

## **THE GLASTONBURY TOWN PLAN AND ZONING COMMISSION REGULAR MEETING MINUTES OF TUESDAY, MARCH 5, 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. Corey Turner, Secretary

Mr. Raymond Hassett

Mr. Philip Markuszka

Mr. Emilio Flores

Mr. Dennis DesMarais, Alternate

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

Ms. Sharon Jagel, Alternate

#### **Commission Members Absent**

Ms. Sharon Purtill, Vice Chair

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

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### **PUBLIC COMMENT**

#### **Informal session for the purpose of hearing from citizens on Regular Meeting agenda or non-agenda items**

*Karl Wagener of 588 Neipsic Road*, is aware that the joint subcommittee will meet this Thursday to review the proposed draft amendments to the commercial vehicle regulations. He asked if the Town Plan & Zoning Commission (TPZ) will take up the matter again, before it gets sent to the Council for final approval.

Ms. Caltagirone explained that the subcommittee will review the draft, as well as the TPZ's forwarded recommendations. If the subcommittee recommends further changes to the revision, then they can recommend to continue the public hearing, which is scheduled for the Council on March 12; if they do not recommend any changes, then the Council could just make the decision.

## **PUBLIC HEARING**

### **Application of Barbara Theurkauf for a Section 12 Special Permit with Design Review to allow special events & rentals at the Welles-Shipman-Ward House property – 972 Main Street – Village Residential Zone – Historical Society of Glastonbury, owner**

The applicant, Barbara Theurkauf, explained that the purpose of this special permit is to allow the Glastonbury Historical Society to build financial stability for their organization. The primary purpose of this location is as a museum and an educational site. The next priority is to hold fundraisers, such as the tag sales that are popular with the community. The aim of this permit is to allow people the opportunity to rent the space for events. She reviewed the basic parameters of what they will allow. Anything that is brought onto the site, such as drinking water or trash, will have to leave the site. She stated that they have a written agreement with the church across the street to use their parking, and there will be lights on the pathway.

Chairman Zanolungo stated that this application came before the subcommittee, and the applicant adhered to their requests. Commissioner Hassett asked if the tent would be put up all season. Ms. Theurkauf replied no. The tent is the responsibility of whoever is renting the site, and it would have to come down right after the event. Mr. Hassett asked what kinds of fundraiser events they anticipate, apart from the tag sales. Ms. Theurkauf responded that rental of the space is geared towards small events, such as bridal showers, baby showers, birthday parties, or a small wedding. The site is too small to hold a craft fair. Mr. Hassett asked about feedback from the neighbors. Ms. Theurkauf has spent time with the next-door neighbors. She did her best to consider their requests.

Commissioner DesMarais asked how events can be held until 10:00 p.m. when portable outdoor lights are not allowed. Ms. Theurkauf replied that spotlights are not allowed, but there are lights inside the building and there could be lights inside the tents. In her view, 'outdoor' simply means not inside the tent. Secretary Turner asked to clarify the lighting that will be installed on the pathway between the church and the property. Ms. Theurkauf answered that those lights are for safety. Commissioner Jagel asked if thought has been given to generators that are used by food trucks. Ms. Theurkauf replied that many food trucks have switched to quiet generators, but the Historical Society has also installed outlets that are capable of supporting various levels of currency. Ms. Jagel asked if there is concern about large trucks being limited from accessing the site. Ms. Theurkauf answered no, the ability to get a large truck in there is not a problem.

Commissioner Markuszka asked if space heaters would be prohibited. Ms. Theurkauf responded that no kind of heat can be brought inside the tobacco shed because it is an insurance liability. Mr. Haynes added that any large tent that is installed would need to be checked by the Fire Marshal. Mr. Markuszka asked who would check to ensure that the vendors' insurance policies are current. Ms. Theurkauf replied that it would be her. Commissioner Flores is concerned about this special permit never expiring. In the event that there are problems with the neighbors, he would like the applicant to return for a renewal. Mr. Haynes clarified that the special permit does not expire, but the Commission could discuss that.

Mr. Turner asked about the details of the license agreement with the church. Ms. Theurkauf has the draft of a five-year renewable agreement. She explained that the Historical Society must give the Church three months' notice on their event dates, which they must approve before proceeding with any event. Mr. Turner asked for a contingency of approval, which would ensure that the Town is notified, in the event that the parking agreement is terminated. Ms. Jagel asked if the Commission would favor a five or three-year special permit. She does not wish to tie the renewal to the parking agreement because there could potentially be other issues unrelated to the parking which would necessitate further review.

Mr. Zanolungo opened the floor for comments from the public:

**Matt Wojciechowski of 971 Main Street**, lives directly across the street. He is a member of the Historical Society and supports its efforts to make money to keep the property. He asked whether there is a limit to the number of people who can be on-site. Ms. Theurkauf answered that 120 is the most that could feasibly sit inside the tobacco shed. However, she believes that the site is much better suited to accommodate fewer people. Mr. Wojciechowski asked if liquor would be served. Ms. Theurkauf replied that whoever rents the site and desires to serve alcohol must bring on licensed and insured bartenders. Mr. Wojciechowski asked if there would be live music. Ms. Theurkauf responded that the acoustics level will be determined by somebody on-site. Whether live or recorded, what matters is how loud the music will be. Mr. Wojciechowski asked if the access will be to the house itself or just the tobacco shed. Ms. Theurkauf replied just the tobacco shed.

Mr. Hassett asked to clarify the number of 120 people. Ms. Theurkauf explained that the architect said that 143 is the maximum, but she does not want more than 120 people inside the tobacco shed. Commissioner Cahill supports Ms. Jagel's suggestion of a three-year renewal for the special permit. Ms. Jagel expressed her support for the Historical Society and hopes that this is a success. Mr. Zanolungo appreciates how thoughtful the applicant has been in putting together this application and keeping the Historical Society viable.

**Motion by:** Secretary Turner

**Seconded by:** Commissioner Hassett

MOVED, that the Town Plan & Zoning Commission approve the application of the Historical Society of Glastonbury for a Section 12 Special Permit – to allow special events & rentals at the Welles-Shipman-Ward House Property – 972 Main Street – Village Residential Zone – Historical Society of Glastonbury 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 February 22, 2024.
  - b. The Health Department memorandum, dated February 23, 2024.
  - c. The Fire Marshal memorandum, dated February 28, 2024.
2. With the following conditions:

- a. Events shall be limited to April 1st to October 31<sup>st</sup>, with no more than 12 weekends per year allowed to schedule special events.
- b. The maximum capacity of events shall be 120 guests.
- c. Events shall end no later than 10pm, with music for indoor events (Tobacco Barn) to end by 9pm and outdoor events (Tent) to end by 8pm.
- d. No portable/temporary outdoor lighting shall be allowed, with the exception of safety lighting installed by the Historical Society of Glastonbury.
- e. Applicants shall be only allowed to have special events in the Tobacco Barn or Tent as long as the license agreement for parking is maintained and current with Saints' Isidore and Maria Parish. If at any time, the license agreement is terminated by either party, the Office of Community Development must be notified within 30 days and any new parking plan must be reviewed by the Town Plan and Zoning Commission for approval.
- f. The applicant shall come before the commission for renewal of this Section 12 Special Permit with Design Review after each 5-year term.

**Result:** Motion passed unanimously {6-0-0}.

## **REGULAR MEETING**

### **1. Acceptance of the Minutes of the February 20, 2024 Regular Meeting**

**Motion by:** Secretary Turner

**Seconded by:** Commissioner Markuszka

**Result:** Minutes were accepted {5-0-1}, with Commissioner Hassett abstaining.

### **2. Application of Beth Drazak for Marcie's Angels Cat Café LLC for a Section 12.9 Minor Change to allow a change of use – 3039 Main Street – Planned Business & Development Zone**

The applicant, Beth Drazak, presented the application. She explained that on one side of the site, there will be a cafe, and on the other, a cat lounge. The cat lounge will consist of a large foster home for adoptable cats. Mr. Haynes stated that the spaces would be separated for the cafe and the cat lounge. He showed the copy of the parking plan, which shows 103 current spaces on-site. There are two vacancies on the two end caps. Right now, based on their current uses, the site takes up 63 spaces, so the applicant still has adequate parking available.

Ms. Jagel asked if the reason for the vestibule in both areas is so that the cats cannot escape. Ms. Drazak responded that is correct. Ms. Jagel asked if there would be food prepared on-site. Ms. Drazak replied no, she is working with a local bakery and a local coffee vendor to provide their products. Ms. Jagel asked about the maximum number of cats that will be in the cat lounge. Ms. Drazak answered that they are starting out with 8-10 cats, and the maximum number of people they are considering is 15. Ms. Jagel asked about the further review that is required for code compliance, which was detailed in the Fire Marshal's memorandum. Mr. Haynes explained that things might need to be addressed at the building level, so the applicant will take care of that as part of their building permit.

**Motion by:** Secretary Turner

**Seconded by:** Commissioner Flores

MOVED, that the Town Plan & Zoning Commission approve the application of Marcie's Angel Cat Café LLC for a Section 12.9 Minor Change – for a Cat Cafe – 3039 Main Street – Planned Business & Development Zone – G 3 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 February 22, 2024.
  - b. The Health Department memorandum dated February 23, 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.

**Result:** Motion passed unanimously {6-0-0}.

### **3. CONSENT CALENDAR**

- a. Scheduling of Public Hearings for the Regular Meeting of March 19, 2024
  - i. Application of 244 NAUBUC AVE, LLC for a Section 4.11 Flood Zone Special Permit and a Section 12.9 Minor Change for a building addition and parking lot expansion – 244 Naubuc Avenue - Town Center Mixed Use Zone & Flood Zone – Attorney Meghan Hope

**Motion by:** Commissioner Cahill

**Seconded by:** Secretary Turner

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

### **4. CRCOG Regional Planning Commission appointment recommendations to Town Council**

Ms. Caltagirone stated that this is the appointment of an alternate to the commission. In the past, members of both parties have been appointed. This was tabled from the last meeting to have the chance for more discussion. Ms. Jagel agreed to serve as the representative for the Republican side.

**Motion by:** Commissioner Markuszka

**Seconded by:** Commissioner Flores

MOVED, that the Town Plan & Zoning Commission hereby extends Corey Turner's appointment as the regular member of the CRCOG Regional Planning Commission through December 2025, and appoints Sharon Jagel as the new alternate through December 2025.

**Result:** Motion passed unanimously {6-0-0}.

## 5. Chairman's Report

Mr. Zanolungo stated that this is Mr. Hassett's last day on the commission. Mr. Hassett was appointed as an alternate in 2004 and became a full member in 2012. Mr. Zanolungo shared words of appreciation and farewell from Khara Dodds, Keith Shaw, Richard Johnson, Mike Botelho, and Sharon Purtill. All commissioners shared their words of praise and gratitude. Ms. Caltagirone and Mr. Haynes have appreciated the last year with Mr. Hassett, and wished him the best of luck. Mr. Hassett thanked everyone for their comments and their friendship. He has enjoyed his time on the Commission, which has been conscientious in how to approach development while preserving the town's cultural history.

## 6. Report from Community Development Staff - None

*Motion by:* Commissioner Hassett

*Seconded by:* Secretary Turner

The Town Plan and Zoning Commission adjourned their meeting at 8:13 P.M.

*Result:* Motion passed unanimously {6-0-0}.

Respectfully Submitted,

*Lilly Torosyan*

Lilly Torosyan

Recording Clerk