

**THE GLASTONBURY TOWN PLAN AND ZONING COMMISSION
REGULAR MEETING MINUTES OF TUESDAY, JUNE 6, 2023**

The Glastonbury Town Plan and Zoning Commission, with Shelley Caltagirone, Director of Planning and Land Use Services, and Gary Haynes, 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., Chair
Ms. Sharon Purtill, Vice Chair
Mr. Raymond Hassett
Mr. Corey Turner
Mr. Emilio Flores
Mr. Philip Markuszka
Ms. Laura Cahill, Alternate

Commission Members Absent

Alternate Vacancy
Alternate Vacancy

Chairman Zanolungo called the meeting to order at 7:02 P.M.

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 May 2, 2023 Regular Meeting**

Motion by: Commissioner Hassett

Seconded by: Secretary Turner

Result: Minutes were accepted {5-0-1}, with one abstention from Vice Chair Purtill choosing not to vote since she was not present at the meeting.

3. **Application of Stephanie Pietri for a Section 12.9 Minor Change – change of use of first floor from office to dog groomer – 122A Naubuc Avenue – Town Center Mixed Use Zone**

Stephanie Pietri, the owner of Ruff & Tumble, a dog groomer business, explained that their South Windsor location is busy, and her Glastonbury clients have requested a local location. She and her husband, Christopher Pietri, are requesting a change of use of their first floor from an office to a dog groomer business. Commissioner Flores asked if there are any historical elements that will be preserved. Mr. Pietri replied that they would like to keep the original trim and

woodworking as much as possible. Mrs. Purtill asked about the parking. Mr. Pietri responded that there are currently 24 parking spaces. One space might be non-conforming because it is being used for a dumpster. Mr. Haynes noted that the previous use of the building was entirely all office, but with the proposed use of a salon on the first floor, the parking requirement is higher. To meet the regulations, there would need to be 26 parking spaces. The applicant has shown that they can realign the parking and allow up to 25 spaces.

Ms. Pietri clarified that their service is drop off-pick up, so the parking is staggered. Commissioner Turner clarified that the discrepancy is only one or two spaces, which is a small percentage of deferred spaces. Mrs. Purtill asked to screen the dumpster and inquired about lighting in the wintertime. Mr. Pietri replied that they seek to revamp everything to code, including adding adequate lighting in the parking lot. Mrs. Purtill asked if there are any tenants there now. Mr. Pietri responded yes, they will be given sufficient time to move out.

Commissioner Hassett asked why the condition allows for up to 30% deferred parking spaces. Mr. Haynes replied that 30% is the maximum, but they were not sure what the applicant was going to propose to defer. With the information provided tonight, that number can be revised down. Alternate Cahill is pleased that the applicant will freshen up the landscaping. She would like to see the sidewalk location and a landscaping plan with native plantings. Mrs. Purtill noted that the landscaping is not part of the current application, but it would enhance the space. She suggested that the applicant appear before the ASDRC to get some feedback. Mr. Haynes stated that they might do so when they present their landscaping plan.

Motion by: Secretary Turner

Seconded by: Commissioner Hassett

MOVED, that the Town Plan & Zoning Commission approve the application of Stephanie Pietri of Ruff & Tumble for a Section 12.9 Minor Change – change of use of first floor from office to dog groomer – 122A Naubuc Ave– Town Center Mixed Use Zone, in accordance with the plans on file with the Office of Community Development and the following conditions:

1. Adherence to:
 - a. The Engineering Department memorandum dated June 2, 2023.
 - b. The Police Department memorandum dated May 31, 2023.
2. Applicant shall have licensed surveyor/engineer submit parking analysis and revised site plan, per Town Engineer and Community Development approval, to meet minimum required parking per parking analysis with no more than three (3) deferred parking spaces reserved for future use. The revised site plan shall include the dumpster location and enclosure.
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.
4. Adequate exterior parking lot lighting shall be required prior to issuance of a Certificate of Occupancy from the Building/Zoning Department.

5. As part of a sign package or exterior modification approval, a landscaping plan, including plantings and sidewalk renovations, shall be submitted to the Architectural and Site Design Review Committee for approval.

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

4. Application of G & L Glastonbury, LLC for a Section 12.9 Minor Change – increase in medical office space leading to reconfiguration of parking to allow increased parking – 148 Eastern Boulevard – Planned Employment Zone

Brian Whalen of G & L Glastonbury, LLC presented that there are currently approximately 9,500 square feet of available tenant space at the 40,839 square foot project site. They would like to increase the amount of medical office space to accommodate potential tenants. To be compliant with the code, parking must be increased. A civil engineer has evaluated the traffic on-site and presented two options to consider: Either they could convert some conventional spaces - at 10 feet - to compact spaces, which would result in a gain of 10 parking spaces (Option 1) or convert some of the conventional spaces to 9-foot spaces, which would result in a gain of 9 spaces (Option 2).

Mr. Zanolungo asked how many parking spaces are currently available. Mr. Whalen responded that they have 171 spaces, but to meet the current requirements, they would need 204 spaces. Staff clarified that 221 spaces would be needed if the change to medical office were approved. Mrs. Purtill asked when the building was approved. Mr. Whalen replied 1985. Mrs. Purtill asked what the requirement was then. Mr. Whalen responded that it was one space for every 270 square feet of general office, so 151 parking spaces. Mrs. Purtill asked how much of the building is medical office space. Mr. Whalen replied, about 4,000 square feet. They seek to increase the medical space to over 10,000 square feet. This would bring them closer to the threshold of 25%, which would enable accommodation of the existing medical tenants and, potentially, the medical tenants who would be displaced from the sale of another building.

Mr. Haynes explained that the engineering department has reviewed the two options and prefers the second because it is only a difference of one parking space, while staying usable at a conventional size of 9 feet. Secretary Turner asked what the parking was like pre-COVID, before this hybrid model. Mr. Whalen responded that even when the building was 96% occupied, they never had a parking problem. Now that the work dynamic has shifted, he hopes that the building will fill up again.

Mrs. Purtill asked that the site plan include the potential deferred spaces that could be striped, if necessary. She then mentioned another deferred parking application on Western Boulevard, which became a magnet for medical offices in the region. That application was approved with a deferral, rather than a waiver. Ms. Caltagirone pointed out that the TPZ approved a 5% deferral for 400 parking spaces at the Western Blvd site.

Mrs. Purtill's concern with this proposal is that even if the 14 deferred spots were granted, that would still leave a substantial shortage of 26 spaces. She asked to show how one could get as many parking spaces as realistically as possible. Mr. Haynes added that even if the parking circle

is reconfigured, it could be done in such a way that it is just deferred spaces. He leans towards option 2. Mr. Hassett suggested acquisition of contiguous property, to aid with the parking situation. Mr. Whalen explained that the Town just sold property, which they had hoped to purchase, but it did not work out.

Motion by: Secretary Turner

Seconded by: Commissioner Hassett

MOVED, that the Town Plan & Zoning Commission hereby tables the application.

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

5. CONSENT CALENDAR

- a. Scheduling of Public Hearings for the Regular Meeting of June 20, 2023:
 - i. Application of Zhenlei Xiao for a Section 6.11 Accessory Apartment Special Permit – 88 Goodrich Road – Residence AA Zone
 - b. Final Construction Bond Release for the Tyler Open Space Subdivision, Phases II & III

Motion by: Secretary Turner

Seconded by: Commissioner Flores

Result: Consent calendar was accepted unanimously {6-0-0}.

6. Chairman's Report *None*

7. Report from Community Development Staff

Mr. Hassett asked for insight on texts. Ms. Caltagirone replied that both Town Staff and the Commission were served with separate FOIA requests, which includes any texts from personal or work phones, social media posts, and emails, limited to that particular application, from January 1, 2023 onward. Mr. Zanolungo thought it said January 1, 2022. Ms. Caltagirone will check.

The Town Plan and Zoning Commission adjourned their meeting at 7:57 P.M.

Respectfully Submitted,

Lilly Torosyan

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Recording Clerk