

**GLASTONBURY TOWN PLAN AND ZONING COMMISSION
REGULAR MEETING MINUTES OF TUESDAY, AUGUST 20, 2019**

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

Mr. Michael Botelho, Secretary (Acting Chairman)
Mr. Raymond Hassett (Acting Secretary)
Mr. Robert Zanolungo, Jr.
Mr. Scott Miller, Alternate (assigned as voting member)
Mr. Matthew Saunig, Alternate (assigned as voting member)

Commission Members Absent

Mrs. Sharon H. Purtill, Chairman
Mr. Keith S. Shaw, Vice Chairman
Mr. Christopher Griffin
Ms. Alice Sexton, Alternate

Acting Chairman Botelho called the meeting to order at 7:02 P.M. Due to the absence of both Chairman Purtill and Vice Chairman Shaw, Mr. Botelho assumed the role of Acting Chairman, and assigned Mr. Raymond Hassett as Acting Secretary. Due to a lack of voting members present, Acting Chairman Botelho seated both Mr. Scott Miller and Mr. Matthew Saunig as voting members. There were no objections.

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

Mr. Daniel Pennington, Town Engineer, presented the plans for a replacement bridge over Roaring Brook. Mr. Pennington explained that the bridge is beyond repair, so the existing structure will be demolished in its entirety. The new structure has a 47-foot span and new abutments would be placed outside of the existing abutments and the waterway. He stated that the road would have to be closed during construction, and a detour would be installed. Mr. Pennington noted that the action presented before the Commission concerns the Flood Zone and floodway. He noted that the project is 80% funded by the Federal Local Bridge Program, which requires them to generate two studies on floodplains and the hydraulics of the structure. The reports concluded that there is no adverse effect to the floodway or flood zone and no increase in the water level of the design storm. The Town Engineer expressed that they anticipate a winter bid, with construction to start in early spring 2020 and completion expected no later than November 2020.

With no questions from the Commission, Acting Chairman Botelho opened the floor for public comment. No one stepped forward. The Acting Chairman closed the public hearing.

Motion by: Acting Secretary Hassett

Seconded by: Acting Chairman Botelho

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 – 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:

“ROADWAY PLAN REPLACEMENT OF BRIDGE NO. 04514 FISHER HILL ROAD OVER ROARING BROOK DESIGNER/DRAFTER: YKM CHECKED BY: PB SCALE 1”=20’ GM2 ASSOCIATES, INC. 115 GLASTONBURY BLVD. GLASTONBURY, CT 06033 PROJECT NO. 053-194 DRAWING NO. HWY-01 SHEET NO. 10”

“GENERAL PLAN REPLACEMENT OF BRIDGE NO. 04514 FISHER HILL ROAD OVER ROARING BROOK DESIGNER/DRAFTER: NB CHECKED BY: DAG SCALE AS NOTED GM2 ASSOCIATES, INC. 115 GLASTONBURY BLVD. GLASTONBURY, CT 06033 PROJECT NO. 053-194 DRAWING NO. S-01 SHEET NO. 15”

“DETOUR PLAN REPLACEMENT OF BRIDGE NO. 04514 FISHER HILL ROAD OVER ROARING BROOK DESIGNER/DRAFTER: YKM CHECKED BY: SJ SCALE AS NOTED GM2 ASSOCIATES, INC. 115 GLASTONBURY BLVD. GLASTONBURY, CT 06033 PROJECT NO. 053-194 DRAWING NO. TRA-01 SHEET NO. 15”

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 Police 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.

Result: Motion passed unanimously (5-0-0).

REGULAR MEETING

1. Informal session for the purpose of hearing from citizens on Regular Meeting agenda or non-agenda items *None*
2. Acceptance of the Minutes of the July 16, 2019 Regular Meeting

Motion by: Acting Secretary Hassett

Seconded: Commissioner Saunig

Commissioner Zanolungo noted that his name was listed incorrectly as “Raymond Zanolungo.”

The minutes were accepted as amended.

Result: Motion passed unanimously (5-0-0).

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

Ms. Karin Knobel presented her application. She explained that they are looking to change their existing signage from illuminated box signs to illuminated channel letters, as well as adding signage unto the rear entrance of the building. Mr. Mullen clarified that the handout he provided the Commission has the amended number of signs the applicant provided on Friday. The application called for 7, but it is actually for only 6 box signs.

Ms. Knobel clarified that she is proposing a 14-inch maximum letter height and 16-square foot maximum sign area per tenant. Acting Secretary Hassett confirmed that the Commission is not approving the actual sign, just the location. He inquired whether the applicant would return to the Commission at a later date to acquire approval of their sign. Mr. Mullen stated that would be done administratively. He noted that the Commission is approving 14 spots in total: 7 spots on the front side of the building and 7 spots on the back side of the building.

Commissioner Miller asked if there was any discussion at the Plans Review Subcommittee about the amount of signage on the rear side. Acting Chairman Botelho said yes, there was. He explained that because the Commission is regulating the size of the signs, the Subcommittee found that it fits the existing streetscape.

Motion by: Acting Secretary Hassett

Seconded by: Commissioner Saunig

MOVED, that the Town Plan and Zoning Commission approve the Application of Karin Knobel, Graphik Identities, for a Section 12.9 Minor Change for a unified sign package – 141 Hebron Avenue – Town Center Zone, in accordance with plans on file with the Office of Community Development, and in compliance with the following conditions:

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.

Result: Motion passed unanimously (5-0-0).

4. CONSENT CALENDAR

- a. Scheduling of Public Hearings for Regular Meeting of September 3, 2019: **to be determined**

5. Chairman's Report *None*

6. Report from Community Development Staff

Ms. Dodds explained that the next Town Plan and Zoning Commission meeting is scheduled for September 3, 2019. There is only one item on the agenda thus far. Ms. Dodds stated she will confirm if there is a quorum for the September 3rd meeting.

There being no further business to discuss, Acting Chairman Botelho adjourned the meeting at 7:53 P.M.

Respectfully Submitted,

Lilly Torosyan
Lilly Torosyan
Recording Clerk