

## **THE GLASTONBURY ARCHITECTURAL & SITE DESIGN REVIEW COMMITTEE SPECIAL MEETING MINUTES OF TUESDAY, JANUARY 30, 2024**

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 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.

### **1. ROLL CALL**

#### **Commission Members Present**

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

#### **Commission Members Absent**

Mr. Jeff Kamm  
*Vacancy*

Chairman Davis called the meeting to order at 5:05 P.M.

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### **2. Continued Discussion and Adoption on the Rules of Procedure for the ASDRC**

Ms. Caltagirone reviewed the various sections of the draft rules of procedure, starting with the “Purpose” section. Ms. Caltagirone explained that, while projects for town-owned properties in the RL zoning district are not required to come before the ASDRC for review, it will be the Town’s practice to do so. Mr. Branse thinks that when this committee was created, it was an oversight to not require their review of town projects. Ms. Caltagirone noted that the Town Plan and Zoning Commission (TPZ) has discretion, through the special permit regulations, to require the ASDRC’s review. However, that means that the commission has the authority to request the review rather than Town staff. Mr. Flinchum finds it concerning, optics-wise, that governmental projects do not undergo the same process as everyone else in the community; Ms. Luzi agreed.

Ms. Caltagirone noted that when the Council discussed potentially expanding the Town Center Village District Overlay, this issue came up. She has been asked to review the history of how this was initially decided. Mr. Branse suggested changing the language from “town agencies may request” to “finally, upon Staff or commission request, applications of town agencies may be subject to advisory design review of...” The committee agreed with the language change.

Mr. Davis explained that, last week, a Planned Area Development (PAD) application for four single-family residences was to come before the ASDRC, but he determined beforehand that it was unnecessary due to the scale and location of the project. He would like to provide relief for certain kinds of PADs from having to be reviewed by the ASDRC. Ms. Caltagirone stated that

she can draft a motion, denoting that this development of single family homes does not require ASDRC design review and provide reasons why. Mr. Davis agreed that they should have discretion on whether or not a PAD should be reviewed, and that determination would be made in advance. Ms. Caltagirone noted that those types of applications are few and far between. She would feel more comfortable having a vote by a full committee on PADs.

Mr. Branse asked if the Council had a list of recommendations to fill Mr. Shipman's vacancy. Ms. Caltagirone does not know yet. When there is a packed agenda, Ms. Luzi would like for somebody to watch the clock. Ms. Caltagirone suggested making rules on how long committee presentations can be. Mr. Davis does not think that they need to overregulate things. Mr. Flinchum is irked by applicants bringing in last-minute changes. Mr. Haynes pointed out that Community Development Staff used to accept things all the way until the day packets are being delivered. Now, they require applicants to submit materials a week ahead of time, especially with preliminary applications. Mr. Davis would like a requirement that a quorum includes at least one of each professional background (an architect and a landscape architect). The committee agreed.

Regarding insignificant modifications to existing buildings, Ms. Caltagirone explained that the Town Code allows certain changes to be deemed insignificant and be approved by the TPZ Chairman. She has mirrored that language for the ASDRC, so that both the ASDRC and TPZ Chairs could sign off on these matters. Ms. Luzi finds that this makes sense for an architectural change, but asked what would happen if it is a landscaping change. Ms. Caltagirone explained that the Chair could consult with other members of the committee, and after, report back to the rest of the committee that a change was made.

Regarding minor changes in an approved planned of development, Ms. Caltagirone recommended a subcommittee to review and potentially approve these applications. She noted that the TPZ's Plans Review Subcommittee is a public meeting, but they do not take public comment. Mr. Haynes added that this subcommittee would lessen the workload for the ASDRC while avoiding the need to implement a second regular meeting a month for the full committee. This would help make the committee more efficient. Mr. Branse noted that a subcommittee has to be noticed.

Mr. Davis suggested combining the TPZ subcommittee with the ASDRC subcommittee. Ms. Caltagirone stated that this is possible, and would also prove helpful to the TPZ as they would get a heads up on what is coming through the process from the ASDRC to the TPZ. Additionally, doing it this way would not require any change to the ASDRC's Rules and Procedure. She clarified that, technically, the ASDRC subcommittee will be a separate subcommittee, which could meet during or after the TPZ's Plans Review Subcommittee.

***Motion by:*** Ms. Luzi

***Seconded by:*** Mr. Flinchum

That the current roster of officers continues to serve for another year:

- Chairman: Brian Davis
- Vice Chairman: Debra DeVries-Dalton
- Secretary: Mark Branse

**Result:** Motion passed unanimously {5-0-0}.

**Motion by:** Mr. Branse

**Seconded by:** Mr. Flinchum

That the ASDRC subcommittee will be comprised of the ASDRC committee officers: Brian Davis, Debra DeVries-Dalton, and Mark Branse.

**Result:** Motion passed unanimously {5-0-0}.

Mr. Haynes noted that February 14 and March 13 are the next Plans Review Subcommittee meeting dates.

**Motion by:** Mr. Branse

**Seconded by:** Mr. Davis

To amend the ASDRC Rules and Procedure, as discussed this evening.

**Result:** Motion passed unanimously {5-0-0}.

### **3. Bob Shipman memorial**

Ms. Caltagirone noted that this is the first public conversation that she is aware of regarding the memorial. She suggested a process that is collaborative and includes Mr. Shipman's family. Mr. Branse suggested planting a big tree at the Town Center Green in Mr. Shipman's memory. Mr. Davis agreed that the Town Green is an appropriate place to do it. Mr. Branse wonders whether Tree Warden Greg Foran would be willing to gather a group to hold a workshop. Ms. Caltagirone will speak to him and Parks and Recreation Director Lisa Zerio about his capacity and availability. She noted that Mr. Shipman's family is planning a memorial service in the spring, which might give them a time frame to work with on having an idea developed by then. She also noted that they need to get clarity on the five-year rule for naming a garden in memory of someone.

With no further comments or questions, Chairman Davis adjourned the meeting at 6:03 p.m.

Respectfully Submitted,

**Lilly Torosyan**

Lilly Torosyan

Recording Clerk