

**GLASTONBURY TOWN PLAN AND ZONING COMMISSION
REGULAR MEETING MINUTES OF TUESDAY, OCTOBER 16, 2018**

The Glastonbury Town Plan and Zoning Commission with Khara Dodds, AICP, Director of Planning and Land Use Services, and Jonathan Mullen, AICP, Planner, in attendance held a regular meeting in Council Chambers of the Town Hall at 2155 Main Street, Glastonbury, Connecticut.

ROLL CALL

Commission Members Present

Mrs. Sharon H. Purtill, Chairman
Mr. Keith Shaw, Vice Chairman
Mr. Michael Botelho, Secretary
Mr. Raymond Hassett
Mr. Jacob McChesney
Mr. Robert Zanolungo
Mr. Scott Miller, Alternate
Mr. Matthew Saunig, Alternate

Commission Members Excused

Mr. Christopher Griffin, Alternate

Chairman Purtill called the meeting to order at 7:00 P.M.

PUBLIC HEARINGS

**1. Continued Hearing on Text Amendment – Building-Zone Regulations, Section 6.2
Excavation and Filling or Removal of Earth Products**

Mrs. Dodds reviewed the revised proposed text amendments for excavation operations. She noted that the Town Attorney also reviewed the revisions and provided his recommendations. With regard to the proposed language for Access Roads and Minimum Setbacks, he advised that a standard be included for the Commission to be able to apply landscaping/screening requirements.

The commissioners discussed the proposed text. They pointed out a few typos and asked that they be corrected in the final document. Regarding the proposed wording on the landscape plan requirement in Section 6.2.7.a.2, Vice Chairman Shaw said it seems vague and wondered if the Commission should require a landscape plan from every applicant. Chairman Purtill said she would prefer that the language remain as written so the Commission has flexibility to address the need for a landscape plan on a case-by-case basis; the other commissioners agreed.

Chairman Purtill called for public comment but no one spoke so she closed the public hearing on this matter.

Motion By: Secretary Botelho **Seconded:** Commissioner McChesney
MOVED, that the Town Plan & Zoning Commission recommends language modifications to the Section 6.2 Excavation and Filling or Removal of Earth Products in accordance with the draft dated October 3, 2018.

Result: Motion passes unanimously. (6-0-0)

2. Application of Eric Felkel for a Section 6.11 Special Permit – accessory apartment – 464 Stanley Drive – Rural Residence Zone

Eric Felkel appeared before the Commission to present his application for a 745 square foot accessory apartment for his in-laws. A portion of the home’s existing finished walkout basement would be converted into the apartment. Mr. Felkel reviewed the proposed floor plan and access to the apartment.

Chairman Purtill commented that the application was reviewed by the Plans Review Subcommittee and they had no issues with the proposal. She then called for public comment but no one spoke so she closed the public hearing on this matter.

Motion By: Secretary Botelho **Seconded:** Commissioner McChesney
MOVED, that the Town Plan and Zoning Commission approves the application of Eric Felkel for a Section 6.11 Special Permit – accessory apartment – 464 Stanley Drive – Rural Residence Zone – in accordance with plans on file with the Office of Community Development, and:

1. In compliance with:
 - a. Standards contained in a report from the Fire Marshal, File #18-028, plans reviewed 10-11-18.
2. In adherence to:
 - a. The Health Department Director’s memorandum dated October 9, 2018.
 - b. The Police Chief’s memorandum dated October 5, 2018.

Result: Motion passes unanimously. (6-0-0)

3. Application of David O’Leary for a Section 6.8 Rear Lot Special Permit – free cut to create a rear lot – 1335 Main Street – Residence AA Zone & Groundwater Protection Zone 1 – Dick Megson, Megson, Heagle & Friend, C.E. & L.S., LLC - Kristina O’Leary, owner

Richard Megson, P.E., Megson, Heagle & Friend, C.E. & L.S., LLC, appeared before the Commission to present the application to create a 1.83 acre free split rear lot. The proposed lot would be accessed by a 663 foot long driveway extension with a turnaround off the existing driveway. Mr. Megson reviewed the proposed stormwater management plan for the site, and noting that a conservation easement is proposed along the western property line. He noted that

the Conservation Commission forwarded a positive recommendation for the proposal to the TPZ on September 28, 2018.

Chairman Purtill commented that the proposal is very straightforward and meets their regulatory requirements. She then called for public comment but no one spoke so she closed the public hearing on this matter.

Motion By: Secretary Botelho

Seconded: Vice Chairman Shaw

MOVED, that the Town Plan and Zoning Commission approves the application of David O’Leary for a Section 6.8 Rear Lot Special Permit – free cut to create a rear lot – 1335 Main Street – Residence AA Zone & Groundwater Protection Zone 1, Kristina O’Leary, owner, in accordance with plans on file with the Office of Community Development, and:

1. In compliance with:
 - a. The conditions set forth by the Conservation Commission in their recommendation for approval to the Town Plan and Zoning Commission at their regular meeting of September 27, 2018.
2. In adherence to:
 - a. The Town Engineer’s memorandum dated October 9, 2018.
 - b. The Chief Sanitarian’s memorandum dated September 18, 2018.

Result: Motion passes unanimously. (6-0-0)

4. Application of Li & Tran Property, LLC for a Section 12 Special Permit with Design Review – 10-unit residential condominium – 25 Naubuc Avenue - Town Center Zone – Architect Hans Hansen – Dutton Associates, LLC - Robert & Leslie Hollister, owners

Jim Dutton, P.E., Dutton Associates, LLC, appeared before the Commission to present the application to construct a 10-unit (two 3-story, 5-unit buildings) condominium development. The existing single family house and shed on the lot would be demolished. Mr. Dutton noted that the development would have 20 parking spaces including 10 garage spaces; the length of the garages for each unit can accommodate two cars though the extra space has not been counted toward the minimum parking requirement. He then reviewed the proposed stormwater management plan and landscape plan which includes red maples along the northwestern edge of the property to provide shade for the parking area.

Chairman Purtill inquired about the Town Engineer’s comment in his memorandum to the TPZ dated October 10, 2018 regarding redesigning the sewer system. She wondered if Mr. Dutton should speak to Mr. Pennington to get clarification on the matter. Following some discussion, Mr. Dutton confirmed that he could revise the plan to provide a separate sewer lateral to each building from the public sewer main to remove burden from the Town and future residents.

Hans Hansen, Architect, presented the proposed building elevations. He explained that the buildings would be 3 stories tall with the garages located on the ground floor and the living

space located on the top two floors. Each unit would have a patio on the rear screened by privacy fencing, and second floor balconies on the front. Mr. Hansen reviewed the proposed building materials which include brick veneer and clapboard and shake vinyl siding.

Chairman Purtill suggested adding a condition to the motion to restrict residents from hanging things such as towels over the balcony rails or storing large items such as bicycles on the balconies. Commissioner Miller inquired about the project's Floor Area Ratio (FAR), and Mr. Hansen explained that the ratio was reduced (from .47 to .42) at the direction of the Plans Review Subcommittee. Tommy Li, applicant, reviewed the sizes of the proposed units, noting that they would range in size from 1,173 square feet to 1,414 square feet depending on the unit type. He stated that he expects that half of the units would be rented and half would be owner-occupied.

Vice Chairman Shaw questioned the language in condition #1 of the Conservation Commission's approved motion regarding funding to be escrowed in a long-term maintenance account for the condo association to use to maintain the stormwater management system. He commented that the process they describe doesn't make sense, though he understands the intent of the condition. He suggested that this should be clarified in the TPZ's motion for approval.

Secretary Botelho asked for further details on site access and traffic, and Mr. Dutton reviewed the proposed traffic circulation for the project. He then reviewed the proposed site lighting at the request of Commissioner Hassett.

Commissioner Hassett voiced concern over the density of the project. He said it seems fairly aggressive for the size of the property and he wondered if it would generate too much traffic. Mr. Dutton replied that the application complies with all of the regulatory requirements of the Town Center Zone, and noted that the proposed FAR was reduced following the Plans Review Subcommittee's review of the project. Chairman Purtill explained that she was initially concerned about the proposed density and also surprised to see that this project meets their regulations. She explained that the Subcommittee reviewed the application at three meetings and worked with the project team to make the side of the building fronting on Naubuc Avenue more visually interesting.

Chairman Purtill called for public comment but no one spoke.

Commissioner McChesney wondered if sidewalks for pedestrians to access the buildings are proposed, and Mr. Hansen explained that the property is not large enough to include them.

Commissioner Zanolungo voiced support of the proposal, noting that it meets their regulations and he wants the Town Center Zone to be livable and walkable for its residents as it is intended to be. Commissioner McChesney agreed.

There being nothing further, Chairman Purtill closed the public hearing on this matter.

Motion By: Secretary Botelho

Seconded: Commissioner Zanolungo

MOVED, that the Town Plan and Zoning Commission approves the application of Li & Tran Property, LLC for a Section 12 Special Permit– construction of a 10-unit condominium development – 25 Naubuc Avenue - Town Center Zone, in accordance with plans on file in the Office of Community Development, and:

1. In compliance with:
 - a. The conditions set forth by the Conservation Commission at its regular meeting of September 13, 2018 and as stated in the memorandum from the Environmental Planner dated September 24, 2018.
 - b. The recommendations as contained in the minutes of the April 11 and June 13, 2018 Community Beautification Committee meetings.
 - c. The standards contained in a report from the Fire Marshal, File 18-017, plans reviewed 10-10-18.
2. In adherence to:
 - a. The Town Engineer’s memorandum dated October 10, 2018.
 - b. The Health Director’s memorandum dated October 9, 2018.
 - c. The Police Chief’s memorandum dated October 5, 2018.
3. There shall be no items of any kind stored on or hanging from the balconies, and such restrictions shall be incorporated into the condominium bylaws.
4. The stormwater management system, including the raingarden, shall be maintained biannually to the satisfaction of the Town of Glastonbury.
5. The sewage system as recommended by the Town Engineer in his memorandum dated October 10, 2018 shall be implemented by the applicant.

Discussion: Chairman Purtill thanked the applicant for working with the Subcommittee to reduce the FAR and wished him success.

Result: Motion passes unanimously. (6-0-0)

REGULAR MEETING

1. Informal session for the purpose of hearing from citizens on Regular Meeting agenda or non-agenda items

No citizens came forward to speak.

2. Acceptance of Minutes of the September 25, 2018 Special Meeting

Motion By: Secretary Botelho

Seconded: Commissioner McChesney

MOVED, that the Town Plan and Zoning Commission accepts the minutes of the special meeting of September 25, 2018 as presented.

Result: Motion carries by the following vote. (3-3-0)

For: Chairman Purtill, Commissioner McChesney & Commissioner Zanolungo
 Against: None
 Abstain: Vice Chairman Shaw, Secretary Botelho & Commissioner Hassett

3. Application of The Stop & Shop Supermarket Company, LLC for a Section 12.9 Minor Change – installation of a Peapod pick-up canopy & hub along with signage & color scheme modifications to existing building – 55 Oak Street – Planned Business & Development Zone – Christina Moreau, Agnoli Sign Company - CE Glastonbury LLC, owner

Chairman Purtill declared a conflict, recused herself from this application, and seated Vice Chairman Shaw as Acting Chairman. Acting Chairman Shaw seated Commissioner Miller as a voting member on this application.

Dave Gagnon, P.E., appeared before the Commission to present the proposal to modify the approved special permit. The minor change application includes installation of a Peapod pick-up canopy and hub, and signage and color scheme modifications to the existing building that are part of Stop & Shop’s rebranding initiative.

Christina Moreau, Agnoli Sign Company, presented the proposed canopy and hub elevations as well as the architectural color changes. She noted that a sign for the store’s pharmacy would be added to the building.

Secretary Botelho noted that the Plans Review Subcommittee reviewed the application, and they had no issues with the proposal.

Motion By: Secretary Botelho ***Seconded:*** Commissioner Zanolungo
 MOVED, that the Town Plan and Zoning Commission approves the application for a Minor Change for installation of a Peapod pick-up canopy & hub along with signage & color scheme modifications to existing building at 55 Oak Street – Planned Business and Development (PBD) Zone, in accordance with plans on file with the Office of Community Development, and in compliance with the following condition:

1. 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.

Result: Motion passes unanimously. (6-0-0)

Chairman Purtill was reseated and Commissioner Miller was unseated.

4. Section 8-24 Connecticut General Statutes Referral from the Town Council regarding new sidewalk along New London Turnpike connecting the sidewalk installed as part of the Willow Pond Subdivision to East Carriage Drive and Olde Stage Road

Mrs. Dodds presented the referral from the Town Council. The project is consistent with the Town Plan of Conservation and Development, as it would address a gap in the existing sidewalk network by connecting new sidewalks constructed as part of the Willow Pond Subdivision to East Carriage Drive and Olde Stage Road.

Motion By: Secretary Botelho **Seconded:** Vice Chairman Shaw
RESOLVED, that the Plan and Zoning Commission of the Town of Glastonbury forwards a favorable recommendation to the Town Council for extension of sidewalks along New London Turnpike north to Old Stage Road and south to East Carriage Drive. This action is pursuant to Section 8-24 of the General Statutes of Connecticut as the extension of sidewalks consistent with the policies of the Town of Glastonbury Plan of Conservation and Development.

Result: Motion passes unanimously. (6-0-0)

Motion By: Secretary Botelho **Seconded:** Commissioner Zanolungo
MOVED, that the Town Plan and Zoning Commission approves the following consent calendar dated Tuesday, October 16, 2018:

5. CONSENT CALENDAR

- a. Scheduling of Public Hearings for Special Meeting of October 30, 2018:
 - 1. 2018-2028 Plan of Conservation and Development

Result: Motion passes unanimously. (6-0-0)

6. Chairman's Report

Chairman Purtill provided an update on the Town Council's meeting of October 9, 2018 regarding the proposed updates to the Plan of Conservation and Development. She noted that the TPZ's hearing on the matter will be occurring at their special meeting of October 30, 2018.

7. Report from Community Development Staff –NONE

There being no further business to discuss, Chairman Purtill adjourned the meeting at 9:04 P.M.

Respectfully Submitted,
Amy M. Pallotti
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Recording Clerk