

**MINUTES OF BUSINESS MEETING  
HELD BY THE PLANNING AND ZONING COMMISSION  
APRIL 7, 2014**

**ROLL CALL:**

Members Present: Andy Kidd, Vice Chair  
Horace Brown, Secretary  
Susan Shanbaum

Alternates: Julian Stoppelman (sitting)  
Donald Palmer (sitting)

Absent: Eric Prause, Chair  
Michael Stebe

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

Time Convened: 7:22 P.M.

**OLD BUSINESS:**

TOWN OF MANCHESTER SIDEWALK AND CURB PLAN

Mr. Pellegrini said a public hearing was held on the sidewalk and curb plan, which the Planning and Zoning Commission has to review and adopt every five years. The Commission gave some recommendations for amendments. The version the Commission now has shows the various additions, deletions, and amendments, which he briefly reviewed. The draft plan was referred to the Board of Directors and the Planning Department did not receive any comments from Board members.

**MOTION:** Mr. Brown moved to adopt the proposed 2014-2019 Sidewalk and Curb Plan as revised on April 7, 2014, to be effective April 28, 2014, with the amendment to show all of the paved portions of Charter Oak Greenway. Ms. Shanbaum seconded the motion and all members voted in favor.

**NEW BUSINESS:**

DAVID BERTRAND – for signage at 148 Forest Street, Historic Zone (2014-025)

David Bertrand, Balance Fitness, 148 Forest Street, would like to install a building sign and a sign by the street. The building sign falls within the square footage allowed on the building.

Mr. Stoppelman commented that the sign colors and size seem appropriate.

Mr. Pellegrini said the Cheney Historic District Commission reviewed Mr. Bertrand's plans and recommended approval.

Signs in Historic Zone (2014-025)

**MOTION:** Mr. Brown moved to approve the proposed signs in the Historic Zone. Mr. Stoppelman seconded the motion and all members voted in favor.

The reason for the approval was that the proposed signs met the requirements of Article II Section 18.05.12.

**APPOINTMENTS TO CAPITOL REGIONAL PLANNING COMMISSION:**

**MOTION:** Mr. Stoppelman moved to table action on appointments to the Capitol Regional Planning Commission. Mr. Palmer seconded the motion.

**APPROVAL OF MINUTES:**

October 30, 2013 - Business Meeting

**MOTION:** Ms. Shanbaum moved to approve the minutes of the October 30, 2013 Business Meeting with the following corrections:

- On page 2, paragraph 4, in the sentence "Town staff did not give the same level of review to both options," the word "or" was replaced with "of".
- On page 2, paragraph 5, in the sentence "Mr. Bertotti added that the upstream option is the only plan described in the staff memorandum," "Mr." was replaced with "Ms."
- On page 2, paragraph 6, in the sentence, "Work has been done without a wetlands permit in July after Mr. Bordeaux advised the owner/agent in March or April that one would be needed" the phrase "has been" was replaced with "was"; "July" was changed to "July 2013"; and "March or April" was changed to "March or April 2013".

Mr. Stoppelman seconded the motion and all members voted in favor.

October 30, 2013 – Public Hearing

**MOTION:** Mr. Brown moved to approve the minutes of the October 30, 2013 Public Hearing. Ms. Shanbaum seconded the motion and all members voted in favor

December 9, 2013 – Workshop Meeting

**MOTION:** Mr. Brown moved to approve the minutes of the December 9, 2013 Workshop Meeting. Ms. Shanbaum seconded the motion and all members voted in favor.

December 16, 2013 – Public Hearing/Business Meeting

**MOTION:** Mr. Brown moved to approve the minutes of the December 16, 2013 Public Hearing and Business Meeting. Mr. Stoppelman seconded the motion and all members voted in favor.

**RECEIPT OF NEW APPLICATIONS:**

**JOHN VONTELL** – 143 Carter Street – Resubdivision (2014-024) – for re-subdivision of an existing developed residential building lot to create one additional conforming lot served by public utilities at 143 Carter Street, Rural Residence Zone.

**DAVID BERTRAND** – 148 Forest Street – Historic Entry (2014-025) – for signage in Historic Zone.

The Acting Chairman closed the business meeting at 7:50 p.m.

I certify these minutes were adopted on the following date:

8/4/14  
Date

  
Eric Prause, Chairman

**NOTICE: A DIGITAL RECORDING OF THIS BUSINESS MEETING CAN BE HEARD IN THE PLANNING DEPARTMENT.**