

**THE GLASTONBURY TOWN PLAN AND ZONING COMMISSION
REGULAR MEETING MINUTES OF TUESDAY, JULY 7, 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 Zanolungo, Jr., Chairman
Mr. Michael Botelho, Secretary
Mr. Keith S. Shaw
Mr. Raymond Hassett
Mr. Christopher Griffin
Mr. Scott Miller, Alternate {Seated as voting member}

Commission Members Absent

Ms. Sharon Purtill, Vice Chairman
Ms. Alice Sexton, Alternate
Vacancy

Chairman Zanolungo called the meeting to order at 7:02 P.M. He seated Mr. Miller as a voting member, in place of Vice Chairman Purtill.

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 16, 2020 Regular Meeting**

Motion by: Secretary Botelho

Seconded by: Commissioner Hassett

Result: The minutes were accepted as presented {6-0-0}.

- 3. Application of Joseph Tomkievich for a Section 12.9 Minor Change – change of use from retail to office with coffee service – 119 Griswold Street – Planned Travel Zone – Jim Kask, Project Manager**

Mr. Zanolungo stated that his business partner has a residential mortgage with the applicant, but he does not know any further details, so he does not believe that he has any conflict. He asked if his fellow commissioners would prefer that he recuse himself from this application.

Commissioner Hassett stated that he does not feel that there is a conflict of interest. The rest of the commission agreed, saying they are comfortable proceeding with Mr. Zanolungo on board.

Attorney Meghan Hope of Alter & Pearson, LLC representing the applicant, explained that the project in question is called “The Barn.” They are applying for a change of use from retail to long- & short-term office with coffee service. There are currently four existing buildings on site. The only site plan change they propose are landscaping improvements including patios in the northeast corner of the site. The site plan consists of 67 striped parking spaces, which exceeds the minimum requirement of 45 parking spaces. They will replace the existing parking lights with 12-foot high pole-mounted fixtures. The dumpster will be on the northwest corner of the site, and a 6-foot vinyl fence will enclose it. The applicant has incorporated the recommendations from the Beautification Committee, who approved the proposal last month.

Ms. Cheryl Newton, the project architect, explained that they plan on enhancing exterior renovations which had started before this proposal. They will put in small windows that will match the existing windowpanes. The goal is to have this new office space feel like a barn but to blend low-tech and high-tech images in the interior. Gooseneck fixtures will flank the entrance doors and wall wash light fixtures will be installed under the eaves. The floor plans show interior renovations, while keeping the existing timber style structure. Half of the rooms will be sound-proof and all of the lighting, HVAC, and electrical work will be upgraded to meet or exceed current codes.

Secretary Botelho asked how many offices will be in the building. Ms. Newton replied, there will be a total of 14 offices and 2 conference rooms. Secretary Botelho asked for clarification on the parking. Attorney Hope explained that the southeast and southwest corners are both ingress/egress access points, and they do not see any issues. Commissioner Hassett noted that the Sakon project had restrictions on turns onto Griswold Street. He asked if they should discuss restricting exiting from the building via a right turn only. Ms. Hope explained that Mr. Sakon’s use was of such intensity that it required a permit from the Connecticut State Traffic Administration. The use of this proposal does not rise to that level.

Commissioner Hassett noted that the footprint is staying the same and the interior design is basically staying the same. He asked if there are any concerns about ADA issues. Ms. Newton stated that they are in compliance with the ADA codes, such as ensuring that whatever is on the first floor will also be available on the second floor.

Commissioner Shaw asked what the occupancy capacity and hours of operation are for the coffee bar. Mr. Jim Kask, the project manager, explained that the occupancy is intended to be a service for the tenants, so it would follow typical business hours. The intent is that the person running the coffee shop would also be the tenant. His sense is that it would be more of a morning and afternoon activity. Ms. Newton added that the seating would consist of open seating, both adjacent to the future coffee bar and up the stairs. Seasonally, there will also be outdoor seating. They have 14 chairs that are considered a shared use. The site is not intended to be a retail use; it is a business use. Mr. Kask remarked that the space is intended for a local person to have a space and not to attract a national chain franchise.

Commissioner Miller stated that there should be public awareness that the area to the north of the building is not a parking area. Mr. Kask replied, the drive-around is intended for deliveries only. They do not anticipate anyone coming around from that direction. He suggested they could

put up signs that read, “staff parking” and reiterate, “for deliveries only” on that side. Ms. Hope added, they can make it clear that they are not storing things in those parking spaces. Commissioner Shaw asked if the exterior parking lights will be on timers. Mr. Kask stated that he assumes so. They also expect to put in LED lighting.

Commissioner Griffin asked if the signage on Griswold Street will be updated as a result of this change. Mr. Kask stated that it will essentially be the same sign but will aesthetically look a little nicer. Commissioner Griffin then asked about the hours of operation. Mr. Kask replied, they are not established yet, but they expect that the operational hours would be within normal business hours, like the 7:00 A.M. to 7:00 P.M. range. Commissioner Griffin asked what the applicant expects, in terms of occupancy of the building at any given time, especially if the space is rented by the hour. Mr. Kask stated that they do not see heavy traffic flow at any given point.

Motion by: Secretary Botelho

Seconded by: Commissioner Hassett

MOVED, that the Town Plan & Zoning Commission approve the application of Joseph Tomkievich for a Section 12.9 Minor Change – change of use from retail to office with coffee service – 119 Griswold Street – Planned Travel Zone, in accordance with the following plan:

“EXISTING CONDITIONS #119 GRISWOLD STREET PREPARED FOR JOSEPH TOMKIEVICH GLASTONBURY, CONN. AESCHLIMAN LAND SURVEYING, PC 1379 MAIN STREET EAST HARTFORD, CONN. 06108 (860)-528-4881 DATE: 2-25-2020 SCALE: 1” = 20’ MAP NO. 220006-1 REV. 5-7-2020 ADD UTILITIES REV. 6-4-2020 STAFF COMMENTS REV. 6-15-2020 STAFF COMMENTS”

And

1. In compliance with:
 - a. The recommendations as contained in the minutes of the June 10, 2020 Community Beautification Committee meeting.
 - b. The standards contained in a report from the Fire Marshal, File 20-006R, plans reviewed 6-30-2020.
2. In adherence to:
 - a. The Town Engineer’s memorandum dated July 2, 2020.
 - b. The Health Director’s memorandum dated June 24, 2020.
3. 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 {6-0-0}.

4. **Section 8-24 Connecticut General Statutes Referral from the Town Council regarding donation of a .7-acre property adjoining the Town-owned Smut Pond open space by the Estate of Calvin Carini**

Ms. Dodds explained that this is a review for a parcel of land that is being donated to the town. The property is consistent with town-wide policy to preserve large tracts of land, and to connect open and closed parcels, instead of having fragmented parcels all over town. She concluded that there is consistency with the Plan of Conservation and Development.

Motion by: Secretary Botelho

Seconded by: Commissioner Miller

BE IT RESOLVED, that the Plan and Zoning Commission of the Town of Glastonbury provides a favorable recommendation pursuant to Section 8-24 of the General Statutes of Connecticut with respect to the acceptance of the donation of a 0.7-acre property located at Lot S-7 Echo Lane. This recommendation is pursuant to Section 8-24 of the General Statutes of Connecticut as the acceptance of the donation of this parcel is consistent with the policies of the Town of Glastonbury Plan of Conservation and Development.

Result: Motion passed unanimously {6-0-0}.

5. CONSENT CALENDAR

- a. Scheduling of Public Hearings for Regular Meeting of July 21, 2020
 1. Application of Guaranteed Maintenance Development, LLC (Paul Jacques) for subdivision approval and a Section 6.8 Rear Lot Special Permit – proposed 2-lot Dorothy’s Place Subdivision – 181A Main Street – Rural Residence Zone and Groundwater Protection Zone 1
 2. Application of Guaranteed Maintenance Development, LLC (Paul Jacques) for subdivision approval and a Section 6.8 Rear Lot Special Permit – proposed 4-lot Dorothy’s Place II Subdivision – 180 Main Street – Rural Residence Zone and Groundwater Protection (overlay) Zones 1 & 2
 3. Application of FERFELDT INVESTMENTS, LLC for a Section 12 Special Permit with Design Review – construction of a one story, 3511± square foot Chase Bank upon the razing of 2 existing office structures – 109-117 New London Turnpike – Town Center Zone
- b. Final Release of Construction Bond – Wendell’s Woods Subdivision – Wendell Lane
- c. Correction Motion: re: 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

Motion by: Commissioner Griffin

Seconded by: Commissioner Hassett

MOVED, that the Town Plan and Zoning Commission approve the 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, in accordance with the following plans:

“PLOT PLAN PREPARED FOR MATT COIT 84 REDWOOD LANE – GLASTONBURY, CONNECTICUT DATE AUGUST 7, 2019 – SCALE 1’ = 20’ MCMINN ASSOCIATES LAND USE CONSULTANTS PAUL STOWELL REB. LAND SURVEYING 171 WILCOX ROAD MILFORD, CONNECTICUT (860) 682-0163 – (860) 537-0046 JOB NO. 18-011 SHEET 1 OF 3”

“DETAILS, SOILS DATA, CONSTRUCTION AND GENERAL NOTES PREPARED FOR MATT COIT 84 REDWOOD LANE – GLASTONBURY, CONNECTICUT DATE AUGUST 7, 2019 MCMINN ASSOCIATES LAND USE CONSULTANTS PAUL STOWELL REB. LAND SURVEYING 171 WILCOX ROAD MILFORD, CONNECTICUT (860) 682-0163 – (860) 537-0046 JOB NO. 18-011 SHEET 2 OF 3”

“PROPERTY SURVEY PREPARED FOR MATTHEW COIT & MEGAN COIT 84 REDWOOD LANE GLASTONBURY, CONNECTICUT DATE AUGUST 7, 2019 SCALE 1” = 60’ MCMINN ASSOCIATES LAND USE CONSULTANTS PAUL STOWELL REB. LAND SURVEYING 171 WILCOX ROAD MILFORD, CONNECTICUT (860) 682-0163 – (860) 537-0046 JOB NO. 18-011 SHEET 3 OF 3”

And

1. In compliance with:
 - a. The standards contained in a report from the Fire Marshal, File 20-009R, plans reviewed 06-11-2020.
2. In adherence to:
 - a. *The Environmental Planner’s memorandum on behalf of the Conservation Commission, dated June 12, 2020.*
 - b. The Town Engineer’s memorandum dated June 12, 2020.
 - c. The Police Chief’s memorandum dated June 9, 2020.
 - d. The Health Director’s memorandum dated June 11, 2020.
3. This is a Section 6.8 Rear Lot Special Permit. 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: Corrected motion passed unanimously {6-0-0}.

Motion by: Commissioner Griffin

Seconded by: Commissioner Hassett

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

Result: Motion passed unanimously {6-0-0}.

6. Chairman's Report *None*

7. Report from Community Development Staff *None*

There being no further business to discuss, Chairman Zanlungo adjourned the meeting at 7:54 P.M.

Respectfully Submitted,

Lilly Torosyan

Lilly Torosyan
Recording Clerk