

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

Tuesday, September 17, 2019
REGULAR MEETING

7:00 P.M.

Council Chambers
2nd Floor – Town Hall
2155 Main Street

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

Christopher Griffin
Raymond Hassett
Robert J. Zanolungo, Jr.

ALTERNATES: Alice Sexton; Matthew Saunig; Scott Miller

AGENDA

PUBLIC HEARINGS

1. Application of Rosy Kapur for a Section 12 Special Permit with Design Review – construction of a 3-story building with retail on 1st floor & residential on 2nd & 3rd floors – 311 Hebron Avenue – Town Center Zone **POSTPONED**
2. Recommendation to the Town Council (Zoning Authority) regarding the application of the Town of Glastonbury for a Change of Zone from Planned Employment Zone to Reserved Land for the following lots off Addison Rd: Lot E0017E, Eversource Energy, Owner; Lot E0017G, Eversource Energy, Owner; and Lot E0024, Town of Glastonbury, Owner; and a Change of Zone from Planned Employment & Rural Residence Zones to Reserved Land for Lot E0017A, Eversource Energy, Owner

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 August 20, 2019 Regular Meeting
3. Application of H374, LLC for a Section 12.9 Minor Change to incorporate compact parking spaces – 400 Hebron Avenue – Town Center Zone
4. Application of CPCI, LLC for a Section 12.9 Minor Change to allow for exterior renovations, a new wall-mounted sign and landscape modifications – 592 Hebron Avenue – Planned Commerce Zone – Tim Blakeman, Clark Construction
5. Section 8-24 Connecticut General Statutes Referral from the Town Council regarding the acquisition of a 72± parcel off Dickinson Road
6. Section 8-24 Connecticut General Statutes Referral from the Town Council regarding sidewalk construction along portions of Neipsic & Addison Roads and Bell Street

7. CONSENT CALENDAR

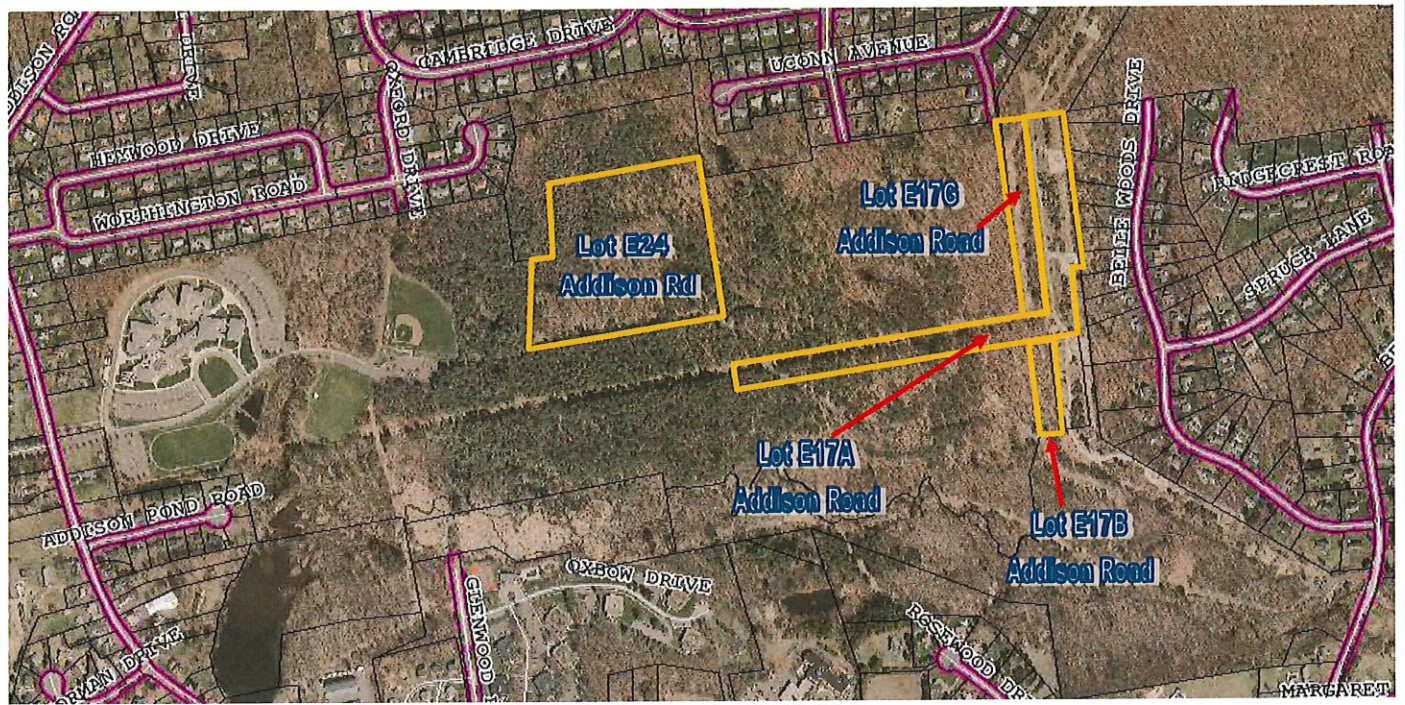
- a. Scheduling of Public Hearings for Regular Meeting of October 1, 2019: **to be determined**
8. Chairman's Report
9. Report from Community Development Staff

MEMORANDUM

OFFICE OF COMMUNITY DEVELOPMENT

SECTION 14.2.d REFERRAL FROM THE TOWN COUNCIL (ZONING AUTHORITY) TO
 THE PLAN AND ZONING COMMISSION FOR A RECOMMENDATION FOR A CHANGE OF ZONE FROM PLANNED EMPLOYMENT ZONE TO RE-
 SERVED LAND FOR THE FOLLOWING LOTS OFF ADDISON RD: LOT E0017, LOT E0017G AND LOT E0024; AND A CHANGE OF ZONE FROM
 PLANNED EMPLOYMENT & RURAL RESIDENCE ZONES TO RESERVED LAND FOR LOT E0017A
 MEETING DATE : SEPTEMBER 17, 2019

PUBLIC HEARING ITEM ITEM# 2 09-17-2019 AGENDA	<p style="text-align: center;"><u>EXECUTIVE SUMMARY</u></p> <ul style="list-style-type: none"> • The Town is seeking a zone change from Planned Employment to Reserved Land at Lots E0024, E0017E, & E0017G Addison Road and a change of zone from Planned Employment <i>and</i> Rural Residence Zone to Reserved Land at Lot E0017A Addison Road . • Lot E0024 Addison Road is a 15-acre parcel that was purchased by the Town from the Keibish Family in 2001. The purchase was made to add more land to the previously purchased 148-acre LaCava property. • Lots E0017A, E0017E and E0017G area owned by the Eversource and are used for utilities. • The Reserved Land Zone designation applies to land and buildings that are owned “..by a governmental unit, a department or branch of a governmental unit, or a public service company furnishing water, electric or gas service... ” • All of the above referenced properties meet the criteria for the Reserved Land Zone and would not be able to be developed for any uses permitted in the either the Planned Employment or Rural Residential Zones. • The 2018—2028 Plan of Conservation and Development Future Land Use Map designates the Town-owned property at Lot E0024 Addison Road as Open Space.
To: Town Plan and Zoning Commission	
From: Office of Community Development Staff	
Memo Date: September 13, 2019	
Zoning District: Planned Employment Zone	
Applicant: Town of Glastonbury	
Owner: Town of Glastonbury and Eversource	



Aerial view of Lots E0024, E0017A, E0017E and E0017G Addison Road

SITE DESCRIPTION

Lot E0024 Addison Road is a 15-acre parcel of former farmland that is currently maintained as Town open space. Lots E0017A, E0017E, and E0017G Addison Road total 12.33 acres and are used by Eversource for power line infrastructure.

ADJACENT USES

Lot E0024 Addison Road is surrounded on all sides by Town owned open space. Lots E0017E has Town-owned open space to the west & south, with other land owned by Eversource to the north and east. Lot E0017G has Town-owned open space to the west with property owned by Eversource to the north, east and south. The western portion of Lot E0017A is surrounded by Town-owned open space while the eastern portion has land owned by Eversource to the north, west and south, with residential property to the east.

Existing Zoning



Proposed Zoning



PLANNING AND ZONING ANALYSIS AND CONSISTENCY WITH POCD

Section 8-3 b of the Connecticut General Statutes states that in order to change a zone boundary, the Zoning/Planning and Zoning Commission must take into consideration the Plan of Conservation and Development and must state on the record its findings on consistency of the proposed zone change with such plan.

As stated in the Executive Summary, all the subject parcels meet the criteria for Reserved Land Zone and would not be able to be developed for any uses permitted in either the Planned Employment or Rural Residential Zones. Further, the 2018—2028 Plan of Conservation and Development (POCD) Future Land Use Map (FLUM) designates the Town— owned Property at Lot E0024 Addison Road lots as Open Space. Designation of this parcel as Reserved Land would be consistent with the FLUM designation. The FLUM designates the E0017A, E0017E, and E0017G Addison Road lots as Suburban Land 2-3 dwelling units /acre. Although not specifically addressed in the POCD, services provided by utility companies such as Eversource are vital resources that play an integral role in the Town’s infrastructure system. This system helps to ensure the vitality of existing developments. The designation of these parcels is consistent with the purpose and goals of the Reserved Land Zone.

TOWN PLAN AND ZONING COMMISSION

RECOMMENDATION TO
TOWN COUNCIL FOR A ZONE CHANGE

APPLICANT: TOWN OF GLASTONBURY

OWNERS: LOT E0024 – TOWN OF
GLASTONBURY; LOTS E0017A, E0017E &
E0017G EVERSOURCE

RE: LOTS E0024, E0017A, E0017E & E0017G

MOVED, that the Town Plan and Zoning Commission recommends to the Town Council approval of the application of the Town of Glastonbury for a Change of Zone from Planned Employment Zone to Reserved Land for the following lots off Addison Road: Lot E0017E, Eversource Energy, Owner; Lot E0017G, Eversource Energy, Owner; and Lot E0024, Town of Glastonbury, Owner; and a Change of Zone from Planned Employment & Rural Residence Zones to Reserved Land for Lot E0017A, Eversource Energy, Owner.

This recommendation is based on a finding of fact that:

1. The proposed zone change is in conformance with the Town of Glastonbury 2018 – 2028 Plan of Conservation and Development in that:
 - a. The 2018—2028 Plan of Conservation and Development Future Land Use Map designates the Town owned Property at lot E0024 Addison Road as Open Space.
 - b. The Future Land Use Map designates the E0017A, E0017E, and E0017G Addison Road as Suburban Land 2-3 dwelling units /acre. Although not specifically addressed in the POCD, services provided by utility companies such as Eversource are vital resources that play an integral role in the Town's infrastructure system. This system helps to ensure the vitality of existing developments. The designation of these parcels is consistent with the purpose and goals of the Reserved Land Zone.
2. All the subject parcels meet the criteria for Reserved Land Zone and would not be able to be developed for any uses permitted in the either the Planned Employment or Rural Residential Zones.

APPROVED: TOWN PLAN & ZONING COMMISSION
SEPTEMBER 17, 2019

SHARON H. PURTILL, CHAIRMAN

**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.

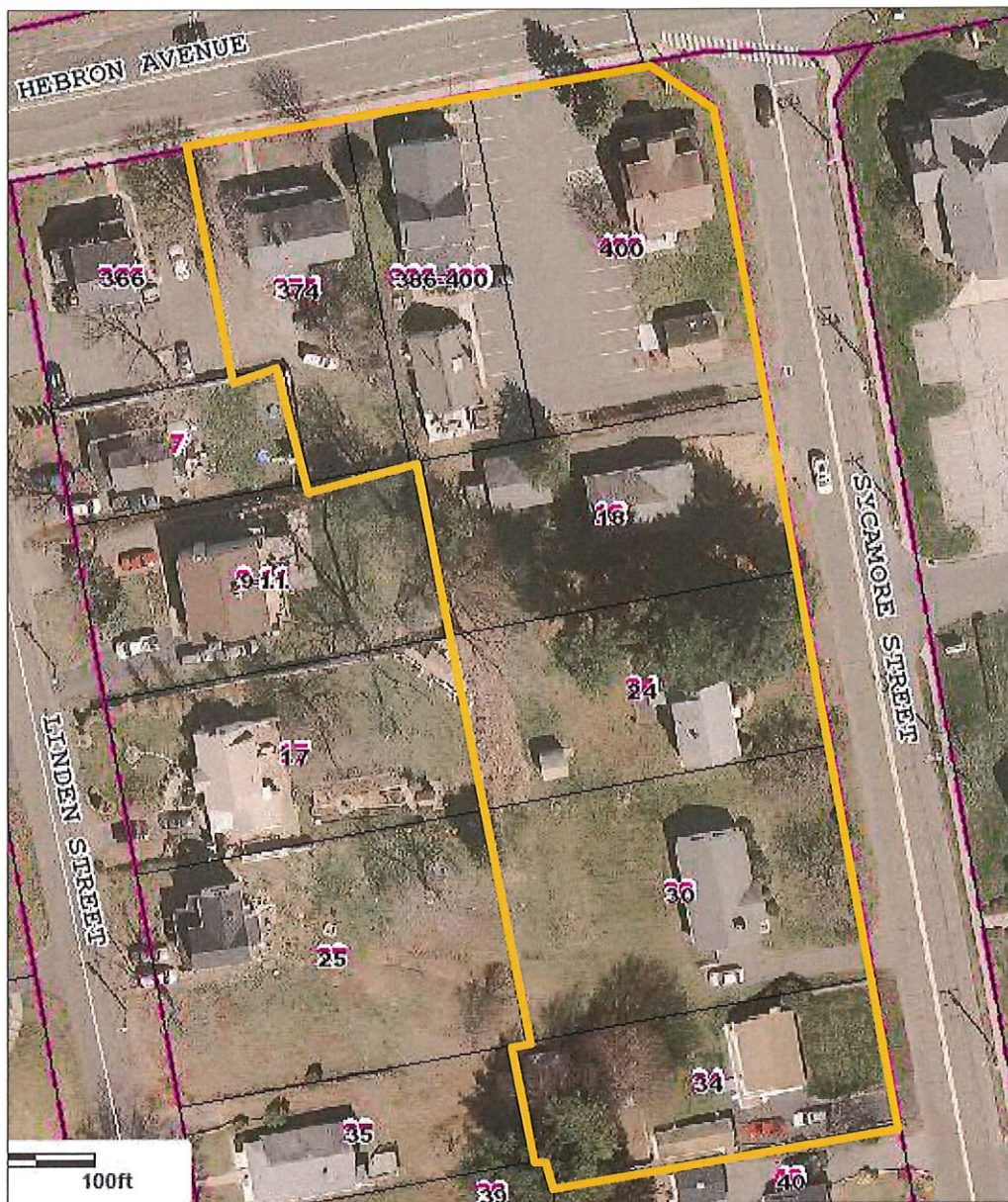
There being no further business to discuss, Acting Chairman Botelho adjourned the meeting at 7:53 P.M.

Respectfully Submitted,

Lilly Torosyan
Lilly Torosyan
Recording Clerk

SECTION 12 .9 MINOR CHANGE
 PROPOSAL FOR ONSITE 30 COMPACT SPACES FOR INCREASED RESTARUANT SEATING
 400 HEBRON AVENUE
 MEETING DATE : SEPTEMBER 17, 2019

<p>REGULAR MEETING ITEM #3 09-17-2019 AGENDA</p> <p>To: Town Plan and Zoning Commission</p> <p>From: Office of Community Development Staff</p> <p>Memo Date: September 13, 2019</p> <p>Zoning District: Town Center</p> <p>Applicant/Owner: H374, LLC</p>	<p><u>EXECUTIVE SUMMARY</u></p> <ul style="list-style-type: none"> • The applicant is seeking to convert 30% of the approved standard parking spaces to compact spaces at the south end of the parking area at 400 Hebron Avenue. • The proposal would result in 36 total compact spaces and a net increase of 7 onsite parking spaces bringing the total from 115 to 122 spaces. • The proposal for compact parking spaces will result in a minor loss of open space for the site, and slight adjustment to the location of some landscaping features. • The Plans Review Subcommittee reviewed the proposal at its August 14, 2019 meeting. The Subcommittee expressed concern about the use of compact parking spaces. They advised the applicant to clearly distinguish the compact parking spaces from standard spaces. <p><u>REVIEW</u></p> <p>Included for Commission review are the following:</p> <ul style="list-style-type: none"> • Office of Community Development staff memoranda • Site plans • Minutes from the August 14, 2019 Plans Review Subcommittee meeting
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Aerial view of development site at the corner of Hebron Avenue and Sycamore Street.

SITE DESCRIPTION (See plan set sheet C-2.0)

The development site at the corner of Hebron Avenue and Sycamore Street formerly had 11 structures on it including 6 residential structures, 3 commercial structures, and 2 detached garages. These structures were all demolished and there is currently a 19,904 square foot building shell at the north end of the site and a parking area at the south end of the site.

ADJACENT USES

- North—Apartments
- East—Medical and general offices
- West—Two family residences
- South—Single family residences

EXISTING CONDITIONS



Street View of Building and Parking Area Under Construction at Sycamore Street and Hebron Avenue

PROPOSAL (See plan set sheet C-2.0)

In order to accommodate more restaurant seating, the applicant is proposing to convert 30% of the 115 approved standard parking spaces to compact spaces. The proposal will result in 36 compact spaces for an increase of 7 on-site parking spaces for a grand total of 122 spaces. The proposed compact spaces will be located at the southern end of the parking area and will be designated as a compact space with a letter "C" painted in the stall.

CHANGES TO LANDSCAPING, OPENS PACE AND PEDESTRIAN CIRCULATION (See plan set sheet L1 & C-2.0 and the Assistant Town Engineer's Memorandum dated 9/12/19)

The proposal to create 36 compact spaces will reduce the amount of open space from 18% to 17.7% which still exceeds the Town Center Zone open space requirement of 15%. The compact space proposal will also alter the location of the landscaping in two places at the southern end of the parking area, however, the total amount of landscaped area will not be reduced.

BUILDING LAYOUT (See plan set sheet C-2.0)

The applicant is requesting the compact parking spaces so that they can increase the number of restaurant seats for the project. During the review process for this project a few discrepancies in the zoning table were observed with regard to the amount of floor area dedicated to specific uses, although these numbers were accurately reflected with regard to the parking count. The Office of Community Development is recommending as a condition of approval that the applicant update the zoning table on plan sheet set C-2.0 to update the numbers of the proposed square footage of office space and retail space as well as the proposed number of restaurant seats.

In order to better understand which uses will require increased parking spaces the Office of Community Development has requested a floor plan. Although not normally requested at the initial Special Permit approval phase of a project, floor plans have been provided by applicants when specific requests for changes to approved tenant spaces have been made.

PLANNING AND ZONING ANALYSIS (See plan set sheet C-2.0)

Section 9.1.h of the Building—Zone Regulations allows the TPZ to approve smaller parking spaces designated for compact vehicles as part of a Special Permit with Design Review.

Pertinent staff correspondence and draft motions are attached.

TOWN PLAN AND ZONING COMMISSION

SECTION 12.9 MINOR CHANGE

APPLICANT/OWNER: ALLAN SCHWARTZ
H374, LLC
C/O SCHWARTZ REALTY
PO BOX 733
GLASTONBURY, CT
06033

FOR: 400 HEBRON AVE

MOVED, that the Town Plan & Zoning Commission approve the application of Allan Schwartz, H374, LLC for a Section 12.9 Minor Change to a Special Permit with Design Review – to incorporate compact parking spaces– 400 Hebron Avenue – Town Center Zone, in accordance with the following plans:

To Be Quoted

And

1. In compliance with:
 - a. The standards contained in a report from the Fire Marshal, File 19-027, plans reviewed 08-27-19.
2. In adherence to:
 - a. The Town Engineer's memorandum dated September 4, 2019.
 - b. The Assistant Town Engineer's memorandum dated September 12, 2019.
 - c. The Police Chief's memorandum dated August 28, 2019.
3. The applicant shall revise the zoning table on plan sheet set C-2.0 to update the numbers of proposed square footage of office space and retail space as well as the proposed number of restaurant seats.
4. 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.

APPROVED: TOWN PLAN & ZONING COMMISSION
SEPTEMBER 17, 2019

SHARON H. PURTILL, CHAIRMAN

September 4, 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: 400 Hebron Avenue; Glastonbury Commons
Schwartz Realty

DAP

Revised plans for the above-referenced development have been reviewed by the Engineering Division. The following comment is offered for Commission consideration:

- Given the proposed changes in the parking configuration, careful attention to snow storage will be required in order to maintain compliance with regulations and to ensure adequate turning radii for large vehicles. The applicant is advised that removal of snow from the site may be necessary under certain circumstances.

DAP/ce

September 12, 2019

MEMORANDUM

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

From: Stephen M. Braun, P.E. Assistant Town Engineer



Re: Parking Lot Modifications for Additional Restaurant Seating
Glastonbury Commons Mixed-Use Development
400 Hebron Avenue

The Engineering Division has reviewed the revised Layout, Materials, Grading and Drainage, and Landscaping plans for the proposed Glastonbury Commons mixed-use development that is currently under construction at 400 Hebron Avenue prepared by Benesch revised August 16, 2019 for "Parking Lot Modifications" and offers the following comments:

1. The additional restaurant seating proposed as part of this revised application requires additional exterior grease trap capacity. A revised Utility Plan should be incorporated into the current application that depicts the revised sewer configuration as required to accommodate the additional grease containment.
2. The sharply angled curb at the southeast corner of the site adjacent to a proposed compact parking space is likely to be damaged during snow removal operations. An alternate construction detail providing additional curb support or an alternate material such as concrete or granite curb is recommended for this location.
3. Previously approved plans included a sidewalk connection for pedestrians using the public sidewalk on Hebron Avenue and Sycamore Street to enter this building using the main entrance at the rear of the building. It is recommended that current plans be revised to reflect the previously approved sidewalk connection or that an alternate ADA compliant sidewalk connection be provided from the public sidewalk to the entrance at the rear of the building.
4. The proposed Landscape Plan should be revised for consistency with other submitted plans and the above comment to properly depict the sidewalk connection from Hebron Avenue and Sycamore Street.
5. Changes to the proposed parking spaces are identified with a revision cloud on the plans however changes to proposed sidewalk described above were not. It is unclear if the design engineer has made other changes from the approved plans that are not easily identifiable. It is recommended that all changes from the previously approved plans be identified by the design engineer within a revision cloud to help town staff fully understand the extent of all proposed changes.



Town of Glastonbury

Health Department

Memo

August 28, 2019

To: Jonathan E. Mullen, AICP, Planner

Fr: Wendy S. Mis, Director of Health

Re: 400 Hebron Avenue
Section 12.9 Minor Change

This office has received a plan set by benesch, dated November 19, 2018, last revised 8/16/19 for the above referenced property.

The minor change as proposed has no public health impact, and approval with respect to CT Public Health Code is forwarded for Commission consideration.



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

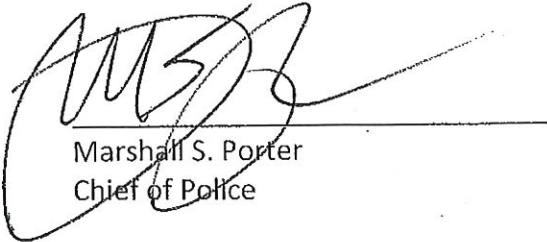
From: Marshall S. Porter; Chief of Police

Date: August 28, 2019

Subject: 400 Hebron Ave- Minor change- Incorporation of compact spaces/off-site parking

Members of the Police Department have reviewed the application of H374, LLC for a Section 12.9 Minor Change- incorporation of compact parking spaces and off-site parking- 400 Hebron Ave.

- The police department has no objection to this proposal.
- In conjunction with the proposal, members of the police department feel that Sycamore Street, on the southbound side of the roadway extending from the intersection of Hebron Ave to 100 Feet south of the intersection should be posted "No Parking, Stopping, Standing, Loading and Unloading", with arrows identifying the proposed zone. This area of Sycamore Street from Hebron Ave and adjacent to the new building should be kept clear of all stopped vehicles. The Fire Department has identified that an accessible hydrant is located on the southwest corner of Hebron Ave and Sycamore Street with sprinkler connections on the new buildings east side. In addition, with service doors on the south side of the new building, delivery vehicles may decide to park in this area to facilitate easier deliveries, and in the process create traffic issues and create an obstruction should an emergency occur requiring fire department response.



Marshall S. Porter
Chief of Police

MSP:jph



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

PROJECT: **H374,LLC – Compact Cars and Off site parking** LOCATION: **400 Hebron Ave**

xx NEW CONSTRUCTION CHANGE OF USE SUBDIVISION xx COMMERCIAL

OCCUPANCY CLASSIFICATION: **Group A/B/M** FILE # **19-027**

PROPOSED FIRE PROTECTION: **via Full Automatic Fire Sprinklers & GFD**

ENGINEER'S PLAN: **70447.00** _REVISED PLAN: **8-16-19 Parking Lot Modifications**

ENGINEER: **benesch**

DATE PLANS RECEIVED: **8-26-18** DATE PLANS REVIEWED: **8-27-19**

COMMENTS: **Parking configuration as proposed allows for marginal turning and backing clearances within the lot.**

Snowfall removal from the lot will need to be considered due to the lack of impound areas, in order to facilitate vehicular circulation and to continually provide visibility of the painted “emergency access hatching”, the painted colored stripes designating the compact stalls, the painted stripes indicating the HC accessible area, and the painted stripes indicating the standard size parking stalls.

Consideration should be given to a sign or key - designating or corresponding to the colors of the white pavement cross hatching that designates the “typical loading zone” and the aforementioned painted emergency access hatches on the south side of the property.

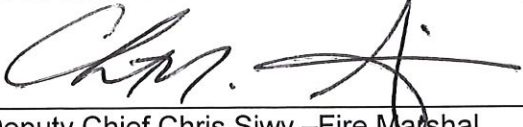
Trailer trucks that attempt to enter the property may need to perform backing maneuvers to exit.

Likewise parking, standing, or off- loading along the west curb line of Sycamore Street cannot be permitted due to the potential traffic impacts in the area. By design the Fire Department requires free and unfettered access to this side of the building at all times during all seasons for access, operations and to allow sufficient space for the occupants of the building to evacuate.

Therefore the curb line of Sycamore Street along the eastern perimeter of the building (100 feet) will need to be permanently posted in a fashion that is enforceable by the Police and in accordance with the Uniform Traffic Code as a No Parking Zone.

The location of and the methods used to designate such no parking area shall be indicated on the site drawing of record as filed with the Town of Glastonbury.

REVIEWED BY: _____


Deputy Chief Chris Siwy –Fire Marshal

PAGE 1 OF 1

cc: Applicant
 File

TOWN PLAN AND ZONING COMMISSION
PLANS/REGULATIONS REVIEW SUBCOMMITTEE
Portion of MINUTES OF AUGUST 14, 2019 SPECIAL MEETING

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

Present: Subcommittee Members, Sharon Purtill Michael, Botelho and Michael Botelho, Jonathan E. Mullen, AICP, Planner

400 HEBRON AVENUE – proposal to include compact parking spaces and incorporation of joint use, off-street parking with neighboring landowner – Town Center Zone – James Fuda, Benesch Engineering –Beth Kratzert & Dr. Allan Schwartz, H374, LLC, applicant

Beth Kratzert of Schwartz Realty stated that the proposal was to create 30 compact spaces at the south end of the parking area and to lease 10 parking spaces from the owner of the building at 59 Sycamore Street. Converting the standard spaces to compact would net seven extra spaces for the site that could be used to accommodate more restaurant seating.

Jim Fuda of Benesch Engineering went over the proposed parking layout in more detail. He stated that the new layout would minimally affect the landscape plan and impervious and open space calculations for the site.

Chairman Purtill asked if the reason for the request was that the interior layout of the building had changed. Evan Schwartz of Schwartz Realty stated that the interior layout of the building had not been set and they are in negotiations with several restaurants who had different seating demands. He also stated that if a restaurant were to have increased interior space, the layout would be adjusted accordingly. Mr. Schwartz then stated that he was trying to avoid future parking problems by being proactive.

Commissioner Botelho asked Mr. Mullen if changes to the interior layout of the building would require approval from the TPZ. Mr. Mullen stated that as long as the applicant maintained their approved parking layout they would not need TPZ approval for an internal change. Mr. Fuda stated that the compact spaces would be functional. He reiterated that they were concentrated at the south end of the parking lot. There was a general discussion about compact spaces at other sites. Chairman Purtill asked if the proposal to lease parking spaces off-site would be an alternative to compact spaces. Ms. Kratzert stated that they intended to have both. Commissioner Botelho stated that he had no issue with off-site parking. Chairman Purtill asked staff to look at other sites in town that had off-site parking agreements and compact parking spaces. Mr. Schwartz stated that he would make a physical distinction between the standard and compact spaces so that patrons could identify them. There was a general discussion about the format of the parking agreement.

Meeting adjourned at 9:15 a.m.

Respectfully submitted,

Jonathan E. Mullen, AICP

MEMORANDUM

OFFICE OF COMMUNITY DEVELOPMENT

SECTION 12.9 MINOR CHANGE TO A SPECIAL PERMIT
 EXTERIOR ARCHITECTURAL CHANGES AND LANDSCAPE IMPROVEMENTS
 TO EXISTING CITGO GAS STATION
 592 HEBRON AVENUE
 MEETING DATE : SEPTEMBER 17, 2019

REGULAR MEETING ITEM # 4
 09-17- 2019 AGENDA

EXECUTIVE SUMMARY

To:
 Town Plan and Zoning
 Commission

From:
 Office of Community
 Development Staff

Memo Date:
 September 13, 2019

Zoning District:
 Planned Commerce
 (PC) Zone

Applicant/Owner:
 CPCI, LLC

- The applicant is proposing exterior architectural changes and landscape improvements to the existing “Wheels” CITGO gas station building at 592 Hebron Avenue.
- Architectural changes include new building signage, siding and trim and the existing landscaped areas will be redone with new plantings and mulch.
- At their meeting of August 14, 2019, the Plans Review Subcommittee reviewed the proposal where they advised the applicant to provide color samples of the proposed siding and to improve the existing landscaping.
- At its meeting of September 11, 2019 the Community Beautification Committee reviewed the proposal. The Committee advised the applicant on plant selection and species and recommended changes to the plan. The Committee accepted the plan with those changes.

REVIEW

Included for Commission review are the following:

- Town of Glastonbury staff memoranda.
- Site Plans
- Elevation drawings
- Minutes from the August 14, 2019 meeting of the Plans Review Subcommittee



Aerial view of 592 Hebron Avenue looking west

SITE DESCRIPTION

The subject site is an .99 acre parcel which is improved by a 1,710 square foot CITGO gas station at the eastern edge of the property. Access to the site is through 2 curb cuts off Hebron Avenue at the northeastern corner of the site.

ADJACENT USES

North—General Office

East—A gas station

South & West—Connecticut Route 2

PROPOSAL (Please see plan set sheets entitled “Proposed Front Elevation”, “Proposed Street Elevation”, “Proposed North Side Elevation”, “Proposed Rear Elevation” & C.1.0—Site Plan)

The proposal includes new siding to cover the existing brick on the building. The north and west sides of the building facing Hebron Avenue will be covered with yellow cement clapboard siding and white “Azek” vinyl trim. The south side of the building facing CT Route 2 and the east side facing the gas station on the adjacent property will be covered with vinyl siding with the color to match the cement board. The proposal also includes relocating the ice chest and propane tank exchange from the southwest corner of the building to the northeast corner. The windows, doors and roof are not part of this proposal. The applicant is also proposing a 2-foot, 4-inch tall by 4-foot, 7-inch wide internally illuminated wall sign



located on the west wall of the building to the right of the doors facing the parking lot. The proposed sign is in compliance with Section 10.3.c of the Building-Zone Regulations.

The applicant is also proposing to redo the landscape beds along Hebron Avenue with new shrubs and perennials. The Community Beautification Committee reviewed, made changes and then accepted the plan with those changes at its meeting of September 11, 2019.

Pertinent staff correspondence and draft motions are attached.

TOWN PLAN AND ZONING COMMISSION

SECTION 12.9 MINOR CHANGE

APPLICANT/OWNER: CPIC, LLC
497 BIC DRIVE
MILFORD CT, 06461

FOR: 592 HEBRON AVENUE

MOVED, that the Town Plan and Zoning Commission approve the application of CPIC, LLC for a Section 12.9 Minor Change for exterior architectural and landscape changes to the existing Citgo Gas Station— 592 Hebron Avenue –Planned Commerce Zone, in accordance with plans on file with the Office of Community Development,

And

1. In compliance with:
 - a. The standards contained in a report from the Fire Marshal, File 19-028, plans reviewed 09-11-19
2. 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.

APPROVED: TOWN PLAN & ZONING COMMISSION
SEPTEMBER 17, 2019

SHARON H. PURTILL, CHAIRMAN



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

PROJECT: **CPCI, LLC Wheels Gas Station** LOCATION: **595 Hebron Avenue**

DEVELOPER: **S/A**

NEW CONSTRUCTION CHANGE OF USE SUBDIVISION COMMERCIAL

OCCUPANCY CLASSIFICATION: **Group M** F.M.O. FILE # **19-028**

PROPOSED FIRE PROTECTION: **via MDC water main & the GFD**

ENGINEER'S PLAN # **2018-260** INITIAL PLAN REVISED PLAN **9-5-19**

ENGINEER: **Environmental Services**

ADDRESS AND PHONE: **67 Hale Road Sturbridge MA 774-241-0901**

DATE PLANS RECEIVED: **9-10-19** DATE PLANS REVIEWED: **9-11-19**

COMMENTS:

Please provide address numerals visible from Hebron Avenue.

Appropriate warning signs and fire extinguishers will be required at the pump islands.

If the building will be provided with a fire alarm a rapid access vault will need to be installed.

REVIEWED BY: _____

Christopher N. Siwy

PAGE 1 OF 1
cc: App/File



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: September 11, 2019

Subject: CPCI, LLC- Sec 12.9 Minor Change- exterior renovations- Citgo

Members of the Police Department have reviewed the application of CPCI, LLC for a Section 12.9 Minor Change- exterior renovations to the existing building, including new siding, trim and a wall mounted sign, and landscape modifications at the Citgo-592 Hebron Avenue.

The police department has no objection to this proposal.

Marshall S. Porter
Chief of Police

JPH:jph



Town of Glastonbury
Health Department

Memo

September 12, 2019

To: Jonathan E. Mullen, AICP, Planner

Fr: Wendy S. Mis, Director of Health

Re: 592 Hebron Avenue, Section 12.9 Minor Change

This office has reviewed the plan by CMG Environmental Services Engineering Services dated 9/5/19 for the above-referenced property. No exterior work is proposed in the area of the existing septic system. Proposed interior layout and equipment changes are proceeding through appropriate Health Department channels.

No public health impact is anticipated from the exterior changes, and public health approval for the project is forwarded for Commission consideration.

September 12, 2019

MEMORANDUM

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

From: Stephen M. Braun, P.E. Assistant Town Engineer



Re: 592 Hebron Avenue
Section 12.9 Minor Change

The Engineering Division has reviewed the plans for the exterior renovations to the existing Citgo building located at 592 Hebron Avenue and has no comments.

MEMORANDUM

OFFICE OF COMMUNITY DEVELOPMENT

CGS SECTION 8-24 REFERRAL FROM THE TOWN COUNCIL TO
TOWN PLAN AND ZONING COMMISSION FOR LAND ACQUISITION
TO PERMANENTLY PRESERVE
LOTS S-3, S-3A, S-3B AND S-3
MEETING DATE : SEPTEMBER 17, 2019

REGULAR MEETING
ITEM# 5 9-17-2019 AGENDA

REVIEW

Included for Commission review are the following:

To:
Town Plan and Zoning
Commission

- A memorandum from Richard J. Johnson, Town Manager, dated September 11, 2019 regarding **Land Acquisition Preservation –CGS Sec.8-24**

From:
Office of Community
Development Staff

- Map of the parcel

Memo Date:
September 13, 2019

DESCRIPTION

The Town plans to purchase the 72 +/- acre open space parcel located off of Dickinson Road. The 72 +/- acres complements previous Town acquisition of the former Cavanaugh, Riccardi and Marchand properties totaling a combined 174 acres and is adjacent to State-owned open space including the Meshomasic State Forest.

8-24 Review
Purchase of Develop-
ment Rights

COMMISSION REVIEW

Pursuant to Section 8-24 of the Connecticut General Statutes, the Commission’s role is to review the pending action of the Town Council referred to the Commission for a determination of consistency of the action with the Town’s Plan of Conservation and Development (POCD).

Planning Area
Rural Residence 1
Dwelling Unit/ 1-2
Acres

CONSISTENCY WITH THE POCD

The purchase of property off of Dickinson Road is consistent with the following goals and policies in the POCD:

♦ **Town-wide Policy:**

Preserve large tracts of land, which ideally would connect to adjacent existing open space or undeveloped parcels, as opposed to small, scattered, fragmented areas.

◆ **Resource Category Policy –Open Space for Natural Resource Preservation**

The Town's goal is to continue to receive land in fee, by donation or purchase, or to protect with conservation easements, land containing unique, significant or fragile natural resources; and furthermore, to link these lands, where appropriate, with adjacent and nearby open space lands, stream valleys, greenways and forestlands.

Protect large forest tracts via open space dedication, purchase or conservation easement for renovation of air and water quality, recreation and, most importantly, for adequate wildlife habitat on land susceptible to development. Connect these forest tracts with greenbelts and streambelts, where possible.

◆ **Resource Category Policy—Wetlands and Watercourses**

Maintain adequate preservation buffers around wetlands and watercourses and, where appropriate, protect these areas by conservation easements or acquisition.

TOWN PLAN AND ZONING COMMISSION

CGS SECTION 8-24— LAND ACQUISITION

APPLICANT: TOWN OF GLASTONBURY

FOR: LOTS S-3, S-3A & S-3B
DICKINSON ROAD

RESOLVED, that the Plan and Zoning Commission of the Town of Glastonbury forwards a favorable recommendation to the Town Council for land acquisition to permanently preserve lots S-3, S-3A and S-3B Dickinson Road. This action is pursuant to Section 8-24 of the General Statutes of Connecticut as the purchase of development rights for this parcel is consistent with the policies of the Town of Glastonbury Plan of Conservation and Development.

APPROVED: TOWN PLAN & ZONING COMMISSION
SEPTEMBER 17, 2019

SHARON H. PURTILL, CHAIRMAN

MEMORANDUM

To: Khara Dodds, Director of Planning/Land Use Services

From: Richard J. Johnson, Town Manager

Date: September 11, 2019

Re: **Referrals to Town Plan and Zoning Commission - CGS Sec. 8-24**

At its meeting of Tuesday, September 10, 2019, the Council referred the following matters to the Town Plan and Zoning Commission:

Land Acquisition Preservation

This involves the 72± acre open space parcel located off Dickinson Road as outlined on the attached page. The 72± acres complements previous town acquisition of the former Cavanaugh, Riccardi and Marchand properties, totaling a combined 174± acres and is adjacent to state-owned open space including the Meshomasic State Forest.

The proposal satisfies goals and objectives of the Plan of Conservation & Development. Examples include:

- Preserve large tracts of land, which connect to adjacent existing open space or undeveloped parcels, as opposed to small, scattered fragment areas.
- Help connect linkages with surrounding parcels of publicly and privately preserved open space.
- Connect with conservation easements, open space parcels, protect wetlands, vegetation, habitat, natural resources, etc.

New Sidewalk Construction

Construction of new sidewalks along portions of Neipsic and Addison Roads and Bell Street are proposed to complete the sidewalk connections in these areas. These projects are shown on the attached pages. Subject to approvals, the goal is to complete work this calendar year.

Both matters are referred per C.G.S. Sec. 8-24. Please schedule for the September 17, 2019 Commission meeting and advise accordingly. Should you have any questions, please let me know.

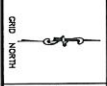
RJJ/sal
Attachments



NO.	DESCRIPTION	DATE
1.		



SCALE, AS SHOWN	DATE
DRAWN BY: S.R.	9/24/2018
CHECKED BY: S.A.B.	
APPROVED BY: D.A.J.	
BY FILE	



PLAN DEPICTING:
PARCELS OF INTEREST
 Owned by
S3A, S3 & S3B, CARON PROPERTY
 DICKINSON RD
 GLASTONBURY, CONNECTICUT

MEMORANDUM

OFFICE OF COMMUNITY DEVELOPMENT

**CGS SECTION 8-24 REFERRAL FROM THE TOWN COUNCIL TO
THE TOWN PLAN AND ZONING COMMISSION FOR
CONSTRUCTION OF NEW SIDEWALK
MEETING DATE : SEPTEMBER 17, 2019**

REGULAR MEETING
ITEM# 6 09-17-2019 AGENDA

To:
Town Plan and Zoning
Commission

From:
Office of Community
Development Staff

Memo Date:
September 13, 2019

REVIEW

Included for Commission review are the following:

- A memorandum from Richard Johnson, Town Manager
- Maps showing the proposed project areas

MOTION

RESOLVED, that the Plan and Zoning Commission of the Town of Glastonbury approves the following project pursuant to Section 8-24 of the General Statutes of Connecticut:

Installation of approximately 300 linear feet of 4-foot-wide concrete sidewalk along the west side of Addison Road starting at #561 Addison Road northeast to the East Hartford Town Line; approximately 180 feet along the west side of Bell Street from #161 to Belle Woods Drive; and approximately 130 feet along the south side of Neipsic Road from #7 Crosby Road to Bridle Path Lane.

This sidewalk construction project is in keeping with the Plan of Conservation and Development's Town-wide Transportation goal # 6 which calls for implementation of the comprehensive sidewalk construction program to eliminate existing gaps in the sidewalk network.

MEMORANDUM

To: Khara Dodds, Director of Planning/Land Use Services

From: Richard J. Johnson, Town Manager

Date: September 11, 2019

Re: **Referrals to Town Plan and Zoning Commission - CGS Sec. 8-24**

At its meeting of Tuesday, September 10, 2019, the Council referred the following matters to the Town Plan and Zoning Commission:

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The proposal satisfies goals and objectives of the Plan of Conservation & Development. Examples include:

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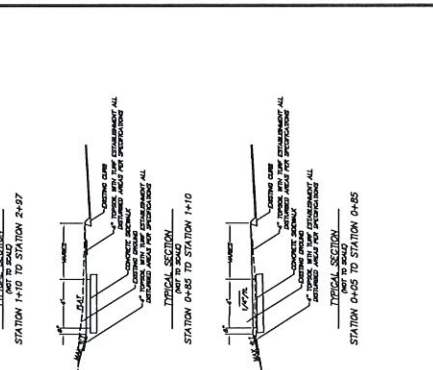
Both matters are referred per C.G.S. Sec. 8-24. Please schedule for the September 17, 2019 Commission meeting and advise accordingly. Should you have any questions, please let me know.

RJJ/sal
Attachments



PROJECT SITE
LOCATION MAP
SCALE 1" = 100'

SCHEDULE OF PROPERTY RIGHTS REQUIRED
 ⊗ - RIGHT TO GRADE
 ⊕ - RIGHT TO INSTALL BITUMINOUS DRIVE



GRAPHIC SCALE
1 inch = 20 ft

DRAWING ISSUE STATUS	DATE	DESCRIPTION
1.		

SCALE	AS SHOWN	DATE
DRAWN BY: S.T.W.	12-15-2008	
CHECKED BY: S.A.M.	8-12-2010	
APPROVED BY: D.A.P.	8-12-2010	
ST. FILED		

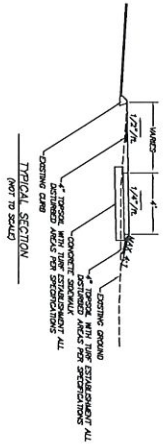
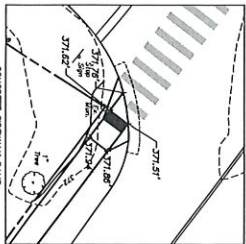
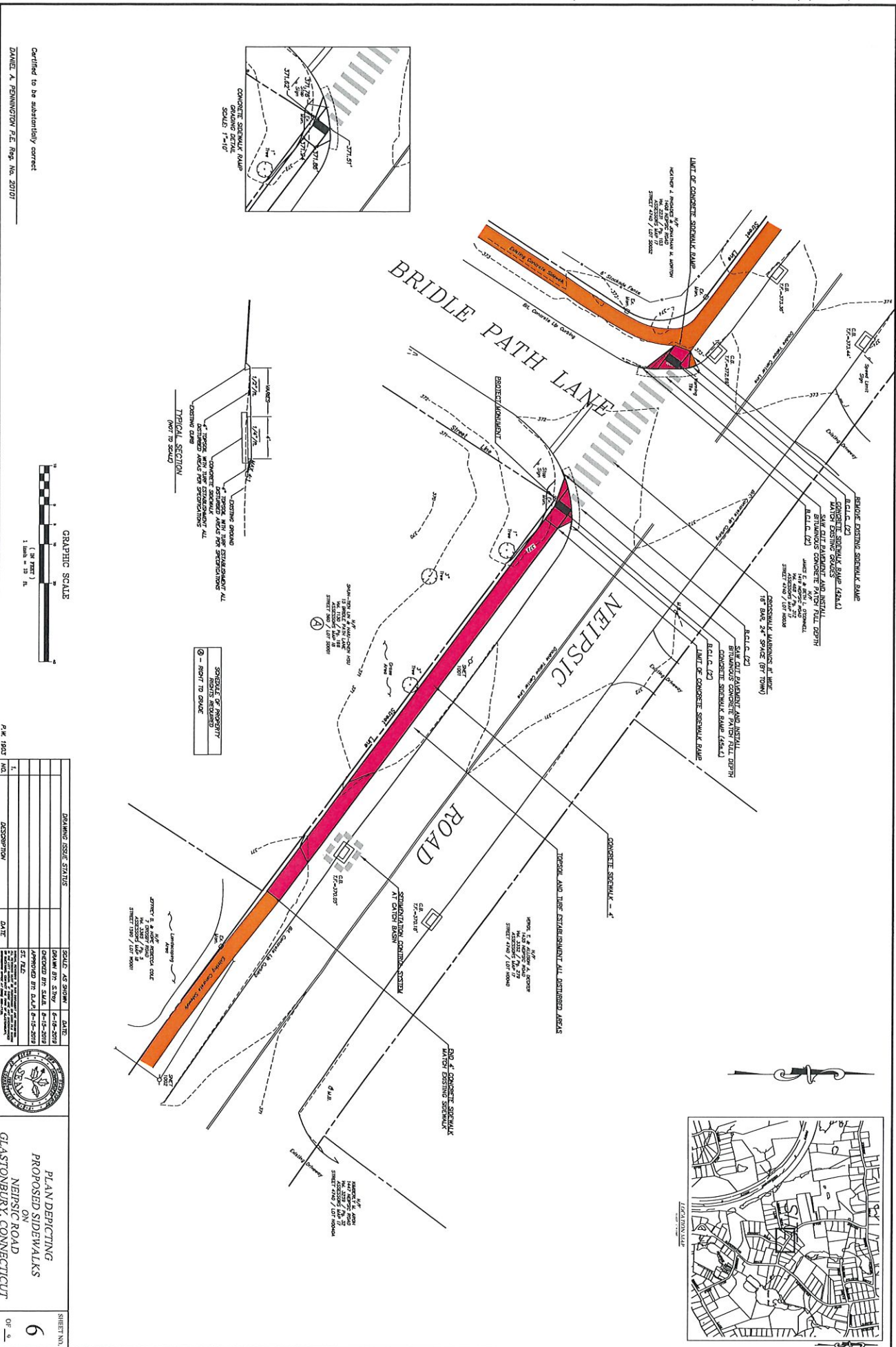
P.E. 19523

PLAN DEPICTING
PROPOSED SIDEWALKS
ON
ADDISON ROAD
GLASTONBURY, CONNECTICUT



SHEET NO.	OF
4	9

Certified to be substantially correct.
DANIEL A. PENNINGTON P.E. Reg. No. 27101



DRAWING REVISION STATUS		SCALE AS SHOWN	DATE
1.	AS SHOWN	AS SHOWN	1-18-2016
			1-18-2016
			1-18-2016
			1-18-2016
			1-18-2016
			1-18-2016
			1-18-2016
			1-18-2016
			1-18-2016
			1-18-2016

NO.	DESCRIPTION	DATE
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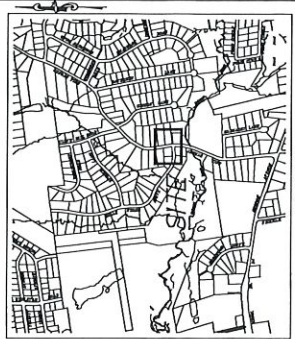
	SCALE AS SHOWN	DATE
	SCALE AS SHOWN	DATE
	SCALE AS SHOWN	DATE

	SCALE AS SHOWN	DATE
	SCALE AS SHOWN	DATE
	SCALE AS SHOWN	DATE

Certified to be substantially correct:
 DANIEL A. PENNINGTON P.E. Reg. No. 23701

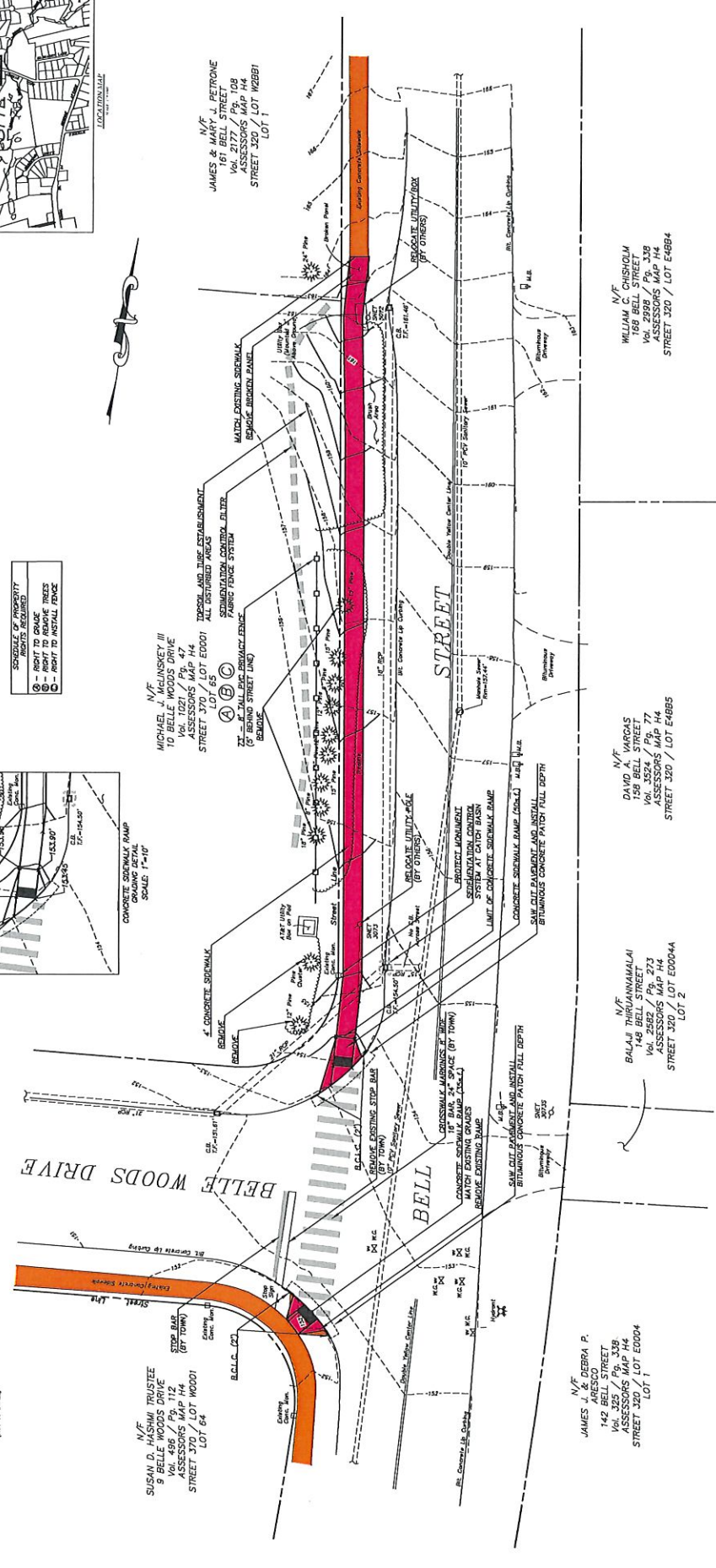
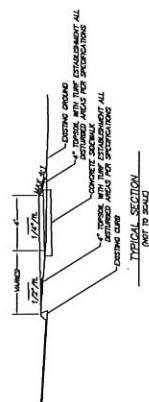
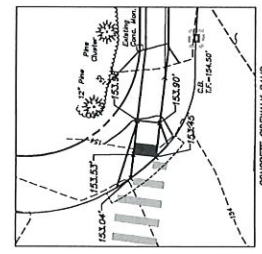
PLAN DEPICTING
 PROPOSED SIDEWALKS
 ON
 NEPSIC ROAD
 GLASTONBURY, CONNECTICUT

SHEET NO.
 6
 OF 6



SCHEDULE OF PROPERTY RIGHTS REQUIRED

○	RIGHT TO REMOVE TREES
○	RIGHT TO REMOVE TRUNKS
○	RIGHT TO INSTALL FENCE



N/F
SUSAN D. HASHMI TRUSTEE
9 BELLE WOODS DRIVE
ASSESSORS MAP H4
STREET 370 / LOT W0001
LOT 64

N/F
MICHAEL J. MCJANSKEY III
10 BELLE WOODS DRIVE
ASSESSORS MAP H4
STREET 370 / LOT E0001
LOT 65

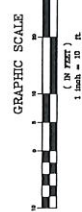
N/F
JAMES & MARY PETRONE
161 BELLE STREET
ASSESSORS MAP H4
STREET 320 / LOT W2BB1
LOT 1

N/F
JAMES J. & DEBRA P. ARESCO
142 BELL STREET
ASSESSORS MAP H4
STREET 320 / LOT E0004
LOT 1

N/F
BALAJI THIRUNNAMALAI
148 BELL STREET
ASSESSORS MAP H4
STREET 320 / LOT E

N/F
DAVID A. VARGAS
158 BELL STREET
ASSESSORS MAP H4
STREET 320 / LOT E46B5

N/F
WILLIAM C. CHISHOLM
168 BELL STREET
ASSESSORS MAP H4
STREET 320 / LOT E46B4



DRAWING ISSUE STATUS

SCALE	AS SHOWN	DATE
DRAWN BY: S. TRAY	7-30-2019	
CHECKED BY: S.M.B.	8-15-2019	
APPROVED BY: D.A.P.	8-15-2019	
ST. FILE:		

SHEET NO. 5 OF 5

PLAN DEPICTING PROPOSED SIDEWALKS ON BELL STREET GLASTONBURY, CONNECTICUT

Certified to be substantially correct
DANIEL A. PENNINGTON P.E. Reg. No. 20101