

**GLASTONBURY TOWN PLAN AND ZONING COMMISSION  
AMENDED #2 REGULAR MEETING MINUTES OF TUESDAY, JULY 16, 2019**

The Glastonbury Town Plan and Zoning Commission with Khara Dodds, AICP, Director of Planning and Land Use Services, 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 Purtill, Chairman  
Mr. Keith S. Shaw, Vice Chairman (Acting Secretary)  
Mr. Raymond Zanolungo, Jr.  
Mr. Christopher Griffin  
Mr. Matthew Saunig, Alternate (assigned as voting member)  
Ms. Alice Sexton, Alternate (assigned as voting member)

**Commission Members Absent**

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

Chairman Purtill called the meeting to order at 7:00 P.M. Due to a lack of **quorum voting members present**, Chairman Purtill assigned both Ms. Alice Sexton and Mr. Matthew Saunig as voting members. There were no objections. Because Secretary Botelho was absent, Vice Chairman Shaw acted as sSecretary.

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**PUBLIC HEARINGS**

**1. Application of Creative Remodelers Group, LLC for a Section 4.11 Flood Zone Special Permit & a Section 12 Special Permit with Design Review – conversion of existing residence into an office building with associated site improvements – 467 Naubuc Avenue – Town Center Mixed Use & Flood Zones**

Mr. Brandon Handfield of Yantic River Consultants, LLC representing the applicant and the owner presented the existing site and the proposed redevelopment activities. The site is a little less than .05 acres and a two-family house is located on it. There is a paved access driveway to Naubuc Avenue. There are no wetlands on the property but there are wetlands on the base of the slope where the property abuts.

The applicant proposes converting the house into a professional office for an attorney. Mr. Handfield noted that the only significant structural changes will be a new covered porch on the north face, a new handicapped accessible ramp, and the existing deck will be removed. As for parking, there will be one handicapped space and 8 standard spaces. Mr. Handfield explained that there are few changes to the drainage on site, and the applicant will supplement the existing

landscaping around the house. He also noted that, contrary to what is noted on the site plans, they will have adequate storage, with a net gain of compensatory storage.

Chairman Purtill stated that normally, applications include a view or sketch of the building, but this application does not. Mr. Handfield stated that he can provide those pictures to the Commission, but they are not proposing to change anything. He noted that they plan to replace the existing windows in kind. Chairman Purtill stated that detail is not listed in the site plans and explained that the Commission would like to see something that shows what currently exists and what will change. She asked which color and type the windows will be. Mr. Handfield said that they are one-over-one double-hung windows, and they will be white.

Commissioner Sexton asked if the front of the building means if they are facing Naubuc Avenue or the parking lot. Mr. Handfield said it is facing Naubuc Avenue. Chairman Purtill asked if there will be lights on the building, to which Mr. Handfield replied yes. The Chairman explained that all of those details need to be listed in the plans. Acting Secretary Shaw inquired about vinyl siding. Mr. Handfield said yes, there will be vinyl siding, ~~but he does not have the materials with him~~. Chairman Purtill asked if there is a sign anywhere, and if so, where is the location. Mr. Handfield responded that there will be a sign, but they do not have a specified design or location yet.

Chairman Purtill asked if there will be any dumpsters. Mr. Handfield stated that there is no need for a dumpster. Chairman Purtill asked what they will be planting and where. Mr. Handfield noted that **there is already well-established landscaping on the property** and they will be adding plants from the list that was approved by the Beautification Committee, and he offered to provide that list to the Commission. Chairman Purtill asked if they will replace the white wood or paint it. Mr. Handfield said that they will paint it and clarified that the front porch will not change. The Chairman asked if the sidewalk will be replaced. Mr. Handfield noted that there will be a new sidewalk along Naubuc Avenue.

Chairman Purtill opened the floor for public comment but no one spoke. She then asked Ms. Dodds how to go about requesting the changes discussed above. Ms. Dodds explained that in the approval, the Commission can add a condition that Items 4-9 shall be identified on the plans and approved by the ~~TPZ~~ **Plans Review Subcommittee**.

With no further comments, Chairman Purtill closed the public hearing.

**Motion by:** Acting Secretary Shaw

**Seconded by:** Commissioner Zanolungo

MOVED, that the Town Plan & Zoning Commission approve the applications of Creative Remodelers Group LLC for a Section 4.11 Floor Zone Special Permit and a Section 12 Special permit with Design Review – conversion of an existing residence into an office with associated site improvements – 467 Naubuc Avenue – Town Center Mixed Use Zone & Flood Zone, in accordance with the following plans:

“SITE LAYOUT, GRADING & DRAINAGE PLAN SITE DEVELOPMENT PLAN PARCEL ID:B44700/S0031 PREPARED FOR JBMAK, LLC 467 NAUBUC AVENUE

GLASTONBURY, CT YANTIC RIVER CONSULTANTS, LLC 191 NORWICH AVENUE  
LEBANON, CONN 06249 PHONE: (860) 367-7264 EMAIL: YANTICRIVER @GMAIL.COM  
WEB: WWW.YANTICRIVERCONSULTANTS.COM SCALE: 1"= 20' DATE 2/4/19  
REVISED 6/7/19 REVISIONS 2/25/19 PER ARCHITECTURAL LAYOUT 4/12/19 PER  
TOWN COMMENTS 04/22/19 IWWA INFORMAL SUBMISSION 5/14/19 IWWA FORMAL  
SUBMISSION 6/7/19 PZC FORMAL SUBMISSION SHEET 2 OF 4"

"PROPERTY & TOPOGRAPHIC SURVEY OF NO. 467 NAUBUC AVENUE  
GLASTONBURY, CONNECTICUT JANUARY 30, 2019 FRANKLIN SURVEYS 115  
POPPLE BRIDGE RD. GRISWOLD, CT 06351 (860) 748-6183  
WWW.FRANKLINSURVEYS.COM SCALE 1"= 20' REVISIONS: MARCH 26, 2019  
GENERATED 1/2-FOOT CONTOURS AS NOTED MAY 18, 2019 28.5 CONTOUR ADDED  
SHEET NO. 1 OF 1"

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 and in the Wetlands Permit issued by the Inland Wetlands and Watercourses Agency at their regular meeting of June 13, 2019.
  - b. The standards contained in a report from the Fire Marshal, File 19-21, plans reviewed 07-11-19.
2. In adherence to:
  - a. The Town Engineer's memorandum dated July 10, 2019.
  - b. The Health Director's memorandum dated July 12, 2019.
3. This is a Section 12 Special Permit with Design Review. 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. Building-mounted lights shall be shown on the plans with a detail providing them a detailed key.
5. New windows to be replaced, in kind, with the same framing pattern and color as existing.
6. Detailed siding shall be provided on the plans.
7. Location of garbage bins shall be shown on the plans.
8. Applicant shall differentiate existing plantings, as opposed to proposed plantings.
9. The location of the sign shall be ~~provided on the~~ plans.

10. Items 4-9 above shall be identified on the plans approved by the ~~TPZ Subcommittee~~ by the Town Plan & Zoning Commission Plans Review Subcommittee.

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

**2. Application of Colin Gorman for a Section 6.8 Rear Lot Special Permit – reduce width of rear lot driveway from 20 to 16 feet – 206 Blue Hills Trail – Country Residence & Groundwater Protection Zone 2**

The applicant, Mr. Colin Gorman, presented his application before the Commission. He explained that in 1991, the subdivision was approved, but in 1992, the regulation was amended to allow a reduction of the width of the rear lot driveway from 20 feet to 16 feet, which is what he is requesting from the Commission today.

Chairman Purtill opened the floor for a public hearing. With no comments, the Chairman closed the hearing.

**Motion by:** Acting Secretary Shaw

**Seconded by:** Commissioner Saunig

MOVED, that the Town Plan and Zoning Commission approve the application of Colin Gorman for a Section 6.8 Rear Lot Special Permit – reduce width of rear lot driveway from 20 to 16 feet – 206 Blue Hills Trail – Country Residence Zone and Groundwater Protection Zone 2, in accordance with the following plans:

1. In Adherence to:
  - a. The Health Director’s memorandum dated July 12, 2019.

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

**REGULAR MEETING**

1. **Informal session for the purpose of hearing from citizens on Regular Meeting agenda or non-agenda items** *None*

2. **Acceptance of Minutes of the June 18, 2019 Regular Meeting**

**Motion by:** Acting Secretary Shaw

**Seconded:** Chairman Purtill

Commissioner Saunig stated that because he was not in attendance at the meeting, he would abstain from voting.

**Result:** Minutes passed with one abstention (5-0-1).

3. **Application of James Grigas for a Section 12.9 Minor Change to allow a fitness center in existing office space – 98 Commerce Street – Planned Commerce Zone**

The applicant, Mr. James Grigas, explained that the property was purchased in 2011. He presently has two companies that rent the building and he owns both companies. Right now, the space is being used as an office space. Mr. Grigas explained that he is just reconfiguring the space to make it appropriate and compliant for public use. He noted that he is simply adding a front entrance door that will face Commerce Street. Chairman Purtill asked if the new door is already there. The applicant said yes. Chairman Purtill explained that it is not supposed to be there without approval from the Commission.

The Chairman asked if there is enough parking for the use. Ms. Dodds said yes, there were two undersized spaces, which the applicant is going to eliminate, but even accounting for that, he has enough parking spaces to meet the requirement. Mr. Gringas clarified that he does not need those two spaces, so he will just black them out. Chairman Purtill asked about the landscaping. Ms. Dodds stated that the applicant is not proposing new landscaping, but he did go to Subcommittee and **reviewed the process that he went through the process to update the building and the landscaping when he first purchased the property.**

Acting Secretary Shaw asked why this is considered a minor change. Ms. Dodds explained that ~~going from an industrial/manufacturing use~~ **the property is going from an office use in a primarily industrial area to adding a recreational use that will be more space that is open to the public, which** requires some considerations be made for safety, such as site lighting, ensuring enough parking spaces, etc. Chairman Purtill asked if there are there dumpsters. Ms. Dodds said that in the staff memo, they noted that the dumpsters should be relocated. The Chairman asked what the lighting will look like. Ms. Dodds replied, there will need to be a light pole in the back area and on the ~~sidewalk;~~ **side of the building where the pedestrian-striped walk area is located;** she noted that they requested that the applicant add two light poles (with a maximum of 14 feet), and that both be dark sky compliant. Chairman Purtill asked if the sign will be on the front of the building. Mr. Gringas said yes.

Acting Secretary Shaw asked what the hours of use will be. Mr. Brandon Rocco of East Granby, CT, who will be renting the space from Mr. Gringas and operating the fitness center, explained that the class times will range, with hours in the early morning and evenings. He noted that they will really only be using the space for about 5 hours a day, with the last class typically running at about 5:45 P.M. Acting Secretary Shaw asked if any retail items will be sold to customers. Mr. Rocco replied no, just ~~some~~ **a small amount of** apparel.

**Motion by:** Acting Secretary Shaw

**Seconded by:** Commissioner Zanolungo

MOVED, that the Town Plan & Zoning Commission approve the application of James Grigas for a Section 12.9 Minor Change to allow a fitness center in existing office space – 98 Commerce Street – Planned Commerce Zone, in accordance with the following plan:

“GENERAL LOCATION SURVEY PROPOSED CHANGE OF USE 98 COMMERCE STREET PREPARED FOR MEGA MECHANICAL SYSTEMS CORP. GLASTONBURY, CONNECTICUT DUTTON ASSOCIATES, LLC LAND SURVEYORS AND CIVIL ENGINEERS 67 EASTERN BOULEVARD GLASTONBURY, CONNECTICUT 06033 TEL: 860-633-9401 FAX: 860-633-8851 EMAIL: [JIMD@DUTTONASSOCIATESLLC.COM](mailto:JIMD@DUTTONASSOCIATESLLC.COM) DATE: 06/27/2019 SCALE: 1”= 20’ SHEET 1 OF 1 A-19-034-COU”

And

1. Adherence to:
  - a. The Assistant Town Engineers memorandum dated July 10, 2019.
  - b. The Health Director's memorandum dated July 12, 2019.
  - c. The Police Chief's memorandum dated July 9, 2019.
2. The applicant shall remove the storage containers from the parking area.
3. The applicant shall ~~place the unscreened~~ **relocate the** dumpster ~~in a chain link enclosure with vinyl privacy slats.~~
4. The applicant shall remove the two substandard parking spaces located on the western side of the building.  
*(Item number 5 was separated into 2 conditions, now number 5 and number 6.)*
5. The applicant shall install two dark sky compliant, pole-mounted lights not to exceed 14 feet in height.
6. The poles shall be located to provide adequate lighting for the parking area and the pedestrian walkway.
7. This is a Section 12 Special Permit with Design Review. 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.

**Disc:** Commissioner Saunig commended the applicant for making use of a space that was not being used and stated that he will be supporting the application.

**Result:** Motion passed unanimously (6-0-0)

#### 4. CONSENT CALENDAR

- a. Scheduling of Public Hearings for Regular Meeting of August 20, 2019: **to be determined**

The Commission may not have a quorum ~~on that date~~ **for the August 20<sup>th</sup> meeting**. Ms. Dodds will let the Commission know if ~~they will cancel the meeting or not~~ **there will be any applications ready to move forward on that date.**

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 7:53 P.M.

Respectfully Submitted,

***Lilly Torosyan***  
Lilly Torosyan  
Recording Clerk