


**TOWN OF MANCHESTER  
PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT**

**TO:** Maria Cruz, Town Clerk

**FROM:** Megan Pilla, Principal Development Planner 

**DATE:** August 30, 2024

**RE:** Proposed Zoning Regulation Amendment (REG-0005-2024)  
Text Amendments to Form Based Zone

APR Manchester LLC proposes to amend the Town zoning regulations for the Form Based zone at Art. II, Sec. 26.01.02, 26.02.02, and 26.05.03.

Enclosed, please find a copy of the proposed text changes and 2 copies of the legal notice for the September 16, 2024 Planning and Zoning Commission meeting at which this application will be discussed.

Please date stamp this memo, as well as one copy of the enclosed legal notice, and return them to the Planning Department for our records.

mp/kw

Encls.

August 16, 2024

Town of Manchester  
Planning and Zoning  
41 Center Street  
Manchester, CT 06045

Re: Zoning Regulation Request for Text Amendment  
Form Base Zone

To whom it may concern,

On behalf of APR Manchester LLC, we are submitting this request for text amendments to the Town of Manchester Zoning Regulations. Text amendments to the Form Based Zone will allow APR Manchester LLC to move forward with a Site Plan Application for the property located at 300 Broad Street.

The proposed text amendments to the Town of Manchester Zoning Regulations include:

1. Section 26.01.02 FBZ Regulation Plan:

Replace “Map 26.01 – Form-Based Zone Regulation Plan; Revised 30-April-2020” with “Map 23.01 – Form-Based Zone Regulation Plan’ Revised 16-August-2024” (enclosed).

2. Section 26.02.02 Street and Thoroughfare Types:

Table 26.01 – Thoroughfare Types...Park Side Road (PSR) – Revise description to as follows:

A long and gently meandering thoroughfare running parallel to the Bigelow Brook linear park. This thoroughfare-type should be designed for slow speeds with two travel lanes, on-street parking, and significant tree plantings. ~~creating a transitional area between residential frontage on the north side of the parkway and open space on the south.~~

3. Section 26.05.03 General Building Development Standards

Add “on a public street” to the end of the first sentence in subsection “N. Residential Floor Heights”. The revised section will read as follows:

*“Residential buildings must have their first habitable floor raised at least 2 ½ feet above the adjacent sidewalk on a public street. If the first floor is more than 5 feet above the adjacent sidewalk, the space below the first-floor counts as the ground (first) story.”*

4. Section 26.05.03 General Building Development Standards

In the last sentence of subsection *K. Roof Pitch*, replace “6” with “4”. The revised section will read as follows:

*“Flat roofs shall not be permitted for one story buildings unless the front elevation is at least 18 feet in height. Flat roofs combined with roof top amenities (green roofs and gardens, stormwater capture systems, outdoor accessory uses, etc.) are encouraged for buildings greater than two stories. Pitch roofs shall have a 4 over 12-inch pitch or greater.”*

Thank you for considering this request for text amendments to the Form Based Zone regulations. If you have any questions or need additional information, please contact me by phone at (860) 783-4767 or by email at [Ron.Bomengen@fando.com](mailto:Ron.Bomengen@fando.com).

Sincerely,

A handwritten signature in blue ink, appearing to read 'R Bomengen', with a horizontal line extending to the right.

Ron Bomengen, PE, LEED AP  
Vice President | Department manager

# FORM-BASED ZONE (FBZ) REGULATING PLAN

## FRONTAGE ZONES AND THOROUGHFARE HIERARCHY



### Legend

#### ZONING DISTRICT

- FBZ
- 40' Frontage Zone

#### THOROUGHFARE

- Existing Roadway
- Future Roadway
- Multi-purpose Trail

#### Primary Streets and Trails

- AV Avenue
- PSR Park Side Road
- BDS Business District Street
- MPT Multi-purpose Trail



Date: 20-January-2012  
Revised: 16-August-2024



**TOWN OF MANCHESTER  
LEGAL NOTICE**

The Planning and Zoning Commission will hold a public hearing on September 16, 2024 at 7:00 P.M., both virtually and in person in the Lincoln Center Hearing Room, 494 Main Street, Manchester, Connecticut, to hear and consider the following petition:

**APR MANCHESTER LLC – Zoning Regulation Amendment (REG-0005-2024) – Text amendments to the Form Based zone at Art. II, Sec. 26.01.02, 26.02.02, and 26.05.03.**

At this hearing interested persons may be heard, either in person or virtually via Zoom, and written communications received. This meeting will be shown live on Cox Channel 16 and streamed live at <http://www.channel16.org/CablecastPublicSite/watch/1?channel=1>. Individuals who wish to speak at or attend the virtual meeting must complete a Request to Attend Virtually form, available at <https://manct.us/meeting>, by 4:00 p.m. on the day of the meeting. These individuals will need to join the Zoom meeting and will be allowed to speak when directed by the Chairman. Zoom meeting information will be sent to individuals who complete a Request to Attend Virtually form. Only individuals who complete a Request to Attend Virtually form will be allowed to join the Zoom meeting. A physical location and electronic equipment will be provided for the public to use if a written request is received at least 24 hours in advance, via email to [pzcomments@manchesterct.gov](mailto:pzcomments@manchesterct.gov), or by mail to the Planning Department, 494 Main Street, P.O. Box 191, Manchester, CT 06045-0191.

Individuals may also submit comments in writing to the Planning and Economic Development Department via email to [pzcomments@manchesterct.gov](mailto:pzcomments@manchesterct.gov), or by mail to the Planning Department, 494 Main Street, P.O. Box 191, Manchester, CT 06045-0191. All written comments received by 4:00 p.m. on the day of the meeting will be presented and recorded as part of the hearing.

A copy of the proposed zoning regulation amendment may be reviewed online at <https://www.manchesterct.gov/Government/Departments/Planning-and-Economic-Development>; by contacting the Town Clerk's office at [townclerkdept@manchesterct.gov](mailto:townclerkdept@manchesterct.gov) or (860) 647-3037 to request a PDF by email; or in the Planning and Economic Development Department, 494 Main Street, during regular business hours (8:00 a.m. to 4:30 p.m. on Mondays, Wednesdays, and Thursdays; 8:00 a.m. to 7:00 p.m. on Tuesdays; and 8 a.m. to 1:00 p.m. on Fridays). Information about this application will be available online at <https://Manchesterct.gov/pzc> by the Friday before the hearing.

Planning and Zoning Commission  
Eric Prause, Chair

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Planning and Zoning Commission  
Eric Prause, Chair