

TOWN PLAN AND ZONING COMMISSION  
GLASTONBURY, CT  
APPLICATION FOR SPECIAL PERMIT

Application for:

- Section 12 Special Permit with Design Review (SPDR)
- Section 12.9 Minor Change to an approved Section 12 SPDR
- Section 6.2 Excavation Special Permit
- Section 6.8 Rear Lot Special Permit
- Section 4.11 Flood Zone Special Permit
- Section 6.11 Accessory Apartment Special Permit\*\*
- \*\* Applicant must submit addresses of property owners within 100 feet of the premises in accordance with Section 6.11.4 of the Building Zone Regulations
- Other

Application and fee to be submitted with 14 sets of plans - see other side for fees.

Consult appropriate section(s) of the Glastonbury Building Zone Regulations to determine standards and criteria for application evaluation.

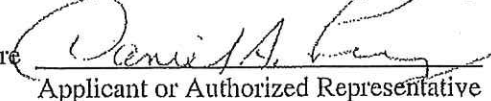
Applicant	Property Owner
Name <u>Daniel A. Pennington, P.E.</u>	Name <u>Town of Glastonbury</u>
Address <u>2155 Main St</u>	Address <u>same</u>
<u>Glastonbury CT</u>	
Telephone <u>860-652-7736</u>	Telephone _____
Fax <u>860-652-7734</u>	Fax _____

Location of proposed use (include street address if applicable) 300 Welles Street, behind the existing Riverfront Community Center

Zoning District of proposal Reserved Land / Flood Zone

Nature of request, including type of use, reasons for application, etc.

Installation of 30' x 40' pavilion on a concrete pad with associated drainage improvements and paved sidewalks to pickleball court and parking area. Improve existing grass parking lot to gravel surface and install one paved ADA accessible parking space.

Signature  Applicant or Authorized Representative  
Signature \_\_\_\_\_ Owner or Authorized Representative

Date 1/16/2024 Date \_\_\_\_\_

TOWN OF GLASTONBURY - OFFICE OF COMMUNITY DEVELOPMENT  
STATE OF CONNECTICUT SIXTY DOLLAR (\$60.00) ADDITIONAL FEE REQUIRED

In accordance with Public Act 92-235 the State of Connecticut requires that any person, firm or corporation making application for approval of land use applications pay a sixty dollar (\$60.00) fee, in addition to any other fee which is required for application.

The following applications require submission of fee:

- Special Permits
- Subdivision and Resubdivision
- Change of Zone
- Planned Area Development Final Development Plan
- Inland Wetlands and Watercourses Permit
- Special Exceptions and Variances

Such fee shall be collected by the Town. Of the sixty dollars (\$60.00) collected; two dollars (\$2.00) shall be retained by the Town to cover administrative costs; and fifty-eight dollars (\$58.00) shall be deposited in the "Environmental Quality Fund established pursuant to Section 22a-27g" of the Connecticut General Statutes.

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Please provide the following information and submit this form and the sixty dollar (\$60.00) fee to the Office of Community Development and/or Building Department upon submission of each application.

Name of Applicant \_\_\_\_\_

Address \_\_\_\_\_

Name of Project \_\_\_\_\_

Address \_\_\_\_\_

Type of Application:

Special Permit Section Number \_\_\_\_\_

Subdivision and Resubdivision \_\_\_\_\_

Change of Zone \_\_\_\_\_

Planned Area Development \_\_\_\_\_

Final Development Plan and/or Zone Change \_\_\_\_\_

Inland Wetlands and Watercourses Permit \_\_\_\_\_

Special Exceptions and Variances \_\_\_\_\_

Date Fee Received \_\_\_\_\_

By \_\_\_\_\_

Project Number \_\_\_\_\_

January 16, 2024

**MEMORANDUM**

To: Town Plan and Zoning Commission  
Shelley Caltagirone, Director of Community Development

From: Daniel A. Pennington, Town Engineer / Director of Physical Services  
Lisa Zerio, Direction of Parks and Recreation

Re: Proposed Pavilion at the Riverfront Community Center  
Section 12.9 Minor Change and 4.11 Flood Zone Permit  
300 Welles Street, PW-2109

Attached please find application materials related to the Town's proposal to install a new 30'x40' pavilion behind the Riverfront Community Center (RCC) just south of the recently constructed pickleball courts. This project is funded as part of a Small-Town Economic Assistance Program (STEAP) grant and includes other associated improvements as described below and in the attached materials.

The proposed pavilion will be similar to that shown in the attached drawings and photos. This is a prefabricated structure which will be complimentary to and consistent with the aesthetics of the RCC facility. It will be installed on a concrete pad and will include new paved walkways in the vicinity of the pavilion and extending to the pickleball court.

This project also includes improvements to the existing grass overflow parking area located east of the new pavilion in order to address the muddy and rutted conditions of this lot resulting from the high level of use. The grass and underlying topsoil will be removed and replaced with a gravel surface. A small portion of the lot closest to the pavilion will be paved to create an ADA parking space for the Pavilion. It is noted that the Pavilion will not be made available to outside groups by reservation and is primarily intended to allow existing Senior Services/ Parks & Recreation programs and activities to be held outdoors. Accordingly, the proposal will not create additional parking demand.

Project plans also depict installation of the previously approved illumination for the pickleball court which is also funded under the same STEAP grant. Restoration of area surrounding the pickleball court disturbed by the lighting and conduit installation work will be with a paved surface in order to reduce future maintenance of this area.

Some expansion of the existing stormwater management features installed as part of the pickleball courts is proposed to address storm water quality from the additional impervious areas proposed under this project. This includes some work within the 100-yr flood plain of the CT River for the work on the water quality basin and infiltration trenches. Such improvements will address water quality and increase flood storage so there will be no negative effect on the flood plain resulting from this project.



## STAFF REPORT

Staff Contact: Gary Haynes, Planner

## OFFICE OF COMMUNITY DEVELOPMENT

Tel: (860) 652-7510

Email: [planning@glastonbury-ct.gov](mailto:planning@glastonbury-ct.gov)

<b>Meeting Date:</b> February 20, 2024	<b>Submittal Date:</b> January 16, 2024
<b>Agenda Item:</b> Regular Meeting # 2	<b>Date of Receipt:</b> January 16, 2024
	<b>Application Type:</b> Section 12.9 Minor Change

**Proposal Address:**

300 Welles

**Applicant:** Town of Glastonbury

**Owner:** Town of Glastonbury

**Proposal:**

Outdoor Pavilion

**Zone:** Reserved Land (RL) and Flood Zone

**Existing Land Use:**

Government Services:  
Community Center

**Prior Reviews/ Permits:**

- Architectural and Site Design Review Committee: 1/16/24 - Reviewed

**Attached for Review:**

- Draft Motion
- Department Memos
- Applicant Packet / Plan Set

### Executive Summary

- The Town is proposing to construct 30 ft x 40 ft outdoor pavilion adjacent to the Pickleball Courts at the Riverfront Community Center.
- The land is zoned Reserved Land (RL).



### **Site Description**

The site is located on the west side of the Riverfront Community Center adjacent to the Pickleball Courts. Parking will be served by the adjacent parking areas.

### **Proposal**

The proposal is to install a 30 ft x 40 ft pre-fab outdoor pavilion. The structure will serve as an outdoor community amenity for recreational programs and use for visitors using the Riverfront Community Center and the Pickleball Courts. The pavilion will be served by water and electricity.

### **Commission and Board Reviews**

- The Architectural and Site Design Review Committee reviewed the proposal at their January 16, 2024 meeting to review the project architecture and landscape design and provided a favorable recommendation as documented in the Memo dated January 16, 2024 from Gary Haynes, Planner .
- At the TPZ Meeting on January 16<sup>th</sup> TPZ tabled application to have applicant go back to ASDRC (February 20<sup>th</sup> Meeting) to discuss if the proposed pavilion should be a "metal" pavilion to match the others are Riverfront park instead of the pre-fab vinyl one being proposed to match the architecture of the Riverfront Community Center.

### **Planning and Zoning Comments**

- Use of the structure for Government Services as an Outdoor Pavilion for the Riverfront Community Center is an allowed accessory use of the zone.
- Proposed structure meets all bulk requirements for the zone.
- The structure is serviced by water and electricity.
- Proposal will be served by existing parking spaces on site at the Riverfront Community Center.

TOWN PLAN AND  
ZONING COMMISSION

SECTION 12.9 MINOR CHANGE

APPLICANT/  
OWNER: TOWN OF GLASTONBURY  
2155 MAIN STREET  
GLASTONBURY, CT 06033

FOR: 300 WELLES STREET

MOVED, that the Town Plan & Zoning Commission APPROVE the application of the Town of Glastonbury for a Section 12.9 Minor Change to install a pavilion with drainage improvements, paved sidewalks to pickleball courts and parking area and parking lot improvements, in accordance with plans dated 11/3/23 with the Office of Community Development, and in accordance with the following conditions of approval necessary to protect substantial public interests in health and safety:

1. Compliance with:
  - a. The recommendations of the Architectural and Sites Design Review Committee (ASDRC) from their meeting on January 16, 2024, documented in the ASDRC Committee Report memorandum dated January 16, 2024.
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.

APPROVED: TOWN PLAN & ZONING COMMISSION  
FEBRUARY 20, 2024

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ROBERT J. ZANLUNGO JR., CHAIRMAN



# Architectural & Site Design Review Committee Report

**MEETING DATE:** 1/16/24

**APPLICANT:** Town of Glastonbury

**PROPERTY ADDRESS:** 300 Welles St

**ZONE:** Reserved Land (RL)

**APPLICATION TYPE:** \_\_\_\_\_ Regulatory \_\_\_\_\_ Advisory  Courtesy

**REVIEW TYPE:**  Preliminary/Conceptual Review  Final Review

**DESIGN AREA:**  Town Center Village District  Town Center  Upper Main Street

Putnam/Glastonbury Blvd  Naubuc Ave/ Pratt St  Lower New London Tpke

Reserved Land  Other Area

**ADSRC MEMBERS PRESENT:**

M. Branse  B. Davis  D. DeVries-Dalton  D. Flinchum  J. Kamm

A. Luzi  R. Shipman

**APPLICATION:**  New Construction  Addition  Exterior Renovation  Demolition

Other: \_\_\_\_\_

**ACTION:**  ASDRC forwards a favorable recommendation with regard to architectural and landscape design as noted

ASDRC forwards a non-favorable recommendation with regard to architectural and landscape design as noted

Additional design studies/information requested

Other: \_\_\_\_\_

**COMMENTS and RECOMMENDATIONS:**

- Revise drawings to show proposed shingle roof (not metal).
- Consider stained or stamped concrete floor for pavilion.
- Consider adding a more direct "organic-shaped" path connection to the adjacent pickleball courts with additional landscaping lining the pathway.

# Proposed Pavilion





Existing Pavilion



# Existing Pavilion

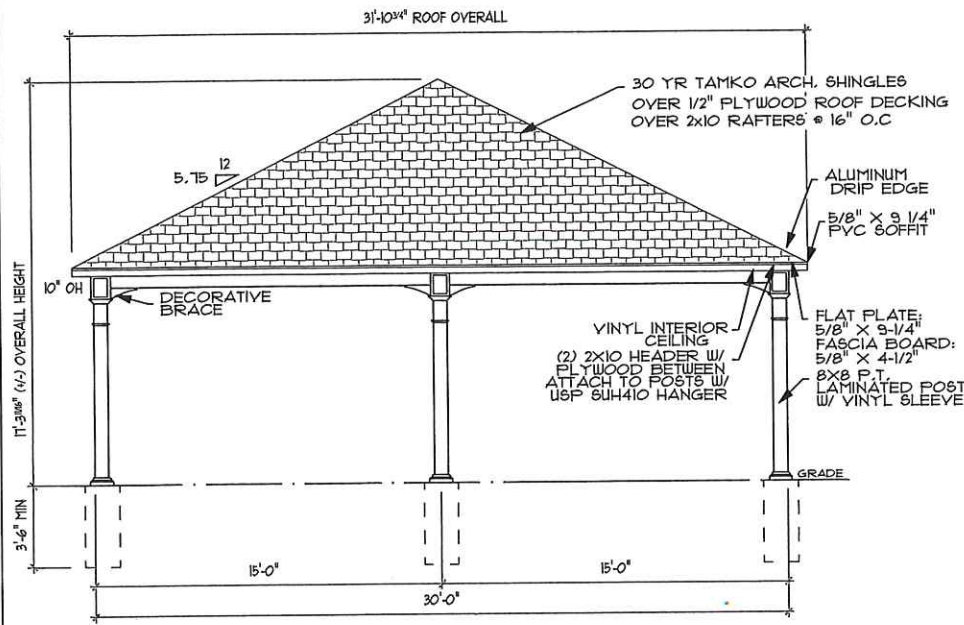


# Existing Pavilion



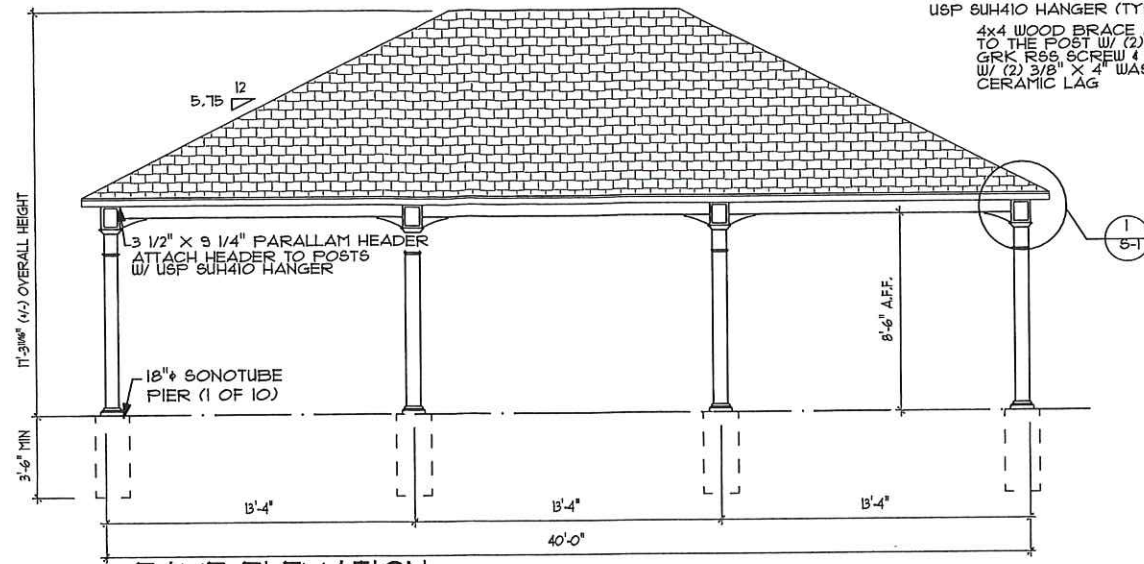






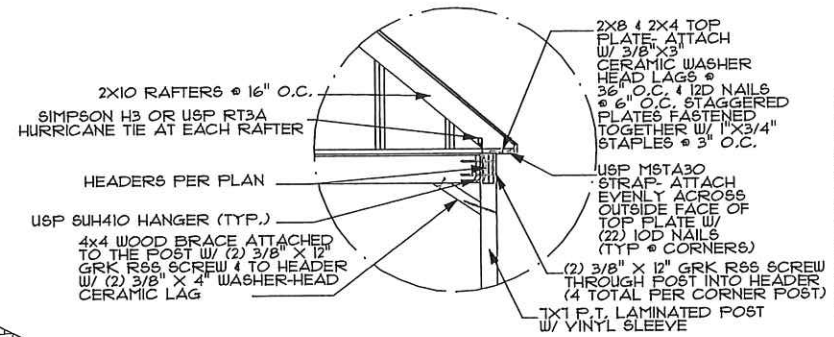
**GABLE ELEVATION**

SCALE: 1/8"=1'-0"



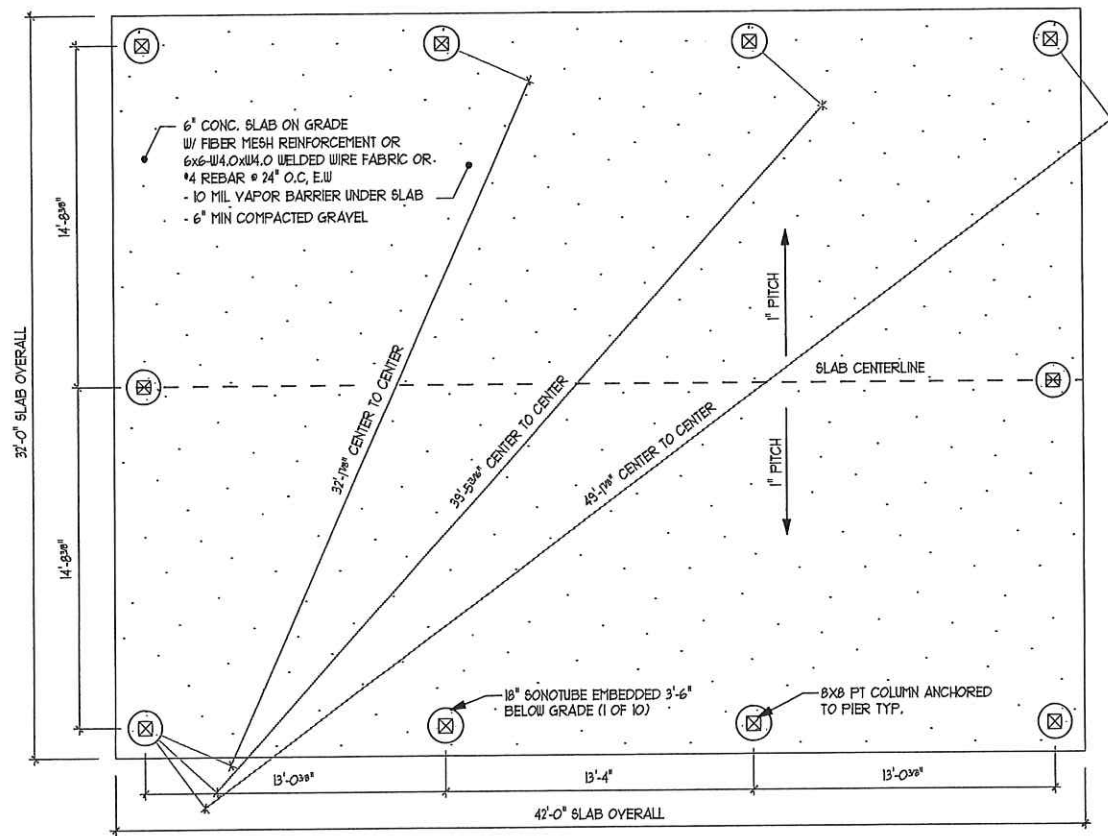
**EAVE ELEVATION**

SCALE: 1/8"=1'-0"



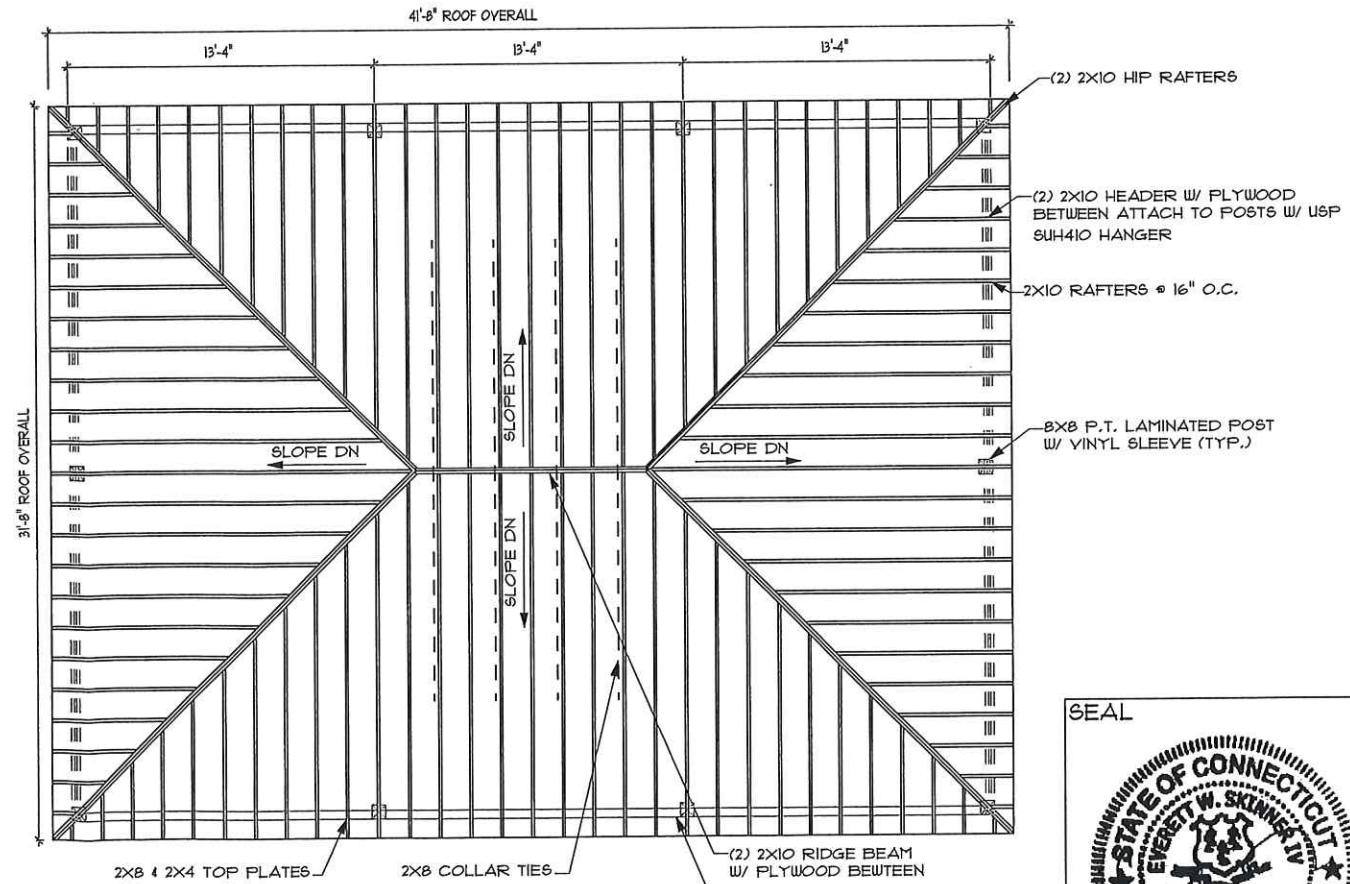
**S-1 CORNER DETAIL**

SCALE: 3/16"=1'-0"



**PIER & SLAB PLAN**

SCALE: 1/8"=1'-0"



**ROOF FRAMING PLAN**

SCALE: 1/8"=1'-0"

SEAL



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DESIGNED & FABRICATED BY:

VINYL PAVILION FOR:

TOWN OF GLASTONBURY  
300 WELLS STREET  
GLASTONBURY, CT 06033

ELEVATIONS

STYLE:  
VINYL PAVILION

JOB NO.:	9838
DATE:	01-26-24
SCALE:	AS NOTED
DRAWN BY:	MB
CHKD BY:	EUG

**S-1**

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MA LICENSE # 171950



# Riverfront Community Center Pavilion Location Plan

