

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

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LINDA M. PAINTER, AICP, DIRECTOR

**Memo to:** Conservation Commission  
Open Space Preservation Committee  
John Jackman, Fire Marshal  
Grant Meitzler, Assistant Town Engineer  
Geoffrey Havens, Eastern Highlands Health District

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

**Date:** April 12, 2012

**Subject:** Beacon Hill Estates Section 2  
Eagleville Development Group LLC  
Subdivision Design Process Submission

In March 2011, the PZC adopted a new design process that is mandatory for proposed subdivisions that include 4 or more lots or a street. In accordance with the requirements of Section 5.2 of the Subdivision Regulations, Eagleville Development Group LLC has submitted an Off-Site and Neighborhood Influences Inventory Plan and Site Analysis Plan for review.

Pursuant to Section 5.2.a.2, these plans are to be reviewed by town staff and referred to the Conservation Commission and Open Space Preservation Committee for review and comment. The PZC is required to be notified in writing and provided with an opportunity to review and comment.

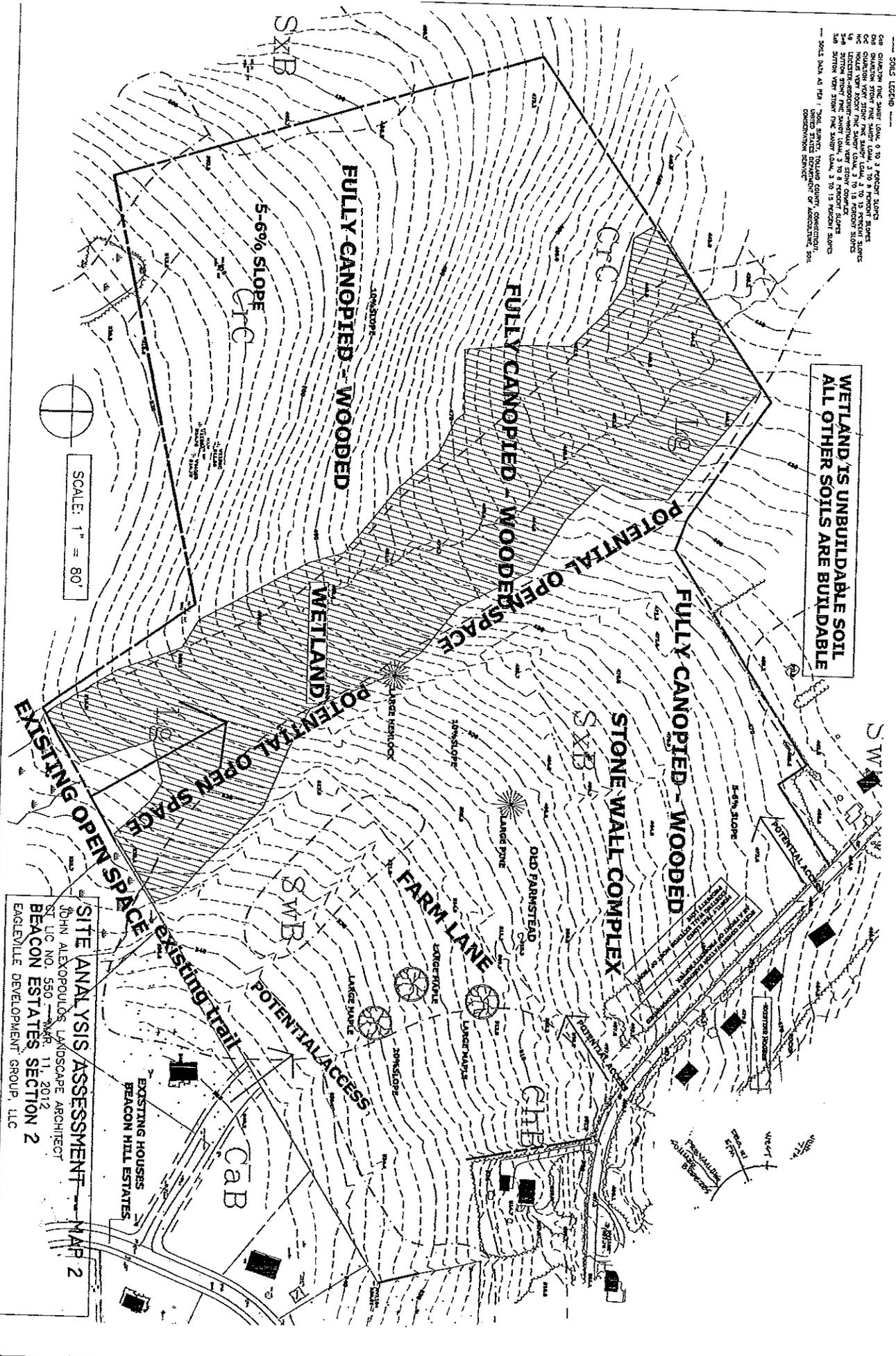
Copies of the relevant regulations are attached for your information along with the submission from Eagleville Development Group LLC. As I am required to provide comments to the applicant by April 26, 2012, I recommend that comments and feedback be provided to the Planning Office by April 23, 2012 and will be included in my response to the applicant.

PAGE  
BREAK

SOILS LEGEND

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 SO QUANTITY FROM 298 TO 300 PERCENT SLIPS

**WETLAND IS UNBUILDABLE SOIL  
 ALL OTHER SOILS ARE BUILDABLE**



SCALE: 1" = 80'

**SITE ANALYSIS ASSESSMENT MAP 2**  
 JOHN ALEXOPOULOS, LANDSCAPE ARCHITECT  
 ST. LIC. NO. 550  
 BEACON ESTATES SECTION 2  
 ENGLEVILLE DEVELOPMENT GROUP, LLC



applicant, the Planning and Zoning Commission or any other authority, agency or official having jurisdiction to review and act upon the subject subdivision.

a. **Off-Site and Neighborhood Influences Inventory Plan and Site Analysis Plan**

1. **Off Site and Neighborhood Influences Inventory Plan**

Regional, town-wide and neighborhood characteristics and influences shall be inventoried and considered with respect to the subject subdivision site and the Design Objectives of Section 5.1. State and regional land use plans, Mansfield's Plan of Conservation and Development, local knowledge and other sources of information should be considered in conducting this inventory of off-site influences.

While all prospective applicants are encouraged to submit and review with the Planning Staff an inventory of off-site and neighborhood influences, whenever a subdivision proposal includes new streets or four (4) or more lots, this inventory is mandatory and shall be submitted by a Connecticut Licensed Landscape Architect in association with the Site Analysis Plan requirements of Section 5.2.b. Where required, this inventory shall be presented in the form of a plan showing the location of the project site, area factors such as roads and transportation networks, noteworthy topographical and natural resource features, proximate commercial, recreational, educational and cultural land uses and any other external site features that could influence development on the project site. This plan may be displayed as a cover sheet for the set of final subdivision plans.

2. **Site Analysis Plan**

Natural and man-made features on or adjacent to a potential subdivision site shall be inventoried and considered in association with the design objectives of Section 5.1 and other provisions of these regulations. While all prospective applicants are encouraged to submit and review with Planning Staff a Site Analysis Plan (as described below), whenever a subdivision proposal includes new streets or four (4) or more lots, the submittal of a Site Analysis Plan is mandatory. Where required, a Connecticut Licensed Landscape Architect shall prepare and submit to the Director of Planning and Development and Development five (5) copies of a Site Analysis Plan containing the information listed below as applicable to the subject site. This plan shall be submitted in association with an Off-Site and Neighborhood Influences Inventory Plan as per Section 5.2.a.1.

The submitted Off-Site and Neighborhood Influences Inventory Plan and the Site Analysis Plan shall be reviewed by Mansfield staff members and shall be referred to the Conservation Commission and the Open Space Preservation Committee. As deemed appropriate by the Director of Planning and Development and Development, the above referenced plans also may be referred to other advisory committees for review and comment. Additionally, the Planning and Zoning Commission shall be informed in writing and provided with an opportunity to receive the submitted information for review and comment. The Director of Planning and Development and Development shall within forty-five (45) days of receipt provide review comments on the submitted plans to both the applicant and the Planning and Zoning Commission and any reviewer who provided comments to the Director. No final subdivision plan involving new streets or four (4) or more lots shall be considered complete and approvable by the Commission unless the Off-Site and Neighborhood Influences Inventory Plan and the Site Analysis Plan requirements have been met.

The following information shall be included, as applicable to the subject site, on all required Site Analysis Plans:

1. North arrow, date and scale. All plans shall be drawn at a scale of one (1) inch equals forty (40) feet (1" = 40') or less. The Director of Planning and Development and Development shall have the right to permit different scales for larger parcels provided the scale used shall also be used for the final subdivision plan. Use of the same scale will facilitate a transfer of information.
2. Name of subdivider and subdivision and the name and seal of the Landscape Architect who prepared the plan.
3. Boundaries of tract to be subdivided.
4. Existing contours at two (2) foot intervals. All slopes over 20 percent and watershed divides should be indicated.
5. Existing streets, easements, fences, walkways, bikeways, trails, structures both onsite and immediately adjacent to the site.
6. Wetlands and watercourses including intermittent streams both onsite and immediately adjacent to the site.
7. One Hundred (100) year flood plains, including base flood information on any portion of the land being subdivided which is within flood hazard areas as shown on the Zoning Map and in greater detail in the flood insurance study dated July 1980, and the most current Federal Emergency Management "Floodway" and Flood Insurance Rate Maps.
8. Aquifer areas and public drinking water wells on or within 500 feet of a site.
9. Soil type classifications as per the current U.S.D.A. Natural Resource Conservation Service Soil Survey for Tolland County, CT.
10. On-site and adjacent historic features including: all structures, wells and other utility features, walls and fences regardless of their condition, existing or former walks, paths, drives, trails, etc., curbs and pavement, man-made elements inserted into the ground such as hitching posts, garden or enclosed areas, significant vegetation, remains of old foundations, rip-rapping, arbors, trellises, etc., and any other historic features observed.
11. On-site and adjacent agricultural land with existing uses identified.
12. Areas with potential State and Federally-listed endangered, threatened or special concern species as per the current State and Federal Listed Species and Natural Communities Map published by the Connecticut Geological and Natural History Survey of the Connecticut Department of Environmental Protection; and significant natural flora and fauna communities as per Mansfield's Plan of Conservation and Development mapping.
13. Other natural and man-made features, including rock ledges and rock outcropping, significant trees, tree or shrub groves or masses of groundcover and obvious wildlife habitats.
14. Desirable scenic and/or historic views and vistas into or out of the site, desirable internal vistas and views and any undesirable views and vistas both off and on-site.
15. On-site and adjacent open space and recreational land with existing uses identified.
16. Off-site nuisances to be screened.
17. Negative site conditions such as dangerous and dilapidated buildings, dead and falling trees, diseased plants, infestation of invasive species, areas of stripped top soil, deposits or junk and refuse.

18. Objectionable noises or odors and their sources both on and off site.
19. Particular micro-climatic conditions that may affect development.
20. Directions of prevailing winter winds and summer breezes.
21. Horizontal angles of the sun (azimuth) on December 21 and June 21.
22. Primary directions of off-site traffic flow and relative volumes; points of connection of site with sidewalks, bikeways and trails, if any.
23. Logical points of ingress and egress to the site; sight lines of possible driveway to road; locations of all trees over 9 inches in diameter (d.b.h.) within sight lines.
24. Tentative notations of possible preservation and conservation areas (areas where development should be discouraged).
25. Tentative identification of areas that are better suited for development.

An example of a site analysis plan is contained in Appendix A of these regulations.

In situations where the Director of Planning and Development and Development becomes aware of a planned subdivision but the mandatory submittal of an Off-Site and Neighborhood Influences Inventory Plan and a Site Analysis Plan are not required, the Director is encouraged (subject to privacy considerations or other factors) to notify other staff members, the Conservation Commission, the Open Space Preservation Committee and, as appropriate, other advisory committees that a subdivision is being considered for the subject property. This notification provision is designed to facilitate the communication of useful information to a potential applicant at an early stage of the subdivision design process.

In situations where an Off-Site and Neighborhood Influences Inventory Plan and Site Analysis Plan have not been submitted but the Director of Planning and Development and Development has notified staff and advisory committees of a potential subdivision application, the Planning and Zoning Commission shall be informed in writing and provided an opportunity to comment. Any pre-application review comments from staff members, commission or committee members shall be incorporated into a report from the Director of Planning and Development and Development, which shall be submitted to the applicant, the Planning and Zoning Commission and any reviewer who provided comments to the Director. Any comments from the Commission shall not be binding on the applicant, the Commission or any other authority, agency or official having jurisdiction to review and act upon the subject subdivision.

**b. Conceptual Yield Plan and Conceptual Layout Plan**

Following the analysis and review of off-site and neighborhood influences and site features, the next step in designing a Mansfield Subdivision shall be the preparation of a Conceptual Yield Plan and a Conceptual Layout Plan. These plans shall take into account all comments received in association with the initial step as described in Section 5.2.a.

All applicants are encouraged to submit to the Planning Office a Conceptual Yield Plan and Conceptual Layout Plan for review prior to the submittal of final plans. However, whenever a subdivision proposal includes new streets or four (4) or more lots, a Connecticut Licensed Landscape Architect shall prepare and submit to the Director of Planning and Development and Development five (5) copies of a Conceptual Yield Plan and a Conceptual Layout Plan. Several concept plans may be submitted concurrently. The submitted plans shall be reviewed by Mansfield staff members and, shall be referred to the Conservation Commission, the Open Space Preservation Committee and the Design Review Panel. As deemed appropriate by the

Director of Planning and Development and Development, the plans also may be referred to other advisory committees for review and comment. Additionally, the Planning and Zoning Commission shall be informed in writing and provided with an opportunity to receive the submitted plans for review and comment. The Director of Planning and Development and Development shall within forty-five (45) days of receipt provide review comments on the submitted plans to both the applicant and the Planning and Zoning Commission and any reviewer who provided comments to the Director. No final subdivision plan involving new streets or four (4) or more lots shall be considered complete and approvable by the Planning and Zoning Commission unless these conceptual plan requirements have been met. All review comments on conceptual plans shall not be considered as a commitment to approve final plans which are subject to independent review and approval pursuant to Section 6 and compliance with all applicable approval criteria contained in these regulations.

The Conceptual Yield Plan, which shall be drawn to a scale best suited to the site and allows appropriate review, shall identify potential streets (where applicable), potential lots and potential open space areas that could be developed with standard frontages and lot sizes pursuant to all applicable zoning and subdivision approval criteria. Mansfield's Subdivision Regulations require a yield plan to determine the maximum number of lots that could be developed on a subject site (see Section 6.10.a.6 for yield plan provisions).

The Conceptual Layout Plan, which shall be drawn to a scale best suited to the site and allows appropriate review, shall identify potential streets (where applicable), potential lots and potential open space areas that could be developed pursuant to all applicable zoning and subdivision approval criteria, including Mansfield's "Cluster Development" provisions. Section 7.4 of the Subdivision Regulations authorizes the Commission to require new subdivisions to be clustered with reduced lot sizes and larger areas of preserved open space. Section 7.6 includes provisions to reduce or waive lot frontage and setback requirements. A submitted Conceptual Layout Plan should reflect an applicant's intended final plan submission subject to soil testing and obtaining more specific site information.

**c. Testing/Preparation of Final Subdivision Plans**

Following the receipt of review comments on all submitted conceptual plans, applicants shall conduct all required testing pursuant to State Health Code requirements and permits issued by Eastern Highlands Health District. Following on-site testing and further analysis, applicants can elect to resubmit conceptual plans pursuant to Section 5.2.b. or prepare final plans pursuant to Section 6. The final plan shall take into account all information obtained through Mansfield's design process.

Final Subdivision plans shall depict proposed streets, lot lines, building and development area envelopes, house locations, well and septic system locations, open space areas, natural and manmade resources and other details required by Section 6 and other provisions of these Regulations. The final subdivision plan shall address the minimum lot size provisions of the Zoning Regulations, and the number of proposed lots shall be no greater than the number depicted on a finalized yield plan prepared pursuant to Section 6.10.a.6.