

**MINUTES OF BUSINESS MEETING  
HELD BY THE PLANNING AND ZONING COMMISSION  
JUNE 18, 2018**

**ROLL CALL:**

Members Present: Eric Prause, Chairman  
Andy Kidd, Vice Chairman  
Michael Stebe, Secretary  
Timothy Bergin

Alternate Member Sitting: Patrick Kennedy

Alternates: Julian Stoppelman  
Teresa Ike

Absent: Jessica Scorso

Also Present: Gary Anderson, Director of Planning  
Matthew Bordeaux, Acting Senior Planner  
Nancy Martel, Recording Secretary

The Chairman opened the business meeting at 7:38 P.M.

**NEW BUSINESS:**

ASSOCIATION OF MUSLIM COMMUNITY (AMC) – Request a zone change from Central Business District to Residence B zone at 35 Oak Street and 50 Cottage Street. – Zone Change (2018-036)

Mr. Kennedy noted this is a difficult item, but ultimately the objections of the Central Business District property owners are well taken. He shared the concern about the Central Business District, a key economic development area, being nibbled away, noting that the effect of this proposal would isolate the Central Business District parcel on the northeastern corner of Oak and Cottage Street. In his opinion, the situation is similar to taking land off the industrial rolls. If the land was practically unusable for the Central Business District purpose, he could see rezoning it, but that does not seem to be the case and he would lean against approving the zone change application.

Mr. Kidd commented that, based on the testimony and understanding more about the Special Services District and the concern of eating away at the tax rolls, he agrees with Mr. Kennedy's direction. It is a close call, and he was leaning towards approval before the testimony. Mr. Kidd stated he is concerned about precedents and being consistent with applying considerations for zone changes or other things. He expressed his concern over having future applicants use the logic that, if this is allowed for one applicant, it should be allowed for others.

Mr. Stebe acknowledged the comments and concerns about the proposal, but stated the church community has been at the adjoining property for at least five years. When the discussion arose in 2002 or 2003, there were at least eight large and formidable churches on Main Street. If Full Gospel or Christian Fellowship went to a private entity, those would quadruple the amount of anything possibly lost off the tax rolls, he reported. It was his opinion that the churches and religious organizations that owned property on and were purchasing property on Main Street at the time were not be allowed to expand further. Mr. Stebe commented that AMC is a valuable addition to the neighborhood and to Manchester as a whole. While it may pull off approximately 1% of an income tax budget, over \$210,000 per year that would be \$2,000 at most, he explained, and suggested the Board of Directors and Town Manager could address any shortfall. He reported he would be in favor of this change because AMC is an existing, thriving community and is joining corners of Manchester that need to be joined. Mr. Stebe challenged the members to find an existing church that borders the District that wants to expand or has room to expand; they do not exist and none of the other churches has any room to expand, he said.

Mr. Prause stated his view that the zone change is for an area on the border of a Mixed Use Center and the Core Neighborhood. The Core Neighborhood is Residence B and the Central Business District is very much a Mixed Use Center. He explained a Mixed Use Center is defined as “A tight network of streets with wide sidewalks, trees, plants and a street wall created by building frontages. These areas are centers of activity serving as a transit hub and containing residential, commercial and office uses. Parking is typically on street or behind primary buildings. Additional uses include parks, libraries, schools and other institutions with net residential densities from 10 to over 20 units per acre.” A Core Neighborhood is “A compact mixed use neighborhood consisting of single family, duplex and multi-family housing. All streets include sidewalks and all housing is within walking distance to transit, a neighborhood school and mixed use corridors and commercial centers. Buildings are typically two or three stories with small setbacks and higher floor/area ratios. Non-residential units include schools, parks and similar commercial uses, with the residence densities of 5-20 units per acre.”

He stated the subject property could fall into either category. It could be argued that it is more appropriate because it is existing quite well in the Central Business District and would be fitting in the Core Neighborhood. Mr. Prause expressed his concern about breaking up the zone and isolating the lot across Cottage Street and creating spot zoning occurring outside the zone. He agreed that it would not be a good precedent, and felt it would be unlikely for the zoning to ever change back to CBD. When there is a zone change to Industrial from Commercial, it is easier to change that zoning back, he said. It would be harder to expand the Central Business District because there are a lot of restrictions on what can be done in that district and, therefore, he understands the hesitance. Mr. Prause concurred that the church could move to other areas of town or move out of town, which would create another lot not being utilized. He understands the impact to foot traffic. If there are properties being used on weekends and not providing the Monday through Friday foot traffic for restaurants, that is a real concern. The plan does not appear to be an attempt to avoid downtown tax, Mr. Prause commented, as they are obviously looking to expand and have a use that is not allowed in the current zoning. He stated it is good to see growth and this situation is very similar to what happened with the Form Based Zone, which was a planned-out zone from which pieces started being removed because it was not being utilized and there was a need to expand what could be done in that zone. Mr. Prause agreed with Mr. Stebe that when there is growth and when there is opportunity, that should be nourished.

Zone Change (2018-036)

**MOTION:** Mr. Stebe moved to approve the request for a zone change from Central Business District to Residence B zone at 35 Oak Street and 50 Cottage Street. Mr. Bergin seconded the motion. Mr. Stebe, Mr. Bergin, and Mr. Prause voted in favor of the motion. Mr. Kidd and Mr. Kennedy voted against the motion. The motion passed three to two.

The reason for the approval is that the proposed amendment is consistent with the Manchester Plan of Conservation and Development “Aspirations” in Section III, such as “There is a desire for Manchester to be a vibrant, thriving and energetic community. The characteristics of such a community include a diverse population,” and “Equally important to creating community is the ‘soft’ infrastructure of neighborhood groups, clubs, and activities organized by government agencies, non-profits or social networks.”

The zoning map amendment will be effective on July 6, 2018.

PLAZA AT BUCKLAND HILLS, LLC – Resubdivision to create two parcels for outbuildings out of the Plaza at Buckland Hills shopping center at 1524 Pleasant Valley Road (a.k.a. 1448 Pleasant Valley Road), resulting in three lots. – Resubdivision (2018-047)

**MOTION:** Mr. Kennedy moved to approve the resubdivision to create two parcels for outbuildings out of the Plaza at Buckland Hills shopping center at 1524 Pleasant Valley Road (a.k.a. 1448 Pleasant Valley Road), resulting in three lots, with the modifications as specified in Staff memoranda from:

1. Raymond Myette, Jr., Design Engineer, dated June 8, 2018; and
2. Michelle Handfield, Assistant Town Engineer, dated June 12, 2018 to Matthew Bordeaux, Acting Senior Planner.

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

The reason for the approval is that the proposal meets the Subdivision Regulations criteria.

TOWN OF MANCHESTER WATER & SEWER DEPARTMENT – For reconstruction of the Globe Hollow Water Treatment Plant parking lot and access drives at 125 Spring Street. – Inland Wetlands Permit – Determination of Significance (2018-053); Inland Wetlands Permit (2018-053); Erosion and Sedimentation Control Plan (2018-054); Special Exception Modification (2018-055)

Ms. Michelle Handfield, Assistant Town Engineer, Town of Manchester, introduced herself. Ms. Handfield explained the proposal is for parking lot reconstruction for the Globe Hollow Water Treatment Plant. She reported that 125 Spring Street is a 13-acre parcel located in the Rural Residential zone, bounded to the north by Interstate 384, to the east, west and south by municipal-owned property, and immediately to the south by two single-family homes. According to Ms. Handfield, generally the site consists of paved access drives, paved parking areas, a paved storage area and a municipal utility building. For the application, there is no modification proposed to the building or to the operation onsite, she stated; it is strictly replacement of deteriorating pavement.

Ms. Handfield projected pictures of the rear access drive, the paved storage area and the front parking, and pointed to the pavement condition of the rear access drive, which is a fairly steep area around the rear of the building typically used by vehicles making deliveries as well as the Water Department vehicles themselves. Ms. Handfield referred to the front parking area, where there have been minor drainage improvements over the years, as well as the deteriorating bituminous curbing. She continued to point to other areas of the property where the pavement is deteriorating.

The proposal is primarily replacement of the existing bituminous pavement, according to Ms. Handfield. There will be 1.9 acres of total disturbance, she noted, and generally the existing edge of pavement will be matched throughout with the exception of the rear access drive. That area will be widened to accommodate a 16 ft. access drive, she explained. Ms. Handfield reported that, regarding the pavement restoration, there are some shallow utilities onsite, necessitating a partial depth reconstruction. There will be some isolated areas of pavement removal, reducing the total impervious area onsite by approximately 150 sq. ft. Additionally, Ms. Handfield explained, there will be replacement of all bituminous curbing onsite with extruded curbing for longevity and durability. She stated there will be no change to the existing parking onsite, just restriping. For drainage improvements, she informed the Commission there will be minor regrading to improve the flow onsite. Any catch basin tops that are new will be reset and catch basin tops that are old will be replaced. Ms. Handfield pointed to an area with an existing paved leak-off which will be removed and replaced with a new paved leak-off and new rip rap swale to accommodate the runoff.

Ms. Handfield reported that the site generally drains toward the southwest and pointed out the Globe Hollow Brook. She explained there will be erosion control measures installed down gradient of all work, in the form of silt fence and silt sacks and, if required, soil stockpiles will be surrounded with silt fence. Construction entrances will be installed for access. She explained that all disturbed areas will be restored to lawn. Ms. Handfield pointed out Globe Hollow Brook and the mapped wetlands, noting there will be no work in the wetland, though there will be disturbance within the regulated 100 ft. upland review area. Total disturbance, she reported, will be approximately 0.36 acres, which will consist of pavement restoration, installation of the extruded curb, and restoration of lawn. She reported there will be no adverse impact to the upland review area.

Mr. Prause requested clarification about the erosion control measures.

Ms. Handfield stated there will be silt fence installed down grade of all disturbed work. She explained there is an existing rip rap swale on both sides of the access drive which will collect any runoff and sediment. All catch basins will have silt sacks installed in them. Currently, Ms. Handfield stated she does not anticipate any soil stockpiles, though if there were, they would be small to accommodate the minor restoration of the lawn.

Mr. Prause questioned whether an anti-tracking pad is required.

Ms. Handfield replied an anti-tracking pad is not required at this point. Given the type of reconstruction, which is not raw land, there will be something to contain the sediment.

Mr. Prause assumed the main entrance will be used for the construction vehicles.

Ms. Handfield stated they will be using the main entrance. She explained that there is a saw cut line within the existing access drive and they will be stopping at that point, not extending onto Spring Street proper.

Mr. Prause inquired what the access drive in the back is used for.

Ms. Handfield replied that it is primarily used for deliveries. There was discussion about eliminating the access drive but it was added to allow for circulation. She described the area and explained the reason why the access drive will be maintained, which is to allow different vehicles to maneuver. Ms. Handfield noted the area is very narrow and steep, and the intent is to widen it and adjust the grade.

Mr. Prause asked if there is still access to the water spigot onsite.

According to Ms. Handfield, there is still access to the water spigot, and she demonstrated the location on the plan. She stated it may be limited access but will not be a full closure.

#### Inland Wetlands Permit – Determination of Significance (2018-053)

**MOTION:** Mr. Kennedy moved to find the proposed activity at the above-referenced location as shown on the inland wetlands permit application 2018-053 will not have a significant impact on the wetlands and therefore will not require a public hearing. Mr. Bergin seconded the motion and all members voted in favor.

#### Inland Wetlands Permit (2018-053)

**MOTION:** Mr. Kennedy moved to approve the inland wetlands permit for reconstruction of the Globe Hollow Water Treatment Plant parking lot and access drives at 125 Spring Street. Mr. Bergin 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 wetland by significant impact or major effect.

The approval is valid for 5 years. The work in the regulated area must be completed within one year of commencement.

#### Erosion and Sedimentation Control Plan (2018-054)

**MOTION:** Mr. Kennedy moved to certify the Erosion and Sedimentation Control Plan. Mr. Bergin seconded the motion and all members voted in favor.

#### Special Exception Modification (2018-055)

**MOTION:** Mr. Kennedy moved to approve the special exception modification for reconstruction of the Globe Hollow Water Treatment Plant parking lot and access drives at 125 Spring Street in accordance with Art. II, Sec. 2.02.13 of the Zoning Regulations. Mr. Bergin seconded the motion and all members voted in favor.

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

### **ADMINISTRATIVE REPORTS**

- Administrative Approvals:

- Highland Oaks Corporation – Lot Line Revision (2018-052) – 6, 10, and 20 Collingridge Drive

Mr. Bordeaux informed the Commission the approval is for the lot line revision requested by the Highland Oaks Corp., the owner of the Planned Residential Development (PRD) behind Shady Glen. The lot line revision will affect Lots 6, 10 and 20 Collingridge Drive. He explained that the owners received an offer on one lot, but it was a duplex lot and they wanted the entire site for a single family. Rather than alter the number of lots overall and the ratio of duplex vs. single family, the lot lines were modified, according to Mr. Bordeaux. With the lot line revision, a PRD detailed plan modification will be required. However, because of the minor change, the application is being referred for administrative approval between the Chairman and the Director of Planning.

Mr. Anderson reported that part of this year's calendar for the Planning Department is to look at re-doing the Downtown Design Guidelines. Staff will put together a Request for Proposals, and he wanted to check with the Commission for members that may be interested in serving on a steering committee. He is seeking a couple of members from this Commission, a couple of members from the Special Services District Board, and perhaps some design/architecture expertise as well. Mr. Anderson stated Staff would like assistance and think it is important to have the Commission involved in the beginning of this project.

A question was asked about the level of effort. Mr. Anderson said he believes it will be a few meetings.

## **APPROVAL OF MINUTES**

June 4, 2018 – Public Hearing/Business Meeting

**MOTION:** Mr. Kennedy moved to approve the minutes of the public hearing and business meeting for June 4, 2018. Mr. Bergin seconded the motion and all members voted in favor.

## **RECEIPT OF NEW APPLICATIONS**

1. **AREC 21, LLC – Extension of Previously-Approved Special Exception Modification (2018-060); Extension of Previously-Approved Erosion & Sedimentation Control Plan (2018-061) – Request 5-year extensions of the previously-approved special exception modification F-147 and erosion control plan F-148 at 53-37 and 71 Spencer Street.**
2. **BRIAN BASILE – Inland Wetlands Permit (2018-062) – For a building addition and installation of a swimming pool within the 100 ft. upland review area at 35 Glendale Road.**
3. **TOWN OF MANCHESTER PUBLIC WORKS DEPARTMENT – Inland Wetlands Permit (2018-063); Erosion & Sedimentation Control Plan (2018-064); Flood Plain Permit (2018-065) – For construction of two water quality basins at 100 Spring Street.**

**MOTION:** Mr. Kennedy moved to close the business meeting. Mr. Bergin seconded the motion and all members voted in favor.

The Chairman closed the business meeting at 8:18 PM.

I certify these minutes were adopted on the following date:

July 16, 2018

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Date

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Eric Prause, Chairman

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