

**MINUTES OF BUSINESS MEETING
HELD BY THE PLANNING AND ZONING COMMISSION
SEPTEMBER 1, 2021**

MEMBERS PRESENT:

In Person: Eric Prause, Chairman
Patrick Kennedy, Vice Chairman
Electronically: Michael Stebe, Secretary
Jessica Poland

ALTERNATES SITTING:

Electronically: Bonnie Potocki

ALTERNATES PRESENT:

In Person: Julian Stoppelman
Electronically: Teresa Ike

ALSO PRESENT:

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

The Chairman opened the business meeting at 8:50 P.M.

TOWN OF MANCHESTER – For proposed activity including building additions, redesign of the parking lot and bus loop, and associated site improvements at Bowers Elementary School at 141 Princeton Street. – Special Exception Modification (2021-058); Erosion and Sedimentation Control Plan (2021-059)

Special Exception Modification (2021-058)
Erosion and Sedimentation Control Plan (2021-059)

MOTION: Mr. Kennedy moved to continue the public hearing until September 20, 2021.
Ms. Poland seconded the motion and all members voted in favor.

TOWN OF MANCHESTER PLANNING & ZONING COMMISSION – Amendment of Art. IV, Sec. 9 regarding parking surfacing. – Zoning Regulation Amendment (2021-061)

Zoning Regulation Amendment (2021-061)

MOTION: Mr. Kennedy moved to approve the zoning regulation amendment as presented at the September 1, 2021 Planning and Zoning Commission meeting to revise Art. IV, Sec. 9 to allow for alternative surfacing materials for vehicular parking areas. Mr. Stebe seconded the motion and all members voted in favor.

The reason for the approval is that the proposed amendment is consistent with the Town's Plan of Conservation and Development Goal #10, Objective #3, which aims to reduce impervious surfaces and treat and control stormwater through low impact development alternatives.

The zoning regulation amendment will be effective on September 22, 2021.

ADMINISTRATIVE REPORTS

Mr. Anderson updated the Commission on the POCD process. A team was put together, including Mr. Anderson; Ms. Pilla; Kyle Shiel, Senior Planner; Courtney Lindberg, Deputy Director of Public Works; and the Chair and Vice-Chair of the Commission, to review submissions to the RFP by consultant teams to help with the POCD writing process.

Mr. Anderson reported that they have selected a firm they have not worked with before. The company is Town Planning and Urban Design Collaborative (TPUDC) from Tennessee, which has done a great deal of work in New England, including cities similar to Manchester. He informed the members that they have checked the company's references and were pleased with what they heard. Their comprehensive plans are visually engaging with an exciting process, and they are willing to work with us to engage the community in exciting ways.

One strategy the company employs is a "Planapalooza Process," a multi-day turbocharged process where they engage various members of the community and various groups and organizations all coming together to talk about the future of Manchester, according to Mr. Anderson. He stated that they are working on a contract with the company, which will hopefully be completed in the next few weeks, and hopefully the process will start in the fall.

Mr. Prause concurred that all three submissions were impressive, two of which the Town has worked with in the past with good results. The third applicant, TPUDC, presented an outlook document that was superior to the other two. They have the capabilities in-house to give a very slick and thorough document.

Mr. Stoppelman questioned whether the Commission must approve it, or if it would be a Town function.

Mr. Anderson reported that it is a Town function. The process will be led by the PZC, but in terms of engagement of the consultant, it is a Town issue. He added that one thing Staff will be responsible for is making sure that we get into the community to receive as much input as possible.

Ms. Potocki inquired whether TPUDC will open a local office to be here for a period of time while accomplishing community engagement.

Mr. Anderson explained that they will be in town for periods of time when doing specific community engagement. He reiterated that it is possible to meet remotely weekly, so there will be a mix of both.

Mr. Stebe stated that it bears reiteration that other agencies in the Town have been performing massive reviews as well, though they are not happening simultaneously. He stated that the plan should be looked at along with what Parks and Recreation, the schools, the Repurposed Schools Committee, and the libraries are doing, in order to get a comprehensive review.

Mr. Anderson agreed that is a good point, and is something they tried to include in the RFP. The goal is to connect those pieces that are being worked on independently by the various agencies.

Mr. Stoppelman asked if there is any further word about the Bayberry Crossing construction site.

Mr. Laiuppa stated that there is still runoff from the site. It is his understanding that DEEP is involved and they are coordinating with the Storm Water Construction Permit Administrator at DEEP. That individual is planning to visit the site and they will get together onsite. He acknowledged that the developer has been compliant in responding to his requests for improvement onsite. However, there is still turbid discharge leaving the site. Mr. Laiuppa stated that there is marked improvement on the development of the site, which will lead to more stabilization.

APPROVAL OF MINUTES

August 16, 2021 – 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

PPF WE 1339 TOLLAND TURNPIKE LLC – Erosion & Sedimentation Control Plan (2021-068) – Modification of Area of Disturbance and update of topography to reflect additional placement of surplus loam material at 1339 Tolland Turnpike.

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

The Business Meeting was closed at 9:10 P.M.

I certify these minutes were adopted on the following date:

September 20, 2021
Date

Eric Prause, Chairman

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