

**THE GLASTONBURY TOWN PLAN AND ZONING COMMISSION**  
***Amended* REGULAR MEETING MINUTES OF TUESDAY, AUGUST 18, 2020**

The Glastonbury Town Plan and Zoning Commission with Khara Dodds, AICP, Director of Planning and Land Use Services, and Jonathan Mullen, AICP, Planner, in attendance held a Regular Meeting via Zoom video conferencing.

**ROLL CALL**

**Commission Members Present**

Mr. Robert Zanlungo, Jr., Chairman  
Ms. Sharon Purtill, Vice Chairman  
Mr. Michael Botelho, Secretary  
Mr. Keith S. Shaw  
Mr. Christopher Griffin  
Mr. Scott Miller, Alternate {assigned as voting member}

**Commission Members Absent**

Mr. Raymond Hassett  
Ms. Alice Sexton, Alternate  
*Vacancy*

Chairman Zanlungo called the meeting to order at 7:06 P.M. The Chairman seated Mr. Miller in Mr. Hassett's absence.

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**PUBLIC HEARINGS**

**1. Application of Mark Bielawski for a Section 6.11 Accessory Apartment Special Permit – 60 Brookview Drive – Rural Residence Zone**

Due to technical difficulties, Mr. Mullen presented the site plans. He noted that the proposal is a 794 square foot apartment, and there will be an egress from two points. The construction materials will match the existing materials. The site already has a two-car garage, and the driveway will be expanded. The application meets all of the regulations, and the applicant has already mailed a notice to his neighbors along the abutter, notifying them of his plans. Ms. Dodds explained that, at the subcommittee meeting, there was a discussion about expanding the driveway to the south. The applicant decided to expand it to the north instead and added a walkway. Mr. Bielawski clarified there is no existing walkway, but if the Town wants something, they will comply. Vice Chairman Purtill stated that the apartment is fine, but they need to accommodate additional cars. She suggested the applicant expand the walkway and create a hardscape parking space.

Tom Nolan, architect at Thomas Nolan Design, LLC in Portland, explained that the Building Official informed him that the driveway could be as expanded right up to the southern property line. At the last minute, the applicant decided this would be the easiest scenario. Mr. Nolan noted that there is an existing two-car garage and the driveway is very long, so they could also park tandemly.

Vice Chairman Purtill inquired as to how close the neighbor on the south side is to the applicant. Mr. Nolan stated that he does not know exactly, but the distance between the houses is probably around 50-75 feet. Vice Chairman Purtill expressed her preference that the driveway be extended south toward the property line. Mr. Nolan stated that his client had no issue with that recommendation. Chairman Zanolungo stated that he does not have an issue either way; Commissioner Griffin agreed. Commissioner Miller stated that he prefers the driveway on the south side.

Mr. Zanolungo opened the floor for public comment. With no comments, he closed the public hearing.

**Motion by:** Secretary Botelho

**Seconded by:** Commissioner Griffin

MOVED, that the Town Plan and Zoning Commission approve the application of Mark Bielawski for a Section 6.11 Accessory Apartment Special Permit – 60 Brookview Drive – Rural Residence Zone – in accordance with the following plan:

“ADDITIONS AND ALTERATIONS TO: THE KANGOS/BIELAWSKI RESIDENCE 60 BROOKVIEW DRIVE GLASTONBURY, CONNECTICUT SITE PLAN PROPOSED FLOOR PLAN KANGOS\_ BIELAWSKI \_ EXISTING\_06-22-2020.DWG THOMAS NOLAN DESIGN, LLC 23 FREESTONE AVE. PORTLAND, CT 06480 PHONE: 860.424.6588 [TNOLANDESIGNLLC@GMAIL.COM](mailto:TNOLANDESIGNLLC@GMAIL.COM) SCALE: AS NOTED DRAWING RELEASE DATE: JULY 29, 2020 A1.0”

And

1. Compliance with standards contained in a report from the Fire Marshal, File #20-032, plans reviewed 07-29-2020.
2. Adherence to:
  - a. The Town Engineer’s memorandum dated August 14, 2020.
  - b. The Police Chief’s memorandum dated August 10, 2020.
3. Plans shall be revised to reflect the expansion of the driveway to the south to accommodate a vehicle, and such plans shall be reviewed and approved by staff.
4. This is a Section 6.11 Special Permit for an Accessory Apartment. 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}.

**2. Application of 103 HOUSE STREET LLC for a Section 12 Special Permit with Design Review – demolition of existing buildings and construction of 17, 2-bedroom townhomes within 3 buildings and associated parking – 103 House Street – Town Center Zone**

Peter Alter of Alter and Pearson, LLC, represented the applicant and owners of the property. He explained that their plan is to develop 17 townhomes in three separate buildings. The Beitman family has owned Colonial Village Apartments since 1967. The site is 1.05 acres. They did a lot line adjustment to comply with Town Center Zone regulations. Presently, it is a conforming lot. The Plans Review Subcommittee asked them to provide a density comparison. The FAR is 0.47, which is less than the permitted 0.5.

Mr. Alter then discussed the site plan, noting that there was an adjustment to the northern driveway. They removed parallel parking spaces and added parking spaces in the center and to the north. They are in compliance with all zoning and parking requirements. The Conservation Commission desired less parking, but in light of the comments they have received, Mr. Alter stated that the applicant would like to enhance the use of the site by providing appropriate guest parking. The site is serviced by public water and public sewer.

Jon Sczurek, project engineer from Megson and Heagle, LLC, noted that the site is relatively flat, but it slopes a little. In order to accommodate the roof runoff from the three buildings, there will be Sub-surface infiltration units in on the southeast and southwest corners. They conducted test pits in the spring, monitored groundwater levels, and confirmed that the soils are suitable for infiltration. He noted that stormwater runoff from the parking lot would be collected in one of three catch basins that will direct the water to a sub-surface infiltration unit located at the center of the parking lot underneath the landscaped island. Water will be recharged back into the ground, and there will be overflow piping. Both drainage systems eventually flow to the north and discharge in the wetland area. The buildings will have new walkways constructed, which will tie into the existing walks. There will be pedestrian connectivity all across the site, and a bike rack will be constructed. In the winter, the site can accommodate up to 8 inches of snow piles.

Mr. Alter discussed the lighting plan. He explained that the site lighting will dark sky compliant and no light will be cast onto adjacent properties. There will be eight 10-foot poles on 2-foot bases. The Beautification Committee's changes have all been incorporated into the plan, including the addition of evergreen trees. They have created a streetscape consistent with the Glastonbury Center 2020 Shared Vision Plan for the downtown area.

Jon Everett, project architect, noted that the configuration of these three buildings was done to create a streetscape presence and an inner court so that parking is concealed from the street and offers apartments a little more privacy. He went through the mix of materials for the five and six-unit buildings, noting that they tried to help break down the scale and give the aesthetic a more human element. Chairman Zanjungo inquired about the windows. Mr. Everett explained that they are six-over-six double hung windows. Secretary Botelho inquired how vehicles would

enter and exit the garages. Mr. Everett explained that they wanted to keep the garage entrance and main entrance access from the same side of the building. One car is in the garage and one is outside, which is the tandem parking. Vice Chairman Purtill asked about tandem parking. Mr. Alter explained that it works very well on many different sites throughout town. He also reviewed the bicycle plan, which will include indoor and outdoor bike storage outlets in the garages for electric cars.

Mr. Mullen asked where the equipment rooms will be located for the gas meter, fire suppression, and such. Mr. Everett noted that there are no gas meters, and electric meters are on the north side of the six-unit building and the west side of the five-unit building. The buildings' sprinkler systems would be located in the center unit for each building. Each unit will have its own water meter, which could be located on either side of the condenser unit. Commissioner Shaw asked about the ingress/egress of the site. Mr. Alter stated that access is via the north side. That driveway will be widened, and parallel parking will be eliminated. Vice Chairman Purtill noted that the Health Department had a question about the dumpster size. Mr. Sczurek stated that they felt that the 10 x 10 enclosed dumpster pad is big enough.

Vice Chairman Purtill asked what the price range is for the rental units. Russell Beitman, one of the principals of the applicant, noted that rent will be in the \$1800-\$2000 a month range. Secretary Botelho asked who they are targeting to rent these units. Mr. Beitman explained that, at the Colonial Village Apartments, one or two-bedroom units are typically popular with young people, singles, and seniors. The townhouses typically attract people with a small child or two. Secretary Botelho asked if they conducted any traffic studies, with respect to this project. Mr. Alter said no. Ms. Dodds added that no one in the engineering department raised any concerns about the traffic. Secretary Botelho stated that this is a very nice project and will be beneficial to the area. Commissioner Shaw asked if Salmon Brook Drive will be appropriately screened during construction phases. Mr. Alter replied yes, it will be marked off and protected.

Commissioner Griffin asked if, in terms of overflow, would residents be able to park at the Colonial Village Apartments. Mr. Beitman stated absolutely, they have tons of parking there. Commissioner Miller stated that this is a great project. He then asked if there is a turnaround at the dumpster location on the access site. Mr. Sczurek explained that the driveway continues to Colonial Village Apartments, and then loops backs out. Chairman Zanolungo agrees that this project will be a great addition to the area. He then asked if these units will have House Street addresses. Mr. Alter stated that the Building Official decides which addresses they get. Mr. Beitman added he would be amenable to whichever street address the Town assigned.

Mr. Zanolungo opened the floor for public comment. With no comments, he closed the public hearing.

**Motion by:** Secretary Botelho

**Seconded by:** Commissioner Miller

MOVED, that the Town Plan & Zoning Commission approve the application of 103 HOUSE STREET LLC for a Section 12 Special Permit with Design Review – demolition of existing buildings and construction of 17, 2-bedroom townhomes within 3 buildings and associated parking – 103 House Street – Town Center Zone, in accordance with the following plans:

“COVER SHEET PROPOSED TOWN HOMES #103 HOUSE STREET PREPARED FOR 103 HOUSE STREET, LLC. GLASTONBURY, CONN. MEGSON, HEAGLE & FRIEND 81 RANKIN ROAD GLASTONBURY, CONN. 06033 PHONE (860)-659-0587 CK. BY: JHS DRW. BY: RSS DATE: 3-19-20 SCALE: NONE SHEET 1 OF 10 MAP NO. 93-19-1CS REV. 7-6-20”

“BOUNDARY/EXISTING CONDITIONS PLAN #103 HOUSE STREET PREPARED FOR 103 HOUSE STREET, LLC. GLASTONBURY, CONN. MEGSON, HEAGLE & FRIEND 81 RANKIN ROAD GLASTONBURY, CONN. 06033 PHONE (860)-659-0587 CK. BY: JHS DRW. BY: RSS DATE: 3-19-20 SCALE: 1”= 20’ SHEET 2 OF 10 MAP NO. 93-19-1B REV. 7-6-20”

“SITE PLAN – PROPOSED TOWN HOMES #103 HOUSE STREET PREPARED FOR 103 HOUSE STREET, LLC. GLASTONBURY, CONN. MEGSON, HEAGLE & FRIEND 81 RANKIN ROAD GLASTONBURY, CONN. 06033 PHONE (860)-659-0587 CK. BY: JHS DRW. BY: RSS DATE: 3-19-20 SCALE: 1”= 20’ SHEET 3 OF 10 MAP NO. 93-19-1SP REV. 7-6-20”

“GENERAL NOTES & DETAILS #103 HOUSE STREET PREPARED FOR 103 HOUSE STREET, LLC. GLASTONBURY, CONN. MEGSON, HEAGLE & FRIEND 81 RANKIN ROAD GLASTONBURY, CONN. 06033 PHONE (860)-659-0587 CK. BY: JHS DRW. BY: RSS DATE: 3-19-20 SCALE: 1”= 20’ SHEET 6 OF 10 MAP NO. 93-19-1GN REV. 7-6-20”

“LANDSCAPE PLAN – PROPOSED TOWN HOMES #103 HOUSE STREET PREPARED FOR 103 HOUSE STREET, LLC. GLASTONBURY, CONN. MEGSON, HEAGLE & FRIEND 81 RANKIN ROAD GLASTONBURY, CONN. 06033 PHONE (860)-659-0587 CK. BY: TG-L.A.R. DRW. BY: TG-L.A.R. DATE: 7-20-2020 SCALE: 1”= 20’ LNDSCP: 1 OF 1 MAP NO. 93-19-1LP”

“CONDITIONS OF APPROVAL #103 HOUSE STREET PREPARED FOR 103 HOUSE STREET, LLC. GLASTONBURY, CONN. MEGSON, HEAGLE & FRIEND 81 RANKIN ROAD GLASTONBURY, CONN. 06033 PHONE (860)-659-0587 CK. BY: JHS DRW. BY: RSS DATE: 3-19-20 SCALE: 1”= 20’ SHEET 10 OF 10 MAP NO. 93-19-1CA”

And

1. In compliance with:
  - a. The conditions set forth by the Conservation Commission in their recommendation for approval to the Town Plan and Zoning Commission at their Regular Meeting of August 13, 2020
  - b. The recommendations as contained in the minutes of the March 11, 2020 Community Beautification Committee meeting.
  - c. The standards contained in a report from the Fire Marshal, File # 20-034, plans reviewed 8-11-2020.

2. In adherence to:
  - a. The Town Engineer's memorandum dated August 14, 2020.
  - b. The Health Director's memorandum dated August 13, 2020.
  - c. The Police Chief's memorandum dated August 10, 2020.
3. All access easements between 103 House Street and 119 House Street shall be filed with the Town Clerk's Office prior to filing of mylars.
4. This is a Section 12 Special Permit with Design Review. 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}.

## **REGULAR MEETING**

1. **Informal session for the purpose of hearing from citizens on Regular Meeting agenda or non-agenda items**     *None*
2. **Acceptance of Minutes of the July 21, 2020 Regular Meeting**

**Motion by:** Commissioner Shaw

**Seconded by:** Commissioner Griffin

**Disc:** Mr. Miller noted that Ms. Sexton's name was listed incorrectly as Alice Miller, not Alice Sexton.

**Results:** Minutes accepted as amended {6-0-0}.

3. **Application of Greenskies Clean Energy LLC for a Section 12.9 Minor Change to allow for a solar carport structure at the Police Department – 2108 Main Street – Reserved Land – Dave Sacchitella for the Town of Glastonbury, owner**

Dave Sacchitella, Building Superintendent for the Town of Glastonbury, explained that the proposed project is in the parking lot behind the police department. It has already gone before the Historic District Commission for a Certificate of Appropriateness and the Plans Review Subcommittee for review. The color chosen for the solar carport structure will be black. The project will start this fall, with the intention of completion in late winter.

Brad Parsons, P.E. with All Points Technology Corp., explained that the structure will be located to the south of the Civil Preparedness Building. A lighting analysis will be done, and all lights

will contain LED fixtures. He then reviewed the location of the electrical equipment. Commissioner Shaw inquired about the chronology and the logistics of the solar systems that have placed in town thus far. Mr. Sacchitella explained that this is the 12th solar project they have installed on town property. They generally started with utilities requirements and work out these agreements, whereupon the town gets power at an agreed-upon rate.

Vice Chairman Purtill stated that the applicant noted that the purpose of this structure is to cover the vehicles, but water leaks through there. Mr. Parsons explained that, once the sun comes out, the snow starts to melt really quickly; it does not slide down. Therefore, it should still provide some additional cover during those events. He noted that, in the summer, too, it will keep those cruisers cooler that are parked underneath there.

Vice Chairman Purtill stated that the applicant should address the location of the lighting, electrical conduit and equipment as part of this application. Ms. Dodds stated that the Commission can make those conditions of approval. Regarding the equipment, Ms. Dodds asked if they could also do powder coating to match the original structure. Carson Mislick, engineer at Greenskies Clean Energy LLC, explained that they could look at that, but they do not want to make any after-market changes to the inverters, to avoid compromising warranties.

Secretary Botelho asked about the color of the conduit. Mr. Mislick explained that the powder coating will be black in color. He also noted that perhaps a lighter accent color would work best for the conduit because, otherwise, it would heat up too much. Secretary Botelho asked if they really want people parking by the solar panel. Police Chief Marshall Porter explained that the concept is to have 20 additional spaces east of the solar panel and west of the area for the playground. Vice Chairman Purtill asked if the applicant will return to the Commission to present a revised parking plan. Ms. Dodds stated yes. Once they go through the full design, they will return for the site plan improvement and special permit for the parking.

**Motion by:** Secretary Botelho

**Seconded by:** Vice Chairman Purtill

MOVED, that the Town Plan & Zoning Commission approve the application of Greenskies Clean Energy LLC for a Section 12.9 Minor Change to allow for a solar carport structure at the Police Department – 2108 Main Street – Reserved Land, in accordance with the following plans:

“OVERALL SITE PLAN GLASTONBURY PD CARPORT 2108 MAIN STREET  
GLASTONBURY, CT 06033 GREENSKIES 127 WASHINGTON AVE. WEST BUILDING,  
GARDEN LEVEL NORTH HAVEN, CT 06473 ALL-POINTS TECHNOLOGY 567  
VAUXHALL STREET EXTENSION – SUITE 311 WATERFORD, CT 06385 PHONE: (860)-  
663-1697 [WWW.ALLPOINTSTECH.COM](http://WWW.ALLPOINTSTECH.COM) FAX: (860) 633-0935 APT FILING NUMBER:  
CT531170 DRAWN BY: CSH DATE: 07/23/20 CHECKED BY: BJP SP-1 REVISION  
07/23/20 FOR CLIENT REVIEW 07/31/20 FOR CLIENT REVIEW 08/13/20 FOR PERMIT”

“DETAILED SITE PLAN GLASTONBURY PD CARPORT 2108 MAIN STREET  
GLASTONBURY, CT 06033 GREENSKIES 127 WASHINGTON AVE. WEST BUILDING,  
GARDEN LEVEL NORTH HAVEN, CT 06473 ALL-POINTS TECHNOLOGY 567  
VAUXHALL STREET EXTENSION – SUITE 311 WATERFORD, CT 06385 PHONE: (860)-

663-1697 WWW.ALLPOINTSTECH.COM FAX: (860) 633-0935 APT FILING NUMBER:  
CT531170 DRAWN BY: CSH DATE: 07/23/20 CHECKED BY: BJP SP-2 REVISION  
07/23/20 FOR CLIENT REVIEW 07/31/20 FOR CLIENT REVIEW 08/13/20 FOR PERMIT”

“SITE DETAILS & NOTES GLASTONBURY PD CARPORT 2108 MAIN STREET  
GLASTONBURY, CT 06033 GREENSKIES 127 WASHINGTON AVE. WEST BUILDING,  
GARDEN LEVEL NORTH HAVEN, CT 06473 ALL-POINTS TECHNOLOGY 567  
VAUXHALL STREET EXTENSION – SUITE 311 WATERFORD, CT 06385 PHONE: (860)-  
663-1697 WWW.ALLPOINTSTECH.COM FAX: (860) 633-0935 APT FILING NUMBER:  
CT531170 DRAWN BY: CSH DATE: 07/23/20 CHECKED BY: BJP DN-1 REVISION  
07/23/20 FOR CLIENT REVIEW 07/31/20 FOR CLIENT REVIEW 08/13/20 FOR PERMIT”

And

1. In adherence to the Town Engineer’s memorandum dated August 14, 2020.
2. This is a Section 12.9 Minor Change. 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.
3. The applicant shall research the potential to powder-coat the electrical equipment and enclosure that will be attached to the structure. The placement of the lighting and equipment shall be reviewed by the Office of Community Development staff and leadership of the Town Plan & Zoning Commission.

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

**4. CONSENT CALENDAR**

- a. Scheduling of Public Hearings for Regular Meeting of September 1, 2020: **to be determined**

**5. Chairman’s Report**      *None*

**6. Report from Community Development Staff**      *None*

There being no further business to discuss, Chairman Zanolungo adjourned the meeting at 9:02 P.M.

Respectfully Submitted,

***Lilly Torosyan***

Lilly Torosyan

Recording Clerk