

**MINUTES OF BUSINESS MEETING
HELD BY THE PLANNING AND ZONING COMMISSION
OCTOBER 7, 2015**

ROLL CALL:

Members Present:	Eric Prause, Chair Horace Brown, Secretary Michael Stebe Susan Shanbaum
Alternates:	Julian Stoppelman
Alternate Members Sitting:	Patrick Kennedy (Sitting)
Absent:	Teresa Ike Andy Kidd
Also Present:	Mark Pellegrini, Director of Planning Renata Bertotti, Senior Planner Karen Logan, Recording Secretary
Time Convened:	6:57 P.M.

WEST MIDDLE TURNPIKE REALTY, LLC – For a new parking lot at 8 and 14 Middle Turnpike West, in an Off Street Parking Zone. – Site Plan Application for the Certificate of Occupancy (2015-080); Erosion and Sedimentation Control Plan (2015-090)

Manchester lawyer Rick Conti presented the site plan for the application on behalf of the applicant, noting the current layout of the property including points of egress and ingress. The applicant proposed to relocate the main entrance to the parking lot approximately 100' in a westerly direction. The proposed entrance will be 24 feet wide. Currently the Main Pub has eight onsite parking spaces. The proposed parking lot will accommodate parking for 48 vehicles, which aligns with town regulations. A patio is proposed to be located where most of the existing onsite parking is currently located, Attorney Conti said.

Mr. Rob Hellstrom, Land Surveyor, spoke next. He highlighted the fencing being proposed for the project. A 6-foot tall wood stockade fence is proposed along the west property boundary. There is an existing 6-foot tall wood stockade fence on the neighboring properties abutting the subject site from the south. The applicant is proposing to keep the existing juniper trees and to plant additional evergreen trees along the south property boundary. Evergreen and deciduous trees are proposed along the western property boundary, and deciduous trees are proposed along the street frontage. A 6'x18' concrete pad for a trash enclosure is proposed in the southwestern

corner of the parking lot. Three new light poles will be installed in the parking lot islands. The Site Lighting Calculation plan prepared by Apex Lighting Solutions indicates there will be no light trespass beyond the property boundaries.

Mr. Mark Reynolds of Reynolds Engineering Services, LLC discussed the proposed drainage for the property. The proposed parking lot development will increase the impervious area by 4,238 sq. ft. The storm water runoff is proposed to be directed into the underground storage/infiltration chamber. The drainage analysis submitted by Reynolds Engineering Services, LLC indicates that the proposed hydrodynamic separator will improve the water quality of storm water emanating from the parking lot and concludes: "The proposed development will not adversely impact the drainage of the surface runoff on the site or in the surrounding area."

Erosion and Sedimentation Control

The proposed disturbed area is approximately 0.6 acres. A silt fence will be installed along the south and west perimeter of the site and around the proposed material stockpile. The anti-tracking pad will be located at the entrance to the site during the construction.

Mr. Stebe asked if there were any plans to prevent customers from parking next to the building in the lane at the entrance to the parking lot from Main Street. Attorney Conti indicated that the applicant would be willing to black out the white parking space lines and post "No Parking" signs.

Mr. Brown asked whether there was any landscaping screening planned for the outdoor patio area and if there would be a fence around the area. Attorney Conti responded that there would be screening of some sort, but the applicant has not yet planned specifically how that would be accomplished and that the patio will have a fence, as required by the State Liquor Commission.

Mr. Brown also asked if the applicant has certain shrubs in mind for the landscaping, as the types of trees proposed have not been specifically identified. Attorney Conti responded that they don't have any specific shrubs in mind at this time. Mr. Brown asked if there would be a grass lawn with trees surrounding the parking lot. Attorney Conti indicated that was correct and indicated the areas with grass on the site plan.

Mr. Brown asked how a major flood overflow would be handled. Mr. Reynolds noted that there would be a treatment of stone over the slope area just beyond the catch basin. The drainage pattern is along the property line, down the hill and into the hospital's drainage system.

Ms. Shanbaum asked what capacity was being planned for the outdoor seating area. Attorney Conti responded that the final number is not certain, but the applicant anticipates as many as 16 tables.

Mr. Prause asked about the stockpile area and whether the dumpster will have to be relocated to accommodate access to the stockpile shown on the Erosion and Sedimentation Control Plan. Mr. Reynolds stated that there is a great deal of flexibility in regards to the location of the stockpile area and access to the dumpster location would certainly be maintained.

Mr. Prause asked approximately how far the driveway entrance to the parking lot on Middle

Turnpike would be moved. Attorney Conti responded that it would be moved approximately 100 feet. Mr. Prause asked what kind of material would be used in the proposed stockade fencing on the south side of the property. Mr. Ansaldo, of the Ansaldo Construction Company, stated that the six foot wooden stockade fence could be cedar or pressure treated wood. The fencing would not be painted; it would be natural wood fencing which would replace the older stockade fence already in that location, he said.

Mr. Prause called for comments from staff and Ms. Bertotti noted that there were two staff members with outstanding comments in connection with the site plan and one staff member with comments regarding the erosion and sedimentation control plan, for a total of six comments. These comments were minor and technical in nature and could be addressed as conditions of approval if the Commission chose to move forward with this application, Ms. Bertotti said.

As a follow up to Mr. Stebe's question, Ms. Bertotti noted that the plans had been shared with both the traffic engineer and fire department for review and neither had any comments or concerns regarding the alleyway entrance from Main Street. Mr. Prause added that he thought Mr. Stebe made a good point about prohibiting parking along the alleyway and he would be in favor of adding a condition of approval to add a "No Parking" sign and remove the parking space striping. Mr. Stebe agreed.

Mr. Stebe stated that he wanted to follow up on one of Mr. Brown's comments about the screening planned for the northeast edge of the proposed outdoor seating area and how it was not shown on the plans before the Commission. Ms. Bertotti replied that the Commission's job at this meeting was to review the proposal for an off street parking area. This gives the Commission the authority to review the landscaping around the boundaries with the residential areas. The landscaping and fencing around the outdoor seating did not fit within that criterion.

Site Plan Application for the Certificate of Occupancy (2015-080)

MOTION: Mr. Kennedy moved to approve the Site Plan Application for the Certificate of Occupancy in an Off Street Parking zone, with the modifications as specified in staff memoranda from:

1. Derrick Gregor, P.E., Assistant Town Engineer, dated October 6, 2015; and
 2. Raymond Myette, Jr., P.E., Design Engineer, dated October 6, 2015.
- and with the condition that a no parking sign be placed on the building facing the south alleyway towards Main Street.

Ms. Shanbaum seconded the motion and all members voted in favor.

Erosion and Sedimentation Control Plan (2015-090)

MOTION: Mr. Kennedy moved to certify the Erosion and Sedimentation Control Plan with the modifications as specified in staff memoranda from:

1. Derrick Gregor, P.E., Assistant Town Engineer, dated October 6, 2015.

Ms. Shanbaum seconded the motion and all members voted in favor.

EAST CATHOLIC HIGH SCHOOL – For a building addition to the existing school at 105 New State Road - Special Exception Modification (2015-093)

Mr. Richard Megson, of the Glastonbury firm of Megson, Heagle & Friend Civil Engineers & Land Surveyors, presented the request for a Special Exception Modification on behalf of East Catholic High School. The school's proposal was to build a 13,000 square foot, two-story addition to the existing building, to be located at the southwest corner. The proposed addition will provide critical instructional space and was not intended to facilitate any increase in the current student enrollment of 675 students.

The proposed addition will align with the southwest end of the existing high school building. It will consist of two stories of approximately 6,500 sq. ft. on each floor and will be serviced with sewer, water, HVAC and power from the existing school building. No new utilities are being proposed on the site plan. An existing hydrant will be relocated and the existing concrete walk will be removed. A new 6-foot wide concrete walk is proposed alongside the proposed building addition.

All of the proposed earth work will occur outside of the regulated flood plain, inland wetlands and inland wetland upland review area. Roof drains from the proposed addition will connect to the existing drainage system which has the capacity to accommodate any additional runoff which might be generated from this addition.

Mr. Steve Habeeb of Habeeb and Associates Architects described the exterior of the entire addition, which will be brick masonry, matched to tie in as closely as possible with the existing structure. The windows will be white aluminum and double glazed to comply with energy saving requirements. The windows will be consistent throughout the existing building and the addition, as the plan is to replace the windows in the existing building in order to upgrade their energy efficiency. Landscaping will be kept to a minimum for security reasons, so there will be some shrubbery, but mostly lawn.

Mr. Prause asked the applicant to pass around samples of the proposed brick masonry for the Commission members. He went on to note that in regards to the Special Exception Modification impact, the applicant does not anticipate any increase in the amount of cars entering and exiting the school, there is no impact on public utilities, there is no impact to the surrounding neighborhood because the colors will be matched to the extent possible, and the addition itself is really the only consideration.

Mr. Prause called for questions from the Commission and hearing none, asked if there were any staff comments. Ms. Bertotti indicated that the outstanding comments are minor and technical in nature and could be addressed as plan modifications subject to the Commission's approval.

Special Exception Modification (2015-093)

MOTION: Mr. Kennedy moved to approve the Special Exception Modification for the proposed school addition with the modifications as specified in staff memoranda from:

1. Michelle Govoni, Civil Engineer, dated September 28, 2015;
2. Bernard Kalansuriya, Design Engineer, dated September 28, 2015; and
3. Renata Bertotti, Senior Planner, dated September 24, 2015.

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

HIGHLAND OAKS CORPORATION – Review of illustrative floor plans and building elevations for single and duplex style homes at Castle Hill and Collingridge Drive.- PRD Zone Detailed Plan of Development – Condition of Approval (2015–051)

Attorney Stanley Falkenstein presented the background to the applicant's appearance before the Commission. The applicant, Highland Oaks Corporation, received a conditional approval of the PRD Detailed Site Development Plan on September 2, 2015. The condition required the applicant to return to the Commission for review and approval of illustrative floor plans and typical building elevations for single and duplex style homes in their 35-lot PRD zoned subdivision.

Mr. Falkenstein introduced Mr. Buck Grader, Principal of the Highland Oaks Corporation, who described the different styles of homes being proposed for the development. Mr. Grader distributed samples of the proposed siding and colors for both the single family and duplex-style homes, as well as elevations for the different plans. He described the proposed siding as cement board and told the Commission that it wouldn't need painting for 25 years.

Mr. Brown stated that the duplex styles shown seemed to be essentially the same, with the exception of the style of dormers. He expressed concern that the homes in the development will end up looking identical. He then asked Mr. Pellegrini if the Commission's charge was to approve the facades or just the floor plan layout. Mr. Pellegrini responded that the most important aspect of the approval is the style and material of the architecture. The Commission's charge is to approve a palette of certain types of single and duplex-style homes with a certain grouping of massing and orientation of forms and styles and materials. This would produce homes that are similar, but the exterior treatment could vary from home to home. As such, the floor plans are less important than the overall palette of architectural styles and colors. If someone wanted to build a home that was totally different, such as a post-modernist style, the builder would have to come back to the Commission for approval.

Ms. Shanbaum asked what kind of exterior was being planned for the Georgian style home that is under construction. Mr. Grader indicated that the siding would be cement board or Hardie Plank. Ms. Shanbaum also asked what the approximate square footage of the duplex styles would be. Mr. Grader answered that it was 2400 square feet.

Ms. Shanbaum stated that she shared Mr. Brown's concern that the duplexes would all look the same. Mr. Grader agreed that he shares that concern and has been looking for other designs that are similar, but a little different. He stated that much of the design depends on the market.

Finally, Ms. Shanbaum asked about the square footage being planned for the single family homes. Mr. Grader responded that the plans were for the homes to be between 2400 and 2600 square feet.

Hearing no further questions, Mr. Prause asked for comments from staff. Ms. Bertotti replied that there were no further comments from staff.

PRD Zone Detailed Plan of Development – Condition of Approval (2015-051)

MOTION: Mr. Kennedy moved to approve the illustrative floor plans and building elevations for single and duplex-style homes at Castle Hill and Collingridge Drive. Ms. Shanbaum seconded the motion and all members voted in favor. The reason for the approval was that the proposed design was acceptable.

ADMINISTRATIVE REPORTS

Ms. Bertotti reported that the Zoning Board of Appeals has asked the Planning and Zoning Commission to review the existing regulations for food trucks.

APPROVAL OF MINUTES

August 17, 2015 – Public Hearing/Business Meeting

MOTION: Mr. Brown moved to approve the minutes of the August 17, 2015 Public Hearing and Business Meeting. Ms. Shanbaum seconded the motion and all members voted in favor.

September 2, 2015 – Business Meeting

MOTION: Mr. Brown moved to approve the minutes of the September 2, 2015 Business Meeting, with the modification:

1. To add the absent members, Ms. Ike and Ms. Shanbaum, to the first page of the minutes.

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

RECEIPT OF NEW APPLICATIONS

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

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

Mr. Brown moved to adjourn the Business Meeting and Mr. Kennedy seconded. All members voted in favor.

The Chairman closed the business meeting at 8:45 p.m.

I certify these minutes were adopted on the following date:

November 16, 2015
Date

Eric Prause, Chairman

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