

STAFF REPORT

OFFICE OF COMMUNITY DEVELOPMENT

Application: N/A	Submittal Date: Nov 29, 2022
Meeting Date: Feb 7, 2023	Date of Receipt: Dec 13, 2022
Agenda Item: Regular Meeting #1	Application Type: 12.8 Change of Use 12.9 Minor Change

Applicant/ Owner:
SHOPS ON MAIN, LLC

Proposal:
Install generator and remove 2 parking spaces

Proposal Address:
2941-2945, 2951 and 2955 Main St

Zone:
Planned Business and Development Zone (PBD)

Existing Land Uses:
Retail, Restaurant, Personal Services, Medical Office, Veterinary

Prior Reviews/ Permits:

- Nov 15, 2022 ASDRC

Attached for Review:

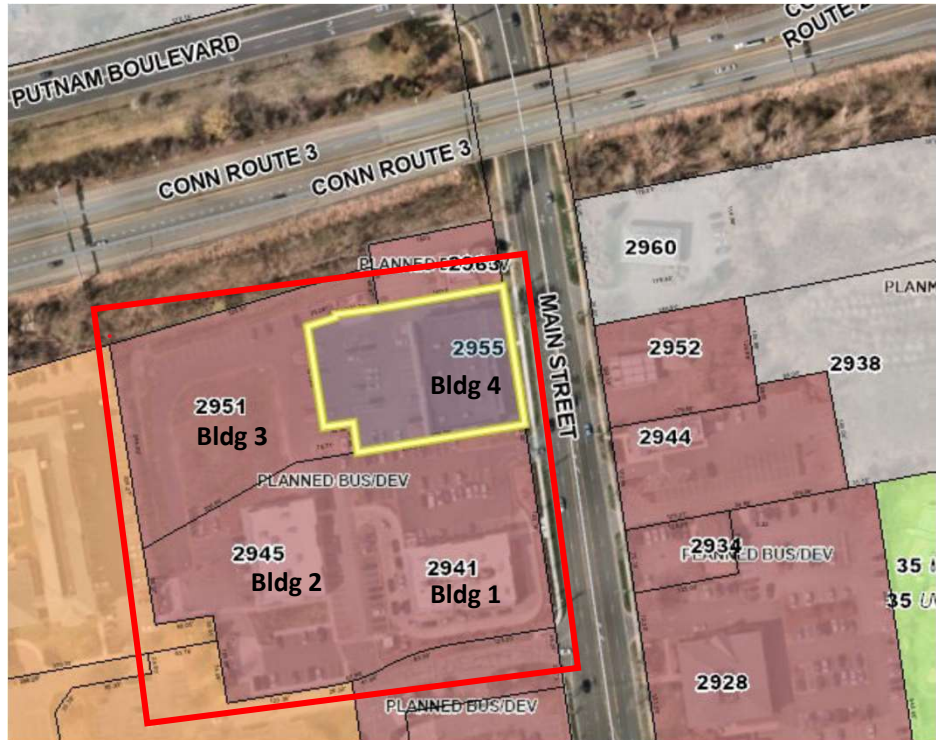
- 12.8 and 12.9 Applications & Applicant Memos, including parking tables, rendered site plans, and screening details
- Draft motion
- Town Department Memos (Health, Fire, Police)

Executive Summary

- To install a generator on site, requiring removal of 2 parking spaces
- To track changes in tenants uses and confirm parking requirement compliance
- To install utility screening at Building 4

Site Description

The retail shopping plaza, approved by TPZ in 2017, is comprised of three parcels improved with four buildings. The three parcels cover 4.5782 acres. Building 1 contains restaurant uses. Building 2 contains retail and restaurant uses. Building 3 contains retail and personal services. Building 4 contains medical office and veterinarian services.



Site location, zoning and land uses

Proposal

The applicant submits the following description of current tenant uses to track changes and confirming parking requirement compliance:

- Building 1: 176 restaurant seats
- Building 2: 7,212 sf retail and 24 restaurant seats
- Building 3: 3,591 sf retail and 2,500 sf personal services
- Building 4: 7,953 sf medical office and 3,580 sf veterinarian services

There are currently 213 parking spaces on site, with 1 space reserved for Puppy Palace during a power outage. The proposed generator behind Buildings 2 and 3 would remove 2 spaces, bringing the parking count to 211 spaces.

The applicant proposes to enhance screening of the utility meters on the Main Street façade of Building 4. This would include metal screening with horizontal slats and relocated existing plantings to more effectively block views of the area.

Planning and Zoning Analysis

Per Section 9.11 of the Town Building-Zone Regulations, parking requirements are calculated as a ratio of floor area for retail, personal service, medical office, and veterinarian services and as a ratio of seats for restaurants. The proposed 213 parking spaces exceeds the 199 space parking requirement for the site, as demonstrated in the attached parking table. Therefore, the proposed uses comply with Section 9.11 requirements and the approved Plan of Development with 12 additional spaces available.

Screening of the utilities and generator is in conformance with the approved Plan of Development and will improve the overall visual quality of the site.

Related Issues

The Chick-fil-A tenant has installed 4 exterior lights and conduit at the southern elevation of Building 1 along the existing drive-thru without benefit of permit. Staff is working with the tenant and property owner to re-evaluate the use of the drive-thru where the additional lighting is intended to improve the safety of workers taking orders and delivering food to customers in their vehicles. Staff is currently working with the applicant to assess potential design solutions that would improve conformance with the existing Plan of Development approval, safety, and overall site design. Staff intends to consult with ASDRC and bring the project forward for a Minor Change (Section 12.9) or Insignificant Change (Section 12.10), as needed, within the next 2 months.

DRAFT MOTION

TOWN PLAN AND
ZONING COMMISSION

SECTION 12.8 CHANGE OF USE
SECTION 12 .9 MINOR CHANGE

APPLICANT/OWNER: SHOPS ON MAIN, LLC
1414 ATWOOD AVENUE
JOHNSTON, RI 02919

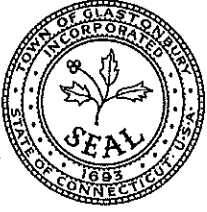
FOR: 2941-2945, 2951 and 2955 MAIN STREET

MOVED, that the Town Plan & Zoning Commission approve the application of Shops on Main, LLC for a Section 12.8 Change of Use to track and update the record of tenant uses at the site and for a Section 12.9 Minor Change to eliminate 2 parking space to accommodate installation of a generator behind Building 2 – 2941-2945, 2951 and 2955 Main Street (Shops on Main) – Planned Business and Development Zone, in accordance with plans on file with the Office of Community Development, and in accordance with the following conditions of approval:

1. Prior to the issuance of the final Certificate of Occupancy for Building 3, the Applicant shall have the screening plan for the generator reviewed by the Chairman of the Architectural and Site Design Review Committee (ASDRC) to determine what, if any, additional screening needs to be added to the approved landscape plan to screen the generator.
2. Prior to the issuance of the final Certificate of Occupancy for Building 3, the Applicant shall screen the meters located on the east side of Building 4 with a metal screen and shall relocate the approved landscaping intended to screen the meters into a more effective pattern as directed by the Chairman of the Architectural and Site Design Review Committee (ASDRC).
3. The applicant and tenant shall continue working with Community Development staff, Architectural and Site Design Review Committee (ASDRC), and the Town Plan and Zoning Commission (TPZ) to refine the site design related to the Chick-fil-A drive-thru feature and improve its safety and function.
4. The applicant shall confirm with Community Development staff that plantings were completed in accordance with this approval prior to final inspection of the generator installation.
5. 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
FEBRUARY 7, 2023

ROBERT J. ZANLUNGO JR., CHAIRMAN



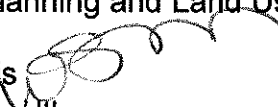
Town of Glastonbury

Health Department

Memo

January 25, 2023

To: Shelley Caltagirone
Director of Planning and Land Use Services

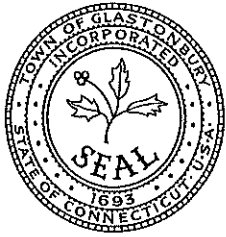
Fr: Wendy S. Mis 
Director of Health

Re: 2941-2945, 2951 and 2955 Main Street
Shops on Main, LLC

This office has received documents dated December 2, 2022 for Section 12.8 and 12.9 changes to the above referenced properties. Changes include parking changes, installation of a screen and a pad for a generator.

The documentation indicates that changes are in compliance with CT Public Health Code. If a tenant space is converted to restaurant space in the future, interior building plans are to be submitted to the Health Department for review.

Approval with respect to CT Public Health Code is forwarded for Commission consideration.



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

PROJECT: **Shops on Main LLC Minor Change Parking Lot**
LOCATION: **2941 -2955 Main St**

___NEW CONSTRUCTION CHANGE OF USE SUBDIVISION COMMERCIAL

OCCUPANCY CLASSIFICATION: FILE # **23-004**

PROPOSED FIRE PROTECTION: ENGINEER'S PLAN: INITIAL PLAN REVISED PLAN

ENGINEER:

ADDRESS: PHONE:

DATE PLANS RECEIVED: **1-19-2023** DATE PLANS REVIEWED: **1-19-2023**

COMMENTS: No Comments for parking lot revisions

A handwritten signature in black ink, appearing to read "Chris Siwy", with a stylized flourish at the end.

REVIEWED BY

Deputy Chief Chris Siwy –Fire Marshal

PAGE 1 OF 1

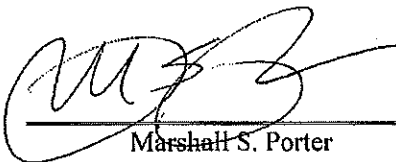
cc: Applicant
 File

GLASTONBURY POLICE DEPARTMENT

TO: TOWN PLAN AND ZONING COMMISSION
FROM: MARSHALL S. PORTER, POLICE CHIEF
SUBJECT: SHOPS ON MAIN, LLC: SECTION 12.9 MINOR CHANGE
REGARDING PARKING SPACES; SECTION 12.8 CHANGE
OF BUILDING USE 2941-2955 MAIN ST.
DATE: 01/24/23



We have reviewed the Shops on Main, LCC's application regarding a minor change to parking spaces and a change of building use and have no objection.



Marshall S. Porter
Chief of Police

**TOWN PLAN AND ZONING COMMISSION
GLASTONBURY, CT
APPLICATION FOR SPECIAL PERMIT**

Application for:

- Section 12 Special Permit with Design Review (SPDR)
- Section 12.9 Minor Change to an approved Section 12 SPDR
- Section 6.2 Excavation Special Permit
- Section 6.8 Rear Lot Special Permit
- Section 4.11 Flood Zone Special Permit
- Section 6.11 Accessory Apartment Special Permit**
- ** Applicant must submit addresses of property owners within 100 feet of the premises in accordance with Section 6.11.4 of the Building-Zone Regulations
Other - *Section 12.8 Change of Use*

Application and fee to be submitted with 14 sets of plans - see other side for fees.

Consult appropriate section(s) of the Glastonbury Building Zone Regulations to determine standards and criteria for application evaluation.

Applicant

Property Owner

Name SHOPS ON MAIN LLC

Name SHOPS ON MAIN LLC

Address 1414 Atwood Avenue

Address 1414 Atwood Avenue

Johnston, RI 02919

Johnston, RI 02919

Telephone 401-487-1147 ext. 152

Telephone 401-487-1147 ext. 152

Fax 401-751-2479

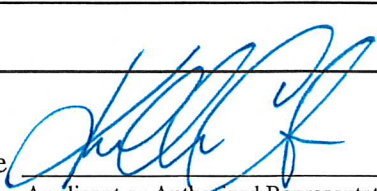
Fax 401-751-2479

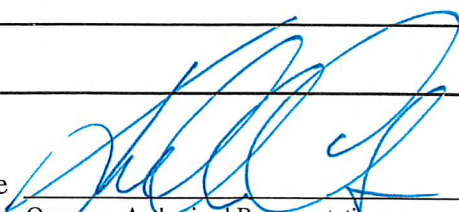
Location of proposed use 2941-2945 Main Street, 2951 Main Street & 2955 Main Street
(include street address if applicable)

Map/Street/Lot C 4 / 4 1 4 0 / W 0 0 1 1 Zoning District of proposal PBD
C 4 / 4 1 4 0 / W 0 0 1 0 A

Nature of request, including type of use, reasons for application, etc.

Change of use of Buildings 2, 3 and 4. Please see attached narrative for additional information.

Signature 
Applicant or Authorized Representative

Signature 
Owner or Authorized Representative

Date 11/29/2022

Date 11/29/2022

Fees:

Special Permits:

**Sec. 12 SPDR, Sec. 6.2, Sec. 6.8,
Sec. 4.11, Sec. 6.11, Other**

**\$200.00
plus \$60.00 State of Connecticut Fee = \$260.00**

**Sec. 12 SPDR - an additional fee of \$25 for each
2,000 sq. ft. over 10,000 sq. ft. is required**

**Sec. 6.2 Excavation Special Permit - an additional fee of
\$40 for each 5 acres or portion thereof in excess of 10 acres**

Sec. 12.9 Minor Change

**\$50.00
plus \$60.00 State of Connecticut Fee = \$110.00**

For Office Use

Date Received: _____

Fee Paid: _____ Cash / Check

Public Hearing Scheduled _____

Public Hearing Advertised (1) _____

(2) _____

Action _____

Notice of Action _____

TO: Town Plan & Zoning Commission
FROM: Alter & Pearson, LLC
DATE: December 2, 2022
RE: 2941-2945, 2951 and 2955 Main Street (Shops on Main) – §12.8 Change Use for Buildings 2, 3 and 4 (Planned Business and Development Zone)

As stated at the Town Plan and Zoning Commission meeting on November 15, 2022, the Applicant, SHOPS ON MAIN, LLC, submits this §12.8 Change in Use to track the changes in tenant uses. Below please find a chronological list of approvals and changes in uses that have occurred since 2016. Please note that the parking requirements continue to comply (parking chart attached).

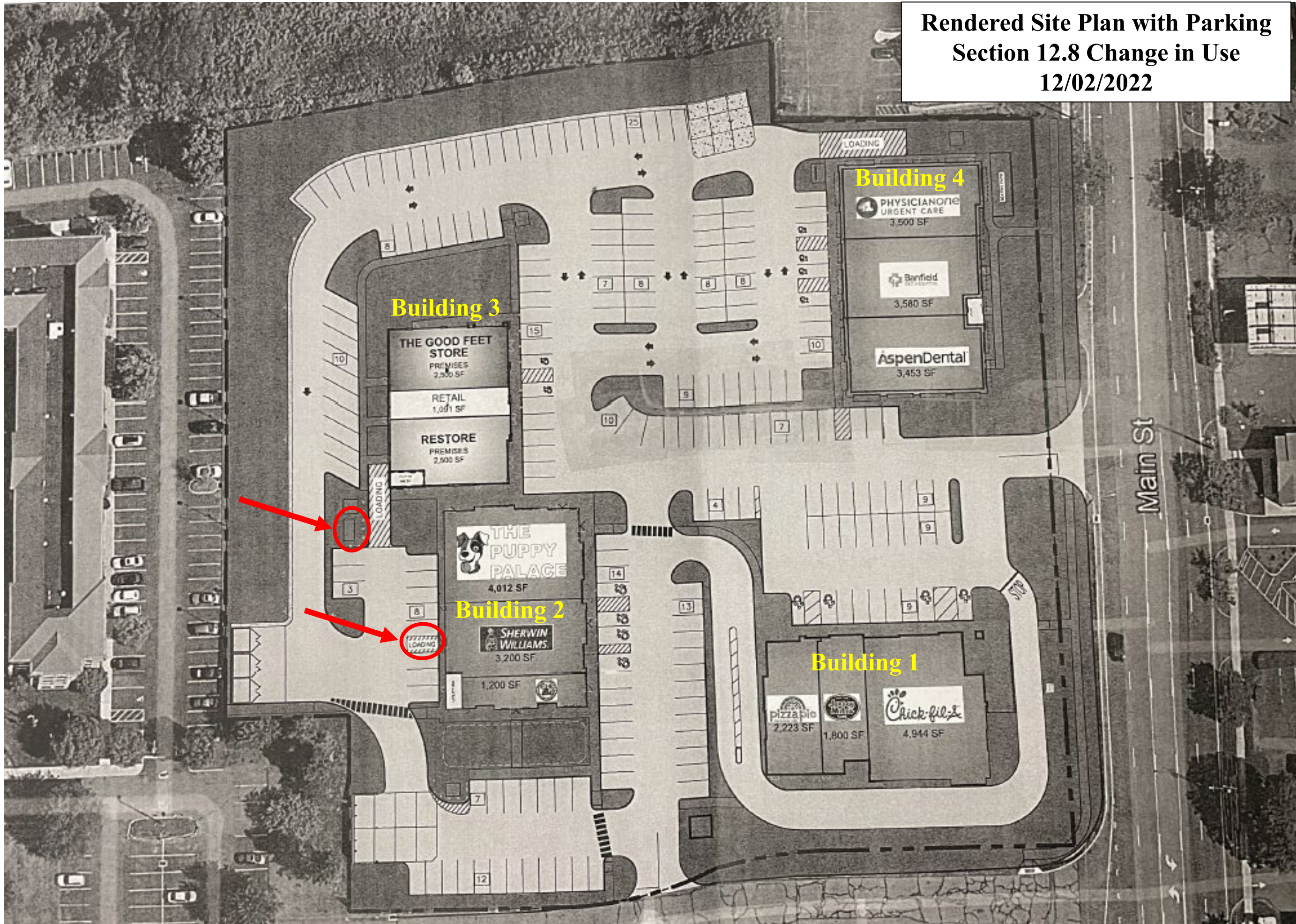
- **June 6, 2016:** TPZ Approved §12 Special Permit with Design Review (“SPDR”) for:
 - Building 1 – 176 restaurant seats
 - Building 2 – 8,960 s.f. retail
 - Building 3 – 9,450 s.f. retail
 - *187 parking spaces provided (181 required)*
- **March 5, 2019:** TPZ Approved §12 SPDR for Building 4 and a §12.9 Minor Change to reduce the size of Building 3 and change the approved uses for the site to:
 - Building 1 – 176 restaurant seats
 - Building 2 – 3,880 s.f. retail and 70 restaurant seats
 - Building 3 – 3,150 s.f. retail and 60 restaurant seats
 - Building 4 – 82 restaurant seats, 3,540 s.f. veterinarian services & 3,150 s.f. medical office
 - *216 parking spaces provided (210 required)*
- **July 2019:** Installation of concrete pad for generator behind Building 2 and 3, which resulted in the elimination of two parking spaces. The purpose of the generator is to provide backup power to the sewer ejector pumps that service both Buildings 2 and 3.
 - *214 parking spaces provided (210 required)*
- **September 25, 2019:** Plans Review Subcommittee approved §12.10 Insignificant Change for conversion of one parking space behind Building 2, to a ramp for Sherwin Williams.
 - *213 parking spaces provided (210 required)*
- **December 15, 2020:** Chairman and Building Official/ZEO approved a §12.10 Insignificant Change to allow for an emergency generator to be placed in a designated parking spot behind Building 2 for Puppy Palace, which generator is to be removed immediately upon the restoration of the power to the tenant space.
 - *213* parking spaces provided (210 required)*
 - ** = 1 space reserved for Puppy Palace during a power outage*
- **2022 Proposal - §12.8 Change in Use for Buildings 2, 3 and 4**
 - Building 1 – 176 restaurant seats
 - Building 2 – 7,212 s.f. retail and 24 restaurant seats
 - Building 3 – 3,591 s.f. retail and 2,500 personal services
 - Building 4 – 7,953 s.f. medical office and 3,580 s.f. veterinarian services
 - *213* parking spaces (199 required)*
 - ** = 1 space reserved for Puppy Palace during a power outage*

Shops on Main Parking Chart
12/2/2022

Name	Use	Floor Area/ Seat Count		Floor Area for Parking Calculation *0.85		Parking Requirement	Parking Spaces Required	Parking Spaces Existing
Building 1								
	Restaurant	176	seats			§9.11.j - 1 sp. per 3 seats	58.67	
	Restaurant							
	Restaurant							
Building 2								
	Retail	4,012	s.f.	3,410	s.f.	§9.11.j - 1 sp. per 150 s.f.	22.73	
	Retail	3,200	s.f.	2,720	s.f.	§9.11.j - 1 sp. per 150 s.f.	18.13	
	Restaurant	24	seats			§9.11.j - 1 sp. per 3 seats	8.00	
Building 3								
	Retail	2,500	s.f.	2,125	s.f.	§9.11.j - 1 sp. per 150 s.f.	14.17	
	Retail	1,091	s.f.	927	s.f.	§9.11.j - 1 sp. per 150 s.f.	6.18	
	Personal Services	2,500	s.f.	2,125	s.f.	§9.11.e - 1 sp. per 200 s.f.	10.63	
Building 4								
	Medical Office	3,500	s.f.	2,975	s.f.	§9.11.e - 1 sp. per 150 s.f.	19.83	
	Veterinary	3,580	s.f.	3,043	s.f.	§9.11.p - 1 sp. per 150 s.f.	20.29	
	Medical Office	3,453	s.f.	2,935	s.f.	§9.11.e - 1 sp. per 150 s.f.	19.57	
							198.20	
						TOTAL	199	213*

* = 1 space reserved for Puppy Palace during a power outage

**Rendered Site Plan with Parking
Section 12.8 Change in Use
12/02/2022**



TOWN PLAN AND ZONING COMMISSION
GLASTONBURY, CT
APPLICATION FOR SPECIAL PERMIT

Application for:

- Section 12 Special Permit with Design Review (SPDR)
- Section 12.9 Minor Change to an approved Section 12 SPDR
- Section 6.2 Excavation Special Permit
- Section 6.8 Rear Lot Special Permit
- Section 4.11 Flood Zone Special Permit
- Section 6.11 Accessory Apartment Special Permit**
- ** Applicant must submit addresses of property owners within 100 feet of the premises in accordance with Section 6.11.4 of the Building-Zone Regulations
- Other

Application and fee to be submitted with 14 sets of plans - see other side for fees.

Consult appropriate section(s) of the Glastonbury Building Zone Regulations to determine standards and criteria for application evaluation.

Applicant

Property Owner

Name SHOPS ON MAIN LLC

Name SHOPS ON MAIN LLC

Address 1414 Atwood Avenue

Address 1414 Atwood Avenue

Johnston, RI 02919

Johnston, RI 02919

Telephone 401-487-1147 ext. 152

Telephone 401-487-1147 ext. 152

Fax 401-751-2479

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Location of proposed use 2941-2945 Main Street, 2951 Main Street & 2955 Main Street
(include street address if applicable)

Map/Street/Lot C 4 / 4 1 4 0 / W 0 0 1 1
C 4 / 4 1 4 0 / W 0 0 1 0 A Zoning District of proposal PBD
C 4 / 4 1 4 0 / W 0 0 1 0

Nature of request, including type of use, reasons for application, etc.

Elimination of parking spaces behind Building 2 for installation of concrete pad for generator

together with update to parking chart for Site. Please see attached narrative for additional

information.

Signature 
Applicant or Authorized Representative

Signature 
Owner or Authorized Representative

Date 11/29/2022

Date 11/29/2022

Fees:

Special Permits:

**Sec. 12 SPDR, Sec. 6.2, Sec. 6.8,
Sec. 4.11, Sec. 6.11, Other**

**\$200.00
plus \$60.00 State of Connecticut Fee = \$260.00**

**Sec. 12 SPDR - an additional fee of \$25 for each
2,000 sq. ft. over 10,000 sq. ft. is required**

**Sec. 6.2 Excavation Special Permit - an additional fee of
\$40 for each 5 acres or portion thereof in excess of 10 acres**

Sec. 12.9 Minor Change

**\$50.00
plus \$60.00 State of Connecticut Fee = \$110.00**

For Office Use

Date Received: _____

Fee Paid: _____ Cash / Check

Public Hearing Scheduled _____

Public Hearing Advertised (1) _____

(2) _____

Action _____

Notice of Action _____

TO: Town Plan & Zoning Commission
FROM: Alter & Pearson, LLC
DATE: December 2, 2022
RE: 2941-2945, 2951 and 2955 Main Street (Shops on Main) – §12.9 Minor Change of Elimination of Parking Spaces and Confirmation of Parking Chart (Planned Business and Development Zone)

As stated at the Town Plan and Zoning Commission meeting on November 15, 2022, the Applicant, SHOPS ON MAIN, LLC, submits this §12.9 Minor Change in Use for the installation of a concrete pad and generator behind Buildings 2 and 3, which results in the elimination of two parking spaces. The purpose of the generator is to provide backup power to the sewer ejector pumps that service both Buildings 2 and 3. Attached to this narrative please find a parking chart for the Site, demonstrating that even with the elimination of the two parking spaces for the generator, the parking requirements continue to be met.

At the Architectural and Site Design Review Committee Meeting on November 15, 2022, the Committee requested that we remove the three (3) installed radial parking spaces northeast of Building 2 (these spaces are circled on the attachment). The Applicant does not want to remove any parking spaces from the Site. While the current mix of tenants results in an excess of 14 parking spaces from what is required by the zoning regulations, if even one of the tenant spaces is converted to a restaurant use, then the parking space surplus evaporates. Attached please find a sample parking chart, showing that if the Urgent Care is converted back to a restaurant, then there will be only 7 extra parking spaces on the Site. The Applicant feels that due to the success of the Site, together with the fact that the radial parking spaces continued to be used without issue, the spaces should not be eliminated at this time.

Finally, a request was made by the Town Manager for the property owner to reexamine the location of the meters on Building 4 together with the installed landscape screening, to see if it could be enhanced. The Applicant will install a metal screen, similar to what was used at the Chase Bank (see attached), and will relocate the landscaping to better screen the meters from Main Street.

Shops on Main Parking Chart
12/2/2022

Name	Use	Floor Area/ Seat Count		Floor Area for Parking Calculation *0.85		Parking Requirement	Parking Spaces Required	Parking Spaces Existing
Building 1								
	Restaurant	176	seats			§9.11.j - 1 sp. per 3 seats	58.67	
	Restaurant							
	Restaurant							
Building 2								
	Retail	4,012	s.f.	3,410	s.f.	§9.11.j - 1 sp. per 150 s.f.	22.73	
	Retail	3,200	s.f.	2,720	s.f.	§9.11.j - 1 sp. per 150 s.f.	18.13	
	Restaurant	24	seats			§9.11.j - 1 sp. per 3 seats	8.00	
Building 3								
	Retail	2,500	s.f.	2,125	s.f.	§9.11.j - 1 sp. per 150 s.f.	14.17	
	Retail	1,091	s.f.	927	s.f.	§9.11.j - 1 sp. per 150 s.f.	6.18	
	Personal Services	2,500	s.f.	2,125	s.f.	§9.11.e - 1 sp. per 200 s.f.	10.63	
Building 4								
	Medical Office	3,500	s.f.	2,975	s.f.	§9.11.e - 1 sp. per 150 s.f.	19.83	
	Veterinary	3,580	s.f.	3,043	s.f.	§9.11.p - 1 sp. per 150 s.f.	20.29	
	Medical Office	3,453	s.f.	2,935	s.f.	§9.11.e - 1 sp. per 150 s.f.	19.57	
							198.20	
						TOTAL	199	213*

* = 1 space reserved for Puppy Palace during a power outage

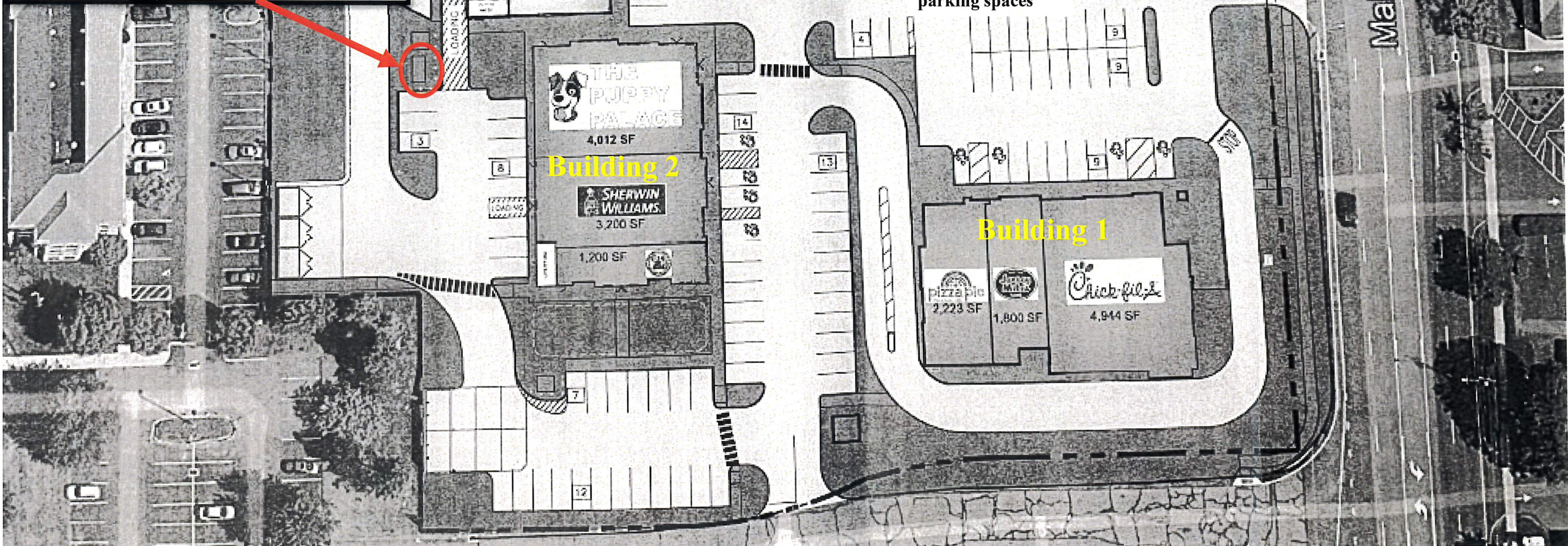
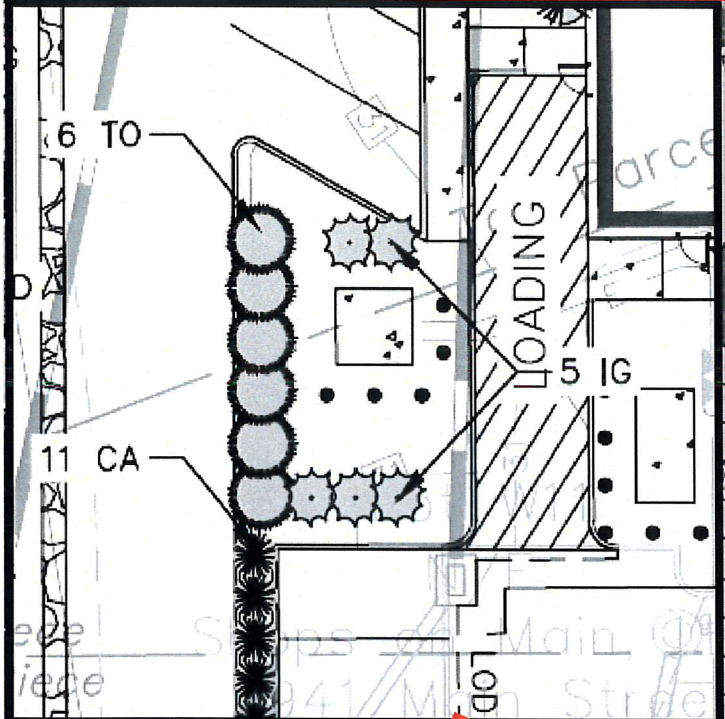
**Sample Shops on Main Parking Chart
For Potential Change to Restaurant Use**

Name	Use	Floor Area/ Seat Count		Floor Area for Parking Calculation *0.85		Parking Requirement	Parking Spaces Required	Parking Spaces Existing
Building 1								
	Restaurant	176	seats			§9.11.j - 1 sp. per 3 seats	58.67	
	Restaurant							
	Restaurant							
Building 2								
	Retail	4,012	s.f.	3,410	s.f.	§9.11.j - 1 sp. per 150 s.f.	22.73	
	Retail	3,200	s.f.	2,720	s.f.	§9.11.j - 1 sp. per 150 s.f.	18.13	
	Restaurant	24	seats			§9.11.j - 1 sp. per 3 seats	8.00	
Building 3								
	Retail	2,500	s.f.	2,125	s.f.	§9.11.j - 1 sp. per 150 s.f.	14.17	
	Retail	1,091	s.f.	927	s.f.	§9.11.j - 1 sp. per 150 s.f.	6.18	
	Personal Services	2,500	s.f.	2,125	s.f.	§9.11.e - 1 sp. per 200 s.f.	10.63	
Building 4								
	Restaurant	82	seats		s.f.	§9.11.j - 1 sp. per 3 seats	27.30	
	Veterinary	3,580	s.f.	3,043	s.f.	§9.11.p - 1 sp. per 150 s.f.	20.29	
	Medical Office	3,453	s.f.	2,935	s.f.	§9.11.e - 1 sp. per 150 s.f.	19.57	
							205.66	
						TOTAL	206	213*

* = 1 space reserved for Puppy Palace during a power outage

**Rendered Site Plan with Parking
Section 12.9 Minor Change
12/02/2022**

**Approved Landscape Plan for Generator Location
Techny Arborvitae and Compact Inkberry**



See attachment regarding meters

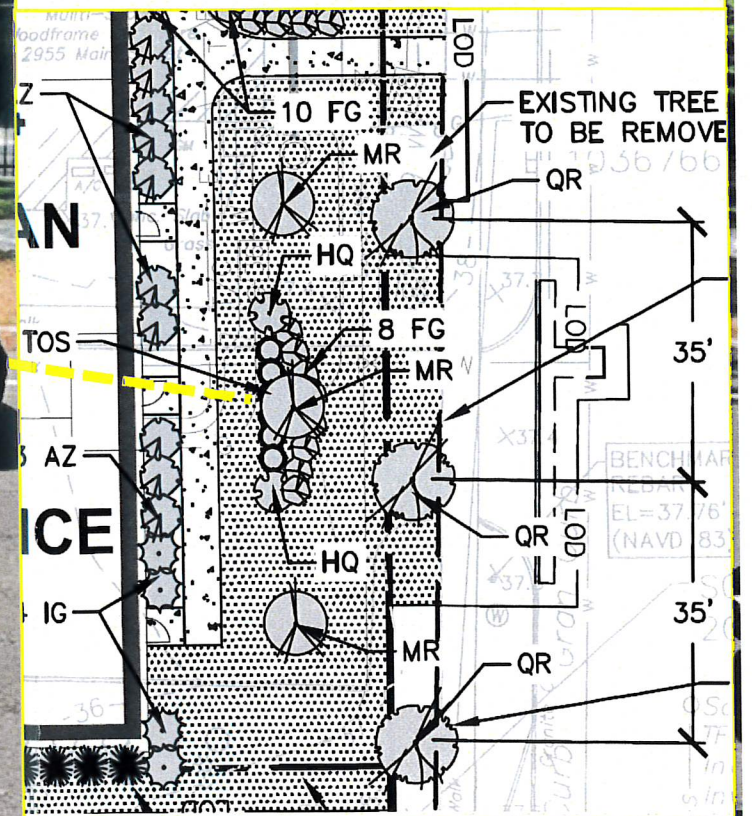
Three (3) radial parking spaces

2955 Main St
Glastonbury, Connecticut
Google
Street View - Aug 2022

Meters

Landscaping Intended
to Screen Meters

Approved Landscape Plan for
Meter Screening



Google



CHASE 

↑ Entrance

↑ Customer
Parking