

**THE GLASTONBURY TOWN PLAN AND ZONING COMMISSION  
AMENDED REGULAR MEETING MINUTES OF TUESDAY, DECEMBER 14, 2021  
(pages 2 & 3)**

The Glastonbury Town Plan and Zoning Commission with Jonathan E. Mullen, AICP, Planner and Rebecca Augur, AICP, Director of Planning and Land Use Services, in attendance held a Regular Meeting at 7:00 P.M in Council Chambers of Town Hall, 2155 Main Street. The video was broadcast in real time and via a live video stream.

**ROLL CALL**

**Commission Members Present**

Mr. Robert Zanlungo, Jr., Chairman  
Mr. Michael Botelho, Secretary  
Mr. Keith Shaw  
Mr. Christopher Griffin  
Ms. Alice Sexton, Alternate {assigned as a voting member }

**Commission Members Absent**

Ms. Sharon Purtill, Vice Chairman  
Mr. Raymond Hassett  
Ms. Laura Cahill, Alternate  
*Vacancy*

Chairman Zanlungo called the meeting to order at 7:02 P.M. He seated Commissioner Sexton in the absence of Commissioners Purtill and Hassett.

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**REGULAR MEETING**

1. **Informal session for the purpose of hearing from citizens on Regular Meeting agenda or non-agenda**      *None*
2. **Acceptance of Minutes of the November 16, 2021 Regular Meeting**

**Motion by:** Commissioner Shaw

**Seconded by:** Secretary Botelho

**Result:** Minutes were accepted unanimously {5-0-0}.

3. **Application of Paul Gondek, G3LLC for a Section 12.9 Minor Change for modifications to the exterior of an existing building — 3039 Main Street — Planned Business & Development Zone**

David Quisenberry of QA+M Architecture in Farmington presented on behalf of the applicant, Paul Gondek. His firm has been working with the Gondeks to come up with concepts to redevelop 3039 Main Street. The property is a brick building from the 1970s which they have painted over. Mr. Quisenberry explained that the applicant intends to change the look and feel of

the property in the hopes of attracting higher-level tenants. He presented a rendering of what the site is projected to look like. He explained that construction materials will move away from metals to incorporate a mix of vernacular concepts. In the center of the site is horizontal shiplap siding. The lower portions of the wall will be left the way they are. The upper portion of the wall is a textured stucco. All the trim work on the rendering is a traditional white. The freestanding gables which will be constructed in the center would have a copper siding on the upper level. The end caps will be a deeper gray, and the porch structure will be painted black. Other elements such as the canopies, light fixtures, and hardware would also be black, to contrast with the white siding.

All individual tenants will have signage. However, in the model they used, the sign is 18 feet at the top, which exceeds the 15 feet maximum denoted in Section 10.3(c) of the Building-Zone regulations. However, Mr. Quisenberry assured that all signs they put up will comply with the zoning regulations. If the commission cannot decide on the basic parameters for signage, Ms. Augur recommended that they send it back to staff for review and approval. Commissioner Shaw asked if there is any concern about acquiring a name-brand tenant who might want to have their own sign with their own logo. Mr. Quisenberry stated that there would have to be some uniformity to the signage, but companies can place their logos on them.

Mr. Mullen clarified that the facade of the building is what is being approved tonight. There are *patios* shown in the presentation, but they will be approved at a later date. Commissioner Shaw asked if there will be changes to the parking area or the location of the dumpsters or air conditioning. Mr. Quisenberry replied no. Commissioner Griffin asked *if the brick shown on the rendering will be new or will the existing brick on the building be used. He also asked about the color of the brick.* Mr. Quisenberry stated yes, it will be the existing brick, but the color will be darker.

**Motion by:** Secretary Botelho

**Seconded by:** Commissioner Shaw

*MOVED, that the Town Plan and Zoning Commission approve the application of G3, LLC for a Section 12.9 Minor Change for exterior architectural changes to the existing retail building at 3039 Main Street– Planned Business and Development Zone, in accordance with plans on file with the Office of Community Development,*

*And in compliance with the following conditions:*

- 1. A final uniform sign package shall be reviewed and approved by town staff.*
- 2. Signage on the two end caps may be located a maximum of 18 feet from the ground to the top of the sign.*
- 3. The maximum area of wall signage for tenants shall be proportionately related to the wall length associated with the main entry side of the individual business by a factor of .8.*

4. *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}.

#### 4. CONSENT CALENDAR

- a. Scheduling of Public Hearings for the Regular Meeting of January 4, 2022

**Motion by:** Secretary Botelho

**Seconded by:** Commissioner Griffin

**Result:** Consent calendar was approved unanimously {5-0-0}.

#### 5. Approval of 2022 Town Plan and Zoning Commission Meeting Schedule

**Motion by:** Secretary Botelho

**Seconded by:** Commissioner Griffin

The Commission agreed to eliminate the October 4 meeting and keep the July 5 meeting, with the intention of cancelling it, if need be.

**Result:** Meeting schedule was unanimously approved as amended {5-0-0}.

#### 6. Discussion of future duties of the Plans Review Subcommittee

Ms. Augur stated that the Town Council is discussing replacing the Beautification Committee with the new Architectural and Site Design Review Committee (ASDRC). The ASDRC will be an all-volunteer committee led by professionals, and it will ***assume the responsibilities of*** review of design elements that are currently tasked to the Plans Review Subcommittee. She noted that the Subcommittee may need to amend some of its regulations regarding signage because a lot of it will go to the new review committee. She asked what the Commission's thoughts are on the Subcommittee moving forward.

Secretary Botelho asked, once the ASDRC makes a recommendation, will they come before the TPZ to explain how they made their decision? Ms. Augur stated that the ASDRC will provide the TPZ with a report. Secretary Botelho agreed that the Subcommittee should not be involved in the design review, but he pointed out that that is only one facet of what the Subcommittee does. Its role is to filter through projects before they come to the Commission. Particularly regarding elements such as traffic and parking, the Subcommittee is crucial in flagging those issues early on. Ms. Augur stated that the design guidelines should establish strong parameters on those issues. The regulation will become effective on January 7, 2022. She does not know when the design review committee will be established. However, there is nothing wrong with continuing the Subcommittee and assessing how that goes. She will email the Commission the final map.

## 7. **Chairman's Report**

Chairman Zanolungo noted that Commissioner Shaw is retiring from the Commission after 15 dedicated years of service. All commissioners thanked Mr. Shaw for his service, friendship, insights, and perspectives, and wished him a happy retirement. Mr. Mullen appreciated his knowledge and questions which brought a different perspective on complicated applications. Mr. Shaw stated that it was a great privilege to serve on the TPZ. He thanked his fellow commissioners, present and past, and Town staff for all their help, hard work, and friendship over the years.

## 8. **Report from Community Development Staff** *None*

***Motion by:*** Secretary Botelho

***Seconded by:*** Commissioner Griffin

MOVED, that the Glastonbury Town Plan and Zoning Commission adjourns their regular meeting of December 14, 2021 at 8:15 P.M.

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

Respectfully Submitted,

***Lilly Torosyan***

Lilly Torosyan

Recording Clerk