

**MEMORANDUM**

**OFFICE OF COMMUNITY DEVELOPMENT**

**SECTION 12.9 MINOR CHANGE TO  
CONSTRUCT A 24-FOOT BY 30-FOOT ACCESSORY BUILDING  
AT THE TOWN OF MANCHESTER FIRING RANGE  
MEETING DATE: JULY 6, 2021**

**REGULAR MEETING ITEM #3**  
07-06-2021 AGENDA

**To:**  
Town Plan and Zoning  
Commission

**From:**  
Office of Community  
Development Staff

**Memo Date:**  
July 2, 2021

**Zoning District:**  
Town Center (TC) Zone

**Applicant:**  
Christopher Till, Facili-  
ties Manager, for the  
Town of Manchester

**Owner:**  
Town of Manchester

**EXECUTIVE SUMMARY**

- The applicant proposes to install a 24-foot by 30-foot accessory building at the Town of Manchester Police and Fire Training Facility located at the northwest corner of Lot S-3 Line Street.
- The building will be used for planning of, and debriefing, from training exercises.
- The Plans Review Subcommittee reviewed the proposal at their May 26, 2021 meeting; they had no issues.

**REVIEW**

Included for Commission review are the following:

- Town of Glastonbury staff memoranda
- A site plan, building plans, and elevation drawings
- Minutes from the May 26, 2021 meeting of the Plans Review Subcommittee.



**Aerial view of Training Facility location at northwest corner of Lot S-3 Line Street**



**Aerial view of proposed building location at training facility**

**SITE DESCRIPTION [See plan set sheet entitled “Site Plan 130 Line Street”]**

The subject site is located at the northwest corner of an 850± acre parcel owned by the Town of Manchester south of the border between Manchester and Glastonbury. Access to the training facility site is through a driveway off Line Street in Manchester.

**ADJACENT USES**

The site is surrounded by undeveloped land owned by the Town of Manchester on all sides.

**PROPOSAL [See plan set sheet entitled “Site Plan 130 Line Street”]**

The applicant proposes to install a 24-foot by 30-foot prefabricated accessory building at the Town of Manchester Police Training Facility and Firing Range located at the northwest corner of Lot S-3 Line Street. The building will be used for planning of, and debriefing from, training exercises. The building will be located on the eastern side of the paved driveway just north of a 150-foot long by 115-foot wide bituminous concrete training area and firing range. The building will have a pitched roof and doors at the northeast and southwest corners. There are windows on the east and west sides of the structure. Electricity will be supplied from an existing utility pole on Line Street. The site uses portable toilets as there is no public sewer or an on site septic system.

Pertinent staff correspondence and draft motions are attached.

TOWN PLAN AND  
ZONING COMMISSION

SECTION 12.9 MINOR CHANGE

APPLICANT/  
OWNER: TOWN OF MANCHESTER  
41 CENTER STREET  
P.O. BOX 0191  
MANCHESTER, CT 06045

FOR: LOT S-3 LINE STREET

MOVED, that the Town Plan and Zoning Commission approve the application of the Town of Manchester for a Section 12.9 Minor Change concerning the construction of a 24-foot by 30-foot accessory building to support tactical training at the Town of Manchester Firing Range – Reserved Land – 130 Line Street – in accordance with the following plans:

“SITE PLAN 130 LINE STREET GLASTONBURY, CT IMPROVEMENTS TO MANCHESTER POLICE DEPARTMENT FIRING RANGE PROJECT NUMBER 2011086 DRAWN BY: NF CHECKED BY: DG RELEASED BY: JL SCALE: 1” = 20’ TOWN OF MANCHESTER PUBLIC WORKS DEPARTMENT ENGINEERING DIVISION 494 MAIN STREET – P.O. BOX 191 MANCHESTER, CT 06045-0191 SHEET NUMBER 2 OF 3 3/15/12 FOR PERMIT APPROVALS 11/08/18 TRAINING STRUCTURE 04/19/21 ACCESSORY BUILDING”

And:

1. In compliance with Standards contained in a report from the Fire Marshal, File #21-014R, plans reviewed 06-21-21.
2. All construction shall be performed in accordance with the following:
  - a. 2002 Connecticut Guidelines for Soil Erosion and Sedimentation Control, as amended.
  - b. The Connecticut Stormwater Quality Manual, as amended.
  - c. All stormwater discharge permits required by the Connecticut Department of Energy and Environmental Protection (DEEP) pursuant to CGS 22a-430 and 22a-430b
  - d. Section 19 of the Town of Glastonbury Building-Zone Regulations, as amended, the Town of Glastonbury Subdivision and Resubdivision Regulations, as amended, and any additional mitigation measures to protect and/or improve water quality as deemed necessary by the Town.
3. Each property owner shall comply with the long-term maintenance plan and schedule depicted on the approved plans to ensure the performance and pollutant removal efficiency of all privately-owned stormwater management systems.

4. The applicant is hereby notified of their potential obligation to obtain authorization under the DEEP's General Permit for the Discharge of Stormwater and Dewatering Wastewaters Associated with Construction Activities ("construction general permit") for any project that disturbs one or more acres of land, either individually or collectively, as part of a larger common plan, and results in a point source discharge to the surface waters of the state either directly or through a stormwater conveyance system. The applicant shall provide a copy of the Storm Water Pollution Control Plan required by the construction general permit to the Town upon request.
5. This is a Section 12.9 Minor Change. If unforeseen conditions are encountered during construction that would cause deviation from the approved plans, the applicant shall consult with the Office of Community Development to determine what further approvals, if any, are required.

APPROVED: TOWN PLAN & ZONING COMMISSION  
JULY 6, 2021

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ROBERT J. ZANLUNGO JR., CHAIRMAN



TOWN OF GLASTONBURY  
**FIRE MARSHAL'S OFFICE**  
SITE PLAN/SUBDIVISION REVIEW

PROJECT: **Town of Manchester Police/Fire Tactical Training Grounds**  
LOCATION: **Lot S-3 Line Street / #130 Line Street**

  x   NEW CONSTRUCTION    CHANGE OF USE    SUBDIVISION    COMMERCIAL

OCCUPANCY CLASSIFICATION: **Group S**    FILE # **21-014** **R**

PROPOSED FIRE PROTECTION: **via GFD tanker truck shuttle & Mutual Aid**  
ENGINEER'S PLAN: **2011086**    INITIAL PLAN    REVISED PLAN **04-19-21**

ENGINEER: **Town of Manchester Public Works**

ADDRESS: **494 Main Street P.O. Box 191 Manchester CT 06045-0191**

DATE PLANS RECEIVED: **06-21-21**    DATE PLANS REVIEWED: **06-21-21**

COMMENTS:

**If a locked gate is provided to secure access to the property, please provide a rapid entry vault.**

REVIEWED BY

**Deputy Chief Chris Siwy –Fire Marshal**

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cc:    Applicant  
      File



***Town of Glastonbury***  
***Health Department***

# **Memo**

June 29, 2021

**To:** Jonathan E. Mullen, ACIP, Planner

**Fr:** Wendy S. Mis, Director of Health *WSM*

**Re:** 130 Line Street  
Section 12.9 Minor Change accessory building

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This office has reviewed the plan for the above referenced property, dated 8/6/2011, last revised 4/19/21 by Town of Manchester.

Approval with respect to CT Public Health Code is forwarded for Commission consideration.

TOWN PLAN AND ZONING COMMISSION  
PLANS REVIEW SUBCOMMITTEE  
*Portion of* MINUTES OF JUNE 9, 2021 SPECIAL MEETING

*The meeting commenced at 8:00 AM via Zoom video conferencing.*

**Present:** Subcommittee Members Robert Zanolungo and Sharon Purtill;  
Rebecca Augur, AICP, Director of Planning and Land Use Services and  
Jonathan E. Mullen, AICP, Planner

**130 LINE STREET -proposal for the construction of a 24-foot by 30-foot accessory building to support tactical training at the Town of Manchester Firing Range -Reserved Land -Christopher Till, Facilities Manager, Garth McDonough, Assistant Facilities Manager and Officer Brian Hagan for the Town of Manchester, applicant**

Chris Till, Facilities Manager for the Town of Manchester, stated that the proposal is to place a pre-fabricated structure at the Manchester Police and Fire Training Facility for use as a meeting, planning and debriefing space. The building would be in addition to the training facility approved in May of 2019. Sharon Purtill stated that the full commission should review the proposal for a Section 12.9 Minor Change. Mr. Zanolungo had no issues with the project. Mr. Mullen advised the applicant to avoid locating the building on or near any septic field. Mr. Till stated that there is no on-site septic at the facility.

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**MEMORANDUM – TOWN OF MANCHESTER FACILITIES DIVISION**

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**TO:** TOWN PLAN AND ZONING COMMISSION – GLASTONBURY, CT  
**FROM:** GARTH MCDONOUGH – FACILITIES ASSISTANT. PROJECT MANAGER  
**SUBJECT:** 130 LINE STREET - APPLICATION FOR MINOR CHANGE TO AN APPROVED SECTION 12 SPDR  
**DATE:** 06/15/2021

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**PROJECT SUMMARY**

The Manchester Police Department is looking to construct an accessory structure within the boundaries of their existing property at 130 Line Street. The building is intended to be used for classroom style, tactical training at the existing range facility.

The 24' x 30' wood framed structure will be located adjacent to the recently erected, modified cargo box training structure that was completed in 2019. The proposed structure will be constructed on site and requires minimal site preparation. There are no existing wells or septic on site, and none will be constructed.

Please find the attached application items for your use.