

MEMORANDUM

OFFICE OF COMMUNITY DEVELOPMENT

**SECTION 12 SPECIAL PERMIT WITH DESIGN REVIEW
DEMOLITION OF EXISTING BUILDINGS AND
CONSTRUCTION OF 18 OFFICE CONDOMINIUMS WITHIN 4 BUILDINGS AND ASSOCIATED PARKING
MEETING DATE: OCTOBER 6, 2020**

<p>PUBLIC HEARING 10-06-2020 AGENDA</p> <hr/> <p>To: Town Plan and Zoning Commission</p> <p>From: Office of Community Development Staff</p> <p>Memo Date: October 2, 2020</p> <p>Zoning District: Planned Employment (PE) Zone</p> <p>Applicant/Owner: TruNorth, Inc.</p>	<p><u>EXECUTIVE SUMMARY</u></p> <ul style="list-style-type: none"> • The applicant is proposing to construct 18 office condominium units within 4 buildings. • The project includes the demolition of the existing single-family structure on the lot as well as the removal of a row of white pines to the south of the property in the Town right-of-way. • The Plans Review Subcommittee reviewed the proposal at their February 26, 2020 meeting. The members advised the applicant on anticipated traffic impacts, access off Eastern Boulevard, lighting and landscaping. • The Plans Review Subcommittee reviewed the project again at their June 24th meeting. The members agreed with the applicant’s proposal to only construct sidewalks on the Eastern Boulevard frontage. The Subcommittee also had no issue with the applicant removing the row of white pines along Eastern Boulevard as part of the sidewalk construction. • The Community Beautification Committee reviewed and approved the proposed landscape plan with changes at their June 10, 2020 meeting. The applicant has incorporated those changes into their plans submission. • At their meeting of September 24, 2020, the Inland Wetlands & Watercourses Agency approved an Inland Wetlands and Watercourses Permit. • At the same meeting, the Conservation Commission forwarded a favorable recommendation for the project to the Town Plan and Zoning Commission with the strong recommendation that the 12 parking spaces adjacent to the stormwater detention basin at the northwest corner of the site either be eliminated or deferred. <p>REVIEW</p> <p>Included for Commission review are the following:</p> <ul style="list-style-type: none"> • Town of Glastonbury staff memoranda • Site Plans, Floor Plans and Elevation Drawings • Minutes from the February 26, 2020 and June 10, 2020 meeting of the Plans Review Subcommittee • Minutes from the June 10, 2020 meeting of the Community Beautification Committee.
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Aerial view of 219 Addison Road looking north

ADJACENT USES

The site has single-family residential uses to the north, Smith Middle School to the east and commercial uses to the south and west.

SITE DESCRIPTION [See plan set sheet entitled “Boundary Map & Existing Conditions The Offices At Addison Square—#219 Addison Road”]

The subject site is a 2.42-acre parcel located on the northwest corner of the intersection of Addison Road and Eastern Boulevard in the Planned Employment Zone. The lot contains a single-family residence that will be demolished as part of the development. The site is flat and mostly covered with grass, with some trees to the north of the existing structure. A row of white pines that is located in the Town right-of-way along the southern property line of the site will also be removed as part of the project.

PROPOSAL [See plan set sheet entitled “Cover Sheet The Offices At Addison Square—#219 Addison Road” & “Site Plan The Offices At Addison Square—#219 Addison Road”]

The applicant proposes to construct 18 office condominium units within four buildings. The units will have a combination of medical and general office use.

SITE LAYOUT, VEHICULAR CIRCULATION [See plan set sheet entitled “Site Plan The Offices At Addison Square—#219 Addison Road”]

The building “A” will be located at the corner of the site along the Addison Road and Eastern Boulevard frontages; building “B” will be located at the northeast corner of the site along the Addison Road frontage; building “C” will be located at the southwestern corner of the site along the Eastern Boulevard frontage and building “D” will be located at the northwest corner of the site. Access to the site will be through a two-way driveway at the northeast corner of the site.

BICYCLE ACCOMODATIONS AND PEDESTRIAN CIRCULATION [See plan set sheet entitled “Site Plan The Offices At Addison Square—#219 Addison Road” & plan set sheet entitled “General Notes & Details The Offices At Addison Square—#219 Addison Road sheet 6 of 10”]

There will be concrete walkways in front of each building leading to the main entrance. The applicant is proposing to construct a sidewalk along Eastern Boulevard in coordination with the Town’s multi-use trail project. There will be a concrete walkway between buildings “A” and “C” that connects the site to the sidewalk. A bike rack will also be installed to the south of the connector walkway.

PARKING & REFUSE ENCLOSURE LOCATION [See plan set sheet entitled “Cover Sheet The Offices At Addison Square—#219 Addison Road”; “Site Plan The Offices At Addison Square—#219 Addison Road” & plan set sheet entitled “General Notes & Details The Offices At Addison Square—#219 Addison Road sheet 6 of 10”]

The required number of parking spaces for this project is 112. The applicant's initial plan proposed 116 parking spaces, which gave the site a 4-space surplus. However, the Conservation Commission at their September 24, 2020 meeting strongly advised the applicant to either eliminate or defer the 12 parking spaces between building “D” and the stormwater detention basin at the northwest corner of the site. The applicant has agreed to defer those spaces, which results in 7% parking deferral. Section 9.8 of the Building –Zone Regulations allows for up to 30% deferral of parking spaces.

The dumpster and recycling receptacle will located on a concrete pad in a 6-foot tall, white vinyl fence enclosure at the northwest corner of the site.

DRAINAGE [See plan set sheet “Site Plan The Offices At Addison Square—#219 Addison Road” & plan set sheet entitled “General Notes & Details The Offices At Addison Square—#219 Addison Road sheet 7 of 10”]

According to the project narrative, the applicant has dug several test pits and has installed standpipes to monitor the groundwater level. The resulting data has shown that the site soils are adequate for infiltration. Stormwater management features for the proposal include four subsurface infiltration systems. Stormwater runoff from the rooftops of each building will be collected in the infiltration units located at the east and west sides of the site. Parking lot runoff will be collected in catch basins and directed to the stormwater quality basin located at the northwest corner of the site where it will eventually discharge into the wetlands north of the site. There will also be drainage swales at the northeast and northwest sides of the site that will direct water to the stormwater detention basin.

LANDSCAPING [Plan set sheet entitled “Landscape Plan #219 Addison Road”]

The applicant has incorporated the changes recommended by the Community Beautification Committee at their meeting of June 10, 2020. The landscape plan includes the removal of the 7 White Pines in the Town right-of-way in conjunction with construction of the sidewalk along Eastern Boulevard. There will be 5 New Harmony Elms planted along the Addison Road frontage as well as 2 Columnar Maples and 2 Autumn Blaze Maples along the Eastern Boulevard frontage. There will be a mixture of evergreen and deciduous trees and shrubs throughout the interior of the property.

SITE LIGHTING [See plan set sheet “Lighting Plan The Offices At Addison Square—#219 Addison Road”]

There will be 22 pole-mounted lights located in landscaped islands and in the front of the buildings. The light fixtures are night sky compliant, LED mounted on 10-foot poles. There will also be wall-mounted lights on either side of the main entrances to the buildings.

ARCHITECTURAL FEATURES [See architectural plan set sheets A-201 through A-204]

As discussed in the “Site Layout” section of this report, the buildings will be located at the corners of the site. There will be buildings along the Addison Road, and Eastern Boulevard frontages, as well as a building along the western property line facing 273 Eastern Boulevard. Buildings A and B will have a two-story section that will house 4 office units and a 1-story section that will house a medical office. These buildings will be oriented such that the 2-story section will be on the east side of the building and the 1-story section will be on the west side. Buildings C and D will only have a 2-story section and will house 4 office units.

The two story sections of the buildings will have an 8 over 12 gabled roof with fiberglass shingles. There will also be 4 dormers each with an 8 over 12 pitched roof. The one story section of buildings A and B also have an 8 over 12 pitched with two dormers. All the buildings will have vertical Mastic Board & Batten siding with a white vinyl horizontal band separating the first and second floors. The building dormers will have 4 inch clapboard vinyl siding. There will be a stone water table on the front of all the buildings. The main entrances to the buildings will be made of anodized aluminum and will have an overhang with a standing seam metal roof. The first floor front of all the buildings will have aluminum storefront windows. The buildings will have double-hung windows with shutters on the front second story and on both stories on the side and rear of the buildings.

ZONING ANALYSIS & CONSISTENCY WITH PLAN OF CONSERVATION AND DEVELOPMENT

The proposed project meets all the requirements of the Planned Employment Zone. The applicant has requested for a 7% parking deferral. Section 9.8 of the Building-Zone Regulations permits up to a 30% parking deferral. The project is also consistent with several areas of the Plan of Conservation and Development including Town Wide policies 5—Stormwater Management, 6—Commercial Development, and 10—Sustainability.

The proposal is also consistent with following policies of Planning Area 6 Planned Employment:

- **LAND USE AND DEVELOPMENT**
 - Continue to locate office, light manufacturing, warehousing, research and corporate center uses northerly of Hebron Avenue and locate heavier industrial / manufacturing uses southerly of Hebron Avenue.
 - Minimize light pollution through the incorporation of standards that reduce light spillage while maintaining sufficient lighting for safe vehicular and pedestrian movement within commercial sites.
- **PUBLIC FACILITIES**
 - Encourage municipal / private sector partnerships in order to preserve public facilities including trails, bikeways, green areas and sidewalks as new development occurs within the employment area.

Pertinent staff correspondence and draft motions are attached.

TOWN PLAN AND
ZONING COMMISSION

SECTION 12 SPECIAL PERMIT
WITH DESIGN REVIEW

APPLICANT/
OWNER:

TRUNORTH INC.
85 FELT ROAD, SUITE 502
SOUTH WINDSOR, CT 06074

FOR:

219 ADDISON ROAD

MOVED, that the Town Plan & Zoning Commission approve the application of TruNorth, Inc. for a Section 12 Special Permit with Design Review concerning construction of 4 office buildings (18 units total) with associated parking, storm drainage facilities and utilities– 219 Addison Road – Planned Employment Zone, in accordance with the following plans:

To Be Quoted
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 September 24, 2020
 - b. The recommendations as contained in the minutes of the June 10, 2020 Community Beautification Committee meeting.
 - c. The standards contained in a report from the Fire Marshal, File # 20-036, plans reviewed 9-30-2020.

2. In adherence to:
 - a. The Town Engineer’s memorandum dated September 30, 2020.
 - b. The Sanitarian’s memorandum dated September 28, 2020.
 - c. The Police Chief’s memorandum dated September 28, 2020.

3. 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
OCTOBER 6, 2020

ROBERT J. ZANLUNGO JR., CHAIRMAN



Town of Glastonbury

2155 MAIN STREET • P.O. BOX 6523 • GLASTONBURY, CONNECTICUT 06033-6523

September 28, 2020

CONSERVATION COMMISSION AND INLAND
WETLANDS & WATERCOURSES AGENCY

Jeff Sawyer
TruNorth, Inc.
85 Felt Road, Suite 502
South Windsor, Connecticut 06074

Re: Application of TrueNorth Inc. for an inland wetlands and watercourses permit concerning The Offices At Addison Square project (four proposed office buildings) at 219 Addison Road (north of Eastern Boulevard) involving a mix of medical and general offices – Planned Employment Zone & Groundwater Protection Zone 1

Dear Mr. Sawyer:

At its Regular Meeting of September 24, 2020, the Conservation Commission/Inland Wetlands & Watercourses Agency approved an Inland Wetlands and Watercourses Permit, in accordance with the plans and conditions cited in the **attached** motion.

Please read the conditions of approval carefully and comply with them. Some of the conditions may require interacting with the Environmental Planner (e.g. inspection of soil erosion and sediment control); it will be your responsibility to schedule such interactions. Any questions you may have about the stated conditions can be directed to the Office of Community Development at (860) 652-7511.

This Permit:

- requires that the approved regulated activities be completed within one (1) year from commencement of said activities;
- is valid for five (5) years and thus expires on September 24, 2025; and
- may not be transferred unless authorized by the Inland Wetlands & Watercourses Agency

Once again should you have any questions, please do not hesitate to contact this office.

Sincerely,

Thomas Mocko
Environmental Planner

cc: Megson, Heagle & Friend, C.E. & L.S., LLC

TM:gfm
Attachment


APPROVED MOTION FOR A WETLANDS PERMIT

Moved, that the Inland Wetlands and Watercourses Agency grants an inland wetlands and watercourses permit to TruNorth, Inc. for activities (construction of detention basin and parking areas) solely limited to the upland review area concerning the proposed, The Offices at Addison Square at 219 Addison Road, in accordance with plans on file in the Office of Community Development, and in compliance with the following conditions:

1. The landscape plan and planting schedule shall be revised to definitively make certain that "TUP" on said plan refers to the species *Nyssa sylvatica* a.k.a. Tupelo a.k.a. Black gum listed within said schedule.
2. A complete maintenance schedule for the proposed stormwater drainage system shall be devised and added to the site plans to the satisfaction of the Town Engineer.
3. Installation of soil erosion and sedimentation control and stabilization measures shall be the Permittee's responsibility. Once installed these measures shall then be inspected by the Environmental Planner prior to land disturbance activities. Afterwards it then shall be the Permittee's responsibility to inspect these control measures during, and immediately following, substantial storm events and maintain and/or replace the control measures, when needed, on a regular basis until the site is vegetatively stabilized. Hay bales shall be replaced every 60 days. The Environmental Planner is hereby authorized to require additional soil erosion and sediment controls and stabilization measures to address situations that arise on the site.
4. Tree stumps and blasted rock material shall not be buried at the site.
5. Metal waste containers shall be provided at the site to facilitate the collection of refuse material generated from construction activities. Such material shall not be buried or burned at the site.
6. Underground fuel storage tanks shall be prohibited to reduce the potential of contamination to wetlands, watercourses, and groundwater resources.
7. Prior to the issuance of a Certificate of Occupancy, certification from a professional engineer shall be required confirming that the stormwater management system was constructed in conformance with the approved design.
8. Prior to the issuance of a Certificate of Occupancy, certification from a landscape architect shall be required confirming that landscape plants were installed in accordance with the approved landscape plan.
9. Material shall not be stockpiled in wetland areas.
10. The Permittee shall be fully responsible for damages caused by all activities undertaken pursuant to this permit that may have a detrimental effect on wetlands and/or watercourses, and all such activities that cause erosion and sedimentation problems.
11. It is highly recommended that the applicant and the Town Plan & Zoning Commission strive to reduce the total number of parking spaces through a waiver or deferment process, and said reduction occur closest to the proposed stormwater detention basin (within the wetlands-regulated upland review area), and that the surface runoff be directed into a slightly relocated stone infiltration trench.

MEMORANDUM

To: Town Plan & Zoning Commission

From: Thomas Mocko, Environmental Planner 

Date: September 28, 2020

Re: Recommendation for approval of a Section 12 Special Permit with Design Review concerning The Offices At Addison Square project (four proposed office buildings) at 219 Addison Road (north of Eastern Boulevard) involving a mix of medical and general offices – Planned Employment Zone & Groundwater Protection Zone 1

During its Regular Meeting of September 24, 2020, the Conservation Commission recommended to the Town Plan and Zoning Commission approval of a Section 12 Special Permit with Design Review concerning The Offices At Addison Square project (four proposed office buildings) at 219 Addison Road (north of Eastern Boulevard) involving a mix of medical and general offices, within the Planned Employment Zone & Groundwater Protection Zone 1. The attached motion was approved by the Commission.

PLEASE NOTE that the last condition (#9) requests a reduction in the total number of parking spaces and for this reduction to occur closest to proposed stormwater detention basin and the wetlands, within the proposed, small, 12-space parking area north of Building “D”. This request is consistent with recent actions taken along neighboring Western Boulevard for the Gateway medical office buildings. The Conservation Commission was impressed with the overall sustainable design elements that the applicants and their consultants incorporated into the plans; reducing at least six more parking spaces will further benefit the effectiveness of the designed stormwater mitigation measures for the project.

TM:gfm

cc: Daniel A. Pennington, Town Engineer/Manager of Physical Services
Peter R. Carey, Building Official
TruNorth Inc.
Megson, Heagle & Friend, C.E. & L.S., LLC

**APPROVED RECOMMENDATION TO
THE TOWN PLAN & ZONING COMMISSION**

MOVED, that the Conservation Commission recommends approval to the Town Plan and Zoning Commission for a Section 12 Special Permit with Design Review concerning TruNorth Inc.'s proposed The Offices at Addison Square at 219 Addison Road, in accordance with plans on file in the Office of Community Development, and in compliance with the following conditions:

1. The landscape plan and planting schedule shall be revised to definitively make certain that "TUP" on said plan refers to the species *Nyssa sylvatica* a.k.a. Tupelo a.k.a. Black gum listed within said schedule.
2. A complete maintenance schedule for the proposed stormwater drainage system shall be devised and added to the site plans to the satisfaction of the Town Engineer.
3. Installation of soil erosion and sedimentation control and stabilization measures shall be the Permittee's responsibility. Once installed these measures shall then be inspected by the Environmental Planner prior to land disturbance activities. Afterwards it then shall be the Permittee's responsibility to inspect these control measures during, and immediately following, substantial storm events and maintain and/or replace the control measures, when needed, on a regular basis until the site is vegetatively stabilized. Hay bales shall be replaced every 60 days. The Environmental Planner is hereby authorized to require additional soil erosion and sediment controls and stabilization measures to address situations that arise on the site.
4. Tree stumps and blasted rock material shall not be buried at the site.
5. Metal waste containers shall be provided at the site to facilitate the collection of refuse material generated from construction activities. Such material shall not be buried or burned at the site.
6. Underground fuel storage tanks shall be prohibited to reduce the potential of contamination to wetlands, watercourses, and groundwater resources.
7. Prior to the issuance of a Certificate of Occupancy, certification from a professional engineer shall be required confirming that the stormwater management system was constructed in conformance with the approved design.
8. Prior to the issuance of a Certificate of Occupancy, certification from a landscape architect shall be required confirming that landscape plants were installed in accordance with the approved landscape plan.
9. It is highly recommended that the applicant and the Town Plan & Zoning Commission strive to reduce the total number of parking spaces through a waiver or deferment process, and said reduction occur closest to the proposed stormwater detention basin (within the wetlands-regulated upland review area), and that the surface runoff be directed into a slightly relocated stone infiltration trench.



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

PROJECT: **Addison Square by Trunorth Inc.**

LOCATION: **219 Addison Road**

XX NEW CONSTRUCTION CHANGE OF USE SUBDIVISION COMMERCIAL

OCCUPANCY CLASSIFICATION: group B

FILE # 20-036

PROPOSED FIRE PROTECTION: via MDC water main & the GFD

ENGINEER'S PLAN: 117-19-1SP INITIAL PLAN

REVISED PLAN :9-14-20

ENGINEER: Megson ,Heagle,& Friend

ADDRESS: 81 Rankin Road Glastonbury CT

PHONE: 860-659-0587

DATE PLANS RECEIVED: 9-29-20

DATE PLANS REVIEWED: 9-30-20

COMMENTS: Provide address numerals in accordance with State Fire Code & Local requirements. At front (& rear entrances if buildings are provided w/ same) .

Walkways from rear exits (if provided) to a public way not depicted.

Buildings will require rapid entry vaults.

The use of and location of temporary fuel tanks will need to be reviewed by this office.

Portable toilets to be a minimum of ten feet from any structure.

No open burning permitted

REVIEWED BY: _____


Deputy Chief Chris Siwy - Fire Marshal

PAGE 1 OF 1

cc: Applicant
 File

September 30, 2020

MEMORANDUM

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

From: Daniel A. Pennington, Town Engineer / Director of Physical Services



Re: Section 12 Special Permit with Design Review
The Offices at Addison Square
219 Addison Road

The Engineering Division has reviewed the construction plans for the proposed Offices at Addison Square to be constructed at 219 Addison Road prepared by Megson Heagle and Friend, Civil Engineers and Land Surveyors last revised September 14, 2020 and the related hydrology and hydraulics engineering report dated August 2020 and offers the following comments:

1. The storm drainage report provided by the applicant indicates that the proposed storm water system is appropriately sized to support the development and is consistent with Town standards for stormwater management.
2. The Applicant's Engineer is asked to review rational method drainage computations related to the routing depicted on the plans vs computations to address inconsistencies. Revise outlet protection computations accordingly based on any revisions to the rational method computations. Revisions to be submitted to the Town Engineer for approval.
3. The Applicant's Engineer is asked to provide additional computations supporting the storage volumes depicted on the plans for the underground detention systems. Provide a cross section for each system labeling bottom of stone, bottom of system, top of system, and top of stone elevations for constructability. Verify bottom of system elevations vs groundwater elevations. Additional information to be submitted to the Town Engineer for review and approval.
4. The Applicant's Engineer is asked to provide a label for the Stormtech systems on sheet 3 of 10 including the Water Quality Volume(WQV) required and WQV provided for these features. The WQV provided for each underground system should also be listed on the computation sheet within the Stormwater Report.
5. A table depicting Pre and Post directly/indirectly connected impervious cover areas onsite for MS4 Tracking purposes should be provided on sheet 3 of 10. Pre DCIA should include any structures present on-site in 2014.
6. The stormwater maintenance schedule should include the proposed detention basin and should be added to the site plan

7. Overflow connections should be provided to the nearest catch basin from the underground detention systems in the event of future surcharging. Provide and label inspection/maintenance port locations for the underground detention systems.
8. The site plan and landscape plan should be revised to clearly depict removal of the row of existing white pines along Eastern Boulevard which will be required for installation of the sidewalk. Tree removal will require coordination with the Town Tree Warden for 10 day posting of the trees prior to removal. Provide notes on the site plan reflecting these requirements.
9. Depict and label TP#1 location on the site plan.
10. Each of the 4 buildings within this parcel shall be given a separate street address in accordance with the Town's current addressing policy. Units internal to each building shall be given suite or unit numbers. Street addresses for the buildings shall be coordinated with the Engineering Division and added to the final approved plans.
11. The northerly curb line on Addison Road shall be modified to close off the existing driveway apron. Label existing driveway "to be removed " and provide turf establishment.
12. Label all building sewer laterals as 6" SDR 35 PVC.
13. The site plan view at the intersection of Addison Road and Smith School/Eastern Boulevard should be expanded to show the sidewalk network on the east side of Addison Road. Plans should indicate proposed location of a future sidewalk ramp on the east side of the road and crosswalk markings (to be installed by the Town) to demonstrate that the proposed sidewalk ramp constructed as part of this project is properly located and aligned.
14. Provide construction details for the following items listed below:
 - a. Temporary/Permanent Bit Patch Detail
 - b. Typical Driveway Detail



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

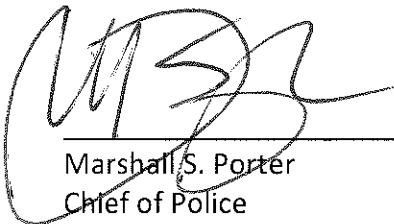
Date: September 28, 2020

Subject: 219 Addison Road- Sec 12 with Design Review- 4 Office Buildings/parking

Members of the Police Department have reviewed the application of TruNorth, Inc. for a Section 12 Special Permit with Design Review concerning construction of 4 office buildings (18 Units Total) with associated parking, storm drainage facilities and utilities. 219 Addison Road- Planned Employment Zone & Groundwater Protection Zone 1- 219 Addison Rd, LLC, owner.

The police department has no objection to this proposal provided that:

1. Contact name and phone number for issues that arise onsite during construction (24/7)



Marshall S. Porter
Chief of Police

JPH:jph




Town of Glastonbury

Health Department

MEMORANDUM

Date: September 28, 2020

To: Town Planning & Zoning, Conservation & WPCA Commissions

From: Don Kendrick, R.S., Sanitarian 

Re: The Offices at Addison Square, 219 Addison Road

The Department has reviewed the plans revised 9/14/2020 by Megson, Heagle & Friend, Civil Engineers and Land Surveyors, LLC. The Department recommends approval of this proposal with the following conditions:

1. Bicycle racks will be provided as agreed upon at the December 18, 2019 administrative review meeting.
2. Environmental assessment to be performed on the remaining building.
3. Any wells and/or septic systems encountered during construction are to be properly abandoned in accordance with Connecticut's Public Health Code.

TOWN PLAN AND ZONING COMMISSION
PLANS/REGULATIONS REVIEW SUBCOMMITTEE
Portion of MINUTES OF FEBRUARY 26, 2020 SPECIAL MEETING

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

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

219 ADDISON ROAD – proposal for develop 17 office condominium units within 4 buildings with associated parking and site improvements - Planned Employment Zone – Alan Lamson, FLB Architecture & Planning, Inc. –TruNorth Construction, Inc., applicant

Jeff Sawyer of TruNorth Construction explained the proposal and oriented the Subcommittee members to the site plan. The proposal is to construct 17 office condominiums within four buildings on the property located at 219 Addison Road. Mr. Sawyer went over the parking and open space calculations for the site.

Khara Dodds stated that the proposal would have to go before the Community Beautification Committee for approval of their landscape plan. Mr. Sawyer stated that the buildings would have the look of a farmhouse.

Chairman Zanlungo advised the applicant to examine the anticipated traffic that would be generated by the proposal and to consider a design that had access off Eastern Boulevard. Mr. Sawyer stated that access to Eastern Boulevard would be difficult because they would have to get an easement from the town and the center median in the road would have to be removed.

Commissioner Botelho asked if there was a lighting plan. Mr. Sawyer stated that the lighting plan was not complete at this point but that all the site lighting will comply with the Building-Zone Regulations. Commissioner Botelho asked about on-site drainage and stormwater management. Mr. Sawyer stated that they have a drainage plan. Ms. Dodds then stated that the Town Engineer reviews the plan as part of the Special Permit process.

Alan Lamson of FLB Architecture and Planning stated that the units will be individually owned and will be approximately 1,850 square feet each. He then went over the architectural design elements, which included wood frame construction, stone veneer water tables, vinyl clapboard siding, asphalt shingles and black aluminum-clad windows.

Ms. Dodds asked where the mechanicals would be located. Mr. Lamson stated that the most of the mechanicals would be located inside the building with the exception of the electric and gas meters, which would be located away from the street. Mr. Mullen advised the applicant to be prepared to screen any mechanicals that are visible from the road.

Chairman Zanlungo asked if there would be an association. Mr. Sawyer said yes and that he would have his offices at this location. Chairman Zanlungo then asked about the proposed signage. Mr. Sawyer stated that the only signage on the site would be the monument signage and no wall signs would be permitted. There was a general discussion about neighborhood outreach and the permitting process for the project.

TOWN PLAN AND ZONING COMMISSION
PLANS REVIEW SUBCOMMITTEE
Portion of MINUTES OF JUNE 24, 2020 SPECIAL MEETING

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

Present: Subcommittee Members Michael Botelho and Robert Zanolungo;
Khara C. Dodds, AICP, Director of Planning and Land Use Services,
Daniel Pennington, Town Engineer, and Jonathan E. Mullen, AICP, Planner

219 ADDISON ROAD – proposal for the construction of 18 office condominiums within 4 buildings totaling 21,000 square feet – Planned Employment Zone – Jonathan Sczurek, Megson, Heagle & Friend, C.E. & L.S., LLC – Jeffrey Sawyer, TruNORTH, Inc., applicant

Khara Dodds reminded the Subcommittee that they had reviewed this project in February 2020 and that the applicant has been working with the Town Engineer on the location of sidewalks. Jonathan Sczurek of Megson, Heagle & Friend, C.E. & L.S., LLC presented the project to the Subcommittee and oriented them to the site plan. Mr. Sczurek reiterated that they had been in discussions with the Town Engineer regarding the installation of sidewalks on both the Addison Road and Eastern Boulevard property frontages. He stated that the applicant agreed to install a sidewalk along the Eastern Boulevard frontage as part of the future multi-use trail. However, they felt it would be burdensome for them to have to install a sidewalk on Addison Road because there were no immediate plans to connect the sidewalk to the Griswold Street sidewalk.

Mr. Sczurek then presented a plan to clear the existing trees and berm along Eastern Boulevard and install a concrete sidewalk. Chairman Zanolungo asked about the future multi-use trail. Dan Pennington, Town Engineer, gave an overview of the Town’s efforts to create a safe pedestrian and bicycle connection to the town center from east Glastonbury by creating multi-use trails that run from Bell Street to Addison Road and from Western Boulevard to House Street. He then stated that the multi-use trail through the corporate park would be the final piece of that connection. Mr. Pennington stated that the Town has applied for grant money from the State of Connecticut to construct the corporate park section of the trail.

Chairman Zanolungo asked the applicant why the plans did not include access to the site from Eastern Boulevard. Jeff Sawyer stated that the timeline for the Town to remove the median on Eastern Boulevard to allow two-way access to the site would not work for them. He then stated that the Glastonbury Police Department and Fire Marshal’s Office confirmed that access to Eastern Boulevard was not necessary.

Commissioner Botelho asked about the tree removal on Eastern Boulevard. Mr. Pennington explained that the trees were planted to screen the residence at 219 Addison Road that was present at the time the connection was made to Eastern Boulevard but now that screen is no longer needed. The Subcommittee members stated that they supported the proposal and advised the applicant to keep the neighboring property owners up to date on the status of the project.

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 DeGroff
 Jarrod Sansoucy, Secretary
 Candice Mark
 Kate Morgan

Absent: Debra DeVries-Dalton

219 ADDISON ROAD – landscaping for 16 new office condominiums within 4 buildings totaling 21,000 square feet – Alan Lamson, FLB Architecture – John Alexopoulos, LA - Jeffrey Sawyer, TruNORTH, Inc., applicant

Alan Lamson presented the site plan and John Alexopoulos presented the landscape plan. Greg would like to see the white pines removed from the Town's right-of way on the north side of the property and the developer plant something that is more appropriate to enhance the project aesthetics. Greg's fear is that the white pines are coming to the end of their usable life, as they are growing into the road and causing problems with sight lines, road signs and icing of the road. They are also problematic when laden with snow or ice as they are prone to breakage. It will only become a bigger expense to remove if we wait, and may also leave a void in the landscape. The applicant responded that there is the possibility of a bike path being built in that corridor and he is willing to work with the town later on this portion of the property.

On the north property line, along the fence, it was suggested to add Vanderwolf pines or Green Giant arborvitae. The durability of the New Harmony elm tree was questioned. Dr. Alexopoulos responded that he believes this is one of the better elms for DED resistance and for good branching structure.

Jarrold made motion to approve the plan with changes. Kate seconded; motion approved 6-0.
