

**MINUTES OF BUSINESS MEETING  
HELD BY THE PLANNING AND ZONING COMMISSION  
JUNE 1, 2020**

**MEETING HELD VIA ZOOM**

**ROLL CALL:**

Members Present: Eric Prause, Chairman  
Patrick Kennedy, Vice Chairman  
Michael Stebe, Secretary  
Jessica Scorso  
Jessica Poland

Alternate Members: Julian Stoppelman  
Bonnie Potocki  
Teresa Ike

Also Present: Gary Anderson, Director of Planning  
Megan Pilla, Senior Planner  
David Laiuppa, Environmental  
Planner/Wetlands Agent  
Nancy Martel, Recording Secretary

The Chairman opened the Business Meeting at 8:05 P.M. The Secretary read the legal notice when the call was made.

SAM MALONE BREWING CO., INC. – Modification to the previously-approved special exception (2019-098) for Elicit Brewing Company’s east patio at 165 and 185 Adams Street, to revise layout to accommodate space from an easement agreement with 185 Adams Street. – Special Exception Modification (2020-020)

Mr. Ellis Reilly, Sam Malone Brewing Company, DBA Elicit Brewing Company, 165 Adams Street, introduced himself. He is requesting a modification of the previously-approved special exception for the back patio on the east side of the building. Displaying the layout of the outdoor space, he reported that, from an architectural standpoint, it is difficult to design the patio. Mr. Reilly stated that they have come to an easement agreement with Greene Moving & Storage, 185 Adams Street, which will allow them to expand the patio to allow for easier guest traffic flow.

Mr. Stebe asked about several areas in the rendering of the patio, which Mr. Reilly replied were cornhole boards. Mr. Stebe asked for confirmation that this will not change anything related to the outdoor entertainment exception which was granted and Mr. Reilly confirmed.

Ms. Poland said she believed that the current patio has 11 tables, and Mr. Reilly corrected her, stating that there are 12-13. She questioned whether tables will be added, keeping in mind the 6-foot space requirements. She asked how many tables will fit on the patio after COVID-19.

Mr. Reilly informed her that, once things are back to normal, they may add more tables to the patio. He stated that they could fit up to 18 tables, noting that the layout provides the ability for patrons to move about and experience other parts of the building. He pointed out on the rendering that there will be a few different elements for seating that are not tables.

Ms. Pilla stated that there are no outstanding Staff comments. She noted that the easement agreement was filed and accepted with the Town Clerk. Staff is satisfied with the proposed layout revision, and that it does not have any impact on the approved special exception for outdoor entertainment that was recently approved.

Mr. Stebe questioned whether this will impact the parking. Mr. Anderson responded that parking requirements are included for seasonal outdoor dining, with which Ms. Pilla concurred.

#### Special Exception Modification (2020-020)

**MOTION:** Mr. Kennedy moved to approve the special exception modification under Art. II, Sec. 16.15.02 (a) and (b) for revision of the patio layout at 165 Adams Street to accommodate additional space on a neighboring property, through an easement agreement with 185 Adams Street. Mr. Stebe seconded the motion and all members voted in favor.

The reason for the approval is that the proposed modification meets the special exception criteria in Art. IV, Sec. 20.

Mr. Prause offered that he agrees with the motion. Obviously, this is an impact that is compliant with the neighborhood.

#### Adoption of Town of Manchester Sustainable Design and Low Impact Development Guidelines

Ms. Pilla explained that this is not a regulation document but more of a guideline document for all zones. It is a summary of techniques that are highly encouraged in the Town to achieve a number of goals which benefit both the environment and the community. These are design techniques for both building and site applications including low impact development, which is a growing area of design consideration which allows design to interact harmoniously with the environment as opposed to working against it.

The suggestions in the document, noted Ms. Pilla, are suggestions for lowering net energy consumption, reducing storm water runoff and increasing water quality, increasing high canopy tree cover, promoting natural landscaping, and encouraging production of local food. Ms. Pilla described each section in detail for the Commission. The document includes a list of storm water best practices and the elements within each. There are also guidelines for using pervious pavement, which Ms. Pilla enumerated. Following the descriptions are maintenance guidelines for each section, she added, along with the details.

Furthermore, according to Ms. Pilla, the guidelines discuss sustainable landscaping, parking and open space. There are suggested requirements for natural landscaping, which she explained in

detail. The guidelines include building systems that are energy efficient and equivalent to Energy Star or LEED ratings, said Ms. Pilla. There are also basic guidelines for local food production, including community gardens and other types of edible landscapes, which address sustainability issues, including open space conservation.

Ms. Pilla reiterated that the document is intended to be a guideline for the community. It is currently proposed to be referenced in the Form Based zone regulations and potentially in the future in other zones as well. She added that the item is on the agenda tonight, but because of the meeting schedule in the last several weeks, it has not been reviewed by the Conservation Commission yet. Therefore, it is up to the Commission to decide to act on this tonight or to wait until after the Conservation Commission weighs in.

Mr. Prause questioned the genesis of the language; i.e., was the language developed within the Town or is this template language to be adopted? Ms. Pilla replied that the language is a bit of both. She stated that she started with some template language but she wrote the document herself, and it is a compilation of knowledge from other sources.

Mr. Anderson explained that the impetus for the guideline was the Form Based zone changes and staff felt it was better to come up with more informative language in the Form Base zone. This document would allow the Commission to utilize it in other regulations as well.

Mr. Prause inquired whether the guidelines are related to the work of the Sustainability Task Force. Mr. Anderson responded it is not directly related, but one of their charges is for the Planning and Zoning Commission to take a look at these.

Ms. Scorso stated that she would definitely like the input from the Conservation Commission and would prefer to wait before deciding on the action.

Mr. Stebe asked if there is any language in the document referring to reviewing the guidelines on a regular basis for any updates or just when the Commission decides to revisit it. Some of the pervious pavement items are evolving, and the Commission does not know how they will function years down the road.

Ms. Pilla acknowledged that is a great point because many of the LID techniques will be continuously evolving as new research becomes available. Therefore, she stated, it would make sense for this document to be reviewed every so often, though she was not sure how to best incorporate that into the language of the guidelines document.

Mr. Anderson speculated that it could be in the introduction to the document; otherwise there would have to be a text amendment. He added that the Commission could ask to put it on the agenda at any time for review.

Mr. Prause asked for confirmation that this should be a separate document from the Plan of Conservation and Development (POCD). Mr. Anderson responded that it is a separate document. It could be incorporated into the next POCD.

Mr. Stebe recommended reviewing it as a subset of the POCD, which is reviewed every 10 years. Mr. Prause added that activity is already a large task. He agreed that it seems to be something which should be reviewed once a decade to ensure it is keeping up with technology.

Mr. Anderson felt it should be reviewed more than once every 10 years, and suggested at least once every couple of years. He was confident that there is an objective in the POCD that states that the Town will start incorporating these items into the regulations. In approving this, at some point the Commission would be accomplishing the task it assigned itself 8 or 9 years ago.

Mr. Prause questioned where this would be referenced in the regulations. He noted that it is referenced in the Form Based zone but asked if there would be a general reference in another part of the regulations that would point to this document.

Mr. Anderson responded that would be the next step. Staff could start identifying it in other locations. He stated that the Public Improvement Standards are close to coming due and they would like to ensure the two documents speak to each other as well. In his opinion, after the Form Based zone changes are completed, it will at least be referenced in one place, and it may be appropriate to reference it in other places as well.

Mr. Prause assumed that the Commission would like to get feedback from the Conservation Commission before making a decision or tabling it. Mr. Kennedy reported that the Commission does not have to make any motions at the meeting. It could be placed on the agenda for the next meeting.

## **ADMINISTRATIVE REPORTS**

Ms. Pilla provided an update on the temporary outdoor dining permits. The permit application discussed at the last meeting has been running smoothly. She noted that there are a total of 33 applications; 28 of them have been approved. The review process with Town Staff is running smoothly and the businesses have been cooperative.

Mr. Laiuppa reported on recent inspections. In the third quarter (January through March), he performed 33 inspections, which entailed fielding calls of concerns from citizens, permit reviews, and concerns about violations or animal activity. He noted that, since the stay-at-home orders, the first two months of this quarter (April and May) he has thus far performed 48 inspections. Many of them, in his opinion, are because people are home and have time on their hands. He stated that there have been several areas of the trail systems that have been collapsing and he has gone out monitoring those and working with the volunteer groups that maintain the trails. Mr. Laiuppa continued that he has also been reviewing upcoming permit applications and existing projects that are underway. In addition, the wetland application on Sanrico Drive will be withdrawn. He will be issuing a violation of the wetland regulations rather than handling it through the permitting process and will be working with them to secure the area properly and plant it properly. He will then provide the Commission with plans for review.

Mr. Stoppelman questioned whether there is a requirement for a permit when businesses are not serving on the tables.

Mr. Anderson stated that the temporary outdoor dining is for service dining. Individuals getting takeout and sitting at tables are not considered to be under the executive order, so are not regulated. He mentioned that the 5 outdoor dining permits mentioned by Ms. Pilla that have not been approved are in the pipeline.

### **APPROVAL OF MINUTES**

May 18, 2020 – Public Hearing/Business Meeting

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

### **RECEIPT OF NEW APPLICATIONS**

**SAM MALONE BREWING COMPANY, INC. – Special Exception Modification (2020-020)**  
Modification to the previously-approved special exception (2019-098) for Elicit Brewing Company’s east patio at 165 and 185 Adams Street, to revise the layout to accommodate space from an easement agreement with 185 Adams Street.

**RIVERSIDE PLAZA, LLC – Inland Wetlands Permit (2020-021); Special Exception (2020-022); Erosion & Sedimentation Control Plan (2020-023)** – Construction of two office buildings (5,000 SF and 10,000 SF respectively), one on each lot, together with the site grading, erosion control measures, parking, driveways, landscaping, site utilities, and storm water drainage at 501 and 521 North Main Street.

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

The Chairman closed the business meeting at 8:45 P.M.

I certify these minutes were adopted on the following date:

June 15, 2020  
\_\_\_\_\_

Date

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Eric Prause, Chairman

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