

**THE GLASTONBURY ARCHITECTURAL & SITE DESIGN REVIEW COMMITTEE  
SPECIAL MEETING MINUTES OF TUESDAY, NOVEMBER 21, 2023**

The Glastonbury Architectural and Site Design Review Committee, with Shelley Caltagirone, Director of Community Development, and Gary Haynes, Planner, held a Special Meeting at 5:00 P.M in the Academy School Cafeteria at 2143 Main Street with an option for Zoom video conferencing.

**1. ROLL CALL**

**Commission Members Present**

Mr. Brian Davis, Chairman  
Ms. Debra DeVries-Dalton, Vice Chair  
Mr. Mark Branse, Secretary  
Mr. David Flinchum  
Ms. Amy Luzi  
Mr. Robert Shipman

**Commission Members Absent**

Mr. Jeff Kamm

Chairman Davis called the meeting to order at 5:00 P.M.

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**2. 115 SEQUIN DRIVE – proposal for construction of a ±2,750 square foot warehouse building for material storage with office space for landscaping contractor – Planned Commerce Zone –Meghan A. Hope, Alter & Pearson, LLC, Matt Stephan, PE for BSC Group – EDI Holdings, LLC, applicant – Final/Advisory Review**

Attorney Meghan Hope of Alter & Pearson, LLC presented on behalf of the applicant, who is a Glastonbury resident. The applicant has purchased a 4.13-acre property on Sequin Drive to move their business from Rocky Hill. At this location, they hope to showcase the different landscaping and stone work that they do. This is their third time before the ASDRC.

Following comments received from the ASDRC, several changes were made. Landscaping has been added, along with an outdoor showcase area, and the fence in front of the detention area is now pushed further back. About one-third of the lot will be disturbed. Ms. Hope then showed the proposed business sign and an example of the proposed gate and proposed ornamental fence. She noted that there is a vinyl dumpster fence enclosure behind the building. The lighting plan consists of one light pole and three wall tacks mounted at 12 feet above grade. There is a lantern as well, for a decorative element. She noted that additional trees have been provided around the facade to break up the elevations, as requested by the ASDRC.

Mr. Branse asked how this complies with the recently adopted Town Center Village District Design Guidelines and asked to point to something in town that looks like this. Ms. Hope explained that they submitted their materials before the design guidelines came into effect.

Although this is a metal building, she believes that it looks unique, not prefabricated. Mr. Branse wonders why the Town went through the effort of adopting design guidelines if they are not going to be adhered to. Ms. Hope contended that this building is appropriate for the area and the applicant has been responsive to comments from the ASDRC. Mr. Branse disagreed, stating that the chain link fence and the blank walls with no articulation are prohibited. Mr. Davis pointed out that this site is not located within the design guidelines area. Therefore, the design guidelines are not compulsory here, but advisory. Ms. Caltagirone stated that is correct.

Mr. Shipman laments how the wooded site is being clear cut. He would like to add smaller shade trees to re-naturalize the area in certain pockets throughout the site. Ms. Dalton agreed. Mr. Flinchum cautioned that the applicant is showing mature renderings, so it will take awhile for those trees to grow. He agreed with Ms. Dalton that, if this is intended to be a showcase, the applicant is not taking advantage of what is on-site. He also noted that there are significant before and after slopes, and roots will be damaged outside the disturbance area. The ground cover used to stabilize these slopes is yet to be determined, which concerns him. Matt Stephan, P.E. for BSC Group, spoke to the E & S plan, noting that the soils are good and sandy. All the proposed slopes are 3:1 grading, which is accepted as a fairly stable slope.

Mr. Davis noted that this is a warehouse in an industrial part of town, located at the end of a cul-de-sac. Not a lot of the general public will be driving by this location. This all figures into the criteria by which they seek to overlay standards. He finds that a black chain link fence here is not only acceptable, but appropriate. While he is also concerned about the tree clearing, he understands that, in a commercial establishment, a nice lawn is favorable. Ms. Luzi commended the applicant for doing a great job on a warehouse building, noting that each of the three iterations has been an improvement on the one before. She also recognizes that the Town's design guidelines in this area are advisory. Additional trees are always welcomed, especially where there is a lot of grading. She likes the nicer fence. She asked if there is a light on the sign. Ms. Hope responded that there will be lighting.

Mr. Branse remarked that there is only one metal building now on Sequin Drive, and with this application, there will be two. He does not find that this application measures up with the rest of Sequin Drive establishments and fears that there will be more such applications to come before the ASDRC.

Mr. Davis asked about the color of the dumpster enclosure. Mr. Stephan stated that it is a white vinyl fence. Mr. Davis asked to get rid of the white, and he would also like to see re-naturalization of some trees.

**Motion by:** Mr. Branse

**Seconded by:** Mr. Shipman

*MOVED, that the Architectural & Site Design Review Committee forwards a favorable recommendation to the Town Plan & Zoning Commission, with the following suggestions:*

- *Add 8-10 trees, of less than 2.5-inch caliper, to re-naturalize the regraded areas;*
- *The natural dumpster enclosure shall match the color palette of the building;*
- *A double row of trees, of less than 2.5-inch caliper, shall be installed along the entrance drive.*

**Result:** Motion passed {5-1-0}, with Mr. Branse voting against.

**3. 265 HEBRON AVE – proposal to convert a single-family home to a two-family home - Town Center Village District/Town Center Zone - Scott Santucci, applicant - Final/Regulatory Review**

The applicant, Scott Santucci, explained that he purchased the 1,200-square-foot property this past September. The plan is to convert the single-family home to a two-family home. There will be egress to the second floor at the rear. He will improve the existing two-car garage for tenant use. Additional parking has been added and landscaping will be done. Arborvitae has been planted in the back, and several dead trees were taken out. Mr. Haynes asked if the listed boundary shows the existing gravel. Mr. Santucci replied that is correct. Ms. Luzi asked if the only structures that are being added are the stairway and the dormer. Mr. Santucci replied yes. Mr. Haynes added that the intention is to extend that living area.

Mr. Shipman suggested adding more trees along Hebron Avenue to help break up the streetscape. Mr. Davis asked about other improvements. Mr. Santucci explained that there will be a new roof. They have already painted the house and put in extra windows. Ms. Caltagirone asked about the windows. Mr. Santucci explained that they are double-hung with a sash in the middle. Mr. Davis noted that the top sash has to have a simulated light on the outside of the glass. Ms. Caltagirone added, on the inside as well. She asked if the front porch jalousie windows will be replaced. Mr. Santucci replied no. Mr. Davis stated that the casement should have the same divided light configuration as the double-hung windows. Mr. Hayes noted that the windows need to be installed per the plans, with the exception of the casements.

Mr. Branse asked about site lighting. Mr. Santucci explained that there will be spot lighting. Mr. Branse would like to see some landscaping around the parking lot. Ms. Dalton suggested installing screening to the adjacent area. Mr. Branse would like the applicant to return with a clearer presentation because it is hard to make a recommendation based on the sketches before them. Mr. Haynes explained that the applicant is proposing minimal changes to the building, but they are finding out more information as the process proceeds. The timing to get the surveyor to present a full-blown site plan did not work out, hence the sketches presented tonight.

Ms. Caltagirone noted that they have had discussions about setting up the ASDRC equivalent of a plans review subcommittee. The officers of that committee could sign off on an application like this. Mr. Haynes added that the purpose of that subcommittee would be to lessen the ASDRC's load. Mr. Davis is inclined to find another avenue so the applicant does not have to have another public hearing with them. Mr. Flinchum needs more information before deciding anything, especially regarding the parking and geometrics. Mr. Haynes asked the applicant to put together a plan with a surveyor.

Mr. Davis noted that the consensus is to have the applicant return for another public meeting. Mr. Haynes stated that Town staff will prepare a committee work group with recommendations and forward them to Mr. Santucci.

Mr. Davis listed the following items as things the ASDRC would like to see addressed:

- A dimension site plan with the parking configuration;
- The proposed landscaping plan;
- Revised elevations reflecting the actual window specification;
- the exterior lighting plan; and
- The water table at the front porch projection should be painted a color coordinated with the adjacent foundation wall.

With no further comments or questions, Chairman Davis adjourned the meeting at 6:40 p.m.

Respectfully Submitted,

***Lilly Torosyan***

Lilly Torosyan

Recording Clerk