

**SECTION 6.11 SPECIAL PERMIT FOR
AN ACCESSORY APARTMENT WITHIN A SINGLE FAMILY DWELLING
60 BROOKVIEW DRIVE
MEETING DATE : AUGUST 18, 2020**

PUBLIC HEARING # 1
08-18-2020 AGENDA

To:
Town Plan and Zoning
Commission

From:
Office of Community
Development Staff

Memo Date:
August 18, 2020

Zoning District:
Rural Residence Zone

Applicant/Owner:
Mark Bielawski

EXECUTIVE SUMMARY

- The applicant is seeking approval for an accessory apartment.
- The proposed apartment will be 794 square feet and will be part of a larger 1,000 square foot addition positioned to the southwestern corner of the principal dwelling.
- The proposal was reviewed by the Plans Review Subcommittee at their July 29, 2020 meeting where they had no issue with the proposal. However, the Subcommittee asked for zoning compliancy information regarding the applicant's request to expand the driveway by extending it out to the south, into the side yard setback.

REVIEW

Included for Commission review are the following:

- Office of Community Development staff memoranda
- Plans Review Subcommittee meeting minutes from July 29, 2020
- Floor Plans and Elevations

PROPOSAL

The applicant is seeking approval to construct a 794 square foot, accessory apartment at 60 Brookview Drive. The proposed apartment will be located at the southwestern corner of the house, to the west of the existing 2-car garage.

Ingress and egress to the apartment will be through a door on the south side of the apartment that leading to a walkway that leads to the driveway. There will also be an internal access point to the apartment from the existing living room of the principal structure.

The proposed apartment will consist of a living area, full kitchen, full bathroom and bedroom. The exterior of the apartment will be designed to match the existing style, material and colors of the principal dwelling.



Aerial View of 60 Brookview Drive

SITE DESCRIPTION

The subject site is a .57-acre lot located on the west side of Brookview Drive in the Rural Residence Zone, in northeast Glastonbury. The lot is improved with a 3,858 square foot, 2-story, single-family residence. Access to the site is through a curb cut and driveway off Brookview Drive at the southeast corner of the lot.

ADJACENT USES

Single-family residences abut the subject property to the north, south, east and west.

PARKING

The principal dwelling at 60 Brookview Drive has a 2-car garage and additional driveway space to accommodate parking for the accessory apartment.

ZONING ANALYSIS

The proposed accessory apartment meets all the requirements of Section 6.11 for accessory apartments in a single-family dwelling. The applicant was considering expansion of the driveway by extending it out towards the south, which would impede on the side yard setback. However, the applicant changed the proposal and is only proposing a walkway within the setback area. This would be permitted by zoning as long as the walkway remains uncovered.

Pertinent staff correspondence and draft motions are attached.

TOWN PLAN AND ZONING COMMISSION

SECTION 6.11 SPECIAL PERMIT

APPLICANT/OWNER: MARK
BIELAWSKI
14 INTERVALE ROAD
GRANBY CT, 06035

FOR: 60 BROOKVIEW DRIVE

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

To be quoted

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. 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.

APPROVED: TOWN PLAN & ZONING COMMISSION
AUGUST 18, 2020

ROBERT J. ZANLUNGO JR, CHAIRMAN



TOWN OF GLASTONBURY
FIRE MARSHAL'S OFFICE
SITE PLAN/SUBDIVISION REVIEW

PROJECT: Kangos/Bielawski Accessory Use **LOCATION:** 60 Brookview Dr.

NEW CONSTRUCTION **CHANGE OF USE** **SUBDIVISION** **COMMERCIAL**

OCCUPANCY CLASSIFICATION: Group R **F.M.O. FILE #** 20-032

PROPOSED FIRE PROTECTION: None via- GFD tanker truck Shuttle & Mutual Aid

PLAN : A1.0 **INITIAL PLAN** 7-29-2020 **REVISED PLAN** _____

DESIGNER: Thomas Nolan

ADDRESS AND PHONE: 23 Freestone Ave. Portland Ct 06480

DATE PLANS RECEIVED: 8-10-2020 **DATE PLANS REVIEWED:** 8-10-2020

COMMENTS:

Accessory Apartments —

Provide address numerals in accordance with local ordinance and also at the principal entrance of the accessory dwelling that indicates a separate living space –for example if the address is 123 Main Street - additional address numerals such as 123 A or R - need to provided.

Provide smoke detection and carbon monoxide detection in accordance with the requirements for new construction and it is recommended that interconnection between the main dwelling and the accessory use is provided such that if a smoke detector in either dwelling activates the alarms sound and alert the occupants of both dwellings.

Telecommunications equipment utilized to communicate address data to E911 communication centers shall be programmed and maintained to accurately convey such address information to the E911 communication center (see comment # 1).

Deputy Chief Chris Siwy Fire Marshal /s/

8-10-2020

August 14, 2020

MEMORANDUM

To: Khara C. Dodds, Director of Planning & Land Use Services

From: Daniel A. Pennington, Town Engineer/Manager of Physical Services



Re: 60 Brookview Drive – Section 6.11 Accessory Apartment Special Permit

The Engineering Division has reviewed plans for the above-referenced application and offers the following comment for consideration:

1. In accordance with section 17-151 of the Town Code of Ordinances, the proposed driveway widening will require Town Manager approval.

DAP/dl



Town of Glastonbury
Health Department

Memo

August 12, 2020

To: Jonathan E. Mullen, ACIP, Planner

Fr: Wendy S. Mis, Director of Health

Re: 60 Brookview Drive
Accessory Apartment

This office has received plans dated 7/29/20 showing an accessory apartment with one bedroom for the above-referenced property.

Approval with respect to CT Public Health Code is forwarded for Commission consideration.



GLASTONBURY POLICE DEPARTMENT

2108 MAIN STREET, GLASTONBURY, CT 06033 (860)633-8301/FAX (860)652-4290

MEMORANDUM

To: Town Plan and Zoning Commission

From: Marshall S. Porter, Chief of Police

Date: August 10, 2020

Subject: 60 Brookview Drive

Members of the Police Department have reviewed the site development plan for a Section 6.11 Special Permit as submitted for the accessory apartment at 60 Brookside Drive by applicant and property owner Mark Bielawski.

The police department has no objection to this proposal provided that:

1. Any phone lines dedicated to the main residence and accessory apartment reflect the specific address in the event an emergency 911 call is received by the police department from either location.
2. Upon completion of construction, both the main house and accessory apartment must be properly enumerated to allow for easy identification by all public safety responders, in accordance with Section 17-19 of the Town Code.



Marshall S. Porter
Chief of Police

TOWN PLAN AND ZONING COMMISSION
PLANS REVIEW SUBCOMMITTEE
MINUTES OF JULY 29, 2020 SPECIAL MEETING

The meeting commenced at 8:00 AM through Zoom Video Conferencing

Present: Subcommittee Members: Robert Zanolungo, Michael Botelho, and Sharon Purtill;
Khara C. Dodds, AICP, Director of Planning and Land Use Services

60 BROOKVIEW DRIVE – proposal for a 794 square foot accessory apartment – Rural Residence Zone – Craig Schoner, builder – Tom Nolan, architect – Mark Biewlawski, applicant

Applicants Tom Nolan and Mark Biewlawski presented the proposal to the Subcommittee. Mr. Biewlawski said that his mother-in-law currently resides on the property in the single-family home. They plan to build an addition to house the accessory apartment. Mr. Biewlawski and his family will live in the existing home on the property and his mother-in-law will move to the accessory apartment. The apartment will be 794 square feet in size. It will be attached to the existing home on the west side. It will not be visible from Brookview Drive. The applicant plans to have building materials to match the existing home and it will be compatible in color.

There are two points of access to the accessory apartment. One access point will be through the living room of the existing home. There will be another access point on the south side of the accessory apartment leading to the outside. The Subcommittee reviewed the floor plan which consists of a bedroom with a bath, living room and kitchen. The accessory apartment was found to meet the requirements of the zoning regulations. Mr. Biewlawski said that he would like to accommodate an additional parking space by widening the driveway to the south. This would push the driveway out further into the side yard setback. Ms. Dodds said she would follow up with the Zoning Enforcement Officer to see if it would be an issue if a driveway extends into the setback.

Meeting adjourned at 8:24 a.m.

Respectfully submitted,

A handwritten signature in blue ink that reads "Khara C. Dodds" with a stylized flourish at the end.

Khara C. Dodds, AICP