

**THE GLASTONBURY TOWN PLAN AND ZONING COMMISSION  
REGULAR MEETING MINUTES OF TUESDAY, JUNE 16, 2020**

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 via Zoom video conferencing.

**ROLL CALL**

**Commission Members Present**

Mr. Robert Zanlungo, Jr., Chairman  
Mr. Michael Botelho, Secretary  
Mr. Keith S. Shaw  
Mr. Raymond Hassett  
Mr. Christopher Griffin

**Commission Members Absent**

Ms. Sharon Purtill, Vice Chairman  
Ms. Alice Sexton, Alternate  
Mr. Scott Miller, Alternate  
*Vacancy*

Chairman Zanlungo called the meeting to order at 7:04 P.M.

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**PUBLIC HEARING**

**Application of Matthew T. Coit for a Section 6.8 Rear Lot Special Permit – single family residence construction on a rear lot – 84 Redwood Lane – Rural Residence Zone**

Mr. Matthew Coit, the property owner of 84 Redwood Lane, presented his application for a special permit for a rear lot. He explained that the current driveway is a shared driveway. He noted that these updated plans reflect approval from the Fire Marshal, whose main concern was making sure that there is access for a fire truck to be able to pull off at the side of the driveway. The access on the existing driveway is fine, so he suggested carrying this up to the point of where it crosses over into his property; they have added in a pull-off area that is 20 feet wide and 60 feet long and will be paved. He explained that they received the following questions, which were addressed:

- Runoff of water from the driveway: they put down a gravel pad. Once it is all graded and paved, there should be minimal water running back and minimal cooling.
- Equipment might damage the driveway: the equipment will be dropped off, so as to avoid causing wear and tear to the driveway.

- Shared driveway costs: a warranted deed spells out that property costs are distributed between all three property owners.

Ms. Dodds explained that they received a letter from the neighboring property owners, Joshua Wood and Michael Hemphill.

Chairman Zanolungo opened the public hearing.

**Joshua Wood of 79 Redwood Lane in South Glastonbury**, explained that the concerns of the water runoff and the construction wear to the driveway have been addressed to satisfaction. He is comfortable with this application and thanked Mr. Coit and Town staff.

**Ted Cheslik, 81 Redwood Lane**, expressed that he is happy to see that things have been properly addressed and supports this application.

Commissioner Hassett asked if any contact or review was made by the Town Engineer, in regard to the concerns about the water runoff. Ms. Dodds said yes, Mr. Pennington reviewed the plans and asked that the driveway be graded. As a clarification, the current runoff issue is due to the fact that the driveway is not yet completed.

With no other comments, Chairman Zanolungo closed the public hearing.

**Motion by:** Secretary Botelho

**Seconded by:** Commissioner Shaw

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:

“BOUNDARY & EXISTING CONDITIONS PLAN #530 NEW LONDON TURNPIKE PREPARED FOR 560 ASSOCIATES LLC GLASTONBURY, CONN. MEGSON, HEAGLE & FRIEND 81 RANKIN ROAD GLASTONBURY, CONN. 06033 PHONE (860)-659-0587 CK. BY: JHS DRW. BY: PEJ DATE: 1-28-20 SCALE: 1”= 10’ SHEET 1 OF 3 MAP NO. 6-18-1BEC REV. 6-3-20 LANDSCAPING & STRIPING”

“SITE PLAN #530 NEW LONDON TURNPIKE PREPARED FOR 560 ASSOCIATES LLC GLASTONBURY, CONN. MEGSON, HEAGLE & FRIEND 81 RANKIN ROAD GLASTONBURY, CONN. 06033 PHONE (860)-659-0587 CK. BY: MWF DRW. BY: PEJ DATE: 1-28-20 SCALE: 1”= 10’ SHEET 2 OF 3 MAP NO. 6-18-1SDP REV. 6-3-20 LANDSCAPING & STRIPING”

“GENERAL NOTES & DETAILS #530 NEW LONDON TURNPIKE PREPARED FOR 560 ASSOCIATES LLC GLASTONBURY, CONN. MEGSON, HEAGLE & FRIEND 81 RANKIN ROAD GLASTONBURY, CONN. 06033 PHONE (860)-659-0587 CK. BY: MWF DRW. BY: PEJ DATE: 1-28-20 SCALE: NONE SHEET 3 OF 3 MAP NO. 6-18-1N REV. 6-3-20 LANDSCAPING & STRIPING”

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.

**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 Minutes of the June 2, 2020 Regular Meeting**

**Motion by:** Commissioner Hassett

**Seconded by:** Commissioner Griffin

**Result:** The minutes were accepted as presented {5-0-0}.

- 3. 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 – Mark Friend, Megson, Heagle & Friend, C.E. & L.S., LLC**

Commissioner Hassett explained that he has a conflict, so he must recuse himself.

Chairman Zanolungo asked if Attorney Hope and the applicant are comfortable with proceeding with only four commissioners, given that all four must approve the application. Ms. Hope said yes, they are comfortable proceeding.

Attorney Meghan Hope noted that when she moved into the building, the applicant did not realize that she needed to secure permits in order to open her hair salon. The first permit needed was a use variance, which was secured from the ZBA in December 2017. The Health

Department asked for more information on the septic system, and they confirmed that the septic system was sized appropriately for hair salon use.

In February 2018, they installed a submeter and took a year of readings. In March 2019, an underground investigation of the septic system determined that the leaching area crossed the property line, so Mark Friend of Megson, Heagle & Friend, C.E. & L.S., LLC designed a new septic system and leaching area. Attorney Hope noted that the Beautification Committee approved their landscape plan last week, which adds two Japanese Maple trees.

The subcommittee's concern was a pedestrian pathway to the front door from the parking lot. Mr. Friend designed a five-foot wide pathway. Chairman Zanolungo asked how they will ensure that people do not park in that area. Ms. Hope replied that a "No Parking" sign should suffice.

The Chairman then asked about the septic system. Mr. Friend explained that septic systems are acceptable under pavement. While they are not preferable, in situations like this, where they have no other choice, the area is approvable under state code.

Commissioner Shaw asked if there will be accessible ramps and accessible parking. Ms. Hope explained that there is no ramp to get to the parking. She added that she believed the applicant received a waiver to not have accessible ramps but that she would check into it. Mr. Mullen added that staff would also check with the Building Official regarding the need for accessible ramps. Secretary Botelho asked about the site lighting. Ms. Hope explained that the property is very well lit, with soffit lighting and a large flood light under the awning.

**Motion by:** Secretary Botelho

**Seconded by:** Commissioner Shaw

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:

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FRIEND 81 RANKIN ROAD GLASTONBURY, CONN. 06033 PHONE (860)-659-0587 CK.  
BY: JHS DRW. BY: PEJ DATE: 1-28-20 SCALE: 1”= 10’ SHEET 1 OF 3 MAP NO. 6-18-  
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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.

**Result:** Motion passed unanimously {4-0-0}.

**4. CONSENT CALENDAR**

- a. Scheduling of Public Hearings for Regular Meeting of June 16, 2020: **to be determined**
- b. Request of William M. Dufford and Suzanne Dufford for a 90-day extension to file mylars and documents – River Road Subdivision, Phase 3 – westerly portion of Assessor’s Lot S-4 Dug Road & northeasterly portion of Lot S-00003A Dufford’s Landing

**Motion by:** Commissioner Griffin

**Seconded by:** Commissioner Hassett

MOVED, that the Glastonbury Town Plan and Zoning Commission approve the consent calendar as presented above.

**Result:** Motion passed unanimously {5-0-0}.

**5. Chairman’s Report**                      *None*

**6. Report from Community Development Staff**                      *None*

There being no further business to discuss, Chairman Zanolungo adjourned the meeting at 7:40 P.M.

Respectfully Submitted,

**Lilly Torosyan**  
Lilly Torosyan  
Recording Clerk