

**THE GLASTONBURY TOWN PLAN AND ZONING COMMISSION
REGULAR MEETING MINUTES OF TUESDAY, OCTOBER 3, 2023**

The Glastonbury Town Plan and Zoning Commission, with Shelley Caltagirone, Director of Community Development, 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., Chairman
Mr. Corey Turner, Secretary
Mr. Raymond Hassett
Mr. Philip Markuszka
Ms. Laura Cahill, Alternate {seated as full voting member}
Ms. Sharon Jagel, Alternate {seated as full voting member}

Commission Members Absent

Ms. Sharon Purtill, Vice Chair
Mr. Emilio Flores
Mr. Dennis DesMarais, Alternate

Chairman Zanolungo called the meeting to order at 7:00 P.M. In the absence of Commissioners Purtill and Flores, he seated Commissioners Cahill and Jagel.

PUBLIC COMMENT

Informal session for the purpose of hearing from citizens on Regular Meeting agenda or non-agenda items *None*

PUBLIC HEARING

Application of Joseph Lavertu for a Section 6.11 Accessory Apartment Special Permit - 84 Bell Street - Rural Residence Zone *Postponed to 10-17-23*

REGULAR MEETING

1. Acceptance of the Minutes of the September 19, 2023 Regular Meeting

Motion by: Commissioner Hassett

Seconded by: Commissioner Cahill

Result: Minutes were accepted {5-1-0}, with Secretary Turner abstaining.

2. **Recommendation to the Town Council (Zoning Authority) regarding the adoption of the Design Guidelines for the Town Center Village District**

Francisco Gomes, senior project manager of FHI Studio, introduced the design guidelines project team, which is comprised of Town Council, Town Plan and Zoning Commission (TPZ), and Architectural Site Design and Review Committee (ASDRC) members. The purpose of the design guidelines is to promote and enhance the historical architecture of Glastonbury's town center. The project has its origins in the Town's 2018-2028 Plan of Conservation and Development (POCD). Under Connecticut General Statute (CGS) Section 8-2j, towns have the authority to establish and enforce design guidelines. In 2022, Glastonbury adopted a Town Center Village District (TCVD) for the Town Center.

The development process started last year with monthly meetings, an online survey, and an in-person workshop in November at the Riverfront Community Center (RCC). The project study area spans from the East Hartford town boundary to Hubbard Street and from the Connecticut River to Route 2, with the TCVD located at the center. Glastonbury has several zones across this study area, whose focus include commercial, mixed-use, and multi-family residential areas. The guidelines are highly visual, user-friendly, and were developed in consultation with the Design Guidelines Steering Committee. The guidelines regulate or advise on various design elements under site, building, and the public realm.

Design guidelines are tailored to the five project sub-areas and the TCVD, and they establish required, preferred, and conditional standards for each design element. Design guidelines are compulsory only in the TCVD, where they have the same strength as zoning. Outside of the TCVD, they are advisory. Guidelines inform developers and applicants of what the Town's expectations are and provide the ASDRC with a guide to use for consistency and ease of reviewing applications. To date, there has been a generally favorable response from the public. After the TPZ, the Council will hold a public hearing next week to consider adoption.

Ms. Caltagirone noted that the ASDRC was very supportive of the document, but recommended six discreet edits for the final draft. Secretary Turner finds the edits to be minor. He thanked Mr. Gomes for his patience and work on helping to design balanced, thought-out guidelines. Commissioner Cahill asked what "substantial reconstruction" and "rehabilitation" mean. Mr. Gomes responded that the intention was for these guidelines to not be applicable to existing properties which did not come before the ASDRC for review. Ms. Caltagirone added that they tried to stay close to the existing language regarding design guidelines applicability, which was taken directly from the code.

Motion by: Secretary Turner

Seconded by: Commissioner Hassett

MOVED, that the Glastonbury Town Plan and Zoning Commission recommends the Glastonbury Town Center Design Guidelines final draft for adoption by the Town Council and forwards the following comments for consideration by the Town Council:

1. On page 24, require that if trees are removed that they should be replaced
2. On page 24, include shade trees in landscaping requirement for front yard

3. On page 24, remove “drought tolerant” from plant description
4. Prohibit invasive species and add link to State of CT invasive species list
5. On page 44, remove the word “display” from discouraged list
6. On page 58, add sign lighting to guideline #1

And, that the Glastonbury Town Plan and Zoning Commission finds that the Glastonbury Town Center Design Guidelines final draft will support implementation of the Town Center Village District Overlay and implementation of Special Permits with Design Review for Multi-Family, Commercial, Office and Industrial projects in the F, PBD, PC, PE, PT, TC, TCMU, VC and VR Zones and applications for all projects in the ARZ, and PAD zones.

Mr. Zanolungo said that Vice Chair Purtill has expressed her support for the design guidelines and accepts the six comments from the ASDRC. He reiterated Mr. Turner’s comments on how long and thorough this process was. Mr. Zanolungo also found the November in-person workshop to be very eye-opening and thanked Town staff for all of their work.

Result: Motion was accepted unanimously {6-0-0}.

3. Appointment of two commissioners to joint subcommittee (with Town Council) to review Building Zone Regulation text amendments

Ms. Caltagirone explained that the Council has discussed the TPZ’s recommendation to create a subcommittee which would review the Building-Zone Regulation text amendments regarding commercial vehicles. The Council appointed Council members Ms. Carroll and Mr. Cavanna to the subcommittee. They await two commissioners to join. Mr. Turner and Mr. Markuszka volunteered to serve.

Motion by: Commissioner Cahill

Seconded by: Commissioner Hassett

MOVED, that the Glastonbury Town Plan and Zoning Commission hereby appoints Mr. Turner and Mr. Markuszka to serve on the Building-Zone Regulation joint subcommittee.

Result: Motion was accepted unanimously {6-0-0}.

4. CONSENT CALENDAR

- a. Scheduling of Public Hearings for the Regular Meeting of October 17, 2023:
 - i. Application of Glastonbury Housing Authority for a Final Development Plan to re-zone 55 Nye Rd from Planned Employment to Residence A and Planned Area Development

Motion by: Commissioner Jagel

Seconded by: Secretary Turner

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

5. **Chairman's Report** *None*

6. **Report from Community Development Staff**

Ms. Cahill asked about the preliminary PAD review. Ms. Caltagirone replied that they are still on track for October 10, during the Council's meeting. The joint public hearing will be called at 8:00 P.M. but she is unsure as to how many other public hearings there will be beforehand. Mr. Zanolungo asked to explain what the joint hearing is. Ms. Caltagirone replied that this is not a vote to adopt new zoning regulations. The town code requires a preliminary meeting with the Council and the TPZ before the concept is sent off for review. This way, the applicant will receive information on whether or not there is support for the concept.

The Town Plan and Zoning Commission adjourned their meeting at 7:41 P.M.

Respectfully Submitted,

Lilly Torosyan

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Recording Clerk