

**MINUTES OF BUSINESS MEETING
HELD BY THE PLANNING AND ZONING COMMISSION
APRIL 17, 2017**

ROLL CALL:

Members Present: Michael Stebe, Acting Chair
Jessica Scorso
Timothy Bergin

Alternate Members Sitting: Julian Stoppelman
Patrick Kennedy

Alternate Member Sitting for
2017-123 and Approval of Minutes: Teresa Ike

Absent: Eric Prause
Andy Kidd

Also Present: Gary Anderson, Director of Planning
Renata Bertotti, Senior Planner
Nancy Martel, Recording Secretary

Time Convened: 8:03 PM

NEW BUSINESS:

TOLLAND TURNPIKE MOTORS, LLC – Request a Special Exception under Art. II Sec. 24.02.01 (h) for used auto sales at 1 Tolland Turnpike, General Business zone. – Special Exception (2017-016); Erosion and Sedimentation Control Plan (2017-017); Flood Plain Permit (2017-018)

Special Exception (2017-016)

MOTION: Mr. Kennedy moved to approve the special exception under Art. II Sec. 24.02.01 (h) for used auto sales, with the modifications as specified in staff memoranda from:

1. Michelle Handfield, Assistant Town Engineer, dated March 20, 2017
2. James Davis, Zoning Enforcement Officer, dated March 24, 2017
3. Bernard Kalansuriya, Design Engineer, dated March 24, 2017
4. Matthew Bordeaux, Environmental Planner, dated March 27, 2017

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

The reason for the approval is that the proposed special exception meets the requirements of Art. IV, Sec. 5 and Art. IV, Sec. 20.

Erosion and Sedimentation Control Plan (2017-017)

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

1. Michelle Handfield, Assistant Town Engineer, dated March 20, 2017
2. James Davis, Zoning Enforcement Officer, dated March 24, 2017
3. Matthew Bordeaux, Environmental Planner, dated March 27, 2017

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

Flood Plain Permit (2017-018)

MOTION: Mr. Kennedy moved to approve the Flood Plain Permit with the modifications as specified in staff memorandum from:

1. Michelle Handfield, Assistant Town Engineer, dated March 20, 2017

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

The reason for the approval is that the proposed plans indicate there will be a net zero impact on the flood storage capacity of the Hockanum River flood plain.

MANCHESTER COUNTRY CLUB, INC. – For a Special Exception Modification under Art. II Sec. 2.02.07 for construction of a storage maintenance structure at 535 South Main Street. – Special Exception Modification (2017-013)

Ms. Michelle Handfield, Assistant Town Engineer, Town of Manchester, presented the application for the Manchester Country Club turf maintenance building Special Exception Modification, as the property is a Town-owned 264-acre parcel on which Manchester Country Club currently operates an 18-hole golf course. To improve their maintenance operation, Manchester Country Club is proposing a cold storage structure for turf equipment and supplies.

Ms. Handfield went on to describe the location of the building, which is entirely bounded by the golf course operations and which will be set back approximately 350 feet from the street line, located immediately north of the existing maintenance building. She further stated the project area will be accessed by an existing maintenance road off of South Main Street. The existing road and curb cut will remain as is and no work is proposed as part of this project. The existing maintenance building, located to the south of the proposed project, will also remain and will be protected during construction. The new structure, located immediately to the north, will be an extension of the current operation and will not result in any increase in traffic. To help the new structure blend into the surroundings, the applicant is proposing that the structure be set into the wood line and use the 5th hole to obstruct the view from South Main Street. Ms. Handfield went on to describe the landscaping that will be incorporated along the proposed access road extension to provide additional screening from South Main Street. The disturbed areas outside of the landscaping will be restored to lawn, Ms. Handfield said. Ms. Handfield explained that the following site work will be completed as part of the project: The installation and maintenance of erosion and sedimentation controls, which will include silt fence down gradient of all work, and a soil stockpile area and erosion control blanket stabilization on all steep slopes; clearing grubbing along the hillside; removal of an existing storage shed; and relocation of existing leaching trenches. The work related to the leaching trenches has been completed in coordination with the Manchester Health Department; the applicant chose to complete this portion of the project, given its scope. There will be grading to direct runoff away from the building, maintaining the existing drainage patterns on site. Additionally, a 108 foot long block retaining wall with a maximum height of 4 feet will be constructed. There will be construction of an 18-20 foot wide access drive off of the existing access drive, constructed of asphalt millings designed to meet fire safety regulations. Finally, there will be construction of a new turf

maintenance structure which will be approximately 54 feet x 106 feet long. There will be no connection to public water or sewer. Power will be serviced from the existing maintenance building and exterior water faucets will be installed off of the existing irrigation lines.

Mr. Matt Gomez, Director of Operations at Manchester Country Club, spoke about Manchester Country Club. The Country Club is currently a tenant of the Town of Manchester, which owns the land and buildings. He described the proposed building as being constructed on a concrete pad floor, specifically for equipment cold storage. Mr. Gomez further stated that the existing structure was built in the 1960s and has been outgrown. He stated the proposed building will enable the Country Club to be more productive and efficient.

Mr. John Ryan, Sales Consultant with Morton Buildings, described the origin of the company whose buildings are post frame with steel cladding. He informed the Commission that the building is a wood post frame clad by corrugated steel in 3-foot pieces used on the roof and the sides, which will not be insulated. He projected 3-D images of the proposed building demonstrating the two porches, windows and doors. The porch will extend out 12 feet with a concrete slab and an entry door. There are six 10 x 10 overhead doors facing the 5th hole to the west. There will be another 12-foot porch on the opposite end, which will also have a window and a walk-through door. There will be two cupolas on the roof. The proposed building is laminated post frame, 50-year warranty on the trusses, 35-year warranty against paint and chipping on the roof, and a 20-year warranty on rust.

Mr. Gomez explained that the Country Club chose the colors, which will be earth tone browns to blend into the landscape. The existing building will be painted in the same color scheme, and there will be evergreen screening to further block the building from the golfers and also from South Main Street.

Mr. Stebe requested the exact location on South Main Street, which Ms. Handfield described in detail. Mr. Stebe also requested clarification that the proposed building will expand the current storage capacity for equipment, which Mr. Gomez affirmed.

Ms. Bertotti detailed the only staff comment from the Health Department and said it is her belief that the issue has been addressed. The applicant needs to identify the location of the now-installed new leach field and septic system.

Ms. Bertotti went on to state that this large building will be barely visible from the road. Golf courses are a Special Exception use in residential zones and, as such, applicants must come before the Commission.

Mr. Stebe commented that the proposed building will help maintain the equipment, and will be aesthetically pleasing.

Special Exception Modification (2017-013)

MOTION: Mr. Kennedy moved to approve the special exception modification under Art. II Sec. 2.02.07 to construct a storage building at a golf course, with the modifications as specified in staff memoranda from:

1. Kim Dubanoski, Chief Sanitarian, dated March 27, 2017.

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

The reason for the approval is that the proposed special exception modification meets the requirements of Art. IV Sec. 20.

MANCHESTER COUNTRY CLUB, INC. – Request a Special Exception Modification under Art. II Sec. 2.02.07 to construct a canopy structure at 535 South Main Street. – Special Exception Modification (2017-022)

Matt Gomez, Director of Operations for Manchester Country Club, described a smaller structure to be built by Morton Buildings. He stated the building will be a metal roofed canopy type of structure with no walls. The proposed building is to be 30 feet x 54 feet, and will be built in a clearing within a wooded section of the golf course. The area cannot be seen by any abutters to the north or south, or when driving on South Main Street. The purpose of the building is for proper storage of top dressing material, divot mix and screened loam. The current method of storage allows the material to get wet, contaminating it. He explained that the building will have three bays and will be built on a concrete pad, utilizing the same material and color as the proposed storage building.

Mr. Ryan reiterated that the proposed canopy building is similar to the proposed storage building, without any walls and without porches.

Mr. Stoppelman inquired as to the vehicles utilizing this storage area and their method of travel.

Mr. Gomez explained that the vehicles delivering materials are tri-axle dump trucks traveling along an existing gravel access road. He said the trucks would travel down the main road past the maintenance facility and enter into the clearing. The trucks would dump the material on a concrete pad once the new structure is built, and the front-end loader would be utilized to move the material into the new canopy structure to keep it dry and free from contamination. According to Mr. Gomez, the material would then be used on the golf course, utilizing smaller utility vehicles that are approximately half the size of a typical pick-up truck.

Ms. Bertotti stated there are no outstanding comments on this application.

Mr. Stebe acknowledged that there are no neighborhood compatibility issues and no sightline issues.

Special Exception Modification (2017-022)

MOTION: Mr. Kennedy moved to approve the special exception modification under Art. II Sec. 2.02.07 to construct a 30 foot x 54 foot metal canopy structure at a golf course.

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

The reason for the approval is the proposed special exception modification meets the requirements of Art. IV Sec. 20.

THANH DAI – To repair the porch and siding, replace the roof and windows, pave the driveway, and add a 2-car garage and balcony at 78 Forest Street. – Historic Zone Site Plan (2017-015)

Mr. Jason Pitts, Project Manager/Designer Draftsman, Capital Studio Architects, spoke on behalf

of the applicant. He informed the Commission that in November or December 2016, the applicant purchased the above-noted property as their future single-family residence. The applicant understands the magnitude of the work before them. Mr. Pitts went on to explain that the property has been vacant for approximately a decade and is in disrepair, having been neglected for years. The applicant requested that Mr. Pitts create existing conditions drawings and provide them with some design drawings. He stated that over the next 18 months or more, they hope to repair, rebuild and restore the house.

Mr. Pitts went on to describe the property as follows. The scope of the proposed work spans from the roof down to the grade. The roof is in disrepair, leaking in a number of locations. The siding is deteriorating. Areas along the porch have seen a substantial amount of deterioration. Windows and doors, fascias and soffits, columns, trim, decks and stairs are also in disrepair. The applicant plans to add a 24 x 24 two-car garage addition on the northeast side in the L-shaped corner of the property, facing Forest Street, and would require the construction of a new driveway which is being discussed with the Cheney Commission. The applicant would also like to construct a third floor balcony facing the south lawn which would extend no further than the existing eave, approximately three feet from the dormers. The applicant proposes to open up the existing window in the center dormer and install wood French doors with a code-compliant wood guardrail which would be painted and maintained by the homeowners.

Mr. Pitts showed a number of photos illustrating the disrepair of the fascias, columns of the decks and the fascia of the main porch area, which the applicant proposes to repair. He went on to point out the existing steam line, which was noted on the December 2016 lot line revisions that were approved. Water and sewer to the south of the proposed garage would not be affected.

Mr. Bergin inquired whether the proposed attached garage would be constructed in the L-shaped area of the building. He also questioned whether the garage would obscure the first floor windows in the area.

Mr. Pitts responded that the garage would be constructed in the L-shaped area of the home and that a number of windows will be removed. The plan calls for repairing and reusing two of the windows on the garage addition.

Mr. Bergin complimented the project and the homeowners for investing in and renovating the property.

Mr. Pitts displayed a photo of the adjacent property which appears to have a faux balcony. He distributed photos to the Commission of the damage and disrepair to the applicant's property.

Ms. Scorso also complimented the applicant's efforts to renovate the property and inquired about the Cheney Historic District's comments.

Mr. Pitts explained that the Cheney Commission unanimously endorsed the architectural elements, the addition, the balcony and various repairs. However, the Cheney Commission did not endorse the proposed driveway materials, as they would prefer the use of pea-stone.

Mr. Anderson reiterated that the Cheney Commission did recommend approval of the project and expressed excitement about this rehabilitation project, the building changes and the location of the driveway. However, the Cheney Commission recommended the applicant return to them at a later date regarding the materials for the driveway.

Mr. Stoppelman inquired if the garage siding would be consistent with the main house.

Mr. Pitts informed the Commission that, given the amount of the proposed garage area, the two large garage doors and two large windows, there will be a substantial amount of existing wood siding that will be removed and reused.

Mr. Stoppelman complimented the homeowner's proposed rehabilitation.

Mr. Kennedy requested clarification regarding Michelle Handfield's memorandum and whether it is a technical comment.

Ms. Bertotti explained that Ms. Handfield's comment required the preparer's identification on the plans.

Mr. Pitts explained that he had with him the updated drawing with his name, phone number and address.

Ms. Bertotti stated that Ms. Handfield's comment should be a part of the motion as Staff had not received the latest version of the plans.

Mr. Stebe advised the applicant that he had experience with a pea-stone driveway and would highly recommend utilizing different materials, considering the length of the driveway. He complimented the applicant's efforts to reuse the cedar shingles in order to maintain the patinas and colors of the home.

Historic Zone Site Plan (2017-015)

MOTION: Mr. Kennedy moved to approve the historic zone site plan to allow for the renovation of a historic Cheney Mansion, with the modifications as specified in staff memoranda from:

1. Michelle Handfield, Assistant Town Engineer, dated April 5, 2017.

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

THE PLAZA AT BURR CORNERS, LLC – Request a Special Exception Modification under Art. II Sec. 9.14.02 (a) and (b) to add two garage bay doors at 62 Buckland Street. – Special Exception Modification (2017-023)

At this point in time, Ms. Ike was seated upon the departure of Ms. Scorso.

Ms. Katie Enright, Engineer with Howard Stein Hudson, representing Enterprise Rent-A-Car, described the proposed modification at 62 Buckland Street. Ms. Enright explained that the applicant was before the Commission last fall with an application to demolish the existing building and construct a one-story, 2,100 sq. ft. building. However, the plan as presented required difficult maneuvers for vehicles entering and exiting the site. According to Ms. Enright, the applicant proposed a cut in the landscape island as a main entrance to the plaza which was not approved by the Town of Manchester, and, therefore, the applicant has been looking at alternate options for circulation at the site. She went on to explain the complications in circulation as follows. At present, in order to reach the back of the building, one must be heading east on the main entrance and cut around the back of the building to access the front.

The applicant's biggest concern is customers returning cars, and moving the rentals into the garage to be cleaned and moved out for the next customer, which would require looping the entire plaza.

Ms. Enright went on to explain that Enterprise's need for office space has decreased. Therefore, the applicant would like to add another set of doors to the front of the building, mirroring the back. She went on to explain modifications to the parking, as well as landscape improvements.

Mr. Bergin inquired whether the landscaped vs. paved areas will remain consistent with the initial application, as well as the parking requirements.

Ms. Enright replied that there will be significantly more landscaping. There are fewer parking spaces in the current plan, with only nine required. However, with the main plaza overlap, there will be 53 parking spaces.

Mr. Stoppelman inquired about signage on the building.

Ms. Enright replied that there will be a sign on the front of the building facing Buckland Street and a sign on the side of the building that will face the main access drive.

Ms. Bertotti reported that after Staff review, two staff memos were submitted and are still outstanding. Both memos have identical comments, dealing with handicapped parking, the signage for handicapped parking, and the need to revise the plans accordingly. The Zoning Enforcement Officer, Mr. James Davis, asked for a revised landscaping plan for the area in front of the doors. Ms. Bertotti stated that Ms. Handfield informed Staff her comments were addressed and, therefore, said comments can be taken out of the motions. However, Mr. Davis had not yet completed his review.

Ms. Enright stated that one comment advised the applicant to make sure the loam and seed will be extended to the limit of work, and this recommendation has been added to the revised plan. She further stated the handicapped signage has been shifted on the revised plan.

Mr. Stebe requested clarification on the gap between the building and the sidewalk, to which Ms. Enright replied that it is approximately six feet, a bit wider than the width of the walk. Mr. Stebe further inquired if the intention is to have only Enterprise employees driving out of that space. Ms. Enright replied the employees would be pulling in and then pulling out of the rear of the building and wrapping around. She confirmed that there would be no parking; it wouldn't be striped for parking. The pedestrian walkway will be striped.

Mr. Stebe reiterated that the traffic would enter from the parking area along Buckland Street and proceed through. He observed that there will be a very hard left turn to return to the front of the building and questioned whether there will be enough room.

Ms. Enright affirmed that the area is adequate for the left turn.

Special Exception Modification (2017-023)

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

1. James Davis, Zoning Enforcement Officer, dated April 3, 2017.

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

The reason for the approval is the proposed Special Exception Modification meets the requirements of Art. IV Sec. 20.

ADMINISTRATIVE REPORTS:

Mr. Anderson reported on the Labyrinth Brewery. The Cheney Commission required the applicant to return with their proposed stained glass window. The Planning and Zoning Commission approved the plan with a clear glass pane on the second floor facing Forest Street. However, the applicant decided not to use the stained glass window and to utilize plain glass, which was approved by this Commission. He further stated that the project is moving forward.

Mr. Anderson informed the Commission that the approved Wal-Mart on Spencer Street will not be built, due to business concerns. Wal-Mart, nationally, has scaled back on new stores and is focusing on online activity. It should be noted that the Commission made mixed use changes to the General Business Zone.

APPROVAL OF MINUTES:

April 3, 2017 – Public Hearing/Business Meeting/Workshop

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

RECEIPT OF NEW APPLICATIONS:

JIN YOUNG PARK – Special Exception Modification (2017-029) – Special exception modification under Art. II Sec. 22.04.08 for changes to previously approved health and recreation facility at 608 East Center Street.

The Acting Chairman closed the business meeting at 9:10 PM.

I certify these minutes were adopted on the following date:

June 5, 2017
Date

Eric Prause, Chairman

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