

**MINUTES OF BUSINESS MEETING  
HELD BY THE PLANNING AND ZONING COMMISSION  
APRIL 19, 2021**

MEETING HELD VIA ZOOM

**ROLL CALL:**

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

Alternate Member Sitting: Teresa Ike

Alternate Members: Julian Stoppelman  
Bonnie Potocki

Members Absent: Jessica Scorso

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 7:00 P.M.

**NEW BUSINESS**

TOWN OF MANCHESTER PUBLIC WORKS DEPARTMENT – To consolidate two existing storm drainage outfalls from Adelaide Road to Marsh Pond into one new outfall and install a new hydrodynamic separator treatment structure at the new outfall at 319 Porter Street and Adelaide Road. – Inland Wetlands Permit – Determination of Significance (2021-022); Inland Wetlands Permit (2021-022)

Jeff LaMalva, Town Engineer, representing the Public Works Department, introduced himself. Mr. LaMalva reported that the project area is at the corner of Porter Street and Adelaide Road, an area known as Marsh Pond, which is a ½ acre pond located at the northwest corner of the intersection. The pond has three inlets, one off of Robert Road and two off Adelaide Road. Mr. LaMalva gave an overview of the pond and surrounding area while displaying the plans. He noted that the pond acts somewhat as a detention basin.

According to Mr. LaMalva, the Manchester Public Works Department has a project in the coming summer on Waranoke, Adelaide, Steep Hollow, Jean and other roads further to the north. When embarking on a project resurfacing roads, they examine storm drainage to determine if there are any upgrades that can be made, particularly for water quality purposes. Mr. LaMalva

explained that they will consolidate two outlets near Porter Street and the pipe system that comes down Adelaide Road that collects a lot of the upper watershed with a separate outfall. Mr. LaMalva detailed the proposed changes to the systems, which will include a hydrodynamic separator. He reported that they do not plan to cut the mature trees in the work area.

Mr. LaMalva stated that they plan to put the project out to bid and begin in early to mid-summer in conjunction with or just prior to the road resurfacing. They do not anticipate the need to dewater, mostly because of the pond outlet's location. If need be, there is a dewatering plan, which would be reviewed with Engineering staff and Mr. Laiuppa. Mr. LaMalva stated that, regarding erosion and sediment controls, because it is a watercourse and a pond, they are proposing a combination of silt fence and hay bales along the edge of the pond that will be disturbed. The project will be inspected by Town staff and maintained by the Public Works staff. All the erosion and sediment controls will be in accordance with Town specifications, in compliance with the Connecticut Erosion Control Manual.

Mr. LaMalva remarked that there is another outlet to the pond and they will retrofit the existing structure in the roadway.

Mr. Stebe asked about the three catch basins at Porter Street and Adelaide Road, though the plan is to only replace two. He questioned why the third will not be replaced, speculating that the basin is in good shape and does not need to be replaced.

Mr. LaMalva responded that they will most likely replace the top when the road is resurfaced. He added that the third basin is still in good shape.

Mr. Stebe and Mr. LaMalva discussed the effects on the pond during a large storm of combining both outfalls into a single one. Because the pond outlet is much lower, Mr. LaMalva did not expect any back water other than during a long-duration storm.

Mr. Laiuppa stated that it may be beneficial for the Commissioners if Mr. LaMalva could talk about the drainage area that is collected from Porter Street, as it is not as large an area as many think it is.

Mr. LaMalva concurred that the area is only a small section, and described the area on the map.

Mr. Laiuppa stated that there was a misunderstanding with the resident, who complained about sediment. The resident thought the outlet pipe was the inlet pipe, and thought the catch basins went into the pond. The pond is very seasonal, according to Mr. Laiuppa, and at times will be nearly dry, helping with the timing of construction. He noted that a significant impact is any activity, including deposition or removal of material, which will or may have a substantial impact on the wetland or watercourse, or on wetlands or watercourses outside the area in which the activity is proposed. Mr. Laiuppa reported that, in the plan, there will be fill going into the regulated area. The overall project should be a net benefit to the system.

Mr. Stebe referred to the southwest corner, and questioned if any of Mr. Laiuppa's inspections or property owners' inspections identified any unique or distinct animals or plant life that may be a factor in this decision.

Mr. Laiuppa responded that there is nothing that he is aware of, although there is a wetland waterbody interface with the wooded area in the northern end of the plan which may have some amphibians. He and Mr. Stebe discussed the outflow drops with regard to the design of the plan.

Mr. Prause noted that Mr. Laiuppa wrote in his memo that the primary function of the wetlands is storm water conveyance. He questioned whether there is any vegetation or other features the proposal would cover up in the fill process.

Mr. Laiuppa reported that the language in his memo was primarily provided by information from Engineering. He stated that he agrees that the principal function of the wetlands is storm water conveyance. Overall, the system would include wildlife habitat. The edge of the wetlands would be considered as one of the functions of absorption as the water flows down the slope.

Mr. Prause, again referring to Mr. Laiuppa's memo, noted that the proposed project will not have any adverse impacts on the current functions or value of the wetlands.

Mr. Laiuppa responded that, when he thinks of the functions and values of the wetlands system, he thinks of the larger system. Considering the other functions (wildlife, ground water discharge, bank erosion control), the overall system would not be negatively impacted by this. In fact, he remarked, the water quality may become better.

#### Inland Wetlands Permit – Determination of Significance (2021-022)

**MOTION:** Mr. Kennedy moved to find the proposed activity at the above-referenced location as shown on the inland wetlands permit application 2021-022 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.

Mr. Prause remarked that this is tricky because, in the regulation regarding the determination of significance, it says "Any activity involving deposition or removal of material which may have a substantial effect on the wetlands or watercourse." However, it does not appear to have a major effect after the work is done.

#### Inland Wetlands Permit (2021-022)

**MOTION:** Mr. Kennedy moved to approve the inland wetlands permit for regulated activities associated with the consolidation of two existing storm drainage outfalls from Adelaide Road to Marsh Pond into one new outfall and installation of a new hydrodynamic separator treatment structure at the new outfall at 319 Porter Street and Adelaide Road. Ms. Ike seconded the motion and all members voted in favor.

### **ADMINISTRATIVE REPORTS**

Ms. Pilla stated that she is preparing an agenda for a workshop regarding several housing topics that have arisen over the past year, including: inclusionary zoning, accessory dwelling units, and residential uses above first floor commercial uses.

Mr. Anderson spoke about the Plan of Conservation and Development update coming up. It is the largest project that the Planning and Zoning Commission does to establish a 10-year vision for the Town.

The Plan of Conservation and Development is to establish a vision as a community, and to draft policies to implement the vision. He noted that it focuses on the physical development of the Town, but it is unavoidable to speak of related items; i.e., economic development, community development, etc. Mr. Anderson stated that there are items that must be addressed in the Plan of Conservation and Development, and things that may be addressed which may be driven by the input from the community.

The Plan of Conservation and Development must be updated every 10 years, as required by State Statute, according to Mr. Anderson. The Plan guides development, growth, and conservation for that period. He noted that the Planning and Zoning Commission will adopt the plan, with Staff's input. The 2020 plan was approved in December 2012. Mr. Anderson commented that there is about 1-1/2 years to complete the Plan of Conservation and Development. Thinking back to the organization for the last Plan, it was organized around the State's Growth Management Principles.

Mr. Anderson explained that, in the past, they defined "character areas," to try to establish what each part of town feels like and should feel like going forward. He explained that they started with a Planning Academy, which was an opportunity for people to learn about the ideas. They then split the town into four quadrants and held a workshop in each quadrant to discuss that part of town in particular.

The Parks & Facilities Master Plan is being completed, according to Mr. Anderson, which may be a source of connection to the POCD. In addition, there is a new commission, the Sustainability Commission, which may be another connection for the Plan.

Mr. Anderson is planning to emphasize community engagement, and hopes to engage parts of the community that may not have been involved in the past.

Mr. Stebe speculated on coordination with the School Repurposing Committee which was begun as part of the school building referendums.

Ms. Potocki admitted that she is not familiar with the goals and mandates of the Sustainability Commission, and she felt it was important to include the Governor's Council on Climate Change report. She noted that climate change was not in the forefront 10 years ago.

Mr. Stoppelman added that affordable housing should be part of the Plan.

Mr. Prause acknowledged that, compared to 10 years ago, the Commission needs to be more formal in reaching out to other Commissions; i.e., the EDC, the Cheney Commission and the Downtown Special Services District. It may be wise to survey their opinions in the effort.

Mr. Kennedy noted that, in another town, when readopting the plan, the Commission met with all the commissions in the course of updating the plan.

Mr. Anderson reported that the Plan is due by January 2023 by statutory requirement. It must be done within 10 years of the last report.

Mr. Anderson explained that the new plan will be released around the time of Manchester's 200<sup>th</sup> anniversary in 2023. Because the Planning Department wants community engagement, he is planning to engage a consultant team, if the budget is approved.

Mr. Kennedy agreed that a consultant should be engaged.

Mr. Prause questioned the timeline, whether it would be beginning this year or reviewing how the last plan fared.

Mr. Anderson stated that he would like to get started over the summer, after the new budget becomes effective July 1. However, he acknowledged that they could review the goals and objectives of the last plan.

Mr. Prause voiced the opinion that it would be a good activity to review the prior plan's success.

Mr. Anderson reported that the Planning Staff reviews the goals and objectives every quarter, looking at those that have been worked on and those that have not.

Ms. Potocki stated that, in her opinion, Manchester did very well in responding to the pandemic. She felt that perhaps the plan should involve the Department of Health to plan the response to a pandemic in the future.

Mr. Anderson replied that, to some degree, it could be included as we now understand the impact it can have on a community. However, another pandemic response document would be left to the Health Department.

Mr. Stoppelman questioned whether the current Plan of Conservation and Development is on the Town's website.

Mr. Laiuppa offered that, for future discussion on the determination of significance for wetlands permit applications, when considering the criteria outlined in the memo, there are seven criteria, which he enumerated. He noted that significant impact does not necessarily mean negative impact.

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

March 29, 2021 – Public Hearing/Business Meeting

**MOTION:** Mr. Kennedy moved to approve the minutes of the public hearing and business meeting as written. Ms. Ike seconded the motion and all members voted in favor.

**RECEIPT OF NEW APPLICATIONS**

**MANCHESTER COUNTRY CLUB, LLC – Special Exception Modification (2021-026) –**  
Special Exception Modification under Art. II, Sec. 2.02.07 to permit permanent use of a seasonal outdoor banquet tent and to construct a 35 ft. x 95 ft. concrete slab as a surface for the seasonal banquet tent at 305 South Main Street.

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

The Business Meeting was closed at 8:10 P.M.

I certify these minutes were adopted on the following date:

May 3, 2021  
Date

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

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