

**MINUTES OF BUSINESS MEETING  
HELD BY THE PLANNING AND ZONING COMMISSION  
JULY 16, 2018**

**ROLL CALL:**

Members Present: Eric Prause, Chairman  
Michael Stebe, Secretary  
Jessica Scorso  
Timothy Bergin

Alternate Member Sitting: Julian Stoppelman

Alternates: Patrick Kennedy  
Teresa Ike

Absent: Andy Kidd, Vice Chairman

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

The Chairman opened the Business Meeting at 7:03 P.M.

**MOTION:** Mr. Stoppelman moved to adopt the revised agenda, removing Applications 2018-056, 057, 077 for Kristine Carlson at 637 South Main Street. Mr. Stebe seconded the motion and all members voted in favor.

**NEW BUSINESS:**

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 of F-147 and erosion control plan F-148 at 53-57 and 71 Spencer Street.

Mr. Pete Sciortino, the owner's representative for AREC, a holding company for U-Haul International, introduced himself. Mr. Sciortino explained that AREC is seeking an extension again because, after the 2014 extension, the new owners of the property were not ready to expand. Since that time, he explained, there have been improvements to the land and the customer base has increased; therefore, they are now ready to move forward on expansion.

Mr. Prause questioned whether Mr. Sciortino was referring to the self-storage facility across Spencer Street from Squire Village, which Mr. Sciortino confirmed. Mr. Prause requested clarification of the change.

Mr. Sciortino reported there is no change in terms of the application, except that they are seeking an extension of the original approval.

Mr. Prause noted it would be an addition of three buildings, and questioned whether they will be new buildings.

Mr. Sciortino explained there will be three new buildings, two of which will be mini-storage and one of which will be a two-story storage building.

Mr. Prause asked if there is parking of vehicles on the property, which Mr. Sciortino affirmed. Mr. Prause questioned whether there is parking associated with the proposed buildings.

Mr. Sciortino reported the buildings will be free-standing with exterior doors for customer access.

Mr. Prause asked whether the erosion and sedimentation control or any other modification has been done yet. Mr. Sciortino responded that it has not.

Mr. Bordeaux noted that the request for extension falls within the statutory timeframe outlined in Public Act 11-05. While the economy was struggling, the Connecticut State Senate approved an automatic four-year extension to an otherwise five-year permit approval, which made an automatic nine-year window, Mr. Bordeaux explained. He explained the request for an extension of an additional five years will maximize the total of 14 years which is available to permits that fell within that timeframe.

Mr. Stebe asked what the special exception in the past was.

Mr. Bordeaux responded that it was a modification and he assumed it was because it was a site larger than four acres. He reviewed the application file and stated that it referred to Art. II, Sec. 24.02.01(c), which lists Self Storage Facilities as a special exception use in the General Business zone.

Mr. Stebe asked if the use as a self storage facility was there prior to the original 2009 application.

Mr. Sciortino stated he believed so. It was American Self Storage at that time. It was purchased from them in 2013.

Extension of Previously-Approved Special Exception Modification (2018-060)

Extension of Previously-Approved Erosion & Sedimentation Control Plan (2018-061)

**MOTION:** Mr. Stebe moved to approve the requested extensions, to August 12, 2023. Ms. Scorso seconded the motion and all members voted in favor.

BRIAN BASILE – For a building addition and installation of a swimming pool within the 100’ upland review area at 35 Glendale Road. – Inland Wetlands Permit – Determination of Significance (2018-062); Inland Wetlands Permit – 2018-062)

Mr. Brian Basile, 35 Glendale Road, introduced himself. Mr. Basile pointed to the plans and described where the swimming pool and addition would be located.

Mr. Prause stated that both the pool and the addition are within the upland review area. He noted the pool appears to be closer and questioned how far away from the wetlands the pool will be.

Mr. Basile stated that, based on the maps that he has, it would be at least 20 to 30 ft. from the wetlands. On the property, he reported, from anything that looks like a wetland, it would be a good 60-70 ft. away at its closest point. The addition is about at the same spot on all the maps, at least 70-80 ft. from where the tree line starts, he noted. Regarding erosion control, Mr. Basile reported that he has spoken with his site contractor whose plan is to take everything and put it in a truck; there will be no pile on the property. If for some reason there must be something on the property, he explained, there will be hay bales and sand bags. There will be a construction fence around the site, as he has two German shepherds whose safety is most important.

Mr. Prause assumed there would be no reason for any trucks to go to that side of the pool.

Mr. Basile responded absolutely not.

Mr. Stoppelman commented regarding the addition and inquired whether the house itself is in the upland review area.

Mr. Bordeaux explained that a portion of the house will be within the 100 ft. upland review area. Mr. Basile has used the Town's official wetlands map, the scale of which is not incredibly compatible with the GIS information he obtained from the Town mapping. As the applicant described, according to Mr. Bordeaux, most of the yard is mowed lawn and remains dry throughout the year. In the back of the property, substantially on adjacent properties, there is a wetland, he explained, a low point on Bush Hill Road that drains to that point and heads south. Mr. Bordeaux reported that both the activities fall within 100 ft. of the Town's official mapping of the wetlands and watercourse area. Rather than have the applicant hire a soil scientist to delineate, which would probably show that the wetlands are further away, Planning has accepted the Town's official mapping, which shows that the activity is within 100 ft. of the wetland, he stated. Mr. Bordeaux explained that, in terms of how much the project will cost, hiring a soil scientist in this case would be more expensive than it would be to request a permit from the Inland Wetlands Agency.

Mr. Stoppelman sought clarification that Mr. Bordeaux does not expect any effect on the wetlands itself.

Mr. Bordeaux confirmed he does not. He stated that when Mr. Basile originally went to the Planning Department with his site contractor, they discussed erosion and sedimentation control and the fact that the pool will be above ground and the addition will be on piers with some excavation required in the front of the property to handle the grades in order to tie into a foundation floor. There will be some displacement of material and, as Mr. Basile described, it will be removed from the site and hay bales should suffice for the duration of the construction activity, according to Mr. Bordeaux.

Mr. Bordeaux added that the activity will require a variance for the addition because it is in the Rural Residence zone, in which the minimum front yard is 50 ft.; the house itself is 45 ft. from the property line now, so it is technically not conforming. All the homes in the neighborhood, he explained, are built within that front yard setback. Mr. Basile is on the agenda for the July 25<sup>th</sup>

Zoning Board of Appeals meeting, at which time he will request a variance for the front yard, Mr. Bordeaux reported.

Mr. Bergin questioned whether there will be any excavation or regrading associated with the pool installation or if everything is tied into the foundation of the addition.

Mr. Basile explained the excavation will be with the addition in the front corner. At the pool, there will be minimal excavation as the area is fairly flat, and he does not anticipate much soil being removed there.

There were no outstanding comments from Staff.

Mr. Stebe inquired about an electrical run for pools of a certain size, which would need to be run underground, and asked if that would be required.

Mr. Basile reported that his plan is to have the plug mounted to the house, as the pool will only be 5 ft. off the house.

Mr. Stebe recollected a prior pool application that went over the 100 ft. line, but there was an approximate 30 ft. gap between the pool and the house. The electrical run had to make it to the pool based on the regulations, he reported.

Mr. Prause questioned the addition and whether it was a porch or an actual addition to the house.

Mr. Basile stated it will be an addition.

Mr. Prause noted there was mention of a retaining wall on the west side of the addition.

Mr. Basile explained that, after digging the footings, if a retaining wall needs to be installed, that will be done, though if it can be a slow grade down, that would suffice.

#### Inland Wetlands Permit – Determination of Significance (2018-062)

**MOTION:** Mr. Stebe moved to find the proposed activity at the above-referenced location as shown on the inland wetlands permit application 2018-062 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 (2018-062)

**MOTION:** Mr. Stebe moved to approve the inland wetlands permit for a building addition and installation of a swimming pool within the 100' upland review area at 35 Glendale Road. Mr. Bergin seconded the motion and all members voted in favor.

The reason for the approval is 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.

TOWN OF MANCHESTER PUBLIC WORKS DEPARTMENT – For construction of two water quality basins at 100 Spring Street. – Inland Wetlands Permit – Determination of Significance (2018-063); Inland Wetlands Permit (2018-063); Erosion and Sedimentation Control Plan (2018-064); Flood Plain Permit (2018-065)

Mr. Jeff LaMalva, Town Engineer, introduced himself. Mr. LaMalva described the history of the project, noting that approximately 10 years ago the Town Public Works Engineering Department collaborated with the North Central Conservation District, a non-profit group aiding private citizens and municipalities with environmental projects, mapping and inspecting all of the storm drainage outfalls on the tributaries to the Hockanum River. Based on the assessment, he reported, a priority list was created for short-term and long-term retrofit projects to improve water quality. Over the ensuing years, some of the smaller projects on the smaller outfalls have been upgraded by Town Staff, he noted. There have also been larger projects completed, Mr. LaMalva stated, using Connecticut DEEP 319 Non-Point Source Grant funding, which comes through the Federal EPA Clean Water program. He pointed to the water quality swale and hydrodynamic separator on Olcott Street, another separator on Adams Street at Bigelow Brook, and more recently the water quality basin at Middle Turnpike East at Bigelow Brook. All three of those projects had the same funding source as the new application would utilize, Mr. LaMalva noted.

Mr. LaMalva explained the project will be located at the Globe Hollow swimming area off Spring Street. He presented a map of the area, indicating the locations of the Globe Hollow swimming area, which comes from the Globe Hollow Reservoir, the bath house and the large parking lot. He pointed out the Globe Hollow spillway. The size and the imperviousness of the parking lot produce drainage directly into the brook, he reported. Mr. LaMalva described other catch basins that collect stormwater runoff as well as the entire work area. He noted there will be a new curb installed along the paved parking area, and a new catch basin and a new outlet pipe that will discharge into a water quality basin. The water quality basin will be approximately 8 ft. deep with a rip rap plunge pool at the outlet, he explained, and the bottom of the basin will be seeded with a wetlands mix that is specified in the 2002 guidelines. Mr. LaMalva reported the sides of the basins will be hydroseeded with a standard grass mix and erosion control blanket with a rip rap spillway so that water, after being treated in the basin, will spill into the brook. He pointed out an area in proximity to the brook where there will be a row of silt fence and hay bales to protect the work area.

Mr. LaMalva described an existing water main, which is the raw water main feed from the reservoir to the plant. The original proposal was for one large basin to accommodate both the runoff from the parking lot and the street, but because of the water main feed, there will be two separate basins, according to Mr. LaMalva. He described the various catch basins in the work area. The gravel area is used in the winter to dump snow from the downtown area, and will still be utilized, he said. He noted the clearing that will be necessary in the work area. The total area of disturbance will be 0.5 acres and the wetlands disturbance will be 800 sq. ft. or 0.01 acres, reported Mr. LaMalva. He added that the entire project is within the 100 ft. regulated area, 0.5 acres, and the total excavation would be 1600 cu. yds. There is a 2,250 sq. ft. area impact to the

100 year flood zone, according to Mr. LaMalva, and the floodway in which regulations prevent any work will be abided by. The 100 year flood plain does reach the smaller basin and the level spreader; the net volume, however, will be a net decrease, he explained, which will minimize any downstream impact.

The schedule is quite aggressive, Mr. LaMalva reported, because DEEP has communicated that if the money is not spent by the end of September, the Town will lose it. The work will be started within a couple of weeks, subject to the Commission's approval, and the project is expected to be completed in four to five weeks.

Mr. Stebe noted when Spring Street itself was done, there were a couple of sections just to the west of the work area where the water flow was rebuilt. He assumed those are well outside the area.

Mr. LaMalva explained it is approximately 400-500 ft. to the west. When that area was rebuilt, hydrodynamic separators were added, which treat the majority of Spring Street, according to Mr. LaMalva. The proposal would treat a small portion of Spring Street as well as the entrance to the Globe Hollow Treatment Plant, and the access road drains into it as well.

Mr. Stebe expressed his concern that construction will be at the main entrance to the swimming area.

Mr. LaMalva agreed, though everything will be off of the parking lot itself. The entrances and exits should not be impacted at all.

Mr. Stebe referred to Mr. LaMalva's statement that the remaining access road for the snow dump will be the construction entrance, at the north end of the swimming area entrance.

Mr. LaMalva stated he believed the swimming area closes pretty early.

Mr. Stebe agreed, commenting that the area only stays open until the second or third week of August.

Mr. LaMalva assured Mr. Stebe that they will work closely with the Department of Leisure, Families and Recreation to ensure safety. He pointed out another access.

Mr. Stebe requested clarification that the rest of the parking lot drains down to the one exit.

Mr. LaMalva stated it does, as well as overland flow from the woods. He pointed out a small drain next to the building that may collect a very small amount.

Mr. Stoppelman asked if there would be a construction fence around the work area.

Mr. LaMalva assured Mr. Stoppelman that they will be erecting a construction fence.

Mr. Prause questioned the statement in the memo that the project will take three months to complete.

Mr. LaMalva responded that, since the memo was drafted, he had met with a couple of contractors to review the scope of the work, and based on their feedback, the project could be completed in half of that time.

There were no outstanding Staff comments.

Mr. Prause asked for clarification of the erosion and sedimentation control plan.

Mr. LaMalva described a combination of hay bales and silt fence as well as silt sacks.

Mr. Prause inquired about whether any stockpile will be needed.

Mr. LaMalva stated there will be primarily removal as it is excavated. There may be a topsoil stockpile and he depicted where it would be located.

Mr. Prause questioned whether the white pines will remain during construction.

Mr. LaMalva noted the depicted pine trees will be new.

Mr. Stebe asked if the detention will be deep enough for fencing. He noted there is a timber rail proposed.

Mr. LaMalva explained the slope will be 2:1 and there will be no need for pedestrian protection.

Mr. Stebe referred to the small catch basin in front of the bath house, and stated that in the plans it drains straight to another pipe into the water. He questioned if that will be maintained.

Mr. LaMalva agreed that the pipe will remain as it is deep throughout the area.

Mr. Stebe commented that the improvement of the basin will be a benefit regarding the snow piles, that the end result will maintain a cleaner water flow going in, and that green space would be added and gravel removed.

#### Inland Wetlands Permit – Determination of Significance (2018-063)

**MOTION:** Mr. Stebe moved to find the proposed activity at the above-referenced location as shown on the inland wetlands permit application 2018-063 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 (2018-063)

**MOTION:** Mr. Stebe moved to approve the inland wetlands permit for construction of two water quality basins at 100 Spring Street. Mr. Bergin seconded the motion and all members voted in favor.

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

Erosion & Sedimentation Control Plan (2018-064)

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

Flood Plain Permit (2018-065)

**MOTION:** Mr. Stebe moved to approve the Flood Plain Permit. Mr. Bergin seconded the motion and all members voted in favor.

The reason for the approval is that the proposed activity will result in no net filling within the 100 year flood zone.

KRISTINE CARLSON – Re-subdivision of the existing lot at 637 South Main Street into eight lots, including construction of six additional residential properties and one open space parcel. – Inland Wetlands Permit – Determination of Significance (2018-056) – Request for Extension until August 13, 2018; Resubdivision (2018-057) – Request for Extension until August 13, 2018

Mr. Bordeaux reported that he has no reason specifically for the request for extensions. He noted there is an associated erosion and sedimentation control plan application. However, when Staff began the review, it was noticed that the plan would also be required. The erosion control plan application was submitted later, so the 65-day deadline for the Commission to render a decision is later and they will not be at risk for missing this meeting, so there is no extension request for that application, according to Mr. Bordeaux. Mr. Bordeaux reported the applicant is requesting a five-day extension because their current 65 days will expire on August 8 and they anticipate making the meeting for August 13.

Mr. Stoppelman asked if it would make sense to approve a longer extension.

Mr. Bordeaux explained he had discussed the extension with the applicant, who did not feel there was a need for that. He has not received revised plans or anything speaking to the reason for the request for extension. Staff will complete the review of the current set of plans before that date and anticipate everything to move forward smoothly, according to Mr. Bordeaux.

Inland Wetlands Permit – Determination of Significance (2018-056) – Request for Extension until August 13, 2018

Resubdivision (2018-057) – Request for Extension until August 13, 2018

**MOTION:** Mr. Stebe moved to approve the extensions of time until August 13, 2018. Mr. Bergin seconded the motion and all members voted in favor.

**ADMINISTRATIVE REPORTS:**

Mr. Bordeaux reported he has two administrative wetlands approvals to report to the Commission.

1. Robin Marsh, 540 Parker Street. A small addition to an existing single-family home was approved. The addition will be built on piers and will extend no further than the existing house toward the wetland. Mr. Bordeaux noted the addition would be just north of where Lydall Brook crosses Parker Street. The application is straightforward and the only excavation required would be for the footings, the piers that the addition would be set on. The material would be graded into the landscape, seeded and stabilized. Mr. Bordeaux does not anticipate any real impact on the existing water body.
2. Martin Ritter, 58 Star Farms Drive. Mr. Ritter requested an 8' x 12' shed in the rear yard. Pewter Pot Brook runs from east to west north of the property, heading west toward Hillstown Road, and will extend into East Hartford eventually. The only impact to the area will be the installation of a gravel bed on which the pre-fabricated shed will be installed and anchored to the ground.

Mr. Anderson noted that, at the last meeting, he reported there was an effort to revise the downtown architectural design guidelines and to form a steering team to work with a consultant to do that. He expressed that he would like two member of the Commission, if possible, to serve on that group. Mr. Kidd had mentioned he might be interested. Mr. Anderson explained it would be a three or four meeting commitment to update the design guidelines referenced in the regulations for the downtown.

Mr. Prause asked about the timeframe.

Mr. Anderson replied that it would be fall to winter.

Ms. Scorso stated she would be interested, though she did not want to take the opportunity from someone.

Mr. Prause suggested that Mr. Anderson check with Mr. Kidd, as his term expires in November.

Mr. Bordeaux sought clarification regarding whether both extension requests for AREC 21, LLC were combined into one motion.

Mr. Prause confirmed both were combined into one motion.

#### **APPROVAL OF MINUTES:**

June 18, 2018 – Public Hearing/Business Meeting

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

#### **RECEIPT OF NEW APPLICATIONS:**

1. **EOC PROPERTIES, INC.** – Special Exception (2018-067) – Request a special exception per Art. II, Sec. 26 for detailed site development plans for proposed improvements at the existing Economy Oil Change site, including a new one-story building to provide three garage bays and a waiting area for customers, at 315 Broad Street.

2. **BJ'S RESTAURANTS, INC. – Special Exception (2018-074); Resubdivision (2018-075); Erosion and Sedimentation Control Plan (2018-076)** – For a two-lot resubdivision, a special exception under Art. II, Sec. 8.03.02 for a use requiring more than 60 parking spaces, and an erosion control plan for a BJ's Restaurant and Brewhouse consisting of a 7,557 sq. ft. building, an outdoor dining area, and 127 parking spaces at 344 Buckland Hills Drive.
3. **KRISTINE CARLSON – Erosion & Sedimentation Control Plan (2018-077)** – Resubdivision of existing lot at 637 South Main Street into eight lots, including construction of six additional residential properties and one open space parcel.
4. **TOWN OF MANCHESTER WATER & SEWER DEPARTMENT – Inland Wetlands Permit (2018-080); Special Exception Modification (2018-081); Flood Plain Permit (2018-082)** – For a new chemical storage building at the Hockanum River Water Pollution Control Facility at 864 Middle Turnpike West (a.k.a. Thrall Road).
5. **REDEEMED CHRISTIAN CHURCH OF GOD – Special Exception (2018-083)** – Request a special exception per Art. II, Sec. 5.02.02 for a place of worship use at 73 Summit Street.

Mr. Stoppelman recognized Mr. Bordeaux's change in title, to Senior Planner.

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

The Chairman closed the business meeting at 8:10 P.M.

I certify these minutes were adopted on the following date:

August 13, 2018  
 \_\_\_\_\_  
 Date

\_\_\_\_\_  
 Eric Prause, Chairman

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