

**MEMORANDUM**

**OFFICE OF COMMUNITY DEVELOPMENT**

**SECTION 12 SPECIAL PERMIT WITH DESIGN REVIEW  
PROPOSAL FOR CONSTRUCTION OF NEW ATHLETIC BUILDINGS  
GLASTONBURY HIGH SCHOOL—330 HUBBARD STREET  
MEETING DATE: NOVEMBER 17, 2020**

**PUBLIC HEARING #1**  
11-17-2020 AGENDA

**To:**  
Town Plan and Zoning  
Commission

**From:**  
Office of Community  
Development Staff

**Memo Date:**  
November 13, 2020

**Zoning District:**  
Reserved Land (RL)  
Zone

**Applicant/Owner**  
Town of Glastonbury  
C/O Dave Sacchitella

**EXECUTIVE SUMMARY**

- The Town of Glastonbury is proposing to construct a new athletic building, with lockers, bathrooms, office space, and a ticket booth at Glastonbury High School located at 330 Hubbard Street.
- The project will include the demolition of the existing locker room facility.
- The Plans Review Subcommittee reviewed the proposal at their August 12, 2020 meeting where they advised the applicant to show where air conditioning units would be installed.
- The Community Beautification Committee reviewed the proposal at their September 1, 2020 Special Meeting where they approved the planting plan with recommendations.

**REVIEW**

Included for Commission review are the following:

- A site plan showing the location and specifications of the proposed athletic buildings
- Town of Glastonbury staff memoranda



Above : Aerial view



of 330 Hubbard Street looking north  
Left and Below: Images of existing locker rooms.



**SITE DESCRIPTION [See plan set sheet C-2.0 entitled “Site Preparation Plan”]**

The subject site is a 55 + acre lot located to the south of Hubbard Street and to the southwest of Hebron Avenue. The property is town-owned and located in the Reserved Land Zone. The site consists of the Glastonbury High School building, athletic fields and parking areas. The site can be accessed from either Hubbard Street or New London Turnpike.

The existing locker room building, which was constructed in 1969, is located behind (west of) the bleachers on the west side of the field.

### **ADJACENT USES**

The site is surrounded on all sides by single-family residential uses. There is also town-owned open space to the west and south of the site.

### **PROPOSAL [See plan set sheet A-101 & C-3.0 entitled “Site Layout & Materials Plan.”]**

The project calls for the demolition of the existing locker room. The proposed athletic facility consists of two buildings. The first building is an approximately 6,831 square foot building that will house 6 team locker rooms, coaches’ offices, restrooms, an official’s room and storage. The second building is an approximately 1,386 square foot building that will have visitor bathrooms, a ticket office, a trainer’s office and janitor’s closet.

### **SITE LAYOUT [See plan set sheet C-3.0 entitled “Site Layout & Materials Plan”]**

The proposed athletic facility will be located behind the bleachers on the west side of the football field. Eighteen parking spaces including four handicapped accessible spaces to the east of the existing locker room will be removed to create a bus drop-off area. Of those spaces, 15 will be relocated directly to the south of the existing parking area. The three handicapped spaces will be relocated directly to the north and 2 more accessible spaces will be added. There will be a concrete walkway around both buildings with steps and a handicapped accessible ramp down to the field. The memorial brick pavers currently located adjacent to the locker room building to the north will be removed and those that can be salvaged will be relocated between the two new buildings.

### **DRAINAGE & STORMWATER MANAGEMENT [See plan set sheet C-4.0 entitled “Site Grading, Drainage & Utility Plan”]**

The applicant is proposing to install a bio-swale to the north of the athletic buildings for stormwater treatment and infiltration purposes.

**ARCHITECTURAL [See plan set sheet A-300 entitled “Exterior Elevations” and color renderings entitled “Glastonbury High School Athletic Building” dated 11/03/2020]**

The buildings will be made of concrete masonry units (cmu). The walls will have an alternating split faced block and embossed brick cmu pattern. The buildings will have pitched roofs with asphalt shingles. Mechanical units for the buildings will be located in the roof trusses. The applicant has shown an add-alternative on the plans for a roof connecting the two buildings. The roof will have the same pitch as the other buildings and have asphalt shingles. There is also an option for the Athletic Buildings to have solar panels. The applicant is seeking approval for the Athletic Buildings without the roof connector with the option of bringing the connector option in for approval should funding become available.

**LANDSCAPING AND AIR CONDITIONING UNITS [See plan set sheet C-5.0 entitled “Planting Plan”]**

The applicant’s landscaping plan includes four honey locust trees; two on the north side of the ticket booth / bathroom building and two on the south side of the locker room building, as well as two species of shrubs planted in the same areas. The air conditioning units will be located at the northeast corner of the ticket booth/ bathroom building and at the southeast corner of the locker room building. The shrubs will screen the units. Perennials will be planted in the three concrete planter boxes adjacent to the bus drop off area and on the west side of both buildings.

Pertinent staff correspondence and draft motions are attached.

TOWN PLAN AND  
ZONING COMMISSION

SECTION 12 SPECIAL PERMIT  
WITH DESIGN REVIEW

APPLICANT/  
OWNER:

DAVE SACCHITELLA  
TOWN OF GLASTONBURY  
P.O. BOX 6523  
GLASTONBURY, CT 06033

FOR:

330 HUBBARD STREET

MOVED, that the Town Plan & Zoning Commission approve the application the Town of Glastonbury for a Section 12 Special Permit with Design Review concerning the construction new locker rooms and support facility as well as restrooms adjacent to the Glastonbury High School football field– 330 Hubbard Street – Reserved Land Zone, in accordance with the following plans:

To Be Quoted  
And

1. In compliance with:
  - a. The recommendations as contained in the minutes of the September 1, 2020 Community Beautification Committee meeting.
  - b. The standards contained in an email from the Deputy Fire Marshal dated November 12, 2020.
2. In adherence to:
  - a. The Town Engineer’s memorandum dated November 12, 2020.
  - b. The Health Director’s memorandum dated November 13, 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  
NOVEMBER 17, 2020

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ROBERT J. ZANLUNGO JR., CHAIRMAN



November 12, 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  
Glastonbury High School Athletics Building / Locker Rooms  
330 Hubbard Street

The Engineering Division has reviewed the construction plans for the proposed Locker Room Athletics Building to be constructed at Glastonbury High School at 330 Hubbard Street prepared by ID3A and BSC Group dated August 5, 2020 and offers the following comments:

1. Revise sheet sizes to conform to C.G.S. filing requirements, 24" x 36" maximum size. Provide a scale on all drawings.
2. Provide land surveyor certification on all applicable plans and identify horizontal and vertical datum utilized. Provide a note referencing origin of existing topography depict on plan set. Provide and label a benchmark location on all applicable plans.
3. Provide additional information on the location of the proposed roof drainage and how it is connected to the proposed storm drainage system. Label all inverts and pipe type, slope, and length.
4. Provide a table depicting Pre and Post Directly/Indirectly Connected Impervious Cover onsite for MS4 Tracking purposes on sheet C-4.0.
5. Label all proposed/existing storm and sanitary inverts and conduit lengths, type, size, and slope in the vicinity of any proposed modifications. Include labels for all proposed sanitary lateral connections.
6. Provide a note on all applicable plans that all existing storm and sewer conduits to be abandoned shall be removed.
7. Dimension aisle widths and parking spaces on applicable plans.
8. Clarify proposed spot grades on sheet C-4.0 in the vicinity of handicap spaces. Plans appear to indicate flush curb is intended to be utilized in this location. Clarify grading of transition curb to full reveal curbing.
9. Provide additional spot grades for the proposed sidewalk ramps.
10. Flush sidewalk at ADA parking spaces should include a mechanism to prevent vehicles from driving up on the sidewalk, such as bollards or concrete curb stops. Vinyl sleeved steel bollards with integrated sign post could be considered for this area. Provide any relevant details.
11. Provide the Engineering Division standard inspection note to all applicable plans. See below.

**NOTE: THE CONTRACTOR SHALL NOTIFY THE TOWN OF GLASTONBURY ENGINEERING DIVISION 24 HOURS PRIOR TO BEGINNING ANY STORM DRAINAGE, SANITARY SEWER INSTALLATION, ROADWAY PREPARATION, PAVING, SIDEWALK, CURBING, OR ANY EXCAVATION IN THE TOWN RIGHT-OF-WAY TO SCHEDULE INSPECTIONS. THE DIVISION CAN BE REACHED BETWEEN 8:00 AM-4:30 PM MONDAY THRU FRIDAY AT (860) 652-7735.**

12. Submit PDF copies of final approval stamped and signed plans to the Engineering Division for our records.



# GLASTONBURY POLICE DEPARTMENT

2108 MAIN STREET, GLASTONBURY, CT 06033 (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: November 7, 2020

Subject: 330 Hubbard Street: Sec 12 with Design Review- GHS Locker Rooms

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Members of the Police Department have reviewed the Town of Glastonbury's application for a Section 12 Special Permit with Design Review: construction of new locker rooms, support facility, and rest rooms, adjacent to the Glastonbury High School football field.

The police department has no objection to this proposal.



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Marshall S. Porter  
Chief of Police






***Town of Glastonbury***  
***Health Department***

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## **Memo**

November 12, 2020

**To:** Jonathan Mullen, Planner

**Fr:** Wendy S. Mis, Director of Health 

**Re:** 330 Hubbard Street  
Glastonbury High School Athletics Building

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This office has reviewed plans from id3A dated 11/2/20 for construction of a new athletics building at the Glastonbury High School. An environmental assessment must be conducted on the existing building scheduled to be removed to allow construction of the new athletics building, with a copy of the report to be submitted to the Health Department.

The new structure is to be serviced by public water and sewer.

Approval of the plan is recommended with respect to public health concerns, pending satisfactory identification and removal of any hazardous materials from the old building.

**From:** [Michael Giantonio](#)  
**To:** [jonathan.mullen](#)  
**Subject:** Site plan review > GHS locker rooms for TPZ meeting  
**Date:** Thursday, November 12, 2020 2:43:48 PM

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No fire lane shown on drawing and no code data on drawing either.

Captain Michael Giantonio #861  
Deputy Fire Marshal, Town of Glastonbury  
2155 Main Street, PO Box 6523  
Glastonbury, CT 06033 USA  
860-652-7528 Desk  
860-368-9650 Cell  
860-652-7539 Dispatch  
[michael.giantonio@glastonbury-ct.gov](mailto:michael.giantonio@glastonbury-ct.gov)

*Achieving Life Safety  
through  
Inspection - Education - Perseverance*

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Please consider the environment before printing a copy of this email.

TOWN PLAN AND ZONING COMMISSION  
PLANS REVIEW SUBCOMMITTEE  
*Portion of* MINUTES OF AUGUST 12, 2020 SPECIAL MEETING

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

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

**330 HUBBARD STREET - proposal to demolish the existing locker rooms and construct a new athletic facility at Glastonbury High School with a public bathroom for visitors - Reserved Land - Dave Sacchitella, Building Superintendent, Town of Glastonbury - Jason Stabach, id3A, applicant**

Dave Sacchitella went over the proposal, which is to demolish the existing locker room facility at 330 Hubbard Street and construct a new athletic facility with locker rooms, bathrooms and storage space. Jason Stabach presented the architectural plans for the project. He stated that the project has two buildings; one building that will house six team rooms with lockers and bathrooms, storage rooms, and a trainer's office. The other building will house the public bathrooms and the ticket office. Mr. Stabach stated that they would be removing some parking spaces in front of the building to create a new drop-off area. The lost parking spaces would be replaced in the southern portion of the parking area.

Mr. Stabach then went over the design of the area in front of the proposed building, which include stairs for ADA compliance and benches. Landscaping for the project includes decorative grasses, shrubs and trees. Mr. Stabach then went over the building materials, which are white- washed brick and asphalt shingles.

He then stated that the building would have open truss construction on the inside and would have heat with no air conditioning. Both Chairman Zanlungo and Vice Chairman Purtill expressed concern about the lack of air conditioning because there are no functioning windows on the buildings. Vice Chairman Purtill recommended that the applicant revise the design to incorporate air conditioning into the project even if it is installed at a later date. Ms. Dodds also requested that in the planning for air conditioning that thought be given to where the units will be located and how they would be screened.

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**Town of Glastonbury  
Community Beautification Committee  
Portion of Regular Meeting Minutes of Wednesday, September 1, 2020**

**1. Roll Call**

Present: Robert Shipman, Chairman  
Jarrod Sansoucy, Secretary  
Candice Mark  
Kate Morgan

Excused: Debra DeVries-Dalton

Absent: Della Winans, Vice Chairman, Linda DeGroff

**330 HUBBARD STREET – landscaping for a new athletic facility at Glastonbury High School with a public bathroom for visitors – Reserved Land – Dave Sacchitella, Building Superintendent, Town of Glastonbury - Jason Stabach, id3A, applicant**

Michael Kluchman presented the landscape plan. Greg commented that the plan was simple and good for his crew to maintain. Candice had concerns about the plant selections. She felt the red twig dogwood and inkberry were not the best selections because they are “elegant”; empty on the bottom. She suggested yews, spirea, or viburnum.

Kate agreed that viburnum would be great and native. She questioned why the plan did not have more trees?

It was suggested to separate trees, move bushes to the side foundation, add trees or cluster trees with an understory of plants like viburnum.

The Committee asked that the landscape architect make the suggested changes and email the modified plan to members for review.

Jarrold MOVED to accept the plan with changes and final review by members. Kate SECONDED; motion APPROVED 4-0.

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