

**MINUTES OF BUSINESS MEETING
HELD BY THE PLANNING AND ZONING COMMISSION
APRIL 1, 2019**

ROLL CALL:

Members Present: Michael Stebe, Acting Chair
Jessica Scorso
Timothy Bergin

Alternate Members Sitting: Julian Stoppelman
Teresa Ike

Absent: Eric Prause, Chairman
Patrick Kennedy, Vice-Chairman
Charles Sabia

Also Present: Gary Anderson, Director of Planning
Matthew Bordeaux, Senior Planner
David Laiuppa, Environmental
Planner/Wetlands Agent

The Chairman opened the Business Meeting at 8:40 P.M.

NEW BUSINESS:

WOODBIDGE MILLS, LLC – Request a special exception per Art. II, Sec. 22.04.10 for multifamily historic mill conversion with 24 units of senior housing at 501 Middle Turnpike East. – Inland Wetlands Permit – Determination of Significance (2019-006); Inland Wetlands Permit (2019-006); Special Exception Preliminary Site Development Plan (2019-007); Special Exception Detailed Site Development Plan (2019-007)

Inland Wetlands Permit – Determination of Significance (2019-006)

MOTION: Mr. Bergin moved to find the proposed activity at the above-referenced location as shown on the inland wetlands permit application 2019-006 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 (2019-006)

MOTION: Mr. Bergin moved to approve the inland wetlands permit for regulated activity associated with the multifamily historic mill conversion at 501 Middle Turnpike East with the modifications as specified in Staff memoranda from:

1. John DiBiasi, PE, Assistant Town Engineer, dated March 26, 2019.

Ms. Scorso 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.

Special Exception Preliminary Site Development Plan (2019-007)

Mr. Bordeaux informed the Commission of two required waivers.

Mr. Bergin questioned whether the Chair would entertain a motion on the special exception with the understanding that it covers the preliminary and detailed plan, allowing for minor modifications to the detailed plan, and to specify color and materials for further review by the Town and Chair.

Mr. Stebe stated that he will keep that open for discussion by the Commission, noting that there are two topics that have been raised relating to how to proceed with the motions: Mr. Stoppelman suggested a motion focusing only on the preliminary plan, which would necessitate the applicant returning at the next scheduled meeting to present a detailed plan as a new business item. Mr. Bergin suggested maintaining the discussion as-is, with the caveat that the colors and materials will come under an administrative review under the detailed plan minor change. Mr. Anderson commented that would not have to be added to a motion because it would be considered a minor modification.

Ms. Scorso noted that she would be comfortable with Mr. Stoppelman's recommendation.

Ms. Ike stated that she is comfortable with a motion specifying that the detailed plans will be presented for the full Commission's review.

Mr. Stebe remarked that he is confident that the applicant has done their due diligence and will maintain the historical quality of the building. However, he would have preferred to review color renderings and material samples.

Special Exception Preliminary Site Development Plan (2019-007)

MOTION: Mr. Bergin moved to approve the special exception preliminary plan for multifamily historic mill conversion with 24 units of senior housing at 501 Middle Turnpike East. Mr. Stoppelman seconded the motion and all members voted in favor.

Special Exception Detailed Site Development Plan (2019-007)

MOTION: Mr. Bergin moved to table the special exception detailed plan for multifamily historic mill conversion with 24 units of senior housing at 501 Middle Turnpike East to April 17, 2019. Ms. Scorso seconded the motion and all members voted in favor.

FUSS & O'NEILL, INC. – To replace the windows using a product that is identical in style at 160 Hartford Road (a.k.a. 158 Hartford Road). – Historic Zone Site Plan Modification (2019-024)

Mr. Chris Ecsedy, Senior Vice President, Fuss & O'Neill, introduced himself. Mr. Ecsedy reported that the vast majority of the current windows have broken weather seals. He displayed the replacement windows, which will be identical to the current windows.

Mr. Stebe asked whether the Cheney Commission made a recommendation on the proposal.

Mr. Anderson replied that the Cheney Commission recommended approval.

Historic Zone Site Plan Modification (2019-024)

MOTION: Mr. Bergin moved to approve the Historic zone site development plan modification to replace the windows using a product that is identical in style at 160 Hartford Road (a.k.a. 158 Hartford Road). Ms. Ike seconded the motion and all members voted in favor.

CHANEL VERASTEGUI – For an in-ground swimming pool in the rear yard within the 100 foot upland review area at 35 Steele Farm Drive. – Inland Wetlands Permit – Determination of Significance (2019-025); Inland Wetlands Permit (2019-025)

Mr. Ron Nadeau, owner of Sabrina Pool Company, introduced himself. Mr. Nadeau presented the proposed pool plans. He added that they will install a silt fence and take any necessary precautions.

Mr. Stebe inquired about the level of activity expected adjacent to the 50 ft. review area. Mr. Nadeau stated that they will not get into the 50 ft. area. Mr. David Laiuppa interjected that the depiction is of the 50 ft. line. He reported that 50 ft. is indicated on the plan sheets, although all of the activities occur within the 100 ft. upland review area.

Mr. Bergin questioned Staff's opinion of the functions and values of the 100 ft. upland review area on the site plan, which Mr. Laiuppa explained.

Inland Wetlands Permit – Determination of Significance (2019-025)

MOTION: Mr. Bergin moved to find the proposed activity at the above-referenced location as shown on the inland wetlands permit application 2019-025 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 (2019-025)

MOTION: Mr. Bergin moved to approve the inland wetlands permit for an in-ground swimming pool in the rear yard within the 100 foot upland review area at 35 Steele Farm Drive. Ms. Scorso 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.

TOWN OF MANCHESTER ENGINEERING DIVISION – Reconstruction of Hillstown Road from Wetherell Street south to Bush Hill Road. – Inland Wetlands Permit – Determination of Significance (2019-026); Inland Wetlands Permit (2019-026); Erosion & Sedimentation Control Plan (2019-027)

Mr. John DiBiasi, Assistant Town Engineer, introduced himself. Mr. DiBiasi displayed the area of Hillstown Road that will be reconstructed, which will complete the length of Hillstown Road. He detailed the plan, noting that the road will maintain its rural feel.

Mr. DiBiasi pointed out that with the installation of five hydrodynamic separators, the water will now be treated. There are four areas of wetland impacts, according to Mr. DiBiasi, each of which he discussed in detail. He reported that the Town will have a specific site on Town property for staging of construction equipment and materials. Town staff will inspect the project; contractors will be required to monitor the weather during construction. It is anticipated that it will take two construction seasons to complete the work.

Mr. Stebe interjected that the typical inland wetlands permits have a five year limit, but there is a one year caveat. Once breaking into the wetlands area, there is one year to complete it all, and he questioned if there could be a problem with that timeline.

The majority of the drainage work would happen within the entire project limits, Mr. DiBiasi stated, while the major roadway work is anticipated to be in two phases. While northern section major roadways are under construction, there could be work done on the drainage items in the southern section. Mr. DiBiasi clarified that, until the contract is awarded and there is a schedule from the contractor, he cannot answer with certainty.

Mr. Ray Myette, Engineer, stated that the project would be going out to bid within the week and construction is anticipated to begin in June, which should allow adequate time to complete the work in the wetlands.

Mr. Laiuppa interjected that, in his opinion, the one year timeframe is not a requirement. It is also triggered by the location of activity. Therefore, the one year timeframe commences at the locations where activity is occurring, he explained.

Mr. Bergin requested a review of the Conservation Commission's comments and any provisions that were incorporated into the plan.

Mr. DiBiasi reported that a discussion of a level spreader was raised. There were a few concerns from Engineering as far as its use, though he is not aware of a level spreader in use currently in this area of Connecticut for reference. The Connecticut guidelines have some basic design information, though Mr. DiBiasi was not satisfied with the impact on the property. He explained that the riprap structure and the spreader itself, based on Connecticut guidelines, would encroach particularly far into the open field area and described potential issues. He reported the compromise that was reached. In addition, there was a concern about capacity to handle the rain water based on changes in weather. He explained that the plan is for a 10-year storm, and detailed the provisions therefor.

Mr. Bordeaux reported three outstanding Staff comments. He stated that he had questions about the location of proposed structures, which will be addressed, as well as the location of catch

basins. Mr. Bordeaux noted that Mr. Davis sought clarification of the location and types of curbing.

Because the project falls within the Natural Diversity Database area, Mr. Laiuppa requested the correspondence from the Connecticut Department of Energy & Environmental Protection, which Mr. DiBiasi provided. Mr. Laiuppa also asked for detail for anti-tracking pads, call-outs on the sheets, and for the plan sheets regarding the outlet at Buckland Pond to be updated.

Mr. Bordeaux referred to the comments as minor and said that Staff recommends approval of the plan; the modifications can be addressed as revisions prior to a final submittal.

Mr. Stebe asked for clarification on the path vs. sidewalk, which Mr. DiBiasi explained.

Inland Wetlands Permit – Determination of Significance (2019-026)

MOTION: Mr. Bergin moved to find the proposed activity at the above-referenced location as shown on the inland wetlands permit application 2019-026 will not have a significant impact on the wetlands and therefore will not require a public hearing. Ms. Scorso seconded the motion and all members voted in favor.

Inland Wetlands Permit (2019-026)

MOTION: Mr. Bergin moved to approve the inland wetlands permit for regulated activities associated with reconstruction of Hillstown Road from Wetherell Street south to Bush Hill Road with the modifications as specified in Staff memoranda from:

1. Jim Davis, Zoning Enforcement Officer, dated March 28, 2019; and
2. Matthew Bordeaux, Senior Planner, dated March 28, 2019; and
3. David Laiuppa, Environmental Planner/Wetlands Agent, dated March 28, 2019.

Ms. Scorso 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 & Sedimentation Control Plan (2019-027)

MOTION: Mr. Bergin moved to certify the erosion and sedimentation control plan with the modifications as specified in Staff memoranda from:

1. Jim Davis, Zoning Enforcement Officer, dated March 28, 2019; and
2. Matthew Bordeaux, Senior Planner, dated March 28, 2019; and
3. David Laiuppa, Environmental Planner/Wetlands Agent, dated March 28, 2019.

Ms. Scorso seconded the motion and all members voted in favor.

SIDEWALK AND CURB PLAN 2019-2024 – Proposed amendments to the Town Sidewalk and Curb Plan.

Mr. Bordeaux referred to the recent public hearing at which there was a discussion regarding the revisions to the plan update. He reminded the Commission of the dialogue regarding Birch Mountain gap closure. The Commission agreed, he stated, that due to the difficulty of the terrain, it is not a realistic priority gap closure, which is the only change that has occurred since the revisions at the last meeting. Mr. Bordeaux noted that the new time period will be from 2019 to 2024, with a few priority gap closures and removal of priority streets that were completed in the last five-year period. The plan was presented to the Board of Directors and the Planning Department received no comments.

MOTION: Mr. Stoppelman moved to adopt the Town of Manchester Sidewalk and Curb Plan update. Ms. Scorso seconded the motion and all members voted in favor.

The Town of Manchester Sidewalk and Curb Plan will be effective on April 12, 2019.

ADMINISTRATIVE REPORTS:

Downtown Architectural Design Guidelines Update

Mr. Anderson introduced Don Poland, Goman & York, the consulting partner for the project. He noted that the committee has worked hard to update the guidelines, which were last updated in 1991. The plan is to hold a public hearing after the guidelines have been reviewed by the Special Services District and the steering committee once again.

Mr. Don Poland, Goman & York, introduced himself and reported that the firm was retained a few months ago by the Town. Mr. Poland described the updated guidelines section by section. The goal was to create a more user-friendly and educational document, he explained, which is much better designed.

Ms. Scorso thanked Mr. Poland for his contribution.

Mr. Anderson explained that these are meant to be pragmatic guidelines, understanding that the goal is to encourage investment downtown. He asked the Commission if there were suggestions for additions to the guidelines.

Mr. Stoppelman inquired whether there were any plans for the space where there was a fire.

Mr. Anderson reported that the guidelines discuss areas for new construction, with a focus on ensuring that the building reflects the rest of the district but allowing some flexibility. He reflected on the difficulty presented regarding tenants vs. owners in terms of renovations.

Mr. Stebe remarked on the external vestibules that were added. Mr. Anderson stated that vestibules should be added to the Awnings section of the guidelines. In addition, he noted that outdoor cafes must be added as well.

Mr. Bergin echoed the thanks for the effort. He expressed concern about the guidelines regarding windows, i.e., AC units in windows and menus on windows.

Mr. Anderson stressed that these are guidelines, not regulations, and are meant to be used when there is an application for a façade change. He noted that a regulation must be enforceable.

Mr. Poland acknowledged that menus should not be affixed to the windows, though that would ultimately be managed by the zoning regulations for signs.

Ms. Ike complimented the guidelines and was pleased with the educational aspect.

Mr. Anderson explained the steps that will be taken going forward.

APPROVAL OF MINUTES:

March 18, 2019 – Public Hearing/Business Meeting

MOTION: Mr. Bergin moved to approve the minutes for both the public hearing and business meeting of March 18, 2019. Ms. Scorso seconded the motion and all members voted in favor, except for Mr. Stoppelman, who abstained.

RECEIPT OF NEW APPLICATIONS:

TOWN OF MANCHESTER PLANNING & ZONING COMMISSION – Zoning Regulation Amendment (2019-031) – Revisions to Art. II, Sec. 8 (Comprehensive Urban Development zone) to remove places of worship and schools from the list of permitted uses; to modify building height requirements for stand-alone multi-family and multi-family above ground floor commercial; and to add aquaculture, aquaponics, horticulture, hydroponics, banquet halls, conference centers, places of worship, and schools as special exception uses. Revision to Art. IV, Sec. 9 to add provisions for parking for conference centers.

TOWN OF MANCHESTER PLANNING & ZONING COMMISSION – Zoning Regulation Amendment (2019-032) – To revise the zoning regulations at Art. I, Sec. 4.06 (2) to delete the requirement that soil erosion and sedimentation control plans must contain a signature block to be signed by a design professional.

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

The Chairman closed the business meeting at 10:25 P.M.

I certify these minutes were adopted on the following date:

April 17, 2019
Date

Eric Prause, Chairman

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