

**THE GLASTONBURY TOWN PLAN AND ZONING COMMISSION
REGULAR MEETING MINUTES OF TUESDAY, JANUARY 16, 2024**

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 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. Raymond Hassett

Mr. Philip Markuszka {participated via Zoom}

Ms. Sharon Jagel, Alternate {participated via Zoom} *seated as full voting member*

Mr. Dennis DesMarais, Alternate {participated via Zoom} *seated as full voting member*

Ms. Laura Cahill, Alternate {participated via Zoom} *seated as full voting member*

Commission Members Absent

Ms. Sharon Purtill, Vice Chair

Mr. Corey Turner, Secretary

Mr. Emilio Flores

Chairman Zanolungo called the meeting to order at 7:09 P.M. In the absence of Commissioners Purtill, Turner, and Flores, he seated commissioners Jagel, DesMarais, and Cahill as full voting members.

PUBLIC COMMENT

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

REGULAR MEETING

1. Acceptance of the Minutes of the December 12, 2023 Regular Meeting

Motion by: Commissioner Hassett

Seconded by: Commissioner DesMarais

Result: Minutes were accepted {5-0-1}, with one abstention from Ms. Cahill, who chose not to vote since she was not present at the meeting.

2. Application of Intelvio, LLC for a Section 12.9 Minor Change concerning a phlebotomy training school – 148 Eastern Boulevard, 2nd floor – Planned Employment Zone

Karim Harouni of Intelvio presented the application. He explained that the current use of the site is listed as office space. They seek a Section 12.9 Minor Change, in order to use the site as a licensed training school. Their intention is to convert 1,656 square feet of space into an open floor for one large classroom. Commissioner Hassett asked where this fits within the regulations. Ms. Caltagirone responded that the site could qualify as both a medical office and a vocational school. While both are allowed uses in this zone, the medical office use has a stricter parking requirement. Therefore, they use that higher standard here. Mr. Hassett asked how the site plan would be handled if the parking is deemed insufficient. Mr. Haynes replied that the parking for this site was evaluated in August. The reserve parking would not need to be utilized. They would simply deduct the parking used for the training school from the number of parking spaces allocated for medical office.

Mr. Hassett noted that the floor plan shows a couple of large empty spaces. He asked how those would be used. Mr. Harouni answered that, right now, they are only leasing Suite 202. All other rooms are under the jurisdiction of the property manager. Commissioner Jagel asked about the specifics of the training program. Mr. Harouni replied that their standard class hours are four hours in the morning (9:00 a.m. to 1:00 p.m.), with an option for evening instruction (4:00 p.m. to 8:00 p.m.). They also offer a weekend course, which runs for a full eight hours. At maximum, there would be 20 students in the room at any one time.

Motion by: Commissioner Hassett

Seconded by: Commissioner DesMarais

MOVED, that the Town Plan and Zoning Commission approve the application of Intelvio, LLC for a Section 12.9 Minor Change – for a Phlebotomy training school – 148 Eastern Boulevard – Planned Employment Zone – G + L Glastonbury LLC owner, in accordance with the plans on file with the Office of Community Development and the following conditions:

1. Adherence to:
 - a. The Police Department memorandum dated December 4, 2023.
 - b. The Health Department memorandum dated December 5, 2023.
 - c. The Fire Marshal memorandum dated December 8, 2023.
 - d. The Engineering Department memorandum dated December 6, 2023.
2. If unforeseen circumstances 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 passed unanimously {6-0-0}.

3. Recommendation to the Zoning Board of Appeals — Request of Scott Santucci for a use variance from Section 4.13.2 of the Glastonbury Building-Zone Regulations to allow a 2-family home at 265 Hebron Avenue – Town Center Zone

Mr. Haynes explained that the applicant’s property is an existing single-family home, which he would like to convert to a two-family home. The zoning regulations define multi-unit dwellings

as three units or more. They worked on getting this approved as an accessory apartment. However, it does not qualify because the building will not be an owner-occupier situation. The Town Attorney recommended that the applicant file for a use variance. The applicant is scheduled to go before the Zoning Board of Appeals (ZBA) tomorrow. Mr. Haynes explained that the detached garage will be re-sided and new doors will be established. Two parking spaces will be added onto the south side of the garage area. Landscaping has been proposed for additional screening of the parking.

Mr. Zanlungo asked if the use will be strictly residential to which the applicant replied yes. Commissioner Cahill asked if, right now, the Town Center Zone only allows two-family houses, which were grandfathered in 2014. Ms. Caltagirone responded that is correct. It does allow multi-family buildings, so a three-family unit could be permitted with a special permit. However, given the size of this lot, redeveloping as a three-family structure would be difficult. Ms. Cahill stated that the ZBA grants variances for exceptional difficulty or unusual hardship. To her, this particular hardship just seems to be self-created by the applicant. She does not support making a recommendation without knowing how this will affect the surrounding properties.

Mr. Zanlungo disagreed. He thinks that the convoluted Town regulations are the hardship. If the applicant were to change this to a three-family unit, then it would be allowed. A two-family unit is a less intense use, but is not allowed. He believes that if the regulations say 'multi,' then two should be a part of it. He also feels that this property will be improved upon from its current state as a single-family home.

Mr. Haynes pointed out that the Town's Plan of Conservation and Development (POCD) speaks to a variety of housing goals, which this application meets. Because the applicant does not have enough area to create that third unit, that is the particular hardship to this situation. He believes that the owner-occupied accessory apartment restriction for two-family homes could be amended. Applying for a land use variance is a temporary fix until they can address modifying the regulations to better align with what they are trying to promote.

Ms. Caltagirone added that the Town's Affordable Housing Plan encourages a variety of housing types in town. These one-bedroom units would be providing a relatively affordable market-rate type of housing. Mr. Hassett asked for clarity on why the TPZ needs to make a recommendation, if the decision is up to the ZBA. Ms. Caltagirone replied that their recommendation is to determine whether or not this application meets the spirit and intention of the POCD and the purpose of the Town Center Zone per Section 13.2 of the code.

Ms. Jagel agrees that the process is convoluted. She does not really see a hardship, and she also does not like the idea of a three-family home being permitted here. Yet, she believes that the use itself is not too intensive while providing for alternative housing. Commissioner Markuszka agreed. Ms. Cahill finds this a perfect opportunity to restart the Building-Zone Regulations Subcommittee. From a policy standpoint, she thinks that they need to address the zoning aspect of this first.

Motion by: Commissioner Hassett

Seconded by: Commissioner DesMarais

MOVED, that the Town Plan and Zoning Commission forward a positive recommendation of the application of Scott Santucci for a requested use variance of Section 4.13.2 – modify single family home to a 2-family – 265 Hebron Avenue – Town Center Zone – Scott Santucci, owner, in accordance with the plans on file with the Office of Community Development and the following conditions:

1. Adherence to:
 - b. The Engineering Department memorandum dated November 16, 2023.
 - c. The Health Department memorandum dated November 14, 2023.
 - d. The Police Department memorandum dated November 13, 2023.
 - e. The ASDRC Committee Report dated December 19, 2023.
2. If unforeseen circumstances 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.

Amendment by: Commissioner Hassett

Seconded by: Commissioner Cahill

To add condition #3 to the motion: “The Town Plan and Zoning Commission defers to the Zoning Board of Appeals to ascertain if there is a legal basis for the variance.”

Result: Amendment failed {3-3-0}, with Commissioners Jagel, DesMarais, and Markuszka voting against.

Result: Motion passed {5-1-0}, with Commissioner Cahill voting against.

4. CONSENT CALENDAR

- a. Scheduling of Public Hearings for the Regular Meeting of January 30, 2024: to be determined
- b. Final Release of Construction Bond – 1040 Main Street Subdivision
- c. Final Release of Construction Bond – 400 Hebron Avenue
- d. Final Subdivision Approval – Crosby II Subdivision (conditional approval May 16, 2023)

Motion by: Commissioner Hassett

Seconded by: Commissioner DesMarais

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

5. Chairman’s Report

Mr. Zanolungo stated that he completed his continuing education hours for calendar year 2023.

6. Report from Community Development Staff

Last week, Ms. Caltagirone made a presentation to the Town Council on the Main Street Commercial Corridor Flood Zone. The Council took no action. They also started a discussion

about the potential expansion of the Town Center Village District overlay. The area would reach from Route 3, down to Williams Street at New London Turnpike. She will share the link to that meeting with commissioners.

Ms. Cahill asked when the Building-Zoning Regulations Subcommittee will meet again. Ms. Caltagirone replied that there is a staff is not currently able to take on the task alone, but she and the Town Manager have prepared a capital program request. In it, they seek funding for a consultant to help lead a building zone regulation update, along with other long-range planning needs. This item will be discussed by the Council during tomorrow's CIP workshop.

The Town Plan and Zoning Commission adjourned their meeting at 8:15 P.M.

Respectfully Submitted,

Lilly Torosyan

Lilly Torosyan

Recording Clerk