

**MINUTES OF BUSINESS MEETING
HELD BY THE PLANNING AND ZONING COMMISSION
MARCH 20, 2017**

ROLL CALL:

Members Present: Eric Prause, Chairman
Andy Kidd, Vice Chairman
Michael Stebe, Secretary
Jessica Scorso

Alternate Member Sitting: Julian Stoppelman

Alternates: Patrick Kennedy
Teresa Ike

Absent: Timothy Bergin

Also Present: Gary Anderson, Director of Planning
Renata Bertotti, Senior Planner
Matthew Bordeaux, Environmental
Planner/Wetlands Agent
Nancy Martel, Recording Secretary

Time Convened: 7:19 PM

NEW BUSINESS:

TOWN OF MANCHESTER PLANNING & ZONING COMMISSION – Request a zone change from Form-Based Zone to Business II Zone and Design Overlay Zone at 230 Middle Turnpike West. Zone Change (2017-010)

Mr. Kidd expressed his satisfaction with the broader examination of this zone change. He commented that there is no spot zoning and he agrees with including the Design Overlay, giving the Commission extra oversight. This will allow the Commission to use some influence to encourage consistency and compatibility between 230 Middle Turnpike West and the surrounding Form-Based-Zoned area.

Mr. Prause commented that the Commission had a joint workshop with the Redevelopment Agency (RDA), inquiring about the specific goal for this property and whether it would be a part of a larger gateway going into the Form-Based Zone from the north. The RDA indicated it had not identified anything of that nature in their master plan. The consultant stated the three adjacent lots to the east are both zoned Business II with Design Overlay.

MOTION: Mr. Stebe moved to approve a zone change from Form-Based Zone to Business II Zone and Design Overlay Zone at 230 Middle Turnpike West. Ms. Scorso seconded the motion and all members voted in favor.

The reason for the approval is that the proposed zone change is consistent with the Manchester 2020 POCD and the character of the area is expected to remain consistent with the uses allowed in the Business II zone with Design Overlay. The proposed zone change is also consistent with the zoning in the area. The zone change will be effective on April 5, 2017.

HOCKANUM FLATS, LLC – 171 Tolland Turnpike – To construct a 3,100 sq. ft. building addition, realign the drainage, and modify the parking and driveway at 171 Tolland Turnpike. – Inland Wetlands Permit – Determination of Significance (2017-011); Inland Wetlands Permit (2017-011); Special Exception Modification (2017-012)

Alan Lamson, FLB Architecture & Planning, East Hartford, represented Hockanum Flats, LLC.

Mr. Lamson stated the property is currently occupied by the Lynch Toyota auto body shop. He illustrated on the map where the proposed 3,000 sq. ft. addition would be located, extending the auto body shop to the east. He went on to point out the paved area behind the property and beyond that the Hockanum River. He indicated the inland wetland line is fairly close to the property and stated that portions of the addition are located in the upland review area. Mr. Lamson referred to Andy Bushnell, Bushnell Associates, the site engineer for the proposal. He further indicated that all the work will be within the currently paved and disturbed area. No appreciable amount of impervious area is to be added and there will be no impact to the wetlands, Mr. Lamson said. He also introduced Alex Ansaldi from the Andrew Ansaldi Company, the construction company for this project, and Mike Lynch, from Lynch Toyota, who were in attendance.

Andrew Bushnell, Professional Engineer and Licensed Land Surveyor with Bushnell Associates, the project engineers and land surveyors for the project, introduced himself. He went on to describe the 3,000 sq. ft. addition on the eastern side of the building. The proposed addition will be approximately 24 ft. x 127 ft., with an entrance on each end and one which will be located at the midpoint on the side of the building, he said. The addition would expand the existing body shop operation on the site. Mr. Bushnell went on to state that a portion of the construction will be in the regulated area; however, the applicants do not anticipate any impact on the wetland. Additionally, the parking lot is surrounded by bituminous curbing. For erosion control, silt sacs in the catch basin that are draining the watershed area will catch any sediment runoff, he stated. Mr. Bushnell reiterated the proposed addition is to be on the existing paved area. There are two landscaping islands that will be eliminated, according to Mr. Bushnell. The applicants propose removal of a strip of parking area to the east as well as additional excess pavement to compensate for the increase in impervious area due to the proposed addition, according to Mr. Bushnell. He further stated there will be a relocation of the drainage structures to the east. In addition, he pointed out that the original construction included a hydrodynamic separator unit into which all the catch basins flow. The water is treated through the separator and discharged through a pipe to a plunge-pool level spreader and then into the Hockanum River wetlands area, he said. In terms of traffic, Mr. Bushnell stated there will be no significant impact, as Lynch Toyota does not anticipate an increase in business. According to Mr. Bushnell, there are sufficient utilities to service the addition, currently served by gas, Town water, Town sewer, and underground electrical. He reiterated the proposed relocation of landscaped islands and lamp posts, as well as the realignment of the parking lot.

Mr. Bordeaux asked if there had been a discussion regarding the purpose of the proposed retaining wall on the north end of the property.

Mr. Bushnell explained that, due to the grade drop and water flow on the site, the floor is to be 2.5 ft. higher than the outside grade and, therefore, a ramp entrance is required.

Mr. Lamson pointed to the engineering plans indicating the existing body shop and the proposed addition with the location of the doors. He went on to explain that the existing exterior wall will be removed and there will be construction of a new shell 27 ft. further out. He also pointed out different elevation views. Current materials will be utilized, including integral colored concrete masonry units, split face blocks and a panel system along the edge of the roof, he said. He further stated that this will be a pre-engineered building, consistent with the existing building; except for a necessary control joint, the addition will not be noticeable. Mr. Lamson reiterated that all work will be performed on the currently paved disturbed area, protected from the adjacent upland review area, which, in his opinion, will not be impacted during construction and certainly not post-construction.

Mr. Bordeaux referred to outstanding comments from Assistant Town Engineer Michelle Handfield, which are technical in nature; i.e., a series of requests for additional information such as elevations, confirmation of various slopes of pipes, and additional benchmarks in the project vicinity. She recommended approval of this project. He reported that according to Ms. Handfield, there will be no additional impact waterward on the banks and no notable increase in impervious surface; the storm water discharge flow should remain relatively the same with the same patterns and same impact when released at the point of discharge to the Hockanum River.

Mr. Bordeaux reported that in his opinion, there is an opportunity for the designers to consider shifting the parking stalls in the middle row to the south to provide for larger landscaped islands, thus providing a better opportunity for successful new planting. He stated that he received revised plans; however, he has not had an opportunity to take a close look at them.

Mr. Prause acknowledged that as, Mr. Bordeaux testified, the area that's being worked is already a paved area and so there really is no additional impact on the wetlands. The removal of the pervious surface is being replaced by an area that will be unpaved.

Inland Wetlands Permit – Determination of Significance (2017-011)

MOTION: Mr. Stebe moved to find the proposed activity at the above-referenced location as shown on the inland wetlands permit application 2017-011 will not have a significant impact on the wetlands and therefore will not require a public hearing. Mr. Stoppelman seconded the motion and all members voted in favor.

Inland Wetlands Permit (2017-011)

MOTION: Mr. Stebe moved to approve the inland wetlands permit with the modifications as specified in staff memoranda from:

1. Michelle Handfield, Assistant Town Engineer, dated February 24, 2017.

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

The reason for the approval is that the proposed activity does not disturb the natural or indigenous character of the land by significant impact or major effect. The approval is valid for 5 years and the work in the regulated area must be completed within one year of commencement.

Special Exception Modification (2017-012)

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

1. Michelle Handfield, Assistant Town Engineer, dated February 24, 2017.

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

The reasons for the approval were that the proposed special exception modification meets the requirements of Article IV Section 20, that there is no impact on parking or existing services, and that the building is compatible with the area.

ADMINISTRATIVE REPORTS

Mr. Anderson reported that staff has been working on the Commission's request to have some regulations for solar photovoltaic structures. Matt Bordeaux, Environmental Planner/Wetlands Agent, and Kyle Shiel, Senior Planner, have been working on draft regulations and staff proposes a workshop just on that item. Planning staff would like to schedule that sometime in the near future; the agendas for the next few meetings are being reviewed. He speculated on the second week in April. Mr. Anderson stated that the Planning Department is interested in the Commission's input to gain a sense of direction before proposing regulations.

Mr. Bordeaux informed the Commission that he is working with Director Steve Gates and a concerned citizen exploring the idea of adopting a "complete streets" policy. He recognized it may be new terminology, though the initiative is ongoing in other towns. According to Mr. Bordeaux, the group is researching what other towns have adopted, stating that, in his opinion, while Manchester is doing a great job, the Town may want to take a closer look to determine that the Engineering Division or Public Works is considering all users when initiating a project. He also stated that, depending on future agendas, he would like to invite his team for a discussion on this subject in the form of a workshop.

Mr. Prause inquired if the objective would be to modify the Public Works Improvement Standards.

Mr. Bordeaux replied that it's premature to comment on that. The discussion would be primarily about education and what other towns have adopted; i.e., a bicycle plan, a checklist for various users, and different forms and techniques to construct an intersection or to utilize the right of way, according to Mr. Bordeaux. He went on to state that there are many approaches to making a "complete street," and every situation will be different, considering funding constraints.

Mr. Stoppelman asked Mr. Bordeaux if he had knowledge regarding the delay of the bike path near Camp Meeting Road, to which Mr. Bordeaux stated that he did not have that information.

APPROVAL OF MINUTES:

February 13, 2017 – Public Hearing/Business Meeting

MOTION: Mr. Stebe moved to approve the minutes of the public hearing and the business meeting. Mr. Kidd seconded the motion and all members voted in favor.

RECEIPT OF NEW APPLICATIONS:

TOWN OF MANCHESTER PLANNING AND ZONING COMMISSION – Zoning Regulation Amendment (2017-020) – To revise Art. I, Sec. 2 to delete the definition for High Rise Apartments and Art. VII, Sec. 1 to delete the reference to high-rise apartments.

JIN YOUNG PARK – Special Exception Modification (2017-021) – Special exception modification under Art. II, Sec. 22.04.08 for changes to previously-approved health and recreation facility at 608 East Center Street.

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

THE PLAZA AT BURR CORNERS, LLC – Special Exception Modification (2017-023) – 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.

HILLIARD MILLS, LLC – Zoning Regulation Amendment (2017-024) – To revise Art. I, Sec. 2.01 to add a definition for "banquet hall." To revise Art. II Sec. 16.15.02 to add banquet halls and outdoor entertainment at banquet halls as special exception uses in the Industrial zone.

The Chairman closed the business meeting at 7:50 PM

I certify these minutes were adopted on the following date:

May 1, 2017
Date

Eric Prause, Chairman

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