

MEETING NOTICE AND AGENDA

MANSFIELD PLANNING AND ZONING COMMISSION

Regular Meeting

Monday, July 21, 2014 ■ 7:05 PM

Or upon completion of Special Inland Wetlands Agency Meeting

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

1. Call to Order

2. Roll Call

3. Approval of Minutes

- a. July 7, 2014 Meeting

4. Zoning Agent's Report

- a. Monthly Enforcement Activity (June)

5. Public Hearing

7:05 p.m. Gravel Permit Renewals

- Banis property on Pleasant Valley Road (File #1164)
- Hall property on Old Mansfield Hollow Road (File #910-2)
- Green Property, 1090 Stafford Road (File #1258)
- Mason Brook LLC/Kueffner Property, 3 Merrow Road (File #1309)

Memo from Zoning Agent

7:10 p.m. Application to Amend the Zoning Regulations, East Brook F, LLC, PZC File #1326

6. Old Business

- a. **Application to Amend the Zoning Regulations, East Brook F, LLC, PZC File #1326**
- b. **Special Permit Application, Colonial Townhouse Apartments, Foster Drive, PZC File #1327**
- c. **Gravel Permit Renewals**
 - Banis property on Pleasant Valley Road (File #1164)
 - Hall property on Old Mansfield Hollow Road (File #910-2)
 - Green Property, 1090 Stafford Road (File #1258)
 - Mason Brook LLC/Kueffner Property, 3 Merrow Road (File #1309)
- d. **Modification Request, 1768 Storrs Road, PZC File# 864-3**
Memo from Zoning Agent
- e. **Scenic Road Alteration Request, Dog Lane and Gurleyville Road, PZC File#1010-5 and #1010-8**
(tabled pending 8/4/14 Public Hearing)
- f. **Other**

7. New Business

- a. **8-24 referral, acquisition of Sawmill Brook Lane parcel (13 Puddin Lane)**
Memo from Director of Planning and Development
- b. **Other**

8. Mansfield Tomorrow | Our Plan ▶ Our Future

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. **Transportation Advisory Committee:** PZC Representative
- g. **Other**

10. Communications and Bills

- a. CRCOG Referral Re: Willington's Proposed Zoning Amendments Pertaining to Farms
- b. Other

11. Adjournment

DRAFT MINUTES
MANSFIELD PLANNING AND ZONING COMMISSION
Regular Meeting
Monday, July 7, 2014
Council Chamber, Audrey P. Beck Municipal Building

Members present: Chairman Goodwin, B. Chandy, K. Holt, G. Lewis, P. Plante, K. Rawn, B. Ryan
Members absent: R. Hall, B. Pociask
Alternates present: P. Aho, V. Ward
Alternated absent: S. Westa
Staff Present: Linda Painter, Director of Planning and Development
Curt Hirsch, Zoning Agent

Chairman Goodwin called the meeting to order at 7:22 p.m. Alternates Aho and Ward were seated for absent members Hall and Pociask.

Approval of Minutes:

a. June 16, 2014 Meeting

Ward MOVED, Ryan seconded, to approve the 06-16-14 as written. MOTION PASSED UNANIMOUSLY.
Chandy noted that she listened to the recording.

b. June 11, 2014 Field Trip

Holt MOVED, Goodwin seconded, to approve the 06-11-14 minutes as written. MOTION PASSED with Holt and Goodwin in favor; all others disqualified.

Zoning Agent's Report:

A request was made to Hirsch that he address the temporary Sleepy's signs at the mall and the flashing Nails sign in the Big Y Plaza.

Public Hearings:

Application to Amend the Zoning Regulations, East Brook F, LLC, PZC File #1326

Chairman Goodwin called the Public Hearing to order at 7:24 p.m. Members present were Goodwin, Chandy, Holt, Lewis, Plante, Rawn, Ryan and alternates Aho and Ward, both of whom were seated. Linda Painter, Director of Planning and Development, read the legal notice as it appeared in The Chronicle on 6/24/14 and 7/2/14, and she read into the record a 6/4/14 letter from Ted Milinosky, Vice Chair WINCOG RPC and a 6/10/14 letter from Lynne Pike DiSanto, AICP, Senior Planner and Policy Analyst at CRCOG. Painter also noted the following communications received and distributed to members: a Supplemental Statement of Justification submitted by the Applicant's Attorney (to be distributed to members) and a 7/3/14 memo from Linda Painter, Director of Planning and Development.

Attorney Susan A. Hays, of Updike, Kelly & Spellacy, P.C., representing the applicant, reviewed the history which gave rise to this application. She explained the proposed amendments to the regulations and stated that she agreed to the language changes and revisions recommended by the Director of Planning and Development.

Arthur Smith, 74 Mulberry Road, requested that the Town Attorney be asked to thoroughly review the proposed regulation revisions.

Noting no comments or questions from the Commission, and no further comments from the public, Holt

MOVED, Rawn seconded, to continue the public hearing until July 21, 2014 to allow time for the Town Attorney to review the proposal. MOTION PASSED UNANIMOUSLY.

New Special Permit, Colonial Townhouse Apartments, Foster Drive, PZC File #1327

Chairman Goodwin called the Public Hearing to order at 7:51 p.m. Members present were Goodwin, Chandy, Holt, Lewis, Plante, Rawn, Ryan and alternates Aho and Ward, both of whom were seated. Linda Painter, Director of Planning and Development, read the legal notice as it appeared in The Chronicle on 6/24/14 and 7/2/14, and she noted the following communications received and distributed to members: a 7/3/14 memo from Linda Painter, Director of Planning and Development, and a 6/30/14 memo from Fran Raiola, Deputy Chief/Fire Marshal.

Jeff Kamm, of Wadsworth Kamm Architects, appeared on behalf of the applicant. He reviewed the plan to create an additional 31 units in the basements of existing apartment buildings located in the Mansfield portion of the property. The Site Plan, including emergency access, parking, stormwater management and landscaping were reviewed.

Noting no comments or questions from the Commission or from the public, Plante MOVED, Holt seconded, to close the public hearing at 8:00 p.m. MOTION PASSED UNANIMOUSLY.

Old Business:

- a. **Application to Amend the Zoning Regulations, East Brook F, LLC, PZC File #1326**
Tabled pending 7/21/14 continued public hearing.
- b. **New Special Permit, Colonial Townhouse Apartments, Foster Drive, PZC File #1327**
Rawn volunteered to work with staff on a motion for the next meeting.
- c. **Gravel Permit Renewals**
 - Banis property on Pleasant Valley Road (File #1164)
 - Hall property on Old Mansfield Hollow Road (File #910-2)
 - Green Property, 1090 Stafford Road (File #1258)
 - Mason Brook LLC/Kueffner Property, 3 Merrow Road (File #1309)

Tabled Pending 7/21/14 Public Hearing.

New Business:

- a. **Modification Request, 1768 Storrs Road, PZC File# 864-3**
Tabled pending staff review.
- b. **Release of Bond, Mansfield Hollow Hydro, PZC File #1243**
Plante MOVED, Holt seconded, the PZC authorize the Finance Director to release the \$5,000 bond, together with accumulated interest, to Mansfield Hollow Hydro LLC, pursuant to the 6/6/13 Bonding Agreement, because the work required under said agreement, at 114 Mansfield Hollow Road, has been completed. MOTION PASSED UNANIMOUSLY.
- c. **Scenic Road Alteration Request, Dog Lane and Gurleyville Road, PZC File#1010-5 and #1010-8**
Holt MOVED, Ryan seconded, that the Planning and Zoning Commission schedule a Public Hearing for Monday, August 4, 2014 for tree removal on Dog Lane and Gurleyville Road, which are Scenic Roads, and that staff refer the subject request to the Tree Warden/Public Works Director, the Town Council and property owners who have frontage within 500 feet of the subject trees. MOTION PASSED UNANIMOUSLY.
- d. **PZC Summer Vacation Schedule**
The Chairman suggested that the Commission postpone making a decision regarding cancellation of the August 18th meeting until a determination can be made regarding the August workload.

Mansfield Tomorrow | Our Plan ▶ Our Future:

No new updates.

Reports from Officers and Committees:

The Commission discussed revising the bond release procedure to provide that, in those bonds where no public improvement is involved, the Chair would be allowed to release the bond after consultation with staff. The Commission, by consensus, agreed that this procedure should be adopted and that future bonding agreements be revised accordingly.

All other reports were noted.

Communications and Bills: Noted.

Adjournment: The Chairman adjourned the meeting at 8:28 p.m.

Respectfully submitted,

Katherine Holt, Secretary

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TOWN OF MANSFIELD
 DEPARTMENT OF PLANNING AND DEVELOPMENT



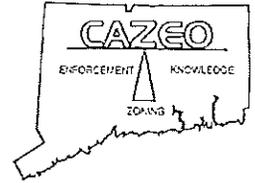
To: Planning and Zoning Commission
 From: Curt Hirsch, Zoning Agent *[Signature]*
 Date: July 17, 2014
 Re: Zoning Activity for the Month of June 2014

Activity	This Month	Last Month	Same Month Last Year	This Fiscal Year to Date	Last Fiscal Year to Date
Zoning Permits Issued	12	17	16	141	131
Certificates of Compliance Issued	7	8	10	112	92
Site Inspections	43	28	18	267	315
Complaints Received from the Public	5	10	4	63	59
Complaints Requiring Inspection	4	9	1	42	45
Potential/Actual Violations Found	7	5	2	62	33
Enforcement Letters	5	7	1	39	88
Notices to Issue ZBA Forms	0	0	0	10	7
Notices of Zoning Violations Issued	2	2	1	27	18
Zoning Citations Issued	0	0	0	1	9
Residential Zoning Permits	This Month	FY2014 To Date			
Single-Family Homes	1	14			
Two-Family Homes	0	0			
Multi-Family Units	0	0			

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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

To: Planning & Zoning Commission
From: Curt Hirsch, Zoning Agent
Date: July 15, 2014

Re: Special Permit Renewal of Gravel Permits, 2011-2012 (Article X, Section H)
1) Steven Banis, Pleasant Valley Rd., PZC #1164
2) Karen Green, Stafford Rd., PZC #1258
3) Edward Hall, Old Mansfield Hollow Rd., PZC #910-2
4) Mason Brook, LLC, 3 Merrow Rd., PZC # 1309

Special permits for 'gravel' removal and/or filling expire on July 1st of each year but may be renewed by the PZC for additional periods of up to one year each. At its 6/2/14 regular meeting, the PZC approved the extension of current gravel permits until 8/5/14. There are four active special permits for the removal of material and each permittee has requested a renewal of the existing permit. I will comment on each of the permits separately below. The Commission conducted a field trip to each of the sites on 6/11/14. I conducted a separate site visit on 6/25 and 7/8/14 as I was not present at the PZC visits. I have enclosed within your packets; the applicants special permit renewal requests (together with any supporting submission materials they may have submitted), and copies of the PZC, 2013 approval actions.

1) Banis, Pleasant Valley Road, PZC # 1164

Mr. Banis has submitted a letter dated 5/22/14 describing the status of his removal operation and a revised site plan showing the current condition. His activity involves the blasting of rock ledge and the removal of the broken rock to an out-of-town location. A small amount is used on site. This is the 14th year of the project. His letter states that about 250 cubic yards of material was removed during the past permit period but the excavation has not expanded in area since last year's renewal and the letter states there will be no expansion this year. Approximately 6550 cubic yards remain to be removed and it is estimated that several additional permit renewals will be required to finish this project. Area #1, of the approved plan has been completed and is currently being used for hay production. An agricultural barn was also constructed within area #1. Mr. Banis then proceeded into the southern portion of area #3 and that now has a good vegetation cover. Area #2 was completed near the end of 2006 and also has a good vegetative cover. The current activity is in Area 3 and Mr. Banis is proceeding south to north within this phase. There were two blasting permits issued through the Fire Marshal's Office during the past year. A PZC member recently asked about the use

of "roll-off" containers being used on the site. Mr. Banis confirmed to me that these containers have been used in the past but are no longer part of his operation.

In summary, this has been a well-managed operation with only a small area of activity open at any time. Completed areas of disturbance have been re-vegetated as the activity progresses. To date we have not received any information from the public in advance of the 7/21/14 public hearing. I have not had any notice from the neighborhood during the past permit period about the conduct of this operation. Bonding was not required for this operation. My review of the approval conditions shows that the applicant is in full compliance with the PZC approval and the existing conditions should be part of any renewal.

2) Green, Stafford Road, PZC # 1258

Philip DeSiaato has submitted a renewal application and fee on behalf of Karen Green, the property owner. A copy of the PZC-approved, 2013 site plan with 7/8/14 revisions is also included in your packet. The work is being performed by DeSiaato Sand & Gravel Corp. The renewal request states that about 2000 cubic yards have been removed in the past year and 4,000 "plus yards" remain to close out this removal project. Mr. DeSiaato estimates that another two years will be required to complete the removal. Activity on the site is done at a frequency when DeSiaato is not especially active on other jobs. The removal is confined to a protected area within the Green farm property and there are no erosion concerns because of this containment. The finished area of removal is well vegetated. I recommend that the existing special permit be renewed along with the existing approval conditions, with one modification. With respect to Condition #3 of the 2013 approval, I recommend that the first sentence end after *Assistant Town Engineer* and the remainder of the paragraph be deleted. This condition was based on a previous access route, which crossed a small brook. In 2012, the Commission approved a revised access road that has no wetland involvement.

3) Hall, Bassett's Bridge Road, PZC # 910-2

This gravel excavation/removal operation is entering its 22nd year of activity. The renewal request states that approximately 1,000 cubic yards of material were removed during the past year. Condition #6 of the special permit limits yearly excavation to 8,000 yards or the amount remaining in phase 1, whichever is less. Mr. Hall's request indicates that there are approximately 1,500 yards remaining within the Phase 1 area. In 2011, the PZC approved a revision to the phasing of excavation approved in 1992. The revised phasing is shown on the 5/13/13 map submitted with the application. The active work is confined to a relatively small area of the property and in my opinion has minimal impact on adjacent properties. There is no visual sign of erosion beyond the confines of the gravel pit and any soil movement that could occur, would move inward toward the excavation. The PZC retains an \$8,300 bond for site stabilization and restoration. This removal operation remains as a small scale activity. Although the permit allows the removal of up to 8,000 yards of material each year, the actual removal is far less. Mr. Hall has indicated that approximately 1,200 yards of material have been removed during this permit period and a similar amount remains to be removed.

Condition #6A of Hall's special permit requires that each yearly request for permit renewal shall include updated mapping prepared by a professional engineer. This requirement has been specifically waived by the Commission yearly, since 2007. I do not believe, given the limited activity on the site, that this requirement should be continued. The Commission however, has determined that this condition should remain and that on a year-by-year basis, will determine whether waivers are appropriate.

Condition #6B requires that any renewal contain a status report, which includes the information that I ask for of each permittee in their renewal applications. This condition also requires a statement as to "conformance or lack thereof with the specific approval conditions contained in (this) renewal motion". This information is contained in Mr. Hall's renewal application

Condition #7 of the special permit addresses a requirement for maintaining an undisturbed, treed buffer along the southern boundary line with McCarthy. This condition will need rewording in any approval because it was specific to last year,s request.

In summary: The excavation and earth removal on the permit premises remains confined to a relatively small area of the site and does not present any off-site problems or erosion concerns. There have not been any issues with wind-blown dirt or other concerns that have been brought to my attention.

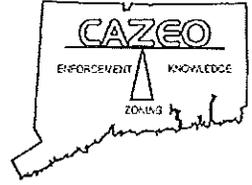
- The Commission should consider eliminating Condition #6A with respect to the submission of "professionally prepared" plans and reports. The minor scope of this removal operation since this condition was added does not warrant a professionally prepared plan.

4) Mason Brook, LLC, 3 Merrow Road, PZC # 1309,

Philip DeSiato has submitted a renewal request and fee on behalf of Mason Brook LLC. This removal permit was initially granted in June 2012, for the purpose of making existing agricultural land more level and was thought to be only a short-term project. Per the original Statement of Use, approximately 4,200 cubic yards of gravel was to be removed from the site. Mr. DeSiato indicates in the renewal request that approximately 3,600 c.y. of material were removed during the past permit period and that about 600 cy of material remain. Drainage pipe was installed through the site to alleviate a surface water problem caused by runoff from Route 32 finding its way to a culvert under the New England Central Railroad tracks on the opposite side of the property. As with the Green application, the work is being done by DeSiato at times when DeSiato is between other jobs, so at times there may be a period of many weeks when there is no activity on the site. The applicant expects that the work, including the final grading of stockpiled topsoil and replanting of corn, will be completed during the upcoming renewal period. There are several substantial stockpiles of topsoil material to be used in restoring the remaining disturbed areas. A substantial area of the site is already heavily vegetated. The Railroad has provided written permission for excavation to take place up to the common property line, so a buffer requirement was not applied along the western boundary. The few remaining permit conditions are general in nature and should be carried over to any permit renewal approval.



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

To: *Steven Banis*
From: Curt Hirsch, Zoning Agent
Date: May 19, 2014

Re: **Renewal of Special Permit for gravel removal/filling**

Your special permit approval for gravel removal and/or filling expires on July 1, 2013. All applications for renewal of gravel permits shall be submitted to the Planning and Zoning Commission no later than May 15, 2013. The submission of a renewal request shall give the Commission and its staff the right to enter upon the permit premises at reasonable times for the purpose of determining compliance with the approved permit and the zoning regulations. Denial of such permission shall be cause for revocation of the permit. You will be given written notice of any proposed site inspection.

Please indicate below whether you do or you do not wish to renew your special permit. You shall submit a written statement containing any information about your removal/fill activity which has changed since your permit was issued, or last renewed. The Commission will use your statement and information gathered from an inspection of your site to determine whether you are in compliance with the permit and therefor, if the permit should be renewed. Please provide the following minimum information for Commission review (your permit may include additional renewal conditions that should be addressed with any request for a renewal):

- What is the amount of material removed/filled in the last year?
-
- What is the volume of material left to be removed or filled on the site?
-
- How long will it take to complete the authorized work?
-
- Are there any changes in the type or amount of equipment being used for this activity?

*See 5/22/14
letter enclosed.*

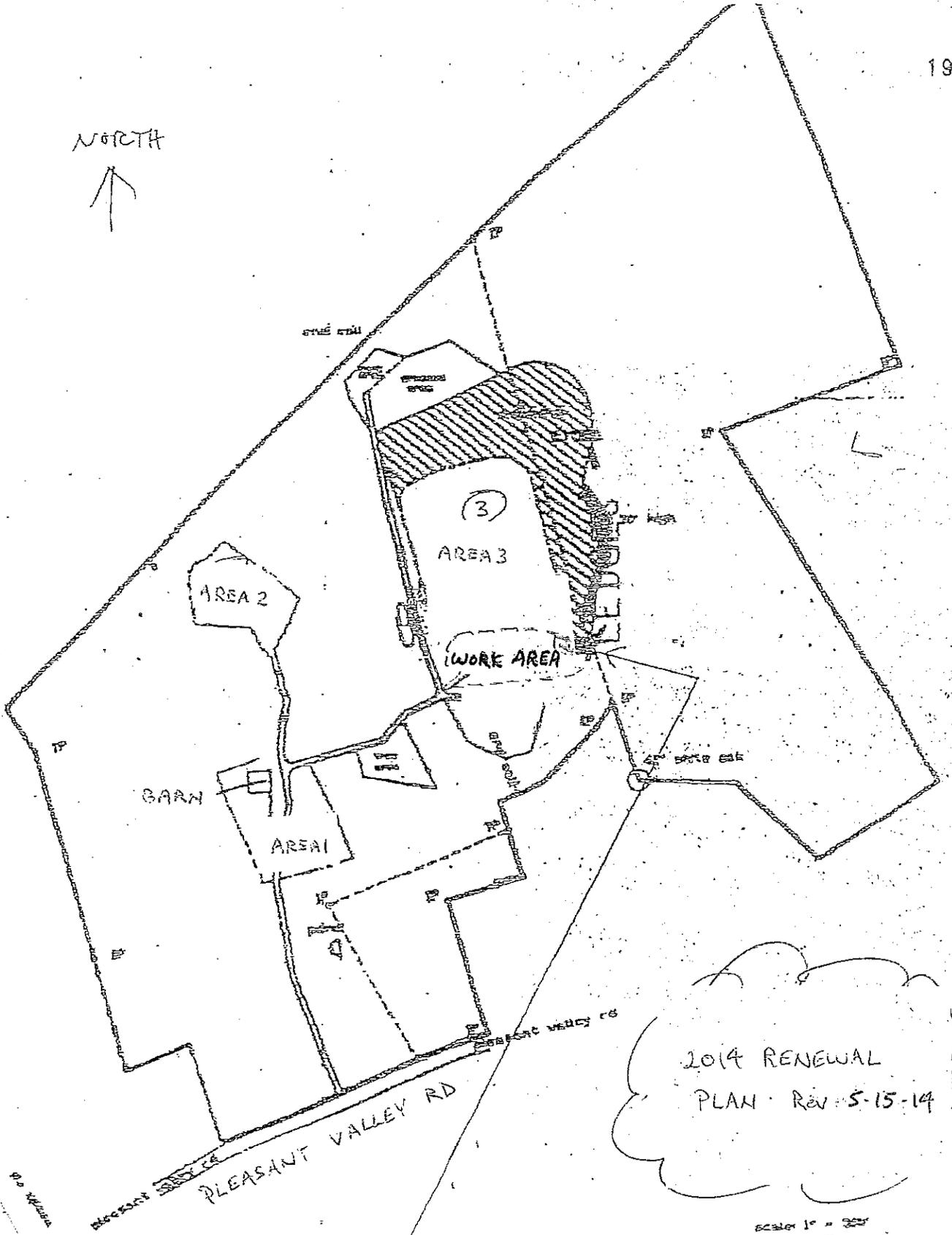
CIRCLE ONE:

I do / I do not wish to renew my special permit. Signature: *A. D. Banis*

Please complete and return to the Zoning Agent no later than June 2, 2014 with a renewal fee of \$250.00.

*ck # 192
Received 5-27-14*

NORTH



■ NEW REMOVAL

2014 RENEWAL
 PLAN · Rev · 5-15-14

Scale 1" = 30'

Steven D. Banis
 Pleasant Valley Rd
 April 22nd 2013
 PZC #1164

Permit Renewal 2014

May 22nd, 2014

Steven D. Banis

29 Norwich Rd

Salem, CT 06420

Town of Mansfield

Curt Hirsch- Zoning Agent

4 South Eagleville Rd

Storrs, CT 06268

RE: Renewal of Special Permit for gravel removal/filling

Yes, I do wish to renew my special permit. Enclosed is a check for \$250.00 for the renewal fee. I have removed 250+/- yards of material from the farm. Also some material has been used on site around the farm. I still have 6,550+/- yards yet to be removed. I estimate that I will need several more renewals.

The site will have no expansion this year on the area of removal. There has been no change in the type of equipment being used. I have attached a copy of the approval site plan, and it has been revised to show the existing condition of the removal activity.

If any questions please call me at (860) 884-3728.

Sincerely yours,

Steven D. Banis



COPY

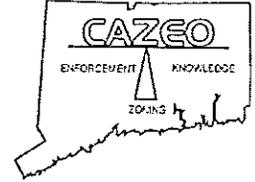
To: Town Clerk
From: Planning and Zoning Commission
Subject: Public Act 75-317, RECORDATION OF SPECIAL PERMIT

- I Notice is hereby given that the Mansfield Planning and Zoning Commission, at a meeting held on June 17, 2013, did grant to Steven D. Banis a special permit for removal of approximately 7,500 cubic yards of excess material from Area #3 to be used for agricultural purposes, pursuant to Article V, Sections A.5 and B, and Article X, Section H of the Mansfield Zoning Regulations.
- II Said approval was granted subject to the conditions given below. Failure to comply with these conditions may result in revocation of the special permit. To inquire about any modifications of these conditions of approval, consult the Planning Office.
1. The applicant shall implement the suggestions and recommendations for soil and erosion control contained in a 7/12/00 letter from David Askew, District Manager of the Tolland County Soil and Water Conservation District, Inc. This work includes the stabilization of areas adjacent to watercourses, the stabilization of the largest intermittent stream channel, the phasing of land-disturbing activity to minimize periods of soil exposure and the re-vegetation of disturbed areas.
 2. No blasting or excavation work shall take place within fifty feet of a property line.
 3. All work shall be conducted between 7 a.m. and 7 p.m. Monday through Friday and between 9 a.m. and 7 p.m. Saturday. There shall be no blasting, excavation, loading of trucks or other work related to the Special Permit on Sundays.
 4. All blasting work shall be subject to the permitting process administered by the office of the Fire Marshal. The applicant's blasting agent shall notify the Windham Airport prior to blasting activity pursuant to a schedule to be agreed upon by the blasting agent, Mansfield's Fire Marshal and the Windham Airport manager. In addition, the applicant shall place a temporary sign along Pleasant Valley Road at least twelve (12) hours prior to blasting activity. The sign shall note the anticipated period of blasting.
 5. Based on the applicant's submissions, all material removed from site is to be trucked out of Mansfield. All trucks hauling material offsite shall use Pleasant Valley Road to Route 32 to Route 6, and all loads shall be covered during transit.
 6. The site shall be maintained as follows:
 - A. There shall be no rock-processing equipment onsite;
 - B. There shall be no rock or stump burial onsite;
 - C. Onsite stockpiling shall be kept to a minimum to help prevent safety problems;
 - D. No topsoil shall be removed from the site.
 - E. The applicant shall submit bi-weekly erosion and sedimentation monitoring reports to the Zoning Agent until disturbed areas are re-vegetated;
 7. Subject to compliance with all conditions, this permit shall be in effect until July 1, 2014;

(see PZC file 1164)



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

To: *Karen Green*
From: Curt Hirsch, Zoning Agent
Date: May 19, 2014

Re: **Renewal of Special Permit for gravel removal/filling**

Your special permit approval for gravel removal and/or filling expires on July 1, 2013. All applications for renewal of gravel permits shall be submitted to the Planning and Zoning Commission no later than May 15, 2013. The submission of a renewal request shall give the Commission and its staff the right to enter upon the permit premises at reasonable times for the purpose of determining compliance with the approved permit and the zoning regulations. Denial of such permission shall be cause for revocation of the permit. You will be given written notice of any proposed site inspection.

Please indicate below whether you do or you do not wish to renew your special permit. You shall submit a written statement containing any information about your removal/fill activity which has changed since your permit was issued, or last renewed. The Commission will use your statement and information gathered from an inspection of your site to determine whether you are in compliance with the permit and therefor, if the permit should be renewed. Please provide the following minimum information for Commission review (your permit may include additional renewal conditions that should be addressed with any request for a renewal):

- What is the amount of material removed/filled in the last year? *2000 YDS.*
-
- What is the volume of material left to be removed or filled on the site? *4,000 plus YDS.*
-
- How long will it take to complete the authorized work? *2 YEARS*
-
- Are there any changes in the type or amount of equipment being used for this activity? *NO*

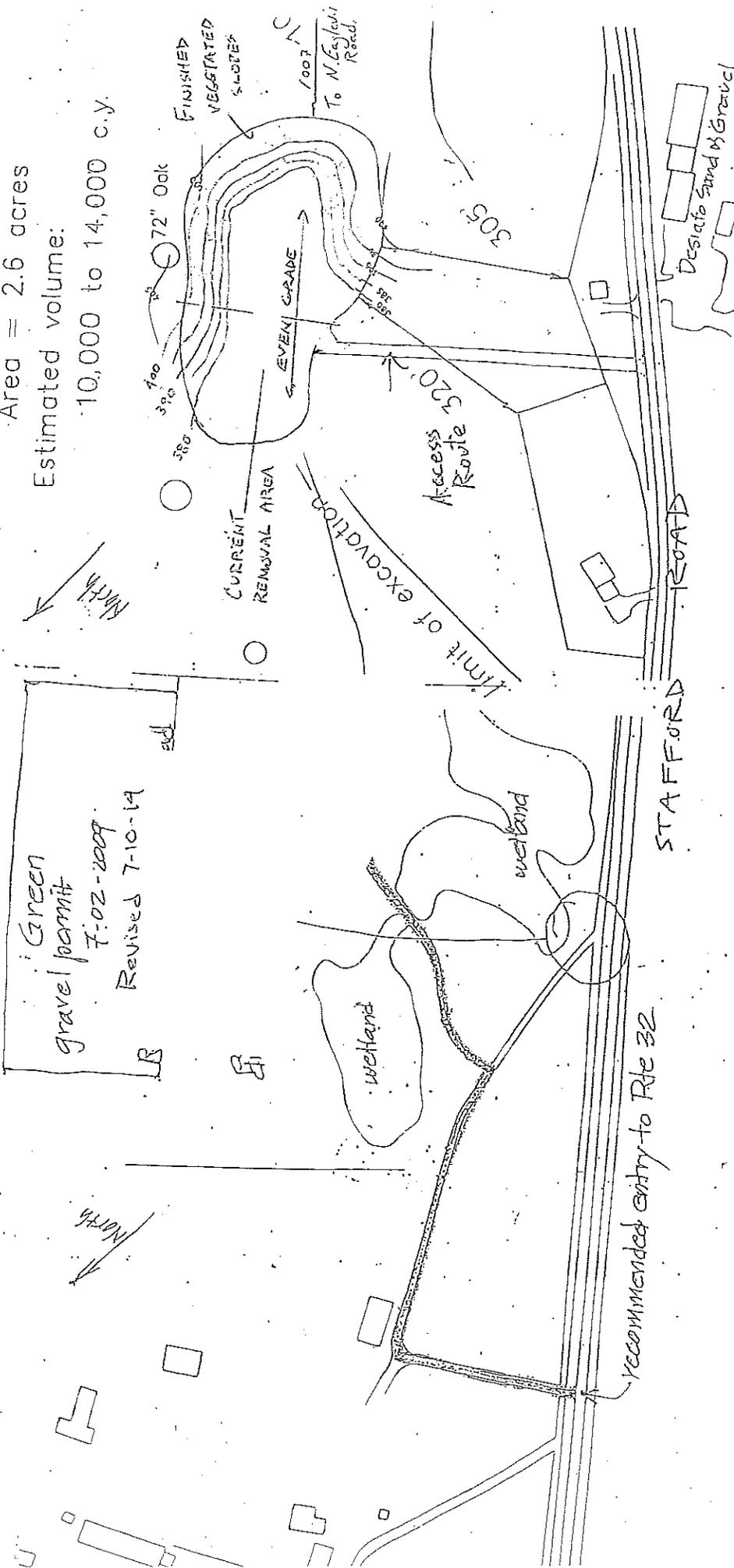
CIRCLE ONE:

I do I do not wish to renew my special permit. Signature: *Phil Deshazo (prev.)*

Please complete and return to the Zoning Agent no later than June 2, 2014 with a renewal fee of \$250.00.

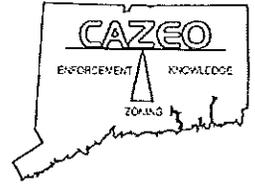
Ck # 23315

Area = 2.6 acres
Estimated volume:
10,000 to 14,000 c.y.





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

To: *Edward C. Hall*
From: Curt Hirsch, Zoning Agent
Date: May 19, 2014

Re: **Renewal of Special Permit for gravel removal/filling**

Your special permit approval for gravel removal and/or filling expires on July 1, 2013. All applications for renewal of gravel permits shall be submitted to the Planning and Zoning Commission no later than May 15, 2013. The submission of a renewal request shall give the Commission and its staff the right to enter upon the permit premises at reasonable times for the purpose of determining compliance with the approved permit and the zoning regulations. Denial of such permission shall be cause for revocation of the permit. You will be given written notice of any proposed site inspection.

Please indicate below whether you do or you do not wish to renew your special permit. You shall submit a written statement containing any information about your removal/fill activity which has changed since your permit was issued, or last renewed. The Commission will use your statement and information gathered from an inspection of your site to determine whether you are in compliance with the permit and therefor, if the permit should be renewed. Please provide the following minimum information for Commission review (your permit may include additional renewal conditions that should be addressed with any request for a renewal):

- What is the amount of material removed/filled in the last year? *APPROX 1,200 yds³*
-
- What is the volume of material left to be removed or filled on the site? *1,200 - 1,500*
-
- How long will it take to complete the authorized work? *UNKNOWN - DEPENDS ON MARKET*
-
- Are there any changes in the type or amount of equipment being used for this activity? *NO*

CIRCLE ONE:

I do / I do not wish to renew my special permit. Signature: *Edward C. Hall*

Please complete and return to the Zoning Agent no later than June 2, 2014 with a renewal fee of \$250.00.

CK # 584

TO: CURT HIRSCH

7/14/14

FROM: EDWARD C. HALL

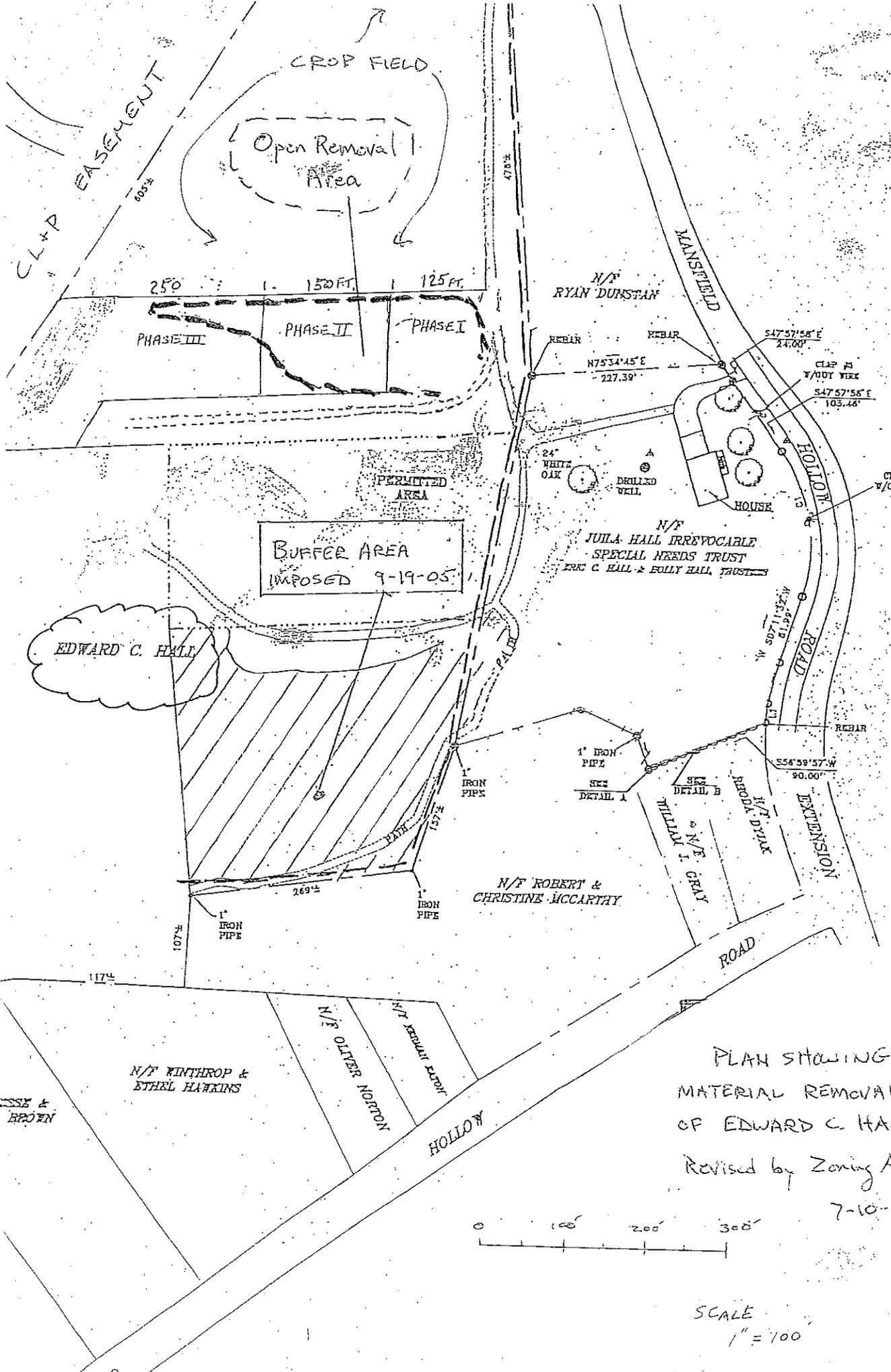
AS PER YOUR REQUEST, I AM MAKING
THE FOLLOWING STATEMENT.

DURING THE PERIOD OF 7/1/13 → PRESENT
I HAVE COMPLIED WITH THE CONDITIONS
AS SPECIFIED ON MY GRAVEL REMOVAL PERMIT
TO THE BEST OF MY ABILITY.

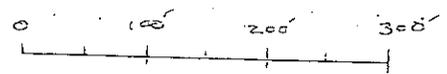
SINCERELY,

Edward Hall

NORTH



PLAN SHOWING
MATERIAL REMOVAL SITE
OF EDWARD C. HALL
Revised by Zoning Agent
7-10-14



SCALE
1" = 100'

To: Town Clerk
From: Mansfield Planning and Zoning Commission
Subject: Public Act 75-317, RECORDATION OF SPECIAL PERMIT

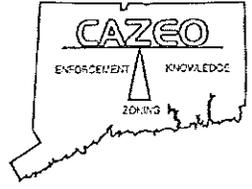
COPY

- I Notice is hereby given that the Mansfield Planning and Zoning Commission, at a regular meeting held on June 17, 2013, did grant to Edward C. Hall special permit renewal for excavating and grading, pursuant to Article V, Section B and Article X, Section H of the Mansfield Zoning Regulations.
- II Said approval was granted subject to the conditions given below, and must be strictly adhered to, due to potential adverse neighborhood impacts. Any violation shall be reason for revocation or non-renewal of this special permit.
1. This special permit renewal shall be effective until July 1, 2014, and shall apply only to the Phase 1 area of the site that is on the applicant's property.
 2. Excavation activity shall take place only in accordance with plans dated 5/22/92, as revised to 5/22/13;
 3. This permit renewal acknowledges that up to 500 cubic yards of clean topsoil may be brought onto the Phase 1 premises. Prior to depositing any topsoil/fill, the applicant shall contact the Assistant Town Engineer and identify the source of the topsoil material. The Assistant Town Engineer shall make a determination about the suitability of the material source and may require that it be tested for contamination. Only clean topsoil shall be brought in, and it shall be spread or stockpiled solely within the Phase 1 area.
 4. All work shall be performed by Edward C. Hall or his employees. No other subcontractors or excavators shall excavate in or haul from this site. All work shall be performed using the equipment stated on said plans and in the applicant's Statement of Use;
 5. No more than 8,000 cubic yards of sand and gravel or the amount of material remaining in Phase I, whichever is less, shall be removed per year;
 6. In association with any request for permit renewal, the following information shall be submitted to the Commission at least one month prior to the permit expiration date:
 - A. Updated mapping, prepared by a licensed professional engineer, depicting current contour elevations and the status of site conditions, including areas that have been re-vegetated;
 - B. A status report statement that includes information regarding:
 - the amount of material removed in the current permit year and the estimated remaining material to be removed in the approved phase;
 - the planned timetable for future removal and restoration activity;
 - conformance or lack thereof with the specific approval conditions contained in this renewal motion.
 7. This permit renewal denies the applicant's request to remove permit restrictions in the buffer area depicted on the 5/22/13 plan, which is the wide buffer area located north of the cart path on the applicant's property. This buffer area shall be maintained in its existing wooded state with no disturbance of any kind. The buffer acts as a shield, providing an important separation between active excavation work and neighboring residential uses, and is deemed necessary to address neighborhood impact requirements. The 50-foot buffer on the Julia Hall Trust property is no longer a condition of this gravel permit.
 8. Topsoil:
 - A. A minimum of 4" of topsoil shall be spread, seeded and stabilized over areas where excavation has been completed;
 - B. No loam shall be removed from the property. All stockpiled loam presently on the site shall be used for restoration of the area where gravel is removed.

9. In order to ensure that dust does not leave the site, erosion and sedimentation controls and site restoration provisions as detailed in the plans shall be strictly adhered to and the following measures shall be implemented:
 - A. No more than 1.5 acres shall be exposed at any one time;
 - B. Both roads shall be kept dust-free and maintained to trap fine material and to keep the gravel surface of the road clean. A tracking pad at least 50' in length shall be installed and maintained at the haul road exit on Bassetts Bridge Road;
 - C. If the above measures do not control dust on the site as evidenced by complaints from nearby residents and verification by the Zoning Agent, dust monitors shall be installed immediately, with the advice of the applicant's engineer, and with their operation approved by the PZC;
 - D. The haul road shall be watered as necessary to prevent dust;
 - E. All loads shall be covered at the loading location;
 - F. There shall be no stockpiles of any material other than topsoil located outside the excavation area. Any stockpiles will be only as part of the daily operation of the excavation and shall not exceed 10 cubic yards in size. All stockpiled material shall be graded off and stored within the lower portions of the site in order to minimize any windblown transport.
10. In order to ensure that there is no damage to the major aquifer underlying the subject property and nearby wells, the following shall be complied with:
 - A. Excavation shall not take place within 4 feet of the water table;
 - B. Materials stored onsite shall be limited to those directly connected with the subject excavation operation or an agricultural or accessory use authorized by the Zoning Regulations. Any burial of stumps obtained from the permit premises shall be in conformance with the DEP's regulations;
 - C. With the exception of manure, which shall be spread in accordance with the letter received at the 4/6/94 PZC meeting from Joyce Meader of the Cooperative Extension Service, no pesticides or fertilizers shall be applied unless a specific application plan is approved by the PZC. All operations to restore the subject site shall employ Best Management Practices as recommended by the Natural Resources Conservation Service and State Department of Environmental Protection for the application of manure, fertilizers or pesticides and the management of animal wastes;
 - D. No refueling, maintenance or storage of equipment shall be done onsite, in order to minimize the potential for damage from accidental spills;
11. In addition to Old Mansfield Hollow Rd, this permit renewal authorizes the use of a haul road to Bassetts Bridge Road as shown on the approved plan;
12. All zoning performance standards shall be strictly adhered to;
13. Approval of this permit does not imply approval of any future phase;
14. The existing cash bond plus accumulated interest shall remain in place until the activity has ceased and the area has been stabilized and restored to the satisfaction of the PZC;
15. Hauling operations and use of site excavation equipment shall be limited to the hours of 8:00 a.m. to 5:30 p.m. Mon.-Fri., and 8:00 a.m. to 1:00 p.m. on Saturday, with no hours of operation on Sunday;
16. The Planning and Zoning Commission waives the requirement of a map submission as per Condition #6A, but reserves the right to require it again if the conditions warrant;



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

To: *Mason Brook, LLC*
From: Curt Hirsch, Zoning Agent
Date: May 19, 2014

Re: **Renewal of Special Permit for gravel removal/filling**

Your special permit approval for gravel removal and/or filling expires on July 1, 2013. All applications for renewal of gravel permits shall be submitted to the Planning and Zoning Commission no later than May 15, 2013. The submission of a renewal request shall give the Commission and its staff the right to enter upon the permit premises at reasonable times for the purpose of determining compliance with the approved permit and the zoning regulations. Denial of such permission shall be cause for revocation of the permit. You will be given written notice of any proposed site inspection.

Please indicate below whether you do or you do not wish to renew your special permit. You shall submit a written statement containing any information about your removal/fill activity which has changed since your permit was issued, or last renewed. The Commission will use your statement and information gathered from an inspection of your site to determine whether you are in compliance with the permit and therefor, if the permit should be renewed. Please provide the following minimum information for Commission review (your permit may include additional renewal conditions that should be addressed with any request for a renewal):

- What is the amount of material removed/filled in the last year? *3,600 yds.*
-
- What is the volume of material left to be removed or filled on the site? *600 yds*
-
- How long will it take to complete the authorized work? *1 YEAR*
-
- Are there any changes in the type or amount of equipment being used for this activity? *NO*

CIRCLE ONE:

I do / I do not wish to renew my special permit. Signature: *Phil DeStasio (pres.)*

Please complete and return to the Zoning Agent no later than June 2, 2014 with a renewal fee of \$250.00.

CK# 23314

Mason Brook LLC

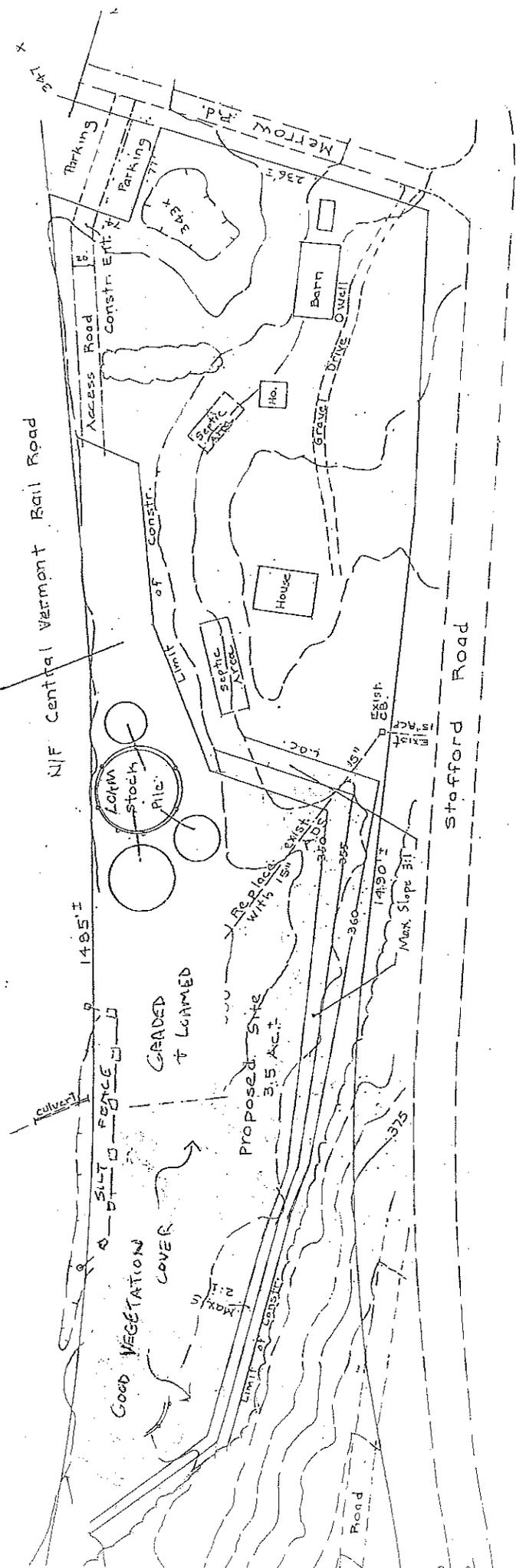
3 Mertow Road

Plan revised 7-10-14

by Zoning Agent

N/F Town of Mansfield

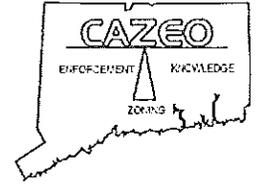
Active Work Area



To: From: S.L. F



Town of Mansfield



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ZONING AGENT
HIRSCHCB@MANSFIELDCT.ORG

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

Recommended approval motions for gravel renewals:

Subject to any public comment or Commission discussion that may modify the existing gravel permit conditions, I recommend that:

The PZC approve the Renewal Applications for Special Permits to: Steven Banis, PZC file # 1164; Karen Green, PZC file # 1258; and Mason Brook LLC, PZC file # 1309; subject to all of the existing permit conditions. The Staff is authorized to update any revised plan dates per the renewal submissions and to note the applicable permit expiration date.

I have recommended the modification of several of the existing permit conditions of the Hall special permit. If the suggestions in my 7/15/14 memo to the PZC are acceptable, I will prepare a draft motion the Commission action at their 8/4/14 regular meeting.

COPY

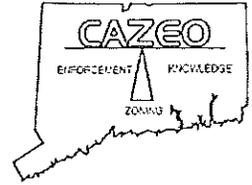
To: Town Clerk
From: Planning and Zoning Commission
Subject: Public Act 75-317, RECORDATION OF SPECIAL PERMIT

- I Notice is hereby given that the Mansfield Planning and Zoning Commission, at a meeting held on June 17, 2013 did grant to Mason Brook, LLC, a special permit renewal for the removal of approximately 4,200 cubic yards of gravel and associated regrading and drainage work, pursuant to Article V, Sections B and Article X, Section H, and other provisions of the Mansfield Zoning Regulations.
- II Said approval was granted subject to the conditions given below, and must be strictly adhered to, due to potential adverse neighborhood impacts. Any violation shall be reason for revocation or non-renewal of this special permit. To inquire about any modifications of these conditions of approval, consult the Planning Office.
1. This approval authorizes the removal of approximately 4,200 cubic yards of gravel, and associated grading and drainage improvements as depicted on the 6-25-12 Proposed Borrow Pit and Grading Plan. Any significant change in the site work as described in application submissions and at the Public Hearing shall require further PZC review and approval. Any questions regarding what constitutes a significant change shall be reviewed with the Zoning Agent and, as deemed necessary, the PZC.
 2. All truck loads shall be covered on and off the site.
 3. The Town shall be informed by the applicant when excavation work is going to be done so that exposed soil conditions can be monitored. If necessary, the Assistant Town Engineer shall have the authority to raise the finished grade levels to ensure that current conditions for rainfall moving through the gravel to the underlying aquifer are maintained.
 4. Erosion and sedimentation controls shall be installed where necessary as determined by the Assistant Town Engineer/Inland Wetland Agent, including an anti-tracking pad at the entrance to the site off of Merrow Road.
 5. All disturbed areas shall be covered with a minimum of 6 inches of topsoil and re-vegetated as per regulatory requirements and application submissions. No topsoil shall be removed from the site without prior authorization.
 6. The use of best management practices shall be employed as recommended by DEEP and the USDA Natural Resources Conservation Service for the application of manure, fertilizer or pesticide once the property is replanted and management of animal waste if livestock are to be kept on the property.
 7. This permit shall be effective until July 1, 2014

(see PZC File #1309)



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

To: Planning & Zoning Commission
From: Curt B. Hirsch, Zoning Agent
Date: July 16, 2014

Re: Request for Modifications, Mueller medical, LLC
1768 Storrs Road PZC file # 864-3

The Commission has received a 6/18/2014, *Request For Site/Building Modifications* application from Mueller Medical, LLC (Mueller). Mueller proposes to occupy all of Building A at 1768 Storrs Road, a Professional Office-1 zone (Building B and the rear of the property are in a R-90 zone). The Applicant has submitted a comprehensive packet of information to describe the proposed use, including:

- 4/3/14 letter from property owner BT Partners, authorizing Mueller to submit this application
- 6/5/14 Statement of Use (4 pages)
- 5/16/14 letter from DEEP, approving the hauling of wastewater to the Windham Water Pollution Control Facility
- 6/5/14 email from Don Gonyea, CTDEEP to Bob DeRoche, Mueller, stating that Mueller may transport wastewater in its own vehicles because “we recognize that your wastewater is not a hazardous material and is at small enough volume to be manageable without a licensed hauler”.
- 5/29/14 approval letter from the Eastern Highlands Health District
- CT-DPH Public Water System Screening Form dated 4/29/14
- 5/20/14 written statement from BT Partners, property owner, describing the proposed reallocation of tenant space to accommodate Mueller in Building A
- Proof of certified mailing to properties within 500 feet of the subject site
- Floor plans of Buildings A and B

Historical summary of site uses

The subject site was initially developed in 1972 when the property was zoned Industrial Park. It was a 2700 sq. ft. retail store, the ‘Conversation Piece’ that had operated under a Home Occupation Permit at 806 Storrs Road but grew too large for the residential site. Additions to the building were made in 1985 and again in 1996 to its current footprint of approximately 13,400 sq.ft. The site has housed a number of various tenants since the retail operation including, Parousia Press, a printing operation; a travel agency and offices. The current occupants of Building B include St. Paul’s Collegiate Church, Weight Watchers and Cross-Fit. A portion of Building A has been used by St. Paul’s as office space with the remainder most recently occupied by Lenard Engineering. The property was rezoned in 1973 to RAR-40 and then to PO-1/R-40 in 1997. The property is split between two zones. Due to the changing of zoning designations, uses became non-conforming and went through a series of

special permits and modifications. In 1984, AV Associates, a business conducted by the current property owners took occupancy and initiated the 1996 building expansion. AV Associates was according to their 1996 Statement of Use, "a professional organization that provides design and installation of sophisticated audio video equipment for corporate events". The use involved the fabrication and assembly of audio visual equipment on site.

Modification proposal (summary of Applicants Statement of Use)

The Applicant has provided a detailed explanation of the proposed use of the site, including a comparison of the proposed use with the prior AV Associates use. Except for the nature of the product being developed, both uses assembled various components on site for distribution and use by customers in other locations. "Mueller Medical's assemblage of commercial products involves the securing and mixing of ingredients that are then bottled, labeled and stored for distribution." The area used for assemblage will comprise less than 10 percent of the total floor area of their space. The remaining 90 percent is used for office activities including R&D and sales and marketing per their application. Research and development activities "are of an academic nature", per the applicant's submittal.

There are no structural changes proposed to either building and there are no changes to the driveway, parking, septic or refuse areas.

The Eastern Highlands Health District has reviewed and approved the proposed use. Six to 12 employees are expected to use the Mueller space, which is significantly less than the 37 employees that AV Associates had prior to the 1996 expansion. The septic system was expanded as part of the 1996 special permit.

There is no specific proposal for signage at this time. There is an existing sign listing the current building tenants and the sign panels can be interchanged without a zoning permit. If a more substantial change is propose, it will require a zoning permit.

St. Paul's Church currently occupies some office space in Building A. The application states that the Church will reorganize their space within Building B to accommodate this 'lost' space. The Weight Watcher's group will continue to use space within Building B through arrangement with the Church.

Analysis

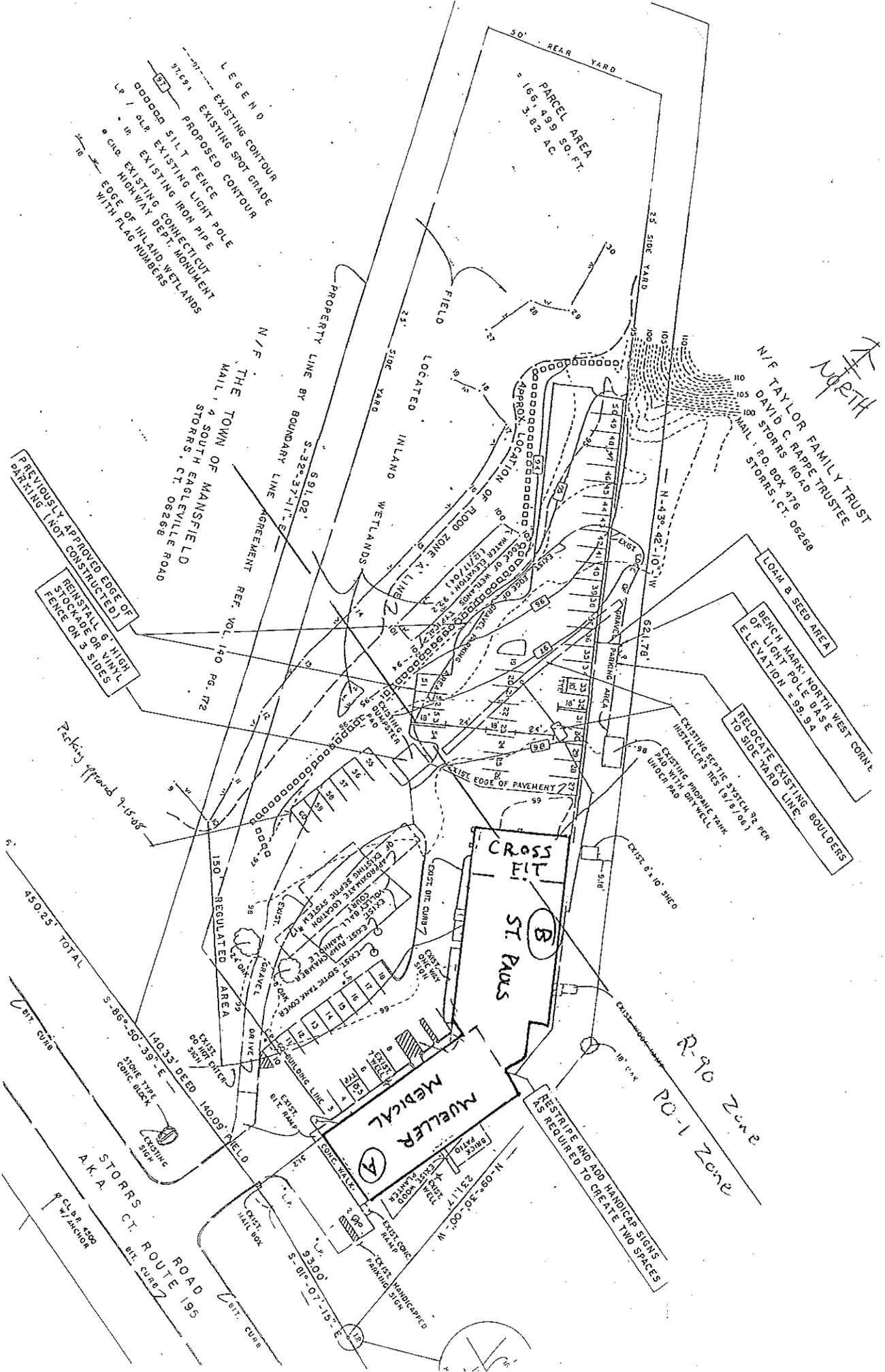
In my opinion, the proposed use of the site by Mueller Medical is a very close fit to the conduct of AV Associates during its operation during the 1980's and 90's. This is predominantly an office use with a small component ("less than 10 percent") involving the assembly of nutritional supplements, that the CT Department of Energy & Environmental Protection has determined to be non-hazardous in nature. The applicant will be present at the 7/21/14 PZC meeting to address the Commission and answer any questions of their proposed use of the site. The neighbors have been contacted by certified mail at the applicant's initiative. The staff opinion is that the proposed Mueller medical use as presented does not constitute a significant change of use for zoning purposes. If the Commission concurs with this analysis and conclusion, the following motion would be appropriate.

_____ moves that the Planning & Zoning Commission authorize the PZC Chairman and the Zoning Agent to approve with conditions, the 6/18/14 Request for Site/Building Modifications submitted by Mueller Medical, LLC and as described in the applicant's statement of use and other submissions. This conditional approval does not anticipate any significant changes to the site or impacts on the neighborhood provided that:

1. Any changes in the proposed use that would cause the Connecticut Department of Energy & Environmental Protection to modify its 5/16/14 approval, whether due to the hauling of wastewater or the nature of the products being developed and assembled on site shall be presented to the Zoning Agent for review. Depending upon the nature of the changes, further review by the PZC may be required;
2. All prior conditions attached to the other existing uses of the site shall remain in effect.

LEGEND

- EXISTING CONTOUR
- - - - - PROPOSED CONTOUR
- EXISTING SPOT GRADE
- EXISTING LIGHT POLE
- EXISTING IRON PIPE
- EXISTING CONNECTED SILT FENCE
- EXISTING CONCRETE MONUMENT
- EXISTING DEP'T. MONUMENT
- EDGE OF INLAND WETLANDS
- C.A.B. WITH FLAG NUMBERS



N/T TAYLOR FAMILY TRUST
 DAVID C. RAPPE TRUSTEE
 MAIL, PO BOX 476
 STORRS, CT. 06268

N/T THE TOWN OF MANSFIELD
 MAIL, 4 SOUTH EASTVILLE RD
 STORRS, CT. 06268

PREVIOUSLY APPROVED EDGE OF REINSTATE 6' HIGH SLOTTED OR LINK FENCE ON 3 SIDES

LOAN & SEED AREA

BENCH MARK NORTH WEST CORNER OF LIGHT POLE BASE ELEVATION = 99.94

RELOCATE EXISTING BOULDERS TO SIDE YARD LINE

EXISTING SEPTIC SYSTEM PER INSTALLER'S M.C.S. (1/18/04) EXISTING PROPANE TANK EXISTING 4" DIA. 10' DEEP WELLS UNDER PAD

CROSS FIT ST. PAULS

MUELLER MEDICAL

RESTRICTIONS AND ADDITIONAL SIGNS AS REQUIRED TO CREATE TWO SPACES

R-90 Zone
 PO-1 Zone

450.25' TOTAL
 140.35' DEED 140.00' FIELD
 S-86°-50'-35"-E
 STORRS CT. ROUTE 195
 A.K.A.
 1768 STORRS ROAD

Proposed Change in Occupancy
 1768 Storrs Road
 7-15-14

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: July 17, 2014
Subject: 8-24 Referral: Sawmill Brook Lane Parcel (13 Puddin Lane)



Pursuant to the provisions of Section 8-24 of the State Statues, the above-referenced proposed acquisition of land has been referred to the PZC for comment. The Town Council has scheduled a Public Hearing for July 28, 2014 on this issue, and if possible, comments should be forwarded prior to the Public Hearing. The PZC has 35 days to report to the Town Council. A copy of the Council Agenda Item including a location maps is attached for your reference. The following information is provided for the PZC's consideration.

- The property being considered by the Town is a land-locked undeveloped parcel consisting of ±9.15 acres situated in an RAR-90 zone. As shown on the attached map, the property is bounded on three sides by the Sawmill Brook Preserve; on the fourth by a private driveway.
- The subject property is part of a significant interior forest area within the Kidder-Sawmill Brook streambelt. The parcel is in the middle of a preserved section of interior forest tract that extends between Crane Hill Road and Puddin Lane.
- The property is identified as Interior Forest Tract and Wetland on Map 21 - *Existing and Potential Conservation Areas* in the Plan of Conservation and Development (POCD).
- A well-worn trail begins on Town land at the end of Jacobs Hill Road and follows the south edge of the subject property to a junction with the Nipmuck Trail, which runs along the eastern boundary. The property is part of the viewshed from the trails and provides a buffer for the house to the west. A loop trail may be possible on the property.
- The property meets the following Open Space Acquisition Priority Criteria identified in Appendix K of the POCD used to assist in evaluating open space acquisitions:
 - The property is identified as a potential conservation area on Map 21 of the POCD
 - The property would expand an existing preserved open space area
 - The property is located within a large contiguous interior forest area
 - The property includes a significant conservation and wildlife resource in the form of the Kidder-Sawmill Brook streambelt
 - The property provides the opportunity to buffer existing trails in Sawmill Brook Preserve.
- The Open Space Preservation Committee has reviewed this request and recommended that the property be acquired based on its location in a large interior forest tract and as a buffer for the adjacent Nipmuck and Town trails (see attached memo dated June 17, 2014).

Summary/Recommendation

Based on open space priority criteria and mapping contained in Mansfield's Plan of Conservation and Development, Town acquisition of the Willard J. Stearns and Sons, Inc. Property would promote goals set forth in Mansfield's Plan of Conservation and Development. It is recommended **that the PZC notify the Town Council that the proposed acquisition of the Stearns Property would promote Mansfield's Plan of Conservation and Development through protection of a significant interior forest tract and expansion of the Kidder-Sawmill Brook Preserve.**

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: July 17, 2014
Re: Referral: Acquisition of Sawmill Brook Lane Parcel (13 Puddin Lane)

Please see the attached information regarding the above captioned matter.

The Town Council has requested your 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; Linda Painter, Director of Planning and Development; Curt Vincente, Director of Parks and Recreation; Jennifer Kaufman, Natural Resources and Sustainability Coordinator
Date: July 14, 2014
Re: Open Space Acquisition, Sawmill Brook Lane Parcel

Subject Matter/Background

The 13 Puddin Lane Property is a 9.15-acre parcel offered for sale to the Town by Willard J. Stearns and Sons, Inc. The property was appraised in December 2012 by an appraiser hired by Willard J. Stearns and Sons, Inc. for \$30,000 and for \$9,500.00 in August 2013 by an appraiser hired by the Town. As discussed with the Town Council in executive session as allowed by state statute, the Town and the seller have agreed to a sales price of \$20,000.00.

The land-locked parcel lies northeast of Jacob's Hill Road (access by a trail from the east side of the cul-de-sac). On three sides it abuts either Town or Joshua's Trust land (Sawmill Brook Preserve). On the west side it abuts a private driveway (see attached maps). The Nipmuck Trail follows the east boundary of this property. The land rises gradually to the northwest and is forested with the same trees as the adjoining land - mature oaks with a beech understory. Wetlands and a brook cross the property from northwest to southeast.

Open Space Preservation Committee members visited the property on June 8, 2013 and reviewed this parcel with reference to its location and according to the criteria in the Town's Plan of Conservation and Development. The following is a summary of the committee's review:

1. *Significant Conservation and Wildlife Resource* - The parcel is located in a significant forest area within the Kidder-Sawmill Brook streambelt (see Appendix J).
2. *Conserves, preserves or protects notable wildlife habitats and/or plant communities* - This parcel is located in the middle of a preserved section of a large interior forest between Crane Hill Road and Puddin Lane. Preservation of the site would protect the ecological benefits of this

property as well as the surrounding preserved parcels. Preservation would also contribute to the overall protection of this large forest tract.

3. *Creates or Enhances Connections* - A well-worn trail begins on Town land at the end of Jacobs Hill Road and follows the south edge of the Stearns property to a junction with the Nipmuck Trail, which proceeds along the east edge. The Stearns property is part of the viewshed from these trails, and it provides a buffer from an adjoining house to the west. A loop trail may be possible on the Stearns property for further enjoyment of this scenic forest area.

Financial Impact

As stated above, the agreed upon sales price totals \$20,000. There is a sufficient balance in the Town's Open Space Acquisition Fund to cover this cost.

Recommendation

The OSPC and staff recommend that the Town continue to pursue the acquisition of this property. In accordance with the Town's *Planning, Acquisition and Management Guidelines for Open Space, Park, Recreation, Agricultural Properties and Conservation Easements*, the next steps in the process would be to refer the proposed acquisition to the Planning and Zoning Commission (PZC) for review pursuant to CGS §8-24 and to schedule a public hearing.

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

Move, to refer the proposed purchase of the 9.15-acre parcel located at 13 Puddin Lane to the Planning and Zoning Commission for review pursuant to Section 8-24 of the Connecticut General Statutes, and to schedule a public hearing for 7:30 PM at the Town Council's regular meeting on July 28, 2014 to solicit public comment regarding the proposed purchase.

Attachments

- 1) Open Space Preservation Committee Report
- 2) Map of 13 Puddin Lane Property in relation to Saw Mill Brook Preserve and Wolf Rock Preserve.
- 3) Appendix J and K of the 2006 Plan of Conservation and Development
- 4) *Planning, Acquisition and Management Guidelines for Open Space, Park, Recreation, Agricultural properties and Conservation Easements*

OPEN SPACE PRESERVATION COMMITTEE

Recommendation concerning acquisition of the Stearns property (at Sawmill Brook Preserve)

June 17, 2014

To: Mansfield Town Council, Town Manager

At the Open Space Preservation Committee's June 17, 2014 meeting, the committee reviewed in executive session a 7-acre land-locked property off Jacob's Hill Road that Willard J. Stearns and Sons, Inc. is offering to the Town. The committee reviewed this parcel with reference to its location and to criteria in the Town's Plan of Conservation and Development (POCD). Committee members visited the property on June 8, 2013.

DESCRIPTION

The land-locked parcel lies east of Jacob's Hill Road (access by a trail from the east side of the cul-de-sac). On three sides it abuts either Town or Joshua's Trust land (Sawmill Brook Preserve). On the west side it abuts a private driveway. The Nipmuck Trail follows the east boundary of this property. The land rises gradually to the northwest and is forested with the same trees as the adjoining land: mature oaks with a beech understory. Wetlands and a brook cross the property from northwest to southeast.

CRITERIA IN APPENDIX K of POCD

1. A Significant Conservation and Wildlife Resource

The parcel is located in a significant forest area within the Kidder-Sawmill Brook streambelt (see Appendix J).

3. Conserves, preserves or protects notable wildlife habitats and/or plant communities

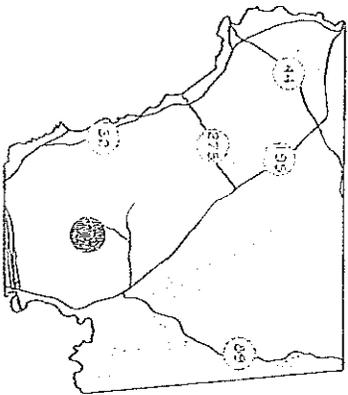
This parcel is located in the middle of a preserved section of a large interior forest between Crane Hill Road and Puddin Lane. Preservation of this parcel would protect the ecological benefits of this property as well as the surrounding preserved parcels. It would also contribute to the overall protection of this large forest tract.

7. Creates or Enhances Connections

A well-worn trail begins on Town land at the end of Jacobs Hill Road and follows the south edge of the Stearns property to a junction with the Nipmuck Trail, which goes along the east edge. The Stearns property is part of the viewshed from these trails, and it provides a buffer from an adjoining house to the west. A loop trail may be possible on the Stearns property for further enjoyment of this scenic forest area.

RECOMMENDATION

The committee recommends that the Town acquire this property to insure a continuous protected area in this interior forest and to provide a buffer for the Nipmuck and Town trails.



DIRECTIONS

From the intersection of Route 89 and Route 195, head north on Route 195 for .03 miles. Turn left onto Browns Road. Go .83 miles and turn left onto Crane Hill Road. Go .2 miles to Wolf Rock Parking Area; parking is on right.

Suggested Park Activities

-  Hiking
-  Picnicking
- Prohibited Park Activities**
- Unleashed Dogs
- Mountain / Motor Biking
- Camping / Camp Fires
- Horseback Riding



**Mansfield
Parks &
Recreation**

10 South Eagleville Road, Mansfield CT 06268
860 429-3015 • fax 860 429-9773
www.mansfieldct.org/parksandpreserves/
email: preserves@mansfieldct.org

Made possible through a grant from the National Recreational Trails Program, the Federal Highway Administration, and the Connecticut Department of Environmental Protection.



 U.S. Department of Transportation
Federal Highway Administration

For up-to-date trail information or to download maps, click on www.mansfieldct.org/trailguides/

Sawmill Brook Preserve

Mansfield, CT

Sawmill Brook Preserve is adjacent to Joshua's Trust's Wolf Rock Preserve. Together, the properties are a total of 188 acres. The Nipmuck Trail extends through these forested preserves from the Wolf Rock entrance on Crane Hill Road to Puddin Lane. The trail ascends easily to Wolf Rock Cliff and then descends steeply to follow Old Blacksmith Shop Road across Sawmill Brook then south along the stream valley.



J. LISTING OF SIGNIFICANT CONSERVATION AND WILDLIFE RESOURCES

The following listing is intended to identify locations and/or streambelts/greenways which have significance with respect to conservation and wildlife resources in Mansfield. The listing is not intended to suggest priorities.

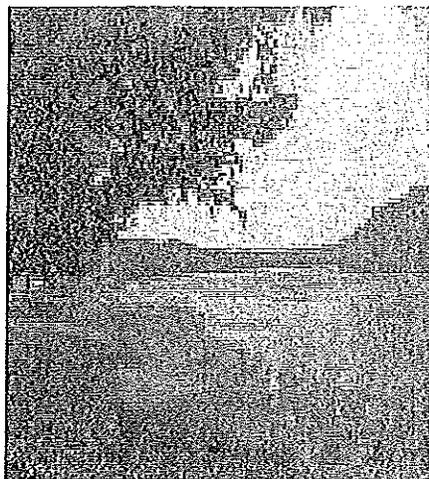
NATURAL DIVERSITY RESOURCES

- Locations depicted in the Connecticut Department of Environmental Protection Agency's Natural Diversity Data Base mapping (see Map 11 of this Plan)

WATER RESOURCES (Surface and Groundwater)

- The Willimantic River Valley Greenway from the Willington town line to the Windham town line, including Eagleville Lake, an important stratified drift aquifer associated with UConn well fields north of Route 44 and west of Route 32 and tributary streams;
- Weaver Brook streambelt, which bisects the University of Connecticut's Depot Campus and enters the north end of Eagleville Lake;
- Cedar Swamp Brook streambelt, which flows from Cedar Swamp (a large, important swamp extending north into Willington and south across Rt. 195 into Mansfield) joining Nelson Brook and ultimately entering the north end of Eagleville Lake. Cedar Swamp itself, scenic falls, old dams, ledges, Pink Ravine Pond and Pink Ravine are all features of this streambelt system.
- Nelson Brook streambelt, which enters Mansfield from Willington and joins Cedar Swamp Brook at Shelter Falls Park. Two of its tributaries drain unusual wetlands. The first, a unique perched oligotrophic pitch pine-blueberry bog, lies just north of Rt. 195 and west of Tony's Garage. The second is roughly 100 acres of wetlands and glacial ridges. This parcel is nearly surrounded by residential development on Cedar Swamp Rd., Rt. 195, Baxter Rd. and Rt. 44. Another significant wetland, made up mainly of a dwarfed maple swamp, accompanies Nelson Brook from northwest of its crossing of Rt. 44 to its crossing with Birch Rd.
- Eagleville Brook streambelt, including a tributary stream north of S. Eagleville Road;
- Dunham Brook streambelt, including Dunham Pond and associated upland wetlands and tributary streams;
- Cider Mill Brook streambelt, including Coutu Pond and tributary streams;
- The Fenton River Valley streambelt, including associated stratified drift aquifer areas, adjacent meadows, ledges, hillsides and tributary streams;
- Fishers Brook streambelt, including "Codfish Falls" and tributary streams;
- Gurleyville (Valentine) Brook streambelt, including Valentine Meadow, the Horsebarn Hill drumlin, adjacent University of Connecticut agricultural land and tributary streams;

- Tift Pond and the Albert E. Moss Sanctuary south of Route 275, west of Rt. 195 and north of Birchwood Heights Road;
- Hanks (Hitchcock) Pond and associated streambelt areas;
- Bradley Brook streambelt, including Hansen's Pond and tributary streams to both Bradley Brook and Hansen's Pond;
- Schoolhouse Brook streambelt, including Bicentennial Pond, Schoolhouse Brook Park, Chapins Pond and tributary streams;
- The Mount Hope River Valley streambelt, including associated stratified drift aquifer areas, hillsides, identified potholes and tributary streams;
- Knowlton Pond, Leander Pond and McLaughlin Pond and the streambelt areas between these ponds;
- The Mansfield Hollow Reservoir (Naubesatuck Lake) and associated flood plain and stratified drift aquifer areas;
- Echo Lake, Eaton Bog and associated stratified drift aquifer and streambelt areas;
- The Natchaug River Valley streambelt, including the Willimantic Reservoir;
- Kidder-Sawmill Brook streambelts, including a significant white cedar swamp between Maple Road and Mansfield City Road that is on State DEP priority lists; Wolf Rock, east of Crane Hill Road, a significant forest area south of Browns Road, east of Crane Hill Road, north of Puddin Lane and west of Route 195, and tributary streams;
- Conantville Brook streambelt, including associated stratified drift aquifer areas and tributary streams;



The Mansfield Hollow Reservoir Falls

AGRICULTURAL AND FORESTRY RESOURCES

- Agricultural land in southwestern Mansfield, hillside vistas extending from Browns Road through Pleasant Valley Road and along Mansfield City and Crane Hill Roads;
- Agricultural land located along Rt. 32 north and south of Route 44. Important natural features and scenic beauty make this area significant.
- Agricultural land east and west of Route 195 behind Mansfield Supply and in the Horsebarn Hill area;
- Prime agricultural soils and agricultural soils of State-wide significance within active farming areas;
- Interior forest tracts as identified on Map #21 of this Plan

GEORGRAPHY AND EARTH RESOURCES

- Coney Rock and adjacent steeply-sloped and hillside areas north of Mulberry Road and east of Chaffeeville Road;
- Fifty-foot Cliff and adjacent steeply-sloped areas west of Chaffeeville Road

K. OPEN SPACE ACQUISITION PRIORITY CRITERIA

The following open space acquisition criteria, are provided to assist in the evaluation of potential sites for additional preserved open space. All open space acquisition decisions should be based on a comprehensive review of specific site characteristics, information contained or referenced in this Plan and information obtained through an active public notice and review process. The listed criteria are not weighted to help establish priorities, but in general, sites that address multiple primary categories or that would be of town-wide significance in addressing a goal or objective of this Plan would have a higher priority than sites that address fewer primary categories or do not have Townwide significance. It also is noted that land availability, acquisition costs and budgetary priorities will also significantly influence open space acquisition decisions.

1. Identified or specifically referenced as a potential conservation, preservation or recreational area within Mansfield's Plan of Conservation and Development, the WINCOG Regional Land Use Plan or the Connecticut Policies Plan for Conservation and Development
 - Identified as a potential conservation area on Map 21
 - Identified as within one of Mansfield's significant conservation and wildlife resource areas in Appendix J
2. Conserves or preserves historic or archaeological resources
 - Site is located within or adjacent to a Plan-identified village area (see Map #5)
 - Site contains historic structures, sites or features including, but not limited to mill sites, cemeteries, foundations, stone walls (see Map 2)
 - Site is a recorded archaeological site
3. Conserves, preserves or protects notable wildlife habitats and/or plant communities
 - Site includes species listed by State or Federal agencies as endangered, threatened or of special concern (see Map #11 for DEP Natural Diversity Data Base data)
 - Site contains or helps protect vernal pools, marshes, cedar swamps, grasslands, waterbodies or other notable plant or animal habitats
 - Site is within a designated large contiguous interior forest area (see Map #11)
 - Site includes a diversity of habitats
4. Conserves, preserves or protects important surface or groundwater resources
 - Site is located within or proximate to a State-designated wellfield aquifer area, potential stratified drift wellfield area or existing public water supply well
 - Site is proximate to the Willimantic Reservoir or tributary watercourses and waterbodies
 - Site contains or is adjacent to significant wetlands, watercourses or waterbodies and acquisition will significantly help to protect the water resource
 - Site contains a flood hazard area
5. Conserves, preserves or protects agricultural or forestry land
 - Site contains prime agricultural soils or agricultural soils of State-wide significance, (particularly important when in association with an existing agricultural use)

- Site is located within an existing agricultural area such as the area in southwestern Mansfield along Mansfield City Road, Stearns Road, Browns Road, Crane Hill Road and Pleasant Valley Road
 - Site contains prime forestry soils (particularly important when located within a large contiguous interior forest area or within a site implementing a long-term forest management plan)
 - Site would provide a significant buffer for an existing agricultural use
6. Conserves, preserves or protects important scenic resources
- Site contains scenic overlooks, ridgelines, open fields, meadows, river valleys and other areas or features of particular scenic importance. (Information contained on Map 12 should be utilized in considering relative scenic importance.)
 - Site contains significant roadside features such as specimen trees and noteworthy stone walls
 - Site abuts a Town-designated Scenic Road
 - Site is visible from existing roadways, trails and/or readily accessible public spaces
 - Site contributes to the scenic quality of one of Mansfield's historic village areas
7. Creates or enhances connections
- Site is located along the Willimantic River, the Nipmuck Trail or other State-recognized greenway or a potential town-wide or multi-town greenway or trail system
 - Site would expand an existing park or preserved open space area and contribute to a continuous area of open space, protect a wildlife corridor, and/or provide a new trail access between open space properties or from existing roads or subdivisions to open space properties)
 - Site would provide a new linkage from an existing or proposed residential neighborhood to an open space/park area, school or commercial area
 - Site provides a buffer area for existing trails
8. Creates or enhances recreational opportunity
- Site is physically suitable for future ballfields and other active recreational use
 - Site abuts an existing school, playground or active recreational site
 - Site provides new boating or fishing access to the Willimantic River or other significant watercourses or waterbodies
 - Site abuts or is within the watershed of existing outdoor public swimming site, such as Bicentennial Pond in Schoolhouse Brook Park
 - Site is located within or proximate to existing areas of higher-density/residential development

Planning, Acquisition, and Management Guidelines, Mansfield Open Space, Park, Recreation, Agricultural Properties and Conservation Easements

(Approved by Mansfield Town Council Nov. 13, 1995, revisions approved Aug. 25, 1997 and August 24, 2009)

Background

This document serves to guide the Town of Mansfield as it plans, acquires and manages the following:

- Open space, park, and recreation areas
- Agricultural properties
- Open space acquired as a result of subdivision, as appropriate
- Conservation easements

I Planning

- A. The Planning and Zoning Commission (PZC) has a statutory responsibility to periodically review and update the Town's Plan of Conservation and Development (POCD), including open space, recreation and agricultural elements. Appendix J of the 2006 POCD contains a listing of Significant Conservation and Wildlife Resources. Appendix K contains the Open Space Acquisition Priority Criteria. These pertinent sections of the POCD are contained in Attachment A.
- B. The Town Council, Conservation Commission, Agriculture Committee, Open Space Preservation Committee, Parks Advisory Committee, Recreation Advisory Committee, Historical Society, various staff members and the public shall directly assist the PZC with its review and updating of the POCD. Interim studies and reports shall be encouraged on specific areas of Town and on various aspects of local goals to promote recreational opportunities and to protect and enhance valuable natural, agricultural or historic resources.
- C. The PZC and Inland Wetland Agency periodically shall review and update land use regulations to help implement community goals and objectives regarding the protection and enhancement of natural, agricultural, historic and recreational resources.
- D. The Town Council shall consider on an annual basis the allocation of funds and taxation policies to help implement community goals regarding the protection and enhancement of natural, agricultural, historic and recreational resources.

II Acquisition

A. Planning and Zoning Commission/Inland Wetlands Agency (IWA) Application/Approval Process

The Town Manager is authorized to receive for the Town any open space/conservation easement acquisition approved by the PZC/IWA application process. However, in the event that the Town Council disagrees with PZC/IWA recommendation for the proposed acquisition, the Town Manager is not authorized to accept the acquisition without specific Town Council authorization.

Before acting however, the Town Council will provide PZC/IWA the opportunity to justify their recommendation.

1. The procedure for reviewing open space/conservation easement acquisitions associated with the PZC application/approval process is detailed below.
2. Proposed open space/conservation easements associated with the PZC application/approval process shall be referred for comment to the Open Space Preservation Committee, the Town Council, the Conservation Commission, and as appropriate, the Parks Advisory Committee, the Recreation Advisory Committee, and the Agriculture Committee.
3. Proposed open space/conservation easements associated with the PZC application/approval process shall be evaluated by taking into account site and neighborhood characteristics, the proposed development layout, natural, historic, cultural and scenic resource information, and priority criteria contained in Mansfield's POCD and regulatory provisions.
4. Comments from committees shall be forwarded to the PZC/IWA and the Town Council. As deemed necessary, the PZC/IWA and/or the Town Council may obtain expert advice to address management concerns and potential liabilities.
5. Any Town Council comments or recommendations, including any obtained expert advice, shall be forwarded to PZC/IWA in association with the application review process.
6. If a public hearing is held as part of the PZC/IWA application process, committee and Town Council comments shall be submitted prior to the close of the public hearing.

B. Other potential open space acquisitions

1. Step I-Committee Reviews

In response to a Town Council or staff referral or a committee initiative, the Open Space Preservation Committee shall conduct preliminary reviews of potential acquisitions and/or conservation easements. Potential acquisitions shall be evaluated based on resource information and priority criteria contained in Mansfield's POCD. As deemed appropriate, property owners shall be contacted, sites shall be visited and the Town's other land use commissions and committees shall be consulted. Available properties worthy of further consideration shall be referred to the Town Council with a background report. Said report shall identify important site characteristics and potential benefits. In addition, potential liabilities and management concerns, including anticipated maintenance and improvement costs, shall be noted.

2. Step II-Town Council Review

The Town Council shall review the Open Space Preservation Committee report, In instances where deemed necessary to maintain the confidentiality of the transaction, the Open Space Preservation Committee report shall be discussed in executive session. As deemed appropriate, the Town Council shall take a field trip to the site. Where multiple properties are being reviewed, the Town Council may schedule a meeting (in executive session when necessary) with the Open Space Preservation Committee to consider priorities.

3.. Step III-Negotiations, Grant Applications

After evaluation of site characteristics, potential benefits and management needs, the Town Council shall authorize the Town Manager to begin preliminary negotiations with property owners of land deemed suitable for further consideration. If appropriate, and if grant funds are available, the Town Manager shall direct staff to complete a grant application to subsidize the purchase of the identified property.

4. Step IV-Appraisals, Consultants

Depending on preliminary negotiations, the Town Council may authorize the Town Manager to hire a real estate appraiser to prepare an opinion of value or appraisal report for potential properties or portions of said property. In addition, the Town Council may authorize the Town Manager to retain other expert advice to inform the Council on other management concerns and/or potential liabilities.

5. Step V-Purchase Agreements

Subject to Town Council authorization, the Town Manager may negotiate and execute purchase agreements for potential acquisitions. Said purchase agreements shall be conditional upon final approval by the Town Council, following a Public Hearing. As appropriate, the Town Manager may utilize specialists, such as the Trust for Public Land, to negotiate and facilitate agreements.

6. Step VI-Public Hearing

The Town Council shall hold a Public Hearing to receive public comment regarding a proposed purchase. Prior to the Public Hearing, neighboring property owners shall be notified by staff and, in situations where a referral has not yet taken place, the proposed purchase shall be referred to the PZC pursuant to Section 8-24 C.G.S.

7.. Step VII-Town Council Vote

Following the Public Hearing, the Town Council shall vote on whether to acquire the subject property.

8 Step VIII-Property Preparation

After the Town Council votes to acquire the property, and before a management plan is approved, Town Staff, relevant committee members and other volunteers shall take appropriate

steps to prepare the property for Town ownership. These steps may include, but are not limited to:

- Gathering information from abutters regarding management issues/concerns
- Creating safe access
- Surveying land and marking boundaries, if appropriate
- Developing a map including boundary information, existing notable features such as trails, waterways, buildings and vistas

C. Sale of Town-owned Properties

In general, it is the Town's policy not to sell land or conservation restrictions acquired by the Town through purchase, donation or as a result of a PZC/IWA subdivision application process. In some instances, a deed restriction may prevent the Town from selling Town-owned land. In the unusual instances where Town lands and easements may be transferred to private ownership, clear benefit to the Town must be demonstrated. In these instances, the Town Council shall refer the property to PZC pursuant to Section 8-24 of the Connecticut General Statutes, and hold a Public Hearing to receive public comment regarding the proposed sale. In addition, staff shall notify neighboring property owners of the proposed sale.

D. Leasing of Town-owned Properties

1. Agricultural Land

The policy goals of the Town 2006 POCD encourage sustainable agricultural land use, and the conservation and preservation of Mansfield's agricultural resources (p.4). For this reason, when the Town acquires farmland or land with prime agriculture soils, it is Town policy that this land be actively farmed. When the Town initiates an agricultural lease of Town property, there shall be a formal "Request for Agricultural Services." The Town shall publish a legal notice requesting sealed proposals no less than 10 days prior to the date the proposals are due. The Town Manager, with advice from the Agriculture Committee, shall be responsible for selecting the services rendered and for monitoring the leases. A sample lease for Town-owned agricultural land is contained as **Attachment B**.

2. Other Land

In instances where an individual requests to lease Town-owned property, this request shall be referred to the Open Space Preservation Committee and any other relevant committee to review. In general, it is the Town's policy to lease only Town-owned agricultural lands. In the rare instance when the Town agrees to lease other Town-owned land to a private party, clear benefit to the Town must be demonstrated. In these instances, the Town Council shall refer the property to PZC pursuant to Section 8-24 of the Connecticut General Statutes, and hold a Public Hearing to receive public comment regarding the proposed lease. In addition, staff shall notify neighboring property owners of the proposed lease.

III Managing Town Parks, Preserves, Open Space and Agricultural Land

A. Step I-Management Plan Assignments

The Town Manager, with the advice of committees and Town staff, shall assign the support role of a draft management plan to the appropriate Town staff, with input from appropriate committees.

As a general rule, the preparation of a draft management plan shall be a coordinated effort involving the Conservation Commission, Agriculture Committee, Parks Advisory Committee, Recreation Advisory Committee, Open Space Preservation Committee, Town staff, and, as appropriate, the PZC, Inland Wetland Agency and Beautification Committee. Responsibility for preparing a written draft management plan will be as follows:

- 1) The Conservation Commission shall provide input for draft management plans for undeveloped open space areas;
- 2) The Agriculture Committee shall provide input for draft management plans for properties with existing or proposed agricultural or horticultural uses;
- 3) The Parks Advisory Committee shall provide input for draft management plans for existing or proposed park areas with trails, community gardens or other recreational facilities;
- 4) The Recreation Advisory Committee shall provide input for draft management plans for properties with existing or proposed playgrounds or athletic fields.
- 5) The Open Space Preservation Committee shall provide input for draft management plans for properties with special characteristics reviewed during the acquisition process.

B. Step II-Drafting the Management Plan

1) Format

Management plans shall be prepared utilizing the general format contained in Attachment C. Each plan shall summarize the information gathered and presented during the acquisition process. In addition, the management plan shall document important site characteristics, concerns, and goals for the use of the property as well as recommended management and monitoring actions.

2) Invasive Species

Pursuant to Mansfield's Non-Native Invasive Species Policy (included as Attachment D) adopted on the staff level after briefing the Town Council at their 11/22/04 meeting, management plans shall include the development and implementation of an invasives control plan and prohibit the use of species banned by Public Act 04-203 of the State of Connecticut, with any subsequent revisions.

3) Fiscal Notes and Budget Considerations

Fiscal notes estimating the costs associated with managing the property shall be included as an attachment to the management plan. These fiscal notes shall serve to guide the Town Council and committee members as to *estimated* projected costs associated with implementing the management plan. More precise cost estimates shall be prepared annually for budget consideration by the Town Manager and Town Council as part of the annual Capitol Improvement Budget. When available, sources of grant assistance shall be investigated and

grant applications shall be prepared by staff to implement goals and objectives stated in the management plan.

4) Naming the Property

The proposed name of the property shall be included in the draft management plan. In general, the Town of Mansfield shall name properties after a significant natural or historic feature. In some instances, it shall be deemed appropriate by the advisory committees, the Town Council, the PZC or staff to name a property in a different manner. Naming of properties after a person shall be limited to those properties that have been donated to the Town or made a specific condition of acquisition. In all cases, the Town Council, with advice from advisory committees and the PZC, shall make the final decision regarding the name of the property.

C. Step III-Staff and Committee Review

Staff shall provide comment and circulate the draft management plan to appropriate committees for final review before an abutters' review and public comment.

D. Step IV-Abutters' Review

After the preparation of a draft management plan or significant changes in a plan, the responsible staff member or committee member shall notify abutting property owners and schedule an abutters' meeting to provide opportunity for neighborhood comment.

E. Step V-Town Council Review

The Town Council shall review draft management plans or significant changes in a plan and, as deemed appropriate obtain additional information from the Town's various land use commissions/committees and staff. The Town Council may choose to hold a Public Hearing to receive public input to the plan.

F. Step VI-Town Council Approval

The Town Council shall approve a new management plan or significant changes to an existing plan for Town-owned properties.

G. Step VII-Implementation

Implementing management plans shall be a coordinated effort among Town staff, advisory committee members, and volunteer stewards. Implementation shall be coordinated through the Parks and Recreation Department but may include staff from various other Town departments including the Department of Public Works, Planning Department, etc.

Plan implementation may include but will not be limited to:

- Structural improvements for public access and safety (such as establishing a parking area, constructing trails, improving wheelchair accessibility)

- Ecological management (such as inventorying natural resources, managing and controlling invasive species, encouraging native habitats, improving wildlife habitat)
- Maintenance of parking areas, signage, and boundary markers
- Monitoring of plan goals and objectives to ensure effective implementation
- Public outreach including public information and interpretive guides and maps, and use for education and research

H. Step VIII-Monitoring

Site conditions, including any new improvements, shall be monitored in accordance with the schedule established in the approved management plan by staff or appropriate volunteers. Any problems or issues uncovered shall be reviewed by staff and the commission /committee members that assisted in the preparation of the management plan. As appropriate, problems or issues shall be referred to the Town Council.

I. Step IX-Management Plan Update

The management plan(s) shall be updated as per the approved schedule or as often as deemed necessary by the Town Council or by the commissions/committees.

IV Management of Conservation or Agricultural Easements

A specific management plan is not needed for conservation or agricultural easements unless public access, trails or other municipal interests not adequately addressed in the easement are involved. If a management plan is appropriate, a draft shall be prepared, using the steps detailed in Section III of these guidelines. The Conservation Commission, with staff assistance, shall be responsible for periodically monitoring Mansfield's existing Conservation Easements. Attachment E contains a Conservation Easement Abstract and Monitoring/Inspection Form. The Agriculture Committee, with staff assistance, shall be responsible for periodically monitoring any agricultural easements.

Problems or issues uncovered shall be reviewed with staff. As appropriate, problems or issues shall be referred to the Town Council, PZC, or Inland Wetland Agency, depending on the specific easement document.

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July 10, 2014

TO: WILLINGTON PLANNING AND ZONING COMMISSION

REPORT ON ZONING REFERRAL Z-2014-63: Proposed zoning amendments pertaining to farms.

COMMISSIONERS: Receipt is acknowledged of the above-mentioned referral. Notice of this proposal was transmitted to the Planning Division of the Capitol Region Council of Governments under the provisions of Section 8-3b of the Connecticut General Statutes, as amended.

COMMENT: The staff of the Regional Planning Commission of the Capitol Region Council of Governments has reviewed this referral and finds that although it has the potential to expand opportunities for small scale agriculture, adverse impacts could result from intense operations on smaller sites. Therefore, we recommend that for farms under 5 acres in size when wetlands and watercourses are excluded, special permit standards and requirements regarding minimum setbacks, waste control, maximum number of animals per area, visitor parking, hours of operation, lighting and noise levels, etc. be considered to address potential off site concerns.

Questions concerning this referral should be directed to Lynne Pike DiSanto.

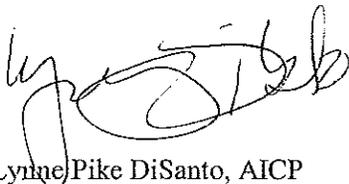
In accordance with our procedures this letter will constitute final CRCOG action on this referral. The public hearing date has been scheduled for 07/15/14.

DISTRIBUTION: Planner: Tolland, Ellington, Stafford, Mansfield, Coventry, Ashford, Union, Northeastern COG

Respectfully submitted,

Sandra Bobowski, Chairman
Regional Planning Commission

Karl Robert Profe, Vice Chairman
Regional Planning Commission



Lynne Pike DiSanto, AICP
Senior Planner and Policy Analyst

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