

**MINUTES OF BUSINESS MEETING
HELD BY THE PLANNING AND ZONING COMMISSION
JULY 18, 2011**

ROLL CALL:

Members Present: Joseph Diminico, Chairman
Kevin Dougan, Vice Chairman
Andy Kidd, Secretary
Eric Prause
Horace Brown

Alternates: John Chaput

Absent: Anthony Petrone
Susan Shanbaum

Also Present: Mark Pellegrini, Director of Planning
Renata Bertotti, Senior Planner
Matthew Bordeaux, Environmental Planner
and Wetlands Agent
Ginger MacHattie, Recording Secretary

Time Convened: 8:23 P.M.

NEW BUSINESS:

INSITE REAL ESTATE INVESTMENTS - 112 Buckland Street – for construction of a restaurant which requires more than 60 parking spaces in a Business V, Design Overlay zone – Inland Wetlands Permit – Determination of Significance (I-16); Inland Wetlands Permit (I-16); Special Exception (I-17); Erosion and Sedimentation Control Plan (I-18)

Mr. Lucien DiStefano, Bohler Engineering, said the applicant had the wetlands delineated and displayed a map showing the wetlands line at the northern edge of the property associated with the pond itself. There is a significant slope from the developed site to the pond. Approximately 31,000 square feet of the site is within the 100' upland review area. The applicant is proposing 2,500 cubic yards of fill in that area to bring the site up to grade. Modifications made within the buffer will have minor impact. The positive benefits of the drainage system outweigh any impact. The applicant did go before the Conservation Commission, which found no significant issues. There will be fence along two sides of the property to prevent debris from making its way into the pond.

Ms. Bertotti said she recommends modifications to the erosion control plan as outlined in the staff memorandum from Derrick Gregor.

Mr. DiStefano reviewed the erosion control plan, which includes staging a temporary sediment trap on the low side of the site. There will be a stockpile area surrounded with hay bales and silt fencing. Down grade areas will be protected with silt fence. The applicant is proposing inlet filters on catch basins.

In response to a question from Mr. Prause, Mr. DiStefano said no tanks needed to be removed.

Inland Wetlands Permit – Determination of Significance (I-16)

MOTION: Mr. Dougan moved to find the proposed activity would not cause a significant impact to the wetlands and will not require a public hearing. Mr. Prause seconded the motion and all members voted in favor.

Inland Wetlands Permit (I-16)

MOTION: Mr. Dougan moved to approve the inland wetlands permit for five years with work within the wetlands upland review area to be completed one year from the beginning of construction. Mr. Kidd seconded the motion and all members voted in favor.

Special Exception (I-17)

The public hearing was opened on this item and continued tentatively to August 1, 2011.

Erosion and Sedimentation Control Plan (I-18)

MOTION: Mr. Brown moved to approve the erosion and sedimentation control plan with modification as outlined in a staff memorandum from Derrick Gregor, Design Engineer, dated July 14, 2011, to Renata Bertotti, Senior Planner. Mr. Prause seconded the motion and all members voted in favor.

MCKEE BROTHERS, LLC – 435 West Center Street – for outside storage of materials in an Industrial zone – Special Exception (M-395)

Special Exception (M-395)

MOTION: Mr. Kidd moved to approve the special exception. Mr. Brown seconded the motion and all members voted in favor. The reasons for the approval were the proposal meets the special exception criteria and is compatible with the existing use.

ODYSSEY COMMUNITY SCHOOL – 579 Middle Turnpike West – to add classrooms, change the driveway at the south side of building, convert 0.17 acres of parking to play area and extend the sidewalk on the west side of building – Inland Wetlands Permit – Determination of Significance (2011-001); Inland Wetlands Permit (2011-001); Special Exception Modification (2011-002)

Mr. Alan Lamson, FLB Architects, spoke on behalf of the applicant. Odyssey Community School was started years ago in the lower level of Beacon Light for grades 6-8. It moved to 579 West Middle Turnpike in 2002, occupying 18,000 square feet of the southwest corner of the building. In 2005, it expanded to grades 4-8 and added 4,000 square feet for a total of 22,000 square feet. There are currently 180 students. The applicant applied for a permit to expand to grades K-8 and has received approval from the State. Odyssey School would like to allow for a capacity of 300 students. This will mean two classrooms per grade with 18 students in each class. To accommodate the addition of grades K-3, the school will need to add 20,000 square feet to its space. This will be an internal expansion with no expansion of the building. The expansion will be done in two phases. The first phase will add between 4,000 and 5,000 square feet, taking the rest of the building frontage, and adding four classrooms and their associated bathroom facilities. That will give the school enough capacity to operate for an additional year.

The second phase will occur during that year, and the school will work on an expansion of 15,000 additional square feet, with four classrooms, an expanded gym, a library, special education facilities, storage and a health office.

Currently there are three curb cuts in the front of the building. School buses pull into the east driveway and out of the middle driveway. With two additional buses, the plan is to close the middle curb cut and extend the driveway with the buses exiting from the western driveway. This will reduce the number of curb cuts by one for a total of two.

At the far north end of the property, there is a parking lot adjacent to a basketball court. The applicant will be removing 17,000 square feet of pavement, then filling and seeding the area to make more play space. On the existing play area, the applicant will have a low impact play area. This allows space in the winter to push the snow.

Currently, parents can pick students up at the north end of the building. Students come out directly to the parents. The applicant will provide queuing lanes for the parents, extending the sidewalk to interconnect with the playground area. Parents can then leave exiting onto Adams Street or up the west side of the building to exit onto West Middle Turnpike.

Addressing the Inland Wetlands Permit application, Mr. Lamson explained that a portion of the parking area to be removed is located in the upland review area. The parking area is 40' above the brook and water drains to the brook. There is erosion, but the planned grass area will improve the situation, and a fence will be installed as well. There will be no impact on the wetlands. This work will improve the current situation.

In response to a question from Mr. Diminico, Mr. Bordeaux said the erosion is due to debris plowed up to the tree line and left there. By adding a fence and grassed area, it will maximize the distance between the parking area and the slope. The eroded area does not require mitigation but can be improved.

In response to a question from Mr. Brown, Mr. Lamson said currently all but four classrooms have windows. Ultimately, those windowless classrooms will be used for other purposes.

In response to a question from Mr. Diminico, Mr. Lamson said Phase 1 will be complete by November 1, 2011 and Phase 2 will be completed in time for the school year 2012-2013.

In response to questions from Mr. Prause, Mr. Lamson said by changing the bus traffic in the front of the building, five spaces can be added. The applicant will be doing striping for the queuing lines and it would make sense to stripe the parking at the same time.

Ms. Bertotti said there are no outstanding staff comments.

Mr. Bordeaux added that silt fencing will be placed in the northern area of the parking lot until the area is stabilized. Silt sacks will be placed in the catch basin in the northeast corner of the parking lot.

Inland Wetlands Permit – Determination of Significance (2011-001)

MOTION: Mr. Dougan moved to find the proposed activity would not cause a significant impact to the wetlands and will not require a public hearing. Mr. Prause seconded the motion and all members voted in favor.

Inland Wetlands Permit (2011-001)

MOTION: Mr. Dougan moved to approve the inland wetlands permit for five years with work within the wetlands upland review area to be completed one year from the beginning of construction. Mr. Brown seconded the motion and all members voted in favor.

Special Exception Modification (2011-002)

MOTION: Mr. Dougan moved to approve the special exception modification. Mr. Kidd seconded the motion and all members voted in favor. The reason for the approval was the proposal meets the special exception criteria.

TOWN OF MANCHESTER PUBLIC WORKS DEPT. – 99 Edgerton St. & 39 Lodge Dr. – for stream channel enhancements at Bigelow Brook – Inland Wetlands Permit – Determination of Significance (2011-009); Inland Wetlands Permit (2011-009); Flood Plain Permit (2011-010)

Mr. Mark Carlino, Director of Public Works, explained that this project will occur in Center Springs Park with two areas of activity. His department has been working with the Department of Environmental Protection (DEP) for several years on this project and has received all necessary permits from the DEP and Army Corps of Engineers. The first area will be removal of an existing debris/trash rack. It was installed in the early 1990s to collect debris floating down Bigelow Brook. Because of the trash rack, scour and erosion occurred moving the brook to an area in which it was not intended to flow. The plan is to remove the trash rack, restore the area, and replace the existing native channel. The area of impact will be 4,700 square feet. The second area will be the replacement of five metal culverts at the bottom of the sledding hill. They have been there since the early 1970s and need replacement. The five 18” culverts will be replaced with one 6’ x 2’ concrete culvert. The concrete culvert would match existing flow and provide better egress for fish. Both activities are scheduled in the low flow season with the hope to be able to work this construction season, pending approvals.

Mr. Carlino displayed a map that showed the existing trail system and pointed out Bigelow Brook and the existing footprint of the trash rack as well as the channel area that has been carved out. There is an existing access point that has been used to clear out the trash rack over the years. This access point will be used during the construction activities. There are two phases of work. First trucks will enter to access the area for removal of the trash rack. Water will be diverted to allow work to occur in a dry environment. Once the trash rack is removed, the area will be stabilized, creating a pooling area for the fish. In next phase of this project, water will be diverted into the permanent channel. The access for this area of work will be on the grassed area on the opposite side of the stream. The flood plain will be maintained as it was historically. A planting plan has been approved by DEP that includes various species. The Town of Manchester is obligated to monitor the area for five years post construction.

Mr. Carlino explained that the culverts at the bottom of the sledding hill currently restrict flow because there are five small pipes. It will be beneficial to replace them with a 6' x 2' culvert, which will be delivered on site in segments. To install it, crews will divert the brook into two culverts. The remaining three will be removed and the new culvert will be installed. Water will be shifted and the two remaining culverts will be filled with flowable fill.

In response to questions from Mr. Diminico, Mr. Carlino said the trash rack will be removed this year by Highway Staff and contracted assistance. There are fish in the stream.

In response to a question from Mr. Brown, Mr. Carlino explained the need for the trash rack has decreased over time. The rack was originally put in when the pond was restored.

In response to a question from Mr. Prause, Mr. Carlino explained the intent in the trash rack area is to restore the brook to its historical location. The eroded stream that has evolved was not planned. By removing a manmade obstruction, the brook will be restored to its natural state. The change from five culverts to one will not increase the risk of blockage. The hydraulic capacity will be the same, and there is less risk of clogging.

Mr. Bordeaux said access to the trash rack is difficult and invasive species are present. The five individual culverts show age and replacement is ideal.

Inland Wetlands Permit – Determination of Significance (2011-009)

MOTION: Mr. Kidd moved to find the proposed activity would not cause a significant impact to the wetlands and will not require a public hearing. Mr. Prause seconded the motion and all members voted in favor.

Inland Wetlands Permit (2011-009)

MOTION: Mr. Kidd moved to approve the inland wetlands permit for five years with work within the wetlands and wetlands upland review area to be completed one year from the beginning of construction. Mr. Prause seconded the motion and all members voted in favor.

Flood Plain Permit (2011-010)

MOTION: Mr. Kidd moved to approve the flood plain permit. Mr. Brown seconded the motion and all members voted in favor.

MANDATORY REFERRAL REPORT – Acquisition of 156 Middle Turnpike West and 265 Center Street (former Cheney Rail Line) (2011-024)

Mr. Pellegrini explained the Town of Manchester has negotiated a purchase and sale agreement for the former rail line from Center Street to Middle Turnpike. There are two separate parcels; one consists of 4 acres with 70' of frontage at Middle Turnpike West. The other is 1.3 acres with no direct frontage. The Town will acquire an easement for access to Center Street. The Town wants to acquire this property because the Broad Street Redevelopment Plan calls for the expansion of Center Springs Park. Bigelow Brook continues as a greenway as part of the redevelopment of the Parkade area, and this property is between the greenway and Center Springs Park. Currently there is a culvert problem under Edgerton Street and the rail line. There are three different types of culverts, all in disrepair. The Town wants to correct the culvert problem and this right of way is a solution to the problem. The sale price is \$100,000 for a total of 5.3 acres.

The Plan of Conservation and Development has a main goal of integrating the system of greenways. An objective is to include access and visibility of Center Springs Park. This action would be consistent with the Plan of Conservation and Development and he supports a favorable recommendation from the Commission.

Mandatory Referral (2011-024)

MOTION: Mr. Brown moved to make a favorable recommendation to the Board of Directors to acquire 156 Middle Turnpike West and 265 Center Street. Mr. Prause seconded the motion and all members voted in favor. The reason for the favorable recommendation was the proposal is consistent with the Town's Plan of Conservation and Development and the Land Acquisition and Policy Guidelines.

APPROVAL OF MINUTES:

June 20, 2011 – Public Hearing/Business Meeting

MOTION: Mr. Brown moved to approve the minutes as written. Mr. Prause seconded the motion and all members voted in favor.

June 28, 2011 – Workshop

MOTION: Mr. Brown moved to approve the minutes as written. Mr. Kidd seconded the motion and all members voted in favor.

RECEIPT OF NEW APPLICATIONS:

JIM BOURKE – 34 Boticello Drive – Inland Wetlands Permit – Determination of Significance (2011-023); Inland Wetlands Permit (2011-023) – for installation of a 10' x 12' shed in wetlands.

SIEMANS DEMAG DELAVAL TURBOMACHINERY INC. – 80 Sheldon Road – Special Exception (2011-025); Special Exception Modification (2011-026) – for use which requires parking in excess of 60 spaces, construction of a concrete pad and storage racks, reconfiguration of an existing storage area and addition of seven (7) parking spaces.

CHENEY OFFICE BUILDING ASSOC. – 146 Hartford Road – Site Plan (2011-027) – for a free-standing identification sign in a Historic zone.

The Chairman closed the business meeting at 9:52 p.m.

I certify these minutes were adopted on the following date:

August 15, 2011
Date

Joseph Diminico, Chairman

NOTICE: THE CASSETTE TAPE RECORDING OF THE BUSINESS MEETING CAN BE HEARD IN THE PLANNING DEPARTMENT.

OFFICIAL TAPE NO. 1120 & 1121