

**MINUTES OF BUSINESS MEETING
HELD BY THE PLANNING AND ZONING COMMISSION
JUNE 4, 2018**

ROLL CALL:

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

Alternate Members Sitting: Julian Stoppelman
Teresa Ike

Alternates: Patrick Kennedy

Absent: Jessica Scorso
Michael Stebe

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

The Chairman opened the Business Meeting at 7:15 P.M.

NEW BUSINESS:

41 PROGRESS DRIVE, LLC – Request a special exception under Art. II, Sec. 16.15.02(h) for the addition of 22 parking spaces at 41 Progress Drive, resulting in more than 60 parking spaces. – Special Exception (2018-043)

Special Exception (2018-043)

MOTION: Mr. Bergin moved to approve the special exception request under Art. II, Sec. 16.15.02(b) for the addition of 22 parking spaces at 41 Progress Drive, resulting in more than 60 parking spaces. Mr. Stoppelman seconded the motion and all members voted in favor.

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

TOWN OF MANCHESTER PUBLIC WORKS DEPARTMENT – For reconstruction of Gardner Street from Fern Street to Spring Street. - Inland Wetlands Permit – Determination of Significance (2018-045); Inland Wetlands Permit (2018-045); Erosion and Sedimentation Control Plan (2018-046)

Ms. Michelle Handfield, Assistant Town Engineer for the Town of Manchester, introduced herself. Ms. Handfield reported that she was presenting on behalf of the Public Works Department regarding the Gardner Street road reconstruction project, which will extend from Fern Street to Spring Street.

Ms. Handfield explained that Gardner Street is a two-lane north-south collector road located in a residential area, and projected an aerial view of the road. Within the project area, she reported, the road's width varies from 21 ft. to 33 ft. wide. The roadway is generally in fair to poor condition with deteriorating drainage and curbing. Ms. Handfield stated that the curbing in the area is a variety of materials including granite, extruded curbing and bituminous concrete, some of which is damaged or missing.

Ms. Handfield projected pictures of the roadway and explained the various widths and road deterioration. She reported that the proposed rehabilitation will be funded under the Public Works bond. Construction is scheduled for later in the summer with completion expected in 2019. The proposal is for generally a 28 ft. roadway width, which will improve the existing conditions through a combination of widening, realignment and some pavement reduction in some areas, according to Ms. Handfield. There will be a 3% crown to help direct storm water toward the gutters. She reported that there will be some minor vertical alignment readjustments to help with drainage flow. Regarding pavement markings, she noted there will be a double yellow center line.

Ms. Handfield stated that there have been discussions with the Planning Department about how to accommodate potential bicycle lanes, though the roadway is too narrow for a standard bicycle lane, which is designated at 5 ft. wide.

Roadway construction plans were projected and Ms. Handfield outlined the upland review areas, which are based off of inlet and outlet of the existing storm water drainage, and erosion control measures. She reported that in general, existing granite curbing will be maintained, though in some areas the granite curbing will be reset, bituminous curbing will be removed and extruded concrete curb or granite curbing will be installed. Ms. Handfield explained the areas of minor widening and minor narrowing are necessary to meet the existing constraints. She reported that in the area of Spring Street, the 28 ft. roadway width will not be achieved because of existing utilities that will prevent that.

Ms. Handfield noted that, due to a lack of funding, sidewalks will not be extended for the entire length of the project. She explained drainage improvements will be completed as most basins were installed in the '60s and are masonry built and deteriorating. All the masonry basins and all masonry manholes will be replaced with precast structures, according to Ms. Handfield. Any pipes that are deteriorated will be replaced and one outlet will be replaced at the intersection with Carriage Drive.

Erosion control measures for the project will include silt fence and silt sacks typical with roadway reconstruction projects, she stated. There are three areas of wetland impacts. Two areas (Area 1 and Area 3) are strictly upland review area impacts, which are related to roadway reconstruction activities, drainage improvements and curbing. She stated the remaining area (Area 2) has both upland review and wetland impacts related to the drainage improvements. The total disturbance for the upland review area will be 0.87 acres and for the wetlands approximately 600 sq. ft. Ms. Handfield projected Area 2 depicting two drainage structures – one on Gardner Street that collects drainage from the south, and drainage at the intersection with Carriage Drive that collects from the neighborhoods to the east. She explained that currently both pipes have a separate outfall into an existing head wall. At this time, the direction of flow is

eroding the banks, though the Town has made minor improvements over the years. Ms. Handfield pointed to stone gabions and riprap.

The proposal, she explained, is to take the two outfalls and combine them into one manhole, which will extend the outlet further to about 30 ft. away from the road. The head wall will be replaced with a flared end, which will direct the flow through the pipe parallel to the stream. There will be a riprap apron at the outlet that will dissipate any velocities coming out to protect the embankments. She stated that there will be regrading and planting with a combination of lawn mixture and conservation seed mixture. The work will not involve any fill or removal of material that may have an adverse impact on the wetlands or watercourses. Ms. Handfield stated that the work will not substantially change the natural channel or dynamics of the watercourse system; will not diminish the natural capacity of the inland wetland or watercourse; will not cause turbidity, siltation or sedimentation in the wetland or water course; will not impact flow of the natural watercourse or ground water levels; will not cause pollution of a wetland or watercourse; and will not damage or destroy unique wetlands or watercourse areas.

Mr. Prause noted the flow coming from the north currently runs into the wall in the south, and asked whether the velocity would change.

Ms. Handfield replied that generally the velocity will be about the same. There would be a difference when storms are peaking, she explained, though it would be very rare that there will be the same amount of velocity coming through the system hitting that one point at the same time. She reiterated that the project will not increase runoff, and the velocities will stay the same; there will be a difference in when they are peaking and hitting the dissipater pad. The system will be designed to accommodate the velocities coming out of the structure, the riprap will be sized larger, and rather than small stone there will be intermediate. Ms. Handfield explained that it will extend adequately enough to protect the entire area.

Mr. Prause asked how long the riprap area will be.

Ms. Handfield stated it will be carried out 14 ft., standard with this type of outflow, based off of the Department of Transportation Drainage Manual.

Mr. Prause sought clarification of the destination of the waterway.

Ms. Handfield explained that it will go into natural wooded and wetland areas.

Mr. Bordeaux reported that there are open outlets and several additional closed channels, so this will go in and out of various culverts and into different open or closed channels, but ultimately will flow in the direction of the reservoir.

Mr. Prause noted that, because of the riprap, there should not be additional turbidity, with which Ms. Handfield agreed. He referred to the previously-stated width, which will range from 21 ft. to 33 ft. on Gardner Street.

Ms. Handfield noted that when the different subdivisions were built, there were varying standards in place. Every time a subdivision was built, a portion of the roadway would be widened. She reported that it is about 21 ft. wide at Spring Street and there are varying widths that reach 33 ft. For a collector road such as this, the standard roadway width, based off the

Public Improvement Standards, is 32 ft., she stated. Because of the existing right of way and existing utilities, Ms. Handfield explained, it will not be prudent to widen the road to 32 ft. The project will have a 28 ft. width, which would still allow adequate shelves on the side and would allow for sidewalks to be extended at a future time, she stated.

Mr. Prause said he assumed the areas that are 33 ft. will be brought down to 28 ft.

Ms. Handfield stated that the majority of them will be. Some of the intersections will require major reconstruction to the roads coming into them, she explained; therefore, the roads coming into them will be tapered at those points.

Mr. Prause referred to Ms. Handfield's statement that a bike lane would be 5 ft. wide and asked whether it would make sense to maintain the 33 ft. and have the option for a bike lane in that portion.

Ms. Handfield noted that there is only a small portion that is 33 ft. wide. She reported that there have been discussions about the possibility of sharrows, where the travel lane is shared by the bike and the vehicle. The Town has not utilized those to date, and she explained that there is hesitancy to commit to it without more discussion. There are ways to provide for bicycles, perhaps by shifting the center line to accommodate room for bicycles on one side vs. both sides, and Ms. Handfield reported that further discussion is needed with the Planning Department.

Mr. Prause referred to the report that there is a mix of concrete and granite curbing, and said he assumed they would both stay in place and only the bituminous would be replaced.

Ms. Handfield stated there are some areas of the extruded that will be removed, based off the width. The granite curb will be held, she reported. In some of the subdivisions, there was payment in lieu of the granite curbs. In those areas, granite curbs will be installed and in other areas, extruded will be installed, Ms. Handfield explained.

Mr. Prause said he presumed that would depend on what subdivision funding was set aside. Ms. Handfield agreed.

Mr. Stoppelman asked what breaks will be in the sidewalk.

Ms. Handfield displayed the areas where there will be no sidewalk. She explained that there is a combination of reasons for not extending the sidewalk. In some areas, the right of way is too narrow and would require easement acquisitions, and there are some existing utilities that are preventing the installation without relocation of the utilities.

Mr. Prause asked about the location of the stockpile.

Ms. Handfield stated she did not note a stockpile location. If a stockpile is required, which she does not anticipate, although there might be work related to the outlet at Carriage Drive, she reported that there is an easement in that area.

Mr. Prause noted that there will be silt fencing for erosion control, and asked whether there would be a need for an anti-tracking pad.

Ms. Handfield reiterated that silt fence and silt sacks will be utilized. However, she stated, if conditions change, the contract states that the Town has the discretion to require an anti-tracking pad.

Mr. Bordeaux reported that Staff reviewed the plans, there are no outstanding issues, and there is no need for any modifications.

Inland Wetlands Permit – Determination of Significance (2018-045)

MOTION: Mr. Bergin moved to find the proposed activity at the above-referenced location as shown on the inland wetlands permit application 2018-045 will not have a significant impact on the wetlands and therefore will not require a public hearing. Ms. Ike seconded the motion and all members voted in favor.

Inland Wetlands Permit (2018-045)

MOTION: Mr. Bergin moved to approve the inland wetlands permit for activity related to the reconstruction of Gardner Street from Fern Street to Spring Street. 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 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 (2018-046)

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

ADMINISTRATIVE REPORTS

Mr. Bordeaux reported on an inland wetlands permit administrative approval for 30 Trevor Court. The request was for the expansion of a residential deck in the rear yard, he explained, and the proposed expansion will project no greater than the existing depth. Mr. Bordeaux noted that two footings will be installed, and when the applicant sought a building permit, it was recognized that the proposed activity is in the upland review area.

Mr. Anderson reported on some upcoming construction projects:

- Demolition of the Carter Chevrolet building on the corner of Charter Oak and Main Streets should be commencing within the week. CVS has passed the waiting period required because the building is over 50 years old.
- Several larger projects are underway in the Buckland Hills area, including Trader Joe's; At Home at the Plaza at Burr Corners; and Cost Plus World Market at the Bed, Bath and Beyond plaza, which appears to be the furthest along.

Mr. Anderson stated there has been interest from a couple of owners in the Cheney District in hosting semi-regular outdoor events, such as wedding receptions. A couple purchased one of the Cheney Mansions and applied for a variance, as the Town's regulations do not anticipate this in the Cheney District, he reported. The variance was denied, though in the discussion, there was a lot of support for this type of use in the Cheney District as a way to encourage the use of these

properties in a way that is economically viable, according to Mr. Anderson. The owners had contemplated selling the property after the variance denial, but have received a lot of positive response. Mr. Anderson reported that he has asked the Cheney Commission to work on this, and Planning will hopefully have a workshop on this issue.

Mr. Kidd asked Mr. Anderson how the outdoor events in the Cheney District fit in with inns and bed and breakfasts, which the Commission has discussed previously. He said they all appear to be related.

Mr. Anderson stated that they can be. In his opinion, these types of events would be an accessory use to any of those by special exception on a case-by-case basis. He explained that Airbnb and temporary occupancy issues will be touched upon.

APPROVAL OF MINUTES

May 7, 2018 – Public Hearing/Business Meeting

MOTION: Mr. Stoppelman moved to approve the minutes as written. Ms. Ike seconded the motion and all members voted in favor.

May 21, 2018 – Business Meeting

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

RECEIPT OF NEW APPLICATIONS

1. **TOWN OF MANCHESTER WATER & SEWER DEPARTMENT – Inland Wetlands Permit (2018-053); Erosion and Sedimentation Control Plan (2018-054); Special Exception Modification (2018-055)** – For reconstruction of the Globe Hollow Water Treatment Plant parking lot and access drives at 125 Spring Street.
2. **KRISTINE CARLSON – Inland Wetlands Permit (2018-056); Re-subdivision (2018-057)** – Re-subdivision of existing lot at 637 South Main Street, including construction of six additional residential properties and one open space parcel.

The Chairman closed the business meeting at 7:50 P.M.

I certify these minutes were adopted on the following date:

June 18, 2018 _____

Date

Eric Prause, Chairman

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