

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

ROLL CALL:

Members Present: Eric Prause, Chairman
Michael Stebe, Secretary

Alternate Member Sitting: Julian Stoppelman
Patrick Kennedy
Teresa Ike

Absent: Andy Kidd, Vice Chairman
Jessica Scorso
Timothy Bergin

Also Present: Renata Bertotti, Senior Planner
Nancy Martel, Recording Secretary

Time Convened: 7:07 P.M.

NEW BUSINESS:

TOWN OF MANCHESTER PLANNING & ZONING COMMISSION – Zoning map amendment to correct the zoning map and zone the property at 1087 Tolland Turnpike as General Business zone. – Zoning Map Amendment (2017-047)

MOTION: Mr. Kennedy moved to approve the zoning map amendment to correct the zoning map and zone the property at 1087 Tolland Turnpike as General Business zone.

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

The reason for the approval is that the proposed amendment is consistent with the surrounding zoning and with the Manchester Plan of Conservation and Development.

The zoning map amendment will be effective on July 31, 2017.

Mr. Prause stated the vacant property meets the special exception criteria for a zone change. There is no development on the site currently, he remarked, and the zone change would not impact the infrastructure around or impact the neighboring properties at all.

TOWN OF MANCHESTER PUBLIC WORKS DEPARTMENT – For construction of approximately 880’ of 14’ wide bituminous concrete cemetery road and for grading, loaming and

seeding a 190' x 132' area to provide additional burial area at Hillstown Cemetery at 130, 156, and 180 Hillstown Road. – Erosion and Sedimentation Control Plan (2017-050)

Mr. Jeff LaMalva, Town Engineer, introduced the proposal to the Commission. The existing cemetery is nearing capacity, he reported, and the Public Works Department plans to increase the space available for burial area. He explained this is a long-term expansion and the Public Works Department is seeking approval from the Commission for the erosion control plan, after which the Department will go before the Department of Public Health for additional permitting.

The proposed project, according to Mr. LaMalva, would include construction of a 14' wide bituminous concrete roadway coming off the access road on Hillstown Road into the soccer fields in a northerly direction, creating a loop of approximately 190' x 132' area for future burials. He said the road will connect to the existing curb cut located on Hillstown Road across from the Manchester Community College entrance. Currently, the access is essentially a driveway for a shed located on the property, he said. Mr. LaMalva explained the driveway will be removed up to the curb cut and the new roadway will connect to that.

Mr. LaMalva reported the entire area would be graded within that loop to create a flat area for burial purposes. There are two trees that would be removed, he said, and replacement trees will be planted along the Hillstown Road frontage. He explained the total area of disturbance is roughly 1.15 acres.

In terms of erosion and sedimentation control, Mr. LaMalva stated, construction entrances are proposed at each entrance, with silt fence down gradient. There are wetlands further to the north; however, the project is outside the upland review area, he stated.

Mr. LaMalva informed the Commission that the work would be completed by Town staff. Assuming the project is permitted through the Department of Public Health, he explained, it could commence this fall or next spring. Town staff would create the roadway, grade, loam and seed, and the area would be utilized when the need arises, he said.

Mr. Prause requested further clarification that the existing driveway leads to the shed, which Mr. LaMalva confirmed. Referring to the projected plan, Mr. Prause pointed to the area that will be new. Mr. Prause also asked about the placement of the silt fence.

Mr. LaMalva referred to the plan to illustrate the locations of the silt fence.

Mr. Prause questioned if a stockpile area had been identified. Mr. LaMalva pointed to the location of a stockpile area which would be within the looped area.

Mr. Prause inquired how long the construction would take. Mr. LaMalva replied that he did not anticipate the construction to take longer than one to two months.

Mr. Prause questioned whether there were comments from the staff. Ms. Bertotti replied there are no outstanding comments.

Mr. Prause inquired whether there are any proposed infrastructure improvements on Hillstown Road and whether that would impact the proposed plan.

Mr. LaMalva explained that there will be a bond referendum this fall to fund road reconstruction for the next two years. He did include Hillstown Road between Wetherell and Bush Hill, which has not yet been improved. Therefore, he said, there will be a project, though the current proposal will not impact the road improvement project.

Erosion and Sedimentation Control Plan (2017-050)

MOTION: Mr. Kennedy moved to approve the erosion and sedimentation control plan for grading and construction of a cemetery road at Hillstown Cemetery.

Mr. Stebe seconded the motion.

Mr. Prause further asked if the existing plots are all in the southeast portion and the proximity of the new development to those plots. Mr. LaMalva explained the new development will be about 40' to 50' from the existing plots. He pointed to the plan depicting the row of arborvitaes along the northern line, which will remain. Mr. Prause asserted that the arborvitaes will be a natural buffer to the work that will be done.

All members voted in favor of the motion.

TOWN OF MANCHESTER – To change a section of the previously approved fence located at the north property line from six foot high black vinyl-coated chain link with black privacy slats to six foot high white solid vinyl privacy fence at 1151 Main Street. – Special Exception Modification (2017-056)

Christopher Till, Facilities Manager, Town of Manchester, introduced himself. He explained that the expansion of Bennet Academy is coming to an end. One of the remaining site improvements is the installation of a fence along the northern property line for the abutters on Eldridge Street. Mr. Till reported that he met with the abutters to discuss the installation of the fence and commensurate necessary tree trimming. A number of the property owners, Mr. Till said, inquired about the proposed fence. He stated that the privacy slats provide a visual break; they do not provide true privacy. Given the proximity of the Cheney Building to the property line of the neighbors, they requested an alternate fence to ensure privacy. The requested substitution is a six foot high vinyl fence, which was presented to the Building Committee that oversees the project, Mr. LaMalva stated, and the Committee recommended approval subject to the Planning and Zoning Commission's concurrence.

Mr. Stebe asked if there is a difference between the lifetime of each of the fences, thinking of future maintenance costs. Mr. Till replied that he is not aware of any difference.

Mr. Prause inquired about the existing buffer, not including the proposed modification. Mr. Till reported there is existing fencing running along the property line, just a basic galvanized chain link fence. He displayed the properties' respective current fencing. There is a chain link gate which provides access to a Town right-of-way, he said, which will remain, as a vinyl gate is not feasible. To answer Mr. Prause's question, Mr. Till stated there is no visual buffer.

Mr. Prause reiterated the reason for the proposed change is to provide more privacy due to the increased intensive uses. He shared his experiences with vinyl fencing in high winds, which can

cause the fence to blow over. Mr. Prause asked if Mr. Till had any information regarding the fence's resistance to wind.

Mr. Till explained that he does not have that information, though given the proximity of the school and houses to the property line, in his opinion these would provide a natural wind break for the main section of the fence. However, Mr. Till explained, the parking lot and the east end are quite exposed. He stated he will convey these concerns to the contractor to ensure they are installed to withstand heavy winds.

Mr. Prause noted that with increased privacy, there are also possible safety issues. The fencing will screen areas behind the building, he said, and wondered if there are concerns about reduction in safety.

Mr. Till replied that he is not aware of any. He stated the area behind the school is not open to the students; it is secured by the fencing return to the building as well as a return at the former boiler building. The school intends to close off the area to the students and public, he said.

Mr. Prause asked if there were comments from staff.

Ms. Bertotti stated there are no outstanding comments.

Special Exception Modification (2017-056)

MOTION: Mr. Kennedy moved to approve the special exception modification to change a section of the previously approved fence located at the north property line from a six foot high black vinyl-coated chain link with black privacy slats to a six foot high white solid vinyl privacy fence at 1151 Main Street.

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

The reason for the approval is that the proposed modification meets the special exception criteria.

Mr. Kennedy expressed his opinion that the proposed vinyl fence is attractive and will provide more privacy, which the neighbors sought.

ADMINISTRATIVE REPORTS:

Ms. Bertotti reported that Verplanck School submitted an application for a special exception modification for improvements in keeping with school redistricting, similar to the Cheney-Bennet Academy and the Waddell School projects. Applications for special exception modification and an erosion and sediment control plan certification do not require a public hearing. She stated the applicant's representatives were in front of the Commission for the pre-application in January 2017 and displayed a concept plan. Ms. Bertotti reminded the Commission that there was some discussion about a vehicular exit onto Thompson Road via Trebbe Drive to connect to Olcott Street, or via O'Leary Drive to connect to West Center Street. The applicant proposed this connection as a one-way exit only, only for school dismissal, and

only for private vehicles, Ms. Bertotti reported; the school buses would continue utilizing the Olcott Street.

Ms. Bertotti inquired whether the Commission would like to hold a hearing on this application. The Commission has not held hearings on the applications for Cheney-Bennet or Waddell Schools, she said. However, the subject has been discussed to some extent, she reported, specifically regarding the added traffic and its potential impact to the residential neighborhood. Therefore, in her opinion, this proposal might merit a hearing. Ms. Bertotti informed the Commission it would be advantageous to know the Commission's opinion so the application would not be delayed. She said that if she is aware that the Commission desires a hearing she could schedule and advertise the meeting as required, and avoid any delays with respect to advertising.

To reiterate, Ms. Bertotti asked if the Commission would like to hold a hearing.

Mr. Kennedy replied that, since this proposal would garner interest from the public, it would be best to hold a hearing. Mr. Stoppelman agreed with Mr. Kennedy, as it would make sense to notify the neighbors in order to obtain their input. Mr. Prause also agreed. He pointed out that there was no hearing for Waddell School, but that application in his opinion was more straightforward as there was no real impact to the neighbors.

Mr. Prause asked what reviews the plans would go through; i.e., just through the Commission or also the Committee or Advisory Board. Ms. Bertotti informed the Commission as part of the school improvement plan, the proposal went through some level of review through the Board of Education. In addition, she said, it went through a mandatory referral and to the Board of Directors. Ms. Bertotti reported she was not sure what details on this project the Board of Directors has seen, though they must be aware of the proposal, as this is the Town's application and the Town's funds.

APPROVAL OF MINUTES:

June 19, 2017 - Workshop

MOTION: Mr. Kennedy moved to approve the minutes as written.

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

RECEIPT OF NEW APPLICATIONS:

ARMORY GROUP, LLC – Zone Change (2017-054) – Request a zone change from Residence B to Business III for the rear portion of the property at 330 Main Street, Residence B, Business III, and Design Overlay zones.

Ms. Bertotti explained that the property is located in a split zone of Business III and Residence B. The applicant is seeking to zone the entire property Business III. In addition, there is a Design Overlay zone over the entire property and there has been no proposal to change that designation.

TOWN OF MANCHESTER PLANNING & ZONING COMMISSION – Zoning Regulation Amendment (2017-055) – To revise Art. IV, Sec. 13.05.05 to prohibit corrugated plastic signs.

Ms. Bertotti reminded the Planning & Zoning Department that this has been discussed in prior workshops.

TOWN OF MANCHESTER – Special Exception Modification (2017-056) – To change a section of the previously approved fence located at the north property line from six feet high black vinyl-coated chain link with black privacy slats to a six foot high white solid vinyl privacy fence at 1151 Main Street.

TOWN OF MANCHESTER – Erosion and Sedimentation Control Plan (2017-057); Special Exception Modification (2017-058) – For renovations to Verplanck Elementary School, including building extensions, upgraded parking, a new exit drive, and landscaping at 126 Olcott Street.

CHR CAPITAL, INC. AND COMMUNITY HEALTH RESOURCES, INC. – PRD Zone Combined Preliminary and Detailed Site Development Plan (2017-059); Erosion and Sedimentation Control Plan (2017-060) – For one 13-unit multi-family residential building with 12 housing units and one caretaker unit at 698 and 694 North Main Street, and 50, 51, 60, 70 and 71 Kathleen Way.

Ms. Bertotti reminded the Commission that this proposal was heard on a pre-application basis.

TENTATIVE FUTURE AGENDA :

August 14, 2017

1. Gerald M. Catolane – Resubdivision (2017-051) – For a two-lot resubdivision at 98 Bush Hill Road.
2. Armory Group, LLC - Zone Change (2017-054) – Request a zone change from Residence B to Business III for the rear portion of the property at 330 Main Street, Residence B, Business III, and Design Overlay zones.

Mr. Stoppelman asked how the zoning change would affect the Armory’s parking situation.

Ms. Bertotti replied this proposal deals with the allowed uses rather than parking. In residential zones, the limited number of uses will allow residential parking. In a Business III zone, the uses will be different and each would require a certain amount of parking, she said. There are no parking provisions that are allotted with the zone change, Ms. Bertotti stated, and the specific uses require a specific amount of parking.

September 6, 2017

1. Town of Manchester Planning & Zoning Commission – Zoning Regulation Amendment (2017-055) – To revise Art. IV, Sec. 13.05.05 to prohibit corrugated plastic signs.
2. Town of Manchester – Erosion and Sedimentation Control Plan (2017-057); Special Exception Modification (2017-058) – For renovations to Verplanck Elementary School, including building extensions, upgraded parking, a new exit drive, and landscaping at 126 Olcott Street.

3. CHR Capital, Inc. and Community Health Resources, Inc. – PRD Zone Combined Preliminary and Detailed Site Development Plan (2017-059); Erosion and Sedimentation Control Plan (2017-060) – For one 13-unit multi-family residential building with 12 housing units and one caretaker unit at 698 and 694 North Main Street, and 50, 51, 60, 70 and 71 Kathleen Way.

MOTION: Mr. Kennedy moved to adjourn the meeting.
Mr. Stebe seconded the motion and all members voted in favor.

The Chairman closed the business meeting at 7:38 PM.

I certify these minutes were adopted on the following date:

August 14, 2017
Date

Eric Prause, Chairman

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