications; he cited the need for consistency regarding approvals. Mr. Moser indicated he was willing to move the stockpile.

Commissioner Kowalski asked if there were any comments from the public regarding dust migration and/or erosion controls. Chairman Ouellette queried the public for comments; no one requested to speak.

Chairman Ouellette felt the regulations were specific to stockpiles; he questioned when Mr. Moser could make the move? Mr. Moser suggested within the next 3 months, as it's difficult to move in the current weather. Commissioner Thurz questioned if this should be an additional condition of approval? Chairman Ouellette cited the Commission is reviewing an "as-built" plan; he didn't recall the location of the stockpile on the approved plan. Mr. Coon suggested an additional condition could call for language to move the stockpile out of the buffer. Chairman Ouellette asked Mr. Moser if he would be agreeable to moving the material by June; Mr. Moser concurred.

Chairman Ouellette questioned Town Planner Flores-Marzan and Assistant Town Planner Tyksinski how many complaints have been received in the Planning Office regarding this operation? Town Planner Flores-Marzan and Assistant Town Planner Tyksinski replied 2 complaints have been received. Mr. Moser indicated he had received a call because he had been hauling from his pit in Ellington; he had misinterpreted his permit and had begun before noon on a Saturday.

Chairman Ouellette queried the audience for comments again; no one requested to speak.

MOTION: To CLOSE THE PUBLIC HEARING on the Application of Steve Moser for Renewal of Special Use Permit/Excavation for regrading of site and driveway location for property located at 55 Kreyssig Road. (A-1 Zone; Map 136, Block 75, Lot 11).

Thurz moved/Zhigailo seconded/DISCUSSION: None.

VOTE: In Favor: Unanimous (Ouellette/Gobin/Kowalski/Thurz/Zhigailo)

MOTION TO APPROVE the Application of owner Steve Moser requesting a RENEWAL of a special use permit for excavation associated with re-grading of the site and relocation of a driveway for the East at 55 & 57 Kreyssig Road, in the A-1 Zone Map 136, Blk. 75 Lot 10 & 11. This approval is granted for an additional one year to expire on January 12, 2019 2020, and is subject to conformance with the referenced plans and all previously approved conditions:

Referenced Plans:

**TOWN OF EAST WINDSOR
PLANNING AND ZONING COMMISSION
Regular Meeting #1752 – January 22, 2019
MEETING MINUTES**

5

- 1 of 3 Cover – Driveway relocation/grading plan, Kreyssig Rd, East Windsor CT prepared by JR Russo and Assoc, LLC 1 Shoham Rd, East Windsor CT 06088 860/623-0569 www.jrrusso.com dated 10/26/15, revised 1/2/2019
- 2 of 3 Grading Plan, revised 1/2/2019
- 3 of 3 Erosion and Sedimentation Control Notes and Details, revised 2/10/16

CONDITIONS:

Conditions that must be met prior to signing of mylars:

- 1. The name and phone number of an individual for 24 hour emergency contact for erosion control problems must be noted on the plans. Any changes in the individual responsible for emergency contact must be reported immediately to the Planning and Zoning Department.
- 2. One set of final plans, with any required revisions incorporated on the sheets shall be submitted for review and approval of Town Planner.

Conditions that must be met prior to issuance of permits:

- 3. The conditions of this approval shall be binding upon the applicant, land owners, and their successors and assigns. A copy of this approval motion shall be filed in the land records prior to the signing of the final mylars.
- 4. One set of final mylars shall be filed in the Planning & Zoning Office by the applicant prior to issuance of any permit, one set shall be filed on the land records in Town Clerks Office.
- 5. A performance bond with amount to be approved by Town Engineer, with surety acceptable to the Town Attorney shall be provided by the applicant.
- 6. A full anti-tracking pad may be required. Any erosion and sedimentation control measure must first be approved by the Town Engineer
- 7. A curb cut permit shall be applied for and approved by the Town Engineer.
- 8. In order to ensure the site is graded in accordance with the approved plan, vertical and horizontal control points shall be setup around the entire perimeter of the parcel. Such control points shall be:
 - a) noted on the approved plan
 - b) spaced no farther than 200 feet apart; and
 - c) set in the ground with iron or steel stakes at least ¾ inches in diameter and 30 inches in length.
- 9. In addition, the applicant shall be required to provide the Zoning Enforcement Officer with as-built drawings six months after the issuance of the permit to demonstrate compliance with the approved grading plan, Any deviation from the approved plan shall be a violation and cause for revocation of the permit.

General Conditions:

**TOWN OF EAST WINDSOR
PLANNING AND ZONING COMMISSION
Regular Meeting #1752 – January 22, 2019
MEETING MINUTES**

6

10. A zoning permit shall be obtained prior to the start of any work or new phase. No zoning permit shall be issued until a cash or passbook bond for site restoration, erosion and sedimentation control has been submitted. Such bond shall be good for the life of the permit/project. Any funds that may be withdrawn by the Town for such maintenance shall be replaced within 5 days or this permit shall be rendered null and void.
11. The final grading shall conform to the proposed final grading as indicated on the referenced plans; but in no case shall any final slope be steeper than a rise to run ratio of 1:3, also known as a 33% slope.
12. Finished grades may not be closer than 8' to the water table.
13. No trees, brush or stumps shall be buried on site.
14. The driveway and roadway in close proximity shall be cleaned regularly to minimize the dust nuisance created by exiting/entering traffic.
15. Activity on the site shall not occur before 7:30 a.m. and shall not be opened or operated later than 5:00 p.m. on weekdays, Monday through Friday, or holidays and weekends.
16. Measures to minimize the dust nuisance from the site shall be provided by the applicant for review and approval of Town staff. Additional measures are to be undertaken if required by staff if field conditions necessitate.
17. An oversized gravel anti-tracking pad leading to the driveway shall be installed and maintained to further minimize dust nuisance.
18. All trucks and equipment shall be parked off-street
19. The "Best Management Practices" outlined by the Hartford County Natural Resource Conservation Service shall be adhered to.
20. Any vegetation (trees) to be removed shall be accomplished in one step and the topsoil shall be stripped off and stockpiled immediately or a temporary vegetative cover implemented.
21. Certified as-builts showing contours of completed and active areas shall be submitted to the Planning and Zoning Department
22. There shall be no on-site maintenance of equipment unless it is a clear emergency. Town staff shall be notified if such emergency exists.
23. Additional drainage and erosion control measures are to be installed as directed by town staff if field conditions necessitate.
24. Any modifications to the proposed drainage for the site plan is subject to the approval of the town engineer.
25. This project shall be executed and maintained in accordance with the approved plans and conditions. Minor modifications to the approved plans which result in lesser impacts may be allowed subject to staff review and approval.
26. As each area or phase is graded to final contours, the ground shall be back covered with topsoil or loam to render it usable for growing agricultural products. All areas will require a minimum of 6 inches of topsoil in accordance with the regulations.
27. Upon completion of the excavation, the land shall be cleared of all debris and a minimum of six (6) inches of topsoil shall be spread over any disturbed areas.
28. The total number of loaded, or partially loaded, outgoing trucks from the pit shall not exceed an average of sixty (60) trucks per day or a maximum of three-hundred (300) trucks in any one week period, counting Monday through Friday.

**TOWN OF EAST WINDSOR
PLANNING AND ZONING COMMISSION
Regular Meeting #1752 – January 22, 2019
MEETING MINUTES**

7

29. By acceptance of this permit and conditions, the applicant and owner acknowledge the right of Town staff to periodically enter upon the subject property for the purpose of determining compliance with the terms of this approval.
30. 814.3j - STABILIZATION , TEMPORARY: Upon completion of the workday, proper measures shall be taken to restore a slope not exceeding 1 foot rise to 1.5 foot run. Temporary stockpiles, and areas left open for any extended time should be planted with a grass seed, or other sufficient temporary ground cover. Additional erosion control measures such as spreading of hay or erosion control blankets may be required during the non-growing season.
31. 814.3k - STABILIZATION, PERMANENT: As each area or phase is graded to final contours, the ground shall be covered with a minimum of 6 inches of topsoil or loam and seeded with a perennial grass and maintained until the area is stabilized and approved by the Commission.
32. 814.3q - DEPTH TO WATER TABLE: A minimum of 8 feet from finished grade to depth of water table shall be maintained. At no time shall excavation exceed the approved finished grade. Subsoil must remain native and undisturbed. Reports of actual grade shall be submitted once grade reaches 18 feet above water table. Reports shall be submitted at every 2 foot intervals, or quarterly, whichever occurs first. The applicant must show the depth of existing water table relative to proposed finished grades
33. 814.3 r - EXPIRATION OF PERMIT: The Special Use Permit shall expire one year from date of approval. Permit may be renewed on an annual basis. An as-built of the entire site prepared by a licensed land surveyor or engineer will be required before an extension can be granted. Failure to renew a permit is cause for revocation.

Additional Condition:

34. **Stockpile on east property line to be moved a minimum of 100 feet by June 21, 2019.**

Thurz moved/Kowalski seconded/DISCUSSION: None.

VOTE: In Favor: Unanimous (Ouellette/Gobin/Kowalski/Thurz/Zhigailo)

NEW BUSINESS - DDJ Group Enterprises of East Windsor, LLC – (Site Plan)

Construction of a 202,400 sq. ft. produce warehouse / manufacturing building, 7,500 sq. ft. Maintenance building for fleet trucks, and associated parking for the following properties: 12 South Main Street (B-1 zone; Map 71, Block 11, Lot 3AI) and Wagner Lane (M-1 zone; Map 81, Block 11, Lot 2) owned by TJL Investment Trust, LLC; and South Water Street (M-1 zone; Map 71, Block 11, Lot 6A) owned by John Burnham; and South Water Street (M-1 zone; Map 71, Block 11, Lot 10) owned by John & Daniel Burnham. (*Deadline for decision 3/14/2019*):

**TOWN OF EAST WINDSOR
PLANNING AND ZONING COMMISSION
Regular Meeting #1752 – January 22, 2019
MEETING MINUTES**

8

Chairman Ouellette read the description of this application. Present to discuss the application was Tim Coon, of J. R. Russo & Associates, representing the applicant, DDJ Group Enterprises of East Windsor LLC. Also present were Devin Sardilli, and Jason Sardilli, the applicants, and Jeffrey A. Gebrian, Landscape Architect.

Mr. Coon advised the Commission this application is for Site Plan approval to relocate Sardilli Produce and Dairy to South Water Street and South Main Street in East Windsor. Mr. Coon introduced Devin Sardilli.

Mr. Devin Sardilli reported the family owns Sardilli Produce and Dairy, which is a family run business begun in 1955, as a fruit stand. Six children all worked through their adolescent life at the fruit stand. In 1980 they moved the business to the Hartford Regional Market, and in 1989 moved to their current facility on Locust Street in Hartford. Mr. Sardilli noted the business has grown dramatically; they've been looking for a new facility for four to five years. They've decided to build a new facility, which is the design being presented tonight. Mr. Sardilli reported they currently employ approximately 135 employees who slice/dice and chop produce for food facilities and packages. Mr. Sardilli indicated they're currently turning away business from retail clubs and see growth potential for the business.

Mr. Coon noted he has received Assistant Town Planner Tyksinski's memo. Mr. Coon indicated the existing site is located at 12 South Main Street, and has frontage on South Main Street. The site extends back to South Water Street on the west. The total parcels contain 22 acres; the parcels are zoned B-1 along Route 5 (South Main Street); the rear is zoned M-1. The total site is abutted by existing commercial development along Route 5, agricultural to the south, single family residential on the other side of South Water Street, and multi-family residential further north on South Water Street. The site is currently in an agricultural use and contains four existing tobacco barns; two of the barns will be demolished while two will be retained and renovated. There is an existing driveway into the site from Route 5. The Sardilli family is proposing a 202,400 square foot produce manufacturing facility which would be constructed in 3 phases. In addition, there would be a 7,500 square foot maintenance building for the fleet trucks. Fleet parking will be located on the south side of the manufacturing facility; 25 loading docks with canopies will be located on the south side of the facility as well.

Employee and visitor parking will be provided to the east of the facility; 372 parking spaces are being provided (250 are required under current regulations). All vehicles will enter along an access drive off of South Main Street across from the existing Sunoco station; vehicles will be directed to their respective parking areas via signage. The manufacturing facility will be built in 3 phases. Phase 1 will include a 96,000 square foot warehouse, 17,600 square feet of office space, the 7500 square foot maintenance building and 232 associated parking spaces; Phase 2 and Phase 3 will be the remainder of the building – each phase comprising approximately 44,000 square feet - and the remaining employee/visitor parking. Mr. Coon indicated the tobacco barn on Wagner Lane will remain and be renovated for promotional events; a second tobacco barn to the south will remain as well. Mr. Coon suggested that once

**TOWN OF EAST WINDSOR
PLANNING AND ZONING COMMISSION
Regular Meeting #1752 – January 22, 2019
MEETING MINUTES**

9

phase 1 is completed he believed an area he referenced on the Site Plan will remain in agricultural use.

Regarding *access to the site*, Mr. Coon noted they realized that exiting onto Route 5 could be a challenge. After talking to the Traffic Engineer they have decided to restrict the access from South Main Street to an entrance only; both employee and truck traffic will be directed to exit via South Water Street. Referencing the Site Plan Mr. Coon noted trucks will be directed to the loading docks and employee/visitors will be directed to “this” area after entering the site. All trucks will exit via one location on South Water Street, while employees/visitors will be directed to a second exit point, also on South Water Street. Both exits will be gated and will include “stop signs”.

Commissioner Thurz questioned if a *“no right turn” sign would be located at the truck exit?* Mr. Coon suggested trucks wouldn’t be able to make that turn. They also don’t anticipate that trucks will go that way; they feel 99% of the trucks will head to I-91.

Mr. Coon indicated they have included a Traffic Study which indicates that *employee traffic* will not hit during the usual peak hours for traffic. Trucks leaving the facility to distribute the produce will leave the site between 3:00 a.m. and 5:00 a.m., and will return back by 3:00 p.m. Deliveries will arrive at the facility between 8:00 a.m. and 2:00 p.m. Mr. Coon noted the facility will receive trucks from California which could arrive at any time and will be infrequent. The recommendation is to provide *a widening at the corner of Route 5/South Main Street and South Water Street*. The widening will improve the ability for trucks to make a right hand turn. Mr. Coon indicated that to accommodate the widening improvements the applicant will need to acquire an easement from the neighboring property owner. Mr. Coon suggested the Traffic Study has concluded the development will not adversely affect the surrounding area. Mr. Coon noted these widening improvements will require approval of DOT as it involves DOT’s traffic light, and will require a permit from DOT District 1 for curb cuts on Route 5 related to the widening. Application to DOT will be submitted after receipt of local approval.

Mr. Coon suggested they also looked at the *traffic distribution* for existing and proposed traffic. See Site Traffic Evaluation Study prepared by Bubaris Traffic Associates for specifics (document available in the Planning Department). The study indicates that during weekday commuter a.m. and p.m. peak periods the site will generate approximately 118 to 122 trips per hour. During commuter peak periods it’s anticipated that traffic from this facility will be employee vehicles but not delivery trucks.

Mr. Coon indicated the site will be served by public water, sewer, and gas. The *onsite drainage system* will include a detention basin in the front, and another basin in the back of the site. In addition there will be a series of yard drains and catch basins which will be conveyed through pipes to a drainage easement on South Water Street. Water will then flow through a plunge pool and eventually exit into the Connecticut River. Mr. Coon indicated

**TOWN OF EAST WINDSOR
PLANNING AND ZONING COMMISSION
Regular Meeting #1752 – January 22, 2019
MEETING MINUTES**

10

the system is sized to provide for a 25 year storm for site run off, and they have sized the pipes downstream to accommodate if the Town moves forward to install a drainage system in South Water Street.

Mr. Coon indicated that due to the discharge into the Connecticut River they will need to install an additional retention basin to hold the peak flow from the site. Discharge for this site requires an easement with the owner of 247 South Water Street. The applicant has not yet come to an agreement with the owner of 247 South Water Street. Approval of the discharge through 247 South Water Street is a separate, pending application before the Inland Wetland Commission. It's anticipated that application for a Wetlands Permit will be heard in the next month or two. Mr. Coon suggested they are treating that location as a separate site/separate owner, but the location does serve this site.

Regarding *the landscape plan*, Mr. Coon suggested they will construct an earthen berm along the west side of the property as a buffer to screen the facility from abutting residential properties. The berm will be 4 to 5 feet in height, with 2 staggered rows of evergreens on top of the berm. The buffer/berm will be 50 feet wide, which is allowed if the applicant provides a denser buffer. They will also install landscaping at the entrance off of South Main Street; there will be foundation plantings as well.

Regarding *site lighting*, Mr. Coon suggested there will be full mounted lights on the building, and multiple pole lights 24 feet in height located throughout the site; fixtures will be full cut off LED. Mr. Coon indicated a Photometric Plan has been provided. Mr. Coon noted Assistant Town Planner Tykinski's memo references light spillage onto South Main Street at the southeastern part of the property.

Regarding *signage*, Mr. Coon suggested they will be proposing a sign at the entrance at South Main Street, and signage on the facility. Mr. Coon indicated they have not yet worked out the details but will comply with Zoning Regulations regarding set back distances; they will return to this Commission with a separate signage application.

Regarding the *timing of construction*, Mr. Coon indicated Phase 1 will begin during this construction season. Construction of the future phases will be dependent on the growth of the business.

The total site is currently comprised of 4 separate parcels. Mr. Coon indicated all parcels will be combined into one parcel. Regarding the Assistant Town Planner Tyksinski's questions of *changing the one B-1 zoned parcel* Mr. Coon indicated they don't feel they need to change that parcel regarding the zone designation as they won't be doing anything on that parcel. *Sidewalks* will be located within the parking lot.

Mr. Coon cited the economic investment of this construction, when completed, will place DDJ Group as one of the top 5 taxpayers.

**TOWN OF EAST WINDSOR
PLANNING AND ZONING COMMISSION
Regular Meeting #1752 – January 22, 2019
MEETING MINUTES**

11

Mr. Coon noted he received *Town Engineer Norton's comments* (under memo dated 1/22/2019) this afternoon. Although he hadn't had an opportunity to review the comments he suggested none were serious issues. While reviewing the memo during the presentation Mr. Coon summarized the following:

- ***Inconsistency between plans and Traffic Report with regard to reference to the employee access to South Water Street:*** Mr. Coon suggested employees will exit only onto South Water Street.
- ***Location of fuel dispensers:*** Referencing an area on the Site Plan Mr. Coon indicated the location of the fuel dispensers will be shown on the plans later; they will be underground.
- ***Review of plans by Warehouse Point Fire Marshal:*** Mr. Coon indicated he didn't know if any comments had been received from the Fire Marshal; Assistant Town Planner Tyksinski cited receipt of an e-mail indicating the Fire Marshal felt the draft was good.
- ***Addition of silt fence along property line of Styles Storage:*** Mr. Coon agreed.
- ***Recommendation for scale adjustment on the plans*** regarding intersections with South Water Street and the two exit drives: Mr. Coon agreed.
- ***Easements*** for land owned by Griffin and the Town of East Windsor relative to the widening of the intersection of South Water Street and Route 5 must be obtained. Mr. Coon agreed. He noted the Town property currently shows a pole and utilities which will need to be moved. Mr. Coon questioned if this will require an easement or other documentation as the property line goes right up to the street line.
- ***Traffic detection loops related to the proposed widening of South Water Street at Route 5 to be replaced.*** Mr. Coon concurred.
- ***Location of anti-tracking pad/construction entrance to be shown on plans; construction traffic to enter and exit via Route 5:*** Mr. Coon cited the current access drive from South Main Street/Route 5 is 400 feet of pavement. Mr. Coon felt there will be limited traffic during construction. Commissioner Zhigailo questioned if it's anticipated that material will be tracked onto Route 5? Mr. Coon reiterated he felt traffic will be limited during construction.

Chairman Ouellette cited the need to reference the revised plans regarding this development; he questioned if this was the first time the Planning Office was seeing the plans? Mr. Coon suggested the revisions were minor. Chairman Ouellette suggested it's not customary for the Commission to approve revised plans received during the presentation.

Chairman Ouellette queried the Commissioners for comments:

Commissioner Gobin:

This facility will be a large traffic generator, and with the entrance located across from the gas station she cited the difficulty currently with making a left turn. Commissioner Gobin felt vehicles will need to go right. She cited current comments from people who live at Wolcott Landing that they can't go left out of their access drive. Commissioner Gobin suggested she'll be interested in comments from DOT and the State Traffic analysis. She

**TOWN OF EAST WINDSOR
PLANNING AND ZONING COMMISSION
Regular Meeting #1752 – January 22, 2019
MEETING MINUTES**

12

cited Route 5 is a heavily used corridor; so it will be good to come out at the traffic light as proposed.

Commissioner Gobin suggested there's a lot of traffic associated with this proposal. She felt this is a good project; it's good to see something like this in East Windsor. Produce is good for our diets and to have it close by is good. Commissioner Gobin referenced Section 802.8(i) of the Zoning Regulations and Section 802.8(g), and noted that there are homes nearby, an existing air quality problem, and need to mitigate the increased emissions. Commissioner Gobin asked how the applicant will provide for protection of the environment? She's concerned about idling trucks on the property which would increase emissions which is a public health concern for everyone. Commissioner Gobin questioned if the applicant has *any plans to mitigate emissions*, such as roof top solar for the refrigeration? Are they proposing *"no idling zones"* or can you tell the truckers not to idle – she suggested the trucks coming in will be idling to maintain the refrigeration and asked if shore power will be provided. Commissioner Gobin questioned if they would *consider electrification of the fleet trucks so they would be zero emissions*; she noted she didn't see any chargers for electric vehicles on the plans. Commissioner Gobin noted the adjacent neighbors; she *questioned compliance with Clean Air Act section 112r in the event of a refrigerant leak?*

Mr. Derick Sardilli reported that all their vehicles are replaced every three years and are 2018 and 2019 trucks. All trucks shut off within a range, and can't idle longer than 5 minutes in the lot. Most of the vehicles have solar panels for refrigeration, and will switch to batteries when parked. Mr. Jason Sardilli indicated that all the vehicles have the ability to be plugged in; they'll have an area for electric plug in. Refrigerated "refers" can be plugged in at night. They're looking at solar and the ability to be energy efficient. The refrigeration will be a Freon system, not ammonia to avoid the 112r requirements. Mr. Sardilli suggested they've upgraded their fleets that run throughout Connecticut, Massachusetts, and New York. They have many trucks coming in from California as they do business with California farms; those trucks must meet California and DOT regulations. Mr. Sardilli suggested they don't want to have trucks sitting on the road not being able to get into the property; they want them to be able to leave quickly at 3:00 a.m. They moved the location of the gate up so the trucks can get in from Route 5; they'll be able to stage within the property. Mr. Sardilli reported they're looking at solar power for areas with the property.

Commissioner Zhigailo indicated those were great answers; this is state of the art. Mr. Jason Sardilli indicated they have a lot invested in this facility; they're excited about the property. Mr. Derick Sardilli noted they deal with 50 to 60 local farmers within Connecticut now; they're looking to deal with East Windsor, South Windsor, and Somers farms. Commissioner Zhigailo raised the following questions:

- ***Overall height of the building:*** Mr. Derick Sardilli indicated it would be 40 feet; the office area will be one story. Mr. Coon noted they don't have a building plan developed yet.
- ***Any mechanicals on the roof which would be visible:*** Mr. Sardilli suggested they'll be on the side of the building and will be located in a specific area.

**TOWN OF EAST WINDSOR
PLANNING AND ZONING COMMISSION
Regular Meeting #1752 – January 22, 2019
MEETING MINUTES**

13

- ***Will the facility include a security system:*** Mr. Jason Sardilli reported they're inspected throughout the year and food safety is critical. Their current facility has 97 cameras; they'll have more here. They'll also have gates limiting access within the building; people must be beeped in. Many of the trucks have been near dumpsters; truckers will have to check into their own lounge while the trucks are being unloaded by Sardilli employees.

Commissioner Kowalski:

- ***Hours of operation:*** Mr. Sardilli reported they'll be operating 24 hours per day 6 ½ days a week – until approximately 3:00 p.m. on Saturday afternoon; they'll be open Sunday morning.
- ***Security on site at all times:*** Mr. Jason Sardilli described the areas where truckers will be "stacking up". Commissioner Kowalski felt there will be some areas where there will be mixed truck and vehicle traffic; Mr. Coon referenced an area to be used by trash haulers.
- ***Fuel island has catch basin near the fuel line:*** Mr. Coon indicated that will be equipped with an oil/water separator. Commissioner Kowalski questioned if they have a spillage plan. Mr. Coon suggested if the codes require it. Commissioner Kowalski suggested at a minimum you'll need a spill blanket.
- ***Any intention to provide sale of produce to local residents:*** The Sardilli brothers suggested that's an ongoing debate. They've looked at including a retail area; Mr. Jason Sardilli suggested they may do a farmers' market but the issue is parking. Mr. Derick Santilli cited the current agricultural use of the parcel; he reiterated their intent to continue that. They will renovate the tobacco barn, maybe for farmers' dinners or customers can have catered events. Mr. Sardilli suggested he felt people are used to seeing the agricultural field coming down Route 5; he felt people would like to continue to see that.

Commissioner Thurz:

- ***How many trucks do you own:*** Mr. Jason Sardilli indicated 40 vehicles/box trucks.
- ***Delivery hours are 3:00 a.m. to 5:00 a.m.:*** Mr. Devin Sardilli indicated the mad dash into the facility is around 4:30 to 5:00 a.m.; the longer hauls leave at 3:45 to 4:00 a.m.; the Hartford stops leave at 5:00 a.m.
- ***At 3:00 a.m. to 5:00 a.m. the traffic light is blinking yellow:*** Chairman Ouellette indicated there's a movement to remove all those blinking lights.
- ***Number of employees is 120, what is the arrival time:*** Mr. Jason Sardilli reported they operate 3 shifts. The first shift is 8:00 a.m. to 5:00 p.m.; the second shift is 3:00 p.m. to midnight; the third shift is midnight to 8:00 a.m. Each shift has less employees. Commissioner Thurz indicated he'd like to see a "no left turn" situation in the residential neighborhood.
- ***Trucks are fueled by diesel?*** Mr. Sardilli replied affirmatively.

**TOWN OF EAST WINDSOR
PLANNING AND ZONING COMMISSION
Regular Meeting #1752 – January 22, 2019
MEETING MINUTES**

14

Commissioner Thurz concurred, the situation for Wolcott Landing is a problem. Commissioner Kowalski suggested most trucks will turn left to go to I-91. Commissioner Thurz suggested the cross-country trucks will fuel up across the street at the gas station.

Commissioner Kowalski:

- ***Where do you intend to pile the snow:*** Commissioner Kowalski suggested he doesn't see a lot of greenspace. Mr. Coon suggested snow would be piled around the perimeter of the site. Mr. Jason Sardilli noted they'll lose some parking areas for a few days during snow events.

Chairman Ouellette indicated this is an exciting project for the Town; he thanked the Sardilli family for considering East Windsor. His questions follow:

- ***Dumpster location/which side are they located on:*** Mr. Coon suggested for Phase 1 the compactors will be located within the truck parking area; for Phase 2 and 3, the compactor gets moved from its location in Phase 1 to the back of the facility.
- ***Will the dumpsters be on a concrete pad:*** Mr. Jason Sardilli replied affirmatively, noting they have sealed dumpsters that are moved daily. Mr. Derik Sardilli noted that 2 of the 3 dumpsters are for food waste coming out of the facility that goes to the Southington facility. Mr. Jason Sardilli indicated the food processing has to be separate from the warehouse.
- ***Internal traffic circulation:*** Chairman Ouellette indicated he understood the rationale for the separation of the employee and truck traffic; he questioned if there had been any consideration for the employees access to be via Wagner Lane? Mr. Coon indicated they did consider that option but Wagner Lane is small, and that route would send more traffic through the residential area.
- ***Drainage easement:*** Chairman Ouellette cited he understood the drainage easement is on another parcel, but it's tied to this parcel. He questioned why this application can go forward without having that application heard? Mr. Coon indicated that plans have been submitted to the Wetlands Commission for 247 South Water Street, which is not this site. The Wetlands Application/drainage easement is separate from this site; they felt that was a reason the applications were separated. Chairman Ouellette clarified that if the Wetlands Application doesn't receive approval then this application has a problem. Mr. Coon indicated they're collecting all the run off through a single pipe and sending it to the river. Chairman Ouellette noted the owner is a private owner; have you reached agreement with the owner? Mr. Coon replied affirmatively, noting the owner has signed the Wetlands Application today.
- ***Employee traffic impact:*** Chairman Ouellette questioned from what direction they anticipate the employee parking to arrive at the site? Do you think they'll arrive via I-91, or north or south on South Main Street; he indicated he hadn't been provided a full traffic study report. He questioned how many people coming from the south turning left into the site are anticipated? Mr. Coon indicated the Traffic Study was

based on regional data. They anticipate that 10% of the traffic distribution will be coming to East Windsor from the south.

- **Width of Route 5:** Mr. Coon suggested there is sufficient width on Route 5 to accommodate the additional traffic. Chairman Ouellette questioned the number of the width; he cited that at some times during the day traffic is backed up on South Main Street and people can't get around the traffic on the right side of Route 5. Mr. Coon suggested the width at the Sunoco station is 22 feet from the middle line to the curb on the opposite side. Chairman Ouellette clarified that 20 feet is the minimum.
- **Walking trails/paths:** Chairman Ouellette cited that every commercial development must provide sidewalks and/or paths; he sees mostly internal circulation. He sees this as a closed site. Chairman Ouellette questioned if there is any potential for employees to visits nearby restaurants; is there a cafeteria inside? Mr. Jason Sardilli reported that most employees remain inhouse because they're in work "garb". The facility will have three break rooms – one for processing employees, one for office employees, one for other staff. Mr. Sardilli also suggested they don't want employees crossing the truck traffic. Most of the second shift employees eat in and bring their lunch. Mr. Sardilli indicated they plan to have an employee patio with a pavilion on site. Chairman Ouellette suggested he didn't envision the employees walking around the site. Mr. Sardilli indicated they have that opportunity but they've limited it to "this" side; they've not planned a trail around the property for safety reasons. They also need to keep the truckers isolated for food safety reasons.
- **Height of the berm:** Chairman Ouellette questioned what the proposed berm will look like to a property owner on the west side of South Water Street? Commissioner Gobin suggested it could look like the Aldi property on Rye Street. Mr. Coon suggested it's hard to hide a 40 foot building; headlights will shine and trailers will be seen over the berm. Mr. Derick Sardilli suggested they envision the berm to be like the Southern Auto Auction property. Mr. Jason Sardilli suggested the building will be cooler colors; not a lot of lighting. Town Planner Flores-Marzan referenced a facility in Nashville which includes a mural that tells the story of the company.
- **Barn renovation:** Chairman Ouellette indicated it's nice to hear that the barn will be renovated. He questioned if the barn's square footage has been added to the overall Site Plan, or is being treated as an accessory building? Mr. Coon suggested that square footage is included in their impervious coverage calculation.
- **Road widening at traffic light/right turn:** Chairman Ouellette questioned that Mr. Coon had indicated there was a pinch point closer to Route 5? Mr. Coon indicated that the Griffin property is a triangle; the East Windsor property is where it gets tight coming out to the street. Chairman Ouellette noted there are existing traffic trippers on that road but there needs to be public property to accommodate that; is there adequate property? Mr. Coon indicated that's on the property owned by the Town of East Windsor. Chairman Ouellette questioned if the land was the right-of-way; Mr. Coon replied negatively. Chairman Ouellette suggested the Town would have to grant an easement for this work; the State will be looking at that.

Commissioner Thurz:

**TOWN OF EAST WINDSOR
PLANNING AND ZONING COMMISSION
Regular Meeting #1752 – January 22, 2019
MEETING MINUTES**

16

- **On-site generators:** Commissioner Thurz questioned if there would be generators associated with the refrigeration units? The Sardilli brothers replied affirmatively. Commissioner Thurz indicated he didn't see the generators reflected on the plans before the Commission. Mr. Jason Sardilli suggested they haven't decided on the location at this time; he referenced a location on the Site Plan as a potential location. Commissioner Thurz cited he's concerned about potential noise; Mr. Jason Sardilli suggested they can install mufflers.

Chairman Ouellette questioned Town Planner Flores-Marzan and Assistant Town Planner Tyksinski if their comments had been answered; did they have any additional comments? Assistant Town Planner Tyksinski replied negatively. Chairman Ouellette questioned if they had concerns with the final plans not having been submitted to the Planning Office prior to application; he suggested it's not customary for the Commission to approve applications not having seen the final plans prior to the meeting. Assistant Town Planner Tyksinski suggested the changes are minor. Chairman Ouellette suggested they're changing the geometry of the driveway. Mr. Coon cited when they've received comments late in the past they've been able to get approval based on a requirement for staff approval. Mr. Coon reiterated they feel the changes are minor. Town Planner Flores-Marzan indicated they feel confident the applicant will build as the development is presented. He cited the benefit of this large scale project which is sustainable; this is a farming community and this is where they want to go. Town Planner Flores-Marzan indicated they felt confident we can move forward with this project.

Commissioner Kowalski questioned the verbiage of the approval motion; he cited approval is contingent on approval of the Wetlands permit. Chairman Ouellette suggested that approval and conditions would be in the hands of the Wetlands Commission; he felt this approval couldn't include language specific to the Wetlands approval. If the Wetlands approval doesn't go through the applicant comes back to this Commission. Commissioner Kowalski questioned what if DOT doesn't agree? Chairman Ouellette indicated there are other agencies that must approve the proposal; if those approvals are denied the applicant must return to this Commission.

Commissioner Thurz felt the applicants have done their homework. Chairman Ouellette acknowledged he understands time is money. Regarding the local approvals the Commissions try not to drag out the approval process. He suggested it was a bit risky not coming through with a conceptual plan first but it's not required under the regulations. Chairman Ouellette agreed this is an important project for the Sardilli family as well as the town. Town Planner Flores-Marzan noted staff will take that into consideration and encourage future applicants to take that route.

Commissioner Zhigailo recalled the Sardilli family has been doing this since 1955. She doesn't see any reason for a major delay; if something can be done internally – time is money.

**TOWN OF EAST WINDSOR
PLANNING AND ZONING COMMISSION
Regular Meeting #1752 – January 22, 2019
MEETING MINUTES**

17

Commissioner Gobin felt they did a good job responding to everyone's questions. This is a good project for everyone.

Commissioner Thurz questioned if a Condition 17 could be added regarding "no right turn on South Water Street for truck traffic"? Chairman Ouellette concurred, and suggested the addition of Condition 18 requiring that the comments addressed in Town Engineer Norton's memo of 1/22/2019 should be addressed to his satisfaction.

Regarding *the light spillage onto Route 5*, Chairman Ouellette didn't think that was a bad idea for a 24 hour operation. Commissioner Gobin agreed, noting that the more light on Route 5 is a good thing at night.

Chairman Ouellette queried the Commissioners for additional comments; no one had any additional requests.

MOTION TO APPROVE Application of DDJ Group Enterprises of East Windsor LLC requesting Site Plan Approval for construction of a 202,400 square foot produce warehouse/manufacturing building, 7,500 square foot maintenance building for fleet trucks and associated parking; to be located at 12 South Main Street, Wagner Lane & South Water Street, East Windsor, CT 06088. Map 071, Block 11, Lot 003AI, Map 071, Block 11, Lot 06A, and Map 071, Block 11, Lot 010 in a B-1 and M-1 Zone. (As may be modified by the conditions).

Thurz moved/Kowalski seconded/**DISCUSSION:** It was noted that the additional owners had not been included in the approval motion.

AMENDED MOTION:

MOTION TO APPROVE Application of DDJ Group Enterprises of East Windsor LLC and owners TJL Investment Trust, LLC, John Burnham, and John and Daniel Burnham, requesting Site Plan Approval for construction of a 202,400 square foot produce warehouse/manufacturing building, 7,500 square foot maintenance building for fleet trucks and associated parking; to be located at 12 South Main Street, Wagner Lane & South Water Street, East Windsor, CT 06088. Map 071, Block 11, Lot 003AI, Map 071, Block 11, Lot 06A, and Map 071, Block 11, Lot 010 in a B-1 and M-1 Zone. **M-1 zone; Map 81, Block 11, Lot 2 (As may be modified by the conditions).**

Referenced Plans:

Cover Sheet: C-1.0 – Sardilli Produce and Dairy, 12 South Main Street East Windsor, CT prepared for DDJ Group Enterprises of East Windsor, LLC 212 Locust Street, Hartford, CT 06114. Prepared by J.R. Russo & Associates, LLC, 1 Shoham Road, East Windsor, CT 06088. P: 860-623-0569. www.jrrusso.com, (dated 1/7/19), revised 1/17/19
C-2.0 – Boundary Survey (Scale: 1" = 60') (dated 1/7/19)
C-3.0 – Existing Conditions Demo Plan (Scale 1" = 60') (dated 1/7/19)

**TOWN OF EAST WINDSOR
PLANNING AND ZONING COMMISSION
Regular Meeting #1752 – January 22, 2019
MEETING MINUTES**

18

C-4.0 – Overall Layout Plan (Scale 1" = 60') (dated 1/7/19), revised 1/17/19
C-4.1 – Layout Plan (Scale 1" = 40') (dated 1/7/19), revised 1/17/19
C-4.2 – Layout Plan (Scale 1" = 40') (dated 1/7/19), revised 1/17/19
C-4.3 – Layout Plan (Scale 1" = 40') (dated 1/7/19)
C-5.1 – Grading Plan (Scale 1" = 40') (dated 1/7/19)
C-5.2 – Grading Plan (Scale 1" = 40') (dated 1/7/19), revised 1/17/19
C-5.3 – Grading Plan (Scale 1" = 40') (dated 1/7/19)
C-6.1 – Utility Plan (Scale 1" = 40') (dated 1/7/19), revised 1/17/19
C-6.2 – Utility Plan (Scale 1" = 40') (dated 1/7/19)
C-6.3 – Utility Plan (Scale 1" = 40') (dated 1/7/19)
C-7.0 – South Water Street Improvement Plan (Scale 1" = 40') (dated 1/7/19)
C-8.1 – Erosion & Sediment Control Notes & Details (Scale: As Noted) (dated 1/7/19)
C-8.2 – Details (Scale: As Noted) (dated 1/7/19)
C-8.3 – Details (Scale: As Noted) (dated 1/7/19)
C-8.4 – Details (Scale: As Noted) (dated 1/7/19)
L-1.0 – Landscape Plan: (Scale 1" = 60') (dated 1/7/19)
Photometric Plan: (Scale 1" = 60') (dated 1/7/19)
Drainage Area Map: (Scale 1" = 60') (dated 1/7/19)

Conditions which must be met prior to signing of mylars:

1. A paper copy of the final approved plans (revisions included) shall be submitted to the Town Planner for review and comment prior to the submission of final plans.
2. All final plans submitted for signature shall require the seal and live signature of the appropriate professional(s) responsible for preparation of the plans.
3. The conditions of this approval shall be binding upon the applicant, land owners, and their successors and assigns. A copy of this approval motion shall be filed in the land records prior to the signing of the final plans.

Conditions which must be met prior to the issuance of any permits:

4. One set of final mylars, with any required revisions incorporated on the sheets shall be submitted for signature of the Commission. Set shall be filed in the Planning and Zoning Department.
5. A cash (escrow) or passbook bond (made out to the applicant AND the Town of East Windsor) shall be submitted for sedimentation and erosion control maintenance and site restoration during the **construction of the project**. Any funds that may be withdrawn by the Town for such maintenance or restoration shall be replaced within five (5) days or this permit shall be rendered null and void. The applicant's engineer shall submit an estimated cost of the E & S controls to the Town Engineer. The amount of said bond shall be determined by the Town Engineer.
6. A preconstruction meeting with Town Staff, representatives of Sardilli Produce and Dairy, and all contractors and subcontractors performing the field work must be held.

7. A zoning permit shall be obtained prior to the commencement of any site work

Conditions which must be met prior to certificates of compliance:

8. Final grading and seeding shall be in place or a bond for the unfinished work submitted.
9. Final as-built survey showing all structures, pins, driveways and final floor elevations as well as spot grades shall be submitted.
10. All public health and safety components of the project must be satisfactorily completed prior to occupancy. In cases where all of these components have not been completed, the Zoning Official may issue a Certificate of Zoning Compliance provided a suitable bond is retained for any remaining site work.

General Conditions:

11. In accordance with Ch 900.3h of the Zoning Regulations, any approval of a site plan application shall commence the construction of buildings within **one year from the date of approval** and **complete all improvements within five years of the date of approval**; otherwise the approval shall become null and void, unless an extension is granted by the Commission.
12. This project shall be constructed and maintained in accordance with the filed plans. Minor modifications to the approved plans that result in lesser impacts may be allowed subject to staff review and approval.
13. Any modifications to the proposed drainage or grading for the site plan is subject to the approval of the town engineer.
14. Additional erosion control measures are to be installed as directed by town staff if field conditions necessitate.
15. By acceptance of this approval and conditions, the applicant, owner and/or their successors and assigns acknowledge the right of Town staff to periodically enter upon the subject property for the purpose of determining compliance with the terms of this approval
16. All landscaping shall be maintained.

Additional Conditions:

17. **No right turn on South Water Street for truck traffic.**

**TOWN OF EAST WINDSOR
PLANNING AND ZONING COMMISSION
Regular Meeting #1752 – January 22, 2019
MEETING MINUTES**

20

18. **Comments in Town Engineer Norton's memo dated 1/22/2019 must be addressed.**

Thurz approved/Kowalski seconded/DISCUSSION: Commissioner Gobin suggested the proposal and applicant are a great fit for East Windsor and this location because the business is sensitive to our agricultural roots, will bring jobs/economic development to East Windsor, and is consistent with the Plan of Conservation and Development. The applicant did a great job responding to all questions from the Board and we are eager to see them succeed in this venture.

VOTE: **In Favor: Unanimous (Ouellette/Gobin/Kowalski/Thurz/Zhaigailo)**
 (No one opposed/No abstentions)

MOTION: To TAKE A FIVE MINUTE BREAK.

Kowalski moved/Thurz seconded/VOTE: In Favor: Unanimous

The meeting RECESSED at 8:30 p.m. and RECONVENED at 8:36 p.m.

NEW BUSINESS – Deborah Arietti and owner Allied Community Resources – (Site Plan) Addition of paved parking lot at rear of property and addition of handicap ramp at rear of building at 6 Craftsman Road. (Map 83, Block 19, Lot 12D) (*Deadline for decision 3/14/2019*):

Chairman Ouellette read the description of this Agenda item. Appearing to discuss the application was Kiran Majmudar, P. E., representing the applicant, and Deborah Arietti, Facilities Manager for Allied Community Services.

Mr. Majmudar reported the site contains 7 ½ acres and is located at 6 Craftsman Road. The applicant plans to:

- Add a handicapped ramp behind the building. Mr. Majmudar noted their business is helping physically and mentally challenged people; the ramp will improve accessibility.
- Pave the existing stone and gravel parking lot approved in 2010.
- Add an additional parking lot

Mr. Majmudar reported the applicant received Wetlands approval for drainage improvements to the existing detention basin, which abuts the neighbors on the east side.

Ms. Arietti reported that this building is currently staffed with 115 employees. The current parking lot doesn't hold that many parking spaces; there is no parking for visitors. Overflow parking is on the lawn. They need the additional parking, and anticipate that they will continue grow.

**TOWN OF EAST WINDSOR
PLANNING AND ZONING COMMISSION
Regular Meeting #1752 – January 22, 2019
MEETING MINUTES**

21

Commissioner Thurz suggested it's great to see you come in for additional parking instead of parking on the lawn. Ms. Arietti reported it's taken over 2 years to get funding to bring the application in.

Commissioner Kowalski liked that the applicant was paving the existing lot. It appears that you're leaving or re-establishing some of the vegetative berm. Everything will sheet drain; he questioned that *there are no catch basins proposed?* Mr. Majmudar indicated he's trying to use the grade of the land to direct the run off. Commissioner Kowalski questioned that *the applicant wasn't proposing any additional lighting?* Mr. Majmudar suggested there's some along the south side of the new parking lot, and they're installing one more pole on the west side. Commissioner Kowalski questioned that the *lighting would be full cut off LED?* Mr. Majmudar replied affirmatively. Commissioner Kowalski *referenced the landscaped area*, noting that when you have a vehicle parked in the first space it blocks the access. Mr. Majmudar indicated the space is 18 feet by 9 feet wide. Commissioner Kowalski questioned if that was wide enough for an over-sized vehicle? Chairman Ouellette suggested that with the type of business they have they can control the employee parking; if it was a retail business it would be a different issue.

Town Planner Flores-Marzan questioned if the clients receive services by appointment? Ms. Arietti reported they don't provide services at this building; the majority of what they do here is they have contracts with the State of Alabama to process payrolls. Allied trains the clients to become an employee of in-home services and they will process the payroll for you. People don't come in off the street; it's a lot of paperwork; it's a highly secured building; you can't get past the receptionist. Town Planner Flores-Marzan suggested the traffic flows are predictable. Ms. Arietti suggested there's not a lot of outside traffic; there are no retail activities. Ms. Arietti suggested that any time they make improvements to any of their 10 properties they make upgrades. The existing handicapped ramp will remain; this new one will be an addition.

Commissioner Zhigailo suggested that the number of new parking spaces will hopefully take care of your expansion. Ms. Arietti felt that it would; she didn't think they have room inside the building to expand, other than to go up. Ms. Arietti didn't think they would need any more parking space. Commissioner Zhigailo questioned *how snow removal would be handled?* Ms. Arietti indicated they have a contractor to come in and move the snow to a location on the south side of the building as needed.

Commissioner Gobin had no questions.

Chairman Ouellette referenced staff comments regarding *the addition of landscaped islands*. Mr. Majmudar indicated he hadn't seen the comments but didn't think there would be an issue of adding parking islands but, he noted the location of the islands would be in the new parking section, which is a gravel surface. Mr. Majmudar suggested landscaping doesn't do well in gravel but he could add the islands on the south side if preferred. He also noted the

**TOWN OF EAST WINDSOR
PLANNING AND ZONING COMMISSION
Regular Meeting #1752 – January 22, 2019
MEETING MINUTES**

22

area is wooded and will be retained in that manner. Chairman Ouellette suggested the addition of the islands would soften some of the hardscape and add more value.

Chairman Ouellette questioned Assistant Town Planner Tyksinski if the applicant had met the rest of his comments; Assistant Town Planner Tyksinski replied affirmatively.

Chairman Ouellette suggested the size of the parking spaces should be displayed on the plans; it's not clear that the spaces are 9 feet by 18 feet. He questioned if there was a standard note that could be added to the plans? Mr. Majmudar replied affirmatively. Chairman Ouellette requested that change would be made when the final mylars are submitted. Mr. Majmudar suggested he had shown that information on the plan detail but can make it clear with a formal note.

Commissioner Thurz suggested he didn't see any comments regarding striping the new area. Chairman Ouellette felt that was shown on the Site Plan.

Chairman Ouellette questioned if there were any other opportunities to add more landscaping above what you're currently proposing? Mr. Majmudar and Ms. Arietti recalled the new parking is in a wooded area. Chairman Ouellette suggested this is a nice looking property.

Chairman Ouellette questioned Assistant Town Planner Tyksinski if he had any other concerns; Assistant Town Planner Tyksinski replied no.

Commissioner Zhigailo suggested Condition 5 needs to delete language referencing the passbook bonds. The motion will be revised.

MOTION TO APPROVE the Application of Deborah Arietti and owner Allied Community Resources, requesting Site Plan Modification for the addition of a paved parking lot 11,500 square feet at the rear of the building with a handicap ramp, as well as the paving of the previous expansion of parking; to be located at 6 Craftsman Road, East Windsor, CT 06088. Map 083, Block 19, Lot 12D. in an M-1 Zone. (As may be modified by the conditions).

Thurz moved.....

Mr. Majmudar noted Town Engineer Norton's memo recommended the paved parking area be relabeled as stone and gravel to address the drainage calculations. Chairman Ouellette questioned how the parking lot could be striped? Mr. Majmudar indicated it would not be; that was only done to show the parking spaces. Mr. Majmudar referenced an e-mail from Town Engineer Norton; Chairman Ouellette suggested that seemed to refer to comments for the Inland Wetlands Permit. Mr. Majmudar clarified that the existing parking will be paved but the new parking is gravel.

AMENDED MOTION:

MOTION TO APPROVE the Application of Deborah Arietti and owner Allied Community Resources, requesting Site Plan Modification for the addition of a paved parking STONE AND GRAVEL LOT 11,500 square feet at the rear of the building with a handicap ramp, as well as the paving of the previous expansion of parking; to be located at 6 Craftsman Road, East Windsor, CT 06088. Map 083, Block 19, Lot 12D. in an M-1 Zone. (As may be modified by the conditions).

Referenced Plans:

S-1 Site Plan Prepared for Allied Community Resources at 6 Craftsman Road, East Windsor, CT prepared by L.P. Consultants, LLC 252 Hazard Avenue, CT 06082-4613 dated January 9, 2018. (Scale: 1" = 30')

S-2 Site Plan Prepared for Allied Community Resources at 6 Craftsman Road, East Windsor, CT prepared by L.P. Consultants, LLC 252 Hazard Avenue, CT 06082-4613 dated January 9, 2018. (Scale: As Noted)

Conditions which must be met prior to signing of mylars:

1. A paper copy of the final approved plans (revisions included) shall be submitted to the Town Planner for review and comment prior to the submission of final plans.
2. All final plans submitted for signature shall require the seal and live signature of the appropriate professional(s) responsible for preparation of the plans.
3. The conditions of this approval shall be binding upon the applicant, land owners, and their successors and assigns. A copy of this approval motion shall be filed in the land records prior to the signing of the final plans.

Conditions which must be met prior to the issuance of any permits:

4. One set of final mylars, with any required revisions incorporated on the sheets shall be submitted for signature of the Commission. Set shall be filed in the Planning and Zoning Department.
5. A cash (escrow) or passbook bond (made out to the applicant AND the Town of East Windsor) shall be submitted for sedimentation and erosion control maintenance and site restoration during the **construction of the project**. Any funds that may be withdrawn by the Town for such maintenance or restoration shall be replaced within five (5) days or this permit shall be rendered null and void. The applicant's engineer shall submit an estimated cost of the E & S controls to the Town Engineer. The amount of said bond shall be determined by the Town Engineer.

6. A zoning permit shall be obtained prior to the commencement of any site work

Conditions which must be met prior to certificates of compliance:

7. Final grading and seeding shall be in place or a bond for the unfinished work submitted.
8. Final as-built survey showing all structures, pins, driveways and final floor elevations as well as spot grades shall be submitted.
9. All public health and safety components of the project must be satisfactorily completed prior to occupancy. In cases where all of these components have not been completed, the Zoning Official may issue a Certificate of Zoning Compliance provided a suitable bond is retained for any remaining site work.

General Conditions:

10. In accordance with Ch 900.3h of the Zoning Regulations, any approval of a site plan application shall commence the construction of buildings within **one year from the date of approval** and **complete all improvements within five years of the date of approval**, otherwise the approval shall become null and void, unless an extension is granted by the Commission.
11. This project shall be constructed and maintained in accordance with the filed plans. Minor modifications to the approved plans that result in lesser impacts may be allowed subject to staff review and approval.
12. Any modifications to the proposed drainage or grading for the site plan is subject to the approval of the town engineer.
13. Additional erosion control measures are to be installed as directed by town staff if field conditions necessitate.
14. By acceptance of this approval and conditions, the applicant, owner and/or their successors and assigns acknowledge the right of Town staff to periodically enter upon the subject property for the purpose of determining compliance with the terms of this approval
15. All landscaping shall be maintained.
16. Applicant must abide by the additional conditions outlined in the Wetlands Approval.

Thurz moved/Kowalski seconded/DISCUSSION: Nothing additional

VOTE: **In Favor:** **Unanimous (Ouellette/Gobin/Kowalski/Thurz/Zhigailo)**

**TOWN OF EAST WINDSOR
PLANNING AND ZONING COMMISSION
Regular Meeting #1752 – January 22, 2019
MEETING MINUTES**

25

(No one opposed/No abstentions)

OLD BUSINESS: Nothing presented this evening.

OTHER BUSINESS/(1) Discussion of meeting with DEEP regarding the impact on the Connecticut River due to climate change:

Commissioner Gobin noted that the Commission has been talking about a Stormwater Management Plan and Smart Growth for Warehouse Point. She and Commissioner Gowdy have been concerned that the 100 and 500 year Flood Plain lines will be where they are presently being located. Commissioner Gobin reported that UCONN at Avery Point has been working on this; they would be willing to come in and discuss the issues with the Commission but their meeting would be during the workday. Commissioner Gobin indicated she would be willing to arrange a meeting with Department of Energy and Environmental Protection staff to probe the impacts of climate change on the Connecticut River and Warehouse Point. Assistant Town Planner Matt Tyksinski expressed interest in going and any Commissioners interested were invited to join in. Any documents obtained and findings will be shared with the Commission. No other Commissioners had availability to join a meeting, but a request was made to include the Town's consultant Terri Hahn in the meeting.

CORRESPONDENCE:

Assistant Town Planner Tyksinski noted receipt of notification of the CBA (Connecticut Bar Association) Education & Training Seminar for Planning and Zoning Commissions – "Connecticut Land Use Law for Municipal Land Use Agencies, Boards, and Commissions. The Seminar will be held at Wesleyan University in Middletown on Saturday, March 23, 2019. The cost of the seminar has been paid for by the Town in the past. Commissioner Gobin expressed interest in attending; Commissioners were asked to advise the Planning Office if they wish to attend.

BUSINESS MEETING/(1) General Zoning Issues:

An amended Commission Meeting Schedule has been provided for Commissioners. The location of the polls for voting District 1 for the Special Election for Senator Timothy Larson's seat will be at the Town Hall, 11 Rye Street, on Tuesday, February 26th. The Planning and Zoning Regular February 26th Meeting has been relocated to the East Windsor Scout Hall Youth Center, 28 Abbe Road, East Windsor.

BUSINESS MEETING/(2) Discussion on Aquifer Protection Regulations:

No discussion this evening.

BUSINESS MEETING/(3) Signing of Mylars/Plans, Motions:

**TOWN OF EAST WINDSOR
PLANNING AND ZONING COMMISSION
Regular Meeting #1752 – January 22, 2019
MEETING MINUTES**

26

No plans or motions presented for signature.

ADJOURNMENT:

MOTION: To ADJOURN this Meeting at 9:18 p.m.

Gobin moved/Zhigailo seconded/VOTE: In Favor: Unanimous

Respectfully submitted,

Peg Hoffman, Recording Secretary, East Windsor Planning and Zoning Commission