

**TOWN PLAN AND ZONING COMMISSION
GLASTONBURY, CONNECTICUT**

Tuesday, August 20, 2019
REGULAR MEETING

7:00 P.M.

Council Chambers
2nd Floor – Town Hall
2155 Main Street

Sharon H. Purtill, Chairman **EXCUSED**
Keith S. Shaw, Vice Chairman **EXCUSED**
Michael Botelho, Secretary

Christopher Griffin **EXCUSED**
Raymond Hassett
Robert J. Zanolungo, Jr.

ALTERNATES: Scott Miller; Alice Sexton **EXCUSED**; Matthew Saunig

AGENDA

PUBLIC HEARING

Application of the Town of Glastonbury for a Section 4.11 Flood Zone Special Permit – bridge replacement over Roaring Brook – Fisher Hill Road

REGULAR MEETING

1. Informal session for the purpose of hearing from citizens on Regular Meeting agenda or non-agenda items
2. Acceptance of Minutes of the July 16, 2019 Regular Meeting
3. Application of Karin Knobel, Graphik Identities for a Section 12.9 Minor Change for a unified sign package – 141 Hebron Avenue – Town Center Zone
4. **CONSENT CALENDAR**
 - a. Scheduling of Public Hearings for Regular Meeting of September 3, 2019: **to be determined**
5. Chairman's Report
6. Report from Community Development Staff

**SECTION 4.11 (FLOOD ZONE) SPECIAL PERMIT
FISHER HILL BRIDGE REPLACEMENT / RECONSTRUCTION PROJECT
MEETING DATE : AUGUST 20, 2019**

PUBLIC HEARING
08-20-2019 AGENDA

To:
Town Plan and Zoning
Commission

From:
Office of Community
Development Staff

Memo Date:
August 16, 2019

Zoning District:
Flood Zone

Applicant/Owner:
Town of Glastonbury

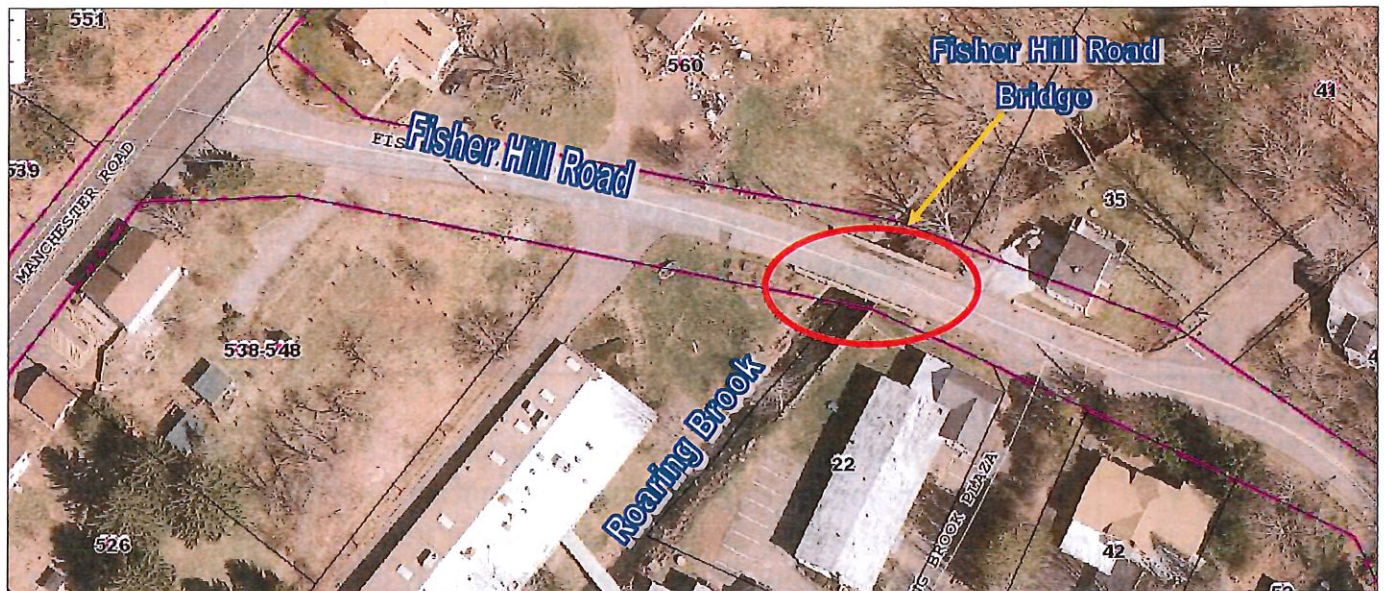
EXECUTIVE SUMMARY

- The Town of Glastonbury is proposing to replace a bridge on Fisher Hill Road spanning Roaring Brook, approximately 340 feet east of the intersection of Fisher Hill Road and Manchester Road.
- Constructed in 1939, the bridge is structurally deficient and in need of replacement.
- The bridge is located in a FEMA 100-year flood zone (AE Zone) as well as the Flood Zone as designated by the Town of Glastonbury.
- Pursuant to Section 4.11 of the Town of Glastonbury Building—Zone Regulations, all development in a designated Flood Zone requires a Special Permit from the Town Plan and Zoning Commission.
- At its meeting of July 1, 2019, the Conservation Commission reviewed the project and recommended approval of the project to the Town Plan and Zoning Commission
- At that same meeting, the Inland Wetlands and Watercourses Agency approved an Inland Wetland and Watercourses permit for the project.
- In accordance with Section 4.11.4 b. 2, the Town Engineer, Daniel Pennington, has provided memoranda stating that **the proposed project will have no adverse impact on the functionality of the floodway.**

REVIEW

Included for Commission review are the following:

- Town of Glastonbury staff memoranda
- Memorandum from the Town Engineer
- A portion of a report from the Town’s engineering consultant, GM2 Associates, regarding the impacts of the project on the floodway
- Site Plans



Above—Aerial view of the Fisher Hill Road Bridge looking north

ADJACENT USES

Commercial and light Industrial uses abut the site to the south, and residential uses are located to the north, east and west.

PROPOSAL (See Plan Set Sheets entitled “Roadway Plan” and “General Plan”, Memorandum entitled “ Replacement of Fisher Hill Road Bridge over Roaring Brook Section 4.11 Flood Zone Special Permit” and portion of report prepared by GM2 Associates entitled “Final Hydraulic Analysis Report”)

The Town of Glastonbury is proposing to replace a bridge on Fisher Hill Road spanning Roaring Brook, approximately 340 feet east of the intersection of Fisher Hill Road and Manchester Road. Constructed in 1939, the bridge is structurally deficient and in need of replacement.

The proposed project is within the Flood Zone. Section 4.11.4(b) of the Building Zone Regulations states: “All Permit and Special Permit applications shall be reviewed to determine if the proposed development adversely affects the flood carrying capacity of the area within the Flood Zone. No Permit or Special Permit may be issued where such development adversely affects the flood carrying capacity of the area within the Flood Zone. ”

Accordingly the Town Engineer, Daniel Pennington has prepared a memorandum, and GM2 Associates has prepared a Hydraulic Analysis Report this project. Both documents conclude that the proposed bridge structure and its associated hydraulic characteristics would not cause any adverse impacts to the flood storage capacity of the floodway water elevations.



Above and Below—ground view of bridge looking east



Pertinent staff correspondence is attached.

APPLICANT/OWNER: TOWN OF GLASTONBURY
2155 MAIN STREET
POST OFFICE BOX 6523
GLASTONBURY, CT 06033

FOR: FISHER HILL ROAD BRIDGE
REPLACEMENT

MOVED, that the Town Plan and Zoning Commission approve the application of the Town of Glastonbury for a Section 4.11 Flood Zone Special Permit for the proposed Bridge Replacement over Roaring Brook – Fisher Hill Road, approximately 340 +/- feet east of the intersection of Fisher Hill Road and Manchester Road– Flood Zone, in accordance with the following plans:

To be quoted
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 July 1, 2019.
 - b. The standards contained in a report from the Fire Marshal, File 19-025, plans reviewed 08-16-19.
2. In adherence to:
 - a. The Town Engineer’s memorandum dated August 13, 2019.
 - b. The Chief’s memorandum dated August 13, 2019.
3. The applicant shall provide detailed calculations verifying the net increase in flood storage as articulated in the Town Engineer’s memorandum dated August 13, 2019.

APPROVED: TOWN PLAN & ZONING COMMISSION
AUGUST 20, 2019

SHARON H. PURTILL, CHAIRMAN

August 13, 2019

MEMORANDUM

To: Town Plan and Zoning Commission
Khara C. Dodds, Director of Planning & Land Use Services

From: Daniel A. Pennington, Town Engineer/Manager of Physical Services

Re: Replacement of Fisher Hill Road Bridge over Roaring Brook
Section 4.11 Flood Zone Special Permit

DAP

Attached please find the Town of Glastonbury's Flood Zone Special Permit application for replacement of the Fisher Hill Road Bridge over Roaring Brook. The existing structure was constructed in 1939 and has been characterized as being structurally deficient by the Connecticut Department of Transportation (CT DOT) bridge inspectors. An overall condition rating of 4 (poor) out of 10 been assigned by CT DOT.

Accordingly, several replacement and rehabilitation options were investigated and a recommended alternative was presented to, and approved by, the Town Council. Technical design plans are now nearly complete. The new bridge type will consist of precast concrete deck units and conventional stub abutments founded on concrete drilled shafts down to bedrock. Solid bridge parapets with architectural stone form liners will be used to complement the existing stone channel walls, which will remain. The new abutments and wing walls will be located outside of the waterway and behind the existing abutments and stone retaining walls. This concept will eliminate the need for cofferdams that are commonly required for substructure work in the stream channel.

Construction is scheduled to begin in Spring of 2020 and will be completed within a single construction season. The bridge and immediately adjacent work area will be closed to vehicular and pedestrian traffic throughout the construction period. Detours utilizing Forest Lane and Manchester Road will be signed to allow access to residential driveways, Roaring Brook Plaza, and Eastbury Pond at all times.

Work within the actual Roaring Brook flood plain will be limited to slope placement of riprap behind the existing abutments. The existing abutments will be cut down and a new cap will be constructed on top to match the elevation of the existing channel walls to remain. The cumulative effect of all of this work will result in a net volume cut of 10.3 cubic feet within the flood plain. Thus, conformance with applicable sections of the regulations will be achieved. The estimated construction cost of approximately \$2,200,000 will be grant-funded at an 80% reimbursement rate for this particular project phase, as well as the design and construction administration phases.

I will plan on presenting these facts, and the project as a whole, to the Town Plan and Zoning Commission at its August 20, 2019 meeting.

DAP/ce

Attachment

BRIDGE REHABILITATION/REPLACEMENT

STATE PROJECT 53-194

FISHER HILL ROAD OVER ROARING BROOK

GLASTONBURY, CONNECTICUT

BRIDGE NO. 04514



Final Hydraulic Analysis Report

20 March 2019

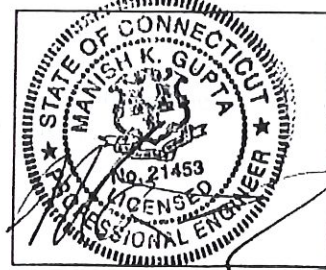


Prepared By

Richard T. Geikie, SMCE
Approved Hydraulic Engineer

Reviewed and Approved By

Manish K. Gupta, PhD, PE



Affix Stamp Here

Results

The proposed structure will provide a larger hydraulic opening than the existing structure. The check storm event (500 year frequency) creates a pressure flow condition at Fisher Hill Road for both the existing and proposed crossings, however the water surface profile at the check event is largely influenced by the backwater from the covered pedestrian walkway downstream, rather than the Fisher Hill Road structure itself. In order to accommodate the check storm event with the backwater created by the downstream structure, Fisher Hill Road would need to be raised resulting in additional wetland and right of way impacts. The proposed structure does not overtop at the check storm event and provides better performance than the existing structure. Both the existing and proposed structures are hydraulically adequate for the design event.

Water Surface Profile Plots

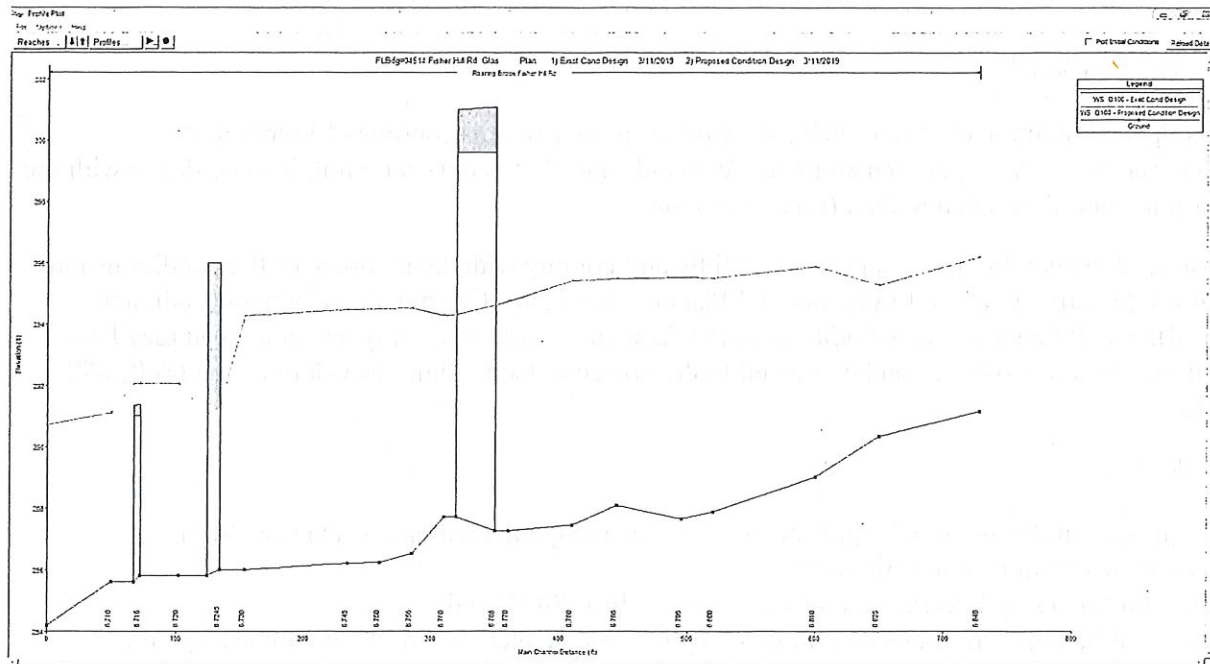


Figure 1 – Existing (red) and Proposed (green) at 100-year design discharge



Town of Glastonbury

2155 MAIN STREET • P.O. BOX 6523 • GLASTONBURY, CONNECTICUT 06033-6523

July 2, 2019.

CONSERVATION COMMISSION AND INLAND
WETLANDS & WATERCOURSES AGENCY

Mr. Richard J. Johnson, Town Manager
Town of Glastonbury
2155 Main Street
Post Office Box 6523
Glastonbury, Connecticut 06033-6523

Re: Application of the Town of Glastonbury for an inland wetlands and watercourses permit concerning the Fisher Hill Road's Replacement Bridge over Roaring Brook – east of intersection with Manchester Road/Route 83 – GM2 Associates, Inc., C.E.

Dear Mr. Johnson:

At its Special Meeting of July 1, 2019, the Conservation Commission/Inland Wetlands & Watercourses Agency approved an Inland Wetlands and Watercourses Permit, in accordance with the plans and conditions cited in the **attached** motion.

Please read the conditions of approval carefully and comply with them. Some of the conditions may require interacting with the Environmental Planner (e.g. inspection of soil erosion and sediment control); it will be your responsibility to schedule such interactions. Any questions you may have about the stated conditions can be directed to the Office of Community Development at (860) 652-7511.

This Permit:

- requires that the approved regulated activities be completed within one (1) year from commencement of said activities;
- is valid for five (5) years and thus expires on July 1, 2024; and
- may not be transferred unless authorized by the Inland Wetlands & Watercourses Agency

Once again should you have any questions, please do not hesitate to contact this office.

Sincerely,

Thomas Mocko
Environmental Planner

cc: Daniel A. Pennington, Town Engineer/Manager of Physical Services

TM:gfm
Attachment


APPROVED WETLANDS PERMIT MOTION

MOVED, that the Inland Wetlands and Watercourses Agency issues an inland wetlands and watercourses permit to the Town of Glastonbury for its Fisher Hill Road replacement bridge over Roaring Brook project, in accordance with plans on file in the Office of Community Development, and in compliance with the following conditions:

1. Healthy mature trees shall be preserved and saved when possible. Said trees shall be protected with the use of high visibility construction fence during construction or otherwise protected as required by staff.
2. Installation of soil erosion and sedimentation control and stabilization measures shall be the Permittee's responsibility. Once installed these measures shall then be inspected by the Environmental Planner prior to land disturbance activities. Afterwards it then shall be the Permittee's responsibility to inspect these control measures during, and immediately following, substantial storm events and maintain and/or replace the control measures, when needed, on a regular basis until the site is vegetatively stabilized. Hay bales shall be replaced every 60 days. The Environmental Planner is hereby authorized to require additional soil erosion and sediment controls and stabilization measures to address situations that arise on the site.

MEMORANDUM

To: Town Plan & Zoning Commission

From: Thomas Mocko, Environmental Planner 

Date: July 9, 2019

Re: Recommendation to the Town Plan & Zoning Commission concerning a Section 4.11 (Flood Zone) Special Permit for the Fisher Hill Road's Replacement Bridge over Roaring Brook – east of intersection with Manchester Road/Route 83 – GM2 Associates, Inc., C.E.

During its Special Meeting of July 1, 2019, the Conservation Commission recommended to the Town Plan and Zoning Commission approval of a Section 4.11 (Flood Zone) Special Permit for the Fisher Hill Road's Replacement Bridge over Roaring Brook, east of the intersection with Manchester Road/Route 83. The attached motion was approved by the Commission.

TM:gfm

cc: Daniel A. Pennington, Town Engineer/Manager of Physical Services

**APPROVED RECOMMENDATION TO
THE TOWN PLAN & ZONING COMMISSION**

MOVED, that the Conservation Commission recommends to the Town Plan & Zoning Commission approval of a Section 4.11 (Flood Zone) Special Permit for the Town of Glastonbury's proposed Fisher Hill Road replacement bridge over Roaring Brook, in accordance with plans on file in the Office of Community Development, and in compliance with the following conditions:

1. Healthy mature trees shall be preserved and saved when possible. Said trees shall be protected with the use of high visibility construction fence during construction or otherwise protected as required by staff.
2. Installation of soil erosion and sedimentation control and stabilization measures shall be the Permittee's responsibility. Once installed these measures shall then be inspected by the Environmental Planner prior to land disturbance activities. Afterwards it then shall be the Permittee's responsibility to inspect these control measures during, and immediately following, substantial storm events and maintain and/or replace the control measures, when needed, on a regular basis until the site is vegetatively stabilized. Hay bales shall be replaced every 60 days. The Environmental Planner is hereby authorized to require additional soil erosion and sediment controls and stabilization measures to address situations that arise on the site.
3. Upon completion of the project a Professional Engineer shall provide certification that the project met the requirements of the applicable flood zone regulations.
4. The preservation of the original identifying elements shall be incorporated into the new structure.



GLASTONBURY POLICE DEPARTMENT

2108 MAIN ST./P.O. BOX 535/GLASTONBURY, CT 06033-0535/(860)633-8301/FAX (860)652-4290

MEMORANDUM

To: Town Plan and Zoning Commission

From: Marshall S. Porter, Chief of Police

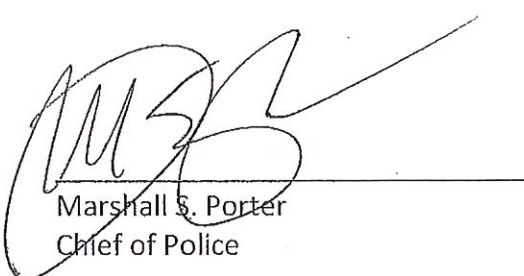
Date: August 13, 2019

Subject: Replacement of Bridge over Roaring Brook- Fisher Hill Road

Members of the Police Department have reviewed the application of the Town of Glastonbury for the Section 4.11 Flood Zone Special Permit- bridge replacement over Roaring Brook- Fisher Hill Road.

The police department has no objection to this proposal provided that:

1. All roadway closures will be coordinated with the Town of Glastonbury, Engineering Office and the Police Department.
2. The contractor, prior to any closures, will ensure that all detour signs are in place and will, at least two weeks prior to closure/detour, notify all Emergency Services of the pending closure/detour.



Marshall S. Porter
Chief of Police


JPH:jph



Town of Glastonbury
Health Department

Memo

August 14, 2019

To: Jonathan Mullen, Planner
Fr: Wendy S. Mis, Director of Health 
Re: Bridge replacement Fisher Hill Road, Town of Glastonbury

This office has received the plan by Town of Glastonbury dated 7/24/19 for a replacement of bridge number 04514 on Fisher Hill Road over Roaring Brook. No public health impact is anticipated with this work, and approval with respect to CT Public Health Code is forwarded for Commission consideration.



TOWN OF GLASTONBURY
FIRE MARSHAL'S OFFICE
SITE PLAN/SUBDIVISION REVIEW

PROJECT: Fisher Hill Road Bridge# 04514 Replacement LOCATION: Fisher Hill Rd

XX NEW CONSTRUCTION CHANGE OF USE SUBDIVISION COMMERCIAL

OCCUPANCY CLASSIFICATION: FILE # 19-025

PROPOSED FIRE PROTECTION:

ENGINEER'S PLAN: 053-194 HWY-01 INITIAL PLAN: 7-24-19 REVISED PLAN _____

ENGINEER:

ADDRESS PHONE:

DATE PLANS RECEIVED: DATE PLANS REVIEWED:

COMMENTS:

The detour route appears to offer marginal turning radii for trucks into Roaring Brook Plaza. The westbound down- gradient angle of approach may present challenges for long wheel based vehicles or semi- trailer.

When selected notify this office of the laydown and staging areas. Locations for the use of or storage of temporary fuel tanks will need to be reviewed by this office. Likewise refueling operations will need to be conducted at appropriate locations and reviewed by this office. Spill containment equipment shall be available on site.

This office shall be notified in the event that portable heating devices are utilized for curing of masonry or concrete or other materials

REVIEWED

BY:

Deputy Chief Chris Siwy –Fire Marshal

PAGE 1 OF 1

cc: Applicant
File

**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.

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 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 20th 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

MEMORANDUM

OFFICE OF COMMUNITY DEVELOPMENT

**SECTION 12.9 MINOR CHANGE TO A SPECIAL PERMIT
FOR A NEW SIGN PACKAGE
141 HEBRON AVENUE
MEETING DATE : AUGUST 20, 2019**

REGULAR MEETING ITEM # 3
08-20-19 AGENDA

EXECUTIVE SUMMARY

To:
Town Plan and Zoning
Commission

From:
Office of Community
Development Staff

Memo Date:
August 16, 2019

Zoning District:
Town Center (TC) Zone

Applicant:
Karin Knobel—Graphik
Identities

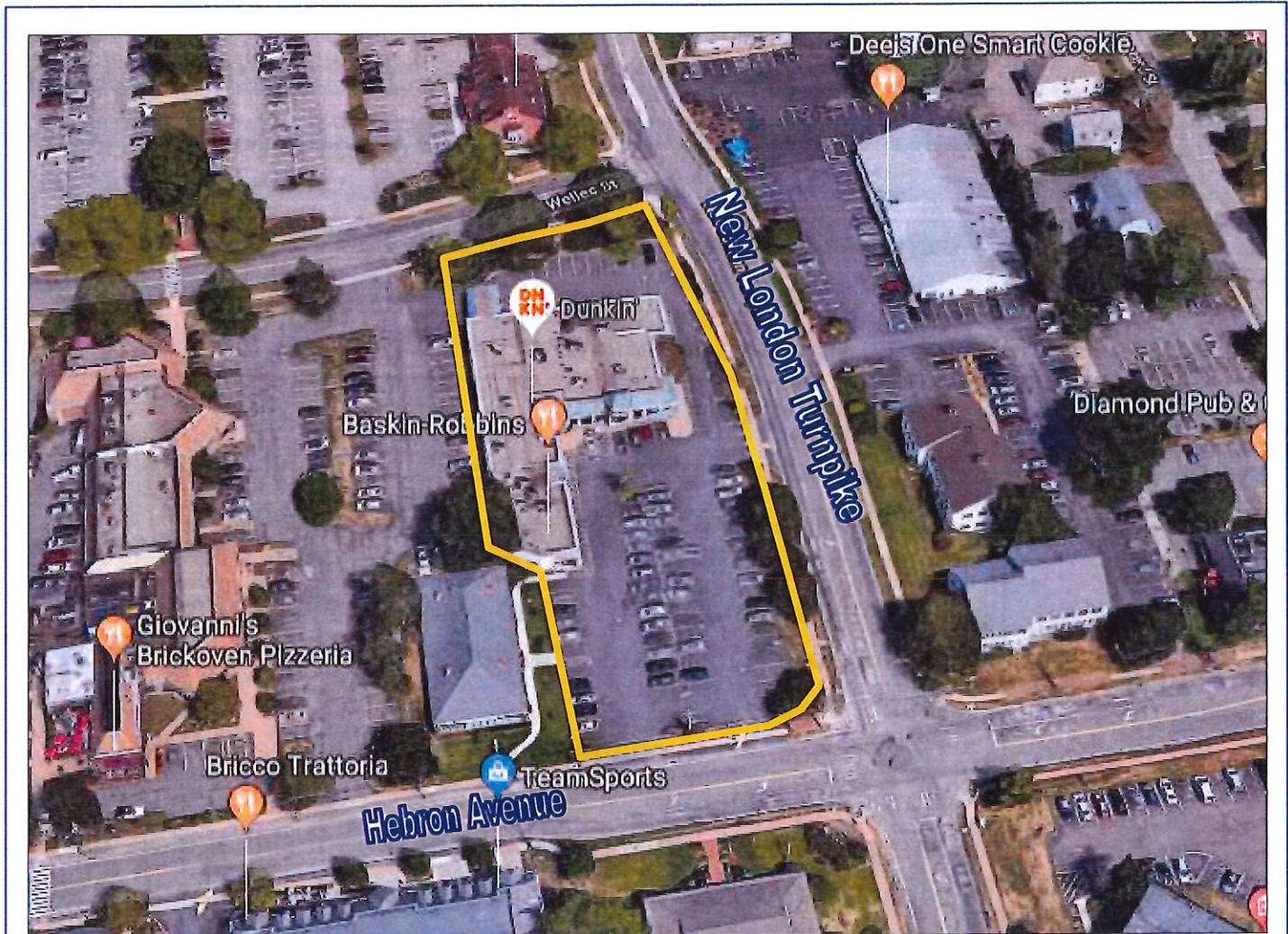
Owner:
ERIC S1, LLC

- The applicant is proposing a new tenant wall sign package for the shopping plaza located at 141 Hebron Avenue. Ground signage is not part of this application.
- Existing tenant signage at the plaza consists of non-illuminated panel signs, cabinet signs and channel letter signs.
- The proposal is to change all building signage to internally illuminated channel letter signs.
- The package includes replacement tenant signage on all four elevations of the building and additional tenant signage on the west elevation.
- The Plans Review Subcommittee reviewed the applicant’s proposal on May 26, 2019 and advised the applicant regarding phasing & sign location. They also expressed concern about the proposed signage on the west elevation and advised the applicant to find other examples of buildings with tenant signage on non-entrance walls.

REVIEW

Included for Commission review are the following:

- Minutes from the May 26, 2019 Plans Review Subcommittee meeting
- Sign specifications
- Elevation Drawings



View of 141 Hebron Avenue looking north

SITE DESCRIPTION

The subject site is a 1.41 acre parcel located in the Town Center Zone, on the northwest corner of the intersection of Hebron Avenue and New London Turnpike. The site is improved with a one-story shopping plaza that occupies the northern and western portions of the lot. The site is accessed through curb cuts along Hebron Avenue and New London Turnpike. The lot is almost entirely paved and parking spaces for the plaza are located at the southeast corner of the site.

ADJACENT USES

Retail and office uses abut the property to the north, south, east and west.

EXISTING CONDITIONS

The building currently has seven, non-illuminated panel signs. The signs are located on the east and south building elevations. There are also two internally illuminated box signs; one on the north elevation and one on the west elevation. There is also one internally illuminated channel letter sign on the south elevation. Both the box signs and the channel letter sign

are for the Webster Bank branch located in the northeast portion of the building. They were originally approved as part of a building renovation in 1987. In 2012 the ZBA granted a variance for the bank signage to be larger than permitted by Section 10.3.c but not to exceed 56 square feet total.

PROPOSAL

The applicant is proposing to replace the existing non—illuminated flat panel signage and internally illuminated box signage on the north, east, west and south elevations of the building with internally illuminated LED channel letter signs. On the building's west elevation the applicant proposes to add five additional, internally LED illuminated, channel letter, tenant wall signs along the top of the wall for a total of six signs including the bank sign. The applicant's submission shows seven signs along the west elevation. The Office of Community Development is recommending as a condition of approval that the applicant submit revised drawings to the Office of Community Development showing six signs along the western elevation. The replacement Webster Bank sign will be relocated to the top of the wall in line with the proposed additional signage. The existing channel letter sign on the south elevation for Webster Bank will remain at its current size and location. Ground signage is not part of this application.

The applicant has produced a standard sign specification which calls for 14-inch tall letters and a maximum sign size of 16 square feet. The applicant has indicated that several of the existing tenants will upgrade their signage immediately. The remaining signage will be installed incrementally as new tenants come to the plaza and could also be incorporated into existing lease renewals.

ZONING ANALYSIS

The Regulation

Section 10.3.c of the Building-Zone Regulations states that each business in a multi-tenant building is allowed one wall sign located on the wall with the main entrance to the business use. The area of said sign is calculated by multiplying the length of the wall with the main entrance to the business by a factor of .8. The regulations also state that no single wall sign shall be larger than twenty-five square feet regardless of main entrance wall length. The regulations further state that the TPZ as part of a Special Permit with Design Review may modify the signage requirements with regard to size, location, height and number.

Existing Signage

A review of Town records shows that the signage for the bank and the remaining building signage were approved as separate packages. In 2012 a variance was granted to allow the bank to have larger wall signs than would be permitted by Section 10.3.c but not to exceed 56 square feet total.

Proposal vs Regulation

When applying the calculation from Section 10.3.c to the east and south building signage, the proposed 16 square foot sign area, based on staff measurements of the storefronts, would comply with the allowable sign area for all of the tenants if applied individually with the exception of one space currently occupied by a dentist that has an interior entrance. The proposed additional and replacement signage on the north and west elevations would be in excess of what is permitted because there are no tenant space entrances along those walls. However, the lengths of the north and west walls when multiplied by .8 are long enough to accommodate all of the proposed signage. The applicant has provided several examples of buildings with signage on non-entrance walls in both the Town Center and Planned Business and Development Zones. Further, the proposal would create a coordinated theme by converting all signs to internally illuminated at the same height.

A draft motion is attached.

TOWN PLAN AND ZONING COMMISSION

SECTION 12.9— MINOR CHANGE FOR NEW
SIGN PACKAGE

APPLICANT: KARIN KNOBLE
GRAPIK IDENTITIES
36G KREIGER LANE
GLASTONBURY, CT 06033

OWNER: ERIC S1, LLC
P.O. BOX 733
GLASTONBURY, CT 06033

FOR: 141 HEBRON AVENUE

MOVED, that the Town Plan and Zoning Commission approve the application for a Minor Change for a new sign package at 141 Hebron Avenue – Town Center (TC) 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.
2. The applicant shall submit revised drawings to the Office of Community Development showing six signs along the western elevation of the building.

APPROVED: TOWN PLAN & ZONING COMMISSION
AUGUST 20, 2019

SHARON H. PURTILL, CHAIRMAN

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

The meeting commenced at 8:00 AM in Meeting Room A. 2nd 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

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 Zanlungo 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 Zanlungo 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.
