MEETING NOTICE AND AGENDA

MANSFIELD PLANNING AND ZONING COMMISSION

Regular Meeting

Monday, May 5, 2014 ▪ 7:05 PM

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

1. **Call to Order**
2. **Roll Call**
3. **Approval of Minutes**
   a. April 21, 2014 Meeting
   b. April 29, 2014 Special Meeting
4. **Zoning Agent's Report**
   a. Monthly Permit Activity (April)
5. **Old Business**
   a. **Pre-Application Discussion Requests**
      Draft Policies and Procedures – Tabled to May 19th
   b. **Application to Amend the Zoning Map; Storrs Center Alliance, LLC, applicant, (File #1246-19)**
   c. **Other**

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6. **New Business**
   a. **Review of Proposed Site Signage for OMS Development, 1659 Storrs Road, (File #1319)**
   b. **Interpretation of Regulations: Subdivision Plan Requirements**
      Memo from Director of Planning and Development
   c. **Other**
7. **Mansfield Tomorrow | Our Plan ▸ Our Future**
   a. Discussion of Chapter 7 Goals, Policies, Strategies and Actions
   b. Updated Review Schedule
   c. Other
8. **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**
9. **Communications and Bills**
   a. ZBA Legal Notice
   b. Other
10. **Adjournment**

Binu Chandy ▪ JoAnn Goodwin ▪ Roswell Hall III ▪ Katherine Holt ▪ Gregory Lewis ▪ Peter Plante
Barry Pociask ▪ Kenneth Rawn ▪ Bonnie Ryan ▪ Paul Aho (A) ▪ Vera Stearns Ward (A) ▪ Susan Westa (A)

DRAFT MINUTES
MANSFIELD PLANNING AND ZONING COMMISSION
Regular Meeting
MONDAY, April 21, 2014
Council Chamber, Audrey P. Beck Municipal Building

Members present:	J. Goodwin (Chairman), B. Chandy (7:00 – 8:20 p.m.), R. Hall, K. Holt, G. Lewis, P. Plante (7:00 – 9:28 p.m.), B. Pociask (7:00 – 9:28 p.m.), K. Rawn, B. Ryan
Alternates present:	V. Ward
Alternates absent:	P. Aho, S. Westa
Staff Present:	Linda Painter, Director of Planning and Development; Curt Hirsch, Zoning Agent Jennifer Kaufman, Natural Resources and Sustainability Coordinator

Chairman Goodwin called the meeting to order at 7:00 p.m., and appointed Ward to act if needed.

Approval of Minutes:

a. **March 17, 2014 Meeting**
Rawn MOVED, Chandy seconded, to approve the 03-17-14 minutes as written. MOTION PASSED with all in favor except Hall and Pociask, who disqualified themselves. Goodwin noted for the record that she listened to the recording.

b. **March 31, 2014 Special Meeting**
Hall MOVED, Ryan seconded, to approve the 03-31-14 minutes as written. MOTION PASSED with all in favor except Pociask, who disqualified himself.

Zoning Agent's Report: Noted.
Noted.

New Business:

a. **8-24 Referral: Acceptance of Storrs Center Streets (Bolton Road Extension, Royce Circle, Wilbur Cross Way, Charles Smith Way)**
Holt MOVED, Ryan seconded, 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. MOTION PASSED UNANIMOUSLY.

Public Hearings:

Application to Amend the Zoning Map; Storrs Center Alliance, LLC, applicant, (File #1246-19)
Chairman Goodwin opened the Public Hearing at 7:05 p.m. Members present were Goodwin, Chandy, Hall, Holt, Lewis, Plante, Pociask, Rawn and Ryan, and alternate Ward. Ward was not appointed to act. Linda Painter, Director of Planning and Development read the legal notice as it appeared in The Chronicle on 4-8-14 and 4-16-14 and noted a 4/21/14 memo from the Director of Planning and Development.

Attorney Thomas Cody, Robinson and Cole and Caroline Krasnow, Walker Parking Associates, were present to discuss their client's application to amend the Zoning Map only as it relates the Master Parking Study.

Attorney Cody explained the application and reviewed the counts conducted by Central Parking and analyzed by Walker Parking Associates.

Krasnow presented her credentials and discussed her conclusions regarding the commercial figures in the Master Parking Study. She stated her opinion that while these counts are still accurate, the residential

numbers are too high and the medical office rate is too low. Taking all of this into consideration, she opined that the next phase of development will not require the number of parking spaces originally planned.

Attorney Cody presented conceptual renderings of a ground level parking lot holding 91 spaces and a two level parking deck holding 182 spaces. Cody stated that although the applicant has taken into consideration future need and does not think it necessary at this time, a deck can be added in the future to the ground-level lot if it is needed.

Matthew Hart, Town Manager, Member of the Downtown Partnership, Chair of the Traffic Authority and Director of Public Safety, distributed a 4-21-14 memo and summarized his comments in favor of the application.

Howard Kaufman, President of Leyland Alliance, provided some clarification on the number of parking spaces available in Storrs Center at completion of all portions of Phase 1 & Phase 4, the number of residential tenants and area of the commercial spaces.

Elizabeth Wassmundt, Town Council Member, requested clarification as to who will pay for the parking garage or the surface-area parking?

**Chandy left at 8:20 p.m. and Ward was appointed to act for the remainder of the meeting.

Cody noted that unlike Phase 1, the developer will pay for the new parking area, whether it is a surface lot or deck parking.

The Commission extensively questioned the applicant regarding current parking requirements, plans for future development, concern for the target market of the new apartments and potential need for more spaces than currently planned.

The Chairman noted no further questions or comments from the Commission or public. Hall MOVED, Pociask seconded, to close the Public Hearing at 8:21 p.m. MOTION PASSED UNANIMOUSLY.

Old Business:

a. **Pre-Application Discussion Requests**
Painter reviewed the Draft Policies and Procedures dated 4/21/2014, and after discussion, it was agreed that Painter will make further revisions based on tonight's discussion and distribute a revised draft at the next meeting.

b. **Application to Amend the Zoning Map; Storrs Center Alliance, LLC, applicant, (File #1246-19)**
After discussion, Lewis agreed to work on a draft approval motion and Ward agreed to work on a draft denial motion, both to be distributed to members prior to the next meeting.

New Business Continued:

b. **8-24 Referral: 2014-15 Capital Improvement Budget**
Rawn MOVED, Ryan seconded, 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. MOTION PASSED with all in favor except Holt who was opposed.

c. **Storrs Center Phase 2 Zoning Permit Application**
Painter reviewed the layout and renderings for the Phase 2 Zoning Permit Application and noted that the Mansfield Downtown Partnership required Public Hearing is on Wednesday, April 23rd at 7 p.m. in Council Chambers and any comments should be forwarded to her this week so she can write her report.

d. **Discussion Regarding Colonial Apartments Expansion (Foster Drive)**
Painter updated the Commission on the proposal to expand Colonial Apartments and noted that Windham will hold a Special Permit Public Hearing on the Windham application. The Commission, by consensus, agreed that the Chair should send the Commission's concerns regarding traffic, parking and storm-water drainage to the Windham PZC by letter.

e. **Mansfield Tomorrow | Our Plan ▸ Our Future:**
The Commission discussed the comments received and proposed revisions to Chapter 6. It was noted that Chapter 7 should be reviewed prior to the Special Meeting on April 29, which will be held at 7 p.m. in Council Chambers.

Reports from Officers and Committees:
None noted.

Communications and Bills: None.

Adjournment: The Chairman declared the meeting adjourned at 10:05 p.m.

Respectfully submitted,

Katherine Holt, Secretary

MINUTES
MANSFIELD PLANNING AND ZONING COMMISSION
Special Meeting
TUESDAY, April 29, 2014
Council Chamber, Audrey P. Beck Municipal Building

Members present:	Chair J. Goodwin, B. Chandy, R. Hall, K. Holt, K. Rawn
Members absent:	G. Lewis, B. Pociask, P. Plante, B. Ryan
Alternates present:	P. Aho
Alternates absent:	V. Ward, S. Westa
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 seated alternate Aho. Chandy left the meeting at 7:50 pm and returned at 8:15 pm.

Mansfield Tomorrow | Our Plan ▸ Our Future:
Discussion was focused on the draft goals, policies, strategies and actions for Chapters 6 and 9. Painter and Kaufman will make revisions based on the comments received from the Commission. Goodwin asked Painter to update the review schedule as it is taking longer than projected to work through chapters. To keep on schedule as much as possible, Mansfield Tomorrow will be added to regular meeting agendas in May and June as time allows given regular business items. Chapter 7 will be added to the agenda for May 5th, with Chapters 8 and 10 tentatively scheduled for Monday, May 12th.

Adjournment: The Chair declared the meeting adjourned at 9:22 p.m.

Respectfully submitted,

Katherine Holt, Secretary

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: May 1, 2014

MONTHLY PERMIT ACTIVITY for April, 2014

ZONING PERMITS

Name	Address	Purpose
Tierney	480 Woodland Rd.	ground solar array
Neuman	973 Middle Tpke.	deck & porch
Cutlip	50 Highland Rd.	12 x 12 shed
Lapsis	107 Candide la.	garage & breezeway
Randazzo	115 Chaffeeville Rd.	lot split
Fitzgerald	244 Warrenville Rd.	10 x 12 shed
Ranjeet	49 White Oak Rd.	2-sty house addition
Costigiola	111 Dunham Pond Rd.	screen porch
Bogdanovich	239 Mt. Hope Rd.	24' x 24' barn
Weinland	929 Warrenville Rd.	porch
Klein	13 Westwood Rd.	12 x 16 shed
Stearns	2 Stearns Rd.	inground pool

CERTIFICATES OF COMPLIANCE

Shafer	45 Echo Rd.	house addition
Wood	42 Chatham Dr.	ground solar array
Salazar	81 Beacon Hill Rd.	inground pool
Beach	81 Hanks Hill Rd.	1 fm dw

TOWN OF MANSFIELD
DEPARTMENT OF PLANNING AND DEVELOPMENT

LINDA M. PAINTER, AICP, DIRECTOR

Memo to: Planning and Zoning Commission

From: Linda M. Painter, AICP, Director of Planning and Development

Date: **May 1, 2014**

Subject: Interpretation of Regulations: Subdivision Plan Requirements

Background

In the past few months, I have received multiple inquiries from owners of large properties (over 20 acres) that are interested in splitting off one or two new single-family house lots from the larger parcel, and leaving the majority of the parcel in its natural, undeveloped state. The most recent example is a ±25 acre parcel on Moulton Road, where the owner wishes to split the existing house off onto a separate lot, but has no plans to develop the remainder at this time. (See attached map)

Sections 6.3-6.11 of the Mansfield Subdivision Regulations address the specific information that is to be included in a final subdivision plan. Section 6.5 contains a lengthy list of detailed information on existing conditions that is required, including:

- A-2 boundary survey of the entire parcel
- Zoning classification/owner name and address for abutting parcels
- Topographic contours – USGS contour lines are not acceptable
- Locations of all wetlands and watercourses
- One Hundred Year Floodplains and flood hazard areas
- Streets, structures, wells, septic systems, trails, etc. on the site or on adjacent properties within 150 feet
- Aquifer areas and drinking water wells within 500 feet of the site
- Natural and manmade features on the site including historic sites and features, ledge, steep slopes, open fields, meadows, woodlands and significant trees, including identification of all trees over 15" d.b.h. either individually or in groves, soil delineations, endangered threatened species

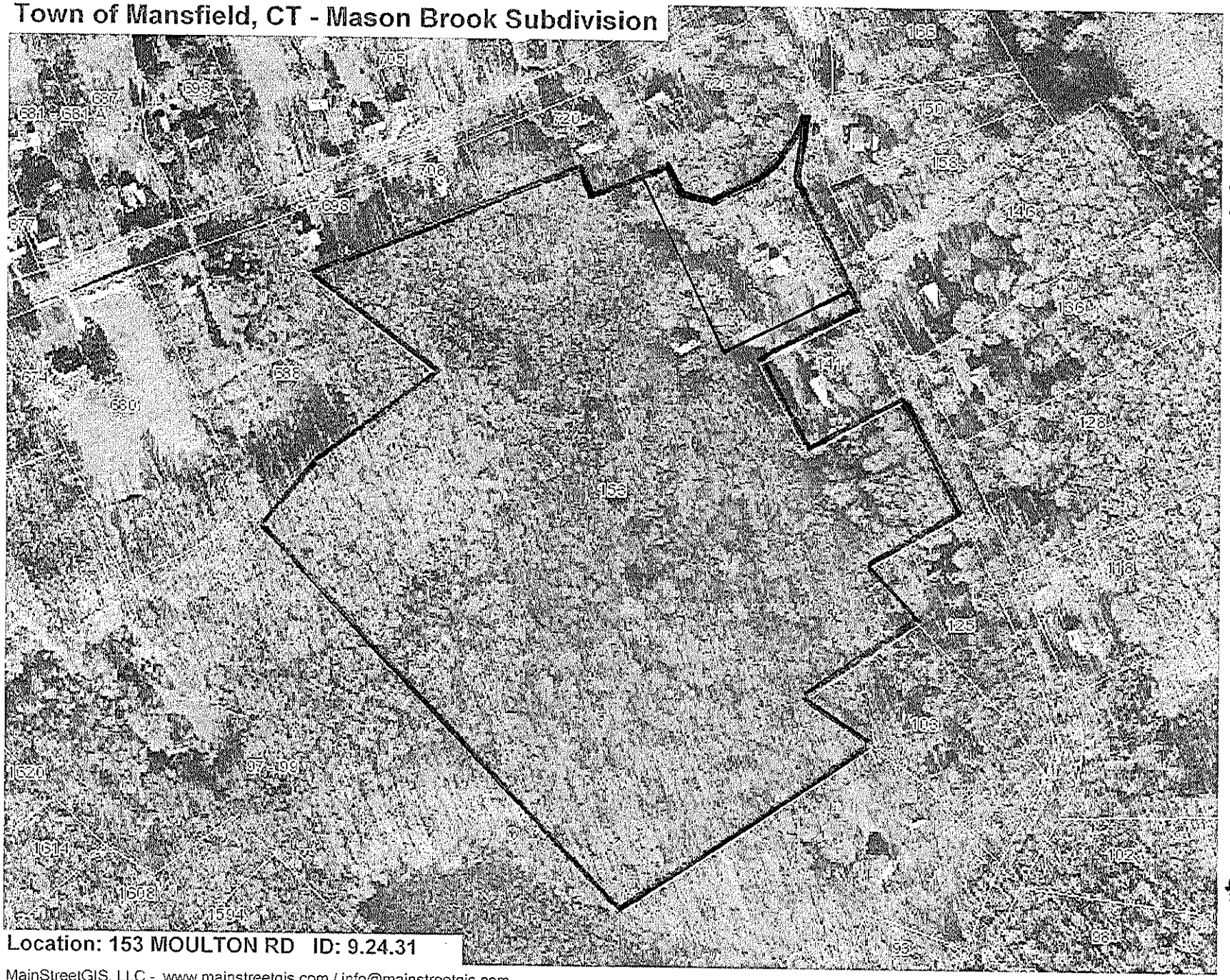
Given the extensive amount of information that is required by Section 6.5, the costs of preparing that plan for a large parcel can rapidly escalate. In cases where the proposed actual development is very limited, requiring all of the above information for the entire parcel could unintentionally encourage more extensive development simply to cover the costs of preparing the subdivision plan. The only provision that has a specific waiver provision is related to the A-2 survey, which is required to be tied to the Connecticut Plane Coordinate System of 1983. The Commission can waive tying the survey to the state plane system for subdivisions of three or fewer lots where, due the location of the site with respect to existing control points, the cost of tying into the State Coordinate System would be unreasonable.

While there are no specific waiver provisions for existing condition information, staff was able to locate examples of subdivisions where the detailed information required above was provided only for the new lots being created, not the entire parcel. The most relevant example is the Nelson Brook Subdivision on Forest Road, through which a 1.04 acre lot was created from a larger ±120 acre parcel. The subdivision map for the new lot met A-2 standards and delineated wetlands, etc. The larger parcel was delineated on a location map with notes as to how boundaries were determined; no other information on the larger parcel was provided. While this practice is evident from the approved maps, I could find no specific reference in the staff reports or commission approvals to confirm that the detailed existing condition information was only required for the proposed new lots.

Summary

As this issue has not previously come up during my tenure, I wanted to confirm that the Commission concurs with the interpretation that the detailed existing condition information required by Section 6.5 of the Subdivision Regulations applies only to the actual lots being created, not to the larger parcel provided sufficient information is provided to demonstrate that the remaining land continues to meet zoning regulations. Based on previous practice, notes would be included referencing the need for further Commission review and approval of future development on remaining parcels and the fact that the total size of the original parcel would be used to determine open space requirements as part of a future subdivision of the remaining land.

Town of Mansfield, CT - Mason Brook Subdivision



Zoning
ConservationEasem
Railroad
Trails
Parcels
Streams
water
wetlands

1 in = 269.72 ft

Printed:
5/1/2014

MainStreetGIS

Location: 153 MOULTON RD ID: 9.24.31

MainStreetGIS, LLC - www.mainstreetgis.com / info@mainstreetgis.com

Disclaimer: This map is for assessment purposes only. It is not valid for use as a survey or for conveyance

PAGE
BREAK

Legal Notice:

The Mansfield Zoning Board of Appeals will hold a public hearing on May 14, 2014 at 7:00 p.m. in the Council Chamber of the Audrey P. Beck Municipal Building, 4 South Eagleville Road, to hear comments on the following application:

7:00 P.M. – C-Tec Solar for a Variance of Art VIII, Sec A to install a ground-mounted solar array 12' from the side property line where 35' is required at 137 Summit Rd.

7:30 P.M. – Deborah Dancy for a Variance of Art VIII, Sec B.4.c to construct a mud room and one-car garage addition onto an existing residence where the garage will be 14' 7" from the side property line where 25' is required at 56 Farrell Rd.

8:00 P.M. – Steven Guyette for a Variance of Art VIII, Sec A to divide a 56 acre parcel of land into two lots, one having 137' of frontage where 200' is required at 140 Codfish Falls Rd.

At this public hearing, interested parties may appear and written communications may be received. No information shall be received after the close of the public hearing. Additional information is available in the Mansfield Town Clerk's Office. Dated April 24, 2014.

Sarah Accorsi
Chairman