

**MINUTES OF BUSINESS MEETING
HELD BY THE PLANNING AND ZONING COMMISSION
FEBRUARY 23, 2011**

ROLL CALL:

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

Alternates: John Chaput (sitting)

Absent: Kevin Dougan, Vice Chairman
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: 7:28 P.M.

NEW BUSINESS:

TOWN OF MANCHESTER – 140 Dartmouth Road – addition to the Martin Elementary School,
Rural Residence zone – Mandatory Referral (MR-1103); Special Exception (T-526)

Special Exception (T-526)

MOTION: Mr. Brown moved to approve the special exception for an addition to Martin Elementary School. Mr. Prause seconded the motion and all members voted in favor. The reasons for the approval were the proposal meets the special exception criteria, the proposed school addition is compatible with the neighborhood, and there will be no further intrusion into the undeveloped portion of the site.

Mandatory Referral (MR-1103)

MOTION: Mr. Prause moved to make a favorable recommendation to the Board of Directors for an addition to Martin Elementary School. Mr. Kidd seconded the motion and all members voted in favor. The reason for a favorable recommendation was the proposal is consistent with Goal 1 of the Community Facilities section of Manchester's Plan of Conservation and Development.

TOWN OF MANCHESTER PUBLIC WORKS – Highland Street (from Wyllys Street to Porter Street) – for construction of approximately 1800 feet of a multi-use trail – Mandatory Referral (MR-1104); Erosion Control Plan (T-525)

Derrick Gregor, Engineering Division, explained the application is for the next segment in the master plan of the Charter Oak Greenway. This section will be along Highland Street, between Wyllys Street and Porter Street. The project will take place on DOT property. No easements will be needed and there will be no utility impacts. There are no wetlands within the project location. Approximately 80% of the funding comes from Federal funding; Manchester will fund 20% of the project. This is to be an extension of the existing trail, with construction set to begin in the spring of this year. On the map he displayed, Mr. Gregor pointed out the existing trail and where the newest piece will run. Southeast of Porter Street, there will be a gravel parking lot. Minimal ledge removal will be required. Landscaping will be similar to what currently exists. A five foot chain link access fence will be placed along the south side of the trail.

Drainage on the trail is designed to be sheet flow drainage. There will be two catch basins placed at the center of the project on the south side. Discharge will run into the existing drainage system. Access to the site will be through two construction entrances. Slopes are mostly 4:1, with some at 2:1. Those will be vegetated. Silt fence will be installed. Construction will be similar to what is occurring along Highland Street now. Plans are to keep tree removal to a minimum and leave as much buffer as possible. This provides an additional recreation feature for Manchester residents that is off road and safe.

In response to a question from Mr. Diminico, Mr. Gregor said the plantings on the north side will consist of sweet ferns and low shrubs. Crews will leave as many trees as possible in the wooded area. Where pines are removed, they will be replaced. Rhododendrons and shrubs will be planted at the parking area.

Ms. Bertotti said there are no outstanding technical comments. As this application is consistent with the Plan of Conservation and Development, Town staff recommends the Planning and Zoning Commission give a favorable recommendation.

In response to a question from Mr. Brown, Mr. Gregor said there are plans to proceed further east to the Bolton Town line.

Erosion Control Plan (T-525)

MOTION: Mr. Kidd moved to approve the erosion control plan for an extension of Charter Oak Greenway. Mr. Prause seconded the motion and all members voted in favor.

Mandatory Referral (MR-1104)

MOTION: Mr. Brown moved to make a favorable recommendation to the Board of Directors for an extension of Charter Oak Greenway. Mr. Prause seconded the motion and all members voted in favor. The reason for the favorable recommendation was the proposal is consistent with Objectives (a) and (e) of Goal 1 of the Parks and Open Space section of Manchester's Plan of Conservation and Development.

CMRE, LLC – Pre-application review/cluster subdivision at 278 Hackmatack Street

Stuart Popper, Senior Planner for Milone and MacBroom, explained that this applicant was before the Planning and Zoning Commission on two other occasions and was denied a PRD zone change. Later a zone change from RR to RAA was approved by the Commission. He is here to talk informally about the future subdivision at 278 Hackmatack Street.

Mr. Popper explained that the property consists of 13.1 acres and 12 lots are proposed. The lots are between 12,000 and 36,000 square feet. Of the 13.1 acres, 7.26 will be open space and 5.84 will be developed. Mr. Popper pointed out the open space on the map he displayed and highlighted some points of a memorandum he addressed to the Planning and Zoning Commission dated February 15, 2011. The Zoning Regulations require a location and nature suitable for the purpose intended. If one were to look at the property, one could see the surrounding green spaces. He feels this would be an appropriate area to dedicate to open space. He is looking for discussion about whether or not the Planning and Zoning Commission would find it suitable as well. Given the stream and large stands of woods, it would be a good area for open space.

In response to a question from Mr. Brown, Mr. Popper said there is a driveway that would provide access to the storm water maintenance area or as access to the site. Mr. Brown commented that this property is close to being landlocked.

Mr. Popper said there is a 50' utility easement on Folly Brook that may be used as access to this site. Mr. Kidd said the utility easement is on his property and cannot be used as access to open space.

Mr. Pellegrini explained the prospective owners would like to apply for a cluster subdivision. In this zone, a minimum lot frontage of 125' and a lot size of 18,000 square feet are required. For a cluster, that changes to lot frontage of 100' and a lot size of 12,000 square feet. Residence A is only possible if the subdivision dededs 25% of the property to the Town. If the PZC does not agree to accept the land, the cluster subdivision would have to be denied. The applicant would like an informal opinion of the PZC on whether this property is suitable open space. This is a pre-application meeting and not binding on the applicant or the Commission.

Mr. Kidd says the PZC has discussed that "L" area a couple of times already. It does not look to be developable land and therefore will likely be open space no matter what happens. He is not in favor of landlocked open space in which the Town is responsible for maintenance.

In response to a question from Mr. Diminico, Mr. Popper said if the cul-de-sac is extended, the subdivision is limited to twelve lots.

There was some discussion among Commission members. Mr. Popper said he appreciated the time of the Commission and the discussion.

ADMINISTRATIVE REPORTS:

Senior Planner's Report on Approved Lot Line Revisions

Ms. Bertotti reported lot line revisions for 69 Chilstone Lane and 79 Chilstone Lane.

Discussion of 2011 Work Program

Mr. Pellegrini introduced the 2011 Work Program by explaining that unfinished tasks from the 2009 list are on this list, as well as other items that have been mentioned by the Commission. He reviewed the list with the Commission.

In response to a question from Mr. Diminico, Mr. Pellegrini said a draft of the form based code was received three weeks ago. The Senior Planners reviewed the draft and found the code complicated. They have communicated with the consultants and yesterday received the first couple of revised segments based on their comments.

In response to a question from Mr. Brown, Mr. Pellegrini said form based code has been used in other places. It establishes placement, height, massing, window and door openings. It is less regulated and very flexible.

In response to a question from Mr. Prause, Mr. Pellegrini said this is not delaying the Broad Street project. If the Town purchases the property, the first thing it would need to do is remove the buildings, which will likely take seven to eight months.

Mr. Prause commented that a lot of good things are coming out of the quadrant workshops. He wondered if there is any interest in developing some of the ideas more thoroughly. Mr. Pellegrini said that would be the Commission's call. He has been working on drafting sections of the Plan of Conservation and Development based on growth management principles and the quadrant meetings held over the summer.

In response to a question from Mr. Kidd, Mr. Pellegrini listed the current priorities.

Mr. Kidd said the list provided was good. He would like to see the list prioritized and target closure dates provided. He would also like to see a list of what was completed last year. Mr. Pellegrini said he will reorganize the list and provide a list of accomplishments as well.

APPROVAL OF MINUTES:

October 18, 2010 – Public Hearing/Business Meeting

MOTION: Mr. Brown moved to approve the minutes as written. Mr. Kidd seconded the motion and members Brown, Kidd and Prause voted in favor. Members Diminico and Chaput abstained.

RECEIPT OF NEW APPLICATIONS:

TOWN OF MANCHESTER PLANNING AND ZONING COMMISSION – Zoning Regulation Amendments (T-531): Revisions to the zoning regulations regarding application requirements, pre-application meetings between the Planning and Zoning Commission and applicants, and miscellaneous amendments.

TOWN OF MANCHESTER WATER AND SEWER DEPARTMENT – 105 Birch Mountain Road – Inland Wetlands Permit – Determination of Significance (T-532); Inland Wetlands Permit (T-532) – for improvements to existing wastewater pump station in Rural Residence zone.

TD BANK, N.A. – 180 Deming Street – Special Exception (T-533); Erosion and Sedimentation Control (T-534) – for demolition of existing building and construction of new building, modifications to existing parking area and addition of landscaping.

The Chairman closed the business meeting at 9:31 p.m.

I certify these minutes were adopted on the following date:

May 16, 2011
Date

Joseph Diminico, Chairman

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

OFFICIAL TAPE NO. 1105 & 1106