

TOWN PLAN AND ZONING COMMISSION  
PLANS/REGULATIONS REVIEW SUBCOMMITTEE  
MINUTES OF JUNE 26, 2019 SPECIAL MEETING

The meeting commenced at 8:00 AM in Meeting Room A. 2<sup>nd</sup> Floor Town Hall.

**Present:** Subcommittee Members Michael Botelho and Robert Zanlungo;  
Khara C. Dodds, AICP, Director of Planning and Land Use Services and Jonathan  
E. Mullen, AICP, Planner

**467 NAUBUC AVENUE – proposal to convert existing residential building into professional office space with associated site improvements, including demolition of existing garage and construction of a new paved drive, parking and walkways – Town Center Mixed Use & Flood Zones – Brandon Handfield, P.E. Yantic River Consultants, LLC – Creative Remodelers Group LLC, applicant**

Khara Dodds stated to the Subcommittee members that the applicant proposed to convert an existing residential structure to an office and demolish an existing garage to create a parking area at 467 Naubuc Avenue.

Brandon Handfield, engineer for the project, oriented the Subcommittee members to the site plan and explained the project details. He stated that the proposal includes adding landscaping, construction of a handicapped accessible ramp and a covered porch, as well as installation of new vinyl siding and windows.

Commissioner Botelho asked for further detail about the proposed landscaping. Mr. Handfield stated that one pear tree was being replaced at the request of the Conservation Commission because it is considered an invasive species, and one new planting bed was being added along the new enclosed porch.

Commissioner Botelho asked if there was adequate on-site parking. Mr. Handfield stated that the minimum number of spaces required for this site was nine and nine spaces are being provided.

Ms. Dodds recommended that the applicant have the proposed signage for the project prepared for the Commission Meeting.

Commissioner Botelho asked about the proposed lighting. Mr. Handfield stated that there would be one building light, one 14-foot tall pole mounted light, and that all lighting would be dark sky compliant. Mr. Handfield then stated that with the exception of the new covered porch, the architectural elements of the project would be in kind replacement of windows and siding.

Mr. Handfield stated that a portion of the proposed parking area is located in the 100-year flood zone and that the project has adequate compensatory flood storage.

Commissioner Botelho asked if the proposal included new sidewalks along Naubuc Avenue. Mr. Handfield stated that the sidewalks in front of this property are part of the Putnam Bridge

multi-modal trail network and are the connection to Putnam Boulevard. If that project is funded, the State will put the sidewalks in. If not, the applicant will.

**75 GLASTONBURY BOULEVARD – approval of the design and location of proposed rooftop mechanical systems– Planned Area Development – Alter & Pearson, LLC, counsel - 75 Glastonbury Land, LLC**

Attorney Meghan Hope explained to the Subcommittee the changes the applicant had made in response to comments received from the TPZ at their June 18, 2019 meeting. She presented renderings that showed the location of the roof top mechanical structures as they would be seen from different vantage points around the building. Keith Kelley, project architect, stated that the mechanical structures would be located at the center of the roof between 35 – 40 feet away from the roof edge. Mr. Kelly explained that the rooftop units could be colored silver or charcoal to blend in with the rest of the building. He stated that he preferred the charcoal over the silver because he felt it blended better with the building and did not make the units look like an out of place architectural feature.

Commissioner Botelho asked staff if they recommended screening. Ms. Dodds stated that adding a structure to screen the units might bring more attention to them. Commissioner Zanolungo stated that he preferred the silver color for the mechanical units and the charcoal color for the kitchen vent and Commissioner Botelho agreed.

**141 HEBRON AVENUE – proposal for a new, uniform sign package – Town Center Zone – Karin Knobel, Graphik Identities, applicant**

Karin Noble of Graphik Identities presented the proposed sign package to the Subcommittee. Ms. Nobel explained that the package called for replacing the existing box sign with internally illuminated channel letters. Commissioner Zanolungo expressed concern about the condition of the building façade. Ms. Noble stated that much of building was repainted and the portion where the signs will be located will be repaired and painted as part of the sign installation.

Ms. Dodds asked how the applicant determined the sign sizes. Ms. Nobel went over size of the proposed signage and how that size compared to what was permitted by the Building – Zone Regulations. Commissioner Botelho stated that he had no issues with the signage on the front of the building but he did have concern about the signs on the rear of the building. He asked the staff if there were other examples of signage on the rear of a building. Ms. Dodds responded that there were several locations where signage was allowed on the rear of the building including the recently approved Chick-Fil-A at 2941 Main Street.

Commissioner Zanolungo recommended that the applicant rearrange the signs on the rear of the building to match the front of the building. There was a general discussion regarding the location of signage on buildings in the Town Center. Jonathan Mullen suggested implementing a maximum sign size for the sign package to keep the look of the signs consistent.

**98 COMMERCE STREET – proposal for a change of use from manufacturing to fitness center with minor site improvements – Planned Commerce Zone – James Grigas, applicant**

Jim Grigas presented his proposal to the Subcommittee, which was to convert part of his existing manufacturing building to a gym. Commissioner Zanolungo asked the applicant to clarify that the bathroom would not have a shower. Mr. Grigas stated that there would be no shower in the bathroom.

Commissioner Zanolungo asked the applicant to explain the nature of the proposed gym. Mr. Grigas explained that the gym would primarily have one-on-one sessions during the day and classes in the afternoon and early evening.

Commissioner Botelho asked the applicant to explain the parking at the site. Mr. Grigas pointed out the parking area on the site plan. He then explained that he recently installed a pedestrian walkway, one-way signage and additional site lighting to increase pedestrian safety.

Commissioner Botelho asked if the applicant planned to repave the parking lot or install additional landscaping. Mr. Grigas stated that he did not intend to repave or add new landscaping.

Commissioner Botelho asked if there was a dumpster enclosure. Mr. Grigas stated that there was a dumpster. Ms. Dodds advised the applicant to add the dumpster location to the site plan and that all lighting on the site should be dark sky compliant. Commissioner Botelho also advised the applicant that he would need a professionally prepared site plan for the Commission meeting.

Meeting adjourned at 9:20 a.m.

Respectfully submitted,

Jonathan E. Mullen, AICP