

**THE GLASTONBURY TOWN PLAN AND ZONING COMMISSION  
REGULAR MEETING MINUTES OF TUESDAY, SEPTEMBER 20, 2022**

The Glastonbury Town Plan and Zoning Commission with Jonathan E. Mullen, AICP, Planner, in attendance, held a Regular Meeting at 7:00 P.M in the Council Chambers of Town Hall at 2155 Main Street with an option for Zoom video conferencing. The video was broadcast in real time and via a live video stream.

**ROLL CALL**

**Commission Members Present**

Mr. Robert J. Zanolungo, Jr., Chairman

Mr. Michael Botelho, Secretary

Mr. Raymond Hassett

Mr. Corey Turner

Mr. Emilio Flores

Ms. Alice Sexton, Alternate {assigned as voting member}

Ms. Laura Cahill, Alternate {participated via Zoom video conferencing}

**Commission Members Absent**

Ms. Sharon H. Purtill, Vice Chairman

*Alternate Vacancy*

Chairman Zanolungo called the meeting to order at 7:01 P.M. With Commissioner Purtill's absence, he seated Commissioner Sexton as a full voting member.

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**PUBLIC HEARING**

**Application of Jung Park for a Section 6.11 Special Permit regarding an accessory apartment – 148 Coldspring Crossing – Rural Residence Zone**

Jung Park presented his application for a special permit to build an accessory apartment for his parents who have recently moved to Connecticut. The architectural elements of the accessory apartment will be consistent with the current home it is attached to, and the detached garage will comply with the regulations. The accessory apartment will have its own heating and cooling system. The plan includes a three-season room which is not considered livable space. The addition has a full basement, but it will not be finished space. The bulkhead for the basement replaces the existing one in the current home. He has received neighbors' support, which he distributed to the Commission.

Chairman Zanolungo noted that at the Plans Review Subcommittee meeting, he saw no issues. He asked to show where the addition is, with its separate entrance. Mr. Park showed the configurations, explaining that his parents will enter where the pergola is. Secretary Botelho asked if there is only one entrance. Mr. Park replied that there will be a rear entry as well. Commissioner Hassett asked if the three-season room is part of the 800 square feet. Mr. Mullen replied no. Commissioner Turner asked if there are plans to insulate the room to turn it into a four-season room in the future. Mr. Park replied no, there are no plans to insulate the room, nor to put in any heating, cooling, or venting. Mr. Zanolungo said that if the applicant decides to convert the room at a later date, it will not be in

compliance with Section 6.11 with regard to maximum size of an accessory apartment. Mr. Park stated that he has no plans to convert the three-season room, which is meant to provide an area for outdoor gathering.

Commissioner Cahill asked about the square footage of the three-season room, to which Mr. Turner replied 130 square feet. Ms. Cahill noted that if the applicant were to expand on the Accessory Dwelling Unit (ADU), he would have to return to the Commission because that would exceed the allowed 800 square feet. She added that the new total might meet the potential future expansion of the Town's ADU square footage but that remains to be seen.

With no public comments, Commissioner Zanolungo closed the public hearing.

**Motion by:** Secretary Botelho

**Seconded by:** Commissioner Turner

MOVED, that the Town Plan and Zoning Commission approve the application of Jung Park for a Section 6.11 Accessory Apartment Special Permit – 148 Cold Spring Crossing – Rural Residence Zone – in accordance with plans entitled “Proposed Garage & Addition Plan #148 Coldspring Crossing” prepared by Megson, Heagle & Friend, Civil Engineers, & Land Surveyors, LLC dated June 15, 2022 and architectural plan set entitled “Renovations and Addition Park Family” prepared by JWM Architects LLC, dated August 29, 2022; and

1. In adherence to:
  - a. The Environmental Planner's memorandum dated September 14, 2022.
  - b. The Health Director's memorandum dated September 12, 2022.
  - c. The Police Chief's memorandum dated September 12, 2022.
2. This is a Section 6.11 Special Permit for an Accessory Apartment. 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.
3. There shall be no alterations to the 3-season room without review and approval by the Town Plan and Zoning Commission.

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

## **REGULAR MEETING**

1. **Informal session for the purpose of hearing from citizens on Regular Meeting agenda or non-agenda items** *None*
2. **Acceptance of the Minutes of the September 6, 2022 Regular Meeting**

**Motion by:** Commissioner Hassett

**Seconded by:** Commissioner Turner

Chairman Zanolungo asked to correct his name, which was incorrectly listed as Raymond Zanolungo.

**Result:** Minutes were accepted {5-0-1}, with one abstention from Commissioner Botelho who chose not to vote since he was not present at the meeting.

### **3. Informal discussion on amendments to the Town Center Zone regulations**

Mr. Mullen stated that there have been concerns about the development of the Town Center area over the past year and a half. The Council asked town staff to draft regulations to address these concerns while still encouraging development. Rebecca Augur, former Planning and Land Use Director, did so. The Council has reviewed the draft regulations and asks the Commission for their feedback. The regulation is to establish the Town Center as a mixed-use development zone, as well as the retention of commercial space, which must be replaced at a 1:1 ratio on the parcel when a residential component is added; this provision can prove onerous. He reviewed the various changes proposed, which include reductions in the amount of required commercial space to be replaced in exchange for affordable housing and parking spaces, as well as for preservation of historic structures.

Commissioner Flores asked if these five options are locked in. Mr. Mullen replied no, the options are what Ms. Augur and Town Manager Richard Johnson felt best applied to the Town Center when drafting the regulations, but they can be changed. Mr. Flores asked if there are opportunities to allow developers to provide other public benefits not listed in the proposed regulations. Mr. Mullen remarked that pursuing creativity with zoning regulations is doable but tricky. For every alteration of the regulations, reasoning for the waiver must be listed. Mr. Turner asked if the line items could be amended in the future. Mr. Mullen replied yes.

Mr. Turner then asked if incentives could be combined; Mr. Mullen replied that is correct. Mr. Hassett asked how the percentages are derived. Mr. Mullen said he will ask Ms. Augur. Commissioner Sexton asked what ‘dedicated parking’ spaces mean. Mr. Mullen responded that dedicated parking is parking dedicated for public parking, created by the developer of a project, that are in excess of the minimum number of spaces required for use of the building. Mr. Turner added that creation of public parking will be essential if the intent is to make the center more walkable. Mr. Mullen added that it reduces commercial space but increases parking, so it is for public benefit.

Ms. Cahill asked if CGS 8-30g applications would qualify for the potential bonuses for reduction of commercial development. Mr. Mullen replied no, because they do not have to comply with town regulations. All the regulations proposed now would apply to special permit applications. Mr. Zanolungo asked if an 8-30g could have a commercial component to it, to which Mr. Mullen responded that he will double-check. Ms. Sexton does not favor the parking change but supports applicants receiving a bonus for installing solar or geothermal energy options. She is concerned about the term “pursuit of LEED” rather than just achieving it. Mr. Zanolungo asked how long it takes to become a LEED-certified project and whether the building must qualify before even being built. Mr. Flores asked to include charging stations separate from the LEED certification because not everyone is in pursuit of the certification, and buildings (especially new ones) should offer them.

Ms. Cahill finds the preservation of historic structures of at least 75 years old in the historic district to be a high priority. She wonders whether a 20% reduction in commercial space to be replaced in exchange for preservation of a historic building is too low. Ms. Sexton noted that the regulation

only applies when residential is added to an existing commercial building. Ms. Cahill stated that the structure may be retained in the future but for more residential use. She raised the option of whether to incentivize the preservation of a historic building as part of a new mixed use development. Mr. Zanolungo asked to think about historic properties that are currently commercial which they would not want to see turned into residential properties.

Mr. Botelho expressed confusion about how affordable housing units are integrated with commercial units. Mr. Mullen stated that the Building-Zone Regulations Working Group has been looking at inclusionary zoning. Mr. Turner asked if the working group has discussed incentives for adding a certain percentage. Mr. Mullen responded no, their draft does not incentivize preservation of historic structures as part of a new development. Ms. Cahill added that the subcommittee did not want to make policy decisions, which should be handled by the TPZ and Council. Mr. Mullen hopes to get inclusionary zoning introduced to the TPZ by the beginning of next year. This regulation is a priority of the Council.

#### 4. **CONSENT CALENDAR**

##### **a. Scheduling of Public Hearings for the Regular Meeting of October 4, 2022:**

- i. “Opt-Out” of Accessory Apartment Requirements & Parking Requirements set forth in Public Act 21-29
- ii. Report & Referral to the Town Council regarding a proposed amendment to the Building-Zone Regulations to establish a new Section 3-28 concerning the ability of the Council or the Town Plan and Zoning Commission to require applicants to pay for all fees associated with supplemental 3rd-party review of a project

**Motion by:** Commissioner Sexton

**Seconded by:** Commissioner Hassett

**Result:** Motion to approve consent calendar passes unanimously {6-0-0}.

#### 5. **Chairman’s Report** *None*

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

**Motion by:** Commissioner Hassett

**Seconded by:** Commissioner Botelho

MOVED, that the Glastonbury Town Plan and Zoning Commission adjourns their regular meeting of September 20, 2022 at 7:55 P.M.

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

Respectfully Submitted,

*Lilly Torosyan*  
Lilly Torosyan  
Recording Clerk