

**MEETING NOTICE AND AGENDA**  
**MANSFIELD PLANNING AND ZONING COMMISSION**  
Regular Meeting

**Monday, April 21, 2014 ■ 7:00 PM**

Audrey P. Beck Municipal Building ■ 4 South Eagleville Road ■ Council Chambers

- 1. Call to Order**
- 2. Roll Call**
- 3. Approval of Minutes**
  - a. March 17, 2014 Meeting
  - b. March 31, 2014 Special Meeting
- 4. Zoning Agent's Report**
  - a. Monthly Permit Activity (March)
  - b. Monthly Zoning Activity (March)
- 5. Public Hearings**
  - a. **7:05 p.m.**  
**Application to Amend the Zoning Map; Storrs Center Alliance, LLC, applicant, (File #1246-19)**  
Memo from Director of Planning and Development
- 6. Old Business**
  - a. **Pre-Application Discussion Requests**  
Draft Policies and Procedures (4/21/2014)
  - b. **Application to Amend the Zoning Map; Storrs Center Alliance, LLC, applicant, (File #1246-19)**
  - c. **Other**
- 7. New Business**
  - a. **8-24 Referral: Acceptance of Storrs Center Streets (Bolton Road Extension, Royce Circle, Wilbur Cross Way, Charles Smith Way)**  
Memo from Director of Planning and Development
  - b. **8-24 Referral: 2014-15 Capital Improvement Budget**  
Memo from Director of Planning and Development
  - c. **Storrs Center Phase 2 Zoning Permit Application**  
Memo from Director of Planning and Development
  - d. **Discussion Regarding Colonial Apartments Expansion (Foster Drive)**
  - e. **Other**
- 8. Mansfield Tomorrow | Our Plan ▶ Our Future**  
Memo: Summary of Comments received on Chapter 6 of draft Plan

**9. Reports from Officers and Committees**

- a. **Chairman's Report**
- b. **Regional Planning Commission**
- c. **Regulatory Review Committee**
- d. **Subcommittee on Infrastructure**
- e. **Planning and Development Director's Report**
- f. **Other**

**10. Communications and Bills**

- a. Other

**11. Adjournment**

**DRAFT MINUTES**  
MANSFIELD PLANNING AND ZONING COMMISSION  
Regular Meeting  
MONDAY, March 17, 2014  
Council Chamber, Audrey P. Beck Municipal Building

Members present: Vice Chair B. Ryan, B. Chandy K. Holt, G. Lewis, P. Plante, K. Rawn,  
Members absent: J. Goodwin (Chairman), R. Hall, B. Pociask  
Alternates present: P. Aho, V. Ward, S. Westa  
Staff Present: Linda Painter, Director of Planning and Development; Jennifer Kaufman, Natural Resources and Sustainability Coordinator

Vice Chair Ryan called the meeting to order at 7:00 p.m., and appointed Aho, Ward and Westa to act in the absence of members.

**Approval of Minutes:**

a. **March 3, 2014 Special Meeting**

Ward MOVED, Aho seconded, to approve the 03-03-14 minutes as written. MOTION PASSED UNANIMOUSLY. Chandy noted for the record that she listened to the recording.

**Zoning Agent's Report:** Noted.

**Old Business:**

a. **Pre-Application Discussion Requests**

Item was postponed to the 4/21/14 meeting.

**New Business:**

a. **Application to Amend the Zoning Map; Storrs Center Alliance, LLC, applicant, (File #1246-19)**

Holt MOVED, Chandy seconded, to receive the application submitted by Storrs Center Alliance (PZC File #1246-19) to amend the Zoning Map pertaining to a portion of the Storrs Center Special Design District Master Parking Study, as shown on plans dated 08/29/12 and as submitted to the Commission, to refer said application to the staff for review and comment and to set a Public Hearing for April 21, 2014. MOTION PASSED UNANIMOUSLY.

**Mansfield Tomorrow | Our Plan ▶ Our Future:**

The Commission discussed the process and schedule for reviewing the draft Plan of Conservation and Development, identifying the need for members to carefully review the draft plan and make changes to ensure that the final draft presented for public hearing reflects the Commission's views. To allow for this detailed review and editing, the tentative schedule outlined by Painter and Kaufman at the previous meeting needs to be adjusted to allow the Commission a couple of months for their review. Painter and Kaufman suggested that the schedule could be changed to allow for public hearings in September, which would require the Commission to have a completed draft ready to refer to the Town Council and Regional Planning Commission by June. Painter noted that staff would be discussing the schedule change with HUD due to potential impacts on deadlines established in the grant, and that the Commission would also need to determine what work, if any, could begin on zoning regulation updates while the Plan is out for review. Members agreed to complete a first read-through of the document before the March 31<sup>st</sup> special meeting, and discussed the idea of assigning, at that same meeting, individual chapters for in-depth review to individual members, or perhaps two to three members working on a single chapter.

**Reports from Officers and Committees:**

Holt informed the Commission that she has been awarded a Lifetime Achievement Award through CFPZA and noted the topic presented and discussed that evening was "An Act Concerning the Palliative Use of Medical Marijuana". Painter updated the Commission on the following items: 1) a Transportation Advisory Committee meeting has been scheduled for March 18<sup>th</sup> to discuss the Infrastructure Subcommittee's recommendations regarding sidewalk/bikeway priorities and 2) a public information session has been scheduled for March 25<sup>th</sup> at 7pm at Southeast Elementary School Gymnasium to discuss a Safe Routes to Schools Grant for the Route 89 walkway.

**Communications and Bills:** None.

**Adjournment:** The Vice Chair declared the meeting adjourned at 8:27 p.m.

Respectfully submitted,

Katherine Holt, Secretary

**DRAFT MINUTES**  
**MANSFIELD PLANNING AND ZONING COMMISSION**  
**Special Meeting**  
**MONDAY, March 31, 2014**  
**Council Chamber, Audrey P. Beck Municipal Building**

Members present: Chair J. Goodwin, B. Chandy, R. Hall, K. Holt, G. Lewis, P. Plante, K. Rawn, B. Ryan  
Members absent: B. Pociask  
Alternates present: P. Aho, S. Westa  
Alternates absent: V. Ward  
Staff Present: Linda Painter, Director of Planning and Development; Jennifer Kaufman, Natural Resources and Sustainability Coordinator

Chairman Goodwin called the meeting to order at 7:00 p.m., and appointed Aho act in the absence of Pociask. Goodwin noted that she listened to the recording of the previous meeting of March 17.

**Mansfield Tomorrow | Our Plan ▶ Our Future:**

Goodwin reviewed the proposed approach and schedule for review of the draft Plan of Conservation and Development. Painter noted that the Tuesday May 13<sup>th</sup> date on the calendar distributed to the Commission conflicted with the Town Meeting on the FY2015 budget and would be rescheduled, most likely to Monday May 12<sup>th</sup> in a location to be determined.

Painter distributed summaries of comments received from the Mansfield Tomorrow Advisory Group and various town advisory committees with regard to Chapters 3, 4 and 5 of the draft plan. Members focused their discussion on the draft goals, policies, strategies and actions for Chapters 3 through 5. Painter and Kaufman will revise Chapters 3 and 4 based on the comments received from the Commission. By consensus, Chapter 5 will be eliminated and its content moved to other chapters. The Chair suggested that individual members provide comments/corrections on the narrative portions of each chapter to Painter and Kaufman. Members were asked to review Chapter 6 in advance of the next meeting on April 21<sup>st</sup> and come prepared with their comments.

**Adjournment:** The Chair declared the meeting adjourned at 9:30 p.m.

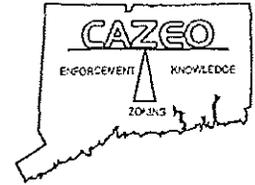
Respectfully submitted,

Katherine Holt, Secretary

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BREAK



# Town of Mansfield



CURT B. HIRSCH  
ZONING AGENT  
HIRSCHCB@MANSFIELDCT.ORG

AUDREY P. BECK BUILDING  
4 SOUTH EAGLEVILLE ROAD  
MANSFIELD, CT 06268-2599  
(860) 429-3341

Memo to: Planning and Zoning Commission  
From: Curt Hirsch, Zoning Agent  
Date: April 16, 2014

## MONTHLY PERMIT ACTIVITY for March, 2014

### ZONING PERMITS

<u>Name</u>	<u>Address</u>	<u>Purpose</u>
Shay	40 Maple Rd.	lot line revision – merger
Bogdonovich	239 Mount Hope Rd.	house addition / efficiency unit
Educational Playcare	VS-11 Wilbur Cross Way	childcare facility
Block Properties	105 Wellington Hill Rd.	house addition
Block Properties	111 Wellington Hill Rd.	house addition
Joshua's Trust	624 Wormwood Hill Rd.	site work
Panagopoulos	Lot B Separatist Rd.	1 fm dw
Barry	14 Juniper La.	sun room
McDowell	69 Puddin La.	Home Occupation – counselling
Mansfield Family Dentistry	6 Storrs Rd.	building identity sign
Mansfield Village	91 Chaffeeville Rd. lot 6	replacement mobile home
Block Properties	111 Wellington Hill Rd.	house addition

### CERTIFICATES OF COMPLIANCE

Briggs	301 Gurleyville Rd.	ground solar array
Russel	17 Hunters Run	addition
Norgaard	556 Wormwood Hill Rd.	3 - ground solar arrays
Ouelette	290 Browns Rd.	ground solar array
Forest & Farm LLC	2007 Storrs Rd.	Adventure Park
Leyland Alliance	1 Royce Cir.	Loading dock canopy
Leone	63-A Woods Rd.	house addition
Newcity	231 S. Bedlam Rd.	1 fm dw
Clouette	483 Woodland Rd.	grnd solar array
Marshall	47 Bundy La.	enclose breezeway
Woodland	269 N. Eagleville Rd.	house add. & garage
Mansfield Development	591 Middle Tpke.	storage shed
Red Rock Café	591 middle Tpke.	exterior cooler/freezer
Mansfield Hollow Hydro	114 Mansfield Hollow Rd.	hydro-electric facility
Intermodal Transportation Center	23 Royce Cir.	Transportation center
St. Jean	43 Hickory La.	3 – solar arrays
Raggi	59 Riverview Rd.	garage
Cutlip	50 Highland Rd.	enclose carport

**TOWN OF MANSFIELD**  
 DEPARTMENT OF PLANNING AND DEVELOPMENT



To: Planning and Zoning Commission  
 From: Curt Hirsch, Zoning Agent *CH*  
 Date: April 16, 2014  
 Re: Zoning Activity for the Month of ~~2~~ March, 2014

Activity	This Month	Last Month	Same Month Last Year	This Fiscal Year to Date	Last Fiscal Year to Date
Zoning Permits Issued	11	2	10	100	77
Certificates of Compliance Issued	17	1	6	92	66
Site Inspections	40	1	30	181	253
Complaints Received from the Public	7	0	2	45	38
Complaints Requiring Inspection	3	0	2	27	30
Potential/Actual Violations Found	9	0	2	41	24
Enforcement Letters	6	0	9	22	73
Notices to Issue ZBA Forms	1	0	0	8	7
Notices of Zoning Violations Issued	7	0	1	18	24
Zoning Citations Issued	0	0	0	1	9

Residential Zoning Permits	This Month	FY2014 To Date
Single-Family Homes	1	12
Two-Family Homes	0	0
Multi-Family Units	0	0

**TOWN OF MANSFIELD**  
**DEPARTMENT OF PLANNING AND DEVELOPMENT**

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LINDA M. PAINTER, AICP, DIRECTOR

**Memo to:** Planning and Zoning Commission  
**From:** Linda M. Painter, AICP, Director of Planning and Development *LMP*  
**Date:** April 21, 2014  
**Subject:** Storrs Center Special Design District Map Amendment  
File #1246-19

Overview of Zoning Map Amendment Process

My review comments are based on application submissions, consideration of existing Zoning Regulations, Mansfield's Plan of Conservation and Development, State and Regional land use plans and professional conclusions regarding the merits of the proposed regulation revisions and zoning map amendment. My comments must be reviewed with respect to testimony and information presented at the April 21<sup>st</sup> Public Hearing and any subsequent continuations and the Commission's collective knowledge of the Town's needs and desires. No new information should be received from the applicant or the public after the close of the Public Hearing process. It is important to note that unless extensions are authorized, the public hearing must be closed by May 26, 2014. The Commission must make a decision on these applications within 65 days of the close of the Public Hearing. Collective reasons for the Commission's decisions should be clearly documented.

As with any proposed zoning regulation or map amendment, the PZC must weigh anticipated public and private benefits versus anticipated public and private costs. All zoning regulations should be designed to serve a community need while protecting the "public's health, safety, convenience and property values". The Commission has the legislative discretion to determine what is best for the community as a whole, and the Zoning Regulations and Map can and should be modified to meet changing circumstances, Plan of Conservation and Development goals, objectives and recommendations or to address a recognized public need. Section 8-2 of the Connecticut General Statutes and Articles I and XIII of the Zoning Regulations provide information on the legislative framework within which PZC decisions must be made. Section 8-3a of the Connecticut General Statutes requires that the Commission making a finding regarding consistency with the Plan of Conservation and Development.

Overview of Proposed Zoning Map Amendment

The Storrs Center Master Plan was approved in 2007 as part of the amendment to the Zoning Map creating the SC-SDD zoning district. The Preliminary Master Plan included a general layout for the development as well as a Master Traffic Study, Master Parking Study, Master Stormwater Drainage Study and Design Guidelines specific to Storrs Center. The design guidelines are more specific than general zoning regulations for other zoning districts and address height, massing, building design, pedestrian orientation, signs, and parking among other things.

The applicant is currently requesting approval to amend the Master Parking Study in accordance with the provisions of Article Ten, Section S.3.h, which allows the Commission to modify the approved plans for the SC-SDD through the zoning map amendment process. The Master Parking Study approved in 2007 established the minimum parking requirements for different categories of uses within the development; these factors were based on the concept of shared use, where different land use activities are able to share the same supply of parking due to different peak hour demands. The parking factors also reflected reduced demand based on auto use/walking patterns and the projects proximity to the University.

With the completion of Phases 1A (127 dwelling units, 27,196 square feet of commercial space) and 1B (195 dwelling units, 40,892 square feet of commercial space), the applicant retained a parking consultant to review the actual demand for parking as compared to the projected demand reflected in the Master Parking Study. Central Parking conducted a three-day study of parking usage within Storrs Center on a Tuesday, Wednesday, and Saturday in late January-early February when both UCONN and E.O. Smith High School were in session. The data collected during this time period was reviewed by Walker Parking Consultants to determine how actual usage compared to the demand projected in the Master Parking Study.

The Master Parking Study Update prepared by Walker recommends changes to two parking factors based on actual demand. The minimum requirements for multi-family residential parking would be reduced from 1.25 to 0.92 spaces per unit and a new parking factor of 4.68 spaces/1,000 square feet for medical offices would be created to reflect the higher demand for medical offices as compared to general office uses (which require 2.6 spaces/1,000 square feet).

The table below identifies the existing parking ratios, current demand ratios based on the Walker analysis and the ratios recommended by Walker based on their analysis. While the model used by Walker did reflect slightly different demand figures for other use categories, they do not recommend changes to those factors as the differences are considered to be minor.

Land Use Type	2007 Master Parking Study	Walker Demand Analysis	Recommended Ratio
Residential – Multi-Family Residential	1.25 space/unit	0.85	0.92
Residential – Townhouse/Condo	1.25	NA	1.25
Restaurant-Sit-Down	7.7	7.76	7.70
Restaurant-Fast Food	4.1	4.92	4.10
Office	2.6	2.3	2.6
Medical Office	2.6	4.68	4.68
Retail (Community Shopping Center)	2.43	2.57	2.43

If approved, the changes to the existing parking factors would result in a reduction in the number of spaces needed at project build-out. This reduction could result in the elimination of a parking garage originally planned for the area to the east of Wilbur Cross Way (f.k.a. the Village Street) and development of a surface parking lot instead. Such surface lot could have both aesthetic and environmental benefits due to the ability to include trees and landscaping that could not be accommodated with a parking structure; this landscaping would help to reduce the visual impact of the

parking while also reducing creating of heat islands and providing better opportunities for natural infiltration of stormwater.

### Analysis of Request

Pursuant to Article X, Section S.1, “. . . the preliminary master plan approved as part of the map amendment shall become part of the zoning for the land included within the map amendment.” As such, any substantial change to the preliminary master plan requires a zoning map amendment. Article XIII, Section D identifies the following approval considerations for any petition to amend the Zoning Map.

#### The proposal is complete and contains all required application information.

The applicant has submitted the required fee, application form, Statement of Justification, an updated parking study and a map depicting the boundaries of the Storrs Center Special Design District. As the amendment pertains only to the parking factors contained in the Master Parking Study, the applicant has requested a waiver of the following application submittal requirements contained in Article Ten, Section S.3.c. Such waiver is authorized by Article Ten, Section S.3.h if the information is not needed to adequately review and decide the application.

- S.3.c.i – Preliminary Master Plan (all required elements)
- S.3.c.ii – Master Parking Study (items 2 and 4 related to size and location of spaces)
- S.3.c.iii – Master Traffic Study (all required elements)
- S.3.c.iv – Master Stormwater Drainage Study (all required elements)
- S.3.c.v – Availability of water and sewer service
- S.3.c.vi - Design Guidelines (all required elements)

#### The proposal is consistent with the goals, policies and recommendations contained within the Mansfield Plan of Conservation and Development. This finding shall be stated on the record, pursuant to Section 8-3a of the State Statutes.

The proposed zoning map amendment to the Storrs Center master plan is consistent with the goals and policies contained in the Plan of Conservation and Development, particularly the following:

- Goal 1 - To strengthen and encourage an orderly and energy-efficient pattern of development with sustainable balance of housing, business, industry, agriculture, government and open space and a supportive infrastructure of utilities, roadways, walkways and bikeways, and public transportation services.
  - Objective c: To encourage mixed use developments, such as the Storrs Center “Downtown” project, in areas with existing or potential sewer and public water.
  - Objective e: To achieve an integrated intermodal transportation network by encouraging road, bikeway and public transportation services in areas with existing or potential sewer and public water and appropriately expand and maintain all elements of the town’s transportation system.

#### The proposal is consistent with the expression of regulatory intent and purpose contained in Article I of these regulations and Section 8-2 of the Connecticut General Statutes, as amended;

As described in the application, the proposal is consistent with the purpose and intent of the Mansfield Zoning Regulations as well as Section 8-2 of the Connecticut General Statutes, particularly those provisions related to promoting and protecting the health, safety, convenience and general welfare

(Article 1, Section B.1), providing for orderly growth (Article 1, Section B.2), protecting character and maintaining stability and property values throughout town (Article 1, Section B.3), and encouraging safe and efficient vehicular and pedestrian facilities (Article 1, Section B.5).

Any proposal to amend the Zoning Map has comprehensively considered: the size and physical characteristics of the subject area; the character and supply of land currently zoned in the subject classification; and the effect of the proposal on existing land uses in the surrounding area.

The applicant has submitted a detailed analysis of parking demand to support their request for a change to the required parking ratios for Storrs Center with the goal of ensuring adequate parking for the development, but not providing parking in excess of what is needed.

The Preliminary Master Plan, Master Stormwater Drainage Study, Master Parking Study, Master Traffic Study and Design Guidelines are consistent with the Municipal Development Plan for Storrs Center dated August 2005 and are adequate to ensure safe and appropriate implementation of permitted uses. This approval criterion is specified in Article X, Section S.3.e and is required in addition to the above criteria specified in Article XIII. The Municipal Development Plan (MDP) establishes the framework for the overall use and design of the project. As referenced in many sections of the MDP, the goal of the plan was to provide flexibility to adapt to changing conditions over the long-term. The following excerpt from the Executive Summary addresses the amount of parking anticipated for the project:

### Parking

Parking is a key driving component of the Storrs Center project because of the need to provide for both residents and visitors. Ample parking is essential to the success of the mixed use neighborhood and the many uses that function together to provide its sense of vitality and activity. Parking analysis is ongoing and will be developed in conjunction with further refinement of the plan and the program for the neighborhood. Using various types of parking spaces and a shared use methodology, the project seeks to provide a minimum number of spaces that provides ample parking for the project but which does not unnecessarily exaggerate the number of spaces needed, resulting in unneeded expenditures, unused parking spaces, and loss of critical project space to unused garages.

### **Summary**

The proposed Zoning Map amendment presents a policy issue for the Commission's legislative discretion. A representative from Walker Parking Consultants will be available at the public hearing to answer any questions the Commission may have regarding their analysis and methodology.

# Pre-Application Policies and Procedures

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*Mansfield Planning and Zoning Commission ■ April 21, 2014 Draft*

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## **C.G.S. Sec. 7-159b<sup>a</sup> Preapplication review of use of property.**

*Notwithstanding any other provision of the general statutes, prior to the submission of an application for use of property under chapters 124, 126, 440 and 541 or any other provision of the general statutes authorizing an authority, commission, department or agency of a municipality to issue a permit or approval for use of such property, such authority, commission, department or agency or authorized agent thereof may separately, jointly, or in any combination, conduct a preapplication review of a proposed project with the applicant at the applicant's request. Such preapplication review and any results or information obtained from it may not be appealed under any provision of the general statutes, and shall not be binding on the applicant or any authority, commission, department, agency or other official having jurisdiction to review the proposed project.*

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The following policies and procedures for a proposed Applicant's pre-application meeting with the Mansfield Planning and Zoning Commission is adopted on a pilot basis. The PZC reserves the right to revise and/or eliminate any or all of these policies and procedures at any time. These policies and procedures may also be adopted and/or amended for use by the Mansfield Inland Wetlands Agency. If these policies and procedures are adopted by the IWA, a pre-application meeting may be held for those proposed applications which will be subject to the Mansfield Wetlands and Watercourses Regulations. The Commission and Agency reserve the right to conduct a joint pre-application meeting.

## **Purpose of Pre-Application Review**

- To provide an opportunity for proposed Applicants to present preliminary plans for site development, special permit, commercial, multi-family or mixed-use projects to the Commission for the purpose of receiving Commission comment on potential applications;
- To attempt to reduce on Applicant's expense and staff time by anticipating significant changes to proposed applications before formal filing; and
- To allow for more efficient and concise presentations at public hearings.

## **Pre-Application Procedures**

### **Eligible Projects**

Any proposed Applicant of a commercial/mixed use; multi-family residential or other large scale project subject to public hearing may request a pre-application review. Acceptance of a proposal for pre-application review shall be at the sole discretion of the Director of Planning and Development.

### **Filing Request for Pre-Application Review**

Any request for a pre-application review shall be filed with the Director of Planning and Development on the form provided. The form will provide that a proposed Applicant sign an acknowledgment that this procedure is a non-binding process from which there is no appeal. The pre-application review request shall include a written summary of the project and a preliminary site plan. Additional information may be requested by the Director to assist in the determination as to whether the application for a review should be accepted.

The decision to accept a proposal for pre-application review is solely at the discretion of the Director. The Director's decision shall be final.

### **Pre-Application Review**

- A pre-application review will be placed on the Commission's Agenda under New Business at a date and time solely at the convenience of the Commission.
- Reviews will be strictly limited to 30 minutes. Proposed Applicants shall keep their presentations brief to allow sufficient time for Commission discussion.
- Pre-Application Reviews will be noted on the meeting Agenda as follows:  
*Proposed Project Name, Address/Location, applicant name*  
*The Commission will conduct a non-binding pre-application review of the above listed project.*
- The Commission Chair will introduce the item and note the following for the record: "Such pre-application review and any results or information obtained from it may not be appealed under any provision of the general statutes by any person or entity, and shall not be binding on the applicant or any authority, commission, department, agency or other official having jurisdiction to review the proposed project."
- Reviews are part of the public meeting and shall be open to the public for observation only. No public comment will be taken.
- Any materials supplementing the original materials submitted with the application for a pre-application review shall be submitted to the Director on or before seven days from the scheduled review. (One full size set and 15 reduced size sets).
- Commission members may offer comments on the proposed application, but are not required to do so. Any comment of a Commissioner is the opinion of that Commissioner and shall not be interpreted as the consensus of the Commission nor shall any comment of any Commissioner bind the Commission or that Commissioner's vote on formal application.
- Commissioners may offer comments which are contradictory to each other. Any interpretation of Commission comments is the responsibility of the proposed applicant.
- This is a non-binding process from which there is no appeal.

**TOWN OF MANSFIELD**  
**DEPARTMENT OF PLANNING AND DEVELOPMENT**

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LINDA M. PAINTER, AICP, DIRECTOR

**Memo to:** Planning and Zoning Commission  
**From:** Linda M. Painter, AICP, Director of Planning and Development  
**Date:** April 21, 2014  
**Subject:** 8-24 Referral: Acceptance of Storrs Center Streets

Pursuant to the provisions of Section 8-24 of the State Statutes, the acceptance of the following streets as town roads has been referred to the PZC for comment: Bolton Road Extension, Royce Circle, Wilbur Cross Way and Charles Smith Way. The PZC has 35 days to report to the Town Council. A copy of the Council Agenda Item and location map are attached for your reference.

In 2007, the Commission approved the creation of the Storrs Center Special Design District, which included adoption of a Preliminary Master Plan for the project. Sheet ZC-07 of the Preliminary Master Plan identifies the general pattern of streets proposed for the project and distinguishes between public roads and private roads. The sections of road now known as Bolton Road Extension, Royce Circle, Wilbur Cross Way and Charles Smith Way were all designated as public roads on this map. These roads were constructed by the Town through a Federal Transit Administration Bus Livability Grant and have been maintained by the Town since completion. As with roads built by private developers, a formal acceptance of the roads by the Town Council is required.

**Summary/Recommendation**

**It is recommended that the PZC notify the Town Council that the proposed acceptance of Bolton Road Extension, Royce Circle, Wilbur Cross Way and Charles Smith Way as town streets is consistent with the approved Storrs Center Master Plan.**

# MEMORANDUM

Town of Mansfield  
Town Manager's Office  
4 So. Eagleville Rd., Mansfield, CT 06268  
860-429-3336  
Hartmw@mansfieldct.org



To: Planning and Zoning Commission  
CC: Linda Painter, Director of Planning and Development  
From: Matt Hart, Town Manager  
Date: April 17, 2014  
Re: Referral: Acceptance of Bolton Road Extension, Royce Circle, Wilbur Cross Way and Charles Smith Way

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Please see the attached information regarding the above captioned matter. Please review and comment on the proposal, pursuant to your authority under Connecticut General Statutes Section 8-24.

Your assistance with this matter is greatly appreciated.



Town of Mansfield  
Agenda Item Summary

To: Town Council  
From: Matt Hart, Town Manager *MWH*  
Cc: Maria Capriola, Assistant Town Manager; John Carrington, Director of Public Works; Linda Painter, Director of Planning and Development, Cynthia van Zelm, Executive Director of the Mansfield Downtown Partnership, Inc.  
Date: April 15, 2014  
Re: Acceptance of Bolton Road Extension, Royce Circle, Wilbur Cross Way and Charles Smith Way

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**Subject Matter/Background**

In 2013, the Town constructed three new roads, Bolton Road Extension, Royce Circle and Wilbur Cross Way, under the Village Street and Transit Pathways project for Storrs Center. Normally a road is constructed through an approved plan of development, constructed by a developer and submitted to the Town for acceptance. These roads are unique in that they were built by the municipality on Town-owned property. These roads have not been formally accepted by the Town.

**Financial Impact**

Our Department of Public Works is responsible for the maintenance of these roads using Town employees, which has been estimated at one full-time equivalent position.

**Legal Review**

The Town Attorney has reviewed the matter and recommends the Town Council formally accept these three new roads.

**Recommendation**

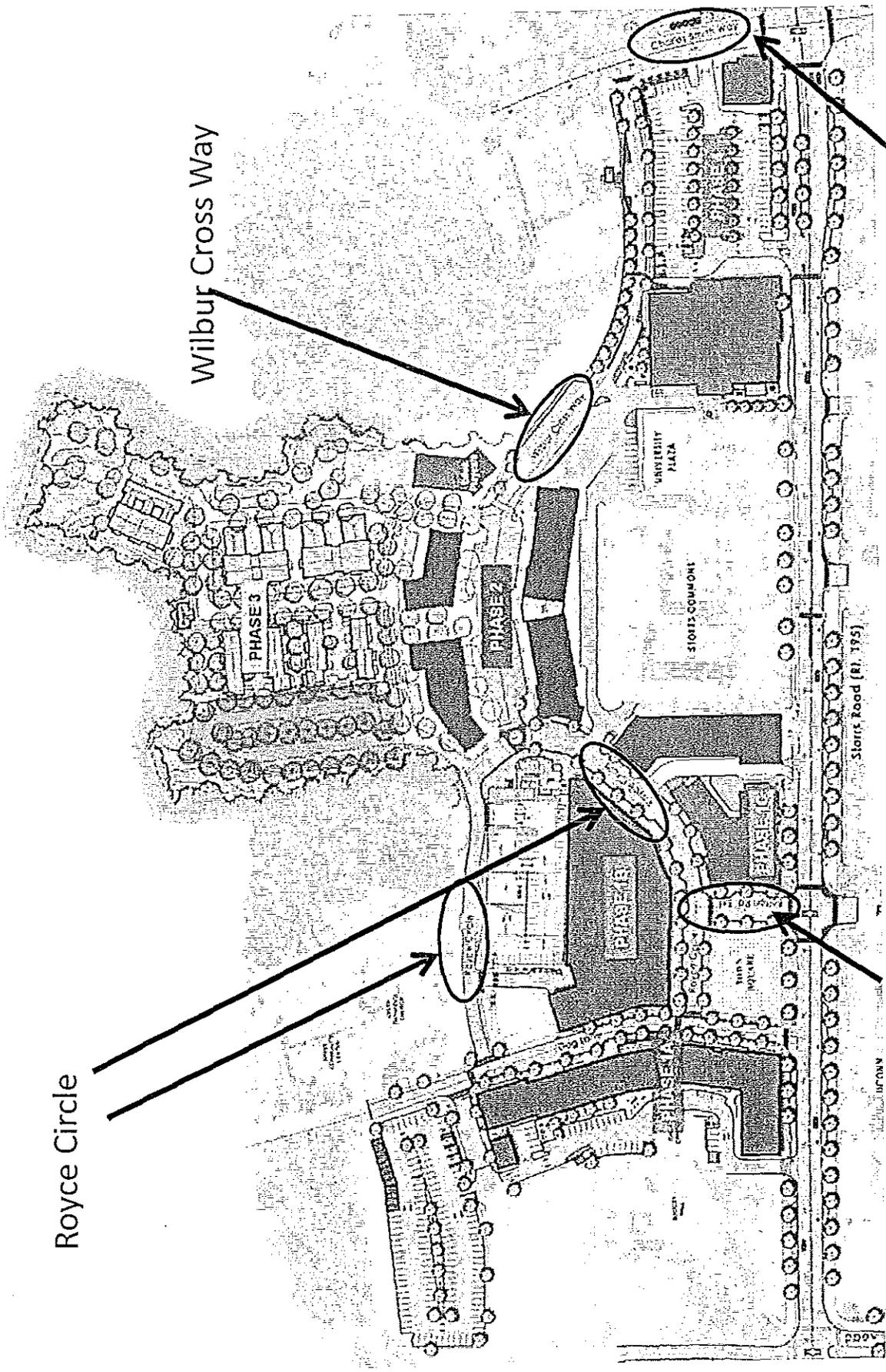
In keeping with our customary procedure and in compliance with state law, staff recommends that this item be referred to the Planning and Zoning Commission for review pursuant to Section 8-24 of the Connecticut General Statutes.

If the Town Council supports this recommendation, the following motion is in order:

*Move, effective April 15, 2014, to refer the acceptance of Bolton Road Extension, Royce Circle, Wilbur Cross Way and Charles Smith Way as municipal roads to the Planning and Zoning Commission for review pursuant to section 8-24 of the Connecticut General Statutes.*

Attachments

1) Map



Royce Circle

Wilbur Cross Way

Charles Smith Way

Bolton Road Ext



**TOWN OF MANSFIELD**  
**DEPARTMENT OF PLANNING AND DEVELOPMENT**

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LINDA M. PAINTER, AICP, DIRECTOR

**Memo to:** Planning and Zoning Commission  
**From:** Linda M. Painter, AICP, Director of Planning and Development  
**Date:** Thursday, April 17, 2014  
**Re:** 2014/15 Capital Improvements Budget

I have reviewed the proposed 2014-15 Capital Improvements Budget (attached) with respect to Plan of Conservation and Development goals and objectives. The following comments and recommendation are presented for consideration by the PZC:

- Similar to last year's Capital Budget, the proposed Capital Improvement Budget (CIB) for 2014/2015 has very few major projects or equipment purchases. A majority of the listed projects involve replacement equipment and vehicles, maintenance of existing town facilities and funds for ongoing planning initiatives.
- The major projects included in the proposed C.I.P. are:
  - \$20,000 for Mansfield Tomorrow
  - \$30,000 for NextGen Connecticut Community Impact Study
  - \$65,000 for Equipment for Storrs Center
  - \$110,000 for Transportation/Walkways
  - \$206,720 for the HUD Community Challenge Planning Grant
  - \$228,600 for the Storrs Center Reserve
  - \$4,000,000 for the Four Corners Sewer/Water Improvements

All of the proposed capital projects are considered consistent with the Town's Plan of Conservation and Development. For a number of years, the PZC has responded to the 8-24 referral on the Capital Budget by noting that some projects may need approval by the PZC and/or the IWA, and that adequate time must be given for review and action. The following draft motion is based on previous PZC actions:

**That the PZC approve, subject to the condition below, the proposed 2014-15 Capital Improvement Budget.**

**Several items are land use-regulated and may require PZC and/or IWA approvals before implementation. The PZC respectfully requests that the departments involved with land use projects coordinate plans with the Director of Planning and Development and Inland Wetlands Agent and that the Commission/Agency be given adequate time to thoroughly review and act upon final plans for all projects that require PZC or IWA approval.**

# MEMORANDUM

Town of Mansfield  
Town Manager's Office  
4 So. Eagleville Rd., Mansfield, CT 06268  
860-429-3336  
Hartmw@mansfieldct.org



To: Planning and Zoning Commission  
CC: Linda Painter, Director of Planning and Development  
From: Matt Hart, Town Manager *MWH*  
Date: April 9, 2014  
Re: Referral: 2014-15 Capital Improvement Budget

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Please see the attached information regarding the above captioned matter. Please review and comment on the proposal, pursuant to your authority under Connecticut General Statutes Section 8-24.

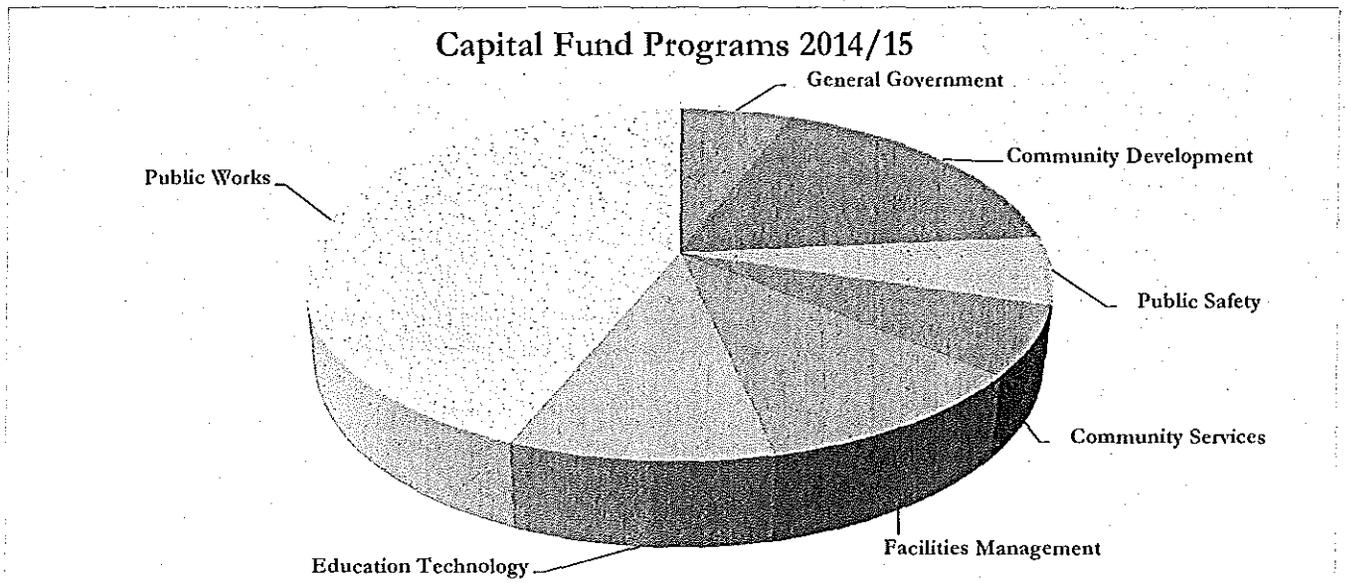
Your assistance with this matter is greatly appreciated.

Town of Mansfield  
Proposed Capital Projects Fund Financing Plan - 2014/15

	Budget 2014/15	LOCIP	CNR Fund	Other Funds	Town Aid Road Fund	Federal/ State Grants	Bonds
<b>General Government</b>							
Pool Car	30,000		30,000				
Software	70,000		70,000				
<b>Total General Government</b>	<b>100,000</b>	<b>-</b>	<b>100,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Facilities Management</b>							
<b>Town</b>							
Comm Center Building Reserve	5,000		5,000				
Emergency Generators	50,000		50,000				
Fire Stations Building Reserve	33,000		33,000				
Furniture & Fixtures	10,000		10,000				
Library Building Reserve	25,000		25,000				
Maintenance Projects	15,000		15,000				
Security Improvements	10,000		10,000				
Senior Center Building Reserve	8,000		8,000				
Town Hall Building Reserve	4,000		4,000				
Vault Climate Control	10,000		10,000				
<b>Education</b>							
Elem School Cleaning Equipment	10,000		10,000				
Roof Repairs	20,000		20,000				
School Building Maintenance	200,000		200,000				
Tractor Replacement	20,000		20,000				
<b>Total Facilities Management</b>	<b>420,000</b>	<b>-</b>	<b>420,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Public Safety</b>							
<b>Fire and Emergency Services</b>							
Communication Equipment	10,000		4,800	5,200			
Fire Ponds - 82902	7,000		7,000				
Fire/EMS Utility Terrain Vehicle	32,000		32,000				
Keyboxes	9,000		9,000				
Personal Protective Equip.	25,000		25,000				
Personnel Accountability Software	8,000		8,000				
Power Load Cot Fastening System	83,000		83,000				
Replace SCBA Air Tanks	12,000		12,000				
Replacement of ET 507	300,000		300,000				
Rescue Equipment	20,000		20,000				
<b>Total Public Safety</b>	<b>506,000</b>	<b>-</b>	<b>500,800</b>	<b>5,200</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Public Works</b>							
Engineering CAD Upgrades	20,000		20,000				
Guardrails Imprv/Replace	8,500		8,500				
Large Bridges (over 20 ft)	15,000		15,000				
Large Dump Trucks	165,000				165,000		
Mowers & Attachments	15,000		15,000				
Road Drainage	50,000				50,000		
Road/Resurfacing	330,000	192,490	116,510		21,000		
Small Dump Truck & Sanders	6,000				6,000		
Storrs Center Equipment	65,000			65,000			
Transportation/Walkways	110,000		110,000				
Trees	10,000		10,000				
Wincog Equipment - Regional	10,000		10,000				
<b>Total Public Works</b>	<b>804,500</b>	<b>192,490</b>	<b>305,010</b>	<b>65,000</b>	<b>242,000</b>	<b>-</b>	<b>-</b>

Town of Mansfield  
Proposed Capital Projects Fund Financing Plan - 2014/15

	Budget 2014/15	LOCIP	CNR Fund	Other Funds	Town Aid Road Fund	Federal/ State Grants	Bonds
<b>Community Services</b>							
Community Center - Misc	26,000		26,000				
Fitness - Equipment	37,200			37,200			
Park Improvements	20,000		20,000				
Playground Surfacing	5,000		5,000				
Playscapes - New/Replace	40,000		40,000				
<b>Total Community Services</b>	<b>128,200</b>	<b>-</b>	<b>91,000</b>	<b>37,200</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Community Development</b>							
Fern Road Bus Garage	10,000		10,000				
Four Corners Sewer/Water Improvement	4,000,000						4,000,000
HUD Comm Challenge Grant	206,720		3,190			203,530	
Mansfield Tomorrow	20,000		20,000				
NextGen Conn Comm Impact	30,000					30,000	
Storrs Center Reserve	228,600		228,600				
<b>Total Community Develop.</b>	<b>4,495,320</b>	<b>-</b>	<b>261,790</b>	<b>-</b>	<b>-</b>	<b>233,530</b>	<b>4,000,000</b>
<b>Education</b>							
Technology Infrastructure	200,000		200,000				
<b>Total Education</b>	<b>200,000</b>	<b>-</b>	<b>200,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL C.I.P. 2013/14</b>	<b>\$ 6,654,020</b>	<b>\$ 192,490</b>	<b>\$ 1,878,600</b>	<b>\$ 107,400</b>	<b>\$ 242,000</b>	<b>\$ 233,530</b>	<b>\$ 4,000,000</b>



Town of Mansfield  
Capital Improvements Program Narrative  
FY 2014/15

Pool Car - \$30,000

This appropriation will provide funds to replace one of the Town's general government cars (of which there are 10 assigned to the various Town departments.)

Software - \$70,000

Our CAMA (computer assisted mass appraisal) software is from 1997 and is due for replacement as it relies on the VMS operating system, which is outdated and incompatible with other systems. The new CAMA system (Vision) enhances reliability, provides productivity improvements, meets statutory requirements, and facilitates online citizen access. Additionally, our new permitting and code enforcement software (CSI) will provide an efficient work flow to maximize staff productivity and enhance information access for the public. Some of the capabilities include online filing, status checking and payment of permit applications, work management that supports collaboration efforts across departments, integration with the Town's GIS and CAMA systems, automated report generation, and tracking of information such as inspections, investigations, and citations.

Community Center Building Reserve - \$5,000

The Community Center, along with other town buildings, is beginning to need facility repairs. Funding is proposed to begin accumulating a reserve for which to draw on when repairs are needed. This funding will begin the reserve and will be put towards a new lift for the pool and replacing the carpet with tile in the main aisle.

Emergency Generators - \$50,000

This appropriation is the second of three years to fund the replacement of emergency generators in the Town Hall, Fire Station #307, and the Library. The second generator to be replaced under this schedule will be the Fire Station #307 generator that is over 30 years old.

Fire Stations Building Reserve - \$33,000

This proposed funding is to begin accumulating a reserve for which to draw on when facility repairs are needed. This appropriation will begin funding the reserve and will be used for a water filter at station #207 and repairs to the floor of station #107.

Furniture & Fixtures - \$10,000

This appropriation will be used for replacing older furniture in the Town Hall.

Library Building Reserve - \$25,000

This proposed funding is to begin accumulating a reserve for which to draw on when facility repairs are needed. This appropriation will be put towards carpet replacement and a new book-drop.

Maintenance Projects – Town - \$15,000

This appropriation is used for unforeseen and other repairs to Town equipment or buildings.

Security Improvements - \$10,000

These funds will be used for a variety of security improvements in Town buildings, primarily to continue to improve outdoor lighting.

Senior Center Building Reserve - \$8,000

This proposed funding is to begin accumulating a reserve for which to draw on when facility repairs are needed. This appropriation will be put towards a study of the heating/ventilating system.

Town Hall Building Reserve - \$4,000

This proposed funding is to begin accumulating a reserve for which to draw on when facility repairs are needed.

Vault Climate Control - \$10,000

This appropriation is the second of four years to fund upgrading the humidity control in the Town Clerk's vault. The system needs to be updated to protect the documents stored there.

Elementary School Cleaning Equipment - \$10,000

This funding is proposed for the purchase of "green" floor scrubbers.

Roof Repairs - \$20,000

This is an on-going capital account used for roof repairs at Town and school buildings.

School Building Maintenance - \$200,000

This is the second year appropriation of the five-year plan to make a variety of repairs in the schools. Planned projects for FY 2014/15 include elevator upgrades to the Mansfield Middle School elevator and air conditioning repairs to the library at Mansfield Middle School.

Tractor Replacement - \$20,000

Funding will be used to replace a 16 year old Kubota tractor and the purchase of a lawn mower attachment and backhoe attachments.

Communication Equipment - \$10,000

This request is for the annual replacement of equipment that has reached the end of its service life and to address shortages of inventory as communication needs have grown. The department requires a variety of communication equipment (pagers, mobile radios, portable radios, etc.) to conduct effective operations at incidents. Effective communications are critical to resolving emergencies and ensuring the safety of the public and department personnel.

Fire Ponds - \$7,000

These funds will be used to upgrade fire ponds for use by the fire department as a source of water for firefighting operations. Upgrades may include the purchase of equipment and components for installation of dry hydrants, improving access for fire apparatus and improving the capacity of a particular pond.

Fire/EMS Utility Terrain Vehicle (UTV) - \$32,000

Funding for this project will improve fire department response to fire and Emergency Medical Service incidents in inaccessible areas of the community. The department responds to off road incidents that are difficult to access with the tools and equipment needed to resolve the situation. Access is often delayed to incidents such as brush fires in our state and federal parks and to patients that have sustained injuries during recreational activities as we wait for adequate resources to arrive on scene. A UTV outfitted with a Fire/Rescue off-road skid unit will enable us to organize a more effective operation for off-road, firefighting and victim rescue operations.

#### Keyboxes – \$9,000

These funds will be used to purchase system components; Knox boxes, master keys, and security devices for the department's on-going Knox box rapid entry system program. This entry system provides the fire department with a secure, rapid, non-destructive method of accessing secured or restricted buildings or areas to better protect the properties we serve. The program provides security and accountability with an audit trail each time a master key is used.

#### Personal Protective Equipment - \$25,000

This funding request provides for an on-going program of Personal Protective Equipment (PPE) replacement. PPE replacement for interior structural firefighters occurs on a five to ten year cycle. This request maintains annual funding to replace a select number of PPE that has reached the end of its service life.

#### Personnel Accountability System - \$8,000

The objective of this project is to implement an on-scene, automated accountability system that is simple yet scalable to meet the unique needs of each type of emergency incident. The preferred solution will provide compatibility on a local, regional and state level and affords interoperability with multiple responding agencies. Tracking personnel and resources at emergency incidents, while maintaining site security at incidents, improves safety for all responders.

#### Power Load Cot Fastening System - \$83,000

Funding for this project will enable the installation of a cot fastening system in each of the department's three ambulances. The power-loading system improves operator and patient safety by supporting the cot (stretcher) through the loading and unloading process and during transport. The possibility of operator injuries is reduced as the system is capable of lifting patients weighing up to 700 lbs.

#### Replacement of SCBA Air Tanks - \$12,000

This is the final year of funding of the multi-year program to replace SCBA (Self Contained Breathing Apparatus) air tanks. These tanks are used by firefighters for breathing air during emergency operations. The department must replace tanks that will reach the end of their 15 year service life in 2015.

#### Replacement ET 507 - \$300,000

This request seeks to meet one of the goals of the department's town wide water supply system for fire protection program. It funds the purchase of a tanker type vehicle that would provide 2,500 – 3,000 gallons of water to the scene of an emergency. The request intends to replace the existing apparatus with one that provides the fire department with a capability that it does not currently possess, but for which the community has a service level need.

#### Rescue Equipment – \$20,000

The department has a variety of rescue equipment (Hurst tools, rescue air bags, stabilizers, etc.) that require updating or replacement. Regular annual service tests often reveal equipment that needs to be replaced. Also, new technologies and materials used in motor vehicle design and construction often require updates to specific tools and equipment needed to meet the challenges encountered during emergency rescue operations.

Engineering CAD Upgrades - \$20,000

This appropriation will provide funds to support the CAD (Computer Assisted Drafting) systems in the Engineering office as well as provide some funds to further some GIS (Geographical Information Systems) development within various Town departments.

Guardrails Improvement/Replacements - \$8,500

This appropriation will provide funds to purchase replacement metal-beam guardrails and wooden guideposts along Town roadways.

Large Bridges (over 20 foot span) - \$15,000

This appropriation will provide funds for selected rehabilitation (capital maintenance) of the Town's large bridges. In recent years this has included footing repairs, railing repairs, deck and concrete repairs, etc.

Large Dump Truck - \$165,000

This appropriation includes the third installment towards the replacement of one of the Town's eight front-line dump/plow trucks. The first truck was purchased in FY 2013/14 for approximately \$175,000. The second truck will be purchased in FY 2014/15 provided the additional appropriation is made in FY 2014/15 budget.

Mowers & Attachments - \$15,000

This appropriation will provide funds to replace the 2002 Toro riding mower that mows the Town buildings and turf fields. These mowers are used constantly through the growing season.

Road Drainage - \$50,000

This appropriation will fund the purchase of drainage pipe, precast catch basins, inlet and underdrains needed in the regular course of responding to drainage maintenance and complaints along Town roads. This is the only source that pays for drainage materials for the DPW.

Road Resurfacing – \$330,000

These funds have been included to resurface some Town roads as part of the Town's continuing road surface maintenance program. These funds also are used to purchase all the bituminous materials used by the DPW in patching roads, paving over trenches and leveling roads prior to resurfacing.

Small Dump Trucks & Sanders - \$6,000

This appropriation will fund the purchase of a sander to be placed in the bed of one of the small dump trucks.

Storrs Center Equipment - \$65,000

This appropriation will fund the purchase of a snow removal machine and accessories to help maintain the areas the Town is responsible for in and around Storrs Center.

Transportation/Walkways - \$110,000

This appropriation will provide funds to assist in the design, inspection, maintenance, construction and right-of-way purchases for various transportation facilities that are not auto-related, such as bus stops, priority walkways and bikeways.

Trees - \$10,000

This appropriation will provide funds to plant new trees and replace trees that die or have to be removed along Town roads.

WINCOG Regional Equipment – Mansfield’s Share - \$10,000

Several pieces of specialty road equipment (pothole patcher, skid-steer loader, etc.) are being purchased through WINCOG to serve several participating Windham-area Towns. A state grant to fund part of this purchase has been received, and Mansfield’s share of the purchase is \$10,000.

Community Center – Misc/Other - \$26,000

This appropriation will fund the replacement of the carpet in the Community Center main corridors with tile (est. \$12,000) and the resurfacing of the Therapy Pool (est. \$14,000). The carpet has substantial wear due to high traffic over ten years. Replacement with tile will allow for easier maintenance and longevity. The Therapy Pool is heavily used and requires acid washing every other year. Over ten years the acid washing has eroded the surface material which now requires resurfacing.

Fitness Equipment - \$37,200

This appropriation will fund the replacement of exercise equipment that is currently being used beyond normal depreciation and life expectancy.

Park Improvements - \$20,000

This appropriation will fund an ongoing effort to replace and repair equipment and facilities throughout the Town’s park system. This includes playground equipment, picnic areas, ball fields, trail network, signage, fencing, etc. Facility repair and equipment replacement helps to limit the Town’s potential liability and provides for safe areas for use by the public.

Playground Surfacing - \$5,000

This appropriation will provide funds to replace the specialty wood shavings at the Town’s playscapes that are required for safety reasons. This material is renewed annually so that the surfaces under the equipment meet current safety standards.

Playscapes – New/Replacements - \$40,000

This appropriation will continue building the reserves necessary for the replacement of all Town playscapes. The Sunny Acres Park playscape was replaced in the fall of 2013 and the Schoolhouse Brook Park playscape is in need of constant repairs and is now over 20 years old. Continuing the plan would allow the replacement of Schoolhouse Brook Park playscape in FY 2014/15.

Fern Road Bus Garage - \$10,000

The site of the former bus garage at 76 Fern Road has been a neighborhood issue for many years due to the abandoned building and concerns regarding contamination. The current owner owes several thousand in taxes and has made no effort to secure or maintain the property. Uncertainty regarding the existence and extent of environmental contamination has served as a disincentive for either the Town or prospective purchasers to acquire the property. The proposed capital project would provide funding for an initial investigation to identify the extent of soil contamination onsite.

#### Four Corners Sewer/Water Improvement - \$4,000,000

This appropriation would provide the first year of bond funding to construct the wastewater collection system, trunk line and pump station necessary for the Four Corners Water and Sewer Improvements project. This amount is a conservative estimate while the engineer's design is pending. The Town is engaged in the Four Corners project to develop public water and sewer systems for the approximately 60-property Four Corners district to address a continuing need for clean drinking water and safe sewage disposal in the area due to past environmental contamination. The addition of such a system would also prepare the area for possible higher density development as identified in the Mansfield Plan of Conservation and Development. Recently, the Town entered into an agreement with the Connecticut Water Company to supply the area with water, and Connecticut Water will build the pipeline at its expense. The Town, however, will still need to construct and maintain the sewer lines. Any increase in operating costs for the sewer lines would be passed on to the users of the system through a charge for services. In addition, much of the debt service associated with constructing the wastewater system could also be recouped through assessments to the users of the system.

#### HUD Community Challenge Grant - \$206,720

This is the third year of funding for the grant from the Department of Housing and Urban Development, which will be used to complete the following projects by February 2015:

- Identification of barriers to sustainable design in existing land development regulations and town policies
- Development of comprehensive Housing, Economic Development and Agriculture Strategies to guide efforts in the areas of affordable housing, neighborhood revitalization, business growth and preservation of agriculture
- The 10-year update to the Town's Plan of Conservation and Development
- New Zoning and Subdivision Regulations based on recommendations of other projects

#### Mansfield Tomorrow - \$20,000

The Mansfield Tomorrow initiative involves significant community outreach and engagement efforts including community workshops and focus group meetings. Experience during the first phase of the project has taught us that more meetings were needed to fully discuss proposed strategies than were originally scoped. As we move into the zoning phase, we expect that this need for additional outreach and education will continue. The proposed additional funds would supplement the existing project to allow for additional outreach such as meetings, mass mailings, etc. if they are needed, as well as other services such as enhanced graphics that will enhance the final product.

#### NextGen Connecticut Community Impact Study - \$30,000

UCONN's expansion proposed as part of the Next Generation Connecticut initiative is expected to have significant impacts on the town. By partnering with the University in an impact study, the Town would be able to ensure that the study reflects the true impacts of the expansion, a level of control that would not be possible if the study were funded and directed solely by the university. The proposed capital project would provide the Town with the ability to fund a portion of the study should efforts to obtain state assistance prove unsuccessful.

#### Storrs Center Reserve - \$228,600

This appropriation will cover the cost of one-time expenditures such as temporary engineering, fire prevention and building inspection personnel for the Storrs Center project.

Technology Infrastructure - \$200,000

This is the second year of a five-year plan to address critical technology infrastructure needs in the four school buildings. In the Fiscal Year 2014/15 budget, we have identified a number of specific items in our plan details. Projects include school security enhancements to building surveillance (video) cameras as well as network infrastructure updates including switches, electrical access, and communications. Additionally, we will implement overdue equipment replacement cycle needs at the four schools.

Town of Mansfield  
Impact of 2014/15 Capital Expenditures  
Future Operating Budgets

The majority of the Town's capital expenditures are for maintenance items or recurring replacements and are intended to extend the useful life of a building or facility, or to reduce operating costs by replacing equipment or rolling stock on a scheduled basis.

The one exception for the proposed Five-Year Capital Improvement Program (CIP) is the Four Corners Water/Sewer Improvements project. The Town is engaged in the Four Corners project to develop public water and sewer systems for the approximately 500-acre, 60-property Four Corners district to address a continuing need for clean drinking water and safe sewage disposal in the area due to past environmental contamination. The addition of such a system would also prepare the area for possible higher density development as identified in the Mansfield Plan of Conservation and Development. Recently, the Town entered into an agreement with the Connecticut Water Company to supply the area with water, and Connecticut Water will build the pipeline at its expense. The Town, however, will still need to construct and maintain the sewer lines. The \$8 million appropriation spread over two years in the CIP would provide the bond funding to construct the wastewater collection system, trunk line and pump station necessary for the Four Corners project. The proposed amount is a conservative estimate while the engineer's final design is pending. Any increase in operating costs for the sewer lines would be passed on to the users of the system through a charge for services. In addition, much of the debt service associated with constructing the wastewater system could be recouped through assessments to the users of the system.

**TOWN OF MANSFIELD**  
**DEPARTMENT OF PLANNING AND DEVELOPMENT**

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LINDA M. PAINTER, AICP, DIRECTOR

**Memo to:** Mansfield Planning and Zoning Commission  
**From:** Linda M. Painter, AICP, Director of Planning and Development *gmp*  
**Date:** April 21, 2014  
**Subject:** Zoning Permit Review  
Storrs Center: Phase 2 (Buildings VS-2, VS-5, VS-6, VS-8/9, VS-10)  
File 1246-20

In 2007, the Planning and Zoning Commission (PZC) unanimously approved the Storrs Center Special Design District (SC-SDD) zone and associated Zoning Regulations establishing a specific review and approval process for all development in the SC-SDD. The approved zoning permit review and approval process is designed to ensure compliance with all applicable zoning approval criteria including a determination by the Director of Planning and Development that the proposed development is "reasonably consistent" with the PZC approved preliminary master plan mapping, the Storrs Center Design Guidelines, the master parking study, the master traffic study and the master drainage study. The Zoning Regulations define "reasonably consistent" as "some variation or deviation from specific provisions is acceptable, provided that the overall intent of the provision is achieved with respect to health, safety, environmental and other land use considerations."

Although the SC-SDD Zoning Permit review process is administrative, provisions are included for public participation. A public hearing conducted by the Mansfield Downtown Partnership, Inc., Mansfield's officially designated Municipal Development Authority for the Storrs Center project, is required, and all public comments will be considered before a decision is made on a zoning permit application. Furthermore, all zoning permits in the SC-SDD will be thoroughly reviewed by Mansfield staff members and it will be confirmed that submitted plans remain acceptable to the State and Federal review agencies, including the State Department of Environmental Protection, the Office of State Traffic Administration and the Army Corp of Engineers.

A Zoning Permit Application for construction of Phase 2 (Buildings VS-2, VS-5, VS-6, VS-8/9, VS-10) was submitted on April 3, 2014. The Downtown Partnership has scheduled a public hearing on this Zoning Permit application on April 23, 2014 at 7:00 p.m. in the Town Council Chambers. Following completion of the public hearing process, the Mansfield Downtown Partnership will forward comments and a recommendation for my consideration. This recommendation must be provided within 10 days of the close of the public hearing. I have 20 days from the deadline for the Partnership to submit comments to complete my review and render a decision.

The plans will be available for Commission review and potential comment at the April 21<sup>st</sup> meeting. If you would like to view them in advance of the meeting, they are available on-line at <http://www.mansfieldct.gov/scplanningdocs>.

## Jessie Shea

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**From:** Linda M. Painter  
**Sent:** Friday, April 04, 2014 9:29 AM  
**To:** Grant Meitzler; Patricia R. Schneider; Francis P. Raiola; Traffic Authority; Conservation Comm; Economic Development Commission; Town Council  
**Cc:** John C. Carrington; Cynthia A. vanZelm; Kathleen M. Paterson; Jessie Shea  
**Subject:** Storrs Center Phase 2 Zoning Permit Application  
**Attachments:** Phase 2 Application Referral.pdf; Phase 2 Application Referral.pdf

The Department of Planning and Development has received a Zoning Permit application for Phase 2 at Storrs Center, which includes mixed residential/commercial buildings on both sides of Wilbur Cross Way as well as one building located between Royce Circle and Storrs Road. Hard copies of the application and associated materials will be available for review at the Planning Office in Town Hall, the Mansfield Downtown Partnership Office, located at 23 Royce Circle (second floor of the new Transportation Center), and the Mansfield Public Library. Digital copies will be available on the Storrs Center webpage, which can be accessed from [www.mansfieldct.gov](http://www.mansfieldct.gov).

The Mansfield Downtown Partnership will be holding a public hearing on Wednesday, April 23, 2014 at 7:00 pm in the Town Council Chambers to receive comments on the application. Please provide any comments you have on this application to the Planning Office by the close of business on April 23<sup>rd</sup>.

For more information, please contact the Planning Office at 860.429.3330.

Thanks,

Linda

Linda M. Painter, AICP  
Director of Planning and Development  
Town of Mansfield

Audrey P. Beck Municipal Building  
4 South Eagleville Road  
Mansfield, Connecticut 06268

Telephone: 860.429.3330  
Fax: 860.429.6863

## Jessie Shea

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**From:** Linda M. Painter  
**Sent:** Thursday, April 10, 2014 5:31 PM  
**To:** Jessie Shea  
**Subject:** FW: Colonial Apts  
**Attachments:** Colonial BT LLC.36-37 Foster Drive, Wmtc.application.pdf; Colonial BT LLC.36-37 Foster Drive, Wmtc.site plan.pdf; Colonial BT LLC.36-37 Foster Drive, Wmtc.ltr.pdf

Please add to the April 21<sup>st</sup> agenda for discussion.

Linda M. Painter, AICP  
Director of Planning and Development  
Town of Mansfield

**From:** James Finger [<mailto:jasfinger@gmail.com>]  
**Sent:** Thursday, April 10, 2014 5:21 PM  
**To:** Linda M. Painter  
**Subject:** Colonial Apts

I asked Jeff Kamm to give me an accurate summary report to clarify what they have - here's what he told me so far:

- Currently there are 200 apartments in Windham - and of those - 56 are two bedroom units.

They estimated 29 new units will be added to the Windham side.

They have approximately 300 parking spaces in Windham; and he felt that they would already comply with our parking requirements of 1.5/unit.

I urged him to consider looking at the stormwater system to reduce the non-point pollution into our pond, and waterways using the CT Stormwater Quality Manual as a guide.

I also asked him to look at the lighting to reduce glare onto neighboring properties.

Dagmar said it doesn't require referral to WINCOG, but I told her I'd like a letter anyway because it straddles the Town line and contributes to drainage and traffic impacts.

I sent a copy of the application and WINCOG referral to the Mansfield Town Clerk last week after I got the corrected application, and I've attached it here along with a letter of zoning compliance I did for them for the financing of the existing apartments.

JF

On Thu, Apr 10, 2014 at 3:43 PM, Linda M. Painter <[PainterLM@mansfieldct.org](mailto:PainterLM@mansfieldct.org)> wrote:

James: Did you ever get clarification on those issues from the applicant? Can you email me a copy of their application materials?

Linda M. Painter, AICP

Director of Planning and Development

Town of Mansfield

WINDHAM PLANNING & ZONING COMMISSION

SPECIAL EXCEPTION/PERMIT	FINAL SITE PLAN
Fees: <u>\$485.00</u>	File No.: <u>#775</u>
Date Received: <u>3-20-14</u>	Public Hearing Date: <u>April 24, 2014</u>

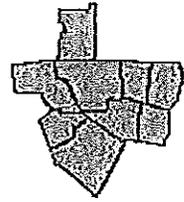
- Applicant Colonial BT, LLC  
145-I Foster Drive, Willimantic, CT / 860-423-3328  
Name  
Applicant's address Telephone/Fax
- Address/location of subject property Described as 36/37 Foster Drive, Windham  
Tax Assessor's Map: 14-1 Block: 93 Lot Number: 8-2, 8-4
- Zone of subject property: R5 Vol.: 611 Page: 151
- Proposed use of property is for: EXISTING MULTI-FAMILY DEVELOPMENT  
In accordance with 84.7 of the Zoning Regulations.
- Narrative Statement of Use: Expand the number of dwellings into unoccupied space.  
The apartment complex was originally built in the 1965  
Section (s)
- Acreage of subject property 9.54, and acreage of adjacent land in same ownership (if any) abutting property in the Town of Mansfield noted as 14.5 acres
- Agents (if any) representing the applicant who may be directly contacted regarding this application:  
Chaim Fisher / 418 Clifton Ave, Lakewood, NJ  
Name Address  
Involvement Owner Representative / 732-600-9872  
Legal, Engineering, Surveying, Etc Telephone/Fax
- Owner of record (if not applicant) \_\_\_\_\_  
Name  
\_\_\_\_\_  
Address Telephone/Fax  
\_\_\_\_\_  
Signature(s) Applicant Signature(s) of Owner  
or \_\_\_\_\_ attached purchase contract, or \_\_\_\_\_ attached letter consenting to application.

A completed application shall include twelve (12) copies of application and site plan. For any application involving a public hearing, a placard shall be posted on the property and notice of the hearing shall be sent to all abutters as required by State Law.

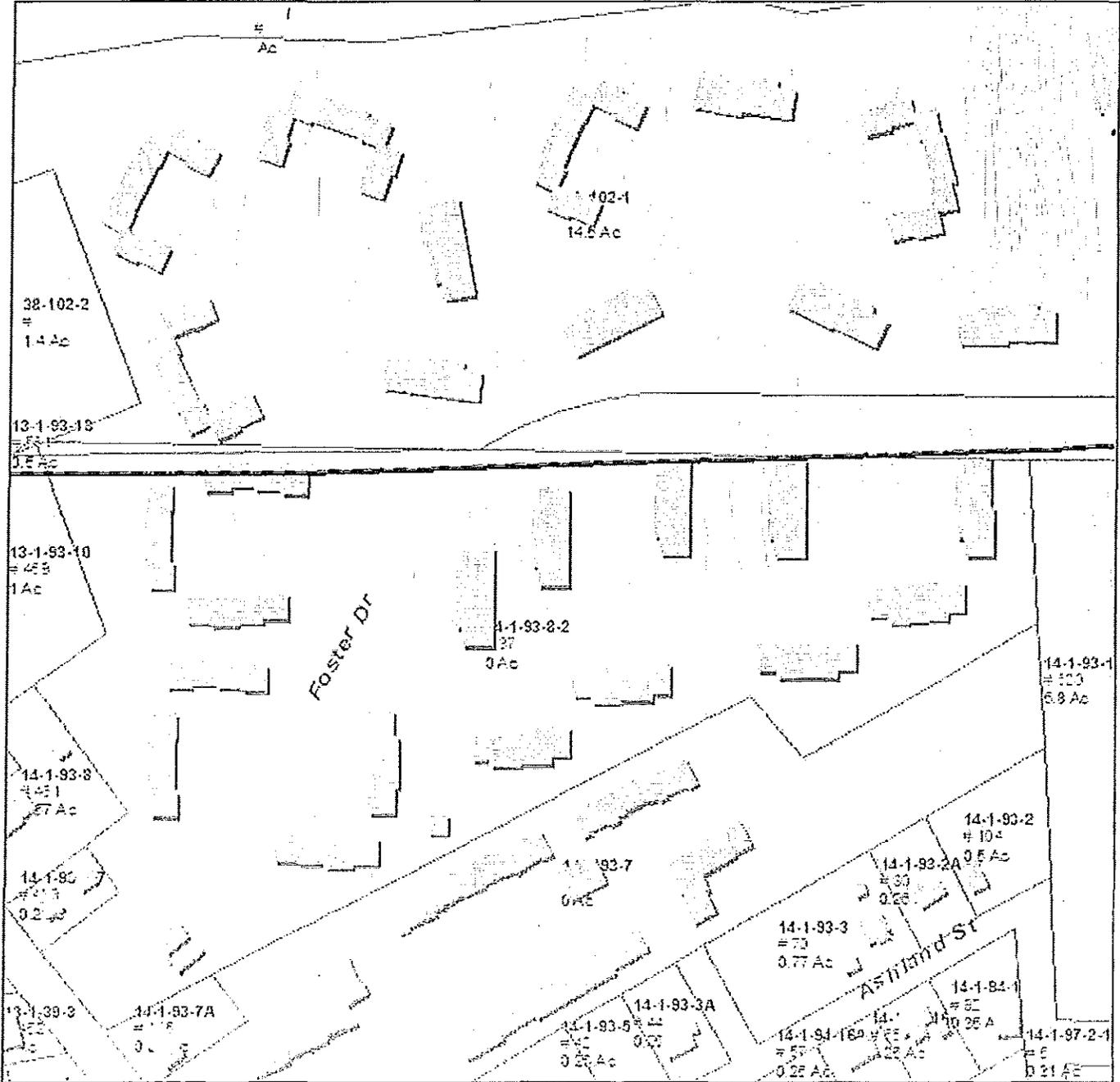
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# WINCOG

Geographic Information System (GIS)



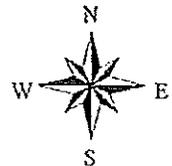
Date Printed: 3/25/2014



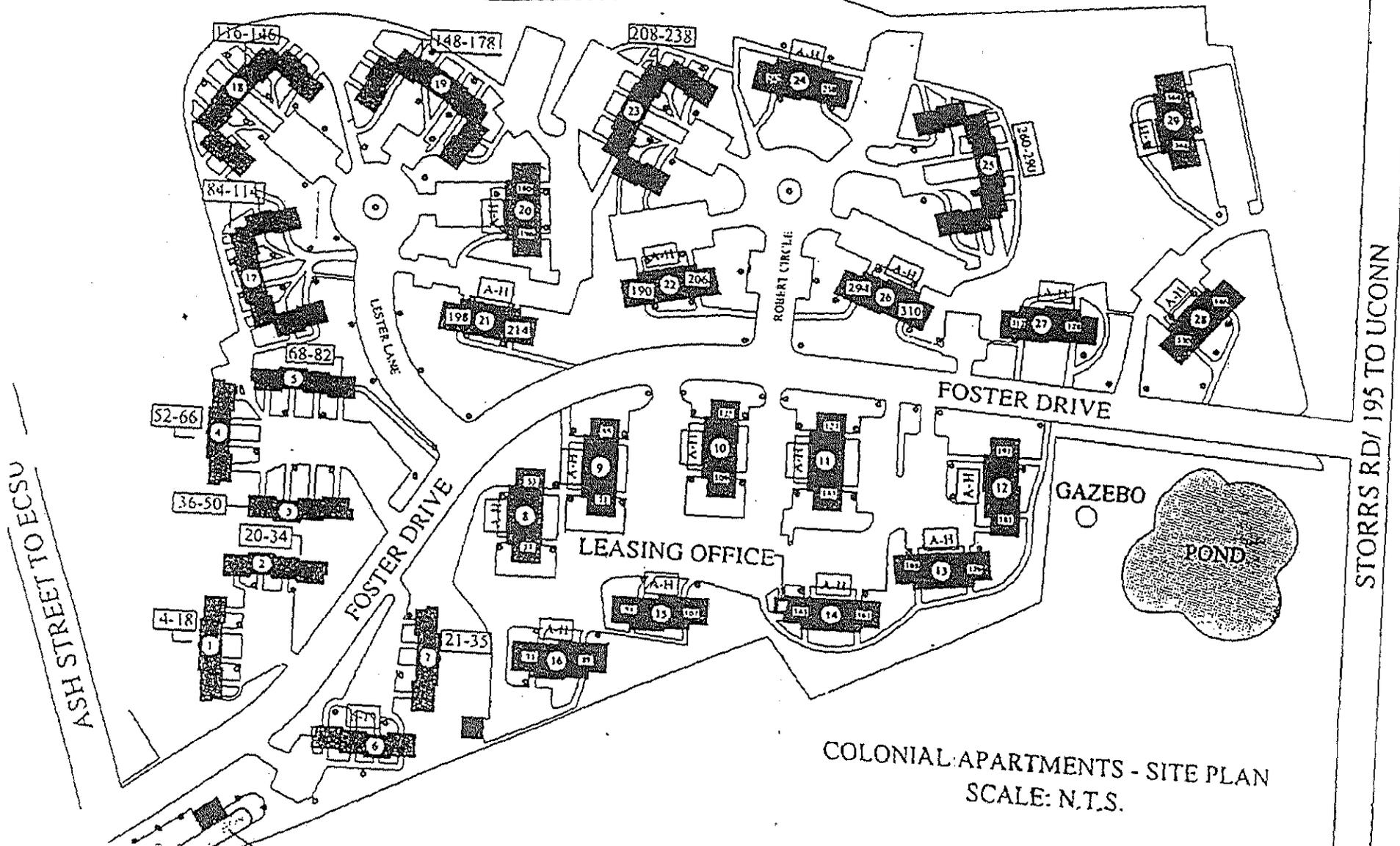
### MAP DISCLAIMER - NOTICE OF LIABILITY

This map is for assessment purposes only. It is not for legal description or conveyances. All information is subject to verification by any user. The WINCOG and its mapping contractors assume no legal responsibility for the information contained herein.

Approximate Scale: 1 inch = 200 feet



ROUTE 6



COLONIAL APARTMENTS - SITE PLAN  
SCALE: N.T.S.

# Town of Windham



979 Main Street ◆ Willimantic, CT 06226  
Phone (860) 465-3045 ◆ Fax (860) 465-3039

March 26, 2014

Susan M. Walden, Senior Legal Assistant  
Rogin Nassau LLC  
CityPlace I - 22nd Floor  
185 Asylum Street  
Hartford, CT 06103-3460

RE: Colonial BT LLC - 36 and 37 Foster Drive, Willimantic (in the Town of Windham), CT.  
06226

To Whom It May Concern:

This is in response to a request for a letter of zoning compliance for property commonly known as the Colonial Town House Apartments located at 36 and 37 Foster Drive, Willimantic, CT.

The subject property is currently zoned Residence R-5, and there are no over-lay districts. The use of the property as a multi-family residential use is consistent with the permitted uses of the district, and it appears that **the property is substantially in compliance with the District regulations.**

The property straddles a Town line boundary with the Town of Mansfield so compliance with current regulations would be more challenging. However, in those instances where the property may not comply with the current regulations, the subject property was legally established and is therefore allowed to continue as it stands. Further, we are not aware of any zoning violations currently at the property.

The Town's zoning regulations allow non-conforming properties to be reconstructed after damages:

*3.10.14 If a non-conforming building or structure is damaged by fire or other casualty, such building or structure may be repaired, and the use resumed, provided the reconstruction does not exceed the original area or (where applicable) degree of dimensional non-conformity.  
(revised 6/23/11)*

For a more complete copy of the zoning regulations, please check the Town of Windham web site at: <http://www.windhamct.com/resource.htm?id=myglfxjr>

We do not require a zoning permit for a change in ownership, but the Housing Code Enforcement Office would require registration of any change in ownership; and they would maintain records of any housing complaints or inspections.

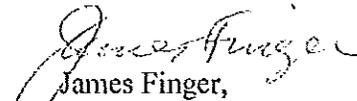
The Building Department and Fire Marshal's Office should be contacted regarding any questions about Building Permits, Certificates of Occupancy and Life Safety compliance for the property.

The property abuts another housing complex on the south side of the site which is also zoned R-5. Directly westerly are one, two and three-family homes which are zoned Residential, and do not permit more intense multi-family dwellings in that district. A municipal park exists on the southeast of the property.

In review of the Flood Insurance Rate Map for the Town of Windham, Connecticut, panel 1 of 7; community panel number 09119 0003 D revised to November 6, 1998, the property is not in any designated flood zone.

If there are any questions, feel free to call me at 860-465-3045, or communicate by e-mail: [jfinger@windhamct.com](mailto:jfinger@windhamct.com)

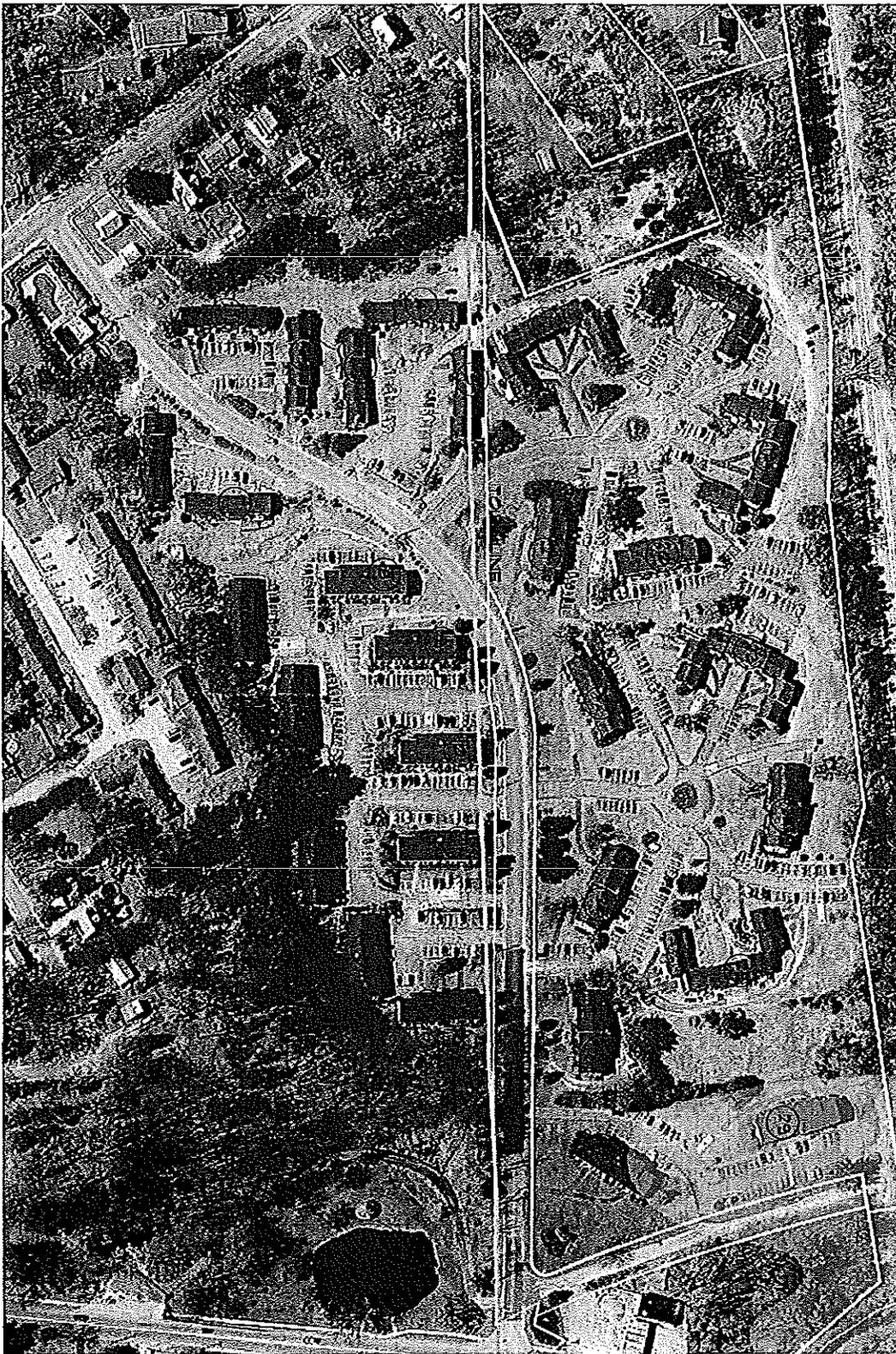
Sincerely,

  
James Finger,  
Town Planner

CC: Building Department  
Fire Marshal  
Code Enforcement

5/12/14 - fisherconcept of existing site plan.dwg, 3/17/2014 3:49:08 PM, Adobe PDFaap3

① AERIAL OF EXISTING SITE PLAN FROM TOWN RECORDS.



GENERAL NOTE:  
SITE PLAN FROM AERIAL OF EXISTING  
SITE FROM GIS SERVICE



OVERALL SITE  
PLAN

SCALE: AS NOTED  
DATE: 11 MARCH 2014

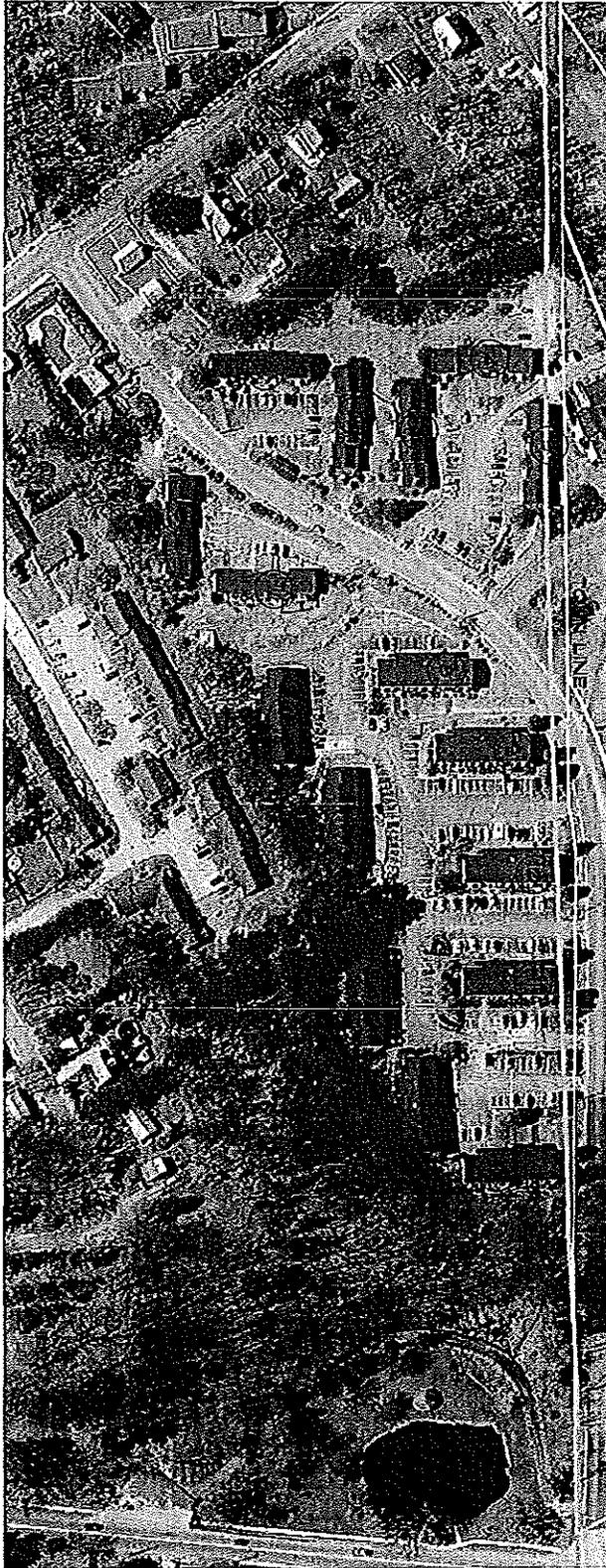
Additions and Renovations to the  
**Colonial Townhouse Apts**  
Foster Drive  
WINDHAM, Connecticut

Walworth Kama Architects

26 V-Rock Road  
Cheshire, Connecticut 06034  
860-751-1222

SECTION - History/concept of existing site planning, 3/17/2014 3:42:37 PM, Adobe PDFaapl3

① AERIAL OF EXISTING SITE PLAN FROM TOWN RECORDS



GENERAL NOTE:  
SITE PLAN FROM AERIAL  
OF EXISTING SITE FROM  
GIS SERVICE

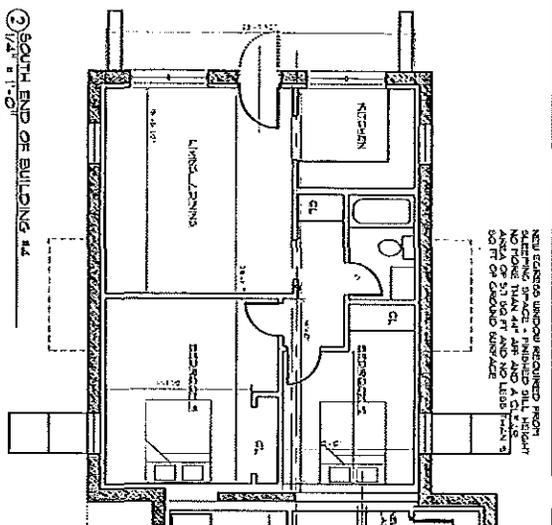
LM-1

WINDHAM SITE  
PLAN

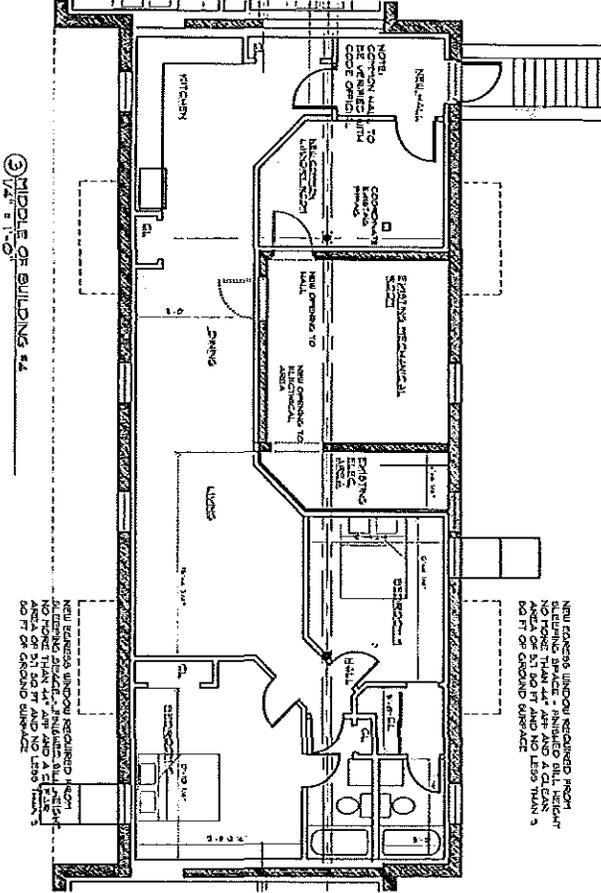
SCALE AS NOTED  
DATE 11 MARCH 2014

Additions and Renovations to the  
**Colonial Townhouse Apt.s**  
Foster Drive  
WINDHAM, Connecticut

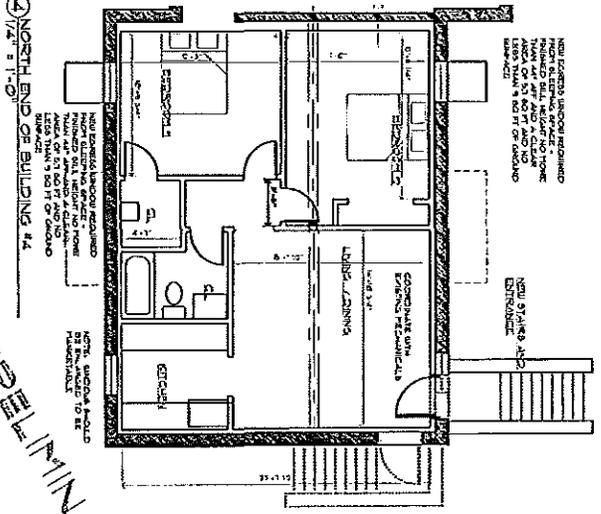
Wadsworth Kemp  
216 W. Main Street  
Cheshire, Connecticut 06021  
860.433.3636



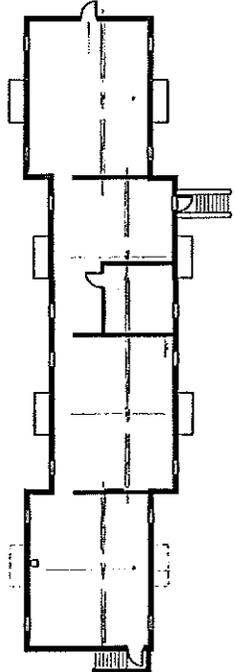
2 SOUTH END OF BUILDING #4  
1/2" = 1'-0"



3 MIDDLE OF BUILDING #4  
1/2" = 1'-0"



4 NORTH END OF BUILDING #4  
1/2" = 1'-0"



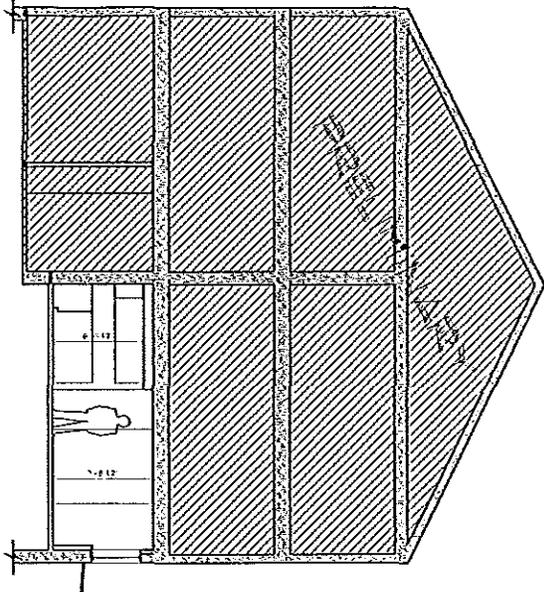
1 OVERALL - Reference Plan  
3/8" = 1'-0"

PRELIMINARY

NOTES:  
IN THIS BUILDING, THERE ARE TOWNHOUSE REVISIONS TO THE EXISTING TOWNHOUSE REVISIONS TO THE EXISTING TOWNHOUSE UNIT. THE REVISIONS OF THE BUILDING, THE LARGER UNIT, IS CURRENTLY UNDER CONSTRUCTION. THE SMALLER UNIT IS CURRENTLY UNDER CONSTRUCTION.  
PHOTONIC ADDITIONAL UNITS.  
THE TWO UNITS ARE TWO BEDROOM UNITS OF 104 SQ FT EACH.  
THE MIDDLE UNIT IS A TWO BEDROOM UNIT OF 371 SQ FT.

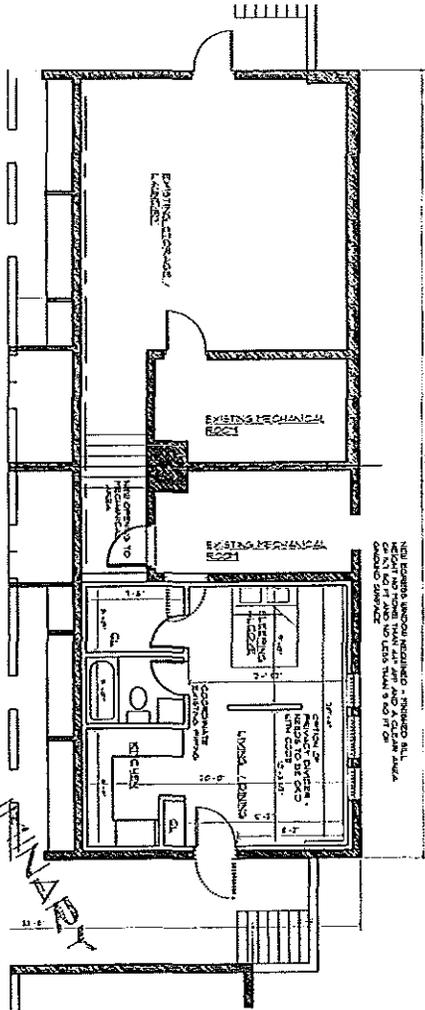
PRELIMINARY

<p>#4-A-1</p>	<p>BUILDING 4 type PLANS SCALE AS NOTED DATE: 18 MARCH 2014</p>	<p>Additions and Renovations to the <b>Colonial Townhouse Apts</b> Foster Drive Windham, Connecticut</p>	<p>Wade and Kane Architects 110 West 4th St Danbury, Connecticut 06810 4.24.14</p>
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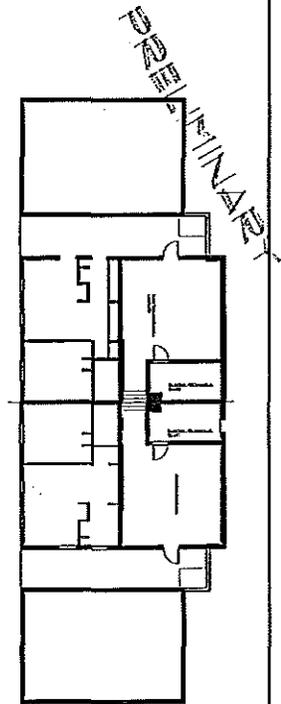
OPTION 15 - BUILDING #15 SECTION  
1/2" = 1'-0"

PRELIMINARY



OPTION 15 - STUDIO BUILDING #15  
1/2" = 1'-0"

PRELIMINARY



Overall - Reference Plan  
1/32" = 1'-0"

NOTES:  
IN THIS BUILDING THERE ARE TWO BUILT UP ABOVE GARAGE FLOORS EACH WITH HOAN ONE BEDROOM APARTMENT OF 500 SQ. FT. AND TWO ONE BEDROOM APARTMENTS OF 400 SQ. FT. EACH. THE BLDG. #15 BUILDING HAS TWO 192 SQ. FOOT APARTMENTS AND TWO 500 SQ. FOOT APARTMENTS. CHECK THE PLAN FOR THE APARTMENT'S LOCATION. THE PLAN ALSO SHOWS A MECHANICAL ROOM, A LAUNDRY ROOM, AND HOOPER STORAGE SPACE.

THIS ROOM IS UNOCCUPIED - REMOVE ALL CEILING AND FLOOR TRUSS AND A CLEAN WALL AND CEILING SURFACE.  
DO NOT TRUSS 5'x10' OF

<b>B-1</b>	BUILDING TYPE 15 <b>PLAN</b>	Additions and Renovations to the <b>Colonial Townhouse Apt.s</b> Foster Drive Windham, Connecticut	Wadsworth-Kywe Architects 216 W. Main Street Cromwell, Connecticut 06238 (860) 419-1128
	SCALE: AS NOTED DATE: 10 MAR 2014		

# Mansfield Tomorrow Comment Summary

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## *Chapter 6: Community, Sense of Place and Housing*

*April 21, 2014*

The following is a summary of comments received from a variety of advisory committees, including the Mansfield Tomorrow Advisory Group, individual residents and staff. Specific changes to wording of the narrative sections, including typos, name corrections etc. are considered editorial and are not included in this summary.

### **Narrative**

- Members of the Planning and Zoning Commission, Advisory Committees, and Rudy Favretti have also identified numerous corrections to the narrative related to town history; those will be addressed in the revised chapter draft.

### **Goals, Policies, Strategies, Actions**

- General:
- Goal 1: Historic Resources
  - Add a strategy to address the visual impact of a modern subdivision on the historic district or neighboring historic houses.
- Goal 2: Rural Character
  - Policy to Avoid road widening should include a statement "...as long as traffic safety issues are addressed."
  - Strategy B, Action 1-Add, have restrictions on amount of lot area that can be developed, made impervious or landscaped
  - Several Advisory Committees (Conservation Commission, Open Space Preservation Committee, Agriculture Committee) consider Action 1 under Strategy B to expand lot sizes 3-to-5-acre lots as counterproductive to preserving large enough areas of open space to be useful for Goals in Chapters 3 and 4. They recommend replacing this action with mandatory cluster housing and shared driveways that are allowed only in a cluster area in order to preserve significant areas of open space and their functions.
- Goal 3: Smart Growth/Compact Patterns
  - Strategy A. Smart Growth Housing Program-Great idea. Perhaps UConn could afford such a fund.
  - Add a statement in this strategy that by attracting young working families it will also ensure steady enrollment and thus meaningful planning for the public schools.
  - Several members of the PZC and advisory group/committees felt that public water should not be extended to Spring Hill and Mansfield Center village areas. Perhaps we need a statement in the plan that articulates this clearly.
- Goal 4: Varied Housing Stock
  - Goal 5, Action 2- Specify what measures we can we take to encourage redevelopment of older rental development.

- Goal 5: Affordable Housing
  - Strategy A, Action 1-need to reference DOH/CHFA housing grants/tax credits to help fill gap for such housing. Along with inclusionary zoning, use the term mixed income is used a lot by HUD. We should include a discussion fair housing.
  - On Affordable Housing/Senior Housing: encourage affordable, small sized housing, such as condos or small houses that need not be age restricted, but would appeal to retirees or people who want to downsize. Over 55 communities tend to be very expensive housing. Small scale subdivisions, clustered like a village, open to all ages works for everyone.
- Goal 6: Senior Housing
  - See comment under Goal 5
- Goal 7: High Quality Living Conditions
  - Strategy A. Action 2-Clarify if we are proposing to revise or continue to allow or prohibit greater than 3 unrelated persons
- Goal 8: Student Housing
  - Strategy A. Encourage UConn to house 70% of Storrs undergraduate enrollment on campus...Action 2. Delete High Amenity on-campus student housing, just support development of on-campus student housing.
- Goal 9: Sustainable/Innovative Building Options- No comments.

## Other

Add a strategy or action about scenic roads.

## High Priority Actions

### Goal 1-Historic Resources

- Adopt procedural regulations, design standards, and guidelines for local historic districts
- Raise public awareness and understanding of the review role of Historic District Commissions
- Consider demolition delay ordinance
- Consider applying for designation by the National Parks Service as a Certified Local Government
- Strengthen protections for stonewalls

### Goal 2-Rural Character

- Consider Village District Zoning to apply to village centers and crossroads settlements
- Identify average lot sizes and road frontages in villages such as Mansfield Center and cross road settlements to determine a model for an appropriate minimum lot size
- Identify key form-based characteristics to include in zoning
- Explore establishment of Natural Resources Protection Zoning
- Develop models and incentives for community septic systems by working with DEEP and EHHD

### Goal 3-Smart Growth/Compact Patterns

- Collaborate with UConn to create a "Smart-Growth Housing Program."
- Create zoning for Four Corners that provides for business, residential and mixed-used/residential land uses that includes form-based development standards to ensure desired character and connectivity.

- Create zoning for the campus-adjacent compact residential areas that provides for village-style, walkable developments.
- Create a special permit process with design guidelines to allow mixed use redevelopment of the East Brook mall area through a planned unit development that includes form-based zoning elements to ensure desired character and connectivity.
- Adopt zoning for village areas currently zoned RAR-90 where residences currently exist to allow deep one-acre lots with frontage less than 200 feet and based on current or historic patterns for that village in order to allow a clustered, village character

Goal 4-Variied Housing Stock

- All strategies and actions are a high priority

Goal 5-Affordable Housing

- Establish inclusionary zoning and a Mansfield Affordable Housing Trust
- Consider expanding affordable housing at Holinko Estates
- Explore creation of a community land trust by the Town, the Housing Authority, or by a private group

Goal 6-Senior Housing

- Continue to facilitate the development of an independent/assisted living facility Mansfield.
- Adopt a "Circuit breaker ordinance to help income eligible senior citizens with housing costs so they can stay in their homes.
- Explore a senior village program with the Senior Center to develop services and assistance tailored to Mansfield residents on the model of Beacon Hill Village.

Goal 8-Student Housing

- Establish an annual Town-Gown report in a public meeting with the Town Council.

Goal 9- Sustainable/Innovative Building Options

- Apply energy efficient and sustainability measures in the Mansfield Zoning Regulations for new housing developments.

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