

**MEMORANDUM**

**OFFICE OF COMMUNITY DEVELOPMENT**

**SECTION 12.9 MINOR CHANGE  
APPLICATION FOR A CHANGE OF USE FROM OFFICE TO SALON  
530 NEW LONDON TURNPIKE  
MEETING DATE : JUNE 16, 2020**

REGULAR MEETING  
ITEM# 3 06-16-2020 AGENDA

**EXECUTIVE SUMMARY**

**To:**  
Town Plan and Zoning  
Commission

**From:**  
Office of Community  
Development Staff

**Memo Date:**  
June 16, 2020

**Zone**  
Planned Commerce  
(PC) Zone

**Applicant:**  
Andrea Jowdy Mott

**Property Owner:**  
560 Associates, LLC

- The applicant is seeking a change of use from office to a salon.
- On December 10, 2017, the Zoning Board of Appeals granted a use variance from the Section 4.15.1—Permitted Uses in the Planned Commerce (PC) Zone of the Glastonbury Building-Zone Regulations to permit personal services (beauty salon) in the Planned Commerce (PC) Zone where such use is not permitted.
- The applicant has worked with the Town of Glastonbury Health Department to design a septic system that would meet the needs of a salon. During this time the salon has been operating.
- The applicant has also redesigned their parking area to be in compliance with the minimum parking standards for a salon.
- At its meeting of May 27, 2020, the Plans Review Subcommittee reviewed the proposal and advised the applicant on site lighting, landscaping and dumpster location.
- At its meeting of June 10, 2020, the Community Beautification Committee reviewed and accepted the proposed landscape plan.

**REVIEW**

Included for Commission review are the following:

- Site plan
- Project Narrative
- Minutes from the May 27, 2020 Plans Review Subcommittee meeting
- Minutes from the June 10, 2020 Community Beautification Committee meeting



Aerial view of 530 New London Turnpike looking north

**SITE DESCRIPTION (Please see plan set sheet entitled “Boundary & Existing Conditions Plan”)**

The subject site is a .26 acre lot located on the southwest side of New London Turnpike in the Planned Commerce zoning district. The site contains a two-story residential-style building that has been converted to office/commercial use. Access to the site is through a curb cut off New London Turnpike at the northeast corner of the lot. The site shares a driveway with 560 New London Turnpike (NAPA Auto Parts) to the east and 574 New London Turnpike (American Yard Service, Irrigation, Canine and Feline Grooming) to the south. Both 530 and 560 New London Turnpike are owned by the same property owner. There are 21 striped parking spaces, nine of which are shown on the site plan, that are shared between 530 and 560 New London Turnpike.

**ADJACENT USES**

**North** - a retail use

**East**— Connecticut Route 17 Exit Ramp

**South**— a landscaping business and pet grooming service

**West**— an auto parts store



530 NL TPK  
Andrea's Salon



560 NL TPK  
Napa Auto Parts



574 NL TPK  
American Irrigation  
Lawn Service



574 NL TPK  
Canine & Feline Grooming

**PROPOSAL [Please see plan set sheet entitled “Site Plan” & memorandum entitled “530 New London Turnpike—Change of Use from Office to Personal Services (Salon) with Reconfigured Parking Lot (Planned Commerce Zone)”]**

The applicant proposes a change of use for the building at 530 New London Turnpike from office to salon. The salon has been operating since 2017. During that time, the applicant who opened the salon without Town approval, has been working with the Health Department to design a new septic system that meets the needs of a salon. They have also redesigned the parking area such that it conforms to the minimum parking requirements for a salon.

**PARKING AND CIRCULATION [Please see plan set sheet entitled “Site Plan” & memorandum entitled “530 New London Turnpike—Change of Use from Office to Personal Services (Salon) with Reconfigured Parking Lot (Planned Commerce Zone)”]**

There are 7 existing parking spaces that are located at the southwestern portion of the site and the area is oriented such that cars would be facing north/south when parked. The proposed layout for the parking area will have 10 on-site parking spaces inclusive of one handicapped accessible spot. The parking area will be relocated to the northwest portion of the site and the parking spaces will be oriented east to west. At their meeting of May 27, 2020, the Plans Review Subcommittee advised the applicant to provide a pedestrian walkway from the parking area to the building. According to the applicant’s memorandum and site plan, a 5-foot wide striped walkway from the parking area to the front entrance along the south side of the building has been added.

**UTILITIES DRAINAGE [Please see plan set sheet entitled “Site Plan” & memorandum entitled “530 New London Turnpike—Change of Use from Office to Personal Services (Salon) with Reconfigured Parking Lot (Planned Commerce Zone)”]**

As stated in the Executive Summary, the site will be served by a new septic system and leaching field. The system will be located beneath the relocated parking area. Stormwater will sheet flow to a catch basin located on the adjacent property to the west where it will be piped to a subsurface infiltration system.

**SITE LIGHTING [Please see memorandum entitled “530 New London Turnpike—Change of Use from Office to Personal Services (Salon) with Reconfigured Parking Lot (Planned Commerce Zone)”]**

As described in the applicant’s memorandum the building has soffit-mounted and flood lights on the side and rear of the building. The existing lighting will illuminate both the driveway and the new parking area.

**PLANNING & ZONING ANALYSIS**

The applicant started operation of their business in 2017 without Town approval in the Planned Commerce (PC) Zone, which does not permit hair and beauty salons. The applicant has worked with the Town to obtain a use variance to allow personal services (salon) in the Planned Commerce Zone. Further, the applicant has worked with the Health Department to design a septic system to accommodate a salon use. This application serves as the last step to make the salon at 530 New London Turnpike in conformance with the Health Code and the Building Zone Regulations.

Pertinent staff memoranda and draft motions attached.

The subject property is located in the Planned Commerce (PC) Zone which is home to many of the Town's industrial and commercial uses (excluding retail and personal services). Other permitted uses in this zone include recreational uses, government services, and financial services. The applicant's beauty salon is generally surrounded by other business uses also located in the PC Zone, with the exception of the Hubbard Run Condominiums which exist to the south.

Of the surrounding businesses all but one, a landscaping business established in 2004, are non industrial/commercial uses. Some of these uses were granted use variances dating back to the 1980s and 1990s.

- 574 New London Turnpike—Canine and Feline Grooming received a use variance in 1997.
- 586 New London Turnpike—Stork Club Daycare received a use variance in 1984. The Building—Zone Regulations were revised in 1988 to allow for Daycare in the Planned Industrial Zone (the zoning district for this property at that time).
- 560 New London Turnpike— Napa Auto Parts (retail sales) According to historical records this use dates back to at least the 1980s.
- 548 New London Turnpike— A2Z Home Medical received a use variance in 2012.

Pertinent staff correspondence and draft motions are attached.

June 12, 2020

**MEMORANDUM**

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

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



Re: 560 Associates LLC  
Section 12.9 Minor Change

The Engineering Division has reviewed the plans associated with the above referenced application prepared by Megson, Heagle and Friend, Civil Engineers and Land Surveyors LLC revised June 3, 2020 and offers the following comments:

1. It is recommended that the 12" CPE pipe be perforated with perforations down to allow for additional infiltration.
2. The proposed Storm Tech chambers shall be equipped with an inspection port. In addition, the Applicant's Engineer shall submit a plan that addresses direction and stability of stormwater overflow during intense events. Said plan to be approved by the Town Engineer.

TOWN PLAN AND  
ZONING COMMISSION

SECTION 12.9 MINOR CHANGE

APPLICANT: ANDREA JOWDY MOTT  
571 WOODLAND STREET  
SOUTH GLASTONBURY, CT  
06073

OWNER: 560 ASSOCIATES, LLC  
560 NEW LONDON TURNPIKE  
GLASTONBURY, CT 06033

FOR: 530 NEW LONDON TURNPIKE

MOVED, that the Town Plan & Zoning Commission approve the application of Andrea Jowdy Mott and 560 ASSOCIATES, LLC for a Section 12.9 Minor Change – change of use from office to personal services with new parking – 530 New London Turnpike – Planned Commerce Zone, in accordance with the following plans:

**To Be Quoted**

And

1. In adherence to:
  - a. The Town Engineer’s memorandum dated June 12, 2020.
  - b. The Health Director’s memorandum dated June 12, 2020.
  
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  
JUNE 16, 2020

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ROBERT J. ZANLUNGO JR., CHAIRMAN



# GLASTONBURY POLICE DEPARTMENT

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

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## MEMORANDUM

To: Town Plan and Zoning Commission

From: Marshall S. Porter; Chief of Police

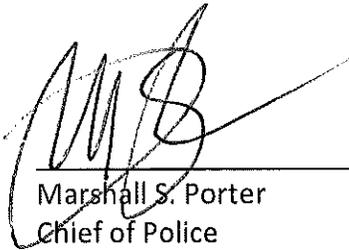
Date: June 9, 2020

Subject: 530 New London Tpk- Minor change- change of use/ new parking.

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Members of the Police Department have reviewed the application of Andrea Jowdy Mott and 560 Associates, LLC a Section 12.9 Minor Change- Change of use from office to personal services with new parking-530 New London Tpk- Planned Commercial Zone- Mark Friend, Megson, Heagle & Friend, C.E. & L.S.,LLC

- The police department has no objection to this proposal.



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Marshall S. Porter  
Chief of Police

JPH:jph



# *Town of Glastonbury*

## *Health Department*

### MEMORANDUM

Date: June 11, 2020

To: Town Planning & Zoning, Conservation & WPCA Commissions

From: Don Kendrick, R.S., Sanitarian

Re: 530 New London Turnpike, Andrea's Salon

This parcel is currently served by a subsurface sewage disposal system and public water (MDC). Soil testing was conducted in August 2018. The soil in the area is described as Udorthents Urban Land Complex. The soil testing revealed approximately 1.5' of fill over fine sandy loam, compact silty fine sand and silty fine sand with groundwater at 9.0' in one location. An area suitable for on-site sewage disposal was identified and is shown on plans prepared June 3, 2020 by Megson, Heagle & Friend, Civil Engineers and Land Surveyors, LLC.

The Department recommends approval of this proposal using on-site sewage disposal with the following requirements:

1. Total flow to the septic system is limited to not more than 160 gallons per day (GPD). Any proposed flow above 160 GPD will require connection to public sanitary sewer.
2. Leach field will be permitted only in the location shown on the approved plan.
3. A sanitary "as-built" drawing is to be submitted to the Health Department prior to the issuance of a Permit to Discharge.

Revised 9-22-17



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

PROJECT: Andrea Jowdy Mott\560 Asso.LLC LOCATION: **530 New London Tpk**

\_\_\_NEW CONSTRUCTION CHANGE OF USE \_SUBDIVISION \_COMMERCIAL

OCCUPANCY CLASSIFICATION: Group B FILE # 20-019

PROPOSED FIRE PROTECTION: via MDC water main & GFD  
ENGINEER'S PLAN: 6-18-1BEC INITIAL PLAN REVISED PLAN\_\_\_6-3-20\_\_\_

ENGINEER: MH&F

ADDRESS: 81 Rankin Road Glastonbury PHONE:

DATE PLANS RECEIVED: 6-11-2020 DATE PLANS REVIEWED: 6-11-2020

COMMENTS: **No comments for parking lot expansion.**

REVIEWED BY:

**Deputy Chief Chris Siwy –Fire Marshal**

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cc: Applicant  
File

TOWN PLAN AND ZONING COMMISSION  
PLANS REVIEW SUBCOMMITTEE  
*Portion of MINUTES OF MAY, 27 2020 SPECIAL MEETING*

*The meeting commenced at 8:00 AM through Zoom Video Conferencing*

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

**530 NEW LONDON TURNPIKE– proposal for a change of use from office to salon –  
Planned Commerce Zone – Alter & Pearson, LLC – Megson, Heagle & Friend, C.E. & L.S.,  
LLC – Andrea Jowdy Mott, applicant**

Attorney Meghan Hope represented the applicant. She stated in 2017 Andrea’s Salon opened at 530 New London Turnpike. The property is located in the Planned Commerce Zone which does not permit personal service use. The applicant was granted a use variance to operate a salon in the Planned Commerce Zone. The applicant then worked with the Health Department for a year to monitor water usage of the salon to determine the type of septic system needed. The existing septic field crosses the property line with 560 New London Turnpike, which is not permitted by the Health Code. Attorney Alter then stated that the applicant worked with Megson, Heagle & Friend to design a septic system that was located entirely on the property at 530 New London Turnpike. The plan also redesigned the parking so that it met the minimum requirements for a hair salon. Mark Friend of Megson, Heagle & Friend went over the drainage and stormwater management of the proposed plan.

Ms. Purtill asked about parking lot lighting, dumpster location, and landscaping. There was a discussion regarding pedestrian circulation and walkways on the site. Mr. Zanlungo asked if the adjacent property owner was aware of the proposed plan. Attorney Alter stated that the adjacent property owner also owns the subject property so they are aware of the project. There was a discussion of the proposed parking area layout. Ms. Purtill advised the applicant to go to the Community Beautification Committee prior to TPZ. Attorney Hope stated that she would check into the Subcommittee concerns and revise the plans accordingly.

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**Town of Glastonbury  
Community Beautification Committee  
Portion of Regular Meeting Minutes of Wednesday, June 10, 2020**

**1. Roll Call**

Present: Robert Shipman, Chairman  
Della Winans, Vice Chairman  
Linda DeGross  
Jarrod Sansoucy, Secretary  
Candice Mark  
Kate Morgan

Absent: Debra DeVries-Dalton

**7. 530 NEW LONDON TURNPIKE – Landscaping proposal for change of use from office to hair salon with newly reconfigured parking lot (proposing two Japanese Maples on Northeast Corner of Parking lot) – Mark Friend, Megson, Heagle & Friend, C.E. & L.S., LLC**

Meg Hope presented the plan. The Committee suggested flowering trees instead. Mark Friend had spoken to the owner, and the owner likes red Japanese maples better.

Della made motion to approve the plan. Candice seconded; all in favor; motion carried.

Respectfully submitted,

Jarrod Sansoucy