

**TOWN OF MANCHESTER
PLANNING AND ZONING COMMISSION**

March 4, 2024
7:00 P.M.

Lincoln Center Hearing Room, 494 Main Street
Or virtually, via Zoom

AGENDA

This meeting will be held both in person and virtually, via Zoom. The meeting will be shown live on Cox Channel 16 and streamed live at <http://www.channel16.org/CablecastPublicSite/watch/1?channel=1>. Individuals who wish to speak at or attend the virtual meeting must complete a Request to Attend Virtually form, available at <https://manct.us/meeting> by 4:00 p.m. on the day of the meeting. These individuals will need to join the Zoom meeting and will be allowed to speak when directed by the Chairman. Zoom meeting information will be sent to individuals who complete a Request to Attend Virtually form. Only individuals who complete a Request to Attend Virtually form will be allowed to join the Zoom meeting. A physical location and electronic equipment will be provided for the public to use if a written request is received at least 24 hours in advance, via email to pzccomments@manchesterct.gov, or by mail to the Planning Department, 494 Main Street, P.O. Box 191, Manchester, CT 06045-0191.

PUBLIC HEARING:

1. **TOWN OF MANCHESTER PLANNING & ZONING COMMISSION** – Proposed regulation amendment at Art. II, Sec. I (General Requirements for Residential Zones) to allow the conversion of former school buildings to multi-family residential.
 - Zoning Regulation Amendment (REG-0001-2024)
2. **HILLIARD MILLS LLC** – Changes to previously approved PZC plans at 640 & 642 Hilliard Street and 370 Adams Street for renovation of buildings 5 & 6 and various site improvements.
 - Inland Wetland Permit (IWP-0054-2023)

BUSINESS:

1. **HILLIARD MILLS LLC** – Changes to previously approved PZC plans at 640 & 642 Hilliard Street and 370 Adams Street for renovation of buildings 5 & 6 and various site improvements.
 - Inland Wetland Permit (IWP-0054-2023)
 - Special Exception Modification (PSE-0055-2023)
 - Flood Plain Permit (FLDP-0005-2023)

2. **TOWN OF MANCHESTER PLANNING & ZONING COMMISSION** – Proposed regulation amendment at Art. II, Sec. I (General Requirements for Residential Zones) to allow the conversion of former school buildings to multi-family residential.
 - Zoning Regulation Amendment (REG-0001-2024)
3. **DISCUSSION: MUNICIPAL FINES FOR INLAND WETLANDS VIOLATIONS**
4. **ADMINISTRATIVE REPORTS**
 - Upcoming Training Opportunities
 - In-house training session – March 18, 2024 beginning at 5:45 p.m. (before regularly scheduled meeting)
5. **APPROVAL OF MINUTES**
 - [February 21, 2024](#) – Public Hearing/Business Meeting
6. **RECEIPT OF NEW APPLICATIONS**

**TOWN OF MANCHESTER
LEGAL NOTICE**

The Planning and Zoning Commission will hold a public hearing on March 4, 2024 at 7:00 P.M., both virtually and in person in the Lincoln Center Hearing Room, 494 Main Street, Manchester, Connecticut, to hear and consider the following petitions:

TOWN OF MANCHESTER PLANNING & ZONING COMMISSION – Zoning Regulation Amendment (REG-0001-2024) – Proposed regulation amendment at Art. II, Sec. I (General Requirements for Residential Zones) to allow the conversion of former school buildings to multi-family residential.

HILLIARD MILLS LLC – Inland Wetland Permit (IWP-0054-2023) – Changes to previously approved PZC plans at 640 & 642 Hilliard Street and 370 Adams Street, Industrial and Rural Residential zones, for renovation of buildings 5 & 6 and various site improvements.

At this hearing interested persons may be heard, either in person or virtually via Zoom, and written communications received. This meeting will be shown live on Cox Channel 16 and streamed live at <http://www.channel16.org/CablecastPublicSite/watch/1?channel=1>. Individuals who wish to speak at or attend the virtual meeting must complete a Request to Attend Virtually form, available at <https://manct.us/meeting>, by 4:00 p.m. on the day of the meeting. These individuals will need to join the Zoom meeting and will be allowed to speak when directed by the Chairman. Zoom meeting information will be sent to individuals who complete a Request to Attend Virtually form. Only individuals who complete a Request to Attend Virtually form will be allowed to join the Zoom meeting. A physical location and electronic equipment will be provided for the public to use if a written request is received at least 24 hours in advance, via email to pzccomments@manchesterct.gov, or by mail to the Planning Department, 494 Main Street, P.O. Box 191, Manchester, CT 06045-0191.


Individuals may also submit comments in writing to the Planning and Economic Development Department via email to pzccomments@manchesterct.gov, or by mail to the Planning Department, 494 Main Street, P.O. Box 191, Manchester, CT 06045-0191. All written comments received by 4:00 p.m. on the day of the meeting will be presented and recorded as part of the hearing.

A copy of the proposed zoning regulation amendment may be reviewed online at <https://www.manchesterct.gov/Government/Departments/Planning-and-Economic-Development>; by contacting the Town Clerk's office at townclerkdept@manchesterct.gov or (860) 647-3037 to request a PDF by email; or in the Planning and Economic Development Department, 494 Main Street, during regular business hours, 8:30 – 4:30, Monday through Friday. Information about this application will be available online at <https://Manchesterct.gov/pzc> by the Friday before the hearing.

Planning and Zoning Commission
Eric Prause, Chair

**TOWN OF MANCHESTER
PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT**

TO: Planning & Zoning Commission

FROM: Megan Pilla, Principal Development Planner 

DATE: February 29, 2024

RE: Town of Manchester Planning & Zoning Commission
Zoning Regulation Amendment (REG-0001-2024)

Introduction

The attached draft amendment to the zoning regulations would create a new section at Article II, Section 1.00.03 to allow the conversion of former school buildings to a multi-family residential use by special exception from the Planning & Zoning Commission.

The Town currently has several vacant school buildings, which have been studied by the School Repurposing Taskforce for potential adaptive reuse. The results of the study indicated that housing is a viable option for reuse of such structures. In anticipation of a proposal for the redevelopment of one of the currently vacant school buildings, this regulation amendment is proposed.

Proposed Regulation Amendment

The proposed regulation is similar to the existing regulations for the conversion of historic mills and hotels/motels to housing (Art. II, Sec. 9.14.03 and 9.14.05, respectively). Unlike those regulations, which apply to business zones, this section is proposed to be added to Art. II, Sec. 1 (*General Requirements for Residential Zones*) because almost all school buildings in the Town of Manchester are located in residential zones.

The following details of the proposed regulation differ from the existing regulations for similar conversions and housing developments in other zones:

1. **Minimum floor areas** – The proposed minimum floor areas for residential units are lower than those in other zones; as proposed, the minimum floor areas for a studio/efficiency unit, 1-bedroom unit, and two-bedroom unit are 300 sq. ft., 500 sq. ft., and 700 sq. ft., respectively (plus an additional 150 sq. ft. for each bedroom in excess of 2). The corresponding minimum floor areas in most other zones that allow multi-family housing are 400 sq. ft., 650 sq. ft., and 800 sq. ft. (plus an additional 150 sq. ft. for each bedroom in excess of 2). The primary reason for the lower proposed minimum unit sizes is the recent increase in demand for smaller units due to the nationwide housing crisis, which has caused larger rental units to become unaffordable to many residents. In

addition, the structural framing of older buildings limits the options for the placement of new interior walls, and the larger minimum unit sizes can be difficult to accommodate in such structures without drastically oversizing the units. Therefore, the conversion of this type of building requires flexibility based on the existing structure.

2. **Landscape buffer requirements** – The proposed landscape buffer requirements for the conversion of former schools to housing are based on a combination of that which is required for the conversion of historic mills, and that which is required for active schools. While the intent is still to buffer adjacent residences from any potential nuisance, it is recognized that, on former school sites, existing conditions may be sufficient to accomplish this goal. Therefore, the ability for the Commission to waive or modify landscape buffer requirements if the existing conditions are sufficient is included in the proposed regulations. Specific criteria for the buffering of garbage facilities are still required to be met.
3. **Recreation areas** – The suggested minimum usable recreation area to be provided for conversion of former school buildings to housing is 30% of the gross floor area on this site, which is slightly higher than the requirement for conversion of historic mills (10%) and hotels/motels (20%). In part, this is because the lot size of former school buildings is generally larger than that of former hotels/motels. However, the proposed regulation also includes a provision that would allow directly adjacent public parks and accessible open spaces to be counted toward the recreation area for the site.
4. **Building exterior** – Unlike hotels/motels, former school buildings may have historically distinct architectural features. However, unlike the large former mills located in the Historic zone, exterior rehabilitation of former school buildings is not subject to stringent requirements to retain those historic qualities. It is, however, recommended that designs for the exterior rehabilitation of former school buildings maintain or restore the original architectural character of the structure to the extent feasible.

In addition to the proposed new section, the draft regulation amendment includes adding the conversion of former schools to housing, in accordance with the new section, as a special exception use in each residential zone.

Plan of Conservation and Development

The Commission should consider whether the proposed regulation amendment is in line with the goals of the Plan of Conservation and Development (Manchester NEXT).

Staff Review

Town staff has reviewed the proposed zoning regulation amendment and any suggested revisions to this draft will be reported to the Commission at the March 4, 2024 meeting.

mp

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Attach.

Proposed new section to be added to Art. II, Sec. I (General Requirements for Residential Zones)

1.00.03 Multi-family school conversion special exception

- (a) Purpose: To allow for the conversion of existing school buildings to multi-family use and related development; the nature of multi-family school conversion is such that design and development may vary for different sites; multi-family school conversion is subject to the requirements set forth in this section.
- (b) Criteria for special exception: Prior to approval of a special exception, the applicant must demonstrate that the special exception, proposed use and proposed plan of development shall comply with the Special Exception criteria set forth in Article IV, Section 20 of these regulations.
- (c) Accessory uses will be permitted including but not limited to: Radio and television antennae; signs; maintenance and elevator buildings; vehicle parking areas and parking structures for residents, visitors and employees of the uses conducted and for which the parking use is appurtenant.
- (d) Site development criteria: Since prior building development will have determined the general layout of the site, the conversion and any future land development shall be consistent and in harmony with the established physical relationship of existing buildings to land area, taking into consideration the criteria set forth in the following provisions:
 - 1. Required lot/site area: Every lot to be utilized for this special exception conversion shall have a minimum lot area no less than two (2) acres.
 - 2. Height: New buildings or additions/renovations to existing buildings shall not exceed three (3) habitable stories or forty (40) feet.
 - 3. Minimum yards: New buildings or additions/renovations to existing buildings shall comply with the minimum yard requirements for the zone in which the property is located.
 - 4. Minimum floor areas: The minimum living area for units in a multi-family dwelling shall be as follows:

| | |
|-------------------------|------------------|
| Efficiency/studio units | 300 square feet |
| One-bedroom units | 500 square feet |
| Two-bedroom units | 700 square feet. |

And for each bedroom in excess of 2, add an additional 150 square feet.
 - 5. Site drainage: The site shall be adequately drained and include a storm

water drainage system that prioritizes on-site infiltration and/or detention, and all new drainage facilities shall be designed in accordance with the Town of Manchester Public Improvement Standards. Roof drainage shall not discharge directly onto or across sidewalks, driveways, roadways or parking areas. Low Impact Development techniques shall be considered.

6. Utilities: Public sanitary sewer and public water shall be required. Completion of the multi-family school conversion may require the installation of additional domestic water services, fire water services, water meters and/or sanitary sewer laterals to serve individual units or buildings in accordance with Town requirements. All new water and sewer facilities shall be in accordance with the criteria and requirements set forth in the Manchester Water and Sewer Department Rules and Regulations.
7. Roadways and driveways:
 - a. All private roadways, driveways and parking areas shall be designed to facilitate traffic circulation and emergency vehicle movement;
 - b. Notwithstanding any provision elsewhere in these regulations, private roadways and driveways designed for vehicular traffic shall have the following minimum requirements:
 - Two-way traffic—24 foot width;
 - One-way traffic with 45 degree parking on one or both sides — 16 foot width;
 - One-way traffic with 60 degree parking on one or both sides — 18 foot width;
 - One-way traffic with 90 degree parking on one or both sides — 24 foot width;
 - Inside turning radius — 30 feet.
 - c. Fire lanes shall be provided as required by the Fire Marshal's Office. The applicant shall indicate on the plan the location of such lanes and shall provide all fire lane signs and markings as required. Fire apparatus turning demonstration(s) specific to one or more responding vehicles shall be submitted upon request by the Fire Marshal's Office or the Town.
8. Vehicle parking:
 - a. There shall be provided on the building site, one vehicle parking space for each studio or one-bedroom residential unit and two vehicle parking spaces for each residential unit with two or more bedrooms. Notwithstanding the foregoing, for residential units within a half (½) mile radius of existing mass transit and where the

unit mix consists of 50% or more one- bedroom or efficiency units, the minimum parking ratio shall be one (1) space per dwelling unit.¹

- b. Visitor parking spaces shall be provided on site at the rate of 1 visitor space per 4 dwelling units. The applicant may request to decrease the visitor parking requirement if the applicant can show that such requirement would not be needed for the proposed development.
 - c. The vehicle parking area may be within the building, underground, elevated or at grade level.
9. Fire protection: Fire hydrants shall be installed so that no portion of a building is greater than 250 feet from a hydrant or otherwise in accordance with recommendations by the Fire Marshal's Office and the Town.
10. Site preservation and landscaping:
- a. The development of a site shall be designed and developed in such a manner as to preserve its natural state insofar as is practicable by:
 1. Minimizing soil and tree removal.
 2. Designing grade changes which will blend harmoniously with the natural and undisturbed landscape.
 3. Not creating steep slopes by regrading.
 4. Treating disturbed surfaces to encourage plant growth and soil stabilization by providing top soil and the planting of appropriate trees, shrubs and grass.
 5. Preserving natural features such as steep slopes, rock outcrops, wetlands, vistas, etc.
 6. Implementing measures to minimize soil erosion and to prevent the pollution of watercourses.
 - b. A multi-family dwelling site shall be landscaped, graded and developed to preserve and establish natural vegetation for recreation, screening, shade, aesthetics, and soil stabilization.
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- c. All parking lots, loading areas, driveways, refuse collections areas, mechanical equipment such as generators and air conditioning condensers, and maintenance buildings shall be screened from adjoining residential properties with a landscaped border not less than 8 feet wide. The landscaped border shall provide a year-round effect through which such areas are obscured from view from abutting residential property. Appropriate evergreen species shall be planted at least four feet in height at a separation distance which provides for growth of the planting and visual screening.

If a landscaped berm, masonry wall or combination thereof at least four feet high is installed to provide the visual screen then the requirement for planting evergreen species may be waived by the Commission. Masonry walls shall have a finished surface of brick, fieldstone, architecturally textured concrete, split face block or similar material. Exposed concrete block or standard finish poured or precast concrete shall not be acceptable finishes.

Fencing shall be required when landscaping, walls and/or grading cannot provide the required screening due to topography, preservation of specimen trees or other important natural features, avoidance of wetlands or similar conditions. Fences when constructed shall be, at minimum, four feet high when measured from the top of the adjacent grade and shall be made of wood. Fences shall be installed in accordance with the requirements of Article II, Section 1.03.04. The Commission may, for good cause shown, approve the use of materials other than wood after an application for a different material is submitted.

Along all parking areas and drives the landscaped border shall include a light proof fence or masonry wall to prevent automobile headlights from causing a nuisance to adjoining residents. The landscaped border for parking area and drive screening shall not be counted towards the landscape area in Article IV, Section 9.02.05.

All trees, shrubs, walls and fences shall be maintained at a height of not more than three feet within the sight distance triangle of all street and driveway intersections. The sight distance triangle shall be as defined in the Town of Manchester Public Improvement Standards.

The Commission may waive all or any requirements in this section or modify such requirements if it finds that existing foliage or natural conditions are sufficient to constitute a screen for the protection of residential premises, or that such screening is not feasible and not necessary due to site configuration or location.

11. Garbage storage: Facilities for the storage of refuse and garbage shall be located in such a manner as to make the facilities inconspicuous to the general public view with suitable materials to harmonize with the building. Such materials may include, but not be limited to, fencing and plantings.
12. Lighting: All lighting intended to illuminate the building(s), parking areas or yards shall be arranged so that the lights will not shine into the eyes of any person external to the premises or cause a nuisance from excessive glare.
13. Recreation areas: An area equal to not less than 30% of the gross floor area on the site shall be developed for usable recreation area(s) for either active or passive recreation purposes.
 - a. Not less than 50% of the minimum required recreation areas shall consist of outdoor areas or facilities.
 - b. Outdoor areas shall be improved with grass or pavers or may be left in a natural state, or may be improved for active recreational purposes, such as walking paths, playscapes, courts and swimming pools, or similar areas used for picnic tables, lawn furniture, fire pits or barbeque stands.
 - c. Public parks and accessible open space directly adjacent to the development site shall be counted toward the recreation area for the site. Safe pedestrian access between the development site and the public space must be provided.
14. Building exterior: Designs for exterior building rehabilitation shall recommend appropriate material, colors, etc. intended to maintain or restore the integrity of the original architectural character of a given structure.
15. Residential Signs
 - a. There shall be no more than one residential sign identifying the structure per lot except, if the building fronts on two streets, two signs will be permitted (one sign per street).
 - b. Wall-mounted residential signs at major entrances designed to identify a multi-family residential use shall be permitted. The area of such wall-mounted signs shall not exceed 16 square feet. No wall-mounted sign shall project above the cornice line of the building on which it is located.

- c. A freestanding residential sign shall be permitted if it is located at least five feet from any property line. No freestanding residential sign shall exceed a height of four feet above grade and shall have a maximum size of 20 square feet.
 - d. A projecting residential sign shall have an area not exceeding 12 square feet.
16. Application procedure: The applicant shall file an application for a multi-family school conversion special exception, including Preliminary and Detailed Plans of Development, for all of the property located within the proposed multi-family conversion special exception site. The Preliminary and Detailed Plans of Development may be separate or combined in accordance with the provisions of Article I, Section 4.

Add to list of special exception uses in the following zones:

Art. II, Sec. 2 (Rural Residence zone) – add:

2.02.20 Conversion of former school buildings to multi-family housing in accordance with Art. II, Sec. 1.00.03

Art. II, Sec. 3 (Residence AA zone) – add:

3.02.11 Conversion of former school buildings to multi-family housing in accordance with Art. II, Sec. 1.00.03

Art. II, Sec. 4 (Residence A zone) – add:

4.02.11 Conversion of former school buildings to multi-family housing in accordance with Art. II, Sec. 1.00.03

Art. II, Sec. 5 (Residence B zone) – add:

5.02.11 Conversion of former school buildings to multi-family housing in accordance with Art. II, Sec. 1.00.03

Art. II, Sec. 6 (Residence C zone) – add:

6.02.12 Conversion of former school buildings to multi-family housing in accordance with Art. II, Sec. 1.00.03

**TOWN OF MANCHESTER
PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT**

TO: Planning & Zoning Commission

FROM: Megan Pilla, Principal Development Planner *MP*

DATE: February 29, 2024

RE: Hilliard Mills LLC – 640 & 642 Hilliard St & 370 Adams St
Inland Wetlands Permit (IWP-0054-2023)
Special Exception Modification (PSE-0055-2023)
Flood Plain Permit (FLDP-0005-2023)

Introduction

The applicant is requesting approval of a special exception modification, inland wetlands permit, and flood plain permit for a small addition to Building #5 and various site improvements at the Hilliard Mills complex. The site is located in the Industrial zone (IND).

Project Description

Since the last meeting, renovations to Building #6 have been removed from the scope of this application. The scope now includes the following elements (highlighted in yellow on the attached site plan):

Building #5 Addition

A small addition is proposed on Building #5 to accommodate an ADA-accessible restroom. This structure is outside of the flood plain and the wetlands, but within the upland review area.

Deck

A 582-sq. ft. steel-framed concrete deck with steel guard rails is proposed between Buildings #5 and #6. The deck is at the elevation of the first floor of the buildings with stairs leading down to the exterior grade. The deck is partially within the flood plain but outside of the floodway, and within the upland review area.

Site Modifications

Proposed site modifications include the following:

- A previously approved stamped bituminous pavement patio area with concrete planters at the northeast corner of the site is changed to a bituminous cap with stone cover (*within flood plain*).

- The dimensions and quantity of concrete planters at the northern patio areas are revised.
- Signage is proposed within some of the concrete planters to indicate the locations of individual businesses.
- A historical display area is proposed within one of the patio areas.
- A complex identification sign is proposed within one of the patio areas.
- Underground water and sanitary sewer connections to Buildings #5 and #6 are shown (*within flood plain*).
- Two (2) sections of existing concrete slab are proposed to be removed (*both within flood plain, one within floodway and upland review area*).
- Three (3) new sections of concrete walkway are proposed in the southern portion of the site (*two partially within floodway, two within flood plain, all within upland review area*).
- Five (5) new parking spaces are shown, and two (2) previously approved spaces are slightly realigned, at the southeast corner of the site. A wood beam guardrail is shown adjacent to these parking spaces (*within upland review area, NOT within flood plain*).
- A proposed 8-ft. by 12-ft. storage shed on a crushed stone base is proposed at the southeast corner of the site (*within upland review area, NOT within flood plain*).
- A 1,000 gallon propane tank is proposed at the southeast corner of the site (*within upland review area, NOT within flood plain*).

Flood Plain Permit

The applicant's engineer has not yet confirmed whether the newly proposed site improvements represent any net change to the capacity of the flood plain. This should be discussed at the meeting.

Inland Wetlands Permit

At its meeting on January 3, 2024, the Commission determined that the proposed project may have a significant impact on the adjacent wetlands.

The attached brook cleanup narrative has been submitted to provide greater detail on the proposed scope of cleanup activities within the wetland and watercourse. The applicant intends to remove masonry debris (bricks, concrete, etc.) from the bank of the watercourse and replace it with rip rap. This work would be done by hand, and any debris that is too large to remove by hand will remain in place. Native stone will not be removed.

David Laiuppa, Inland Wetlands Agent, visited the site to discuss the proposed brook cleanup with the applicant, and agreed that, as proposed, the cleanup effort would be beneficial to the bank of the watercourse to improve the aesthetic of the brook and to reduce scouring that currently occurs during storm events.

The total area of newly proposed disturbance within the wetland is difficult to ascertain, but is limited to the brook cleanup activity described in the attached narrative. The total area of proposed disturbance within the upland review area is approximately **3,550 sq. ft. (0.08 acres)**.

For the Commission's Consideration

The Commission should consider whether the proposal meets the special exception criteria outlined in Art. IV, Sec. 20, as well as the flood plain regulations in Art. II, Sec. 19 and the Inland Wetlands Regulations.

Staff Review

Town staff has reviewed the plans and documents submitted with the application and the status of any outstanding comments will be provided at the March 4, 2024 meeting.

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Attach.

Town of
Manchester, CT

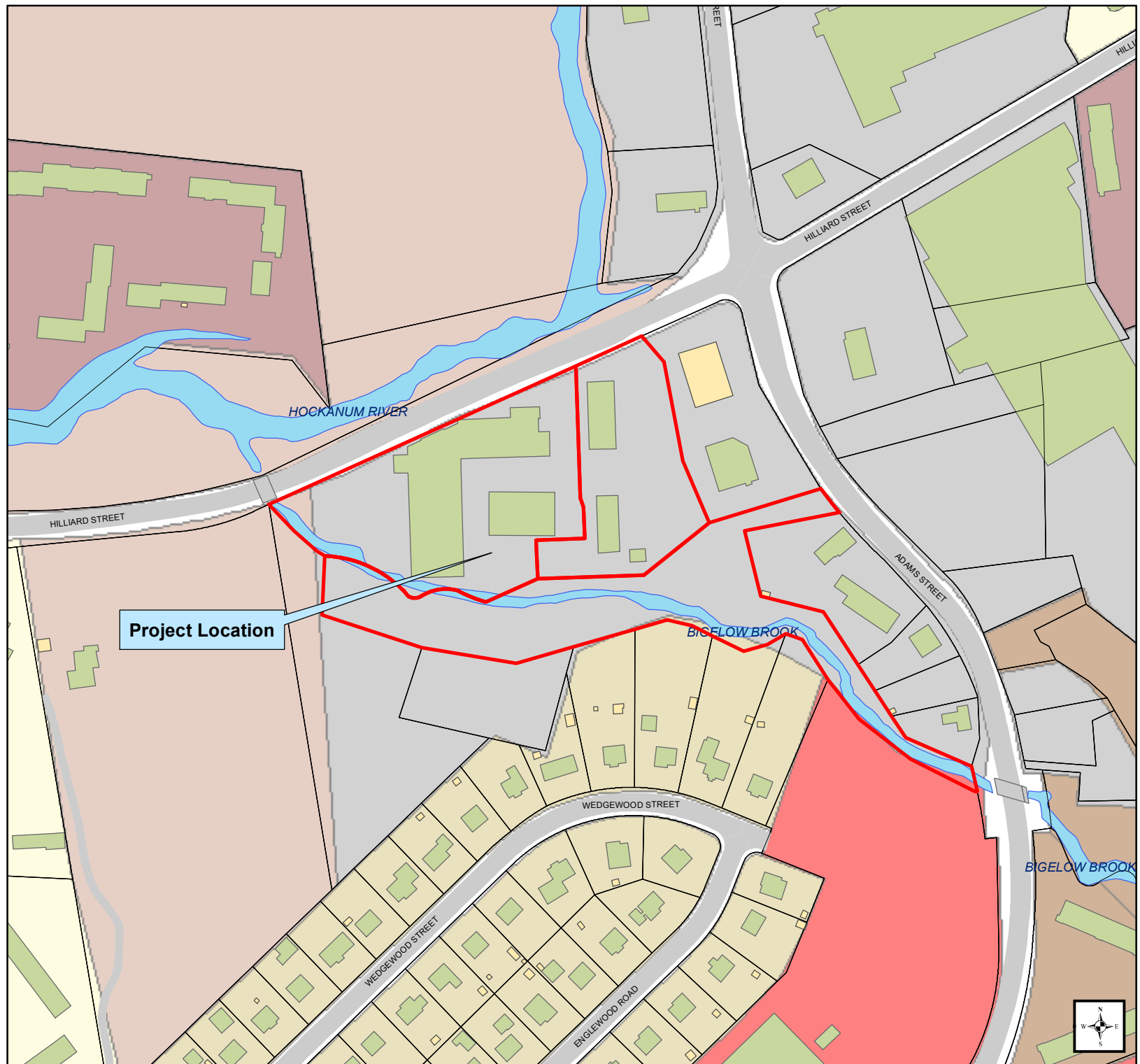


Geographic Information
Systems

**640 & 642 Hilliard Street
and 370 Adams Street
(Hilliard Mills)**

Legend

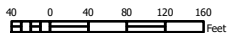
- GB - General Business
- IND - Industrial
- PRD - Planned Residence
Development
- RA - Residence A
- RB - Residence B
- RM - Residence M
- RR - Rural Residence



DISCLAIMER:
The Town of Manchester, CT assumes no legal responsibility for the information contained in this map. This map is provided "AS IS" without warranty of any kind.

NOTES:
Planimetric and topographic information were compiled by stereophotogrammetric methods from photography dated April 24, 1999 in accordance with ASPR accuracy standards for 1"=40' large scale Class I maps. Real property compiled from recorded deeds, subdivision plans and other public records. Utility networks compiled from record plans, as-builts and/or field survey data. Aerial photography dated April 24, 1999.

1 inch = 200 feet



Date: 12/29/2023



Hilliard Mills LLC
642 Hilliard Street
Manchester, CT, 06042

RE: Text Amendment

To: Planning and Zoning Commission

Hilliard Mills, LLC would like to apply for a Special Exception Modification to update and complete our site plans to accommodate the last two buildings scheduled to be renovated in 2024.

Changes and updates include: adjust striping plans for accommodation of entrance doors and additional parking, add propane tank, add ADA access ramp/deck to Buildings 5 and 6, refine patio areas in front of B2 and B3, minor landscaping adjustments and proper walkways, removal of unused ugly concrete slabs in favor of landscaping, misc. plan refinements.

Sincerely,

Peter J. Bonzani Jr.
Manager
Hilliard Mills, LLC



Hilliard Mills LLC
642 Hilliard Street
Manchester, CT, 06042

RE: Hilliard Mills Bigelow Brook Cleanup Narrative

Our intention with this work to remove the masonry debris from the bank of the watercourse and replace with rip rap (12"+). The reasons for the proposed work are two-fold. 1. We want to remove the masonry debris (bricks, concrete, etc.) to restore it to a more natural state. 2. We have seen significant scour issues, especially since the four 2021 tropical storms and the summer of 2023 non-stop rain storms. We would like to stabilize the banks with more robust materials.

We are proposing to do all of the work in the watercourse by hand. This includes removal of debris and placement of the rip rap. We will likely use a breaker hammer to break up large pieces of concrete that cannot be lifted by hand for safety. We will work to minimize any disturbance of the silt/sand as to not introduce turbidity into the Bigelow Brook. We will not be removing any debris that is significantly embedded into the bank. We define "significantly" as anything that would likely cause appreciable destabilization of the bank or create appreciable turbidity in the water itself.

We propose to commence this work only on dry days, where no forecast of any precipitation above ¼" of rain in 24 hours preceding the work. If unexpected rain should arise, we will stop work until it is dry again.

We will not remove all of the masonry debris. Field conditions will determine if it is safe for our workers to do so and if the above conditions are met. If we have questions we will be asking for assistance from David Laiuppa and would also welcome David visiting and assisting during the cleanup.

Sincerely,

Peter J. Bonzani Jr.
Manager
Hilliard Mills, LLC



Hilliard Mills LLC
642 Hilliard Street
Manchester, CT, 06042



Recent scour (since summer 2021) in between large existing rocks on surface, creates trip hazard



Hilliard Mills LLC
642 Hilliard Street
Manchester, CT, 06042



Lack of rocks below big ones, lots of scour

- Propose add rip rap from these rocks down bank to stabilize



Hilliard Mills LLC
642 Hilliard Street
Manchester, CT, 06042



Slab- Break with hand held hammer and remove, replace with rip rap



Hilliard Mills LLC
642 Hilliard Street
Manchester, CT, 06042



Nice native Manchester sandstone – Leave alone



Hilliard Mills LLC
642 Hilliard Street
Manchester, CT, 06042



Granite from 1800's dam – Leave alone
Concrete debris – Remove and replace with rip rap



Hilliard Mills LLC
642 Hilliard Street
Manchester, CT, 06042



Masonry debris- Remove and replace with rip rap to edge of water



Hilliard Mills LLC
642 Hilliard Street
Manchester, CT, 06042



Slab to be removed,
adjacent to
watercourse

Scour near slab to be removed



Hilliard Mills LLC
642 Hilliard Street
Manchester, CT, 06042



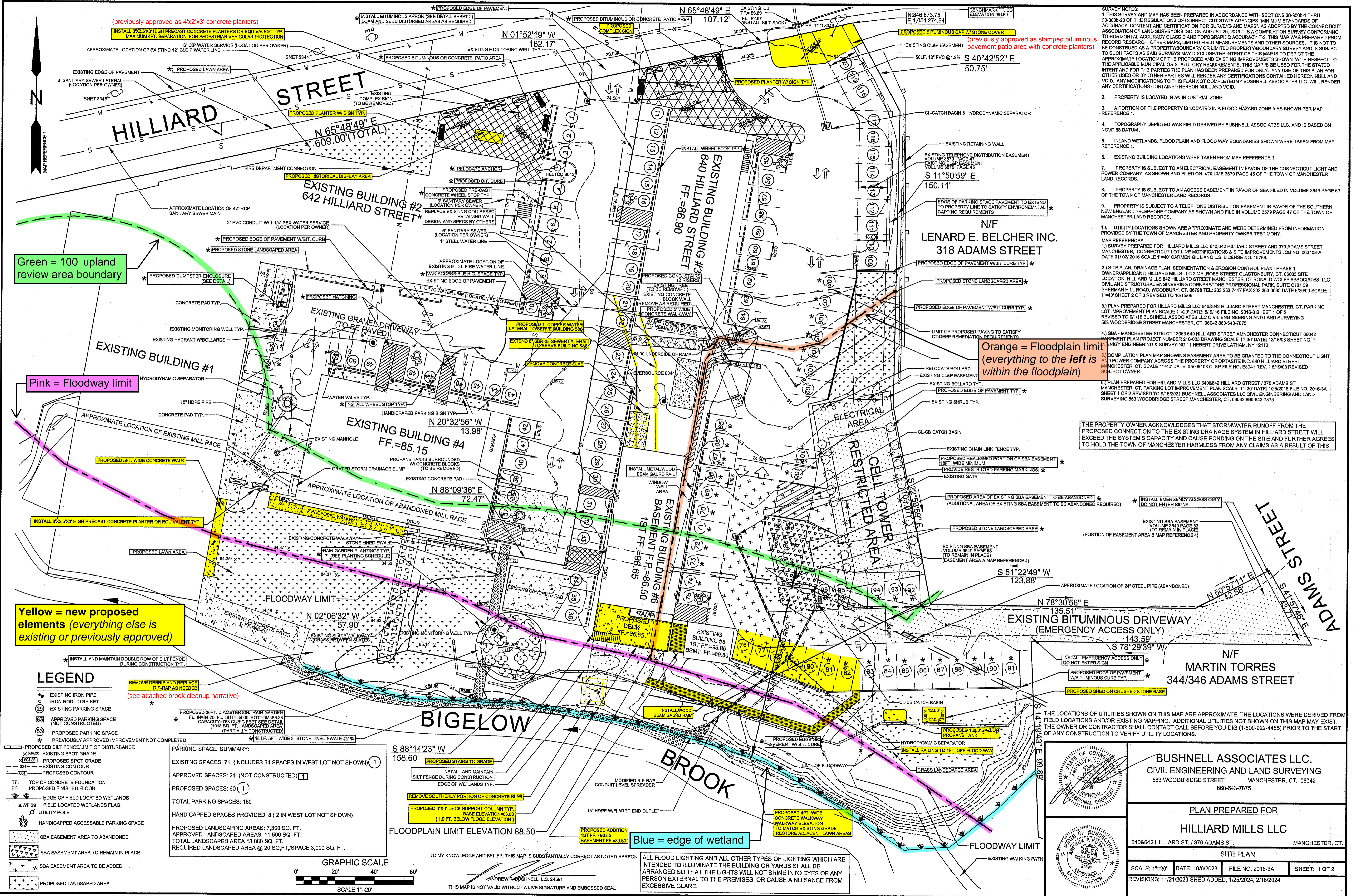
Nasty Scour- Since summer 2021, clean loose debris and armor with rip rap



Hilliard Mills LLC
642 Hilliard Street
Manchester, CT, 06042



Concrete embedded in bank- Ugly but leave alone

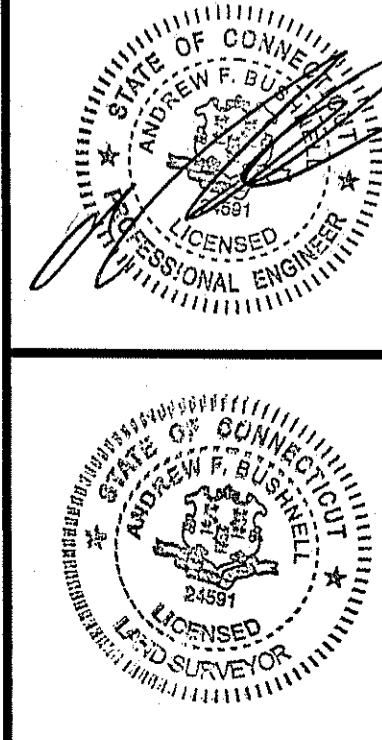


SURVEY NOTES:

- THIS SURVEY AND MAP HAS BEEN PREPARED IN ACCORDANCE WITH SECTIONS 20-300b-1 THRU 20-300b-20 OF THE REGULATIONS OF CONNECTICUT STATE AGENCIES "MINIMUM STANDARDS OF ACCURACY" AND "STANDARDS OF CERTIFICATION FOR SURVEYS AND MAPS", AS ADOPTED BY THE CONNECTICUT ASSOCIATION OF LAND SURVEYORS INC. ON AUGUST 29, 2019. THIS MAP WAS PREPARED FROM HORIZONTAL ACCURACY CLASS D AND TOPOGRAPHIC ACCURACY T-3. THIS MAP WAS PREPARED FROM RECORD RESEARCH, OTHER MAPS, LIMITED FIELD MEASUREMENTS AND OTHER SOURCES. IT IS NOT TO BE CONSTRUED AS A PROPERTY BOUNDARY OR LIMITED PROPERTY BOUNDARY SURVEY AND IS SUBJECT TO SUCH FACTS AS SAID SURVEYS MAY DISCLOSE. THE INTENT OF THIS MAP IS TO DEPICT THE APPROXIMATE LOCATION OF THE PROPOSED AND EXISTING IMPROVEMENTS SHOWN WITH RESPECT TO THE APPLICABLE MUNICIPAL OR STATUTORY REQUIREMENTS. THIS MAP IS BE USED FOR THE STATED INTENT AND FOR THE PARTIES THE PLAN HAS BEEN PREPARED FOR ONLY. ANY USE OF THIS PLAN FOR OTHER USES OR BY OTHER PARTIES WILL RENDER ANY CERTIFICATIONS CONTAINED HEREON NULL AND VOID. ANY MODIFICATIONS TO THIS PLAN NOT COMPLETED BY BUSHNELL ASSOCIATES LLC. WILL RENDER ANY CERTIFICATIONS CONTAINED HEREON NULL AND VOID.
- PROPERTY IS LOCATED IN AN INDUSTRIAL ZONE.
- A PORTION OF THE PROPERTY IS LOCATED IN A FLOOD HAZARD ZONE AS SHOWN PER MAP REFERENCE 1.
- TOPOGRAPHY DEPICTED WAS FIELD DERIVED BY BUSHNELL ASSOCIATES LLC. AND IS BASED ON NGVD 88 DATUM.
- INLAND WETLANDS, FLOOD PLAIN AND FLOOD WAY BOUNDARIES SHOWN WERE TAKEN FROM MAP REFERENCE 1.
- EXISTING BUILDING LOCATIONS WERE TAKEN FROM MAP REFERENCE 1.
- PROPERTY IS SUBJECT TO AN ELECTRICAL EASEMENT IN FAVOR OF THE CONNECTICUT LIGHT AND POWER COMPANY AS SHOWN AND FILED ON VOLUME 3579 PAGE 45 OF THE TOWN OF MANCHESTER LAND RECORDS.
- PROPERTY IS SUBJECT TO AN ACCESS EASEMENT IN FAVOR OF SBA FILED IN VOLUME 3649 PAGE 63 OF THE TOWN OF MANCHESTER LAND RECORDS.
- PROPERTY IS SUBJECT TO A TELEPHONE DISTRIBUTION EASEMENT IN FAVOR OF THE TOWN OF NEW ENGLAND TELEPHONE COMPANY AS SHOWN AND FILED IN VOLUME 3579 PAGE 47 OF THE TOWN OF MANCHESTER LAND RECORDS.
- UTILITY LOCATIONS SHOWN ARE APPROXIMATE AND WERE DETERMINED FROM INFORMATION PROVIDED BY THE TOWN OF MANCHESTER AND PROPERTY OWNER TESTIMONY.

MAP REFERENCES:

- SURVEY PREPARED FOR HILLIARD MILLS LLC 640,642 HILLIARD STREET AND 370 ADAMS STREET MANCHESTER, CONNECTICUT LOT LINE MODIFICATIONS & SITE IMPROVEMENTS JOB NO. 060409-A DATE 01/02/2016 SCALE 1"=40' CARMEN GIULIANO L.S. LICENSE NO. 15769.
- SITE PLAN, DRAINAGE PLAN, SEDIMENTATION & EROSION CONTROL PLAN - PHASE 1 OWNER/APPLICANT: HILLIARD MILLS LLC 2 MELROSE STREET GLASTONBURY, CT. 06033 SITE LOCATION: HILLIARD MILLS 642 HILLIARD STREET MANCHESTER, CT. RONALD WOLFF ASSOCIATES, LLC CIVIL AND STRUCTURAL ENGINEERING CORNERSTONE PROFESSIONAL PARK, SUITE C101 39 SHERMAN HILL ROAD, WOODBRIDGE, CT. 06798 TEL: 203 263 7447 FAX: 203 263 0660 DATE 8/29/09 SCALE: 1"=40' SHEET 2 OF 3 REVISED TO 10/15/09
- PLAN PREPARED FOR HILLIARD MILLS LLC 640,642 HILLIARD STREET MANCHESTER, CT. PARKING LOT IMPROVEMENT PLAN SCALE: 1"=20' DATE: 5/9/16 FILE NO. 2016-3 SHEET 1 OF 2 REVISED TO 8/1/16 BUSHNELL ASSOCIATES LLC CIVIL ENGINEERING AND LAND SURVEYING 563 WOODBRIDGE STREET MANCHESTER, CT. 06042 860-643-7875
- SBA - MANCHESTER SITE: CT 13083 640 HILLIARD STREET MANCHESTER CONNECTICUT 06042 EASEMENT PLAN PROJECT NUMBER 218-005 DRAWING SCALE 1"=30' DATE: 12/18/08 SHEET NO. 1 (ENGINEERING & SURVEYING 11 HEBERT DRIVE LATHAM, NY 12110)
- COMPLETION PLAN MAP SHOWING EASEMENT AREA TO BE GRANTED TO THE CONNECTICUT LIGHT AND POWER COMPANY ACROSS THE PROPERTY OF OPTASITE INC. 640 HILLIARD STREET, MANCHESTER, CT. SCALE 1"=40' DATE: 05/05/08 CL&P FILE NO. E8041 REV. 1 8/19/08 REVISED SUBJECT OWNER
- PLAN PREPARED FOR HILLIARD MILLS LLC 640,642 HILLIARD STREET / 370 ADAMS ST. MANCHESTER, CT. PARKING LOT IMPROVEMENT PLAN SCALE: 1"=20' DATE: 1/25/2016 FILE NO. 2016-3A SHEET 1 OF 2 REVISED TO 8/15/2021 BUSHNELL ASSOCIATES LLC CIVIL ENGINEERING AND LAND SURVEYING 563 WOODBRIDGE STREET MANCHESTER, CT. 06042 860-643-7875



BUSHNELL ASSOCIATES LLC.
 CIVIL ENGINEERING AND LAND SURVEYING
 563 WOODBRIDGE STREET MANCHESTER, CT. 06042
 860-643-7875

PLAN PREPARED FOR
HILLIARD MILLS LLC
 640&642 HILLIARD ST. / 370 ADAMS ST. MANCHESTER, CT.

SITE PLAN

SCALE: 1"=20' DATE: 10/6/2023 FILE NO. 2016-3A SHEET: 1 OF 2
 REVISIONS: 11/21/2023 SHED ADDED, 1/25/2024, 2/18/2024

Green = 100' upland review area boundary

Pink = Floodway limit

Yellow = new proposed elements (everything else is existing or previously approved)

Orange = Floodplain limit (everything to the left is within the floodplain)

Blue = edge of wetland

THE PROPERTY OWNER ACKNOWLEDGES THAT STORMWATER RUNOFF FROM THE PROPOSED CONNECTION TO THE EXISTING DRAINAGE SYSTEM IN HILLIARD STREET WILL EXCEED THE SYSTEM'S CAPACITY AND CAUSE PONDING ON THE SITE AND FURTHER AGREES TO HOLD THE TOWN OF MANCHESTER HARMLESS FROM ANY CLAIMS AS A RESULT OF THIS.

EROSION AND SEDIMENTATION PLAN:

PROJECT: IMPROVEMENTS TO BUILDING 5 & 6
 APPROXIMATE PROJECT START DATE: TO BE DETERMINED
 APPROXIMATE PROJECT COMPLETION DATE: TO BE DETERMINED

- 1.) EROSION AND SEDIMENTATION CONTROL ACTIVITIES TO CONFORM TO PRACTICES OUTLINED IN THE 2002 CONNECTICUT GUIDELINES FOR EROSION AND SEDIMENT CONTROL MANUAL.
- 2.) PRIOR TO SITE DISTURBANCE INSTALL SILT FENCE AT LOCATIONS SHOWN ON THE MAP. INSTALL SEDIMENT CONTROL MEASURES AT CATCH BASINS RECEIVING STORM WATER RUN OFF FROM THE DISTURBED AREAS. ADDITIONAL EROSION AND SEDIMENTATION CONTROL MEASURES MAYBE REQUIRED AS FIELD CONDITIONS REQUIRE.
- 3.) INSPECT AND REPAIR AS REQUIRED EROSION AND SEDIMENTATION CONTROL MEASURES PERIODICALLY, ALSO BEFORE AND AFTER LARGE RAIN STORMS. REMOVE SEDIMENT BUILT UP FROM SILT FENCE, THE RAIN GARDEN, CATCH BASIN SILT SACKS AND SUMPS AS REQUIRED.
- 4.) STRIP AND STOCKPILE TOPSOIL. STABILIZE TOPSOIL STOCKPILE WITH A TEMPORARY GROUND COVER.
- 5.) CONSTRUCT PROPOSED IMPROVEMENTS AS SHOWN.
- 6.) SPREAD TOPSOIL, MACHINE RAKE, FERTILIZE, SEED AND MULCH DISTURBED AREAS AS SOON AS POSSIBLE. USE A GRASS SEED MIXTURE BASED ON SITE CONDITIONS (i.e. SUN OR SHADE) AND THE SEASONAL WEATHER CONDITIONS.
- 7.) USE NORTH AMERICAN GREEN S 150 EROSION CONTROL BLANKETS OR EQUIVALENT TO STABILIZE ALL SLOPES STEEPER THAN 3 TO 1 SLOPE
- 8.) REMOVE ALL EROSION AND SEDIMENTATION CONTROL MEASURES AFTER ENTIRE SITE HAS BEEN STABILIZED AND PERMANENT GROUND COVER GROWTH HAS MATURED.

SITE SEEDING NOTES:

PREPARATION: FINE GRADE AND RAKE SOIL SURFACE TO REMOVE STONES LARGER THAN 2" IN DIAMETER. INSTALL SEEDING EROSION CONTROL DEVICES SUCH AS SURFACE WATER DIVERSIONS AS REQUIRED. APPLY LIMESTONE AT A RATE OF 2 TONS/AC. OR 50 LBS./1000 SQ.FT. FERTILIZE WITH 10-10-10 AT A RATE OF 300 LBS./AC. OR 7.5 LBS. PER 1000 SQ.FT. WORK LIME AND FERTILIZER INTO SOIL UNIFORMLY TO A DEPTH OF 4".

SEED APPLICATION: APPLY SEED MIXTURE FROM THE CHART BELOW BY HAND, CYCLONE SEEDER OR HYDRO SEEDER. INCREASE SEED MIXTURE BY 10% IF HYDRO SEEDER IS USED. LIGHTLY DRAG OR ROLL THE SEEDING SURFACE TO COVER SEED. SEEDING SHOULD BE DONE BETWEEN THE TIMES SHOWN ON THE CHART BELOW. IF SEEDING CANNOT BE DONE DURING THESE TIMES, REPEAT MULCHING PROCEDURE BELOW UNTIL SEEDING CAN TAKE PLACE.

MULCHING: IMMEDIATELY FOLLOWING SEEDING, MULCH THE SEED SURFACE WITH STRAW OR HAY AT A RATE OF 2 TO 3 TONS/AC. SPREAD MULCH BY HAND OR MULCH BLOWER. PUNCH MULCH INTO SOIL SURFACE WITH A TRACK MACHINE OR DISK HARROW SET STRAIGHT UP. IF USING HYDRO SEED MIX USE TACTIFIER ADDITIVES TO ADHERE MULCH MATERIAL TO THE SURFACE.

| SEED SELECTION: | LB/1000 SQ. FT. | SEED MIXTURE | RECOMMENDED SEEDING DATES |
|----------------------|-----------------|---------------------|---------------------------|
| PERMANENT LAWN | 0.45 | KENTUCKY BLUEGRASS | 4/1-6/15 |
| | 0.45 | CREeping RED FESCUE | 8/15-10/1 |
| | 0.10 | PERENNIAL RYEGRASS | |
| SLOPES & COARSE LAWN | 0.45 | CREeping RED FESCUE | 4/1-6/15 |
| | 0.05 | RED TOP | 8/15-10/1 |
| | 0.45 | TALL FESCUE | |
| SLOPES (NO MOWING) | 1.8 | CREeping RED FESCUE | 4/1-6/15 |
| | 0.2 | RED TOP | 8/15-10/1 |
| TEMPORARY COVER | 3.0 | WINTER RYE | 4/15-6/15, 8/15-10/15 |
| | | OR | |
| | 1.0 | ANNUAL RYEGRASS | 3/1-6/15, 8/15-10/15 |

IF SEED IS PLANTED OUTSIDE THE RECOMMENDED SEEDING DATES IRRIGATION MAYBE REQUIRED AT A UNIFORM APPLICATION RATE OF 1 TO 2 INCHES OF WATER APPLIED PER APPLICATION, SOAKING THE GROUND TO A DEPTH OF 4 INCHES.

**TOWN OF MANCHESTER
 PUBLIC WORKS DEPARTMENT
 ENGINEERING DIVISION**

STANDARD NOTES FOR SITE DEVELOPMENT APPLICATIONS

All materials and methods of construction within the right-of-way shall conform to the Manchester Public Improvement Standards, effective January 19, 2004 as amended.

The Contractor is responsible for obtaining all required permits prior to the start of any construction activity.

The Contractor must contact Call-Before-You-Dig at 1-800-922-4455 at least 48 hours prior to the start of any construction activity.

Record drawings shall be submitted to the Town of Manchester Engineering Division in accordance with Section 5.01 of the Manchester Public Improvement Standards upon completion of the work. The drawings shall be in a form acceptable to the Engineering Division and shall be approved prior to final acceptance of the project. The Contractor shall be responsible for procuring all information necessary to generate drawings and for providing the actual drawings to the Town.

The stormwater treatment system must be designed to remove a minimum of 80% of the total suspended solids from the water quality flow of 2.0 cfs with internal bypasses of the 25 year design storm flow of 2.97 cfs. The system must be inspected and cleaned every (6) months or per the manufacturer's recommendation, which ever is more frequent. Shop drawings of the proposed system must first be approved by the design engineer then submitted to the Town of Manchester for review prior to fabrication. Shop drawing submittals must include:

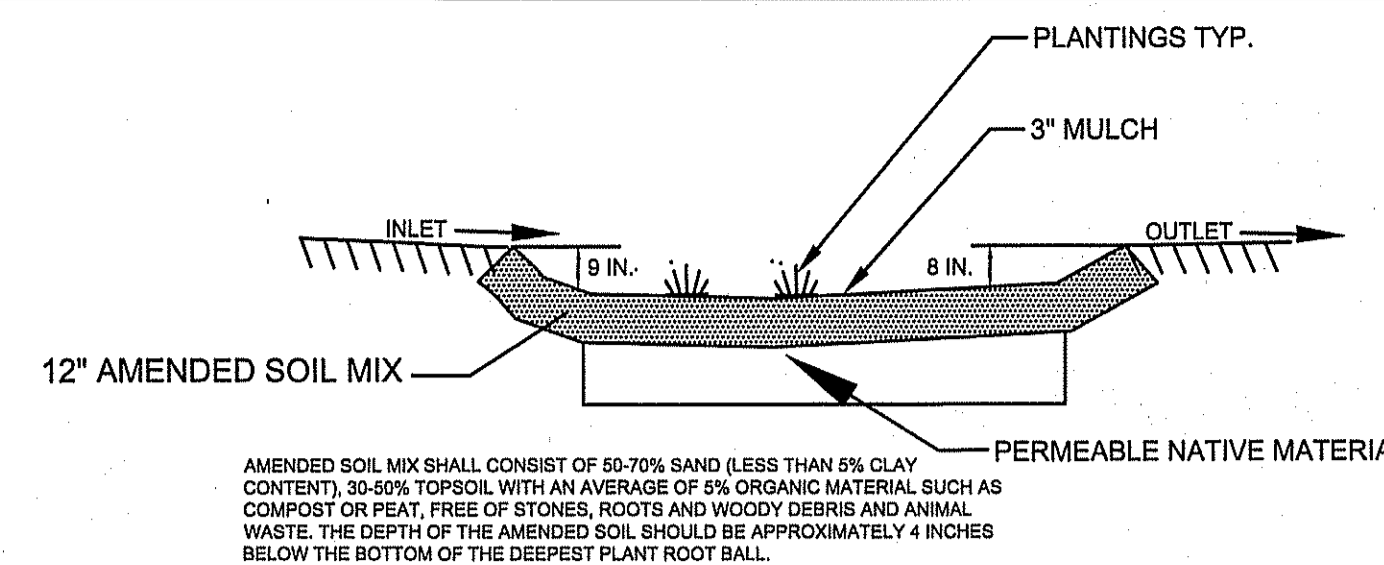
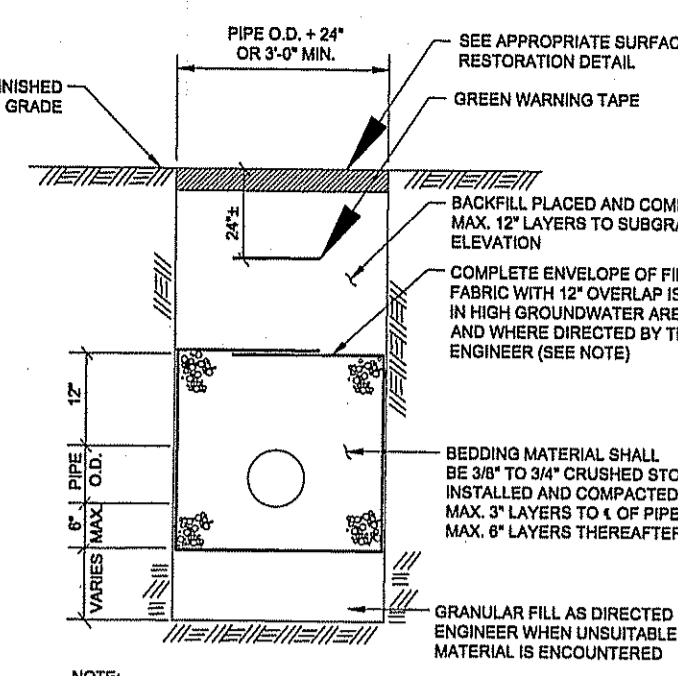
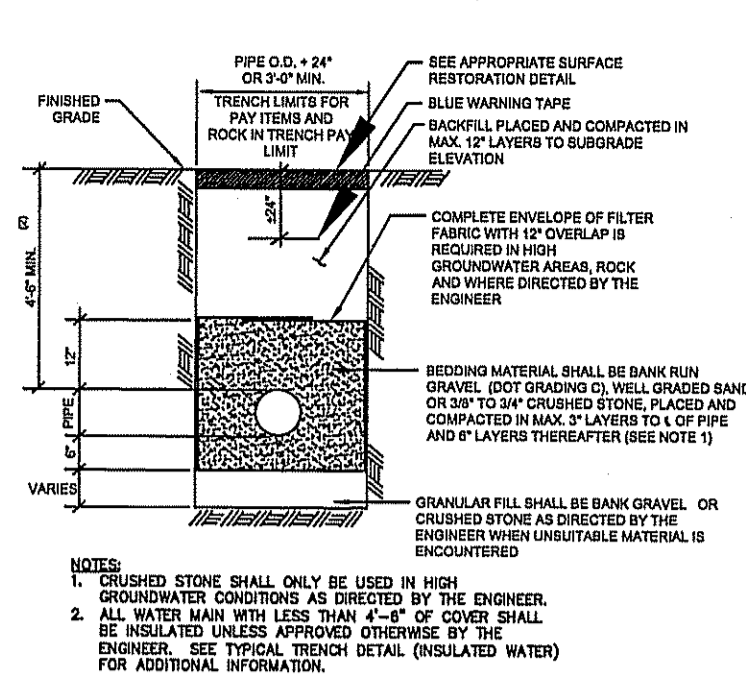
"treated" flow for the specified system and model, which must equal or exceed the water quality flow

"conveyed" flow for the specified system and model, which must equal or exceed the design storm flow

calculations or documentation verifying that 80% (min.) of the average annual total suspended solids will be removed from the water quality flow

orientation of the system in plan view with respect to the approved site plan (if different than shown on the approved plans)

proposed size and elevation of critical weir, orifice, pipe invert/elevations, and other design elements that correspond to the hydraulic characteristics of the system

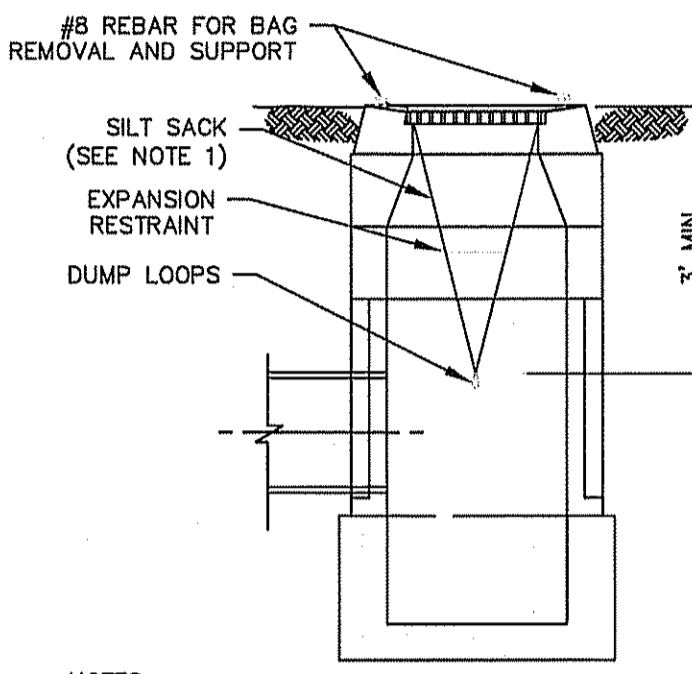
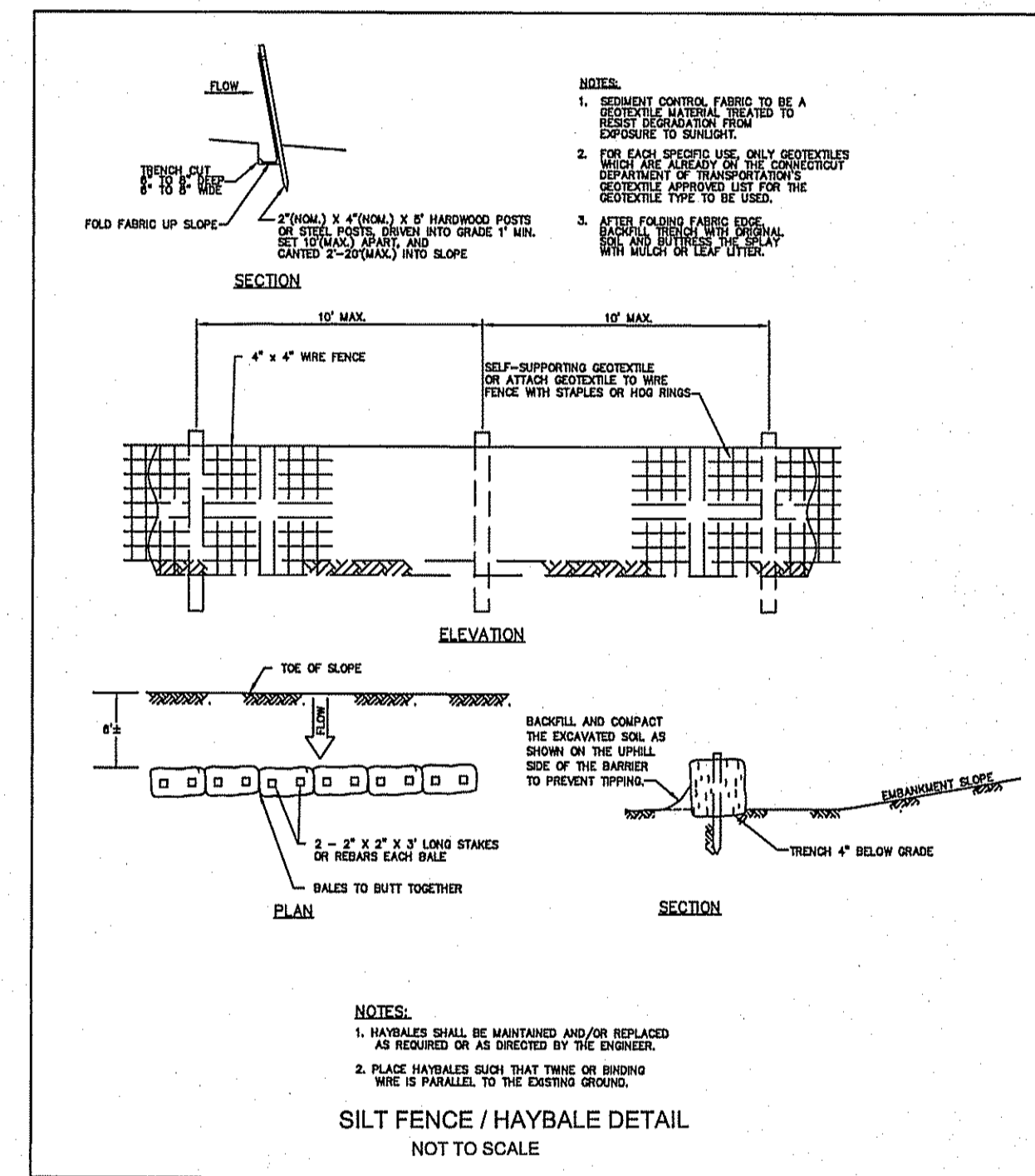
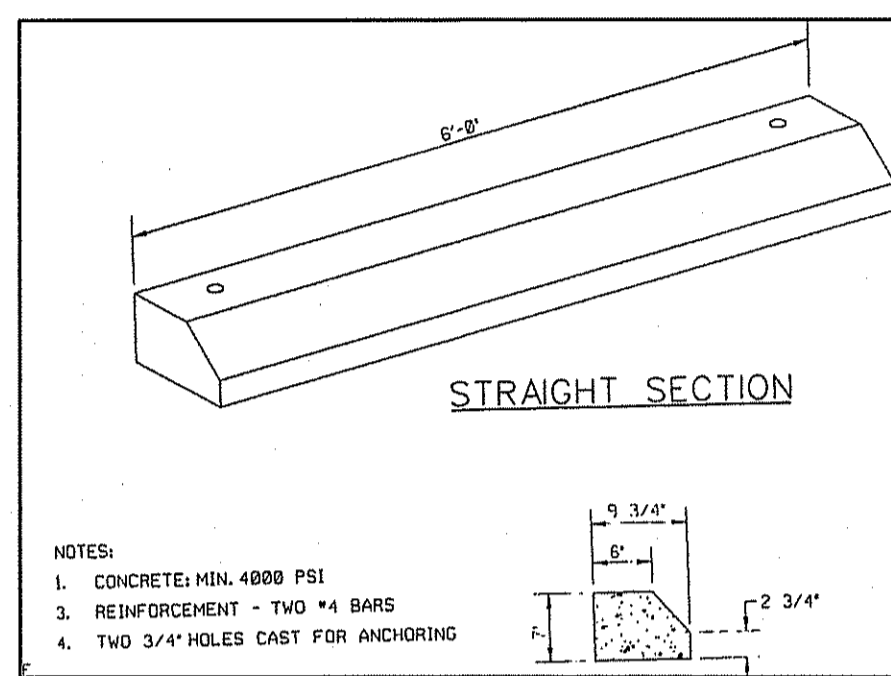
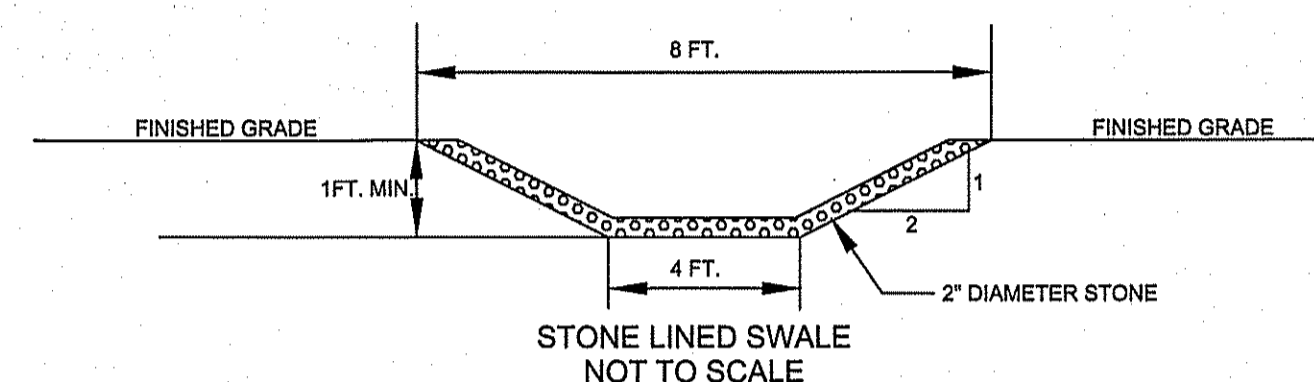


RAIN GARDEN MAINTENANCE PLAN:

| ACTIVITY | SCHEDULE AS NEEDED |
|---|-----------------------|
| REMUOV CHOKED AREAS | AT PROJECT COMPLETION |
| WATER PLANTS DAILY UNTIL ESTABLISHED | MONTHLY |
| INSPECT SOIL AND REPAIR ERODED AREAS | MONTHLY |
| REMOVE LITTER, DEBRIS AND SEDIMENT | TWICE PER YEAR |
| REMOVE AND REPLACE DEAD AND DISEASED VEGETATION | ONCE PER YEAR |
| ADD ADDITIONAL MULCH | ONCE PER YEAR |

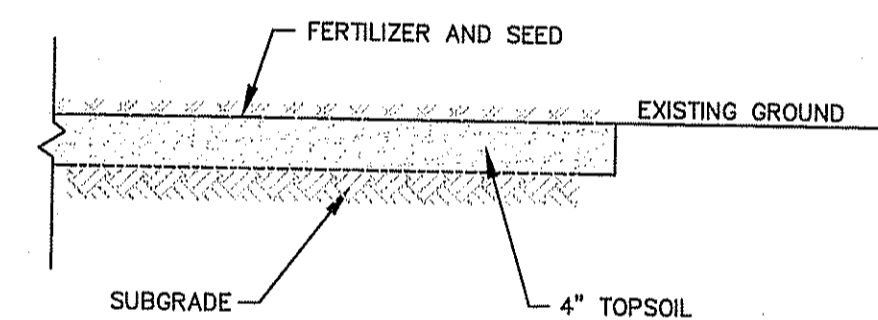
RAIN GARDEN PLANTING SCHEDULE:

| PLANT | QUANTITY |
|----------------------|----------|
| 1-NEW YORK IRON WEED | 3 |
| 2-WINTER BERRY | 3 |
| 3-SLUTTERLY WEED | 3 |
| 4-JOE PYE | 3 |



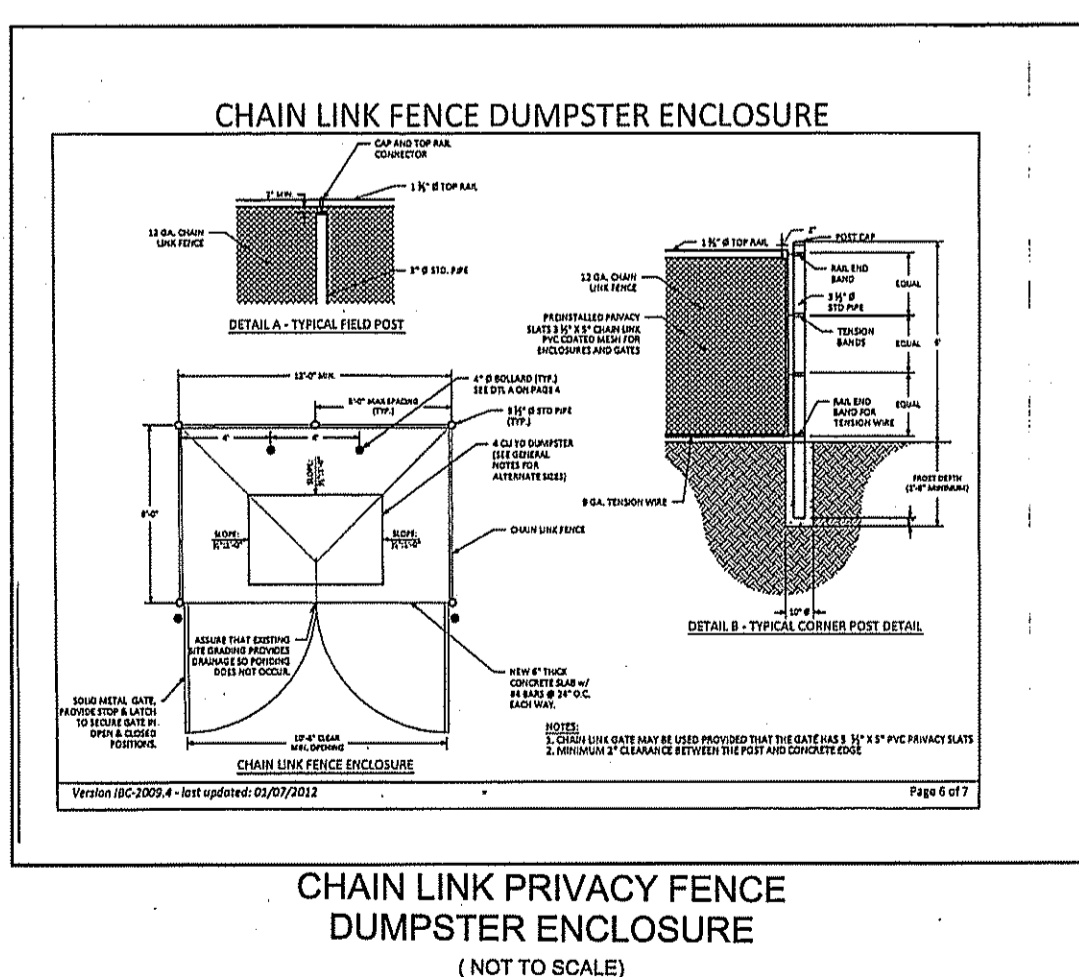
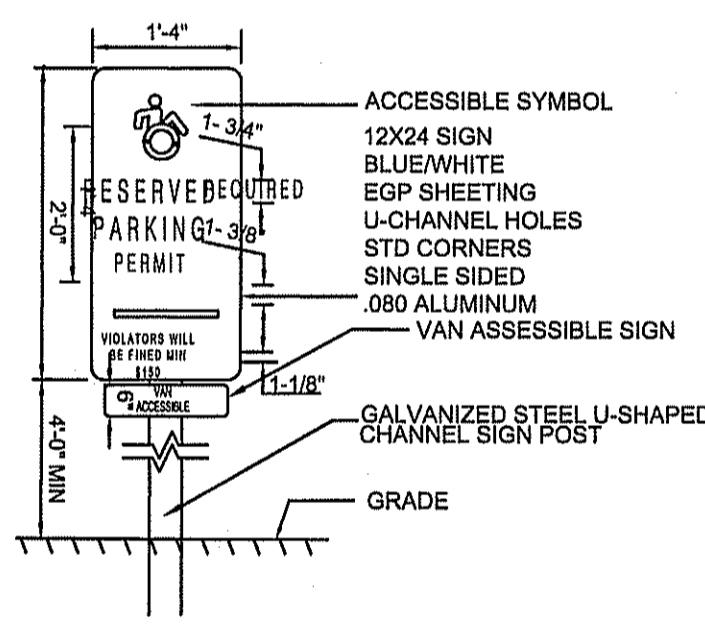
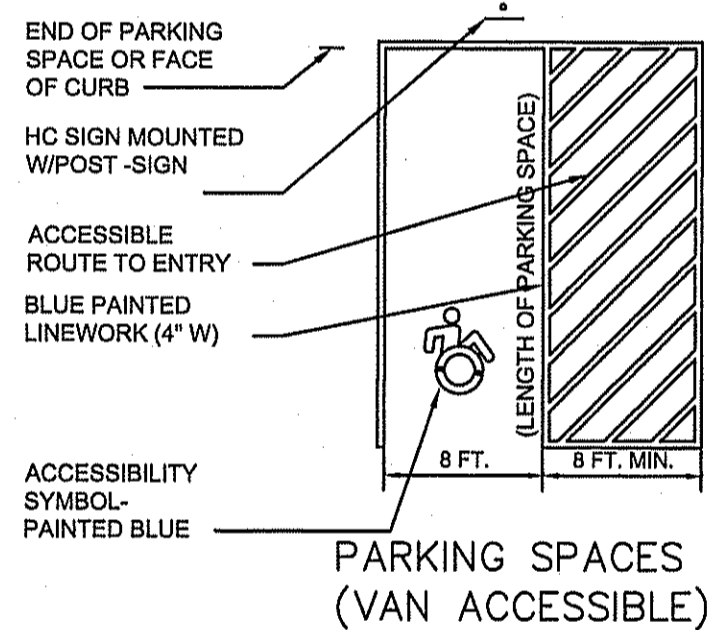
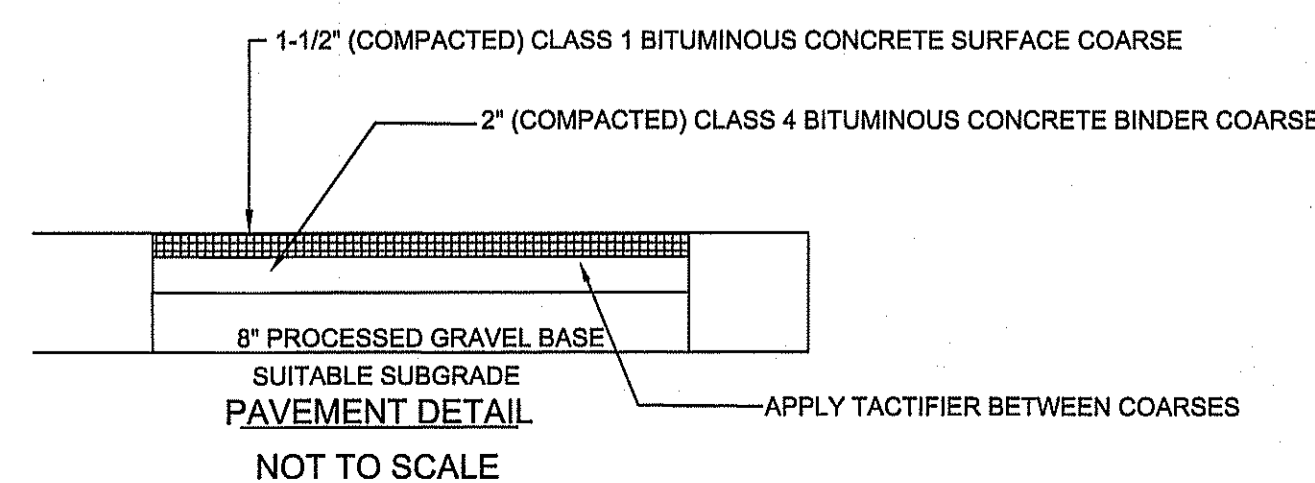
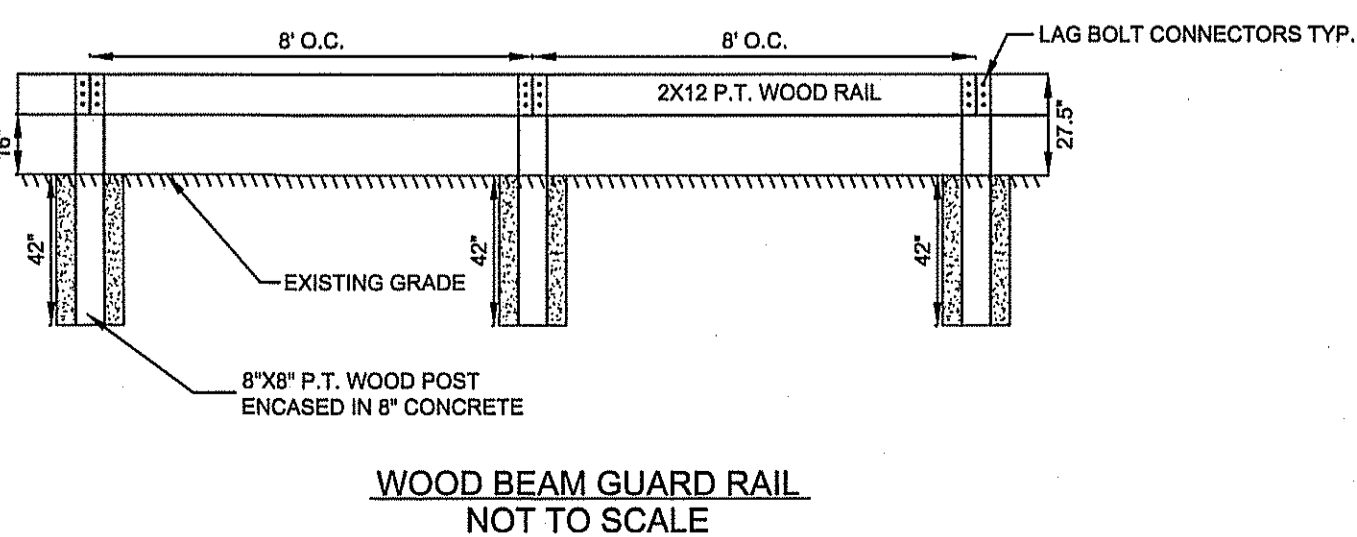
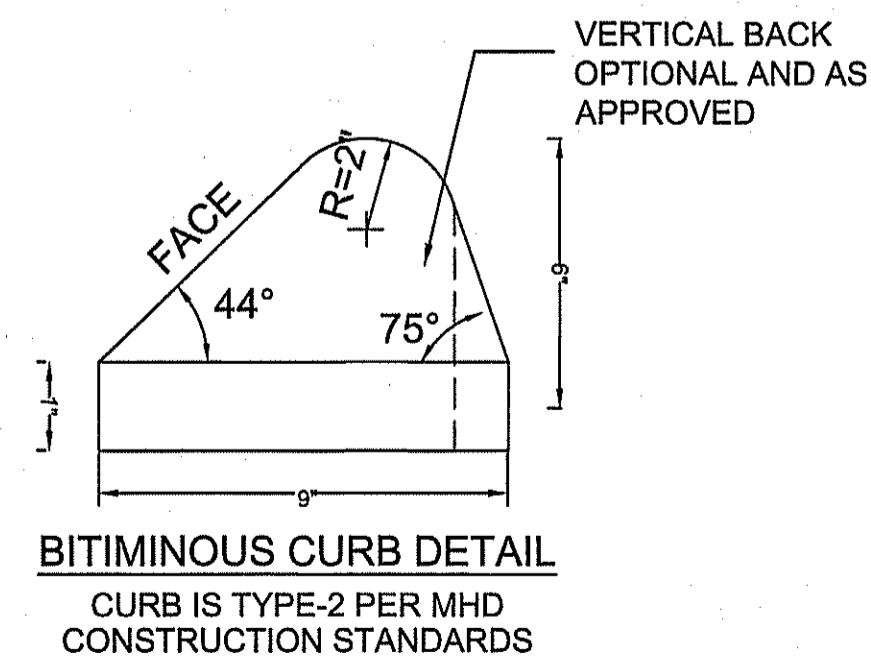
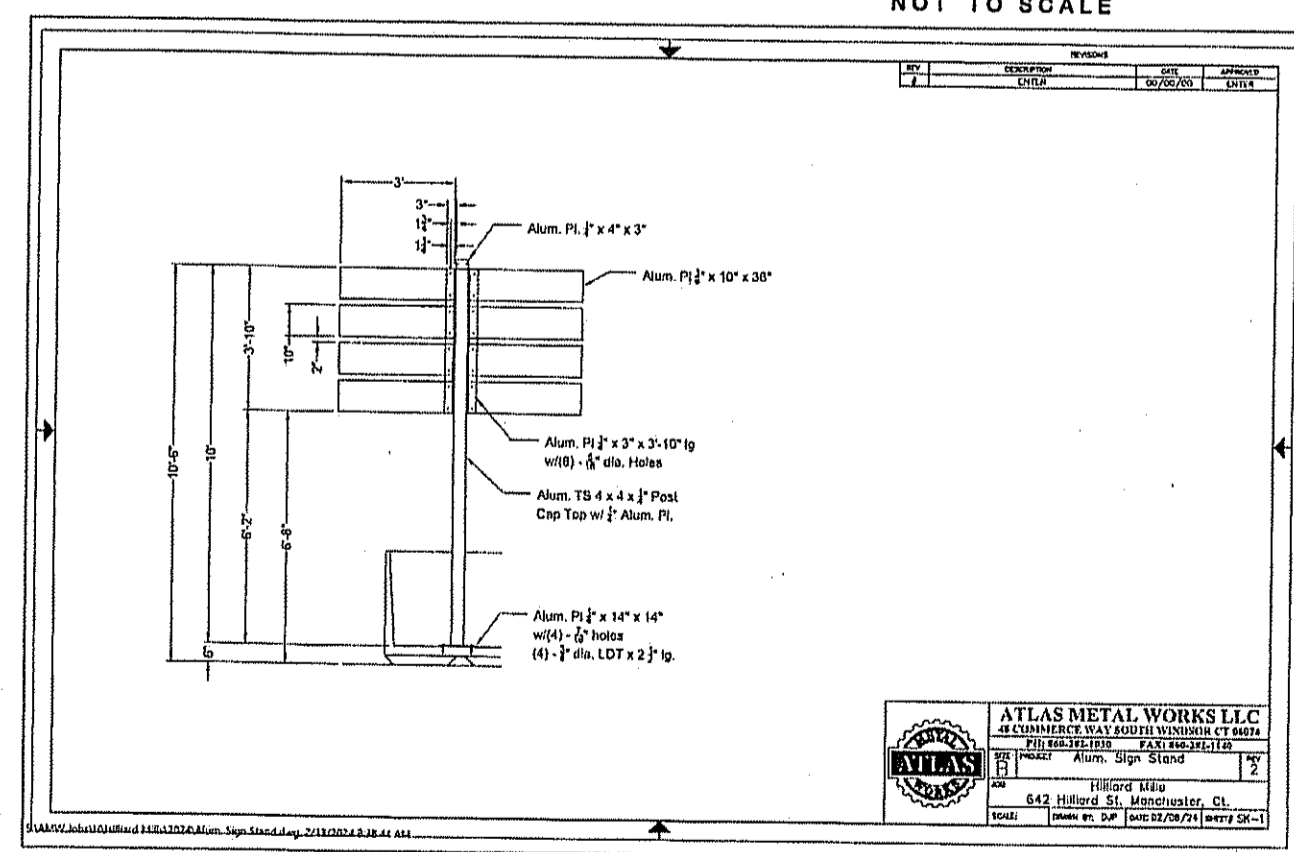
- NOTES:**
1. SILT SACKS SHALL BE HI-FLOW SILTSACK® "TYPE A" FOR TYPE "C" OR "L" CB TOPS AND "TYPE B" WITH CURB DEFLECTORS FOR TYPE "C" CB TOPS OR OTHER STRUCTURES WITH CURB INLETS AS MANUFACTURED BY ACF ENVIRONMENTAL, INC OR APPROVED EQUAL.
 2. SILT SACKS SHALL BE PROVIDED WITH INTERNAL OVERFLOWS.
 3. SILT SACKS SHALL BE EMPTIED WHEN THEY HAVE COLLECTED 6" TO 12" OF SEDIMENT. INSPECT EVERY 1 TO 2 WEEKS AND AFTER EVERY MAJOR RAINFALL EVENT.

SILT SACK
 NOT TO SCALE



- NOTES:**
1. REFER TO CONTRACT SPECIFICATIONS FOR SEED MIXTURES.
 2. PERMANENT GRASS SEED MIXES SHALL BE APPLIED FROM APRIL 1 THROUGH JUNE 15 OR AUGUST 15 THROUGH OCTOBER 1.
 3. PERENNIAL RYEGRASS SHALL BE APPLIED AS TEMPORARY GRASS SEED FROM MARCH 15 THROUGH JULY 1 OR AUGUST 1 THROUGH OCTOBER 15.

RESTORATION OF LAWN AREAS
 NOT TO SCALE



ESTIMATED AREAS AND QUANTITIES FOR WORK PROPOSED IN WETLANDS REGULATED AREA AND FLOOD WAY AREA:

| |
|---|
| AREA OF DISTURBANCE IN WETLANDS: N/A |
| VOLUME OF EARTH REMOVED FROM WETLANDS: N/A |
| VOLUME OF FILL PLACED IN WETLANDS: N/A |
| AREA OF DISTURBANCE IN WETLANDS REGULATED AREA: 2,630 SQ.FT. +/- 0.06 ACRES +/- |
| REMOVAL OF DEBRIS AND PLACEMENT OF RIP-RAP ALONG EDGE OF BROOK: 500 SQ. FT. +/- |
| CONSTRUCTION OF RAIN GARDEN: 1,125 SQ.FT. +/- |
| CONSTRUCTION OF WALKWAY: 480 SQ.FT. +/- |
| CONSTRUCTION OF SHED AND PROPANE TANK: 350 SQ.FT. +/- |
| CONCRETE PAD REMOVAL: 175 SQ.FT. +/- |
| AREA OF DISTURBANCE IN FLOOD WAY: 1,500 SQ. FT. |
| VOLUME OF EARTH REMOVED FROM FLOOD WAY: 30 CU.YD. |
| VOLUME OF FILL PLACED IN FLOOD WAY: 30 CU. YD. |

"The Planning and Zoning Commission certifies that the Soil and Erosion and Sedimentation Control Plan complies with the requirements of the Town of Manchester Regulations and the Connecticut Guidelines for Soil Erosion and Sedimentation Control dated 2002, as amended."

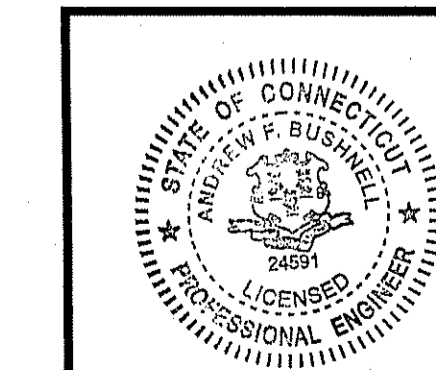
Signature: _____
 Date of Approval: _____

"I hereby certify that this plan is in compliance with the Town of Manchester Soil Erosion and Sedimentation Control Regulations and the Connecticut Guidelines for Soil Erosion and Sedimentation Control dated 2002, as amended."

(Signature) _____
 (Name) _____ CERTIFICATION NO. _____

APPROVED
 PLANNING AND ZONING COMMISSION
 MANCHESTER, CT
 DATE: _____
 SIGNED: _____

THE LOCATIONS OF UTILITIES SHOWN ON THIS MAP ARE APPROXIMATE. THE LOCATIONS WERE DERIVED FROM FIELD LOCATIONS AND/OR EXISTING MAPPING. ADDITIONAL UTILITIES NOT SHOWN ON THIS MAP MAY EXIST. THE OWNER OR CONTRACTOR SHALL CONTACT CALL BEFORE YOU DIG (1-800-922-4455) PRIOR TO THE START OF ANY CONSTRUCTION TO VERIFY UTILITY LOCATIONS.



BUSHNELL ASSOCIATES LLC.
 CIVIL ENGINEERING AND LAND SURVEYING
 563 WOODBRIDGE STREET MANCHESTER, CT. 06042
 860-643-7875

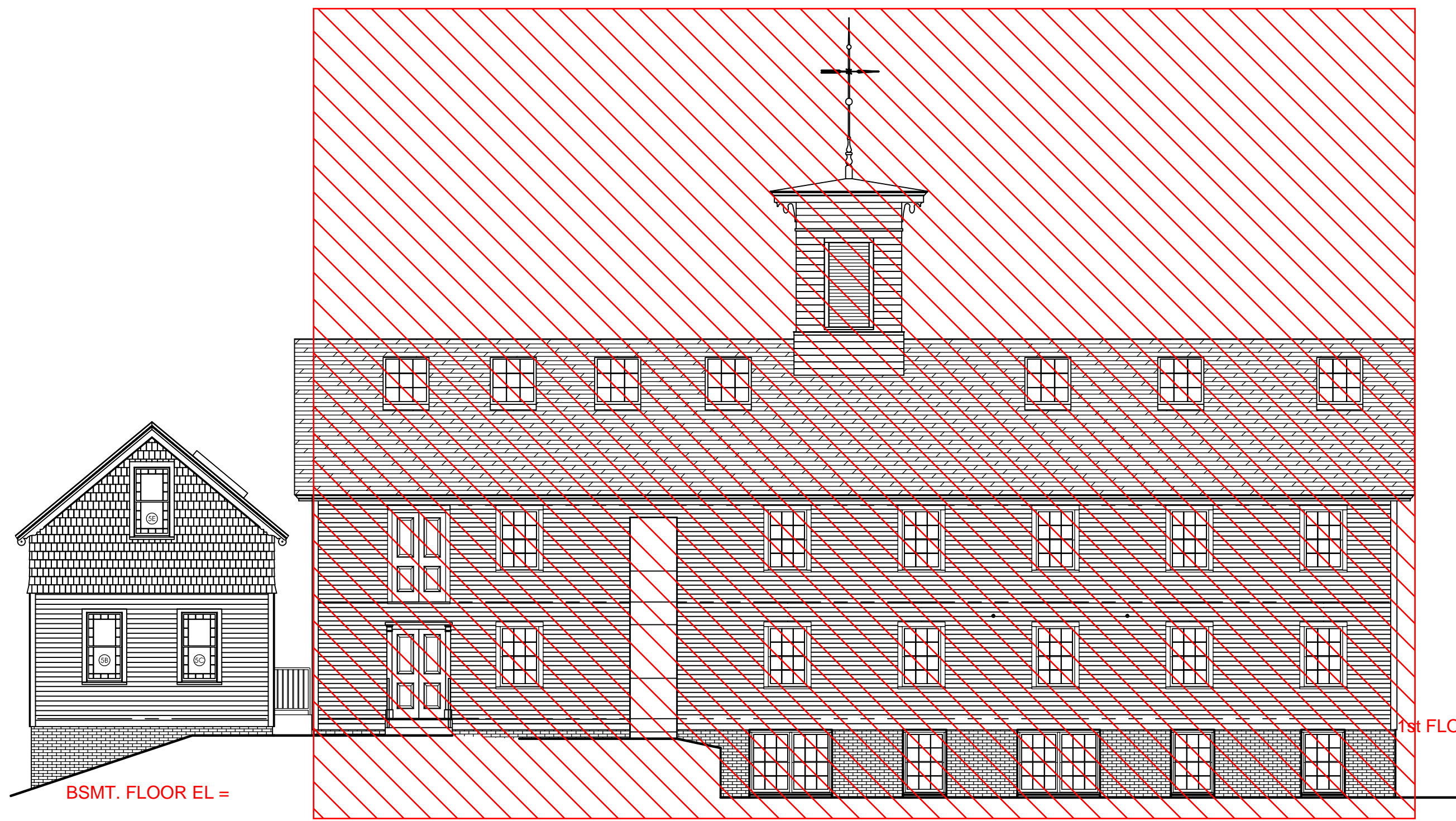
PLAN PREPARED FOR
HILLIARD MILLS LLC

640&642 HILLIARD ST. / 370 ADAMS ST. MANCHESTER, CT.

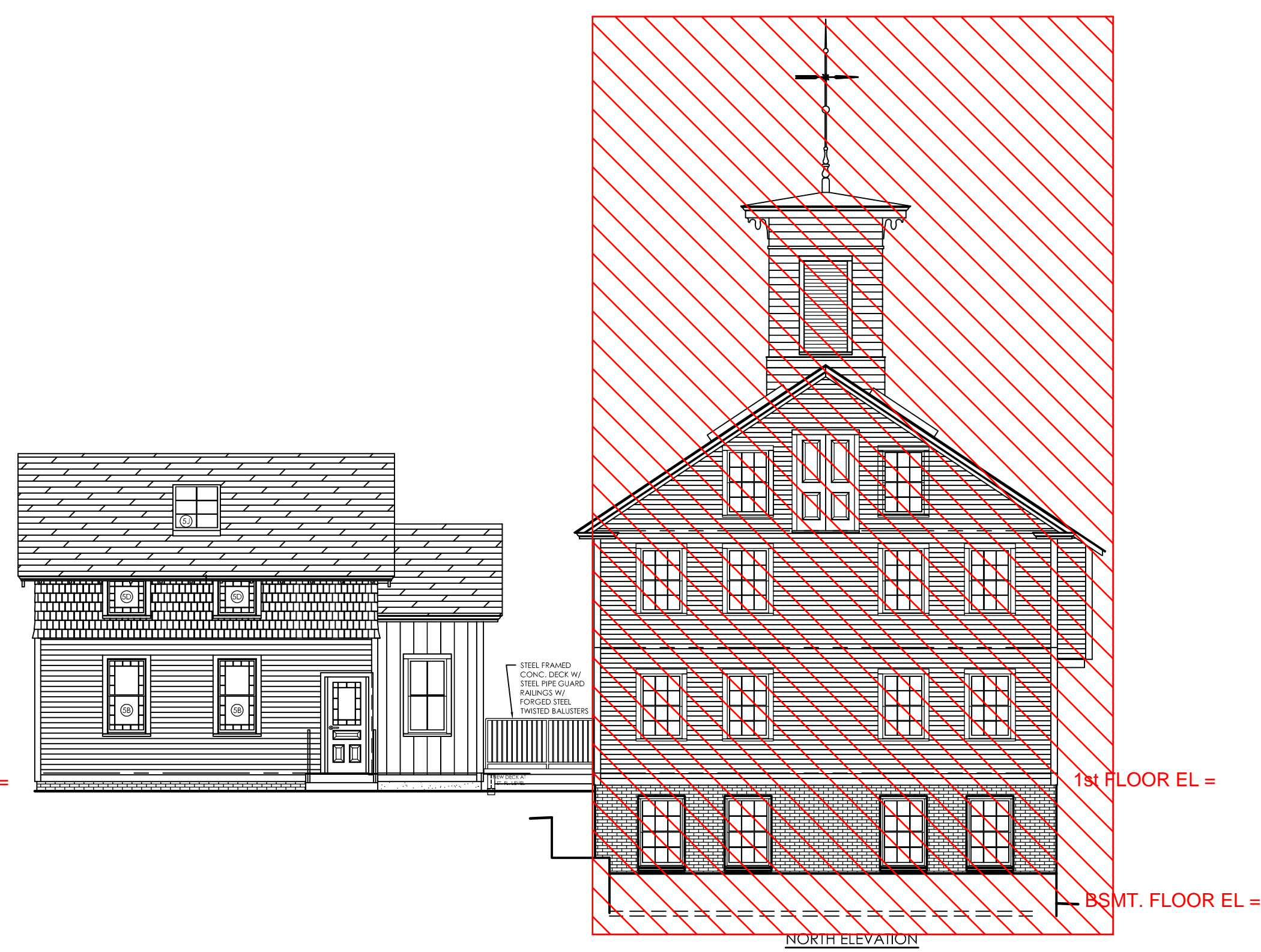
E&S PLAN / CONSTRUCTION DETAILS

SCALE: NONE DATE: 10/6/2023 FILE NO. 2016-3A SHEET: 2 OF 2

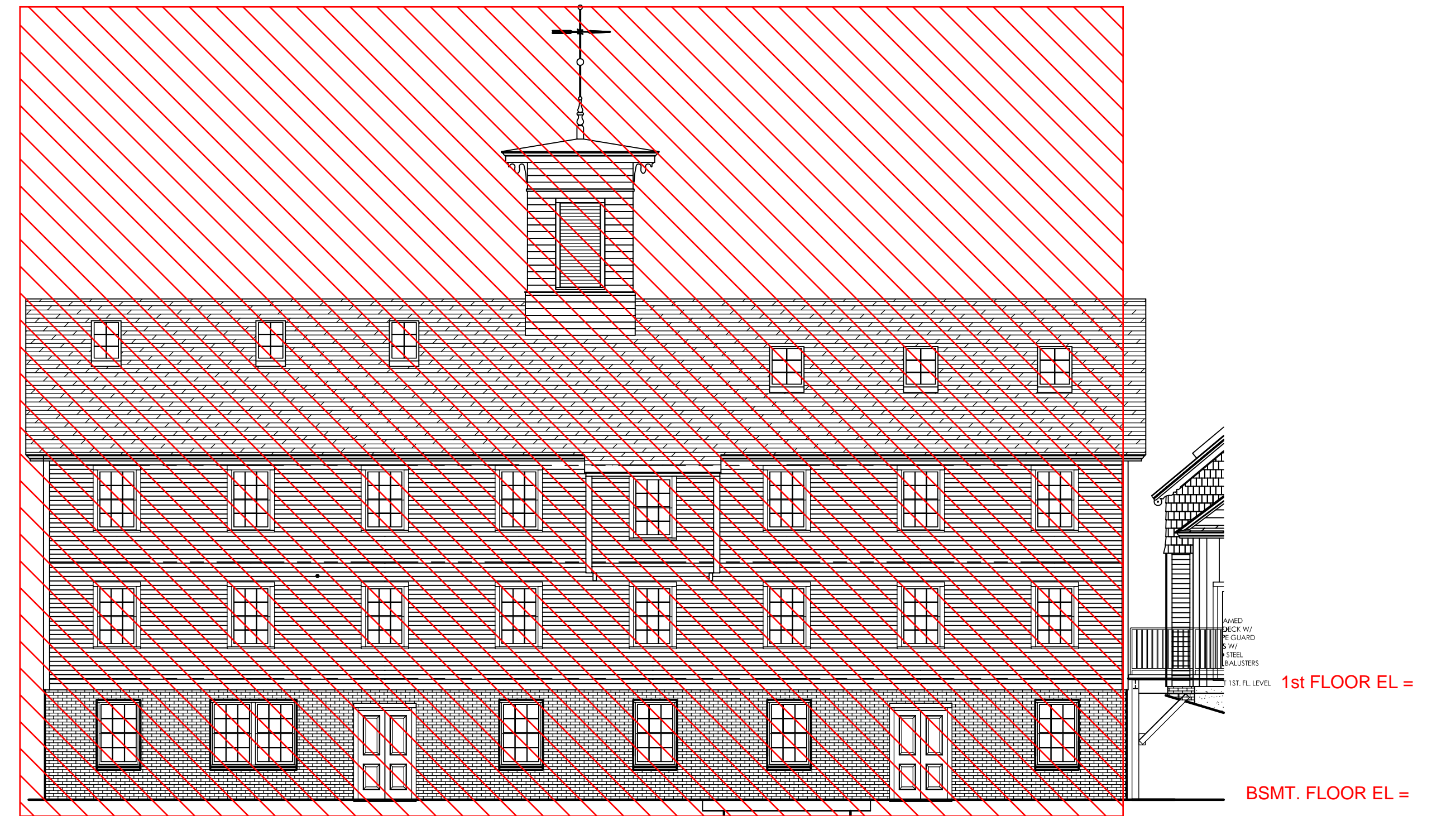
REVISIONS: 1/25/2024, 2/16/2024



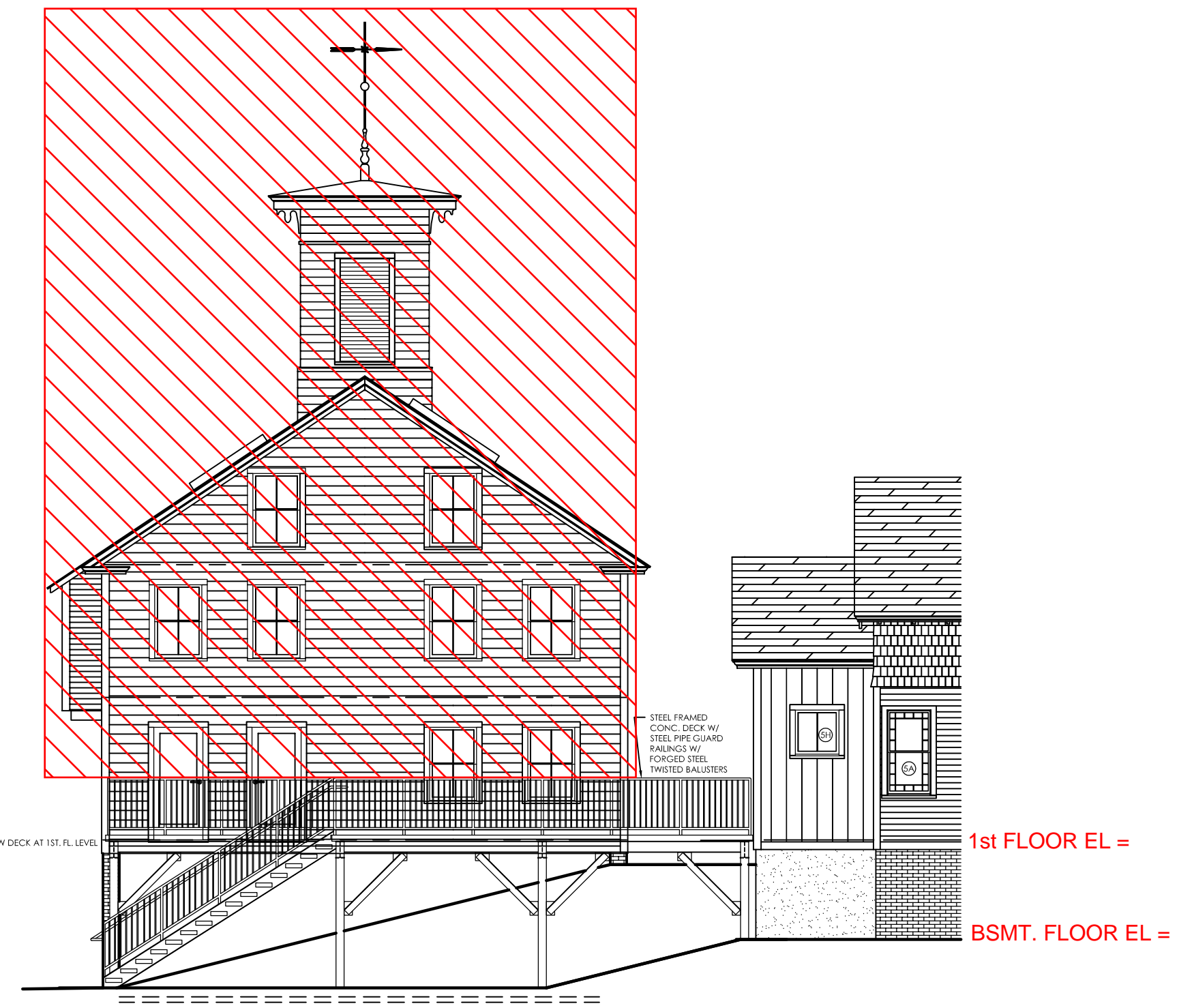
EAST ELEVATION



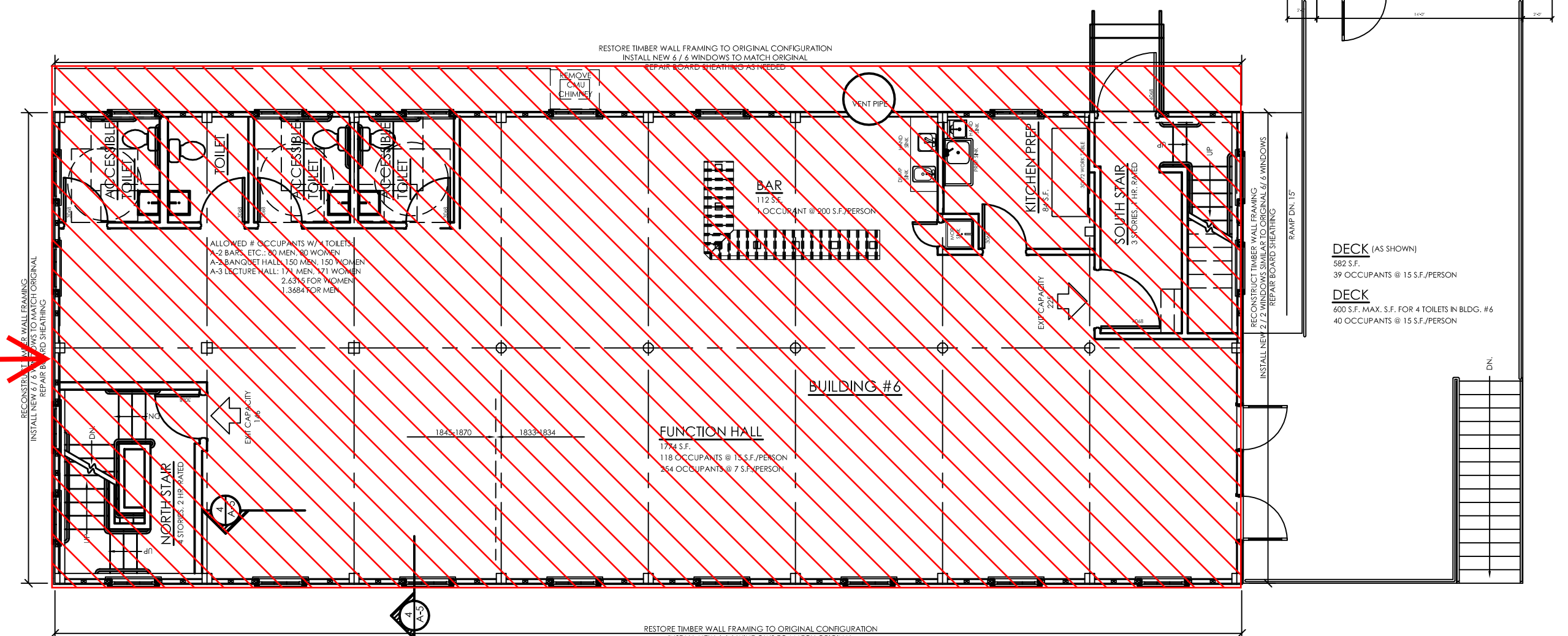
NORTH ELEVATION



WEST ELEVATION



SOUTH ELEVATION



FIRST FLOOR PLAN

BUILDING #6 RENOVATIONS REMOVED FROM SCOPE - TO BE REMOVED FROM THIS SHEET (CAN BE MODIFICATION TO AN APPROVAL)

PROPOSED 2ND. FLOOR PLAN & EXTERIOR ELEVATIONS

HILLIARD MILLS, LLC BUILDINGS #5 & 6
642 HILLIARD ST.
MANCHESTER, CT.

ARTHUR W. HALL, JR.
49 HARTFORD PK.
VERNON, CT. 06066
AWH ARCHITECT
860-646-3269 - email: hallarchitect@yahoo.com

PROGRESS
11 / 3 / 23

SCALE: 1/8"=1'-0" DATE: 0 / 00 / 23

DRAWN: AWH CHECKED: AWH

JOB NO: 10-23B5.6 BLDG.5.6
SHEET NO: A-1
2ND FL. PL.
EXT. ELEV'S

**TOWN OF MANCHESTER
PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT**

TO: Planning & Zoning Commission

FROM: Megan Pilla, Principal Development Planner *MP*

DATE: February 16, 2024

RE: Discussion – Municipal fines for inland wetlands violations

Introduction

The attached draft of a possible ordinance proposal has been provided by Commissioner Farina for the purpose of discussion.

mp

R:\Planning\PZC\2024\02 - February 21\Meeting Packet\Farina draft - Memo.docx

Attach.

Proposed Ordinance:
Inland Wetlands Agency and Aquifer Protection Citations and Fines

Article I - Authority and Purpose

This ordinance is enacted under the authority of the Connecticut General Statutes §§ 22a-36 to 22a-45, inclusive, and the Town of Manchester Charter. It aims to preserve, protect, and regulate the wetlands and watercourses within the town boundaries.

Article II – Definitions [Is this redundant to definitions in Charter?]

Article III - Citation Authority and Procedure

The Inland Wetlands Agent or any duly authorized person as designated by the Town Manager, Board of Directors, or Inland Wetlands Commission of the Town of Manchester is empowered to issue citations for any violations of this ordinance. Citations may be served either by hand delivery or by certified mail, return receipt requested, to the person or entity named in the citation.

Article IV - Violations and Penalties

Any activity violating the regulations set forth by this ordinance, the Aquifer Protection Area Regulations, the Inland Wetland and Watercourse Regulations, or any order issued pursuant thereto, shall be subject to citation and fine.

Article V. Penalties for offenses; fines

A. Violations of Wetlands Regulations.

(1) The following fines may be assessed by citation for a violation of the Aquifer Protection Area Regulations, the Inland Wetland and Watercourse Regulations, or any order issued pursuant thereto:

(a) For conducting or allowing the conduct of any regulated activity within any portion of an inland wetland or watercourse without a permit or in violation of any permit, including deposition of any material, removing of any material, discharging, polluting, excavating, filling, draining, grading, clear-cutting, removal of vegetation, planting invasive vegetation, or other activities resulting in direct impacts, to any portion of an inland wetland or watercourse: a fine of \$1,000 for each offense.

(b) For conducting, permitting the conduct of, undertaking, permitting the existence of, or allowing any regulated activity outside of an inland wetland or watercourse without a permit or in violation of any permit which causes, directly or indirectly, pollution, draining/drying, erosion, filling, damage to native vegetation, or other negative impacts to an inland wetland or watercourse or any portion thereof: a fine of \$1,000 for each offense.

(c) For noncompliance with permit conditions and/or limitations or with enforcement orders, where such noncompliance is not described in Article V(1)(a-b) of this section: a fine of \$1,000 for each offense.

(d) For conducting any other regulated activity without the issuance of a permit, where such activity is not described in Article V(1)(a-b) of this section: a fine of \$500 for each offense.

(2) Each day on which a violation of the Wetlands Regulations continues to exist shall be deemed a separate and distinct violation.

(3) For repeated violations on the same property, fines shall be doubled to the extent permissible by law.

Article VI - Period for Uncontested Payment of Fines

Those persons or entities cited have a period of thirty days from receipt of the citation to make an uncontested payment of the fine. Such fines shall be made payable to the Collector of Revenue of the Town of Manchester. If such fine is not paid within the thirty-day period, further actions may be taken pursuant to Section 7-152c of the Connecticut General Statutes.

Article VII - Appeals and Hearing Procedures

Any person or entity cited wishing to contest a citation may request a hearing before the Citation Hearing Officer within thirty days of receipt of the citation. Hearing procedures shall be established in accordance with the provisions of Section 7-152c of the Connecticut General Statutes.

Article VIII - Citation Hearing Officers

The Town Manager shall appoint an impartial Citation Hearing Officer to conduct hearings. No person with a personal conflict of interest shall serve as a Citation Hearing Officer. The Inland Wetlands Agent, Zoning Enforcement Officer, or any current member of the Planning and Zoning Commission or Inland Wetlands Agency may not be appointed as a Citation Hearing Officer.

Article IX - Remedies Not Exclusive

The remedies provided by this ordinance are not exclusive and shall be in addition to any other remedies available under state law or other municipal ordinances.

Article X - Severability

If any part of this ordinance is declared invalid by a court, the remainder shall not be affected and shall continue in full force and effect.

Article XI - Effective Date

This ordinance shall take effect upon passage by the Board of Directors.

Adoption

This ordinance is hereby adopted by the Board of Directors of the Town of Manchester, Connecticut, on [Adoption Date], and shall be published as required by law.

DRAFT

**TOWN OF MANCHESTER
MINUTES OF PUBLIC HEARING
HELD BY THE PLANNING AND ZONING COMMISSION/
INLAND WETLANDS AND WATERCOURSES AGENCY
FEBRUARY 21, 2024**

MEMBERS PRESENT:

In Person: Eric Prause, Chairman
Patrick Kennedy, Vice Chairman
Michael Stebe, Secretary
Teresa Ike
Chris Schoeneberger
Daniela Luna
Michael Farina

ALTERNATES PRESENT:

In Person: Bonnie Potocki
Maliha Ahsan

ABSENT:

Zachary Schurin

ALSO PRESENT:

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

The Chairman opened the Public Hearing at 7:00 P.M. The Secretary read the legal notice when the call was made.

CT SITING COUNCIL PETITION – To collect public comments for submission to the Siting Council for a proposed solar facility at 250 Carter Street.

The Chairman informed the attendees that the Planning and Zoning Commission does not have authority to approve or deny the proposal. However, the Commission can hold a public hearing to obtain public input which will be submitted to the Siting Council, who makes the ultimate decision.

Ms. Pilla, Principal Development Planner, presented the proposed location, mostly forested with a 50 ft. wide easement for Algonquin Gas Company and a portion of the Shenipsit Trail. She pointed out wetlands. She described the 2,590 non-reflective solar panels in detail, noting that they are surrounded by a 7 ft. high chain link fence and a 12 ft. wide gravel drive for access from Carter Street. The landscape was described as in a location closest to surrounding properties. Ms. Pilla detailed plans for storm water, as well as the limit of disturbance. The facility will connect to the existing Eversource pole on Carter Street, utilizing underground conduit and six utility

poles along the access drive. The total proposed clearing is approximately seven acres with approximately 1,100 sq. ft. of direct disturbance to the wetland in the location of the access road. Concrete pads were described for the electrical equipment.

The following residents provided comments in opposition to the proposal:

- James Memery, 31 Bette Drive
- Rose Carroll, 21 Brookview Circle
- Pam Carpenter, 101 Amanda Drive
- Linda Woodall, 51 Blue Ridge Drive
- Martin Hainsey, 74 Volpi Road, Bolton
- Ray Welnicki, 121 Amanda Drive
- Roger Paro, 255 Carter Street
- Robert Thulin, 211 Carter Street
- Colin McNamara, 47 Grandview Street
- Eric Fuerst, 120 Amanda Drive
- Keegan Purcell, 180 Blue Ridge Drive
- Frank Burnes, 140 Amanda Drive
- Rachel Schnabel, 263 Blue Ridge Drive
- Liz Krajewski, 295 Carter Street
- Katherine Fuerst, 120 Amanda Drive
- Glen Woodall, 51 Blue Ridge Drive
- Marie Urbanetti, 213 Blue Ridge Drive
- Henrietta Cobb, 187 Amanda Drive
- William Graver, 30 Blue Ridge Drive
- Donna Kaffenberger, 64 Erie Street
- Dana Schnabel, 263 Blue Ridge Drive

No members of the public provided comments in favor of the proposal.

Ms. Potocki offered clarity about the regulatory process. The developer is seeking a waiver to not be heard by local authorities, meaning they are under 1 MW. They want to be under the jurisdiction and go through a declaratory ruling with the Siting Council. The Siting Council is seeking public input, she said, noting that it is important to be at this meeting but also important to submit written comments so they can deliberate on whether to grant the waiver or not.

Ms. Pilla noted that written comments received will be compiled and submitted to the docket together. If anyone has additional comments, they can be sent in writing to her in the Planning Department. Instructions were given on how to submit written comments.

Mr. Prause stated that, when there is any Siting Council docket, a public hearing and Council acknowledgment can be requested through a written letter to the Siting Council. The Siting Council could hold a public hearing to receive direct testimony from residents, though they are not obligated to.

Mr. Farina added that he is appalled by the location and speculated about eminent domain of the parcel by the Town. He suggested the Commission review properties in the town in a rural

residential area that the Siting Council could utilize. He suggested the Commission discuss the Town acquiring properties by referendum or eminent domain at the next meeting.

Mr. Schoeneberger echoed Mr. Farina's comments.

Ms. Pilla sought to address some of the comments:

- Who oversees maintenance of facilities, complaints, and nonadherence to agreements? The Siting Council oversees, and the Connecticut Attorney General's office enforces.
- Other permissions the petitioner would need – They will need a DEEP stormwater permit, as well as building and electrical permits from the Town.
- Total proposed area of disturbance: 7.8 acres of clear-cut.
- Why was a representative not in attendance? They were invited but were not required to attend.
- Spot zoning – There will be no zone change. Local zoning regulations would apply to any future uses.
- Will Town leadership be commenting? She cannot comment on Town leadership, but Town staff (Planning, Engineering, Public Works, Zoning Enforcement, and the Fire Marshal) have reviewed the documents and will be submitting comments.
- Mr. Farina's comment – The PZC has no purview over land acquisitions.

Mr. Kennedy remarked that the Shenipsit Trail goes through the property and, though this will not be a direct obstruction, it will change the hiking trail. The State seems to be more enthusiastic about overriding local control on many issues and that is something to be taken up with state legislators.

Mr. Farina was unaware of any prohibition against the Commission making a non-binding recommendation to the Board of Directors. He speculated on what would prohibit members from making a recommendation to the bodies that do have the authority to enact referenda and eminent domain. If the Commission has no authority, residents do have the authority in the Town charter to circulate a petition to force the Board of Directors to put anything up to referendum or act upon it if it is within certain financial limits.

Mr. Anderson clarified that the full Commission could certainly make any recommendation.

A member of the public inquired whether comments can be sent to Town leadership.

Mr. Prause stated that the Commission is the body with the ability to hold a public comment session and provide responses to the Siting Council. However, residents can contact anyone on the Board of Directors, but statutorily the Commission is the body the Siting Council is looking for guidance from. There is nothing that prevents anyone from going to any other channels.

Mr. Anderson added that he would encourage residents to go the Siting Council website, portal.ct.gov/CSC, to provide comments. It is not clear whether there will be a hearing, but there is a schedule. This is Petition 1609 on the docket and the deadline has been extended to March 7. He reiterated that the Planning Department will package tonight's comments and send them to the Siting Council, along with any other comments that come in.

Mr. Prause commented that he works in clean energy but not in solar and does work on petitions to the Siting Council. It has been his experience that, if there is an active, involved community making a lot of petitions, it can delay the process. Quite often, these projects depend on financing and as projects continue to stretch out, the odds of them happening are diminished. He suggested continuing to advocate, be involved in the process, understand the options to participate, ask questions that are respectful to the Siting Council, and come up with reasonable questions to ask. When going to the Siting Council website, there are a lot of solar petitions to glean information from to understand the arguments and hazards that have been brought up by other applications. In his opinion, the residents should request to have a public hearing and request Council acknowledgement, so they respond and keep residents in the process. When the Planning Department writes their comments, the Commission should state that the PZC would recommend a public hearing for the opportunity for more people to participate.

Mr. Prause stated that, as part of his job, he sits on a Standards Committee where he is a member of a group of approximately 30 individuals around the country that develops protection standards that cover fuel and oil power plants. It also covers alternate energy, including solar, wind, and other forms of energy production. As part of that, they talk about recent incidents and any lessons that have been learned. It is interesting to hear the utilities and the insurance representatives talk about the solar industry because there are not many firm regulations and a lot of lessons have been learned in the last five years. They are reviewing and hearing comments about fire concerns, especially tall vegetation getting caught in the rays which can become problematic near gas lines. He would recommend a vegetative management program.

3 SQUARED, LLC – For a special exception under Art. II, Sec. 24.02.01(j) for a mixed-use multi-family development at 14 North Main Street. – Special Exception (PSE-0058-2023); Erosion & Sedimentation Control Plan (ESC-0001-2024)

Attorney Stephen Penny introduced himself as representing 3 Squared, LLC. A wetlands permit is required, due to a portion of Lydall Brook being within 100 ft. of the project site. He noted that the Principal Development Planner stated that this permit can be approved administratively by the Inland Wetlands Agent, since the project is entirely within the upland review area. The applicant is also looking for approval for an Erosion and Sedimentation Control Plan.

Attorney Penny described the property's location, size, abutters, public road access, and utilities. There are a variety of uses in the area, as well as public recreation, elderly housing, and public transportation.

The regulations that apply to the zone were recited by Attorney Penny, including the permitted uses in the zone and those permitted by special exception. Parking requirements and building design standards have been met in the project plans.

1. *Is the proposed use at this location appropriate under the zoning regulations?* Yes, because the site is part of a General Business zone district classification.
2. It is located at the intersection of North Main Street and Oakland Street, which are both arterial roadways described in the 2020 Plan of Conservation and Development (POCD).
3. This use is appropriate owing to its compatibility with the regulation intended, mixed-use residential and commercial character of the area.

4. The use satisfies several of the goals set forth in the local POCD, Manchester Next.

Attorney Penny displayed renderings of the plans, explaining that there will be five units of commercial space and 33 units of residential apartments, which include five accessible units (10 studio, 18 one-bedroom, and 5 two-bedroom).

Mr. Bryan Panico, Cole Civil & Survey, 876 South Main Street, Plantsville, described the storm management plan utilizing pervious pavement, a rain garden, and roof leaders. He went on to describe the infiltration and best upkeep practices as in the new Storm Water Quality manual. Utilities serving the site were detailed. The plan is to preserve as much grass as possible on the site in the landscaping. There will be a total of 9,400 sq. ft. of recreational space, which he pointed out.

Mr. Stebe asked for clarification about pervious pavement for parking. Mr. Panico explained that the pavement has extra voids to allow water to pass through it to layers of stone and gravel.

Mr. Prause noted that Lydall Brook goes underneath Oakland Street and the subject property and will not be impacted, which was confirmed.

Ms. Potocki sought confirmation that they are following the new Storm Water Quality manual, which was confirmed. Mr. Panico stated that they have not gone through all of the numbers and the project was planned before the new Storm Water Quality manual documentation, though they are trying to incorporate some of the new strategies.

A conversation was held between Ms. Potocki and Mr. Panico about best management practices and whether there are dry wells.

Attorney Penny commented that the traffic report was submitted in the members' packets, as well as an updated report on the traffic accident experiences at the intersection. He also displayed the renderings of the proposed building.

Attorney Penny detailed the regulations the Commission must consider:

1. Suitable location for use/neighborhood compatibility
2. Adequate streets for use
3. Adequate parking and access
4. Adequate public utilities
5. Suitable structures for use

He concluded:

1. The proposed structure, with its variety of façade treatments, will be a significant enhancement to the area.
2. Environmental conservation and site design provide adequate storm water drainage and treatment.
3. The landscaping is unique and prolific.

Mr. Stebe noted that the curb cut was moved back from the former bank. He asked where it is in relation to the updated DOT lane striping. In addition, he asked whether it is in line with the Community Y.

Mr. Panico stated that what is reflected on the plans is adequate in terms of the striping. He added that one curb cut is existing but was not utilized by the bank. The building will be 1-2 ft. closer to Old Main Street than the Community Y.

A discussion was held between Mr. Stebe and Mr. Panico about the ingress and egress, as well as the traffic. Mr. Panico commented that there has been a recommendation to look at the traffic pattern in a year. Attorney Penny offered his comments as well.

Ms. Potocki asked whether they will be seeking an encroachment permit. Mr. Panico agreed that they will need an encroachment permit from DOT. It was originally designed without any access at all to Old North Main Street, but the Fire Marshal requested that access.

Mr. Prause requested information on the recreation areas, which Mr. Panico pointed out.

Attorney Penny pointed out the pedestrian walkways. A discussion was held regarding the USPS boxes.

Mr. Roy Evjen, member of 3 Squared, responded that there will be a professional management company offsite to handle issues. He added that they would rather have a small dumpster area and increase the frequency of pickup.

A discussion was held about the dumpsters and Mr. Panico responded that they would rather have a small dumpster area and increase the frequency of pickup, though it will be assessed as time goes on. Further plans for the dumpster and snow management were reported.

Ms. Pilla stated that there is an administrative wetlands permit attached to the application, which can be approved by the Inland Wetlands Agent if the application is approved. There are a few outstanding staff comments: one technical utility-related comment, a request to remove the parallel parking reported on the filed plan, and one about confirming the quantity of free-standing signs.

Ms. Pilla stated that the main comment is that the Traffic Engineer recommends a condition of approval that traffic be reviewed a year after the certificate of occupancy is issued, because the building was vacant before the improvements were made to North Main Street by the State and before the four-way stop was installed at the intersection of Old North Main and Oakland Streets. It is anticipated that the improvements will eliminate past issues, particularly at the entrance to the former bank from North Main Street.

After a question from Ms. Potocki, Ms. Pilla stated that residential parking is based on the number of units and retail parking requirements are based on the square footage of the retail spaces.

There were no members of the public to speak.

MOTION: Mr. Kennedy moved to close the public hearing. Mr. Farina seconded the motion and all members voted in favor.

The Public Hearing was closed at 10:25 P.M.

I certify these minutes were adopted on the following date:

Date

Eric Prause, Chairman

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

DRAFT

**TOWN OF MANCHESTER
MINUTES OF BUSINESS MEETING
HELD BY THE PLANNING AND ZONING COMMISSION/
INLAND WETLANDS AND WATERCOURSES AGENCY
FEBRUARY 21, 2024**

MEMBERS PRESENT:

In Person: Eric Prause, Chairman
Patrick Kennedy, Vice Chairman
Michael Stebe, Secretary
Teresa Ike
Chris Schoeneberger
Daniela Luna
Michael Farina

**ALTERNATE MEMBER SITTING
FOR APPROVAL OF MINUTES
ONLY:**

In Person: Bonnie Potocki

ALTERNATES PRESENT:

In Person: Maliha Ahsan

ABSENT:

Zachary Schurin

ALSO PRESENT:

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

The Chairman opened the Business Meeting at 10:25 P.M.

3 SQUARED, LLC – For a special exception under Art. II, Sec. 24.02.01(j) for a mixed-use multi-family development at 14 North Main Street. – Special Exception (PSE-0058-2023); Erosion & Sedimentation Control Plan (ESC-0001-2024)

Special Exception (PSE-0058-2023)

MOTION: Mr. Kennedy moved to approve the special exception under Art. II, Sec. 24.02.01(j) for a mixed-use multi-family development at 14 North Main Street, with the modifications as specified in a staff memorandum from:

1. Megan Pilla, Principal Development Planner, dated February 21, 2024;

and with the condition that 12-15 months after issuance of the first certificate of occupancy, the applicant submit to the Town's traffic engineer for review an updated Traffic Impact Statement and Assessment by a professional engineer licensed in the State of Connecticut, including an assessment of the crash data in the vicinity of the site and observations of queuing related to the signal, the site driveways, and the all-way stop intersection on Oakland Street at Woodbridge Street; and that Town Staff may require additional restrictions at the site driveways, including but not limited to a right-turn-only restriction for vehicles exiting the site, based on the result of said assessment.

Mr. Schoeneberger seconded the motion.

MOTION: Mr. Farina moved to amend the motion to change the condition from 12-15 months to 12 and 30 months. Mr. Stebe seconded the motion. Mr. Prause, Mr. Stebe, Ms. Ike, Ms. Luna and Mr. Farina voted in favor of the motion. Mr. Kennedy and Mr. Schoeneberger voted against the motion. The motion to amend the motion passed five to two.

All members voted in favor of the amended motion.

Mr. Kennedy felt it was sufficient as is.

Mr. Prause offered that this is exactly the type of development encouraged in the POCD.

Mr. Stebe and Mr. Farina offered their opinions about the project.

The reason for the approval is that the proposed activity meets the special exception criteria in Article IV, Section 20.

Erosion & Sedimentation Control Plan (ESC-0001-2024)

MOTION: Mr. Kennedy moved to certify the erosion and sedimentation control plan for construction of a mixed-use multi-family development at 14 North Main Street, with the modifications as specified in a staff memorandum from:

1. Megan Pilla, Principal Development Planner, dated February 21, 2024.

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

TRA CONSULTING – Pre-application discussion for possible distribution warehouse development at 71 & 81 Commerce Road.

Mr. Tom Riley, Architect, introduced himself. He stated that they are in a pre-purchase agreement for the above properties. Mr. Riley described the location of the property, abutters, zoning, and history. Access to the site via Chapel Road, Batson Drive, and Commerce Road was reported.

The proposal is for a 150,000 sq. ft. warehouse distribution/industrial facility to be developed on spec. The building will accommodate one to three tenants and will be entered via Commerce Road.

The loading docks will be located at the furthest point from residences. Mr. Riley explained the proposed parking for the building.

To date, Mr. Riley stated, they have met with Staff and reviewed the zoning regulations. He displayed the plans and renderings of the site. He noted that the property has not been purchased and they are in the process of due diligence. Mr. Riley commented that he met with David Laiuppa, Wetlands Agent, in the field to review potential wetlands on the site. The wetlands that were not previously flagged presented an issue to the developer.

Mr. Christian Alford, Professional Engineer and Land Surveyor, introduced himself, stating that they surveyed the property. He gave a history of the property and displayed the plans from 2020. In 2003, a portion of the property was leveled off in preparation for building, which created wetlands in the area. The plans for the wetlands were described, as well as the storm water treatment.

Mr. George Logan displayed photos of the wetlands and noted that only 15-20% are wetlands by soil type. He delineated and described the wetlands.

MOTION TO CONTINUE PAST 11:00 P.M.: Mr. Stebe moved to continue the meeting past 11:00 p.m. Mr. Farina seconded the motion. Mr. Prause, Mr. Kennedy, Mr. Stebe, Ms. Ike, Mr. Schoeneberger, and Mr. Farina voted in favor of the motion. Ms. Luna voted against the motion. The motion passed six to one.

Mr. Riley stated that they sought to present the plan and receive feedback from the Commission.

Mr. Farina stated that he would be generally supportive of the proposal.

Mr. Stebe referred to a prior discussion about loading docks, and Ms. Pilla reminded the Commission that a special exception is required for anything more than seven loading bays. He asked about the sizes of trucks and Mr. Riley stated that, based on prospective tenants, they would entertain larger trucks and noted that, when they get into a formal application, they will engage a traffic engineer.

Mr. Kennedy remarked that this is a relatively conventional warehouse development in an Industrial zone. He is open to substituting a better wetland for an accidentally created wetland.

Ms. Potocki asked about the height of the building in reference to the residences and lighting. Mr. Riley stated that they have not formalized the height, but they will be adding buffering. He went on to explain the proposed lighting, which will be dark sky compliant.

Mr. Laiuppa noted that the wetlands onsite are tricky, which he detailed.

Mr. Prause observed that there are many warehouses in the area, but this property is up against the neighborhood in East Hartford, which may turn into a large public hearing.

HARTFORD HEALTHCARE CORPORATION – Pre-application discussion for possible zoning regulation amendment proposal regarding signage permitted on medical office buildings.

Attorney Matt Ranelli, Shipman & Goodwin, representing Hartford Healthcare, introduced himself. Attorney Ranelli is seeking feedback on their proposal. Hartford Healthcare operates at 376 Tolland Turnpike, which abuts I-84. He referred to the Town’s signage regulations, which also entertain exceptions for things within the public interest that otherwise will not interfere with the neighborhood.

The regulation limitations were described in terms of size and setback by Attorney Ranelli. This location does not fit the issues contemplated in the regulation. The Commission could consider an exception similar to that relating to gas stations and motels. There is not a direct view of the sign and it would not interfere with the fabric of the neighborhood.

Attorney Ranelli stated that they drafted proposed language mirroring the Town regulations for motels and gas stations. He informed the Commission that HHC applied for a variance four years ago, but the Zoning Board of Appeals did not feel it qualified as a hardship.

Mr. Farina stated that he would be generally supportive.

Mr. Prause noted the regulation Art. IV, Sec. 13.10.06.04: Medical clinic, medical office and medical services building adjoining or abutting across the street from a restricted access highway and zoned General Business may erect a wall sign facing the restricted access highway and not exceeding 20 sq. ft.

Mr. Schoeneberger stated that this is an unintended consequence and was supportive.

Ms. Potocki speculated that this could open it up to other applicants and Attorney Ranelli reiterated that the language is quite narrow.

DISCUSSION: MUNICIPAL FINES FOR INLAND WETLANDS VIOLATIONS

Mr. Prause referred to Ms. Pilla’s research on the subject matter and inquired how many towns reported that they do not have a regulation. Ms. Pilla responded that she did not hear from anyone specifically stating that they do not have anything, only those answering in the affirmative.

The discussion was postponed to a future meeting.

APPROVAL OF MINUTES

February 5, 2024 – Public Hearing/Business Meeting

MOTION: Mr. Farina moved to approve the minutes as written. Ms. Luna seconded the motion and all members voted in favor, with Ms. Potocki seated in place of Mr. Kennedy.

ADMINISTRATIVE REPORTS

- Upcoming Training Opportunities
 - In-house training session – March 18, 2024, beginning at 5:45 P.M. (prior to the regularly-scheduled meeting)

Ms. Pilla informed the Commission that the Planning Department has received four proposals from potential consultants regarding the comprehensive zoning regulations update. The Steering Committee will interview some of the candidates, narrow it down, and choose one.

RECEIPT OF NEW APPLICATIONS

There were no new applications.

MOTION TO CLOSE: Mr. Farina moved to close the Business Meeting. Ms. Ike seconded the motion and all members voted in favor.

The Business Meeting was closed at 11:35 P.M.

Date

Eric Prause, Chairman

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