

**GLASTONBURY TOWN PLAN AND ZONING COMMISSION  
SPECIAL MEETING MINUTES OF TUESDAY, NOVEMBER 13, 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 Special Meeting in Parks & Recreation Multi-Purpose Room 2 at 2143 Main Street, Glastonbury, Connecticut.

**ROLL CALL**

**Commission Members Present**

Mrs. Sharon H. Purtill, Chairman  
Mr. Keith Shaw, Vice Chairman  
Mr. Raymond Hassett (Acting Secretary)  
Mr. Jacob McChesney  
Mr. Robert Zanolungo  
Mr. Christopher Griffin, Alternate  
Mr. Matthew Saunig, Alternate (voting)

**Commission Members Excused**

Mr. Michael Botelho, Secretary  
Mr. Scott Miller, Alternate

Chairman Purtill called the meeting to order at 7:00 P.M. and seated Commissioner Saunig as a voting member and Commissioner Hassett as Acting Secretary in Mr. Botelho's absence. She noted that a request was made for the Commission to hear the Casle Corporation's application prior to Mr. Lovley's application during tonight's public hearing.

**Motion By:** Vice Chairman Shaw                      **Seconded:** Acting Secretary Hassett  
MOVED, that the Town Plan and Zoning Commission changes the order of the agenda to hear Public Hearing 2 prior to Public Hearing 1.

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

**PUBLIC HEARINGS**

- 2. Application of the Casle Corporation for a re-approval of a Section 12 Special Permit with Design Review –expansion of use in lower level of building and a deferral of parking spaces –290 Western Boulevard –Planned Employment Zone –HTA Gateway 1 LLC, owner**

*Commissioner McChesney declared a conflict and recused himself from this hearing, so Chairman Purtill seated Commissioner Griffin as a voting member on this application.*

Terri-Ann Hahn, LADA, P.C., appeared before the Commission to present the application for re-approval of the special permit that was granted in October 2015 and has since lapsed. The 2015 and current proposals are nearly identical, but the current proposal is to expand the use of the lower level for more staff room and meeting space instead of lab space, and to defer construction of the 20 parking spaces behind building D.1 that were originally approved; a detailed parking evaluation has been submitted to support this request.

Chairman Purtill called for public comment but no one spoke.

Regarding the parking space deferral, Acting Secretary Hassett inquired as to whether there may be times when there are conflicts between the medical offices that have late hours and staff meetings after hours. Ms. Hahn responded that she does not believe that there will be any parking conflicts and explained that the Casle Corporation has done numerous detailed parking and traffic studies at its sites.

Chairman Purtill noted that the Plans Review Subcommittee reviewed the project in October and they did not have any concerns with the proposal. She commented that the overall development has been very successful and functions very well, and it seems to her that there is plenty of parking to accommodate everyone.

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

**Motion By:** Acting Secretary Hassett                    **Seconded:** Vice Chairman Shaw  
MOVED, that the Town Plan and Zoning Commission approves the application of the Casle Corporation for a Section 12 Special Permit with Design Review –expansion of use in lower level of building D.1 and deferral of parking spaces –290 Western Boulevard –Planned Employment Zone, in accordance with the following plans on file in the Office of Community Development:

“MASTER PLAN – EXISTING CONDITIONS 2015 GLASTONBURY GATEWAY I EXPANSION WESTERN BOULEVARD GLASTONBURY, CT. THE CASLE CORPORATION 200 FISHER DRIVE AVON, CONNECTICUT JWM ARCHITECTURAL GROUP LADA, P.C. LAND PLANNERS 104 WEST STREET SIMSBURY, CT 06070 (860) 651-4971 CLARK ENGINEERING CIVIL ENGINEERING 26 BUSHY HILL ROAD, P.O. BOX 419 GRANBY, CT 06035-419 TELE: (860) 653-4352 FAX: (860) 653-0415 HTM SOILS CONSULTING SERVICE ROBERT G. TORGERSON A.S.L.A. LANDSCAPE ARCHITECTURE & ENVIRONMENTAL SCIENCES 3 MAIN DRIVE, NANUET, NY 10954 914 623 4835 DUTTON & JOHNSTON, LLC LAND SURVEYORS AND CIVIL ENGINEERS 67 EASTERN BOULEVARD GLASTONBURY, CONNECTICUT 06033 TEL:860-633-9401 FAX: 860-633-8851 EMAIL: DUTJONLLC@AOL.COM PROJECT NO: 1660 DATE: 08/12/15 SCALE: 1”=40’ DRAWN: CB CHECKED: PED DRAWING NO. L-4”

“OVERALL PARKING ADDITION PLAN GLASTONBURY GATEWAY I EXPANSION WESTERN BOULEVARD GLASTONBURY, CT. THE CASLE CORPORATION 200

FISHER DRIVE AVON, CONNECTICUT JWM ARCHITECTURAL GROUP LADA, P.C.  
LAND PLANNERS 104 WEST STREET SIMSBURY, CT 06070 (860) 651-4971 CLARK  
ENGINEERING CIVIL ENGINEERING 26 BUSHY HILL ROAD, P.O. BOX 419 GRANBY,  
CT 06035-419 TELE: (860) 653-4352 FAX: (860) 653-0415 HTM SOILS CONSULTING  
SERVICE ROBERT G. TORGERSON A.S.L.A. LANDSCAPE ARCHITECTURE &  
ENVIRONMENTAL SCIENCES 3 MAIN DRIVE, NANUET, NY 10954 914 623 4835  
DUTTON & JOHNSTON, LLC LAND SURVEYORS AND CIVIL ENGINEERS 67  
EASTERN BOULEVARD GLASTONBURY, CONNECTICUT 06033 TEL:860-633-9401  
FAX: 860-633-8851 EMAIL: DUTJONLLC@AOL.COM PROJECT NO: 1660 DATE:  
08/12/15 SCALE: 1"=40' DRAWN: CB CHECKED: PED DRAWING NO. L-5 10/20/15  
REVISIONS"

And

1. In adherence to:
  - a. The Town Engineer's memorandum dated November 8, 2018.
  - b. The Health Director's memorandum dated November 7, 2018.
  - c. The Police Chief's memorandum dated November 5, 2018.
2. Should the applicant proceed with construction of the deferred parking, the applicant shall adhere to all recommendations made by Town staff in the 2015 Special Permit approval.
3. The applicant shall submit a revised parking plan sheet and zoning table showing all existing and proposed parking spaces including deferred spaces.

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

1. **Application of Mark Lovley, Lovley Development, Inc. for a Section 12 Special Permit with Design Review and a Section 4.11 Flood Zone Special Permit for the construction of two 3,000 ± square foot medical office buildings with associated infrastructure, splitting the lot into 2 –476 Naubuc Avenue –Town Center Mixed Use Zone and Flood Zone –Dutton Associates, LLC**

*Chairman Purtill unseated Commissioner Griffin and reseated Commissioner McChesney.*

Jim Dutton, Dutton Associates, LLC, appeared before the Commission to present the application to construct two one-story medical office buildings, a parking lot for each building (34 spaces total), and their associated infrastructure. The applicant plans to exercise a free split to divide the property into two separate parcels. Mr. Dutton reviewed the parking layout and site circulation, and explained that the entrance to the site would be on the southwest corner of the lot on Naubuc Avenue, and the exit would be at the northeast corner of the lot on Putnam Boulevard. Noting that a significant portion of the proposed development area on both parcels is in the 100-year flood zone, Mr. Dutton reviewed the proposed stormwater management plan and indicated that the proposed buildings would be higher than the 500-year flood elevation and site grading would provide compensatory flood storage. He then presented the proposed

outdoor lighting (ten 12-foot high pole-mounted, dark-sky compliant lights with full cutoffs throughout the parking area and five wall-mounted lights on building 2) and the landscape plan which includes trees along the perimeter of the two parcels to provide shade for the parking area.

Jennifer Morgenthau, Architect, presented renderings of the proposed buildings' elevations and reviewed their architectural features and materials. She indicated that both buildings are proposed to be one story tall with gabled roofs, asphalt shingles, vinyl clapboard siding, white vinyl trim, and black vinyl shutters.

Mark Lovley, applicant, spoke about his company's experience and noted that they constructed a similar project in Southington that has been successful.

Chairman Purtill noted that the Plans Review Subcommittee reviewed the project for a second time in October and they did not have any concerns with the applicant's revised proposal. She then asked Mr. Dutton to review the proposed signage, and he explained that signage for building 1 would be located on the northern side of the building facing Putnam Boulevard and the western side facing Naubuc Avenue. A 4' high x 4' wide non-illuminated pole-mounted sign at the Naubuc Avenue entrance to the site is also proposed. Chairman Purtill requested that a condition be added to the motion for the applicant to submit a complete sign package for review and approval by the Plans Review Subcommittee to include specifics of the proposed pole-mounted sign and the wall-mounted signage once the details are finalized.

Commissioner Saunig suggested adding a crosswalk to the parking lot in an effort to improve pedestrian safety, and Mr. Dutton responded that he could work with Town staff or the Plans Review Subcommittee to identify an appropriate location for it.

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

**Motion By:** Acting Secretary Hassett      **Seconded:** Vice Chairman Shaw  
MOVED, that the Town Plan and Zoning Commission approves the application of Lovley Development, Inc. for a Section 12 Special Permit with Design Review and a Section 4.11 Flood Zone Special Permit –construction of two 3,000 ± square foot medical office buildings with associated infrastructure –476 Naubuc Avenue –Town Center Mixed Use Zone and Flood Zone, in accordance with the following plans on file in the Office of Community Development:

“INDEX PLAN PROPOSED LOT DIVISION 476 NAUBUC AVENUE PREPARED FOR LOVLEY DEVELOPMENT, INC. GLASTONBURY, CONNECTICUT DUTTON ASSOCIATES, LLC 67 EASTERN BOULEVARD GLASTONBURY, CONNECTICUT 06033 TEL: 860-633-9101 FAX: 860-633-8851 EMAIL: [JIMD@DUTTONASSOCIATESLLC.COM](mailto:JIMD@DUTTONASSOCIATESLLC.COM) DATE: 02/08/2018 SCALE: AS SHOWN SHEET 1 OF 21 A-17-053-I REVISIONS: COMMENTS 11/07/2018”

“PROPERTY BOUNDARY SURVEY LOT DIVISION 476 NAUBUC AVENUE PREPARED FOR LOVLEY DEVELOPMENT, INC. GLASTONBURY, CONNECTICUT DUTTON ASSOCIATES, LLC 67 EASTERN BOULEVARD GLASTONBURY, CONNECTICUT 06033 TEL: 860-633-9101 FAX: 860-633-8851 EMAIL: [JIMD@DUTTONASSOCIATESLLC.COM](mailto:JIMD@DUTTONASSOCIATESLLC.COM) DATE: 02/08/2018 SCALE: 1” = 20’ SHEET 2 OF 21 A-17-053-S1 REVISIONS: COMMENTS 11/07/2018”

“TOPOGRAPHIC SURVEY EXISTING CONDITIONS PLAN 476 NAUBUC AVENUE PREPARED FOR LOVLEY DEVELOPMENT, INC. GLASTONBURY, CONNECTICUT DUTTON ASSOCIATES, LLC 67 EASTERN BOULEVARD GLASTONBURY, CONNECTICUT 06033 TEL: 860-633-9101 FAX: 860-633-8851 EMAIL: [JIMD@DUTTONASSOCIATESLLC.COM](mailto:JIMD@DUTTONASSOCIATESLLC.COM) DATE: 02/08/2018 SCALE: 1” = 20’ SHEET 3 OF 21 A-17-053-T1 REVISIONS: COMMENTS 11/07/2018”

“TOPOGRAPHIC SURVEY EXISTING CONDITIONS PLAN 476 NAUBUC AVENUE PREPARED FOR LOVLEY DEVELOPMENT, INC. GLASTONBURY, CONNECTICUT DUTTON ASSOCIATES, LLC 67 EASTERN BOULEVARD GLASTONBURY, CONNECTICUT 06033 TEL: 860-633-9101 FAX: 860-633-8851 EMAIL: [JIMD@DUTTONASSOCIATESLLC.COM](mailto:JIMD@DUTTONASSOCIATESLLC.COM) DATE: 02/08/2018 SCALE: 1” = 20’ SHEET 4 OF 21 A-17-053-T2 REVISIONS: COMMENTS 11/07/2018”

“LAYOUT PLAN 476 NAUBUC AVENUE PREPARED FOR LOVLEY DEVELOPMENT, INC. GLASTONBURY, CONNECTICUT DUTTON ASSOCIATES, LLC 67 EASTERN BOULEVARD GLASTONBURY, CONNECTICUT 06033 TEL: 860-633-9101 FAX: 860-633-8851 EMAIL: [JIMD@DUTTONASSOCIATESLLC.COM](mailto:JIMD@DUTTONASSOCIATESLLC.COM) DATE: 02/08/2018 SCALE: 1” = 20’ SHEET 5 OF 21 A-17-053-L1 REVISIONS: COMMENTS 11/07/2018”

“LAYOUT PLAN 476 NAUBUC AVENUE PREPARED FOR LOVLEY DEVELOPMENT, INC. GLASTONBURY, CONNECTICUT DUTTON ASSOCIATES, LLC 67 EASTERN BOULEVARD GLASTONBURY, CONNECTICUT 06033 TEL: 860-633-9101 FAX: 860-633-8851 EMAIL: [JIMD@DUTTONASSOCIATESLLC.COM](mailto:JIMD@DUTTONASSOCIATESLLC.COM) DATE: 02/08/2018 SCALE: 1” = 20’ SHEET 6 OF 21 A-17-053-L2 REVISIONS: COMMENTS 11/07/2018”

“GRADING PLAN 476 NAUBUC AVENUE PREPARED FOR LOVLEY DEVELOPMENT, INC. GLASTONBURY, CONNECTICUT DUTTON ASSOCIATES, LLC 67 EASTERN BOULEVARD GLASTONBURY, CONNECTICUT 06033 TEL: 860-633-9101 FAX: 860-633-8851 EMAIL: [JIMD@DUTTONASSOCIATESLLC.COM](mailto:JIMD@DUTTONASSOCIATESLLC.COM) DATE: 02/08/2018 SCALE: 1” = 20’ SHEET 7 OF 21 A-17-053-G1 REVISIONS: COMMENTS 11/07/2018”

“GRADING PLAN 476 NAUBUC AVENUE PREPARED FOR LOVLEY DEVELOPMENT, INC. GLASTONBURY, CONNECTICUT DUTTON ASSOCIATES, LLC 67 EASTERN BOULEVARD GLASTONBURY, CONNECTICUT 06033 TEL: 860-633-9101 FAX: 860-633-8851 EMAIL: [JIMD@DUTTONASSOCIATESLLC.COM](mailto:JIMD@DUTTONASSOCIATESLLC.COM) DATE: 02/08/2018 SCALE: 1” = 20’ SHEET 8 OF 21 A-17-053-G2 REVISIONS: COMMENTS 11/07/2018”

“UTILITY PLAN 476 NAUBUC AVENUE PREPARED FOR LOVLEY DEVELOPMENT, INC. GLASTONBURY, CONNECTICUT DUTTON ASSOCIATES, LLC 67 EASTERN BOULEVARD GLASTONBURY, CONNECTICUT 06033 TEL: 860-633-9101 FAX: 860-633-8851 EMAIL: [JIMD@DUTTONASSOCIATESLLC.COM](mailto:JIMD@DUTTONASSOCIATESLLC.COM) DATE: 02/08/2018 SCALE: 1” = 20’ SHEET 10 OF 21 A-17-053-U1 REVISIONS: COMMENTS 11/07/2018”

“UTILITY PLAN 476 NAUBUC AVENUE PREPARED FOR LOVLEY DEVELOPMENT, INC. GLASTONBURY, CONNECTICUT DUTTON ASSOCIATES, LLC 67 EASTERN BOULEVARD GLASTONBURY, CONNECTICUT 06033 TEL: 860-633-9101 FAX: 860-633-8851 EMAIL: [JIMD@DUTTONASSOCIATESLLC.COM](mailto:JIMD@DUTTONASSOCIATESLLC.COM) DATE: 02/08/2018 SCALE: 1” = 20’ SHEET 11 OF 21 A-17-053-U2 REVISIONS: COMMENTS 11/07/2018”

“LANDSCAPE PLAN 476 NAUBUC AVENUE PREPARED FOR LOVLEY DEVELOPMENT, INC. GLASTONBURY, CONNECTICUT STEPHANIE FUSS ASSOCIATES LLC 67 EASTERN BOULEVARD GLASTONBURY, CT 06033 PHONE 860-659-3715 [WWW.STEFUSS.COM](http://WWW.STEFUSS.COM) DATE: 02/08/2018 SCALE: 1” = 20’ SHEET 16 OF 21 A-17-053-LS1 REVISIONS: 03-23-2015 UPDATE 08-02-2018 UPDATE 08-27-2018 UPDATE 11-07-2018 COMMENTS”

“GENERAL NOTES AND DETAILS PROPOSED SUBDIVISION 476 NAUBUC AVENUE PREPARED FOR LOVLEY DEVELOPMENT, INC. GLASTONBURY, CONNECTICUT DUTTON ASSOCIATES, LLC 67 EASTERN BOULEVARD GLASTONBURY, CONNECTICUT 06033 TEL: 860-633-9101 FAX: 860-633-8851 EMAIL: [JIMD@DUTTONASSOCIATESLLC.COM](mailto:JIMD@DUTTONASSOCIATESLLC.COM) DATE: 02/08/2018 SCALE: AS SHOWN SHEET 19 OF 21 A-17-053-D3 REVISIONS: COMMENTS 11/07/2018”

And

1. In compliance with:
  - a. The conditions set forth by the Conservation Commission/Inland Wetlands and Watercourses Agency, in their recommendation for approval to the Town Plan and Zoning Commission and the Wetlands Permit issued at their Regular Meeting of October 11, 2018.
  - b. The standards contained in a report from the Fire Marshal, File 18-029, plans reviewed 11-09-18.
2. In adherence to:
  - a. The Town Engineer’s memorandum dated November 8, 2018.
  - b. The Health Director’s memorandum dated November 7, 2018.
  - c. The Police Chief’s memorandum dated November 5, 2018.
3. A sign package shall be submitted by the applicant, and all signage will be subject to review and approval by the Town Plan and Zoning Commission’s Plans Review Subcommittee.
4. A crosswalk shall be added to the parking area; its location will be subject to review and approval by the Town Plan and Zoning Commission’s Plans Review Subcommittee.

**Discussion:** Chairman Purtill and Vice Chairman Shaw commented that the proposal represents good use of this unique parcel, and they wished the applicant success.

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

*Mrs. Dodds departed the meeting at 8:00 P.M.*

## **REGULAR MEETING**

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

Attorney Meghan Hope, representing Chrissy LaBella, owner of LaBella Hair Salon on Williams Street East, appeared before the Commission to discuss an issue involving her client's application for a change of use to allow the conversion of a house on Naubuc Avenue into a hair salon. She explained that Ms. LaBella's current lease expires on February 1, 2019, and she is concerned that the timing of the application process will prevent them from having approvals/permits in place before then. One issue is that the Conservation Commission currently has a backlog of applications and has indicated that they cannot review Ms. LaBella's proposal for a wetlands permit until their regular meetings in January. Attorney Hope noted that she is worried that there will be a period of time when Ms. LaBella is without a new space to continue to operate her business, so she wanted to discuss this issue with the Commission to find out if there is anything that can be done to bifurcate the process to enable her client to at least begin interior building renovations.

Chairman Purtill commented that Ms. LaBella's application was reviewed by the Plans Review Subcommittee, and they felt that the overall property needs a lot of work. With regard to Attorney Hope's query about bifurcating the process in this case, Chairman Purtill indicated that she doesn't want to set a precedent by doing things out of order, and she wondered if the Conservation Commission could add a special meeting in December to review this and other backlogged applications.

Following some discussion, the commissioners unanimously agreed that they would send a memo to the Conservation Commission regarding the possibility of them scheduling a special meeting to accommodate applicants such as Ms. LaBella who have had their applications delayed.

### **2. Acceptance of Minutes of the October 31, 2018 Special Meeting**

**Motion By:** Acting Secretary Hassett      **Seconded:** Commissioner McChesney  
MOVED, that the Town Plan and Zoning Commission accepts the minutes of the special meeting of October 31, 2018 as presented.

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

**3. Application of the Town of Glastonbury for a Section 12.9 Minor Change regarding the replacement of the Cider Mill Pump Station –260 Cider Mill Road –Residence AA Zone –Michael J. Bisi, Superintendent of Sanitation**

Michael Bisi, Superintendent of Sanitation, representing the Town, appeared before the Commission to present the application to replace the existing pump station. The equipment is housed in a chain link fence enclosure at the southern end of the cul-de-sac. Mr. Bisi noted that the proposed pump station would be built in approximately the same location and would be enclosed in a residential-style structure designed to blend in with the residential character of the surrounding neighborhood.

The commissioners discussed the appearance of the proposed structure, and agreed that a darker color would be more appropriate so the structure won't be as noticeable.

**Motion By:** Acting Secretary Hassett      **Seconded:** Vice Chairman Shaw

MOVED, that the Town Plan and Zoning Commission approves the application of the Town of Glastonbury for a Section 12.9 Minor Change regarding the replacement of the Cider Mill Pump Station –260 Cider Mill Road –Residence AA Zone, in accordance with the following plans on file in the Office of Community Development:

“TOWN OF GLASTONBURY, CONNECTICUT CIDER MILL PUMP STATION UPGRADE EXISTING CONDITIONS & SITE DEMOLITION PLAN WRIGHT-PIERCE 888.621.8156 WWW.WRIGHT-PIERCE.COM DESIGNED BY: NLO CAD COORD: BACS CAD: BACS CHECKED BY: DAD DATE: 08-18 APPROVED BY: DAD DATE: 09-18 PROJECT NO. 13773 DRAWING C-2 ISSUED FOR BIDDING DAD 09-18”

“TOWN OF GLASTONBURY, CONNECTICUT CIDER MILL PUMP STATION UPGRADE SITE MODIFICATIONS PLAN WRIGHT-PIERCE 888.621.8156 WWW.WRIGHT-PIERCE.COM DESIGNED BY: NLO CAD COORD: BACS CAD: BACS CHECKED BY: DAD DATE: 08-18 APPROVED BY: DAD DATE: 09-18 PROJECT NO. 13773 DRAWING C-3 ISSUED FOR BIDDING DAD 09-18”

And

1. Adherence to:
  - a. The Town Engineer's memorandum dated November 8, 2018.
  - b. The Health Department Director's memorandum dated November 7, 2018.
  - c. The Police Chief's memorandum dated November 5, 2018.
2. The Community Beautification Committee shall approve a final landscape design for the project prior to the issuance of a Certificate of Occupancy.
3. 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.



4. The color of the proposed structure shall be revised, subject to review and approval by the Town Plan and Zoning Commission's Plans Review Subcommittee.

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

**Motion By:** Acting Secretary Hassett      **Seconded:** Commissioner Zanolungo  
MOVED, that the Town Plan and Zoning Commission approves the following consent calendar dated Tuesday, November 13, 2018:

**4. CONSENT CALENDAR**

- a. **Scheduling of Public Hearings for Regular Meeting of December 11, 2018: to be determined**
- b. **Final Subdivision Approval –Far View Estates VI (conditional approval June 5, 2018)**

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

**5. Chairman's Report – NONE**

**6. Report from Community Development Staff – NONE**

There being no further business to discuss, Chairman Purtill adjourned the meeting at 8:38 P.M.

Respectfully Submitted,  
**Amy M. Pallotti**  
Amy M. Pallotti  
Recording Clerk