

**TOWN OF MANCHESTER  
MINUTES OF BUSINESS MEETING  
HELD BY THE PLANNING AND ZONING COMMISSION/INLAND  
WETLANDS AND WATERCOURSES AGENCY  
MAY 20, 2024**

**MEMBERS PRESENT:**

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

**ALTERNATE MEMBERS SITTING:  
FOR IWP-0051-2023 ONLY:**

In Person: Maliha Ahsan

**ABSENT:**

Zachary Schurin

**ALSO PRESENT:**

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

The Chairman opened the Business Meeting at 8:20 P.M.

VESSEL TECHNOLOGIES – Amendment to Article II, Section 7.03 to allow a higher density of dwelling units in the Planned Residential Development (PRD) zone by special exception, if the total number of bedrooms does not exceed 20 per acre. – Zoning Regulation Amendment (REG-0003-2024)

Mr. Stebe remarked that, by right, a PRD can have 10 two-bedroom units within that specific acreage. The amendment, which requires an additional layer of review by the Commission, looks at 20 bedrooms, which is the same number as is allowed by right. His opinion is that it needs to remain as a special exception. The Commission, for a PRD application on special exception, must concentrate on where the development is proposed in relation to transit or access to main roads. This application does not change the number of bedrooms or change the number of residents. He added that, when looking at the regulations as a whole, there are other things that need to be addressed.

Mr. Kennedy noted his prior voting record, pointing out prior decisions. He was not in favor of amending the regulations to increase density.

Mr. Prause appreciated that this zoning regulation amendment is coming before the Commission as a special exception and not an as of right proposal. In his opinion, the Commission will review special exception criteria when invoking the additional density. He was concerned about the special exception criteria, specifically when talking about neighborhood compatibility and traffic. There is affordable housing in Connecticut and, as a municipality, Manchester must keep pushing though, as it already has, the 8-30g threshold request from the State. This does meet Manchester's POCD goals specifically related to housing attainability.

Zoning Regulation Amendment (REG-0003-2024)

**MOTION:** Mr. Stebe moved to approve the zoning regulation amendment to Article II, Section 7.03 to allow a higher density of dwelling units in the Planned Residential Development zone by special exception, if the total number of bedrooms does not exceed 20 per acre. Mr. Farina seconded the motion. Mr. Farina, Mr. Stebe, and Mr. Prause voted in favor of the motion. Ms. Luna, Mr. Kennedy, Ms. Ike, and Mr. Schoeneberger voted against the motion. The motion failed three to four and the application was denied.

TRIVIK BUILDERS, LLC – Modification to site plans at 27 Lillian Drive. – PRD Detailed Site Plan Modification (PRD-0001-2024)

Mr. Wes Wentworth, Wentworth Civil Engineers, introduced himself. He noted that, at the last meeting, Town staff had not yet reviewed the revisions they had made. A profile was requested for the sidewalk for Building F. Staff has reviewed everything and only minor adjustments are needed and proposed as conditions of approval.

Mr. Wentworth displayed the profile showing Building F, the east face of the building. He described the differential between the neighboring buildings and explained how it was remedied.

Ms. Pilla reported that staff has reviewed the modifications, which have alleviated the major concerns with the original proposal. The brick walls are no longer in the middle of the sidewalks, the two steps that are required are not within the primary circulation, and no steps are now required for Buildings C and E. The light poles are no longer within the sidewalks and the grass strip is reintroduced between the parking and the sidewalks in combination with wheel stops. The current plans also show consistent 24-foot-wide drive aisles and a couple of curb radii were altered. There are a handful of comments that remain, which can be modifications to an approval.

A new staff comment for which a modification is recommended, stated Ms. Pilla, is that it was confirmed that the tree clearing at the southeast side of the site was further than originally approved. Because of its location, staff suggests a modification to the approval to have the applicant do additional tree planting in place of the trees that were removed.

After a question from Mr. Prause, Mr. Wentworth stated that they have no issues with the modifications. He explained that the tree clearing issue was just to the east of the detention basin getting further from the wetlands and he felt it is reasonable.

Ms. Ike asked about the agreement with the USPS and, if that were to change, who would bear the cost of the ADA ramps.

Mr. Wentworth explained that this is a private development with a private infrastructure, so it would fall to the owner.

Mr. Stebe asked Town staff whether the Town would know that the agreement is no longer in place, and how it would be enforced.

Ms. Pilla conceded that the Town would not know if the agreement was changed.

Mr. Kennedy noted that this is required by ADA and in itself is enforcement. Ms. Pilla replied that, if the USPS stopped delivering directly to the ADA units, then the mailboxes need to be ADA accessible.

PRD Detailed Site Plan Modification (PRD-0001-2024)

**MOTION:** Mr. Kennedy moved to approve the PRD Detailed Site Development Plan modification for 27 Lillian Drive with the modifications as specified in staff memoranda from:

1. Megan Pilla, Principal Development Planner, dated May 20, 2024.

The reason for the approval is that the proposed development meets the requirements for multi-family housing in the Planned Residential Development zone as outlined in Art. II, Sec. 7.

JULIANO’S POOLS – Relocation of septic leaching field and construction of a new in-ground pool with patio and safety fence at 37 Pondview Drive. – Inland Wetlands Permit – Determination of Significance (IWP-0051-2023)

Ms. Danielle Levasseur, representing Juliano’s Pools, introduced herself. The proposal is for a 20 x 34 in-ground pool as well as a slight shift to the current leach field so the pool will meet all the setback requirements. They are also proposing a 4 ft. self-closing, self-latching safety fence within the 100 ft. upland review area.

Mr. Laiuppa noted that the Health Department reviewed the original application and found that the leach field would conflict with the location of the pool. All the activity is within the upland review area and would require some ground-disturbing activity, which the application reported would be 5,000 sq. ft. He reported the items for the determination of significance and highlighted those relevant to this activity.

Mr. Kennedy asked whether the leach field is being moved into, out of, or within the upland review area. According to Ms. Levasseur, it is being shifted slightly from 23 ft. to 26.6 ft. The proximity to the wetlands has not changed.

Ms. Pilla reported that the application is still in review and will be completed before the next meeting.

Mr. Stebe asked about the slope of the lawn. Mr. Laiuppa stated that it appears to be approximately 8 ft. from the leach field to the pond, approximately 278 ft. at the height to approximately 270 at the lower elevation by the pond. Ms. Pilla reported that the distance is approximately 90 ft.

Mr. Farina and Ms. Levasseur had a conversation about the distance from the wetlands boundary.

Mr. Jeff Polhemus, Skips Wastewater Service, introduced himself, noting that they were hired to design and install the modification of the septic system. He detailed the plan for the modification.

#### Inland Wetlands Permit – Determination of Significance (IWP-0051-2023)

**MOTION:** Mr. Stebe moved to find the proposed activity at the above-referenced location as shown on the inland wetlands permit application IWP-0051-2023 will not have a significant impact on the wetlands and therefore will not require a public hearing. Mr. Farina seconded the motion and all members voted in favor, with Ms. Ahsan sitting in place of Mr. Prause, who recused himself.

#### **APPOINTMENT OF ALTERNATE MEMBER TO CAPITOL REGION PLANNING COMMISSION**

Ms. Pilla reported that the Capitol Region Planning Commission is a planning commission for the entire Capitol Region Council of Governments (CRCOG) region. Each municipality has representatives to the Commission. Mr. Stebe is this Commission's representative. As Ms. Potocki has left the Commission, an alternate must be appointed.

Mr. Stebe described the workload for the meetings, which are held on Zoom, and gave a brief overview of the responsibilities.

**MOTION:** Mr. Kennedy nominated Ms. Luna as the alternate member to the Capitol Region Planning Commission. Mr. Schoeneberger seconded the motion and all members voted in favor.

#### **ADMINISTRATIVE REPORTS**

- There are no upcoming training opportunities.
- Comprehensive zoning consultants FHI were selected and are in the process of getting a contract signed. It will be an approximately 20-month process, broken into two phases, which were detailed.

- Update on the evidentiary hearing regarding 250 Carter Street.

Mr. Farina noted his concerns about the length of time before meeting with the full commission. He assumed that, in Phase 2, the substantive focus is where priorities would be incorporated into zoning regulations.

Ms. Pilla stated that the Commission members are highly encouraged to attend the community engagement sessions. A conversation between Mr. Farina, Ms. Pilla, and Mr. Anderson was held regarding the Commission meeting earlier in the process.

Mr. Prause concluded that Phase 1 is to modernize the zoning regulations. Phase 2 is the implementation of the POCD. The Commission will be working with Ms. Petersen to begin the second phase.

Ms. Pilla provided a summary of the evidentiary hearing for 250 Carter Street, noting the transcripts have been posted to the Siting Council's website.

### **APPROVAL OF MINUTES**

May 6, 2024 – Public Hearing/Business Meeting

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

### **RECEIPT OF NEW APPLICATIONS**

There were no new applications.

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

The Business Meeting was closed at 9:15 P.M.

I certify these minutes were adopted on the following date:

June 3, 2024  
Date

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Eric Prause, Chairman

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