



# MEETING NOTICE AND AGENDA

## MANSFIELD PLANNING AND ZONING COMMISSION

AUDREY P. BECK MUNICIPAL BUILDING ■ 4 SOUTH EAGLEVILLE ROAD ■ COUNCIL CHAMBER

MONDAY, OCTOBER 17, 2016 ■ 6:30 PM

1. CALL TO ORDER AND ROLL CALL
2. APPROVAL OF MINUTES
  - A. SEPTEMBER 6, 2016 – REGULAR MEETING
  - B. SEPTEMBER 14, 2016-FIELD TRIP NOTES
3. ZONING AGENT’S REPORT
4. PUBLIC HEARING
5. OLD BUSINESS
  - A. WILLARD J. STEARNS & SONS, INC., STEARNS & COVENTRY ROAD, 9 LOT SUBDIVISION, FILE #1343  
(Item tabled pending 11/2/16 Public Hearing)
  - B. OTHER
6. NEW BUSINESS
  - A. SPECIAL PERMIT APPLICATION, RESTAURANT, E. RANDAZZO/APPLICANT, M. MCDONALD/OWNER, 1029 STORRS ROAD, FILE #1344
  - B. OTHER
7. MANSFIELD TOMORROW
  - A. DRAFT OUTLINE-COMMUNITY DESIGN GUIDELINES
  - B. DRAFT COMMUNITY DESIGN GUIDELINES
  - C. ZONING REGULATIONS AND DESIGN GUIDELINES RELATED TO COMPACT SINGLE-FAMILY, MULTI-FAMILY, AND MIXED-USE DEVELOPMENTS
  - D. OTHER
8. REPORTS FROM OFFICERS AND COMMITTEES
  - A. CHAIRMAN’S REPORT
  - B. REGIONAL PLANNING COMMISSION
  - C. REGULATORY REVIEW COMMITTEE
  - D. PLANNING AND DEVELOPMENT DIRECTOR’S REPORT
  - E. OTHER
9. COMMUNICATIONS AND BILLS
  - A. 9/12/16 Bill Roe Re: Single Family Home Conversions
  - B. 9/14/16 ZBA Decision Notice
  - C. 10/12/16 Letter of Interest-EPA Building Blocks for Sustainable Communities
  - D. OTHER
10. ADJOURNMENT

Charles Ausburger ■ Binu Chandy ■ JoAnn Goodwin ■ Roswell Hall III ■ Gregory Lewis ■ Kenneth Rawn ■ Bonnie Ryan  
Vera Stearns Ward ■ Susan Westa ■ Paul Aho (A) ■ Terry Berthelot (A) ■ Katie Fratoni (A)



# DRAFT MINUTES

## MANSFIELD PLANNING AND ZONING COMMISSION

AUDREY P. BECK MUNICIPAL BUILDING ■ 4 SOUTH EAGLEVILLE ROAD ■ COUNCIL CHAMBER

### TUESDAY, SEPTEMBER 6, 2016 ■ REGULAR MEETING

**MEMBERS PRESENT:** J. Goodwin, C. Ausburger, B. Chandy, G. Lewis (6:32 p.m.), K. Rawn, B. Ryan, V. Ward, S. Westa  
**MEMBERS ABSENT:** R. Hall  
**ALTERNATES PRESENT:** P. Aho, T. Berthelot, K. Fratoni  
**STAFF PRESENT:** Linda Painter, Director of Planning and Development  
Janell Mullen, Assistant Planner/Zoning Enforcement Officer

Chairman Goodwin called the meeting to order at 6:31 p.m. and appointed Aho to act.

#### APPROVAL OF MINUTES:

A. AUGUST 1, 2016 – REGULAR MEETING

Ryan MOVED, Rawn seconded, to approve the 08-01-2016 minutes. MOTION PASSED with all in favor except Westa who disqualified herself. Chandy noted that she listened to the recording of the meeting.

#### ZONING AGENT'S REPORT:

Janell Mullen, Assistant Planner/Zoning Enforcement Officer, updated the members of the outcome of the Citation hearings.

#### PUBLIC HEARING:

ZONING REGULATION REVISIONS – MORATORIUM MULTI-FAMILY HOUSING, FILE #907-43

Chairman Goodwin opened the Public Hearing at 6:32 p.m. Members present were Goodwin, Ausburger, Chandy, Lewis, Rawn, Ryan, Ward, Westa and alternates Aho, Berthelot and Fratoni. Aho was appointed to act. Linda Painter, Director of Planning and Development read the Legal Notice as it appeared in The Chronicle on 8/23/16 and 8/31/16 and noted the following communications received and distributed to members of the Commission: an 8/31/16 memo from L. Painter, Director of Planning and Development; an August 30, 2016 from Town Attorney Deneen; an August 17, 2016 letter from the Mansfield Nonprofit Housing Development Corporation (attached to an August 23<sup>rd</sup> email from Kathy Ward); August 17, 2016 Draft Minutes from Conservation Commission; August 17, 2016 Draft Minutes from the Open Space Preservation Committee; an August 25, 2016 letter from Ros Hall, PZC Member; an undated letter from Michael Taylor; an August 24, 2016 letter from the Capitol Region Council of Governments; an August 11, 2016 letter from the Southeastern Connecticut Council of Governments both of which were read into the record and 9/1/16 draft minutes of the Economic Development Commission.

Attorney Susan Hays of Updike, Kelly & Spellacy spoke on behalf of her client Wilmorite of Rochester NY; which has been working on a proposal to develop student focused housing on King Hill Road. She requested an exemption to the moratorium, proposing that PB-3 and PB-4 zones be exempt from the moratorium.

Attorney Ben Wiles, Updike, Kelly & Spellacy, member of the Economic Development Commission and Mansfield Advocates for Children spoke as an Attorney on behalf of Wilmorite and not as a member of these entities. Wiles suggested that allowing multi-family housing development will offer options to the students and would lessen the impact on neighborhoods and single family houses, thereby allowing the neighborhoods to re-stabilize.

Attorney Dorian Famiglietti, on behalf of the Mansfield Non-Profit Housing Development Corporation, was present with Kathy Ward, President of the Mansfield Non-Profit Housing Development Corporation and Rebecca Fields, Executive Director of Mansfield Housing Authority. Attorney Famiglietti stated their opposition to the moratorium, citing the impact it would have on their planned affordable housing project. She requested that the Commission consider an exemption for developments that contain a 30% or more affordable housing clause. Kathy Ward reviewed the work they have done over the last two years in preparation for this project. Rebecca Fields spoke in favor of an exemption to any project that has an affordable housing dedication.

Jim Morrow, Chair of the Open Space Preservation Commission, read into the record the statement from the 08-17-16 draft minutes in favor of the moratorium.

Alison Hilding, 17 Southwood Road, is opposed to exemptions to the moratorium, would like public participation during the regulation revision process, asked that the PZC consider environmental impacts when revising the regulations and requested that summer public hearings be avoided to maximize attendance.

Ric Hossack, Middle Turnpike, is opposed to the moratorium with exemptions.

Roger Roberge, 32 Woodland Road, is in favor of an increase in affordable housing.

Jeffrey Resetco, EDR, requested an exemption to the moratorium since EDR's partner has been collaboratively working on a multi-family housing project for over 12 years.

David Freudmann, 22 Eastwood Road, doesn't feel that affordable housing has anything to do with the discussion about a moratorium. He feels it's unfair to halt development that is currently in the planning stages.

Patricia Tuite, 205 Separatist Road, spoke in favor of the moratorium, noting it is necessary to have the time to update the regulations to reflect the direction of the Plan of Conservation and Development.

Chairman Goodwin noted no further questions or comments from the public or Commission. Rawn MOVED, Ausburger seconded, to close the Public Hearing at 7:23p.m. MOTION PASSED UNANIMOUSLY.

## **OLD BUSINESS:**

### **A. ZONING REGULATION REVISIONS – MORATORIUM MULTI-FAMILY HOUSING**

Rawn MOVED, Ward seconded, to approve, subject to the revisions noted below, amendments to Article Three of the Mansfield Zoning Regulations dated August 1, 2016 (File #907-43) to establish a nine-month temporary and limited moratorium on applications related to the development of multi-family housing. The subject Zoning Regulation amendments were presented at Public Hearing on

September 6, 2016 and filed prior to the hearing with the Mansfield Town Clerk. A copy of the subject regulations shall be attached to the Minutes of this meeting, and these amendments shall be effective as of September 12, 2016 or upon publication of the notice of this action.

In approving the amendments to the Zoning Regulations, the Planning and Zoning Commission has reviewed and considered all public hearing testimony and communications, including reports from the CROG and SECOG Regional Planning Commissions, Mansfield's Director of Planning and Development and the Mansfield Town Attorney. Based on this testimony, Section A.2 of the proposed amendments shall be revised to read as follows:

- "2. Applicability. During this temporary and limited moratorium, the Commission will not receive, accept, consider or act on any of the following applications for review and action:
- a. Petitions to amend the Zoning Map to establish or expand a Design Multiple Residence (DMR), Age-Restricted Housing (ARH), Planned Residence District (PRD) or Pleasant Valley Residence/Agriculture (PVRA) zone.
  - b. Petitions to amend the Zoning Regulations to permit multi-family dwellings in any zone where they are not currently permitted or to establish a new zone which would include multi-family dwellings.
  - c. Petitions to amend the Zoning Regulations related to multi-family housing development in any zone.
  - d. Special Permit applications to expand non-conforming multi-family housing developments in any zone.
  - e. Special Permit applications to establish or expand multi-family housing in any zone."

The Commission makes the following findings in approval of these amendments as modified by this approval motion:

1. These amendments are adopted pursuant to the provisions and authority granted by Section 8-2 of the Connecticut General Statutes, which grant the PZC the following:
  - The authority to regulate the location and use of buildings, structures and land for trade, industry residence or other purposes;
  - The mandate to promote the health and general welfare; prevent the overcrowding of land; to avoid undue concentration of population; and to facilitate the adequate provision for transportation, water, sewerage, schools, parks and other requirements.
  - The mandate to give reasonable consideration as to the character of a zoning district and its peculiar suitability for particular uses with a view to conserving the value of buildings and encouraging the most appropriate use of land throughout such municipality.
2. The amendments promote the purposes of Zoning Regulations identified in Article One of Mansfield's Zoning Regulations by encouraging the most appropriate use of land, protecting and enhancing the value of properties and protecting and enhancing natural and scenic resources.
3. The proposed amendments will help to implement Goals 2.6, 3.4, 4.2, 5.6, 7.1, 7.2, 7.3, 7.4, 8.1, 8.2 and 9.5 of the Mansfield Tomorrow Plan of Conservation and Development (POCD) by

providing the Commission with the time necessary to update the Zoning Regulations related to multi-family housing in accordance with the recommendations identified in the POCD.

4. The nine-month term of the moratorium is considered reasonable in light of the extensive nature of the changes to Zoning Regulations recommended by the POCD that relate to multi-family housing. Furthermore, the scope of the moratorium is limited to applications related to multi-family housing and does not prevent other types of residential or commercial development during the term of the moratorium.
5. The amendments are considered acceptably worded and suitably coordinated with related zoning provisions.

MOTION PASSED UNANIMOUSLY.

#### **NEW BUSINESS:**

- A. REQUEST TO RELEASE ESCROW FUNDS FOR PHASE IV C, FREEDOM GREEN, FILE #636-4  
Ryan MOVED, Chandy seconded, to authorize the release of \$22,000 of the escrow funds to Beaudoin Brothers, LLC at this time. Furthermore, the Chair is authorized to release the remaining (\$17,500) escrow funds once the deficiencies related to the Construction Agreement have been addressed to the satisfaction of the Town Staff. MOTION PASSED UNANIMOUSLY.
- B. WILLARD J. STEARNS & SONS, INC., STEARNS & COVENTRY ROAD, 9 LOT SUBDIVISION, FILE #1343  
Ryan MOVED, Westa seconded, to receive the Subdivision application (File #1343) submitted by Willard J. Stearns & Sons, Inc., for a 9-lot subdivision, on property located at the southwest corner of Coventry Road and Browns Road, as shown on plans dated 12/15/15 with a revision date of 01/27/16, and as described in other application submissions, and to refer said application to the Fire Marshal, Assistant Town Engineer, Conservation Commission, and Eastern Highlands Health District, for review and comments and to set a Public Hearing for November 2, 2016. MOTION PASSED UNANIMOUSLY.
- C. 8-24 REFERRAL-MANSFIELD MIDDLE SCHOOL GYM RENOVATIONS  
Ward MOVED, Ryan seconded, RESOLVED, that the Planning and Zoning Commission of the Town of Mansfield approves the following project pursuant to Section 8-24 of the General Statutes of Connecticut:

Renovations to the Mansfield Middle School gymnasium and related locker rooms and bathrooms, contemplated to include, but not limited to, replacement of the roof, the large and small gymnasium floor, the large dividing door, the bleachers, all exterior gymnasium doors and the score boards, renovations and potential consolidation of the locker rooms, renovations of bathrooms, installation of air conditioning, an on-demand domestic hot water system and a new sound system, relocation of electrical panels, and reconfiguration of the gymnasium equipment storage area;

provided that this resolution is for approval of conceptual plans only. The project is subject to and shall comply with all applicable zoning, site plan, subdivision, inland wetland and other laws,

regulations and permit approvals, and this resolution shall not be a determination that any such project is in compliance with any such applicable laws, regulations or permit approvals.

Resolution PASSED UNANIMOUSLY.

**REPORTS FROM OFFICERS AND COMMITTEES:**

Linda Painter, Director of Planning and Development noted many communities across the State have concerns regarding recent communications received from Mobilite regarding communication towers planned for communities, including Mansfield. Staff will update the Commission and the Town Council as more information is provided.

**COMMUNICATIONS AND BILLS:**

Noted.

**ADJOURNMENT:**

A Field Trip was set for 9/14/16 for 3p.m. The Chair declared the meeting adjourned at 7:50 p.m.

Respectfully submitted,

Vera S. Ward, Secretary



# MEETING NOTICE AND AGENDA

## MANSFIELD INLAND WETLANDS AGENCY CONSERVATION COMMISSION

SPECIAL JOINT MEETING ■ FIELD TRIP

### FIELD TRIP NOTES

WEDNESDAY, SEPTEMBER 14, 2016

IWA Members present: B. Ryan, C. Ausburger (items 1 & 2)

Conservation Commission: M. Harper & Q. Kessel-both were present for item 3 only.

Staff present: Jennifer Kaufman, Environmental Planner/Inland Wetlands Agent  
Linda Painter, Director of Planning and Development  
Janell Mullen, Assistant Planner/Zoning Enforcement Office

The field trip began at approximately 3:00 p.m.

#### W1577-M. BENZIE, 1029 STORRS ROAD, SEPTIC SYSTEM AND LEECH FIELD

Members were met on site by E. Randazzo and M. Benzie. Members observed current conditions, and site characteristics. No decisions were made.

#### W1576- C. & J. RUSSEY-MILNE., 494 WORMWOOD HILL ROAD, 24' X 24' ADDITION

Members were met on site by C. Milne. Members observed current conditions, and site characteristics. No decisions were made.

#### W1575 & P1343- WILLARD J. STEARNS & SONS, INC., BROWNS & COVENTRY ROAD, 9-LOT SUBDIVISION

Members were met on site by M. Peterson. Members observed current conditions, and site characteristics. No decisions were made.

The field trip ended at approximately 4:30 p.m.

# ZONING AGENT REPORT ■ SEPTEMBER

JANELL MULLEN, ZONING AGENT ISSUED ON OCTOBER 17<sup>TH</sup>

## ZONING PERMITS ISSUED

ADDRESS	DESCRIPTION
129 Woodland Road	Single family dwelling
205 Pleasant Valley Road	20' X 30' ft frame barn
1725 Stafford Road	
27 Briarcliff Road	After ZBA Special Exception was granted on 9/14/2016. Zoning Agent approved the addition of a 2 car garage in a Flood Hazard Zone.
21 Jude Lane	20' X 22' addition
65 Jacobs Hill Road	Deck
80 Meadowbrook Lane	12' X 16' shed
96 Middle Turnpike*	40' X 48' garage
17 Olsen Drive	10' X 20' shed
329 N. Eagleville Road	10' X 14' shed
87 Monticello Lane	10' X 12' shed

\*First single family residential project subject to the new stormwater management regulations. This project will employ rainwater harvesting.

## CERTIFICATES OF ZONING COMPLIANCE

ADDRESS	DESCRIPTION
986 Middle Turnpike	24'X24' two car garage
71 Woodland Road	Single family dwelling
40 Wilbur Cross Way, Suite 106	Toasted awning
Storrs Center-Phase 3 Building 6	Townhouses
16 King Hill Road	Access ramp into Ted's
11 Summit Road	Efficiency Unit

## ENFORCEMENT ACTIVITY DURING THE MONTH OF SEPTEMBER

ADDRESS/BUSINESS	TYPE OF VIOLATION	DEADLINE TO RESPOND/STATUS
42 Olsen Drive	Over-occupancy	Over-crowding is now being considered a housing code violation and citations come from the Building & Housing Department.
6 Eagle Court	The keeping of farm animals (chickens) on a small lot.	Date to comply was 12/16. Upon follow up inspection, chicken coops remain on the property, and the

		chickens appear to be gone. Will continue to monitor.
55 Echo Road	Fraternity/sorority activity in RAR-90 zone	Warning letter sent both to property owner and fraternity president.



# TOWN OF MANSFIELD

DEPARTMENT OF PLANNING AND DEVELOPMENT

## ITEM 6A ■ SPECIAL PERMIT APPLICATION ■ 1029 STORRS ROAD

### RECEIPT MOTION

MOVE to receive the Special Permit Application (File #1344) submitted by Maryellen Randazzo for a restaurant on property located at 1029 Storrs Road as shown on plans dated 9/29/2016 and as shown and described in application submissions, and to refer said application to staff and committees for review and comments and to set a Public Hearing for November 16, 2016.

**SPECIAL PERMIT APPLICATION**  
(see Article V, Section B of the Zoning Regulations)

Mansfield Planning and Zoning Commission

File # 1344  
Date 10/6/16

1. Name of development (where applicable) 1029 Storrs Road, Mansfield CT 06268
2. Proposed use of the property is Spring Hill Cafe LLC  
in accordance with Sec.(s) \_\_\_\_\_ of Article ~~VII (Permitted Use provisions)~~ of the Zoning Regulations  
9 (Non-conforming use provisions) sup
3. Address/location of subject property 1029 Storrs Road, Mansfield, CT 06268  
Assessor's Map 23 Block 59 Lot(s) 27 Vol. \_\_\_\_\_ Page \_\_\_\_\_
4. Zone of subject property Commercial Acreage of subject property 1.4 ac  
RAR-90
5. Acreage of adjacent land in same ownership (if any) N/A
6. APPLICANT Maryellen Randazzo Maryellen Randazzo  
(please PRINT) Signature  
Street Address 147 Bassetts Bridge Rd. Telephone 860-818-1381  
Town Mansfield Center Zip Code 06250
- Interest in property: Owner \_\_\_\_\_ Optionee \_\_\_\_\_ Lessee X Other \_\_\_\_\_
- (If "Other", please explain) \_\_\_\_\_

7. OWNER OF RECORD: Michael McDonald Michael McDonald  
(please PRINT) Signature  
(OR attached Purchase Contract \_\_\_\_\_ OR attached letter consenting to application X)  
Street Address \_\_\_\_\_ Telephone \_\_\_\_\_  
Town \_\_\_\_\_ Zip Code \_\_\_\_\_

8. AGENTS (if any) representing the applicant who may be directly contacted regarding this application:
- Name Brian Long Telephone 860-886-1966  
Address 317 Main Street Norwich, CT Zip Code 06360  
Involvement (legal, engineering, surveying, etc.) C.L.A. Engineering, Inc.
- Name \_\_\_\_\_ Telephone \_\_\_\_\_  
Address \_\_\_\_\_ Zip Code \_\_\_\_\_  
Involvement (legal, engineering, surveying, etc.) \_\_\_\_\_

9. The following items have been submitted as part of this application:

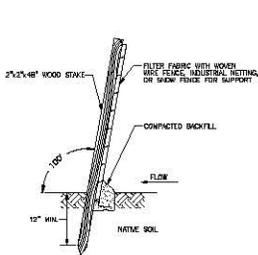
- ✓ Application fee in the amount of \$ 500 *Check #89; Receipt # 744739*
- ✓ Statement of Use further describing the nature and intensity of the proposed use, the extent of proposed site improvements and other important aspects of the proposal. To assist the Commission with its review, applicants are encouraged to be as detailed as possible and to include information justifying the proposed special permit with respect to the approval criteria contained or referenced in Article V, Section B.5.
- ✓ Site plan (6 copies) as per Article V, Section B.3.d
- ✓ Site plan checklist including any waiver requests *1 full set, and email electronic (15 reduced)*
- ✓ Sanitation report as per Article V, Section B.3.e *(copy of B 100) from Sherry McGann*
- ✓ Acknowledgement that certified notice will be sent to neighboring property-owners, as per the provisions of Article V, Section B.3.c (use Neighborhood Notification Form). *within 500 ft*
- ✓ As applicable for projects within the watershed of the Willimantic Reservoir, acknowledgement that certified notice will be sent to the Windham Water Works, as per the provisions of Article III, Section I.
- ✓ As applicable for projects within State designated aquifer protection areas, acknowledgment that the Commissioner of Public Health will be notified as per the provisions of Article III, Section I. The State Department of Public Health's on line form ([www.dph.state.ct.us/BRS/Water/Source\\_Protection/PA0653.htm](http://www.dph.state.ct.us/BRS/Water/Source_Protection/PA0653.htm)) shall be used with a copy of the submittal delivered to the Planning Office.

(N/A) Other information (see Article V, Section B.3.g). Please list items submitted (if any):

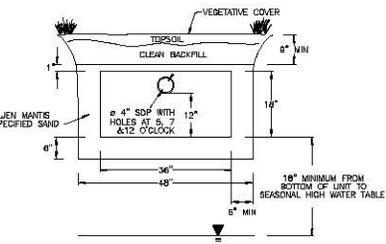
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10. ALL APPLICATIONS, INCLUDING MAPS AND OTHER SUBMISSIONS, MUST COMPLY WITH ALL APPLICABLE SECTIONS OF THE ZONING REGULATIONS, INCLUDING, BUT NOT LIMITED TO:

- Art. X, Sec. E, Flood Hazard Areas, Areas Subject to Flooding
- Art. V, Sec. B, Special Permit Requirements (includes procedure, application requirements, approval criteria, additional conditions and safeguards, conditions of approval, violations of approval, and revisions)
- Art. VI, Sec. A, Prohibited Uses
- Art. VI, Sec. B, Performance Standards
- Art. VI, Sec. C, Bonding
- Art. VII, Permitted Uses
- Art. VIII, Dimensional Requirements/Floor Area Requirements
- Art. X, Sec. A, Special Regulations for Designed Development Districts
- Art. X, Sec. C, Signs
- Art. X, Sec. D, Parking and Loading
- Art. X, Sec. H, Regulations regarding filling and removal of materials
- Art. X, Sec. S, Architectural and Design Standards



**SILT FENCE SECTION**  
NOT TO SCALE



**TYPICAL ELJEN MANTIS 536-8 SECTION**  
NOT TO SCALE

**LEGEND:**

- ===== PROPERTY LINE
- DRAINAGE
- GAS
- OH OVERHEAD WIRE
- - - - - CONTOUR
- GUIDEWALL
- ▭ RETAINING WALL
- ▭ WOODED AREA
- ▭ STONE WALL
- CATCH BASIN
- IRON PIN, IRON PIPE
- MONUMENT, MONUMENT
- SWAMP OR WET AREA
- SEPTIC COVER
- NOW OR FORMALLY
- DEED VOLUME & PAGE
- WETLAND FLAG
- UTILITY POLE

**SURVEY NOTES**

- THIS SURVEY AND MAP HAS BEEN PREPARED IN ACCORDANCE WITH SECTION 30-300-1 THRU 30-300-20 OF THE REGULATIONS FOR STATE AGENCIES "STANDARDS FOR SURVEYS AND MAPS IN THE STATE OF CONNECTICUT" AS ENDORSED BY THE CONNECTICUT ASSOCIATION OF LAND SURVEYORS, INC.
- A. TYPE OF SURVEY: PROPERTY AND TOPOGRAPHIC SURVEY  
B. BOUNDARY DETERMINATION CATEGORY: DEPENDENT RESURVEY  
C. HORIZONTAL ACCURACY: CLASS A-2  
D. VERTICAL ACCURACY: V-2  
E. TOPOGRAPHIC ACCURACY: T-2
- INTENT TO DEPICT THE BOUNDARY, EXISTING CONDITIONS AND TOPOGRAPHY OF THE PROPERTY
- LATEST DATE OF FIELD WORK: 07-05-16
- SUBJECT PROPERTY IS DEPICTED AS LOT 27 OF ASSessor'S MAP 59, BLOCK 23.
- VERTICAL DATUM IS NAVD83 BASED ON GPS OBSERVATIONS.
- NO UNDERGROUND UTILITIES, OTHER THAN DRAINAGE PIPES AND STRUCTURES, ARE DEPICTED HEREON.
- SUBSURFACE AND ENVIRONMENTAL CONDITIONS, OTHER THAN WETLANDS DELINEATION, WERE NOT EXAMINED OR CONSIDERED AS A PART OF THIS SURVEY.

**MAP REFERENCES**

- (A PLAN) PREPARED FOR BARBARA B. GOODALE 1021 STORRS ROAD CONN ROUTE 195 MANSFIELD, CONN SCALE 1"=20' AUGUST 23, 1992 BY DAVID S. MARACHI
- CONNECTICUT STATE HIGHWAY DEPARTMENT RIGHT OF WAY MAP TOWN OF MANSFIELD WILLAMANTIC-STORRS ROAD FROM THE FIRST BAPTIST CHURCH NORTHERLY ABOUT 6,300 FEET ROUTE NO. 188 SCALE 1"=40' SHEET 1 OF 3 JUNE 30, 1933

**PARKING CALCULATIONS:**

CAFE:	30 SEATS AT 1 SPACE/ 3 SEATS + 3 SPACES=	15 SPACES
LANDSCAPE BUSINESS:	800 S.F. AT 1 SPACE / 200 S.F.=	4 SPACES
REAL ESTATE OFFICE:	800 S.F. AT 1 SPACE / 200 S.F.=	4 SPACES
APARTMENT:		2 SPACES
	<b>TOTAL REQUIRED=</b>	<b>25 SPACES</b>
	<b>TOTAL PROVIDED=</b>	<b>25 SPACES</b>

**SEPTIC SYSTEM REPAIR**

REPAIR SYSTEM:  
COMMERCIAL MIXED USE BUILDING W FOOD SERVICE  
DESIGN FLOW 1600 GPD  
PERCOLATION RATE: 8.0 MIN./INCH  
MAX DEPTH INTO EX. BRACKS 7 INCHES  
EFFECTIVE LEACHING AREA REQUIRED= 1500 SF  
SLOPE= 4.8%  
MSS= HFFTRFP= 20x5.5x1.2= 133 FT  
USING: ELJEN MANTIS 536-8  
EFFECTIVE LEACHING AREA OF TRENCH= 11.0 SF/FT  
LENGTH OF TRENCH REQUIRED=(1500 SF)/(11.0 SF/FT)=  
137 LF  
USE ONE ROW OF 140"  
LEACHING AREA PROVIDED= 1540 SF  
\*1,000 GALLON GREASE TRAP REQUIRED FOR CAFE

**SEPTIC SYSTEM NOTES**

- ALL WORK AND MATERIAL (SEPTIC TANK, DISTRIBUTION BOX, PIPE) SHALL CONFORM TO THE CONNECTICUT PUBLIC HEALTH CODE REGULATIONS AND STANDARDS FOR SUBSURFACE SEWAGE DISPOSAL SYSTEM.
- TRENCH SHALL BE SET LEVEL FOR ENTIRE LENGTH.
- PIPE FROM SEPTIC TANK TO DISTRIBUTION LINE SHALL BE 4" SOLID PVC CONFORMING TO ASTM-3034 AND 30R-35.
- THE AREA WITHIN 5' OF SEPTIC SYSTEM SHALL BE STRIPPED OF EXISTING FILL MATERIAL AND ORIGINAL TOPSOIL LAYER AND REPLACED WITH SELECT FILL CONFORMING TO THE REQUIREMENTS OF THE LOCAL HEALTH DEPARTMENT PRIOR TO INSTALLATION OF SEPTIC SYSTEM.
- AN INTERIOR AUTOMATIC GREASE RECOVERY UNIT WILL BE INSTALLED.

**TEST PIT LOGS**

OBSERVED BY: SHERRY MCGANN, SANITARIAN  
3/8/2016

- TP-1  
TOTAL DEPTH - 60"  
LEDE - NONE  
MOTTLES - 31"  
WATER - NONE  
0-10" TOPSOIL  
18-31" DB FINE SANDY LOAM W/GRAVEL  
31-83" MOTTLED GREY SANDY LOAM TILL  
83-97" GROUNDWATER
- TP-2  
TOTAL DEPTH - 64"  
LEDE - NONE  
MOTTLES - 28"  
WATER - 41"  
0-14" TOPSOIL  
14-25" DB FINE SANDY LOAM W/GRAVEL  
25-54" MOTTLED GREY SANDY LOAM TILL  
54-94" GROUNDWATER

- TP-3  
TOTAL DEPTH - 72"  
LEDE - NONE  
MOTTLES - 28"  
WATER - 42"  
0-10" TOPSOIL  
18-28" DB FINE SANDY LOAM W/GRAVEL  
28-53" MOTTLED GREY SANDY LOAM TILL  
53-72" GROUNDWATER

OBSERVED BY: SHERRY MCGANN, SANITARIAN & JEFF POLHEMUS, CHIEF SANITARIAN  
3/8/2016

- TP-4  
TOTAL DEPTH - 80"  
LEDE - NONE  
MOTTLES - NONE  
WATER - NONE  
0-50" DISTURBED MIXED GRAVEL FILL / ASPHALT  
57-80" GREY/BR. LOAMY TILL  
\*UNSATURABLE

- TP-5  
TOTAL DEPTH - 74"  
LEDE - NONE  
MOTTLES - NONE  
WATER - NONE  
0-23" DISTURBED MIXED GRAVEL FILL  
23-74" GREY/TN LOAMY TILL  
\*UNSATURABLE

- TP-6  
TOTAL DEPTH - 87"  
LEDE - NONE  
MOTTLES - 57"  
WATER - NONE  
0-44" FILL  
44-57" ORIGINAL TOPSOIL  
57-74" FINE SANDY LOAM  
74-87" MOTTLED GREY LOAMY TILL  
\*UNSATURABLE

**PERC. TEST A**

RECORDED BY SHERRY MCGANN, SANITARIAN  
ON 3/9/2016  
DEPTH 33"

TIME	READING PRESWAK
11:40	1.75"
11:46	3.75"
11:52	5.75"
11:58	7.5"
12:04	8.75"
12:10	10.0"
12:16	10.75"
12:22	11.25"
12:28	12.0"

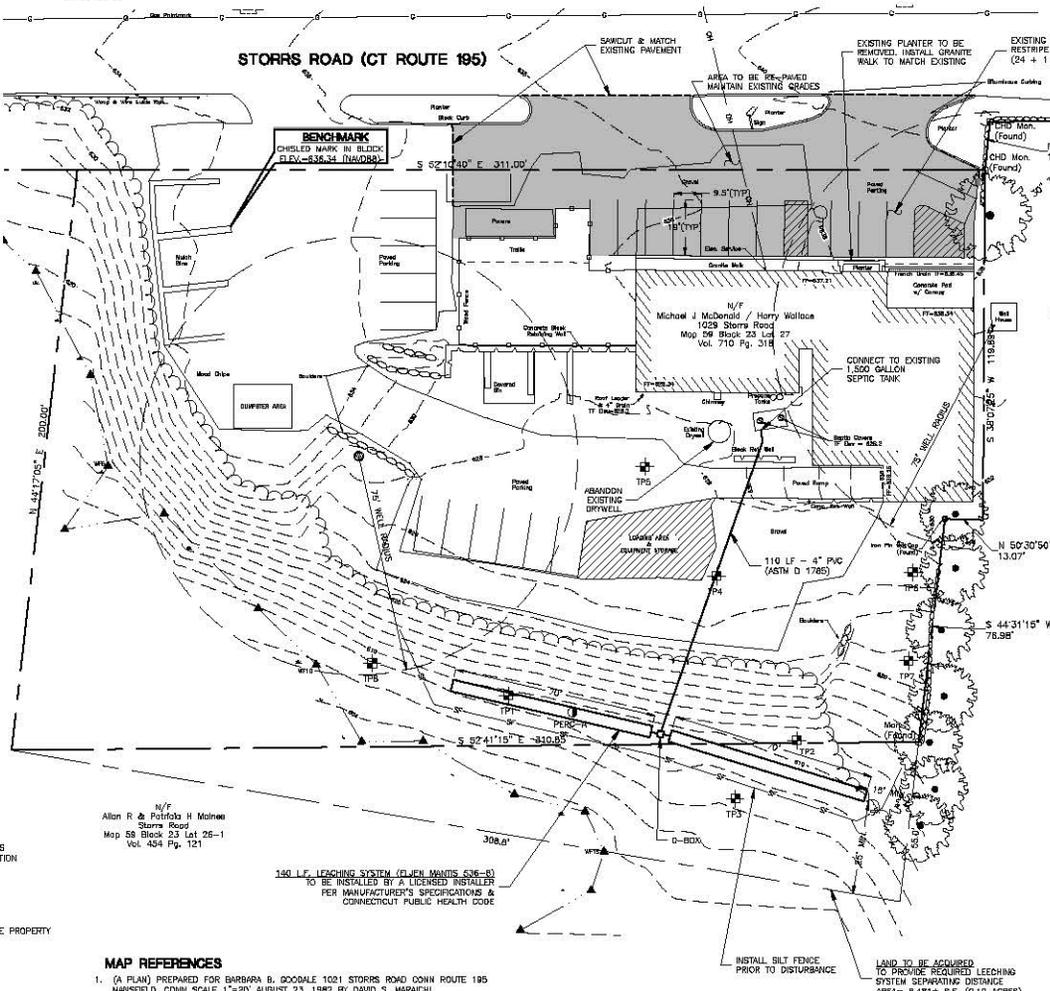
PERC. RATE= 8 MIN./IN.

**SELECT FILL**

SELECT FILL MATERIAL PLACED WITHIN AND ADJACENT TO PROPOSED LEACHING AREAS SHALL BE COMPRISED OF CLEAN SAND AND GRAVEL FREE FROM ORGANIC MATTER AND FOREIGN SUBSTANCES. THE FILL MATERIAL SHALL MEET THE FOLLOWING REQUIREMENTS UNLESS OTHERWISE APPROVED BY A PROFESSIONAL ENGINEER FOR USE WITHIN THE LEACHING AREA.

- THE FILL SHALL NOT CONTAIN ANY MATERIAL LARGER THAN 3".
- UP TO 40% OF THE DRY WEIGHT OF THE REPRESENTATIVE SAMPLE MAY BE RETAINED ON THE #4 SIEVE (THIS IS THE GRAVEL PORTION OF THE SAMPLE).
- THE MATERIAL THAT PASSES THE #4 SIEVE IS THEN RE-WEIGHED AND THE SIEVE ANALYSIS STARTED.
  - THE REMAINING SAMPLE SHALL MEET THE FOLLOWING GRADATION CRITERIA:

NOTE: PERCENT PASSING THE #40 SIEVE CAN BE INCREASED NO GREATER THAN 75% IF THE PERCENT PASSING THE #100 SIEVE DOES NOT EXCEED 10% AND THE #200 SIEVE DOES NOT EXCEED 5%.



<p><b>CLA Engineers, Inc.</b> CIVIL • STRUCTURAL • SURVEYING</p> <p>317 Main Street Norwich, CT 06360 (860) 886-1066 Fax (860) 886-9185</p>		<p>Project No. CLA-3990</p> <p>Prepared By M.B.</p> <p>Date 7/11/2016</p> <p>Sheet No. 1</p>
<p>8/29/2016 1/27/2016 3/18/2016</p>	<p>MECH. NETWORK MECH. NETWORK NETWORK</p>	<p><b>MATTHEW BENZE</b></p> <p><b>SPRING HILL CAFE</b> 1029 STORRS ROAD, MANSFIELD, CT</p> <p><b>SITE PLAN</b></p>

**Spring Hill Cafe L.L.C.  
1029 Storrs Road  
Storrs/Mansfield, CT 06268**



## **Spring Hill Cafe Business Summary**

*[www.springhillcafe.net](http://www.springhillcafe.net)*

***Maryellen (Elle) Randazzo and Matt Benzie  
Owner/Manager  
Elle@springhillcafe.net***

### **Business Summary:**

Spring Hill Cafe, is a local start-up cafe, bakery, deli, and coffee shop all in one. Located less than one mile off the University of Connecticut main campus in Storrs, CT, Spring Hill Cafe will serve a diverse community of 25,000 including, students, commuters, and local area residents. Highlighting a breakfast and lunch menu, Spring Hill Cafe will feature breakfast and lunch choices, coffee and specialty drinks, as well as include fresh baked goods and desserts. The Cafe will have a small town local feel and be a welcoming comfortable place for people to sit down for breakfast or lunch, or grab takeout on their way to or from work based on the convenient location.

## **Business Location Summary:**

The cafe would be located at 1029 Storrs Road, a commercial property owned by Mansfield Resident Michael McDonald. Spring Hill Cafe would be leasing and occupying the middle retail space (one of three total spaces). The other two spaces are currently occupied by Stix and Stones Landscape and Design and Red Bird Real Estate. The Cafe's space was previously occupied by a consignment shop for many years. The total retail space for the cafe will be distributed in the following way: approximately 1100 square feet total, 750 square feet of space to include in house dining/seating and counter/cooler display area, 200 square feet dedicated to the kitchen and preparation area, and the remaining 150 square feet for separate office, storage, and accessible rest rooms. The cafe would use counter service for ordering for both in house and take out dining. The only outside changes to the building/structure would be a repair to the current septic system, repaving and striping of the currently paved areas indicating designated parking, and new signage for the cafe. Eastern Highlands Health Department has already approved the initial B100A application for the cafe along with the repair requirements for the septic system.

## **List of Products and Services:**

### **Drinks**

Specialty organic coffee drinks - brewed, hot and iced, latte, espresso, cappuccino, flavored and seasonal blends

Smoothies - fruit and protein options, flavors vary

Other - bottled soft drinks, water, hot chocolate, hot and iced teas, chai teas, bottled milk, bottled juice

### **Breakfast - (available all day)**

Breakfast sandwiches - bagel and wrap/burrito sandwiches, different varieties/options

Toasted bagels/english muffins - cream cheese, butter, flavored cream cheese, honey (plain, sesame, whole wheat, cinnamon raisin, everything, etc)

Quiche - different varieties/options

Belgium Waffles - fruit and other toppings

French Toast - Fruit and other toppings

Other - oatmeal, yogurt, granola, fruit toppings

Fresh Fruit selections

**Lunch**

Sandwiches - 10 to 12 specialty options, sandwich of the month, panini style, kids menu options, bread selections including Gluten Free choices,

Soup - soup of the day, cup or bowl

Chili - cup or bowl

Salads - Spring Hill Salad, specialty salads - dressing choice options

Grinders - small and large size, boars head meat, sandwich toppings, etc.

Stuffed breads/stromboli breads

Casseroles/Hot Dish Specials

Deli Platter Special Orders - 48 hour notice for large orders

**Baked Goods**

Breakfast - Muffins, breads, pastry, etc.

Other - Cupcakes (some seasonal or specialty), cookies, brownies, bar cookies/ desserts, breads, etc.

Baked good special orders - 48 hour notice for large orders

# MAP CHECKLIST

## FOR USE WITH SITE PLAN OR SPECIAL PERMIT APPLICATIONS

(To be submitted by applicant with other application materials)

PZC File # \_\_\_\_\_

Date \_\_\_\_\_

Name of Development 1029 Storrs Rd, Mansfield, CT 06268

Applicant Maryellen Randazzo - Spring Hill Cafe LLC

This checklist is designed to assist applicants as well as the PZC and staff. It is not intended as a substitute for, nor does it contain all of, the information and requirements in the Zoning Regulations and other applicable Town Ordinances and requirements. It is important to note that the Zoning Regulations allow the PZC to waive certain site plan requirements for minor applications where the information is not needed to determine compliance with the Regulations. It is recommended that the Mansfield Director of Planning be contacted if an applicant intends to seek a waiver of certain site plan requirements or if any questions arise. **Any requested waivers must be identified on this checklist.**

Unless waived by the Planning & Zoning Commission, submitted site plans shall include the following information (for more complete and specific descriptions of site plan requirements, see Article V, Section A.3.d of the Zoning Regulations):

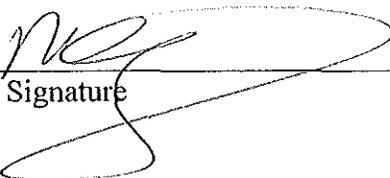
	Included	Not Included	Waiver Requested* (see p. 3)
1. Title block: Applicant and owner's name, scale, date & all revision dates	<u>✓</u>	_____	_____
2. Original signature/seal of surveyor, landscape architect and/or engineer responsible. Unless waived, survey to be to A-2 standards	<u>✓</u>	<u>(one large, 15 reduced)</u>	
3. Location map at 1"=1,000' scale (see Art. V. Sec. A.3.d.4 for more details)	_____	<u>✓</u>	_____
4. Property lines, sq. footage, setback lines, N. arrow, zone(s)	<u>✓</u>	<u>(except for Sq. Ft., Zones, Set Back Lines)</u>	
5. Edges of adjacent street, utility poles & underground lines, stone walls, fences, roadside features	<u>✓</u>	_____	_____
6. Names/addresses of abutting property owners, including those across street (for Special Permit property owners, within 500 ft. of site)	<u>✓</u>	_____	_____
7. Existing & proposed buildings, structures, signs, floor plans, buildings on adjacent land that may be affected	<u>✓</u>	_____	_____
8. Existing & proposed contours, quantity of material to be added or removed <u>(wetlands)</u>	<u>✓</u>	_____	_____

(con't.)

	Included	Not Included	Waiver Requested* (see p. 3)
9. Watercourses, wetlands, flood hazard areas, aquifers	✓	_____	_____
10. Exposed ledge, areas shallow to bedrock	(N/A)	✓	_____
11A. Waste disposal, water supply facilities	✓	_____	_____
11B. Test pit & percolation test locations & findings (include test dates)	✓	_____	_____
12A. Existing & proposed drainage facilities, roadways, bridges, pedestrian ways, utilities (including construction details)	_____	✓	_____
12B. Existing & proposed easements, rights-to-drain	_____	✓	_____
12C. Proposed sediment & erosion controls	✓	_____	_____
13A. Existing & proposed offstreet parking & loading areas, fire access lanes	✓	_____	_____
13B. Outside storage & refuse areas, fuel & chemical storage tanks	✓	_____	_____
14. Existing & proposed fencing, walls, landscaping (including plant size & type, historic features)	✓	_____	_____
15. Existing & proposed outdoor illumination (including method & intensity of lighting)	_____	✓	_____
16. Existing & proposed outdoor recreation features, with construction details for any recreation improvements	(N/A)	_____	_____
17. Other information (see Art. V, Sections A.3.g, B.3.g)	(N/A)	_____	_____

**Note: For non-exempt applications subject to Sand and Gravel regulations (Art. X, Sec. H), additional special application provisions must be met.**

Maryellen Randazzo  
(PRINT) Name of individual completing this form

  
Signature

10/6/16  
Date

(con't.)

**Explanation of Waiver Requests**

Please identify by number the information item(s) for which a waiver has been requested and explain why the information is not necessary to review the proposed development with respect to applicable approval criteria. (If questions arise regarding waiver requests, please consult with the Director of Planning at 429-3330 or the Zoning Agent at 429-3341.)

#3 ~ See attached print out from Main Street Maps

Outside of the repair to the septic system, there are no other physical changes to the current site and commercial building.



## Eastern Highlands Health District

4 South Eagleville Road Mansfield, CT 06268 \* Tel (860) 4293-3325 \* Fax (860) 429-3321 \* www.ehhd.org

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### B100A PLAN APPROVAL

August 26, 2016

Maryellen Randazzo  
147 Bassetts Bridge Road  
Mansfield Center, CT 06250

**Proposed Activity:** Breakfast/Lunch Cafe & Bakery  
**Address:** 1029 Storrs Road  
**Town:** Mansfield

Dear Maryellen Randazzo:

Your application for the above referenced project has been reviewed by the health district for compliance with the requirements of Connecticut Public Health Code section 19-13-B100a.

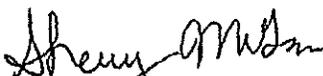
The application is approved with the following conditions/comments:

1. Approval is issued for the newly proposed use of Space #2 of the existing building, consisting of a total of approximately 1,000 square feet, to be utilized for a breakfast/lunch cafe and bakery with 30 seats. The estimated design flow for proposed use is 900 gallons per day.
2. A code complying area for a septic system repair has been demonstrated per the plan submitted (CLA Engineering, Inc., dated 7/19/16). As a condition of B100a approval the septic system must be upgraded. Septic system upgrade must be completed prior to EHHD issuance of a Food Service License for the proposed establishment.
3. Revisions are required to the septic system plan (CLA Engineering, Inc., dated 7/19/16) for compliance with section 19-13-B103 of the Connecticut Public Health Code. Refer to EHHD plan review memo (dated 8/26/16) for specific requirements. A permit to construct the septic system will not be issued until the septic system plan is approved and the adjacent land referenced in the plan has been acquired and attached to the existing parcel. Proof of acquisition of the land must be provided to EHHD.
4. A Food Service Establishment Plan Review Application and Plan must be submitted to EHHD for review and approval.

We will notify the local building official of this health district approval, but you should contact the town directly to determine when all other required permits will be approved for your project. Please note that any revisions to the approved plans, whether proposed by you or required by others, must be reviewed by the health district to verify compliance with the Public Health Code.

If you have any questions, please call the health district office at 860-429-3325.

Sincerely,

  
Sherry McGann  
Sanitarian II

Cc:Bradford Freeman, Mansfield Assistant Building Official  
Janell Mullen, Mansfield Zoning Agent  
Michael McDonald, Property Owner



Eastern Highlands Health District

4 South Eagleville Road Mansfield, CT 06268 \* Tel (860) 429-3325 \* Fax (860) 429-3321 \* www.ehhd.org

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PLAN REVIEW MEMO

August 26, 2016

CLA Engineers, Inc. - Brian Long  
317 Main Street  
Norwich, CT 06360

Re: **Subsurface Sewage Disposal System Plan for: Michael McDonald**  
Address: 1029 Storrs Road Mansfield CT  
Plan Designed by: CLA Engineers  
Plan Date: 7/19/2016, Latest Revision Date:

Dear CLA Engineers, Inc. - Brian Long:

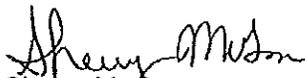
The above referenced plan has been reviewed for compliance with the Connecticut Public Health Code and Technical Standards.

- The plan requires review and approval by others (see details below):  
 The plan requires revisions based on the following comments:

1. Add septic system standard notes to plan. Notes must include specifications on select fill and that fill must extend 5 feet surrounding leaching system. Note that topsoil and fill material must be removed and replaced with select fill.
2. Grease interceptor tank(GIT) must be relocated to meet the requirements of CT Public Health Code, Section 19-13-B103. GIT must be located a minimum of 10 feet from the building and shall receive wastewater from the kitchen waste lines only. Manhole covers over GIT cleanouts shall be watertight and extend to grade. Alternately an internal automatic grease recovery unit (AGRU) may be proposed.
3. Test Pit Logs - Revise data for Test Pit #5. 23"-74" is a Grey/Tn Loamy Till.
4. Plan Review Application (attached) and fee must be submitted to EHHD.

Revised plans must be submitted to the health district for final review and approval.  
If you have any questions, please call the health district office at 860-429-3325.

Sincerely,

  
Sherry McGann  
Sanitarian II

Cc:Michael McDonald, Property Owner; Maryellen Randazzo, Applicant





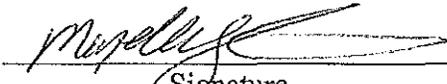
copy

# NOTIFICATION TO WINDHAM WATER WORKS FOR MANSFIELD PROJECTS WITHIN THE WILIMANTIC RESERVOIR WATERSHED

Sections 8-3i and 22a-42f of the State Statutes require applicants to provide to all water companies written notice of an application, petition, request or plan if the proposed project is located within the watershed of their public drinking supply. **The applicant must mail such notice within seven (7) days of the date of the application, by certified mail, return receipt requested.** To meet this requirement, this form shall be used by applicants in Mansfield for projects within the Willimantic Reservoir Watershed. To determine if a project is within the reservoir watershed, please consult map(s) on file in the Planning Office. Failure of an applicant to comply with this statutory requirement may be grounds for a claim of procedural error and a successful legal challenge of the decision rendered on the application.

Application Submitted to:  Inland Wetlands Agency  
(Check one or more)  Planning and Zoning Commission  
 Zoning Board of Appeals

Type of Application:  Zone Change  Special Exception/Permit  
 Subdivision  Inland Wetland/Watercourses License  
 Variance  Other (Describe)

Applicant Maryellen Randazzo   
(please PRINT) Signature  
Street Address 147 Bassetts Bridge Road Telephone 860-818-1381  
Town Mansfield Center Zip code 06250

Project Street Location/Nearest Utility Pole 1029 Storrs Road, Mansfield, CT 06269

Contact Person Maryellen Randazzo Telephone 860-818-1381

Brief description of application (For example: 10 lot subdivision of single family homes with on-site septic systems and wells)  
Spring Hill Cafe, LLC - Breakfast + Lunch  
Case with both dine in seating and take out options available,  
approximately 20 seats

Public Hearing Date: \_\_\_\_\_ Commission/Agency Meeting Date(s) \_\_\_\_\_  
(If Applicable)

Enclose a copy of the application submitted to the Town and a full set of project plans. Mail this completed form by certified mail, return receipt request to:

Windham Water Works-Superintendent  
174 Storrs Road  
Mansfield Center, CT 06250

## Matthew Benzie

---

**From:** Matthew Benzie  
**Sent:** Tuesday, September 27, 2016 2:37 PM  
**To:** 'dph.swpmail@ct.gov'  
**Subject:** Emailing - Watershed\_or\_Aquifer\_Area\_Project\_Notification\_Form.pdf  
**Attachments:** Watershed\_or\_Aquifer\_Area\_Project\_Notification\_Form

**Watershed or Aquifer Area Project Notification Form**

**REQUIREMENT:**

Within seven days of filing, all applicants before a municipal Zoning Commission, Planning and Zoning Commission, Zoning Board of Appeals or Inland Wetlands Commission for any project located within a public water supply aquifer or watershed area are required by Public Act No. 06-53 of the CT General Statutes to notify The Commissioner of Public Health and the project area Water Company of the proposed project by providing the following information.

To determine if your project falls within a public water supply aquifer or watershed area visit the appropriate town hall and look at their *Public Drinking Water Source Protection Areas* map. If your project falls completely within or contain any part of a public water supply aquifer or watershed you are required to complete the following information.

**Note:** You will need information obtained from the *Public Drinking Water Source Protection Areas* map located in the appropriate town hall to complete this form.

---

**Step 1:** Have you already notified the CT Department of Public Health (CTDPH) of this project?

- No, Go to Step 2
- Yes, I have notified DPH under a different project name - Complete steps 4-6
- Yes, same name different year - Notification Year  Complete steps 4-6

**Step 2:**

- 1. Name of public water supply aquifer your project lies within:
- 2. Name of the public water supply watershed your project lies within:
- 3. Public Water Supply Identification number (PWSID) for the water utility:

**Step 3:** For 1-5 Check all that apply

1. My project is proposing:

- Industrial use;  Commercial use;  Agricultural use;  Residential use;
- Recreational use;  Transportation improvements;  Institutional (school, hospital, nursing home, etc.);
- Quarry/Mining;  Zone Change, Please Describe:
- Other, Please describe:

2. The total acreage of my project is:

- Less than or equal to 5 acres  Greater than 5 acres

3. My project site contains, abuts or is within 50 feet of a:

- Wetland;  Stream;  River;  Pond or Lake

4. Existing use of my project site is:

Grassland/meadow;  Forested;  Agricultural;  Transportation;  Institutional (school, hospital, nursing home, etc.);  Residential;  Commercial;  Industrial;  Recreational;  Quarry/Mining

Other Please Describe: \_\_\_\_\_

5. My project will utilize:

septic system;  existing public sewer;  new public sewer;  agricultural waste facility;

existing private well;  new private well;  existing public water supply;

new public water supply, if new have you applied for a certificate of public convenience and necessity from DPH?  Yes  No

6. My project will contain this percentage of built up area (buildings, parking, road/driveway, pool):  Less than or equal to 20%  Greater than 20% to 50%  Greater than 50%

Step: 4 Applicants Contact Information:

Name: Maryellen Randazzo

E-mail address: elle@springhillcafe.net

Telephone: 860-818-1381

Fax number: n/a

Step 5: Please provide the following if available:

Project name: Spring Hill Cafe LLC

Project site address: 1029 Storrs Rd

Town: Mansfield, CT

Project site nearest intersection: East Rd

Project site latitude and longitude: 41.7909012/-72.2304034

**E-mail completed form to [dph.swpmail@ct.gov](mailto:dph.swpmail@ct.gov)**

# CLA Engineers, Inc.

Civil • Structural • Survey

317 MAIN STREET • NORWICH, CT 06360 • (860) 886-1966 • (860) 886-8165 FAX

September 22, 2016

Jennifer S. Kaufman, AICP  
Environmental Planner  
Inland Wetlands Agent  
Town of Mansfield  
4 South Eagleville Road  
Storrs-Mansfield, CT 06268

Re: Benzie Site  
Spring Hill Cafe  
CLA – 5708

Dear Jennifer:

CLA has investigated the referenced site for inland wetlands and watercourses. The wetland as delineated is shown on the site plan (Mathew Benzie, 1029 Storrs Rd, Spring Hill Café, 7/19/2016) . This report has been prepared in response to your request for information to be provided to the Inland Wetlands Agency regarding the types of soils present at the location of the proposed septic repair and the concern for attenuation of nutrients before the renovated septic effluent reaches the wetlands. This report addresses those concerns in the following paragraphs which present the existing soils conditions and an analysis of nutrient renovation that will occur prior to the nearest wetland edge, approximately 20 feet from the system.

## Existing Soils Conditions

The Natural Resources Conservation Service (NRCS) website (<http://websoilsurvey.sc.egov.usda.gov/App/HomePage.htm>) was used to prepare a soils map and report for the Benzie site and that document is attached as Appendix A of this report. The field investigation results, including test pit descriptions and perc tests, are also in Appendix A and on the site plan.

The NRCS map shows the soil in the area of the proposed septic system repair to be “Paxton and Montauk fine sandy loams, 8 to 15 percent slopes, very stony”. These soils typically have a sandy loam texture and are well drained. Water may perch on the densic contact (hardpan) for brief periods in late fall through early spring. The test pit descriptions included in Appendix A match well with the description of Paxton and Montauk soils, especially the texture and depth to seasonally perched water. The presence of seasonal high water due to the densic horizon is a concern that usually necessitates design of an engineered septic system.

The design has been prepared by CLA and reviewed by the local sanitarian. Although Paxton and Montauk soils have limitations for septic systems, CLA has designed numerous systems in these soils that continue to function properly.

In summary, the soils on the site are suitable for the intended use as receiving soils for septage.

### Nutrient Attenuation

The septic system repair calls for installation of the Eljen Mantis system as close as 20 feet from the edge of the wetland. Town of Mansfield IWA staff has raised the question of possible impacts to the wetland due to nutrient laden sub surface water flow in to the wetland. CLA has identified nitrogen as the potential nutrient of concern as nitrogen is the limiting nutrient in most of Connecticut's ecosystems and levels other typically discharged nutrients such as phosphorus have been reduced recently due to legal limitations in its use in detergents and cleaners.

CLA considered two forms of nitrogen attenuation that will occur in the zone between the septic system and the wetland: dilution and natural microbial processing. Dilution will occur due to natural rainfall that infiltrates into the ground in the area up-gradient and down-gradient of the septic system. Dilution is estimated using the method provided in Section 10, pp 41-48 of CTDEEP's Septic Design Manual. Natural processing of nitrogen is estimated using values provided in the USEPA publication "Riparian Buffer Width, Vegetative Cover, and Nitrogen Removal Effectiveness: A Review of Current Science and Regulations" Mayer, Paul M., Steven K. Reynolds, Jr. and Timothy J. Canfield. October 2005. 27pp. These analyses are presented in Appendix B.

The dilution analysis assumes that the nitrogen load going in to the septic tank will be at 50 mg/l. This is a concentration the CTDEEP has instructed CLA to use for other similar analysis (Personal communication CTDEEP). It is assumed that the biological processes in the tank and the septic trench will lower this level by 40% (CTDEEP Manual Section X pg.47) resulting in a concentration of 30mg/l entering the groundwater beneath the system. This concentration is further diluted by the local groundwater (CTDEEP Manual Section X pg.47) to a concentration of approximately 22.6 mg/l at the nearest edge of the wetland, 20 feet from the system.

However in addition to dilution, the USEPA has documented that shallow subsurface flow of water through forested upland or forested wetland with soil texture similar to those on site can provide extensive additional nitrogen renovation (USEPA 2005) on the order of 87-97% for strips 5-6 meters wide ( USEPA 2005 Table 1, pages 7 and 8). If a reduction of only 75% is assumed, the anticipated concentration of nitrogen at the nearest edge of wetland would be approximately 6 mg/l. If a 90% reduction is assumed, the anticipated concentration at the wetland would be approximately 2 mg/l. Note that both of these values fall well below the State of Connecticut Drinking Water Standard of 10 mg/l.

The State of Connecticut Drinking Water Standard is designed to protect human health and is not directed at other biota. Based on CLA's experience sampling groundwater and surface water runoff in several Connecticut towns and review of literature regarding impacts of nitrogen and wetland flora and fauna the renovated levels will fall within those typically found within the state. Connecticut streams with watersheds in areas of less than 10% impervious area (i.e. lacking dense development) typically have total nitrogen concentrations of 0.3 mg/l to 1.5 mg/l, while those with 15-25% impervious surface have total nitrogen concentration of up to 5 mg/l (Non Point Education For Municipal Officials, Final Report, Clausen, John C. Glenn Warner, Dan Civco, and Mark Hood, NEMO May 28 2003, 18pp). These values are quite similar to the CLA's estimates of 2-6mg/l nitrogen at the nearest edge of the on-site wetland.

Based on the calculations and data provided CLA finds that:

1. The septic system designed is unlikely to have a negative effect on any nearby drinking water supply.
2. The nutrient removal that will be provided before the effluent reaches the nearest portion of wetland will create water quality of the same order as that found in several Connecticut streams.
3. It is unlikely that there will be any negative effect on the inland wetland down gradient of the proposed septic system

Please contact me if you have any questions.

Sincerely,



Robert C. Russo, C.S.S.

# **Appendix A**

## **Soils Data**

TP-1

TOTAL DEPTH - 86"

LEDGE - NONE

MOTTLES - 31"

WATER - NONE"

0-18" TOPSOIL

18-31" OB FINE SANDY LOAM W/GRAVEL

31-83" MOTTLED GREY SANDY LOAM TILL

83-86" GROUNDWATER

TP-2

TOTAL DEPTH - 64"

LEDGE - NONE

MOTTLES - 25"

WATER - 41"

0-14" TOPSOIL

14-25" OB FINE SANDY LOAM W/GRAVEL

25-54" MOTTLED GREY SANDY LOAM TILL

54-64" GROUNDWATER

TP-8

TOTAL DEPTH - 80"

LEDGE - NONE

MOTTLES - 61"

WATER - NONE"

0-23" FILL

23-38" ORIGINAL TOPSOIL

38-61" OB FINE SANDY LOAM

61-80" MOTTLED GREY SANDY LOAM TILL

# PERC. TEST A

RECORDED BY SHERRY MCGANN, SANITARIAN  
ON 3/9/2016  
DEPTH: 33"

<u>TIME</u>	<u>READING</u>
	PRESOAK
11:40	1.75"
11:46	3.75"
11:52	5.75"
11:58	7.5"
12:04	8.75"
12:10	10.0"
12:16	10.75"
12:22	11.25"
12:28	12.0"

PERC. RATE = 8 MIN./IN.

Soil Map—State of Connecticut  
(Benzie Site)



### MAP LEGEND

<b>Area of Interest (AOI)</b>			Spoil Area
	Area of Interest (AOI)		Stony Spot
<b>Soils</b>			Very Stony Spot
	Soil Map Unit Polygons		Wet Spot
	Soil Map Unit Lines		Other
	Soil Map Unit Points		Special Line Features
<b>Special Point Features</b>		<b>Water Features</b>	
	Blowout		Streams and Canals
	Borrow Pit	<b>Transportation</b>	
	Clay Spot		Rails
	Closed Depression		Interstate Highways
	Gravel Pit		US Routes
	Gravelly Spot		Major Roads
	Landfill		Local Roads
	Lava Flow	<b>Background</b>	
	Marsh or swamp		Aerial Photography
	Mine or Quarry		
	Miscellaneous Water		
	Perennial Water		
	Rock Outcrop		
	Saline Spot		
	Sandy Spot		
	Severely Eroded Spot		
	Sinkhole		
	Slide or Slip		
	Sodic Spot		

### MAP INFORMATION

The soil surveys that comprise your AOI were mapped at 1:12,000.

Warning: Soil Map may not be valid at this scale.

Enlargement of maps beyond the scale of mapping can cause misunderstanding of the detail of mapping and accuracy of soil line placement. The maps do not show the small areas of contrasting soils that could have been shown at a more detailed scale.

Please rely on the bar scale on each map sheet for map measurements.

Source of Map: Natural Resources Conservation Service  
Web Soil Survey URL: <http://websoilsurvey.nrcs.usda.gov>  
Coordinate System: Web Mercator (EPSG:3857)

Maps from the Web Soil Survey are based on the Web Mercator projection, which preserves direction and shape but distorts distance and area. A projection that preserves area, such as the Albers equal-area conic projection, should be used if more accurate calculations of distance or area are required.

This product is generated from the USDA-NRCS certified data as of the version date(s) listed below.

Soil Survey Area: State of Connecticut  
Survey Area Data: Version 14, Sep 22, 2015

Soil map units are labeled (as space allows) for map scales 1:50,000 or larger.

Date(s) aerial images were photographed: Mar 28, 2011—May 12, 2011

The orthophoto or other base map on which the soil lines were compiled and digitized probably differs from the background imagery displayed on these maps. As a result, some minor shifting of map unit boundaries may be evident.

## Map Unit Legend

State of Connecticut (CT600)			
Map Unit Symbol	Map Unit Name	Acres in AOI	Percent of AOI
46B	Woodbridge fine sandy loam, 0 to 8 percent slopes, very stony	0.2	2.7%
61C	Canton and Charlton soils, 8 to 15 percent slopes, very stony	0.3	4.2%
85B	Paxton and Montauk fine sandy loams, 3 to 8 percent slopes, very stony	4.1	57.8%
85C	Paxton and Montauk fine sandy loams, 8 to 15 percent slopes, very stony	2.5	35.3%
<b>Totals for Area of Interest</b>		<b>7.1</b>	<b>100.0%</b>

# **Appendix B**

## **Nutrient Attenuation**



**CLA ENGINEERS, INC.**

Civil • Structural • Survey

317 Main Street  
NORWICH, CONNECTICUT 06360

860-886-1966  
FAX 860-886-9165

PROJECT NAME: BENZIE

PROJECT NO. 3708 SHEET NO. \_\_\_\_\_ OF \_\_\_\_\_

BY: RR DATE 9/22/2016

SCALE: \_\_\_\_\_

Nww Calculation

50 mg/l assumed raw sewage N content  
X0.6 ← per CTDEEP Manual  
 30 mg/l reaching groundwater

Qip Calculation

$$Q_{ip} = \overset{f(CN)}{\downarrow} (0.35) (0.13 \text{ m/day}) \times 2.54 \text{ cm/in}$$

$$\times 1 \text{ m}/100 \text{ cm} \times 1784 \text{ m}^2$$

(on-site area of infiltration)

$$Q_{ip} = 2062 \text{ l/day}$$

### Nitrogen Dilution Model

The mathematical expression of the nitrogen dilution model used by the Department is as follows:

$$N_{gw} = [(Q_{ww} \times N_{ww}) / (Q_{ww} + Q_{ip})],$$

where:

- $N_{gw}$  = nitrogen concentration in ground water at the point of concern, [M/V]  
 $Q_{ww}$  = daily design volume of wastewater, [L<sup>3</sup>]  
 $N_{ww}$  = nitrogen concentration in the wastewater reaching the ground water,  
= 60% of the raw wastewater total nitrogen concentration, [M/V]  
 $Q_{ip}$  = daily volume of infiltrated precipitation, [L<sup>3</sup>]

Also,  $Q_{ip} = \%I \times A_e / 100$  where  $\%I$  = percent infiltration, from Figure N-1, and  $A_e$  = effective infiltration area, =  $(X_d + X_u + X_{SWAS})(2y)$ , [L<sup>2</sup>]

As shown on Figure N-2,

- $X_d$  = longitudinal horizontal distance from the downgradient side of the SWAS to the down gradient point of concern, measured parallel to the local direction of ground water flow [L]  
 $X_u$  = longitudinal horizontal distance from the up-gradient side of the SWAS to the up gradient property line, measured parallel to the local direction of ground water flow [L]  
 $X_{SWAS}$  = horizontal width of SWAS, measured parallel to the local direction of ground water flow [L]  
 $y$  = horizontal transverse distance from the point of concern on the longitudinal centerline of nitrogen plume to the plume concentration contour = 10 mg/l nitrogen, measured perpendicular to direction of local ground water flow, obtained from Tables No. N-1A or Table N-1B (by interpolation if necessary) [L]  
 $Y$  = horizontal transverse width of SWAS, measured perpendicular to direction of local ground water flow [L]

An example of the use of the model equation follows.

A design average daily flow of 5,000 gallons of wastewater discharged from a school is to be discharged from a SWAS to a glacial till aquifer. The raw wastewater has a total nitrogen concentration of 80 mg/l. There is sufficient depth of unsaturated soil to permit installation of the SWAS in the existing soil while still maintaining the required separating distance between the bottom of the SWAS and the mounded ground water.

The width of the SWAS measured perpendicular to the direction of the local ground water gradient = 256 ft and the SWAS is located 164 ft from the applicant's up-gradient property line. The dimension of the SWAS parallel to the direction of the local ground water gradient = 46 ft The distance from the SWAS to the closest down gradient point of concern, measured parallel to the direction of the local ground water gradient, = 400 ft The composite SCS Curve Number (CN) for the soil in the area of the proposed SWAS = 72. Annual average precipitation = 48 inches (equivalent to 0.13 inches/day).

### SCS Curve Number Method

The SCS curve number method is a simple, widely used and efficient method for determining the approxient amount of runoff from a rainfall even in a particular area. Although the method is designed for a single storm event, it can be scaled to find average annual runoff values. The stat requirments for this method are very low, rainfall amount and curve number. The curve number is based on the area's hydrologic soil group, land use , treatment and hydrologic condition. The 2 former being of greatest importance.

The general equation for the SCS curve number method is as follows:

$$Q = \frac{(P - I_a)^2}{(P - I_a) + S} \quad (1)$$

- Q = runoff (In)
- P = rainfall (In)
- S = potential maximum retention after runoff begins
- I<sub>a</sub> = Initial abstratctions

$$I_a = 0.2 S \quad (2)$$

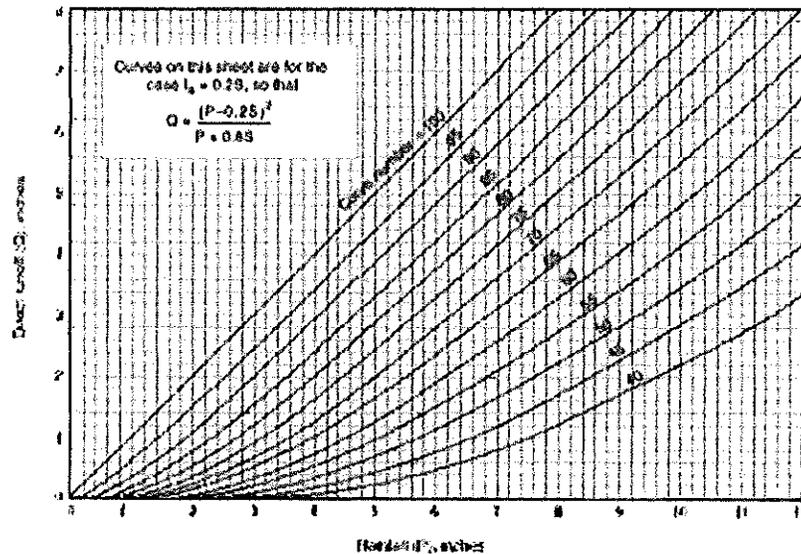
$$Q = \frac{(P - 0.2 S)^2}{(P + 0.8 S)} \quad (3)$$

$$S = \frac{1000}{CN} - 10 \quad (4)$$

The initial equation (1) is based on trends observed in data from collected sites, therefore it is an emperical equation instead of a physically based equation. After further empirical evaulation of the trends in the data base, the initial abstractions, I<sub>a</sub>, could be defined as a percentage of S (2). With this assumption, the equation (3) could be written in a more simplified form with only 3 variables. The parameter CN is a transformation of S, and it is used to make interpolating, averaging, and weighting operations more linear (4).

With the following chart, the amount of runoff can be found if the rainfall amount (in inches) and curve number is known.

There are two advantages of using L-THIA over a manual method. One, the availability of the data. L-THIA provides the rainfall data for any area in the United States. Two, L-THIA completes this calculation for every rainfall event for thirty years and then reports the average annual runoff value.



Land Use Description on Input Screen	Description and Curve Numbers from TR-55	
	Cover Description	

	Cover Type and Hydrologic Condition	% Impervious Areas	Curve Number for Hydrologic Soil Group			
			A	B	C	D
Agricultural	Row Crops - Straight Rows + Crop Residue Cover-Good Condition <sup>(1)</sup>		64	75	82	85
Commercial	Urban Districts: Commercial and Business	85	89	92	94	95
Forest	Woods <sup>(2)</sup> - Good Condition		30	55	70	77
Grass/Pasture	Pasture, Grassland, or Range <sup>(3)</sup> - Good Condition		39	61	74	80
High Density Residential	Residential districts by average lot size: 1/8 acre or less	65	77	85	90	92
Industrial	Urban district: Industrial	72	81	88	91	93
Low Density Residential	Residential districts by average lot size: 1/2 acre lot	25	54	70	80	85
Open Spaces	Open Space (lawns, parks, golf courses, cemeteries, etc.) <sup>(4)</sup> Fair Condition (grass cover 50% to 70%)		49	69	79	84
Parking and Paved Spaces	Impervious areas: Paved parking lots, roofs, driveways, etc. (excluding right-of-way)	100	98	98	98	98
Residential 1/8 acre	Residential districts by average lot size: 1/8 acre or less	65	77	85	90	92
Residential 1/4 acre	Residential districts by average lot size: 1/4 acre	38	61	75	83	87
Residential 1/3 acre	Residential districts by average lot size: 1/3 acre	30	57	72	81	86
Residential 1/2 acre	Residential districts by average lot size: 1/2 acre	25	54	70	80	85
Residential 1 acre	Residential districts by average lot size: 1 acre	20	51	68	79	84
Residential 2 acres	Residential districts by average lot size: 2 acre	12	46	65	77	82
Water/ Wetlands		0	0	0	0	0

94  
70

Color Key		
Basic Input Value	Detailed Input Value	Basic and Detailed Input Type Value

Notes

(1) Hydraulic condition is based on combination factors that affect infiltration and runoff, including (a) density and canopy of vegetative areas, (b) amount of year-round cover, (c) amount of grass or close-seeded legumes, (d) percent of residue on the land surface (good >= 20%), and (e) degree of surface roughness

(2) Good: Woods are protected from grazing, and litter and brush adequately cover the soil.

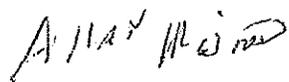
(3) Good: >75% ground cover and lightly or only occasionally grazed.

(4) CN's shown are equivalent to those of pasture. Composite CN's may be computed for other combinations of open space cover type.

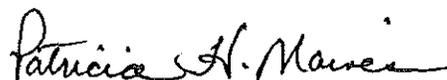
① Assume soil Hydrologic Group  
85, Paxton & Montauk = C  
Use 1/2 woods 1/2 commercial CN = 82

We, Allan Maines and Patricia Maines, are willing to sell a portion of our property to Michael McDonald for the proposed septic repair needed on his property at 1029 Storrs Road, Mansfield, CT.

Dated September 6, 2016



Allan Maines



Patricia Maines

860-429-5050



# MANSFIELD GUIDELINES FOR COMMUNITY DESIGN: OUTLINE

DRAFT ■ OCTOBER 5, 2016

The following is a draft outline for review and discussion. The organization is based on the POCD future land use strategy and is intended to be modular; allowing us to add sections in the future. For example, as the focus is currently on updating regulations related to multi-family housing, the section on Design Guidelines for Rural Character Conservation Areas could be postponed to a later date.

Staff expects that this outline will be adjusted as we draft guidelines. Similarly, the structure/content of the design guidelines identified in the draft introduction may also be modified as guidelines are developed.

## INTRODUCTION

- Acknowledgements and Credits
- Mansfield Tomorrow Vision Statement
- Introduction/Using the Guidelines
- Relationship to the POCD
- Design Process
- Development Review Process
- Using the Design Guidelines/Organization & Structure

## TOWNWIDE DESIGN GUIDELINES

These general guidelines would apply to all new development regardless of location.

---

## SITE SELECTION

- Direct development to Smart Growth Development Areas
- Sites to avoid if possible
- Efficient use of land (prioritizing redevelopment over greenfield development)

---

## SITE LAYOUT AND ORGANIZATION

*[MT References: Goals 2.6, 3.4, 4.1, 4.2, 8.1, 8.2, 9.5]*

- Relationship to natural environment
- Historic and cultural features
- Community and neighborhood context
- Energy and resource conservation
- Infrastructure and utilities

---

## PARKING AND CIRCULATION

*[MT References: Goals 2.6, 3.4, 4.1, 4.2, 8.1, 8.2, 9.5]*

These guidelines are intended to address all forms of transportation, including vehicles, pedestrians, bicyclists and transit.

- Connectivity (both within and between sites)
- Location of parking and service areas relative to buildings and public spaces
- Design features for parking and service areas

---

## LANDSCAPING

*[MT References: Goals 2.6, 3.4, 4.1, 4.2, 5.6, 8.1, 8.2, 9.5]*

These guidelines are intended to address the aesthetic and functional design of landscaping.

- Landscape Design
- Stormwater
- Landscape Buffers
- Streetscape
- Public Spaces/Common Areas
- Site Lighting

---

## ARCHITECTURE

*[MT References: Goals 4.1, 4.2, 8.1, 8.2, 9.5]*

These guidelines are intended to address basic design principles, not specify an architectural style.

- Relationship to the site
- Relationship to established development patterns
- Scale, massing and proportion
- Rooflines, facades, entrances

---

## SIGNAGE

*[MT References: Goals 4.1, 4.2, 8.1, 8.2]*

- Neighborhood context
- Relationship to Site and Architecture
- Graphics
- Materials, Colors, Texture
- Lighting

## DESIGN GUIDELINES FOR RURAL CHARACTER CONSERVATION AREAS

This section would provide specific guidance for properties located in Rural Character Conservation Areas. If there is any conflict between the specific guidelines identified in this section and the townwide guidelines, these guidelines rule.

---

### CONSERVATION/MANAGED RESOURCE AREAS

*[MT References: p. 8.19 Conservation/Managed Resource Area Design Objectives; Goal 3.4]*

This section will provide guidance for structures within our open space areas to ensure they complement the natural landscape.

---

### FLOOD ZONES

*[MT References: p. 8.20 Flood Zone Design Objectives; Goal 2.5]*

While our flood zone regulations prohibit most types new development, these guidelines would supplement regulations to address the types of infrastructure/activities that are allowed as well as modifications to existing properties.

---

### RURAL/RESIDENTIAL/AGRICULTURE/FORESTRY

*[MT References: p. 8.21 Rural Residential/Agricultural/Forestry Objectives; Goals 4.1 and 4.2]*

The focus of this section will be on design goals for single-family subdivisions and agricultural enterprises.

- Design Goals
- Site layout and organization
- Parking and Circulation
- Landscaping
- Architecture
- Signage

---

### RURAL RESIDENTIAL VILLAGE

*[MT References: p. 8.22 Rural Residential Village Design Objectives; Goals 4.1 and 4.2]*

In an effort to recognize the unique character of our historic villages, the POCD identifies several rural residential villages. This section is intended to provide guidance on how to maintain and enhance the unique character of these villages.

- Design Goals
- Site layout and organization
- Parking and Circulation
- Landscaping
- Architecture
- Signage

---

## VILLAGE CENTER

*[MT References: p. 8.23 Village Center Design Objectives; Goals 4.1 and 4.2]*

The POCD identifies 3 village centers: Eagleville, Mansfield Center, and Mansfield Depot. This section is intended to include general requirements that apply to all of the villages as well as specific guidelines unique to specific locations. As Mansfield Center includes a local historic district, these guidelines will need to be coordinated with the Historic District Commission.

- Design Goals
  - General - All Village Center Areas
  - Area-Specific Design Goals/Visions
- Site layout and organization
- Parking and Circulation
- Landscaping
- Architecture
- Signage

---

## RURAL COMMERCIAL

*[MT References: p. 8.24-8.25 Rural Commercial Purpose and Design Objectives; Goals 4.1, 4.2, 7.4, 8.1, 8.2, 9.5]*

The POCD identifies three nodes of rural commercial activity: Route 195/Route 32 Intersection, Route 195/Flaherty Road intersection; and Perkins Corner.

- Design Goals
  - General - All Rural Commercial Areas
  - Area-Specific Design Goals/Visions
- Site layout and organization
- Parking and Circulation
- Landscaping
- Architecture
- Signage

## DESIGN GUIDELINES FOR SMART GROWTH DEVELOPMENT AREAS

This section would provide specific guidance for properties located in Smart Growth Development Areas. If there is any conflict between the specific guidelines identified in this section and the townwide guidelines, these guidelines rule.

---

## COMPACT RESIDENTIAL

*[MT References: p. 8.27-8.30 Compact Residential Purpose and Design Objectives; Goals 4.1, 4.2, 5.6, 7.4, 8.1, 8.2, 9.5]*

As there are several different areas designated for compact residential development, topical guidelines may have area specific guidelines as well. For example, guidelines specific to existing development patterns along roadways, treatment of significant natural/open space resources in the area, etc.

- Design Goals
    - General - All Compact Residential Areas – see attached sample from Roseville, CA
    - Area-Specific Design Goals/Visions
  - Site layout and organization
  - Parking and Circulation
  - Landscaping
  - Architecture
  - Signage
- 

#### MIXED-USE CENTER

*[MT References: p. 8.31-8.34 Mixed Use Center Purpose and Design Objectives; Goals 4.1, 4.2, 5.6, 6.5, 7.4, 8.1, 8.2, 9.5]*

The POCD identifies four Mixed Use Centers: Storrs Center, Four Corners, King Hill Road, Route 195/Route 6 area. The topical guidelines may include both general guidelines that apply to all Mixed-Use Center areas as well as area specific guidelines. As Storrs Center already has detailed design standards and sustainability guidelines, this section will only apply to the other Mixed-Used Centers.

- Design Goals
    - General - All Mixed-Use Center Areas
    - Area-Specific Design Goals/Visions
  - Site layout and organization
  - Parking and Circulation
  - Landscaping
  - Architecture
  - Signage
- 

#### INSTITUTIONAL

*[MT References: p. 8.35-8.36 Institutional Purpose and Design Objectives; Goals 4.1, 4.2, 5.5, 5.6, 8.1, 8.2, 9.5]*

While the vast majority of properties designated as Institutional by the POCD are owned by the University of Connecticut, there are some properties owned by other public agencies such as the Town, Mansfield and Region 19 Boards of Education, and Windham Water Works as well as private entities including various faith-based institutions located on North Eagleville Road. These guidelines are primarily intended to address development on these non-state owned properties.

- Design Goals
  - General - All Institutional Areas
  - Area-Specific Design Goals/Visions
- Site layout and organization
- Parking and Circulation
- Landscaping
- Architecture
- Signage

# MANSFIELD GUIDELINES FOR COMMUNITY DESIGN: INTRODUCTION

DRAFT ■ OCTOBER 5, 2016

## CREDITS

Mansfield would like to acknowledge the work done by the following communities that provided both inspiration and content for these guidelines:

- Town of Simsbury, Connecticut (Guidelines for Community Design)
- City of Fremont, California (Multi-Family Design Guidelines)
- City of Roseville, California (Design Guidelines for Multi-family Residential Development)
- City of Hartford, Connecticut (Zone Hartford)

## MANSFIELD TOMORROW VISION

Insert Vision Statement from POCD

## INTRODUCTION

The Guidelines for Community Design provide flexible tools for evaluating future development in the context of Mansfield's unique character, abundant natural systems and cultural heritage. They also strengthen the local business environment and enhance property values by promoting a high-quality built environment.

Key users of the design guidelines include:

- **Property Owners, Developers and Associated Consultants** use the guidelines to guide the design of specific projects.
- **The Planning and Zoning Commission** uses the guidelines to approve or deny applications submitted by property owners and developers.
- **Town Staff and Advisory Committees** use the guidelines to advise property owners and make recommendations to the Planning and Zoning Commission regarding proposed projects.
- **Town Residents and Other Stakeholders** use the guidelines to advocate for better design of new projects as they are proposed.

## RELATIONSHIP TO THE PLAN OF CONSERVATION AND DEVELOPMENT

The Mansfield Tomorrow Plan of Conservation and Development (POCD) identifies numerous goals and objectives related to protecting and enhancing the town's natural resources; preserving rural character; creating a sense of place; creating connections; improving opportunities for walking and biking; and promoting resource and energy conservation. The purpose of these guidelines is to establish a framework for selecting building sites, orienting site improvements and designing buildings in accordance with the seven sustainability principles outlined in the POCD.

Specifically, these guidelines are intended to help the Town manage change so that it enhances Mansfield's general character by:

- Protecting and enhancing Mansfield's natural systems and resources, including wildlife habitat, forests, and water resources such as wetlands, water bodies, stratified drift aquifers, rivers and streams.
- Respecting and valuing community and neighborhood context by protecting and enhancing historic, cultural and scenic resources and other attributes of community character that contribute to the value of properties in the neighborhood of a subject site and encouraging the most appropriate use of land.
- Promoting the efficient use of land, energy, natural resources and the built environment to minimize waste.
- Assisting the community in adapting to changing climate conditions by locating new development to minimize land disturbance and impacts to natural hazard areas and increasing natural storm water infiltration.
- Promoting connectivity of natural systems and neighborhoods by protecting natural resource corridors and designing sites and buildings to support efficient, multi-modal circulation and appropriate transitions between the public and private realms.
- Directing development to appropriate areas in compact and efficient patterns to promote the creation of connected, livable neighborhoods and preserve the rural character in the majority of town.
- Promoting high-quality architectural design that encourages pedestrian activity and creates a sense of place.
- Encouraging sustainable design practices at all scales of development.

## DESIGN PROCESS

The Guidelines for Community Design are intended to stimulate creativity and, through the development review process, help property owners, architects and developers pursue designs that complement, and are compatible with the existing fabric of site and building design in Mansfield.

While the formal development review process is summarized below, it is recommended that these guidelines be used from the very initial stages of site selection and design. Prospective developers are encouraged to consult both with Town staff and relevant advisory committees before commencing design to identify key resources and features to be conserved; opportunities to enhance neighborhood connectivity; and potential neighborhood compatibility concerns.

## DEVELOPMENT REVIEW PROCESS

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### APPLICATION REVIEW PROCESS

The application process begins with informal meetings between the applicant (property owners, developers, and associated consultants) and Town staff. Depending on the type and complexity of the proposed project, applicants may have the option to request a formal pre-application meeting with the Planning and Zoning Commission. The framework and guidelines for a formal pre-application meeting are identified in Appendix A to these guidelines.

Once a formal application is received by the Planning and Zoning Commission, it will be referred to relevant Town Advisory Committees and staff for review and comment based on compliance with the Zoning Regulations and these guidelines.

Each application is unique and no single set of requirements fits all cases. Applicants should use the design guidelines as a checklist during the presentation and review process. The following actions will help to ensure a smoother design review process:

- Applicants read, understand, and appropriately apply the guidelines as they apply to their projects.
- Applicants meet with staff and advisory committees to better understand Mansfield’s design goals before finalizing plans and project documents.
- Applicants come to meetings prepared to answer questions based on those guidelines germane to their projects.

---

#### RELATIONSHIP TO OTHER REGULATIONS

The guidelines are distinct from standards contained in the Zoning Regulations. Zoning Regulations provide the quantitative standards for development such as maximum height and minimum setbacks. Guidelines provide qualitative tools that work with regulations to further shape development. For example, zoning regulations may limit a building to a maximum of 60 feet, while design guidelines further shape the building’s design by indicating that its height should step down adjacent to a lower scaled neighbor.

#### USING THE DESIGN GUIDELINES

---

##### DOCUMENT ORGANIZATION

This document is organized into three main sections: Townwide Design Guidelines; Design Guidelines for Rural Character Conservation Areas; and Design Guidelines for Smart Growth Development Areas.

##### Townwide Design Guidelines

These general guidelines apply to **all** development in Mansfield, regardless of location. Topics include:

- Site Selection
- Site Layout and Organization
- Circulation and Parking
- Landscaping

##### Design Guidelines for Rural Character Conservation Areas

The priority for the majority of land in Mansfield is to preserve its rural character, ensuring that new infill development is compatible with the rural landscape, agricultural heritage and historic context. The guidelines in this section of the document supplement the Townwide Design Guidelines and provide more specific guidance to properties with the following future land use designations:

- Conservation/Recreation/Managed Resource Areas

- Flood Zone
- Rural/Residential/Agricultural/Forestry
- Rural Residential Village
- Village Center
- Rural Commercial

### Design Guidelines for Smart Growth Development Areas

The POCD directs new growth to support economic development and housing needs to limited areas referred to as Smart Growth Development Areas in an effort to focus development where housing, jobs, and shopping are in close proximity and there are choices in transportation. The guidelines in this section of the document supplement the Townwide Design Guidelines and provide more specific guidance to properties with the following future land use designations:

- Compact Residential
- Mixed-Use Center
- Institutional

#### DESIGN GUIDELINES STRUCTURE

The fundamental intent of these guidelines is to promote excellence in design while accommodating flexibility in the specific approaches and strategies used to achieve the overall design goals. However, flexibility shall not mean going to the lowest common denominator that dilutes quality and character.

**Design Topic:** Describes the general topic and summarizes overall objectives.

**Design Subtopic/Location:** Describes a more specific subtopic and/or area-specific location and provides an intent statement for the design guidelines that follow. If no guidelines address a specific design issue, the intent statement and overall design topic objectives will be used to determine appropriateness. In some cases, design subtopics are further divided into several categories.

**Design Guideline:** Describes the desired design outcome.

**Suggested Strategies:** Provides a bullet list of suggested strategies for meeting the intent of the design guideline. Other strategies (not listed) for meeting guidelines may also be appropriate.

**Photographs, Diagrams and Illustrations:** Illustrate appropriate and inappropriate strategies for meeting the intent of the guideline.

[Insert Symbol] Denote appropriate strategies

[Insert Symbol] Photographs, diagrams and illustrations marked with this symbol illustrate inappropriate strategies



# TOWN OF MANSFIELD

DEPARTMENT OF PLANNING AND DEVELOPMENT

Date: October 13, 2016  
To: Planning and Zoning Commission  
From: Linda M. Painter, AICP  
Subject: Director's Report

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If there are any other items or questions, I will address them at the October 17<sup>th</sup> meeting.

## INFRASTRUCTURE

**Water Conservation Alerts.** As of the date of this memo, UConn is in a Stage 4 Water Emergency, which requires mandatory conservation measures of all users.

**Central Region Water Utility Coordinating Committee (WUCC).** A Preliminary Water Supply Assessment has been completed for the Central Region and is available for review at [http://www.ct.gov/dph/lib/dph/drinking\\_water/pdf/central\\_wucc\\_preliminary\\_wsa.pdf](http://www.ct.gov/dph/lib/dph/drinking_water/pdf/central_wucc_preliminary_wsa.pdf). Staff is reviewing the report and will be preparing comments for the Town Manager to submit on behalf of the Town. If you have any questions or comments, please forward them to me. The deadline for comment submission is Monday, October 24, 2016. For additional information, please refer to the attached memo which was emailed to you on October 5, 2016.

**Wireless Communications.** Town and UConn staff met with a representative from Mobilitie the week of September 26<sup>th</sup> to express concern with proposed locations. A follow-up meeting will be scheduled with other Town officials once the state review process has been formally determined.

**EPA Building Blocks for Sustainable Communities.** The Town submitted a letter of interest to the US EPA for a technical assistance workshop on green and complete streets. A copy of the letter of interest and letter of support are included in the communications section of your packet.



# TOWN OF MANSFIELD

DEPARTMENT OF PLANNING AND DEVELOPMENT

Date: October 5, 2016

To: Mansfield Town Council; Mansfield Planning and Zoning Commission; Conservation Commission

From: Linda M. Painter, AICP, Director

Subject: Central Corridor Water Utility Coordinating Committee: Preliminary Water Supply Assessment

---

Earlier this year, the CT Department of Public Health (DPH) convened three Water Utility Coordinating Committees (WUCCs) for different regions of the state based on Council of Government boundaries. Mansfield is a part of the Central Region WUCC, and has been represented at the meetings by the Capitol Region Council of Governments (CROG). As described on the attached fact sheet, each WUCC is “charged with completing a planning document for public drinking water supply for their management area. The document development has several elements: a Water Supply Assessment, Exclusive Service Area Boundary delineations, an Integrated Report, and an Executive Summary. The three planning documents will also be compiled into a single, statewide water supply planning document.”

The first of these documents, the Preliminary Water Supply Assessment, has been completed for the Central Region and is available for review at

[http://www.ct.gov/dph/lib/dph/drinking\\_water/pdf/central\\_wucc\\_preliminary\\_wsa.pdf](http://www.ct.gov/dph/lib/dph/drinking_water/pdf/central_wucc_preliminary_wsa.pdf). The public comment period closes on Monday, October 24, 2016. The WUCC will discuss comments received at their meeting on October 25, 2016.

Staff is reviewing the Preliminary Water Supply Assessment and will be preparing comments for the Town Manager to submit on behalf of the Town. If you have any questions or comments regarding the Preliminary Water Supply Assessment, please email them to me at [painterlm@mansfieldct.org](mailto:painterlm@mansfieldct.org).

Additional information on the WUCC planning process is available at

<http://www.ct.gov/dph/cwp/view.asp?a=3139&q=387352>.

## Water Utility Coordinating Committees

### What is a WUCC?

'WUCC' is an acronym for 'Water Utility Coordinating Committee'. WUCCs were created by statute in 1985 (Public Act 85-535, "An Act Concerning a Connecticut Plan for Public Water Supply Coordination"). They are intended to "maximize efficient and effective development of the state's public water supply systems and to promote public health, safety and welfare." WUCC members are public water systems and Councils of Government. WUCCs are split into management areas. There are three WUCCs in Connecticut: Western, Central Corridor, and Eastern.

### What does a WUCC do?

WUCCs are initially charged with completing a planning document for public drinking water supply for their management area. The document development has several elements: a Water Supply Assessment, Exclusive Service Area Boundary delineations, an Integrated Report, and an Executive Summary. The three planning documents will also be compiled into a single, statewide water supply planning document.

### Does a WUCC end when this document is done?

No. WUCCs will continue to exist and meet regularly after the plan is completed. The WUCCs are an important long-term and short-term planning tool. Responsibilities will include: future water supply needs, potential conflicts over future sources, competition for service areas, areas of growth where public water is currently not available, changing status of individual water systems, economic impacts on demographics, and environmental impacts on our drinking water supplies.

### How do WUCCs protect public health?

The WUCCs will work to protect Connecticut's most important natural resource, our public drinking water sources, and simultaneously ensure that a safe and adequate water supply is provided to areas that need it. A critical planning component of the WUCCs will be to ensure that the land around present and future water supplies is protected (RCSA Sec. 25-33h-1(d)(C)(ii)).

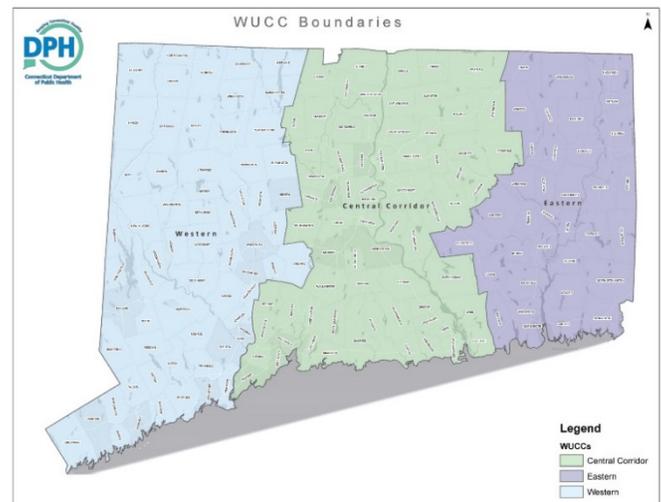
### How do I know if I am a member?

If you represent a public water system of any classification or if you have been designated by a Council of Government, you are a member of a WUCC. Where your service area, water supply source, or Council of Government is located will determine which WUCC(s) you are a member of.

### Can I get involved if I am not a member?

Yes. WUCC meetings are public meetings and anyone is free to attend. You will be given an opportunity to speak (at a designated time and duration) if you wish.

If you need additional information, please go to [www.ct.gov/dph/wucc](http://www.ct.gov/dph/wucc). To the right is a map of the three WUCC management areas:



To: Town Council, Planning and Zoning Committee  
From: Bill Roe  
Date: 9/12/2016

RE: Single Family Home Rental Conversions in Mansfield

Thank you for allowing me to speak at this meeting. After attending many meetings in the last year, I see that many of the speakers have an agenda. It could be for personal monetary gain, or a political stepping stone, or just to disagree with a policy. Let me state that the Mansfield Neighborhood Preservation Group does not have a monetary gain, political interest or desire to be in the press. Being over 350 strong, we just want Mansfield to be a great community with an excellent quality of life for our neighbors. We are putting in all these hours, putting in thousands of dollars of our own money, attending meetings several times/week to build up our community and make it better. I am speaking on behalf of myself but I think most of the group would agree, I just did not have time to poll them.

In the New York Times article Nov 27, 1988, *The View From Storrs*, <http://www.nytimes.com/1988/11/27/nyregion/the-view-from-storrs-housing-problems-on-campus-spill-over-into-neighborhoods.html> the neighbors asked that the conversion of their homes to rental businesses be stopped. When we took on this project last year, many people said it was tried before and nothing will be done about stopping the conversion of single family homes to rental businesses. Well, here we are. For us, it's been a year. Last month there were 7 more rentals approved in our community, making it over 426 rentals in our neighborhoods. . Virtually every neighborhood has rentals. I have yet to see any progress to stop more rentals in our neighborhoods. As far as I can see since 1988 to now, nothing has been done to stop the rentals. If anything, rental permits are streamlined through, helping landlords, good or bad, getting approval and rubber stamping the paperwork.

I think that about 10 years ago, a rental department was started to curtail and control the rental problem which was mostly on Hunting Lodge Rd. Now, Hunting Lodge Rd has gotten worse and many neighborhoods are in the same situation as Hunting Lodge Rd. was 5-7 years ago. *Mansfield Tomorrow: Plan of Conservation and Development* states that the rental businesses in family neighborhoods are a major problem for residents of Mansfield. Remember, the **whole community** (not Mansfield Neighborhood Preservation Group) wrote *Mansfield Tomorrow*. Almost no one wants a rental to move in next to their house. Now is the time... the residents need a **strong statement from the Town Council** that you will support and find a solution to stop the conversion of single-family homes to rental businesses. This needs to be done right away. The alternative is to admit that you support Mansfield turning into a rental community, taking over the responsibility of UConn for housing their students.

I know this a tough speech but this is so important. As far as quality of neighborhoods goes, so goes the community. Please support your neighbors and protect your own homes. Thank you for your time.

Bill Roe

## The New York Times

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November 27, 1988

THE VIEW FROM: STORRS

# THE VIEW FROM: STORRS; Housing Problems on Campus Spill Over Into Neighborhoods

By ROBERT A. HAMILTON

IN most towns, zoning violations consist of an occasional garage going up without a permit or a tennis court too close to the property line. But when you plunk the 25,000-student University of Connecticut down in the middle of a rural area, zoning officials are faced with a new problem: illegal boarding houses.

The university is in Storrs, in the town of Mansfield, a town where a hastily converted attic or basement can bring several hundred dollars a month, where a house that would rent to a family for \$1,200 might bring twice that from a group of students.

So, for the second time in 18 months, the Mansfield Planning and Zoning Commission has ordered its zoning agent, Curt Hirsch, to crack down on efficiency apartments and fraternity houses operating without permission and near the university in the Storrs section of the town.

For Mr. Hirsch, it means weeks of work talking with neighbors, postal carriers and others who might have a clue as to how many people are living in a particular house.

"It's a frustrating enforcement issue, proving who actually lives in a house," Mr. Hirsch said. "Most of the time, you have to do it without ever setting foot inside."

Because some of the cases will end up in court, Mr. Hirsch does not want to taint them with an illegal search.

So far he has issued two citations, both for cases he has investigated for many months before the commission order, but he has his eye on several other suspect dwellings.

Aline L. Booth, chairman of the commission, said health and safety issues prompted the crackdown, "but it's also because students' life styles are different from what people have come to expect in single-family neighborhoods."

Houses rented to students generally have cars parked on the street and the lawn most of the time, there is trash left around the house, and there is more traffic as the tenants come and go to classes.

"And it's pretty well known in our community that students have parties," Mrs. Booth said. "Of course, families have parties, too, but they tend to be on a different scale and a lot louder when students are involved."

"We're not trying to discriminate against students, we realize they need a place to live," she continued. "But we also have a responsibility to our full-time residents."

Jane E. Lowell, the assignments director of the university's Office of Residential Life, said, "We have a continuing housing shortage, and no indication it's going to improve anytime soon."

The dormitories have a rated capacity of 8,633 students, although since 1980 that has been "enhanced," by converting large double rooms into triples, and converting study halls and lounges in the dorms to bedrooms.

Currently, Ms. Lowell said, the university is 281 students over even its enhanced capacity, and it has a waiting list of more than 500 students who would like to live on campus.

"We house 76 percent of our undergraduate students, which gives us one of the highest proportions in the country living on campus," she said.

UConn is ranked 12th nationally in the number of dormitory rooms available.

The university has approval from the state's Board of Higher Education to begin planning for a new 450-bed dormitory, but it is likely to be eight years before that is completed, and even that might not be enough.

"You're talking about a need for 1,100 or 1,200 beds, anyway," Ms. Lowell said. "Of course, there are so many other considerations, I would never recommend we build that many, but that's how many we could use."

So, Ms. Lowell said, thousands of students are forced to seek off-campus housing each year, and because it is a rural area, there are few apartment complexes nearby.

"Off-campus housing is tight, it's expensive, and it's inconvenient because students usually have to drive some distance and it's not down a well-lit sidewalk," Ms. Lowell said.

To assist students in finding a place to live, Ms. Lowell's office operates a listing service for rooms and apartments, but does not screen the listings to make sure they have all applicable permits.

"We make it clear to the students that this is only a list, that the university is not making any judgment

or recommendation with regard to the housing," Ms. Lowell said.

Mr. Hirsch, the Mansfield zoning agent, said that attitude has contributed to the problem in Storrs. "The university has a real housing crunch, and they're not taking care of it, so the students move out into the community and it becomes our problem," he said. "There's probably dozens of homes with illegal apartments." Mr. Hirsch said he has issued two citations so far, one for the Sigma Alpha Epsilon fraternity house at 17 King Hill Road, the other for the Kappa Sigma fraternity house at 188 North Eagleville Road.

Mr. Hirsch said that he tried to find out through the post office how many people were living at the Kappa Sigma house and that a postal carrier told him there were deliveries for at least a dozen people.

The owner of the house, John Mihalopoulos, has denied that the house is used as a boarding operation, and the case has been turned over to the Town Attorney, Mr. Hirsch said.

In the other case, the owner, Owen Mark Sanderson, has asked for zoning approval to operate a boarding house.

"I have no choice, at this point, but to issue him a citation and turn it over to counsel," Mr. Hirsch said.

"They're both normal-sized, single-family houses, maybe 1,500 to 2,000 square feet," Mr. Hirsch said. "They should not have that many adults living in them."

Mrs. Booth, the head of the Planning and Zoning Commission, said the problems of overcrowding were more serious than noise and parties. For instance, she said, overworked septic systems in single-family houses can fail, creating a health hazard for an entire neighborhood. In addition, illegal conversions might not meet fire and safety codes, she pointed out.

Apartment houses cannot be built in most areas of the town, she said, because there are no municipal sewers or city water for large projects. Mrs. Booth said there have been suggestions that UConn extend its sewer system to areas adjacent to its campus, which would allow the town to rezone those areas for apartments.

The university is set to undertake a study to determine if there is sufficient capacity in its system to allow for expansion.

Another possibility is to convert buildings at the nearby Mansfield Training School, a center for the retarded that is nearly vacant because of a state program to transfer its residents into community group homes. The center has one of the most advanced sewage treatment systems in the state, so it could accommodate a large population.

Though the center is about three miles from UConn, shuttle buses that operate on campus could make

regular swings through the complex, said Mrs. Booth, who serves on a task force considering uses for the training school.

"We are all aware of the university's severe housing problem, and we're sensitive to it," Mrs. Booth said. "But at the same time, it shouldn't be foisted off onto the town."

Photo of Salvatore Vinci and Sean Murphy in one of the new dormitory rooms at the University of Connecticut in Storrs (NYT/Steve Miller)

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On September 14, 2016 the Mansfield Zoning Board of Appeals took the following action:

Approved the application of William Briggs for a Special Exception of Art X E for an addition of attached 26' x 30' 2 car garage to an existing single family dwelling in flood hazard area at 27 Briarcliff Rd, as shown on submitted plan.

In favor of approving application: Accorsi, Brosseau, Katz, Litrico, Stearns

Reasons for voting in favor of application:

- Addition would enhance property
- Would not adversely affect the public health, welfare and safety of town

Application was approved.

Additional information is available in the Town Clerk's Office.

Dated September 15, 2016

***Sarah Accorsi***  
***Chairman***

# Building Blocks for Sustainable Communities

**Lead Organization:**

**Project Location** City:

State:

County:

**Point of Contact** (must be available for duration of project to lead coordination of local participation and interact with the planning assistance team)

First Name:

Last Name:

Position/Title:

Email:

Phone Number:

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Identify the tool for which you are seeking assistance:

Creating Equitable Development

Sustainable Strategies for Small Cities and Rural Areas

Planning for Infill Development

Flood Resilience for Riverine and Coastal Communities

Green and Complete Streets

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In the space below, explain your interest in the Building Blocks program, including the information requested in the "How to Apply" section of the request for letters of interest.

Your response must fit in the two boxes below. Text does not automatically flow from one box to the next. You must click on each box.



**TOWN OF MANSFIELD**  
OFFICE OF THE TOWN MANAGER



Matthew W. Hart, Town Manager

AUDREY P. BECK BUILDING  
FOUR SOUTH EAGLEVILLE ROAD  
MANSFIELD, CT 06268-2599  
(860) 429-3336  
Fax: (860) 429-6863

October 12, 2016

Mr. Matthew Dalbey  
Director  
U.S. EPA Office of Sustainable Communities

(Submitted via email with Letter of Interest)

Subject: Letter of Support  
Mansfield, CT 2016-17 Building Blocks for Sustainable Communities Letter of Interest  
Tool #5: Green and Complete Streets

Dear Mr. Dalbey:

On behalf of the Town of Mansfield, I am pleased to submit this letter of support for the Town's application for technical assistance as part of the EPA's Building Blocks for Sustainable Communities Program. As described more fully in the attached Letter of Interest, Mansfield is seeking assistance in identifying strategies to implement Green and Complete Streets in our community.

In 2015, Mansfield completed a Community Challenge Planning Grant administered by HUD's Office of Economic Resilience. As part of that project, Mansfield adopted a new comprehensive plan known as the Mansfield Tomorrow Plan ([http://www.mansfieldct.gov/filestorage/1904/1932/2043/mansfield\\_tomorrow\\_pocd.pdf](http://www.mansfieldct.gov/filestorage/1904/1932/2043/mansfield_tomorrow_pocd.pdf)). This Plan, developed through an extensive community outreach process, identifies a vision for Mansfield's future that recognizes the role of sustainable principles in ensuring the long-term health and viability of our community. With regard to Green and Complete Streets, the Plan identifies specific goals to protect the quality and health of our water resources, expand opportunities for transportation choice and support a healthy, active community.

As described in the attached Letter of Interest, the Green and Complete Streets technical assistance workshop would help the Town implement several actions recommended in the Mansfield Tomorrow Plan with regard to expanding transportation choice and protecting our natural resources. As a rural community, we do not have an extensive network of off-street walkways. Given the narrow, winding and hilly nature of our roads, this can be hazardous for pedestrians. As we have just embarked on a multi-year pavement management/improvement program, the timing of this workshop would help to ensure that complete streets and green infrastructure practices are included as part of road improvement projects.

An expanded network of complete streets would increase opportunities for transportation choice in the more rural areas of the community; support healthy living by providing additional opportunities for physical activity; and enhance the ability of our residents to age in place. Specifically, the workshop would support the town's efforts related to the following Federal Livability Principles:

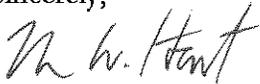
- Provide more transportation choices
- Support existing communities
- Coordinate and leverage federal policies investment
- Value communities and neighborhoods

As identified in the tool description, the Town hereby commits to providing the following:

- A local key contact;
- Decision-makers commitment to attend the workshop;
- Self-assessment and background information on current and planned sustainability initiatives;
- Local logistics, including organization of workshop and tour;
- Marketing of public workshop;
- Invitations to key stakeholders to attend work sessions; and
- Attendance of key officials and local government staff.

We are excited about the opportunity presented through this program and hope that our commitment to sustainability and overall experience will result in our application being selected.

Sincerely,



Matthew W. Hart  
Town Manager

C: Town Council  
Planning and Zoning Commission  
Transportation Advisory Committee  
Sustainability Committee