

**MINUTES OF BUSINESS MEETING
HELD BY THE PLANNING AND ZONING COMMISSION
NOVEMBER 2, 2015**

ROLL CALL:

Members Present:	Eric Prause Horace Brown Michael Stebe (Abstained 2015-101) Andy Kidd
Alternate Member Sitting:	Patrick Kennedy (Sitting)
Alternate Member Sitting (For 2015-101 only):	Teresa Ike
Absent:	Susan Shanbaum Julian Stoppelman
Also Present:	Mark Pellegrini, Director of Planning Renata Bertotti, Senior Planner Karen Logan, Recording Secretary
Time Convened:	8:45 P.M.

OLD BUSINESS

TOWN FAIR TIRE – For modifications to the existing retail building, construction of a tire storage enclosure, and relocation of a dumpster pad at 19 Pavilions Drive. – CUD Detailed Site Development Plan Modification (2015-082)

Mr. Kevin Grindle, Landscape Architect of Anchor Engineering, presented the project to the Commission. He noted that this presentation was in follow-up to a previous appearance before the Commission and would focus on the areas of concern the Commission raised at that time, specifically: The enclosure of the dumpster pad, landscaping of the dumpster pad and changes to the storage area behind the building. The only architectural change was the elimination of a gable on the southern side of the building, he said.

Landscape screening was added on the western side, along with screening on the northern side, Mr. Grindle said. This provides eight evergreens which will be six feet high to provide a full screen of the dumpster pad. Additionally, the plan calls for keeping the existing vegetation on the hill and supplementing it with the evergreens being added.

He noted the location of the tire cage and showed the siding and color combination for the exterior of the building. This includes the removal of the gable from the building and

the signage being proposed.

Mr. Brown asked if there was a specific reason for the choice of a different red for the awning on the easterly face of the building. Mr. Grindle replied that all of Town Fair Tire's locations have that type of awning.

Mr. Prause asked if the tire cage and dumpster pad have the same EIFS material as the building. Mr. Grindle indicated that was correct. Mr. Prause also asked if Mr. Grindle could explain what had changed on the architectural gable. Mr. Grindle mentioned that it had been removed.

Mr. Kidd stated that he appreciated the extra work and that he felt that all of the Commission's comments and questions had been addressed. With the proposed changes, he thought the property would look much nicer. He thanked the applicant for the changes that had been made and said he appreciated the attention to detail.

Mr. Brown said he agreed with Mr. Kidd. He also asked whether the roll up doors would be set back a bit. Mr. Grindle said they would.

Mr. Prause asked if there were any comments from staff. Ms. Bertotti responded that staff recommends approval subject to the conditions noted in the staff memoranda from Derrick Gregor and Jim Mayer.

CUD Detailed Site Development Plan Modification (2015-082)

MOTION: Mr. Kennedy moved to approve the CUD Zone Detailed Plan of Development Modification with the modifications as specified in staff memoranda from:

1. Derrick Gregor, P.E., Assistant Town Engineer, dated October 14, 2015; and
2. Jim Mayer, Traffic Engineer, dated October 14, 2015.

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

NEW BUSINESS

TOWN FAIR TIRE – Request for Certificate of Location approval under Connecticut General Statutes 14-54 for a Department of Motor Vehicles limited repairer license at 19 Pavilions Drive. - Certificate of Location Approval (2015-101)

MOTION: Mr. Kennedy moved to issue the location approval under the Connecticut General Statute 14-54, with the condition that the activities approved at this location are limited to the sale and storage of tires and wheels, and performance of services relating to tires and wheels including, but not limited to, installation, mounting, balancing, alignment and repair. Ms. Ike seconded the motion and all members voted in favor.

MICHAEL & SALLY FLYNN – Request a special exception for an alternative compliance under Art. II Sec. 26.09.04 to locate a prefabricated 14’ x 28’ garage in the rear of the existing building at 230 Middle Turnpike West in the Form Based Zone. - Special Exception (2015-096)

MOTION: Mr. Kennedy moved to approve the special exception with the modifications as specified in staff memoranda from:

1. Derrick Gregor, Assistant Town Engineer, dated November 2, 2015.

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

The reasons for the approval are the proposal meets the special exception criteria, and the approval criteria #2 for alternative compliance: “The special exception will not substantially or permanently injure the appropriate use of adjacent conforming properties;” and the proposed location is better suited with regards to the streetscape in the Form Based Zone.

TOWN OF MANCHESTER DEPARTMENT OF PUBLIC WORKS - For reconstruction of the municipal parking lot between Birch and Oak Streets and a portion of the private parking lot at 50 Cottage Street. – Erosion and Sedimentation Control Plan (2015-098); 8-24 Mandatory Referral Report (2015-106)

Mr. Derrick Gregor, Assistant Town Engineer, presented the details of Phase II of the downtown parking lot reconstruction project. He described various improvements being proposed for the parking lot, including better lighting and layout. Currently, the parking lot has limited lighting and the pavement condition and ill-defined parking spaces need attention, Mr. Gregor said.

The plan includes repaving the entire parking lot, removing all bituminous curbs and replacing the lighting. The proposed improvements will make Purnell Place more pedestrian friendly, with a wider concrete sidewalk and added stamped bituminous surface, which will also increase the aesthetic appeal. Additionally, plans call for installing removable bollards, which provide the option of closing off the area for events the Town of Manchester may want to have in the area.

Currently Purnell Place is one-way throughout; plans call for widening the road and making it a two way street, and changing the exit to the east of the current exit, which has a bad sightline. New landscaped islands will be installed to better define the parking spaces.

The project calls for closing the existing vehicle access to the private lot at 50 Cottage Street from the municipal lot, installing a new concrete driveway apron, reconstructing portions of the lot, and complete associated improvements as required to provide vehicle access from Cottage Street.

In terms of erosion and sedimentary control measures, silt fencing will be installed primarily along the eastern boundary of the parking lot. Silt sacks will be installed in catch basins.

Mr. Brown asked if the plan was to make the north/south portion of Purnell Place a two-way street, which is closed on both ends. Mr. Gregor responded that currently that area of Purnell Place is considered a public road, and there was some discussion whether that portion of Purnell Place will be maintained as a public street or whether it will become part of the parking lot. Mr. Brown suggested that signage might be important to help people find their way through the parking lot to the exits.

Mr. Brown went on to ask if municipal funds were being used to improve the private parking lot on 50 Cottage Street. Mr. Gregor responded that was correct, however, this portion of the project is proposed because, by closing access to this lot, the municipal lot will be improved.

Mr. Kidd asked if the Town had ever considered making Purnell Place from Main Street to the parking lot a pedestrian-only area. Mr. Gregor said that had been discussed at length, but ultimately the prevailing consensus was to leave it open to the traffic with the ability to be closed off from time to time as needed, with the bollards that will be installed.

Mr. Kidd followed up by asking Mr. Gregor if the lighting changes would have a consistent look and feel to the lighting. Mr. Gregor stated that the intent at this point would be to remove the existing light posts and replace all of them with a more appealing light post with LED lighting.

Mr. Prause asked about the stamped bituminous walkways being proposed. Mr. Gregor replied that, similar to what has been done on Broad Street, stamping can enhance the look of the walkway.

Mr. Prause asked for comments from staff. Ms. Bertotti responded that Mr. Davis, the Zoning Enforcement Officer, had requested that signs, bollards, curb stops, pavement arrows, handicap parking signs, etc., be shown clearly on the plans. There were no other outstanding comments.

Erosion and Sedimentation Control Plan (2015-098)

MOTION: Mr. Kennedy moved to certify the Erosion and Sedimentation Control Plan for Phase 2 of the downtown parking lot reconstruction with the modifications as specified in staff memoranda from:

1. James Davis, Zoning Enforcement Officer, dated October 22, 2015.

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

8-24 Mandatory Referral Report (2015-106)

MOTION: Mr. Kennedy moved to issue a favorable report on Phase 2 of the downtown parking lot reconstruction. Mr. Stebe seconded the motion and all members voted in favor.

The reason for the approval is the proposal is consistent with the Manchester 2020 Plan of Conservation and Development, and specifically with the GMP3: Redevelop and Revitalize Existing Commercial Centers and Areas of Mixed Land Use.

TOWN OF MANCHESTER DEPARTMENT OF PUBLIC WORKS - For discontinuing of School Street at Bennet-Cheney Academy. – 8-24 Mandatory Referral Report (2015-105)

Mr. Christopher Till, Facilities Project Manager, presented the request to the Commission to issue a mandatory referral report for the discontinuance of School Street at Bennet-Cheney Academy. The primary reason for closing School Street in this location is for student safety where school buses will be queued in both directions, he said. This will provide a secure perimeter around all of the buildings that are part of the campus. By incorporating this area into the school campus, the Town will also be eligible for state reimbursement on any projects conducted in this area.

Mr. Stebe asked if the area would be open to pedestrian use during non-school hours. Mr. Till stated that he felt that was an operational decision for school authorities.

Mr. Brown asked where the specific closure occurs – at Main Street or at the area where the gates are located. Mr. Till responded that the street would be closed at the gates, but discontinued as a public street for maintenance purposes at Main Street. Mr. Brown went on to ask if there will be a parking time limit in the parent drop area. Mr. Gregor indicated that there would be signage limiting parking time.

Mr. Pellegrini added that this is a referral report which goes back to the Board of Directors. The Commission could choose to pass the suggestions being made on to the Board.

Mr. Prause said that there was some discussion about having School Street open to traffic when school was not in session, but for consistency's sake, it was felt that the street should be closed permanently.

8-24 Mandatory Referral Report (2015-105)

MOTION: Mr. Kennedy moved to issue a favorable report on the discontinuance of School Street with the following recommendations:

1. That signs reading “Not a Through Street” be posted on both ends of School Street.

2. That no parking be allowed on the south side of Wells Street.
3. That parking time be limited on the north side of Wells Street.

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

The reason for the approval is the proposal is consistent with the Manchester 2020 Plan of Conservation and Development.

ADMINISTRATIVE REPORTS

Ms. Bertotti proposed a workshop on November 16th to consider the Plan of Conservation and Development.

APPROVAL OF MINUTES

September 16, 2015 – Business Meeting

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

RECEIPT OF NEW APPLICATIONS

STEVEN GEMME – Special Exception (2015-103); Design Overlay Review (2015-104) - Request a special exception under Art. II Sec. 24.02.01 (d) for construction of a bank with a drive-through at 299 Middle Turnpike West.

The Chairman closed the business meeting at 10:10 p.m.

I certify these minutes were adopted on the following date:

December 7, 2015

Date

Eric Prause, Chairman

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