

**MINUTES OF BUSINESS MEETING  
HELD BY THE PLANNING AND ZONING COMMISSION  
JUNE 20, 2011**

**ROLL CALL:**

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

Alternates: Anthony Petrone  
Susan Shanbaum  
John Chaput (sitting)

Absent: Kevin Dougan, Vice Chairman

Also Present: Mark Pellegrini, Director of Planning  
Renata Bertotti, Senior Planner  
Ginger MacHattie, Recording Secretary

Time Convened: 7:27 P.M.

**OLD BUSINESS:**

**APPROVAL OF MINUTES:**

March 21, 2011 – Public Hearing/Business Meeting

**MOTION:** Mr. Kidd moved to approve the minutes with a correction on page four of the business meeting minutes to change the word “wooden” to “wooded”. Mr. Brown seconded the motion and members Diminico, Petrone and Shanbaum voted in favor.

**NEW BUSINESS:**

TOWN OF MANCHESTER PLANNING AND ZONING COMMISSION – revision to Manchester’s Zoning Regulations to delete references to restaurants “with outdoor food consumption” and “indoor service and seating only” to coincide with the general zoning definition for restaurants, and delete yard and site requirements associated with restaurant uses – Zoning Regulation Amendment (T-536)

Zoning Regulation Amendment (T-536)

**MOTION:** Mr. Kidd moved to approve the zoning regulation amendment regarding restaurants with outdoor seating to be effective July 8, 2011. Mr. Prause seconded the motion and all members voted in favor. The reason for the approval was the proposal meets the Plan of Conservation and Development and the zoning regulations’ definition for restaurants.

**ADMINISTRATIVE REPORTS:**

Discussion of Form Based Code

Mr. Pellegrini asked if any members had a chance to look at the Form Base Code since the workshop, particularly the dimension and use tables. He said the Commission could have another workshop, but in

the meantime, he is waiting for a revised draft from the consultant. Mr. Pellegrini is working on the sign regulations to be inserted as a separate section. A decision needs to be made about the boundaries of the area to be rezoned, as well as non-conforming uses and structures. A meeting will need to be held with business owners in the area before the formal process begins.

It was the consensus of the Commission that a workshop should be held to further discuss Form Based Code. Tuesday, June 28 at 9:00 a.m. was tentatively scheduled; Mr. Pellegrini will send a confirmation e-mail.

### Administrative Approvals

Ms. Bertotti distributed a memorandum from Matthew Bordeaux, Environmental Planner and Wetlands Agent regarding the following two administrative approvals:

- Jose D. Correia – 43 Cook Street – Inland Wetlands Permit (C-233)  
Tree clearing and grubbing and installation of a 24' x 10' concrete patio and a 3' wide concrete sidewalk in a non-wetlands regulated upland review area.
- Jeff & Ana Volek – 190 Garth Road – Inland Wetlands Permit (V-46)  
Extend an existing culvert under the driveway, add fill, and install a 12' x 18' shed in a non-wetlands regulated upland review area.

### **APPROVAL OF MINUTES:**

#### May 2, 2011 – Public Hearing/Business Meeting

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

### **RECEIPT OF NEW APPLICATIONS:**

TOWN OF MANCHESTER PUBLIC WORKS DEPT. – 501 North Main Street – Inland Wetlands Permit – Determination of Significance (2011-004); Inland Wetlands Permit (2011-004); Erosion and Sedimentation Control Plan (2011-005); Flood Plain Permit (2011-006) – for road reconstruction and storm drainage improvements between Stock Place and North Street.

The Chairman closed the business meeting at 8:00 p.m.

I certify these minutes were adopted on the following date:

July 18, 2011  
Date

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Joseph Diminico, Chairman

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

OFFICIAL TAPE NO. 1117