

**MINUTES OF BUSINESS MEETING
HELD BY THE PLANNING AND ZONING COMMISSION
SEPTEMBER 5, 2018**

ROLL CALL:

Members Present: Eric Prause, Chairman
Michael Stebe, Secretary

Alternates: Patrick Kennedy
Julian Stoppelman

Absent: Andy Kidd
Jessica Scorso
Timothy Bergin
Teresa Ike

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

The Chairman opened the Business Meeting briefly at 7:12 P.M.

NEW BUSINESS:

NEW CINGULAR WIRELESS PCS, LLC (AT&T) – For the addition of three (3) new antennas and six (6) new Remote Radio Head units (“RRUs”) to the existing wireless telecommunications facility located on the smokestack at 63 Elm Street. – Historic Zone Site Plan Modification (2018-091)

Ms. Kristen Motel with Cuddy & Feder introduced herself as representing AT&T. The applicant is requesting approval of a minor site plan in the Historic zone for minor upgrades to an existing wireless communications facility located on the existing smokestack of the building. She noted there are two wireless carriers at that location: T-Mobile and AT&T. AT&T’s existing equipment is approximately 175 ft. above grade. Ms. Motel stated the applicant is not proposing to move the equipment higher up or increase the height of the smokestack; they are proposing to add three antennas to the current six antennas. The applicant is also proposing to add six new remote radio head units, according to Ms. Motel, which are associated with the antennas but are much smaller. She explained the applicant is proposing to add six new remote radio units for a total of 15.

Over the last two years, there have been some minor upgrades that were approved administratively by the Building Department, reported Ms. Motel. The proposed upgrades, she stated, are in response to demand and will improve the wireless coverage for the community, not just voice transmission but also messaging and data. She noted the applicant submitted an authorization from the landlord, who is aware there will be upgrades. They have also submitted a structural analysis showing that the smokestack is capable of holding the extra antennas and equipment. The applicant is not proposing any changes to the equipment shelter located on the roof of the building, Ms. Motel explained. These minor upgrades are

covered under Federal Law Sec. 6409 of the Middle Class Tax Relief Act which states that minor upgrades are entitled to an expedited review process at the local level. Ms. Motel explained that any eligible upgrades include facilities such as this where there is more than one carrier and the facility is existing, and also cover upgrades for equipment that is not increasing the height of the facility. She explained there will be no change to the appearance of the facility; everything will be painted to match the existing equipment, and the antenna height is not being increased to a level that would trigger additional review.

Ms. Motel reported that a memo from the Planner reported on the Cheney Historic Commission meeting where the applicant received a favorable review. The proposal meets the criteria under which the Planning and Zoning Commission is assessing the application, she said. At this time, Ms. Motel stated, the applicant is respectfully requesting approval of the minor modifications.

Mr. Stoppelman asked if the improvements will cover 5G upgrades in the near future.

Ms. Motel stated she is not an engineer and is not sure if the upgrade will cover 5G; she reported the equipment is required in order to head in that direction.

Mr. Prause inquired if there were photos of the existing site. Ms. Motel distributed that information.

Mr. Prause conceded the information was in the Commission members' packets. He asked if the RRUs would be the same size as the existing units.

Ms. Motel explained they are somewhat smaller – 16.5” in height and 13.4” wide. The antennas are going to be increasing by 3.5”.

Mr. Prause inquired about the sizes of the antennas.

Ms. Motel stated that the proposed antenna length will be 75.2”, under the 96” in the code. It will be 14.8” wide. The existing size, she reported, is 72” x 12.”

Mr. Prause reiterated that the equipment will be painted to match the existing antennas and RRUs. Ms. Motel confirmed that statement. The photos show that they are painted a red brick color because the smoke stack is brick, she noted. In order to receive the protection of Federal law, she explained, it must be kept consistent with the existing color.

Mr. Bordeaux reported that the application was reviewed by the Cheney Commission and received a favorable recommendation. He noted there were no outstanding Staff comments.

Mr. Prause inquired whether there were any other comments from the Cheney Commission.

Mr. Anderson reported there were no other comments.

Historic Zone Site Plan Modification (2018-091)

MOTION: Mr. Kennedy moved to approve the Historic Zone Site Plan Modification for the addition of three (3) new antennas and six (6) new Remote Radio Head units (“RRUs”) to the existing wireless telecommunications facility located on the smokestack at 63 Elm Street. Mr. Stoppelman seconded the motion and the members present unanimously voted in favor.

Mr. Prause confirmed that the criteria are that no changes are made to the height of the structure, no panel antennas shall exceed 96” x 8” in height and 24” in width. The equipment boxes shall be installed within the buildings or roof-mounted.

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

The Chairman re-opened the Business Meeting at 9:07 P.M.

MOTION: Mr. Kennedy moved to take up the application regarding renovations to Cheney Hall. Mr. Stebe seconded the motion and all members voted in favor.

TOWN OF MANCHESTER – For renovations to Cheney Hall at 177 Hartford Road. – Historic Zone Site Plan (2018-090)

Mr. Garth McDonough, Facilities and Public Works Department, Assistant Project Manager, introduced himself. Mr. McDonough explained the proposal to make repairs to Cheney Hall, the 1860s historic building in the Cheney District. The project entails roof, wood trim, and window renovations and door replacements, as well as masonry and concrete work. Mr. McDonough explained the details of the various renovations. He explained that work on the exterior of the building is crucial vs. the interior projects down the road. The project was submitted to the State Department of Economic and Community Development, he reported, and the Historian has given her blessing as the historic nature of the building will be maintained. Mr. McDonough projected pictures of some of the repairs to be completed.

Mr. Prause asked what other boards and commissions Facilities and Public Works had to present to for approval.

Mr. Anderson stated the funding went through the Land Acquisition and Historic Property Investment Committee and then went to the Board of Directors, who approved the appropriation from that funding source. The plans have gone through the Cheney Commission and now to the Planning and Zoning Commission. Mr. Anderson noted that the Cheney Commission made a unanimous positive recommendation on the improvements, as these were a long time coming and they were very supportive of the work. He noted the roof has been an issue for a long time and this will protect the building for decades to come.

Mr. Stoppelman inquired when the work will begin. He noted Mr. McDonough mentioned several items that are not being done due to lack of funding.

Mr. McDonough explained the envelope will be done at this time and the interior will be done in the future.

Mr. Stoppelman stated he was of the opinion there were staircases or railings that needed improvement.

Mr. McDonough reported there is some front stair railing work that may be done in the future but is not part of this project. He stated the work will commence as soon as possible

Mr. Stoppelman questioned whether the work will interfere with the shows at Cheney Hall.

Mr. McDonough stated that the work will not interfere, because there is a break in the shows.

Historic Zone Site Plan (2018-090)

MOTION: Mr. Kennedy moved to approve the Historic Zone Site Plan for renovations to Cheney Hall at 177 Hartford Road. Mr. Stebe seconded the motion and all members voted in favor.

KRISTINE CARLSON – Re-subdivision of an 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); Inland Wetlands Permit (2018-056); Resubdivision (2018-057); Erosion & Sedimentation Control Plan (2018-077)

Mr. Kennedy stated that if the Commission had the authority to waive or ease the sidewalk or payment in lieu of requirement, he would be receptive. However, the Commission does not have that authority. In his opinion, the Town Engineer's recommendation was reasonable.

Mr. Stebe concurred with Mr. Kennedy's comments on the fee in lieu of the sidewalk. He said that, although he understood the public comments about the size and depth of the lots and he would like to see larger spacing in that zone to make it line up with other properties further into Line Street, a standard subdivision would result in the loss of some of the open space between these properties and the Country Club. Mr. Stebe said he was in favor of the larger open space, and the applicant was receptive in relocating the point of access to that open space.

Mr. Stebe asked whether there would be a timeline if the subdivision is approved, or if it is just on the inland wetlands.

Mr. Bordeaux explained that the total length of the permit would be 10 years, which includes the one extension. He noted that there is no proposed activity in the regulated area. The requirement for an inland wetlands permit in this case is mandated by the Connecticut General Statutes. While it is stated that the work in the regulated area should be completed within one year of commencement, according to Mr. Bordeaux, that could be stricken and the approval would simply be valid for five years.

Mr. Stebe sought clarification that, per the current available plan, there was nothing listed that would be within that 100 foot review area.

Mr. Bordeaux stated that the original submittal included a footing drain on Lot 2 that was designed to discharge the water as far away from the home as possible. The point of discharge was located in the upland review area, which would have required clearing and long-term maintenance that was unnecessary. Staff recommended the applicant reduce the length of the drain, thus removing the work from the upland review area entirely, according to Mr. Bordeaux.

Mr. Stoppelman noted the attorney commented about not knowing when payment is due.

Mr. Anderson explained that as soon as there is an approval that proceeds to the Building Department, the Department of Public Works will be flagged on the application and will be involved in the process.

Mr. Prause commented on the complication of the receivership.

Mr. Bordeaux stated that public improvements need to be complete before the Town will accept the subdivision.

Inland Wetlands Permit – Determination of Significance (2018-056)

MOTION: Mr. Kennedy moved to find the proposed activity at the above-referenced location as shown on the inland wetlands permit application 2018-056 will not have a significant impact on the wetlands and, therefore, will not require a public hearing. Mr. Stebe seconded the motion and all members voted in favor.

Inland Wetlands Permit (2018-056)

MOTION: Mr. Kennedy moved to approve the inland wetlands permit for five years for resubdivision of the existing lot at 637 South Main Street into eight lots, including construction of six additional residential properties and one open space parcel, because the proposed activity does not disturb the natural or indigenous character of the wetland by significant impact or major effect.

Mr. Prause suggested adding the language that the work should be completed within one year of commencement because it is a very preliminary plan.

AMENDED MOTION: Mr. Kennedy moved to approve the inland wetlands permit for five years, with the work in the regulated area to be completed within one year of commencement, for resubdivision of the existing lot at 637 South Main Street into eight lots, including construction of six additional residential properties and one open space parcel, because the proposed activity does not disturb the natural or indigenous character of the wetland by significant impact or major effect. Mr. Stoppelman seconded the amended motion and all members voted in favor.

Resubdivision (2018-057)

MOTION: Mr. Kennedy moved to approve the resubdivision of the existing lot at 637 South Main Street into eight lots, including construction of six additional residential properties and one open space parcel, with the modifications as specified in staff memoranda from:

1. Michelle Handfield, Assistant Town Engineer, dated June 28, 2018;
2. Bernard Kalansuriya, Design Engineer, dated July 17, 2018;
3. Michelle Handfield, Assistant Town Engineer, dated July 20, 2018.

Mr. Bordeaux asked the Commission to consider the Conservation Commission’s memo included in the packet dated June 20, specifically Item 2 related to the demarcation of the open space.

Mr. Prause stated that Item 3 is good, leaving the open space in a “natural, undisturbed state.”

Mr. Prause referred to the procedural topics brought up. When the sidewalk plan is next reviewed, he encouraged considering whether the Commission is going too far with items that are not really practical. He contemplated some preliminary work done by Public Works to determine the feasibility. Anything is feasible but there may be locations where this type of treatment may not be practical. Mr. Prause mentioned the discussion about the benefit of a cluster subdivision in this location. In reading the regulations, that appears to be by right as long as the dimensional requirements are met. He noted that, in addition to approving the open space, the public hearing really is not of much value if it meets the dimensional requirements and is simply a discussion of the open space itself. In his opinion, it would be inappropriate not to have a buffer between the homes and the golf course.

Mr. Stebe observed that the Cluster zone would be in the Rural Residence zone, which essentially allows Residence AA zone dimensions. He asked for confirmation that the Rural Residence Cluster zone would only allow the dimensions of the Residence AA zone and would not also allow the building types allowed in the Residence AA zone. He said the Rural Residence zone does not include the ability to build duplex.

Mr. Anderson responded that it is the size of the lots and the setup of the lots. Mr. Stebe asked if residential would still have to be single family. Mr. Anderson said that was correct; no other uses are allowed besides what is allowed in the actual zone.

Mr. Prause added the density of the Rural Residence zone must be maintained.

Mr. Stoppelman commented that the Cluster subdivision should meet the general aspect of the area, and in this case, it appears to fit.

AMENDED MOTION: Mr. Kennedy moved to approve the resubdivision of the existing lot at 637 South Main Street into eight lots, including construction of six additional residential properties and one open space parcel, with the modifications as specified in staff memoranda from:

1. Michelle Handfield, Assistant Town Engineer, dated June 28, 2018;
2. Bernard Kalansuriya, Design Engineer, dated July 17, 2018;
3. Michelle Handfield, Assistant Town Engineer, dated July 20, 2018; and
4. Recommendations made by the Conservation Commission at its June 19, 2018 meeting, as summarized in a memo dated June 20, 2018.

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

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

Erosion and Sedimentation Control Plan (2018-077)

MOTION: Mr. Kennedy moved to certify the Erosion and Sedimentation Control Plan with the modifications as specified in staff memoranda from:

1. Bernard Kalansuriya, Design Engineer dated July 17, 2018; and
2. Michelle Handfield, Assistant Town Engineer dated July 20, 2018.

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

ADMINISTRATIVE REPORTS:

Mr. Anderson stated that Mr. Kidd and Ms. Scorso are representatives to the Downtown Architectural Guidelines process. Only one proposal was received, which was triple the budget. He stated they will have to go out for proposals and make it clear about the budget and scope. One member reached out to Mr. Anderson about a Development Impact Report, the first approximately 15 years ago. The report was redone in 2009 looking at the cost of different types of housing in terms of children in schools from housing developments related directly to the tax revenue generated, according to Mr. Anderson. He informed the Commission that he has tasked Staff with updating that again. The report is very educational, he explained, in that there may be perceptions about different types of housing and how many public school students are generated by different types of housing.

RECEIPT OF NEW APPLICATIONS:

Mr. Bordeaux reported four new applications:

SANRICO ASSOCIATES , LLC – Inland Wetlands Permit (2018-092); Special Exception (2018-093); Erosion and Sedimentation Control Plan (2018-094) – For construction of 46 small business rental units in four separate buildings at 58 Sanrico Drive.

DKS REALTY – Erosion and Sedimentation Control Plan (2018-097) – Building addition in place of existing pavement with some new pavement and parking spaces at 111 Utopia Road.

TOLLAND TURNPIKE REALTY LLC – Inland Wetlands Permit (2018-098); Erosion and Sedimentation Control Plan (2018-099); Special Exception Modification (2018-100) – To demolish an outbuilding, construct a building addition, overlay the existing pavement, and pave the gravel parking area at 30, 54, and 80 Tolland Turnpike.

THANH DAI – Historic Zone Site Plan (2018-101) – For installation of a patio in the front area of the house and a railing for the existing porch at 78 Forest Street.

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

The Chairman closed the business meeting at 9:30 P.M.

I certify these minutes were adopted on the following date:

October 1, 2018
Date

Eric Prause, Chairman

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