

**THE GLASTONBURY TOWN PLAN AND ZONING COMMISSION  
REGULAR MEETING MINUTES OF TUESDAY, DECEMBER 12, 2023**

The Glastonbury Town Plan and Zoning Commission, with Shelley Caltagirone, Director of Community Development, and Gary Haynes, Planner, held a Regular Meeting at 7:00 P.M in the Council Chambers of Town Hall, 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. Philip Markuszka

Mr. Emilio Flores

Mr. Raymond Hassett

Ms. Sharon Jagel, Alternate

Mr. Dennis DesMarais, Alternate {participated via Zoom video conferencing}

**Commission Members Absent**

Ms. Sharon Purtill, Vice Chair

Ms. Laura Cahill, Alternate

Chairman Zanolungo called the meeting to order at 7:00 P.M. In the absence of Vice Chair Purtill, he seated Alternate Jagel as a full voting member.

---

**PUBLIC COMMENT**

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

**PUBLIC HEARING**

**1. Application of EDI Holdings LLC for a Section 12 Special Permit with Design Review for a warehouse building with office space & storage bays – 115 Sequin Drive – Planned Commerce Zone**

Attorney Hope of Alter & Pearson, LLC represented the applicant. She remarked that this will be their ninth meeting before the town. They have received positive recommendations from the Architectural and Site Design Review Committee (ASDRC), Water Pollution Control Authority (WPCA), and the Conservation Commission/Inland Wetlands & Watercourses Agency. The proposal is to develop the four-acre parcel on the east end of Sequin Drive. The site slopes up from elevation 115 to elevation 190. The ASDRC asked to regrade as little of the lot as possible and to keep as much vegetation as possible. The applicant will comply with this request. About one-third of the lot will be regraded and disturbed to install the warehouse.

One curb cut is proposed. An 18-foot-wide driveway will bring customers up to the building. Ms. Hope explained that her client seeks to highlight some of the services he can provide to customers in an outdoor showcase area. There are also two decorative field stone retaining walls. They have pushed back the decorative fence from the curb to create some space visually. A detention pond is located in front of the fence to collect the stormwater. There is also a temporary storage area. Per ASDRC request, they have added lots of plantings to the landscaping plan.

Commissioner Hassett asked about the natural dumpster enclosure. Ms. Hope clarified that the ‘natural’ refers to a natural color. The material will be plastic. She explained that there will be no light spillage off the property line. She then reviewed the previous iterations of the plan which were presented at their three meetings before the ASDRC. The ASDRC had forwarded a positive recommendation with three conditions, which the applicant is amenable to. Ms. Hope believes that their proposed building is very appropriate for this part of town, as most of the buildings on Sequin Drive are metal. She then reviewed the elevation and color samples of the building.

With no comments from the public or commissioners, Mr. Zanolungo closed the public hearing.

**Motion by:** Secretary Turner

**Seconded by:** Commissioner Hassett

MOVED, that the Town Plan and Zoning Commission approve the application of EDI Holdings LLC for a Section 12 Special Permit with Design Review for a warehouse building with office space & storage bays – 115 Sequin Drive – Planned Commerce Zone, in accordance with plan set entitled Proposed Warehouse 115 Sequin Drive, prepared BSC Group, revision date November 17, 2023, and:

1. In compliance with:
  - a. The recommendations from the ASDRC in their Committee Report dated 11/21/23.
  - b. The conditions set forth by the Conservation Commission/Inland Wetlands and Watercourses Agency, in their recommendation for approval to the Town Plan and Zoning Commission in their memorandum dated May 2, 2023.
2. In adherence to:
  - a. The Town Engineer’s memorandum dated December 6, 2023.
  - b. The Director of Health’s memorandum dated December 5, 2023.
  - c. The Police Chief’s memorandum dated December 4, 2023.
3. All construction shall be performed in accordance with the following:
  - a. 2002 Connecticut Guidelines for Soil Erosion and Sedimentation Control, as amended.
  - b. The Connecticut Stormwater Quality Manual, as amended.
  - c. All stormwater discharge permits required by the Connecticut Department of Energy and Environmental Protection (DEEP) pursuant to CGS 22a-430 and 22a-430b.

- d. Section of the Town of Glastonbury Building-Zone Regulations, as amended and any additional mitigation measures to protect and/or improve water quality as deemed necessary by the Town.
4. This is a Section 12 Special Permit with Design Review. 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.

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

## **2. Application of Joseph Carollo for a Section 6.11 Accessory Apartment Special Permit – 290 Main Street – Country Residence Zone**

The applicant, Joe Carollo, explained that he built this house in 2000. There was attic space on the third floor which was never used. He has decided to expand that area for his ailing father-in-law, with a separate entrance and parking spot. He noted that the addition does not take up any more footprint to the house because it is on the third floor. The Health Department had inquired whether the office was considered an extra bedroom, but it is small enough to qualify as an office. He explained that all the mechanicals will be combined. Mr. Haynes asked if the stairway has access to the actual living space, as well. Mr. Carollo replied yes.

Mr. Hassett asked about the fire department's memorandum, which listed no comment on Agenda Items 1-5. Ms. Caltagirone clarified that the Fire Marshal was commenting on the draft agenda, which was revised. His memorandum addresses all three public hearing items, as well as the two minor change items which are now in the regular meeting schedule. His intention was to say that he has no comment on any of these applications.

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

**Motion by:** Secretary Turner

**Seconded by:** Commissioner Flores

MOVED, that the Town Plan and Zoning Commission approve the application of Joseph Carollo for a Section 6.11 Accessory Apartment Special Permit – 290 Main Street – Country Residence Zone – in accordance with plans on file with the Office of Community Development, and the following conditions:

1. Adherence to:
  - a. The Health Department memorandum dated December 6, 2023.
  - b. The Police Department memorandum dated December 4, 2023.
  - c. The Engineering Department memorandum dated December 6, 2023.
2. 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. Prior to issuance of Building Permit, the applicant shall file the motion of approval on the land records and provide proof of such filing to the Office of Community Development.

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

**3. Application of Bryan Feery Fine Homes, LLC for final re-subdivision approval – one lot into two – 43 Gates Farm Road – Residence AA & Flood Zones**

Jon Sczurek of Megson, Heagle & Friend, LLC represented the applicant for a proposal to re-subdivide 43 Gates Farm Road. The total lot area is 11.6 acres. The existing home will remain as a ten-acre homestead. The new lot will be located near the existing barn adjacent to Gates Farms Road. The lot is served by public sanitary sewer and MDC water and will utilize roof infiltration practices. There will be no work within the flood zone or the wetlands area. Sidewalks already exist along the frontage of the property. The proposal meets the Plan of Conservation and Development and has received a positive recommendation from the Conservation Commission.

Mr. Zanolungo opened the floor for public comment:

*Paul Stasiw of 38 Gates Farm*, supports the project but seeks to understand the level of disruption to the existing neighborhood. He asked about the length of construction and whether there will be a construction trailer on-site. He also inquired whether the farming portion on the property will continue.

Mr. Sczurek explained that homes like this typically take a year to construct. There is a construction entrance at the end of the driveway to prevent sediment. There are also hay bale barriers or silt fences to trap that sediment. He is unsure whether the builder uses a construction trailer. Soil stockpiling will be in the back of the lot. He does not know the plans for the agricultural activities, which mostly occur below, adjacent to the watercourse area. The existing driveway will be removed and seeded to be turned into a lawn area. The new driveway will be cut in on the new lot, between the water and sewer lines.

With no further comments, Mr. Zanolungo closed the public hearing.

**Motion by:** Secretary Turner

**Seconded by:** Commissioner Markuszka

MOVED, that the Town Plan and Zoning Commission approve the application of Bryan Feery Fine Homes, LLC for final re-subdivision approval – one lot into two – 43 Gates Farm Road – Residence AA & Flood Zones, in accordance with the plan set entitled “43 Gates Farm Road Resubdivision prepared by Megson, Heagle, and Friend, dated 10/26/23” and:

1. In compliance with:
  - a. The Conservation Commission in their recommendation for approval to the Town Plan and Zoning Commission in a memorandum dated November 13, 2023.
2. In adherence to:

- a. The Health Department memorandum dated December 5, 2023.
  - b. The Engineering Department to Conservation Commission memorandum dated November 3, 2023.
  - c. The Engineering Department to Town Plan and Zoning Commission memorandum dated December 6, 2023.
  - d. The Police Department memorandum dated December 4, 2023.
3. With the following conditions:
- a. Prior to issuance of a Building Permit, the applicant shall file the motion of approval and Subdivision Plan on the land records of the Town Clerk.
  - b. Prior to issuance of a Building Permit, the applicant shall file (2) paper copies of the finalized, approved plans in the Office of Community Development.
  - c. Applicant shall revise the finalized plans to display the correct side yard requirement on the proposed lot on northwest side as 20 feet and not 15 feet as shown.
  - d. 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.

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

## **REGULAR MEETING**

### **1. Acceptance of the Minutes of the November 21, 2023 Regular Meeting**

**Motion by:** Commissioner Hassett

**Seconded by:** Secretary Turner

**Result:** Minutes were accepted unanimously {6-0-0}.

### **2. Application of CKM LLC for a Section 12 Minor Change concerning a softball batting facility – 237 Oak Street, Unit C – Planned Commerce Zone**

Karen Costes, Kelley Costes, and Denise Marchese are co-owners of CKM Softball Academy, which was established in Glastonbury in 2022. Karen Costes explained that this will be a centralized location for instructors to hold lessons for their clients, most of whom are located in town. The site is in an existing warehouse, and has the full support of the property owner. Their design includes four cages. The site plan shows 34 parking spaces, of which 25 will be allocated for their facility; the remaining 9 are for the other tenants. Proposed enhancements include striping the property and properly signing the parking spots; as well as adding more lighting and providing a photometric plan. Hours of operation will be from 3:00 p.m. to 9:00 p.m., which is in accordance with Glastonbury Public Schools hours.

Mr. Haynes stated with only 9 of the 34 parking spaces being required for other tenant uses and the applicant peak hours not being in conflict with the existing uses on the weekends, the

existing parking seems to be adequate for the proposed softball facility. Their septic system is shared with the unit next door, and was approved by the Health Department. He noted that Town staff added a condition to provide a photometric plan. In order to ensure that the site is adequately lit, the applicant proposes an extra pole light towards the entrance drive.

Commissioner Jagel asked about the location of the entrance drive. Karen Costes responded that the entrance comes off Oak Street. Commissioner Markuszka asked if the enhancements will be the responsibility of the applicant or the owner. Kelley Costes replied that CKM will assume responsibility. Commissioner Flores asked if the lot has been properly numbered. Kelley Costes answered that, once the proposal is approved, they will put up the sign and ensure that it is properly numbered.

**Motion by:** Secretary Turner

**Seconded by:** Commissioner Jagel

MOVED, that the Town Plan and Zoning Commission approve the application of CKM LLC for a Section 12 Minor Change concerning a softball batting facility – 237 Oak Street, Unit C – Planned Commerce Zone - Highlight Realty LLC, owner, 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 November 16, 2023.
  - b. The Police Department memorandum dated November 13, 2023.
  - c. The Health Department memorandum dated December 7, 2023.
  - d. The Fire Marshal’s memorandum dated December 8, 2023.
2. The applicant shall provide a photometric plan to be approved by the Office of Community Development for existing and proposed outdoor lighting prior to issuance of Certificate of Occupancy to prove parking area is sufficiently illuminated.
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.

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

**3. Application of Intelvio, LLC for a Section 12 Minor Change concerning a phlebotomy training school – 148 Eastern Boulevard, 2nd floor – Planned Employment Zone**

This item was tabled as there was no one present to speak on the application.

**Motion by:** Commissioner Jagel

**Seconded by:** Commissioner Flores

MOVED, that the Town Plan and Zoning Commission tables the application of Intelvio, LLC for a Section 12 Minor Change concerning a phlebotomy training school – 148 Eastern Boulevard, 2nd floor – Planned Employment Zone

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

**4. Section 8-24 Connecticut General Statutes Referral from the Town Council regarding a farmland ground lease with Littel Acres Farm Market LLC at 297 Matson Hill Road**

**Motion by:** Secretary Turner

**Seconded by:** Commissioner Hassett

MOVED, that the Town Plan and Zoning Commission of the Town of Glastonbury recommends to the Town Council the leasing of 17± acres at 297 Matson Hill Road for up to fifteen years to Little Acres Farm Market LLC, as described in reports by the Town Manager dated December 1 and December 8, 2023. Municipal leasing of this parcel is fully consistent with policies established in the 2018 – 2028 Plan of Conservation and Development pertaining to protection of large tracts of land, protection of agricultural land, and specific reference to leasing agreements with local farmers.

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

**5. Section 8-24 Connecticut General Statutes Referral from the Town Council regarding a farmland ground lease with BHO Enterprises LLC at 297 Matson Hill Road**

**Motion by:** Secretary Turner

**Seconded by:** Commissioner Flores

MOVED, that the Town Plan and Zoning Commission of the Town of Glastonbury recommends to the Town Council the leasing of 6± acres at 297 Matson Hill Road for up to fifteen years to BHO Enterprises LLC d/b/a Belltown Hill Orchards, as described in reports by the Town Manager dated December 1 and December 8, 2023. Municipal leasing of this parcel is fully consistent with policies established in the 2018 – 2028 Plan of Conservation and Development pertaining to protection of large tracts of land, protection of agricultural land, and specific reference to leasing agreements with local farmers.

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

**6. Section 8-24 Connecticut General Statutes Referral from the Town Council regarding a ground lease with the Historical Society of Glastonbury at 2400 Main Street**

**Motion by:** Secretary Turner

**Seconded by:** Commissioner Markuszka

MOVED, that the Town Plan and Zoning Commission of the Town of Glastonbury recommends to the Town Council the extension of the lease of 2400 Main Street to the Historical Society of Glastonbury for siting of the Welles Tavern, as described in a report by the Town Manager dated December 8, 2023. Municipal leasing of this parcel is fully consistent with policies established in the 2018 – 2028 Plan of Conservation and Development pertaining to protection and adaptive reuse of historic buildings, the preservation of streetscapes in mixed-use areas, and the support of small business ventures.

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

**7. CONSENT CALENDAR – NO ACTION**

- a. Scheduling of Public Hearings for the Regular Meeting of January 16, 2024: to be determined

**8. 2024 Meeting Schedule**

Mr. Zanolungo explained that, next year, there are two meetings on the docket for November and December. Town Staff felt it prudent to do this because it is easier to cancel a meeting than to schedule a special meeting.

**Motion by:** Secretary Turner

**Seconded by:** Commissioner Hassett

MOVED, that the Town Plan and Zoning Commission of the Town of Glastonbury adopts the 2024 to early 2025 Meeting Schedule.

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

**9. Chairman’s Report**      *None*

**10. Report from Community Development Staff**

Ms. Caltagirone reminded the commission that the deadline for their training hours is coming up. She will forward commissioners three videos that will qualify them for the requirement. She also noted that, this Thursday, the Town Council will review the Nye Road proposal.

The Town Plan and Zoning Commission adjourned their meeting at 8:07 P.M.

Respectfully Submitted,

***Lilly Torosyan***

Lilly Torosyan

Recording Clerk