

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

TO: Maria Cruz, Town Clerk

FROM: Renata Bertotti, Deputy Director of Planning 

DATE: November 4, 2025

RE: Proposed Zoning Regulation Amendment (REG-0014-2025)
Section 5.2, 10.5, 10.7.4, and 10.11.2

APR Manchester LLC proposes to amend the Town zoning regulations in Section 5.2, 10.5, 10.7.4, and 10.11.2.

Enclosed, please find a copy of the proposed text changes and 2 copies of the legal notice for the November 17, 2025 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.

rb/kw

Encls.

October 31, 2025

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 properties located at 324, 330, 334, and 340 Broad Street.

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

1. Section 5.2 Accessory Uses: Commercial, Industrial, and Mixed-Use Zones
Replace “-” with “P” in the FBZ column in the row for Community Building
Replace “-” with “P” in the FBZ column in the row for Sports Court
Replace “-” with “P” in the FBZ column in the row for Swimming Pool
2. Section 10.5 Alternative Compliance
Insert the following for “H” – *“Frontage Occupation. The Commission may provide alternative compliance with the Frontage Occupation requirement as outlined in Section 10.7.4 to accommodate specific site conditions, lot shape, or street configuration. In no case shall frontage occupation be less than 50%.”*

The previous “H” description will be made “I” and remain as is.

3. Section 10.7.4 Site and Building Dimensional Standards
Add “F. *Frontage Occupation may be reduced to as low as 50%. See Section 10.5 - Alternative Compliance.*”
4. Section 10.11.2 Frontage Occupation Percentages
Delete *“the width of a lot that is required to be occupied by its building’s primary facade”* and replace it with *“street frontage occupied by a primary façade of a building or buildings.”*

The revised section will read as follows:

“Frontage occupation percentage is the percentage of street frontage occupied by a primary façade of a building or buildings...”

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.

Sincerely,

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

Accessory Use	RR	AA	RA	RB	RC	RM	PRD ¹	EHD
Keeping of Rabbits	P	—	—	—	—	—	—	—
Memorial Garden	P	—	—	—	—	—	—	—
Off-Street Parking	P	P	P	P	P	P	P	P
Outside Parking or Storage of Boats	P	P	P	P	P	P	P	P
Outside Recreational Vehicle Parking	P	P	P	P	P	P	P	P
Playground Equipment	P	P	P	P	P	P	P	P
Renting of Rooms	P	—	—	—	—	—	—	—
Signs	P	P	P	P	P	P	P	P
Solar Energy System	P	P	P	P	P	P	P	P
Sports Court	P	P	P	P	P	P	P	P
Swimming Pool	P	P	P	P	P	P	P	P
Tag Sale	P	P	P	P	P	P	P	P
Wireless Telecommunications Antenna	P	P	P	P	P	P	P	P
1. Changes to site layout require Site Plan approval (SP), regardless of whether the use is permitted (P).								

5.2 Accessory Uses: Commercial, Industrial, and Mixed-Use Zones

The table below indicates the permitted accessory uses in Manchester by commercial and industrial zone. Uses are permitted (P) or allowed by Special Exception (SE). Uses prohibited within a zone are identified by a dash (—). All Special Exceptions shall also require a Site Plan.

See Section 18 for plan and permit application requirements. In addition to the permit requirements identified below, see Section 7 and other applicable sections for regulations specific to the uses identified below.

Accessory Use	B1	B2	B3	B5	CBD	GB	NB	SDC ⁴	H-SM	H-FM	FBZ	CUD ³	IND
Accessory Alcohol Sales	P ²	P	P	P	P	P	P ²	P	P	—	P	P	P ²
Accessory ATM	—	—	—	—	—	—	—	—	—	—	SE	—	—
Accessory Building or Structure	P	P	P	P	P	P	P	P	P	P	P	P	P
Accessory Child Care Center	—	—	—	—	—	—	—	—	—	—	—	SE	P
Accessory Dwelling Unit	—	—	—	—	—	—	—	—	—	P	P	—	—
Accessory Office	—	—	—	—	—	—	—	—	P	P	—	—	—
Accessory Retail	—	—	—	—	—	—	—	—	—	—	P	—	—
Adult Day Care Center	—	—	—	—	—	—	—	—	—	—	—	—	—
Antennae or Dish	P	P	P	P	P	P	P	—	P	P	—	P	P

Accessory Use	B1	B2	B3	B5	CBD	GB	NB	SDC ⁴	H-SM	H-FM	FBZ	CUD ³	IND
Carnivals, Circuses, and Expositions	SE	SE	SE	SE	SE	SE	SE	—	—	—	—	SE	SE
Central Fuel Distribution System	P	P	P	P	P	P	P	P	P	P	P	P	P
Community Building	—	—	—	—	—	—	—	—	—	—	P	—	—
Dormitory	—	—	—	—	—	—	—	—	P	P	—	—	—
Drive-Thru	—	—	—	P	—	SE	SE	SE	—	—	SE	—	—
Electric Vehicle Charging Station	P	P	P	P	P	P	P	P	P	P	P	P	P
Family Child Care Home	P	P	P	P	P	P	P	P	P	P	P	P	—
Family Resource Center	—	—	—	—	—	—	—	—	—	—	—	—	—
Farmers' Market	—	—	—	—	—	—	—	—	—	—	P	—	—
Farmstand	—	—	—	—	—	—	—	—	—	—	P	—	—
Home Occupation	—	—	—	—	—	—	—	—	—	P	P	—	—
Incinerator	P	P	P	P	P	P	P	—	—	—	—	—	—
Live Entertainment or Dancing	—	—	—	—	—	—	—	—	—	—	P	—	—
Loading Area	P	P	P	P	P	P	P	P	—	—	P	P	P
Off-Street Parking	P	P	P	P	P	P	P	P	P	P	P	P	P
Outdoor Dining ⁵	P	P	P	P	P	P	P	P	P	—	P	P	P
Outdoor Entertainment	SE	SE	SE	SE	SE	SE	—	SE	—	—	SE	—	SE
Outdoor Storage	SE	SE	SE	SE	SE	SE	SE	SE	—	—	—	—	P
Outdoor Vending	P	P	P	P	—	—	—	—	—	—	P	P	P
Public Utility Building or Structure	P	P	P	P	P	P	P	P	—	—	—	P	—
Seasonal Vestibule	—	—	—	—	P	—	—	—	—	—	—	—	—
Signs	P	P	P	P	P	P	P	P	P	P	P	SE	P
Solar Energy System	P ¹	P ¹	P ¹	P ¹	P ¹	P ¹	P ¹	P	P	P	P	P	P
Sports Court	—	—	—	—	—	—	—	—	P	P	P	—	—
Swimming Pool	—	—	—	—	—	—	—	—	P	P	P	—	—
Wireless Telecommunications Antenna	P	P	P	P	P	P	P	—	P	P	P	P	P

1. See Section 7.32 and 9.2D for conditions that require a Special Exception.
2. See Section 7.2 for restrictions and Special Exception requirements.
3. Changes to site layout require Site Plan approval (SP), regardless of whether the use is permitted (P).
4. See Section 9.7 for conditions that require a Site Plan approval or Special Exception.
5. See Section 7.24 for standards and administrative permit requirements for seasonal outdoor dining that is not located within a permanent dedicated outdoor dining space.

10.5 Alternative Compliance

In order to accomplish the goals of the FBZ and allow for appropriate alternatives to the standards set forth in this Section, the Commission may approve alternative compliance through the Special Exception process as defined below:

- A. **ADA Compliance.** Where increased front setback may be necessary to meet the Americans with Disabilities Act (ADA) requirements. Where possible, the required ramping should be located primarily on the side of the building as opposed to directly in front of the building. Where ramping is required in front of the building, it should be designed to also provide an attractive and inviting space to pedestrians such as outdoor dining and sitting areas.
- B. **Additional Street Types.** An applicant may propose additional street and trail types or modified thoroughfare design standards through the Site Plan review process. The Commission shall decide whether to accept, modify, or reject such additions or modifications during the Site Plan review process based on its determination that the additions or modifications are consistent with the planning, design, and compatibility principles set forth in the Broad Street Redevelopment Plan and the Town of Manchester Public Improvement Standards.
- C. **Dead-End Streets.** Dead-end streets are not permitted except where specially authorized by the Commission. Commission criteria for allowing a dead-end street include the following: physical conditions such as highways, sensitive natural resources, or unusual topography provide no practical connection alternatives. Dead-end streets shall be constructed to Access Street design standards as prescribed in Section 10.4.2. Dead-end streets must be designed as a closed looped or cul-de-sac with an interior open space that shall be landscaped and accessible to adjoining lots. The dead-end street shall provide pedestrian connectivity to the maximum extent practicable.
- D. **Parking Standards Relief.** Where possible, parking reduction methods are strongly encouraged and the required number of spaces in Section 10.15.3 may be reduced if the applicant can demonstrate that a reduction would still provide adequate parking. The Commission may grant alternative compliance for the reduction in required spaces according to Section 10.15.3 upon a reliable showing of lesser parking need according to the Parking Adjustment Methods in Section 10.15.4.
- E. **Protruding Building Elements.** The Commission may provide alternative compliance from the street yard setback for awnings, marquees, balconies, galleries, arcades, projecting signs, and other protruding building elements as identified in Section 10.13.
- F. **Public Frontage Lighting.** Within the public frontages, the spacing and illumination level may be adjusted by the Commission to accommodate specific site conditions, such as building entrances, parking areas, sidewalks and trails.
- G. **Fences.** No fence, hedge or wall shall exceed a height of 6 feet (8 feet when abutting a non-residential district) from the grade plane unless alternative compliance is granted by the Commission.

H. **Frontage Occupation.** The Commission may provide alternative compliance for the Frontage Occupation requirement as outlined in Section 10.7.4 to accommodate specific site conditions, lot shape, or street configuration. In no case shall frontage occupation be less than 50%.

H.I. **Alternative Compliance Criteria.** In addition to the criteria set forth above, the Commission shall consider the following FBZ development and design objectives when considering alternative compliance:

- 1. The alternative provides for or supports mixed-use development where appropriate;
- 2. The alternative maintains or improves pedestrian access, streetscape and open spaces;
- 3. The alternative provides new local business development opportunities;
- 4. The alternative eliminates or minimizes curb cuts and driveways on Primary Streets;
- 5. The alternative provides for shared access and parking;

10.7.4 Site and Building Dimensional Standards

Building Lot Type	Height ^C			Lot Area		Lot Width		Frontage Occupati on ^F	Lot Cover age	Street Yard		Side Yard A	Rear Yard B
	Min. (stories)	Max. (stories) _D	Max. (ft)	Min. (sf)	Max. (sf)	Min. (ft)	Max. (ft)	Min. (%)	Max. (%)	Min. (ft)	Max. (ft)	Min. (ft)	Min. (ft)
Liner Building Lot (LBL)	1	4	48 ^E	—	—	—	250	75	100	5	20	0	0
Mixed-Use Building Lot (MUBL)	1	4	48	—	—	—	250	75	100	5	20	0	0
Multiple Residence Building Lot (MRBL)	2	5	65	4,000	—	—	250	75	100	5	20	0	0
Live-Work Building Lot (LWL)	2	3	45	2,000	7,500	16	60	75	80	5	10	0	15
Rowhouse Lot (RHL)	2	3	45	2,000	4,000	16	32	75	80	5	10	0	15
Civic Space and Building Lot (CSBL)	1	2	36	—	—	—	—	N/A	N/A	N/A	N/A	N/A	N/A

Key: N/A = Not Applicable, Dash (—) = No minimum or maximum.

- A. One side yard must be 10 feet minimum; the opposite side yard may be 0 feet if the adjacent lot provides a maintenance easement, otherwise the opposite side yard must be 3 feet minimum.
- B. Minimum rear yards apply to lots with alleys or side streets and to lots with neither alleys nor side streets; rear yards do not apply to through lots or to double-frontage lots; Minimum rear yards in this column apply to principal buildings. When alleys or side streets are provided, garages must have one wall constructed to maintain a 3 feet rear yard (minimum and maximum).
- C. Buildings must comply with both maximum heights, as measured in stories and in feet; One-story buildings must have a minimum front elevation of 18 feet; (Mezzanines that exceed the percentage of floor area for a mezzanine defined in the Connecticut Building Code are counted as a story for the purpose of measuring height.) Space within a roofline that is entirely non-habitable is not counted as a story.
- D. Above the third story, buildings must be setback or stepped back from all Primary Streets in accordance with the requirements of Section 10.12.6.
- E. One-story commercial liner buildings must have a front façade elevation of at least 18 feet facing the street yard.
- E.F. Frontage Occupation may be reduced to as low as 50%. See Section 10.5 - Alternative Compliance.

10.10 Ground Floor Limitations

Within FBZ Frontage Zones certain uses are denoted by a “GFL” in the table below. These uses shall not occupy the ground floor in the portion of a building within the 40 feet of lot depth measured from the public right-of-way on a Primary and Secondary Street. These uses may be located in the upper floors within the Frontage Zone and at ground level at more than 40 feet in lot depth and outside the Frontage Zone as illustrated in Section 10.9. Street entrances may be allowed to GFL uses above the ground floor within the Frontage Zone or at the side or rear of the building beyond the Frontage Zone. The Commission may grant an exception to GFL use restrictions for those uses denoted by “GFSE” in the table below.

Use	Ground Floor Limitation (GFL) or Special Exception Requirement (GFSE)
Accessory Apartment Unit	GFL
Adult Day Care Center	GFL
Child Care Center and Group Child Care Home	GFL
Contractor Shop	GFL
Educational Institution or Facility	GFL
Live/Work Quarters	GFL
Multi-Family	GFSE
Multi-Family (Attached Single-Family)	GFL
Research and Development	GFL

10.11 General Lot Development Standards

10.11.1 Appearance of a Development Lot

The character, layout and general composition of the lot, including but not limited to the type, color and texture of materials used in plantings, paving, lighting, furnishing, signage, utility structures and all other appurtenant elements should harmonize with the building design.

10.11.2 Frontage Occupation Percentages

Frontage occupation percentage is the percentage of ~~the width of a lot that is required to be occupied by its building's primary facade~~ street frontage occupied by a primary façade of a building or buildings.

Section 10.7.4 provides minimum frontage occupation percentages for each lot type.

- A. Up to 50% of the width of the primary facade shall be counted as meeting the frontage percentage requirement even though it may be set back up to 10 feet further from the street than the primary facade's principal plane.
- B. The location of the primary facade's principal plane is not changed by facade extensions such as bay windows, awnings, porches, balconies, stoops, colonnades, or arcades, or by upper stories that are set back further from the street.

**TOWN OF MANCHESTER
LEGAL NOTICE**

The Planning and Zoning Commission will hold a public hearing on November 17, 2025 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 petitions:

APR MANCHESTER LLC – Zoning Regulation Amendment (REG-0014-2025) – Request text amendment to Section 5.2, 10.5, 10.7.4, and 10.11.2 of the zoning regulations.

TOWN OF MANCHESTER PLANNING & ZONING COMMISSION – Zoning Regulation Amendment (REG-0013-2025) – Proposed revisions of Art. II, Sec. 4.2 and Art. III, Sec. 9.3 to limit residential uses to the second floor and above in the CBD zone.

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 Chairperson. 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 pzccomments@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 pzccomments@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 amendments may be reviewed online at <https://www.manchesterct.gov/Government/Departments/Planning-and-Economic-Development/Regulations-and-Maps> (click “Regulations” to see proposed zoning regulation amendments); by contacting the Town Clerk’s office at 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 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

**TOWN OF MANCHESTER
LEGAL NOTICE**

The Planning and Zoning Commission will hold a public hearing on November 17, 2025 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 petitions:

APR MANCHESTER LLC – Zoning Regulation Amendment (REG-0014-2025) – Request text amendment to Section 5.2, 10.5, 10.7.4, and 10.11.2 of the zoning regulations.

TOWN OF MANCHESTER PLANNING & ZONING COMMISSION – Zoning Regulation Amendment (REG-0013-2025) – Proposed revisions of Art. II, Sec. 4.2 and Art. III, Sec. 9.3 to limit residential uses to the second floor and above in the CBD zone.

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 Chairperson. 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 pzccomments@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 pzccomments@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 amendments may be reviewed online at <https://www.manchesterct.gov/Government/Departments/Planning-and-Economic-Development/Regulations-and-Maps> (click “Regulations” to see proposed zoning regulation amendments); by contacting the Town Clerk’s office at 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 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