



STAFF REPORT

OFFICE OF COMMUNITY DEVELOPMENT

Application: 4293	Submittal Date: Dec 10, 2022
Meeting Date: Feb 7, 2023	Date of Receipt: Dec 13, 2022
Agenda Item: Public Hearing #2	Application Type: 12 Special Permit with Design Review

Applicant/ Owner:

Reverend Mark S. Suslenko/
Saints Isidore and Maria Parish Corporation

Proposal:

Building addition and expanded parking

Proposal Address:

2533-2577 Main Street

Zone:

Town Center/ Town Center Village District overlay

Existing Land Uses:

Place of Worship

Prior Reviews/ Permits:

- ASDRC (4 meetings)
- Conservation Commission
- Plans Review Sub-Committee

Attached for Review:

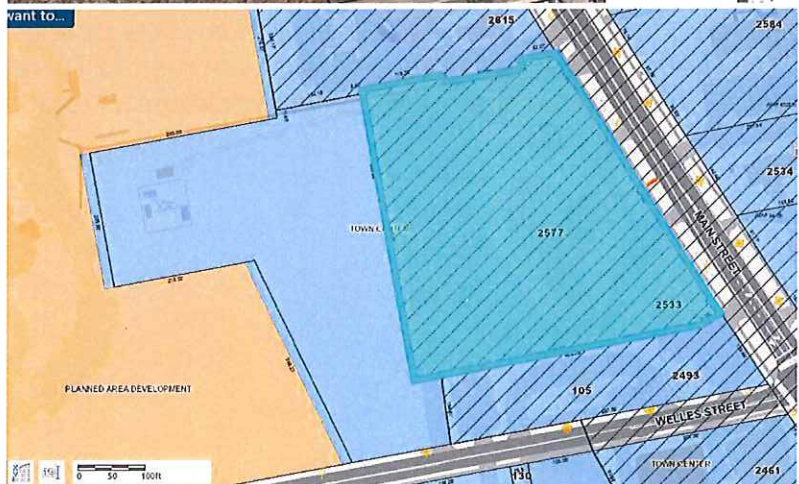
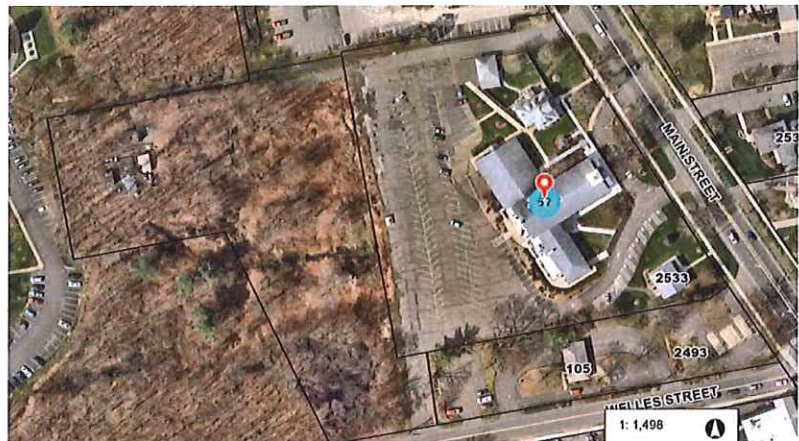
- Draft motion
- ASDRC Report
- Department memoranda (Conservation Commission, Fire, Health, Police, Engineering)
- Application and project narrative
- Plans

Executive Summary

- To build a 2-story, 15,341SF rear addition
- To add on-site parking to increase to 259 spaces

Site Description

The project site consists of two parcels totaling approximately 7.25 acres. The approximately 3.90 acre parcel with frontage on Main Street (a.k.a. 2577 Main Street) contains the church, rectory, garage and Parish Center buildings. The approximately 3.37 acre parcel with frontage on Welles Street (a.k.a. Lot W-38A Main Street) is located within the 500 year flood zone and contains two small structures. A small portion of the southwest corner of the 2577 Main Street parcel is located within the 500 year flood zone.



Site location, zoning and land uses

Proposal

The applicant is seeking approval for a parking lot expansion and construction of a new 2-story, 15,341 SF (main level: 8,355 SF; lower level: 6,986 SF); rear addition at Saints Isidore and Maria at St. Paul Church on Main Street. Approximately 1,020 SF of the existing church building would be demolished to accommodate the addition. The addition will include offices, classrooms, assembly hall with kitchen, bathrooms, and a glass vestibule with elevator. The applicant is also seeking a 10.76% parking waiver. Please refer to the Project Narrative for further details.

Planning and Zoning Analysis

Per Section 12.4 of the Town Building-Zone Regulations, staff finds that the proposed addition with recommended conditions of approval is:

- Appropriate in terms of its location at the rear of the existing church building and its supportive uses for the place of worship;
- In conformance with town regulations if revised to adhere with the recommendations of the attached Conservation Commission, Health, Engineering, Police, and Fire Marshall memos;
- In conformance with safety, health and environment if revised to adhere with the recommendations of the attached Conservation Commission, Health, Engineering, Police, and Fire Marshall memos;
- Is of quality overall design, architectural treatment and aesthetic character, as reviewed and favorably recommended by the Architectural and Site Design Review Committee (ASDRC).

Per Section 9.11 of the Building-Zone Regulations, the proposed project would require 288 spaces. The project proposes 257 spaces, resulting in a 10.76% deficit in the number of required spaces. Section 9.6 allows for TPZ to waive up to 30% of the minimum required parking spaces where customer use of multiple businesses and/or pedestrian customer traffic is anticipated. The expanded church lot will be jointly used by the church and the town as general public parking (see Project Narrative for details). The site is constrained by the location of wetlands at the rear of the property.

The ASDRC made a favorable recommendation with regard to architectural and landscape design as noted in the attached ASDRC report. The committee's design guidance was incorporated into the revised proposal with the exception of item #1 regarding the location of the four shade trees, which was determined to be infeasible by the engineering division due to safety and traffic flow concerns.

The project is consistent with the following town-wide policies of the *Plan of Conservation and Development*: Stormwater Management, Commercial Development and Town Center. It is also consistent with Plan Area 4: Town Center policies (see Project Narrative for further details).

DRAFT MOTION

TOWN PLAN AND
ZONING COMMISSION

SECTION 12 SPECIAL PERMIT WITH DESIGN
REVIEW

APPLICANT/OWNER: REVEREND MARK S.
SUSLENKO/
SAINTS ISIDORE AND MARIA PARISH
CORPORATION
2577 MAIN STREET
GLASTONBURY, CT 06033

FOR: 2533-2577 MAIN STREET

MOVED, that the Town Plan & Zoning Commission approve the application of Saints Isidore and Maria Parish Corporation for a Section 12 Special Permit with Design Review regarding a building addition and parking lot expansion/reconfiguration – 2533-77 Main Street and Lot W-38A Main Street (Saints Isidore and Maria Parish) – Town Center Zone and Town Center Village District Overlay, in accordance with plans on file submitted February 2, 2023 with the Office of Community Development, and in accordance with the following conditions of approval:

1. In compliance with:
 - a. The recommendation of the Architectural and Sites Design Review Committee (ASDRC) as contained in the ASDRC Report for January 17, 2023.
 - b. The standards contained in a report from the Fire Marshal, File 23-003, plans reviewed January 19, 2023.
 - c. The conditions set forth by in the Conservation Commission/Inland Wetlands and Watercourses Agency in their recommendation for approval to the Town Plan and Zoning Commission at their Regular Meeting of January 12, 2023 and documented in the Environmental Planner’s memorandum dated January 24, 2023.
2. In adherence to:
 - a. The Town Engineer’s memorandum dated January 4, 2023 and January 30, 2023.
 - b. The Director of Health’s memorandum dated February 3, 2023.
 - c. The Police Chief’s memorandum dated January 24, 2023.
3. 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



Architectural & Site Design Review Committee Report

MEETING DATE: January 17, 2023
 APPLICANT: Saints Isidore and Maria Parish Corporation (aka Saint Paul's Church)
 PROPERTY ADDRESS: 2577 Main St.
 ZONE: Town Center Zone

ADSRC MEMBERS PRESENT:

M. Branse X B. Davis X D. DeVries-Dalton X D. Flinchum X J. Kamm
 X A. Luzi X R. Shipman


APPLICATION: New Construction X Addition Exterior Renovation Demolition
 Other: _____

ACTION: ASDRC forwards a non-favorable recommendation with regard to architectural and landscape design as noted
 X ASDRC forwards a favorable recommendation with regard to architectural and landscape design as noted
 Additional design studies/information requested
 Other: _____

- DESIGN GUIDANCE**
1. Slide down the four trees on the north to get more shading on the parking lot.
 2. Add a peninsula to the entrance area and put a tree in it.
 3. Change the pachysandra by the main entrance.
 4. Mr. Friend will survey where the windows are to ensure that the Ten Commandments monument is in the middle and more balanced. Plants will layer in there.
 5. Change out the Karl Foerster for low juniper.
 6. Put a tree at the island on the southwest side of the parking lot.
 7. Change out the Tufted Hair Grass.
 8. Consider switching the stone for brick on the wall and on the stairs.
 9. Conduct a survey of the existing building mounted lights that are to remain or incorporate new building mounted lights into the photo survey.
 10. Look to reduce hot spots, with nothing under three-foot candles. Try to get them down to one. Nothing over 3000 kelvin temperature.

VOTE ON OF RECOMMENDATIONS:


For: 6 Against: 0
 Discussion: See Attached Minutes



 Chairman, ASDRC

MEMORANDUM

To: Town Plan & Zoning Commission

From: Suzanne Simone, Environmental Planner 

Date: January 24, 2023

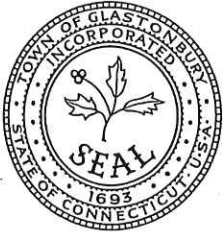
Re: Recommendation to the Town Plan & Zoning Commission for 2577 Main Street and Lot W-38A Main Street

The Conservation Commission approved the following recommendation to the Town Plan & Zoning Commission at the January 12, 2023 meeting:

MOVED, that the Conservation Commission recommends to the Town Plan & Zoning Commission approval of the application of Saints Isidore and Maria Parish Corporation for a building addition and parking lot expansion at 2577 Main Street and Lot W-38A Main Street, in accordance with plans entitled "Site Plan #2577 Main Street and Lot W-38A Main Street, Prepared for Saints Isidore and Maria Parish Corporation, 2577 Main Street, Dated November 1, 2022", 15 Sheets, and in compliance with the following stipulations:

1. Permittee is responsible for the proper installation, maintenance and consistent monitoring of the sediment and erosion controls and stabilization measures. Permittee shall inspect the sediment and erosion controls and stabilization measures a minimum of once a week and within 24 hours prior to a forecasted rain event, and within 24 hours of the end of a weather event producing a rainfall amount of 0.5 inch or greater, to be conducted throughout the construction phase and until the site is vegetatively stabilized. The Environmental Planner is hereby authorized to require increased inspections and additional soil erosion and sediment controls and stabilization measures as warranted by field conditions.
2. The Construction Sequence shall be adhered to.
3. Changes to the planting plan reviewed by the Conservation Commission shall be forwarded to the Environmental Planner to verify the plant species substitutions are consistent with the design purpose (e.g. trees to provide shade for the asphalt parking area) and the Conservation Commission preference for native plant species.
4. Prior to the issuance of a Certificate of Occupancy, certification from a landscape architect shall be required, confirming that the landscape plantings were installed in conformance with the approved landscape plan.
5. 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.

Additionally, the Conservation Commission supports this design proposal and parking plan, as it does not include the permanent loss of wetland soil and incorporates a design to treat stormwater before discharge into the surrounding wetlands. The Commission is aware this design could only be achieved through the granting of a waiver from the zoning requirements for parking.



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

PROJECT: St Isadore & Maria Parking Lot Revisions **LOCATION:** 2533-2577 Main St

DEVELOPER: S/A

NEW CONSTRUCTION CHANGE OF USE SUBDIVISION COMMERCIAL

OCCUPANCY CLASSIFICATION: Group A/E **F.M.O. FILE #** 23-003

PROPOSED FIRE PROTECTION: via MDC water main & GFD

ENGINEER'S PLAN # **INITIAL PLAN** **REVISED PLAN** _____

ENGINEER:

ADDRESS AND PHONE:

DATE PLANS RECEIVED: 1-19-23 **DATE PLANS REVIEWED:** 1-19-2023

COMMENTS: No Comments for parking lot revisions or changes made from 2021 submittal

Specific site comments made by this office dated 5-19-2021 (FMO # 21-021) would still apply but are not germane to this application

REVIEWED BY: _____

Deputy Chief Christopher N. Siwy

PAGE 1 **OF** 1

cc: App/File



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

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DEVELOPER: S/A

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OCCUPANCY CLASSIFICATION: Group A/E **F.M.O. FILE #** 23-003

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ENGINEER:

ADDRESS AND PHONE:

DATE PLANS RECEIVED: 1-19-23 **DATE PLANS REVIEWED:** 1-19-2023

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REVIEWED BY: _____

Deputy Chief Christopher N. Siwy

PAGE 1 **OF** 1

cc: App/File




Town of Glastonbury

Health Department

Memo

February 3, 2023

To: Shelley Caltagirone
Director of Planning and Land Use Services

Fr: Wendy S. Mis 
Director of Health

Re: 2577 Main Street
Saints Isadore and Maria Parish Corporation building addition and parking lot expansion

This office has received a plan set from Tecton Architects dated 7/6/22, last revised 10/6/22 for a proposed building addition and parking lot expansion.

The property is serviced by public water and sewer. A kitchen is shown on the main level, but no details or equipment schedule was provided for review.

Prior to application for a building permit, applicant must submit detailed floor plan for the kitchen, with full equipment schedule and details of expected level of food preparation. Determination of the type and size of grease collection unit will be determined at that time. Applicant will need to apply for annual food service license with the Glastonbury Health Department.

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

GLASTONBURY POLICE DEPARTMENT

TO: TOWN PLAN AND ZONING COMMISSION
FROM: MARSHALL S. PORTER, POLICE CHIEF
SUBJECT: SAINTS ISIDORE AND MARIA PARISH: SECTION 12 PERMIT
FOR ADDITION AND PARKING LOT EXPANSION
DATE: 01/24/23



We have reviewed Saints Isidore and Maria Parish Corporation's application for a Section 12 Permit for an addition and parking lot expansion at 2533-2577 Main St and have no objection to the proposal.



Marshall S. Porter
Chief of Police

January 4, 2023

MEMORANDUM

To: Suzanne Simone, Environmental Planner
Conservation Commission

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

Re: Proposed Addition and Parking Lot Expansion
#2577 and Lot W-38A Main Street
Saints Isidore and Maria Parish (Formerly St. Paul's Church)

The Engineering Division has reviewed the plans for the proposed addition and parking lot expansion on property located at 2577 and Lot W-83A Main Street for Saints Isidore and Maria Parish prepared by Megson Heagle and Friend, Civil Engineers and Land Surveyors LLC dated November 1, 2022 and the related Hydrology and Hydraulics report dated December 2022 and offers the following comments:

1. The Hydrology and Hydraulics report indicates that the proposed drainage system will reduce peak flow rates from the project area for all storm events analyzed and is consistent with Town standards for stormwater management. The proposed drainage system and stormwater basin provides treatment for the majority of the existing parking lot and will provide a significant water quality benefit to the run-off from this area.
2. The berm separating the sediment forebay from the remainder of the stormwater management basin should be constructed to an elevation above the low-flow outlet weir and should include a riprap spillway at the northern end of the berm in order to create a more circuitous route for storm water traveling from the discharge pipes to the outlet structure.
3. The detail for the 12" Concrete Weir on sheet 11 should be adjusted to reflect the low-flow orifice elevation of 28.6 as described in the Hydrology and Hydraulics report. Cross Section A-A for the stormwater basin should also be adjusted to reflect the water quality and peak stormwater elevations described in the report.
4. Provide a table describing pre and post development impervious area and directly connected impervious area for MS4 Permit tracking on sheet 2.
5. The various long-term stormwater maintenance plans found on sheets 9 and 14 should be consolidated into a single stormwater maintenance plan on sheet 2 that addresses all components of the proposed stormwater management system. This plan should also include removal of sediment from catch basins and address limits of mowing / no mowing within the various stormwater treatment facilities to clarify intent. References to a layer of mulch covering the rain garden and stormwater management basin in the maintenance plan do not seem relevant based on the planting narrative provided on sheet 14.

6. Adjust the location of proposed catch basins #3 and #5 to shift them outside of the town sewer easement to the extent possible.
7. Applicant should consider delineators and/or a suitable barrier such as timber post and rail for parking spaces abutting the depressed rain garden as well as spaces abutting the flush concrete sidewalk adjacent to the proposed addition. Similarly, the individual curb stops proposed along the western edge of the parking area will likely be routinely damaged during plowing operations. An alternative barrier is also recommended at this location.
8. Provide spot grades for the top and bottom of the retaining wall on the south side of the proposed building addition.
9. Clarify how the trash receptacle area on the southeast corner of the proposed building addition will be utilized. It does not appear to be accessible by a trash truck.
10. The limits of bituminous sidewalk reconstruction on the north side of the property should be reviewed since they do not appear to match the proposed limits of regrading.
11. A signing and pavement marking plan should be provided to clarify proposed traffic flow within the site. Proposed ADA parking signs should also be shown on the plans.
12. Provide a general note on sheet 5 regarding protection of the town's sanitary sewer force main during construction. Limitations on vibratory compaction directly above these pipes may be required by the Town based upon the amount of cover and condition of force main as determined during test pit operations.
13. An exterior grease trap may be required for the proposed kitchen facility depending on the classification determined by the Health Department. Details of the kitchen operation should be provided to the Health Department for further consideration.
14. Proposed trees depicted on the Planting Plan in the Main Street right-of-way shall incorporate an approved root barrier (Deep Root UB24-2 or equal) in order to protect the town sidewalk.
15. The Planting Plan should be revised to eliminate installation of new trees within the town sewer easement. The limits of the sewer easement should be depicted on the Planting Plan for clarity.

January 30, 2023

MEMORANDUM

To: Town Plan and Zoning Commission
Shelley Caltagirone, Director of Planning and Land Use Services

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

DAP

Re: Proposed Addition and Parking Lot Expansion
#2577 and Lot W-38A Main Street
Saints Isidore and Maria Parish (Formerly St. Paul's Church)

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1. Previous Engineering Division review comments from a memorandum dated January 4, 2023 to Suzanne Simone and the Conservation Commission should be incorporated to the satisfaction of this office. This memorandum is attached for reference.
2. Plans as submitted retain the northerly raised parking area islands as depicted in prior submittals. It is recommended that this configuration not be modified to move said islands southerly as discussed in prior Regulatory meetings. Doing so would likely create a site circulation safety issue and result in motorist confusion.
3. The Town has recently installed signage in this parking lot regarding public parking based on a recent agreement between the Town and the property owner. Such signs should be shown on the final plans and protected or relocated during construction as may be required.
4. A right-of-way permit shall be obtained by the contractor from this office prior to performing any excavation with the Town sewer force main easement. Proposed test pits to locate the sewer force main shall be performed prior to any other excavation within this easement and shall be coordinated with this office.
5. Applicant shall provide a copy of final stamped and signed plans and drainage report in PDF form to the Town Engineer.