

MEMORANDUM

OFFICE OF COMMUNITY DEVELOPMENT

**SECTION 12 SPECIAL PERMIT WITH DESIGN REVIEW
DEMOLITION OF EXISTING BUILDINGS AND
CONSTRUCTION OF 17 TOWNHOMES AND ASSOCIATED PARKING
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 14, 2020

Zoning District:
Town Center (TC) Zone

Applicant/Owner:
Coleman Associates,
LLC

EXECUTIVE SUMMARY

- The applicant is proposing to construct a 17-unit rental townhome development at 103 House Street.
- The project includes the demolition of the existing single-family structure on the lot.
- The Plans Review Subcommittee reviewed the proposal at their February 12, 2020 meeting. The members advised the applicant on the location of the mechanical units. They also stated that the applicant should provide density comparisons to surrounding developments.
- The Community Beautification Committee reviewed and approved the proposed landscape plan with changes at their February 12, 2020 meeting. The applicant has incorporated those changes into their plans submission.
- At their meeting of August 13, 2020 the Conservation Commission forwarded a favorable recommendation for the project to the Town Plan and Zoning Commission.

REVIEW

Included for Commission review are the following:

- Town of Glastonbury staff memoranda
- A project narrative
- Site Plans, Floor Plans and Elevation Drawings
- Minutes from the February 12, 2020 meeting of the Plans Review Subcommittee
- Minutes from the February 12, 2020 meeting of the Community Beautification Committee



Aerial view of 103 House Street looking north

ADJACENT USES

The Colonial Village Apartment Complex is located to the north and west of the site. The Nutmeg State Financial Credit Union is located to the south of the site and a single-family house is located the east of the site.

SITE DESCRIPTION [See plan set sheet entitled “Boundary/Existing Conditions Plan—#103 House Street”]

The subject site is a 1.05± acre parcel located on the northwest corner of the intersection of House Street and Salmon Brook Drive in the Town Center Zone. The lot contains a single-family residence and a detached garage that will both be demolished as part of the development. Access to the site will be through a shared driveway with the Colonial Village Apartments located at the northeast corner of the site. The site is flat and mostly covered by grass, with some trees to the north of the existing structure.

PROPOSAL [See memorandum entitled “Narrative for 103 House Street—§12 Special Permit with Design Review for 17 Proposed Townhomes” & plan set sheet entitled “Site Plan Proposed Town Homes—#103 House Street”]

According to the applicant’s narrative; the applicant proposes to construct 17-townhome style, 2-bedroom units within three buildings. The units will be rental units.

SITE LAYOUT, VEHICULAR CIRCULATION [See plan set sheet entitled “Site Plan Proposed Town Homes—#103 House Street”]

The buildings will be located along the Salmon Brook Drive and House Street frontages as well as the western property line with the parking located in the middle of the site. Access to the site will be through a new shared driveway at the northeast corner of the site created by converting the existing one-way-in driveway for 119 House Street. Access to 103 House Street will be ensured through cross easements with 119 House Street. Visitor parking will be clustered at the center of the site with the drive aisle going around the parking spaces. Vehicular traffic will enter at the northwest corner of the parking area and proceed counterclockwise direction to the exit at the northeast corner of the site. The Office of Community Development is recommending as a condition of approval that the access easement across 119 House Street in favor of 103 House Street shall be filed with the Town Clerk’s office prior to the filing of mylars.

BICYCLE ACCOMODATIONS AND PEDESTRIAN CIRCULATION [See memorandum entitled “Narrative for 103 House Street—§12 Special Permit with Design Review for 17 Proposed Townhomes” & plan set sheet entitled “Site Plan Proposed Town Homes—#103 House Street” & architectural plan set sheet A-1—A-3]

The units will either have a front door that leads to the existing sidewalk network and/or a rear door with access to the parking area. Indoor bicycle storage is available in the garage of each unit. There will also be an outdoor bike rack in the center island of the parking area.

PARKING & DUMPSTER LOCATION [See memorandum entitled “Narrative for 103 House Street—§12 Special Permit with Design Review for 17 Proposed Townhomes” & plan set sheet entitled “Site Plan Proposed Town Homes—#103 House Street”]

The proposed development will have 51 parking spaces, which is in excess of the spaces per 2-bedroom unit required by Section 4.13.6.i of the Town Center Zone Regulations. Each unit will have one garage space and one tandem surface parking space in front of the garage for a total of 34 spaces. The remaining 16 spaces will be visitor parking and will be located in the center of the site. Six of those spaces will be converted parallel parking spaces moved from 119 House Street to the site for use by the Colonial Village Apartments. Access to the parking spaces by Colonial Village Apartments will be ensured with a 5 foot access easement. The dumpster will be located on a concrete pad at the northwest corner of the site, enclosed with 6-foot tall vinyl fencing. The Office of Community Development is recommending as a condition of approval that the access easement across 103 House Street in favor of 119 House Street shall be filed with the Town Clerk’s office prior to the filing of mylars.

DRAINAGE [See memorandum entitled “Narrative for 103 House Street—§12 Special Permit with Design Review for 17 Proposed Townhomes” & plan set sheet entitled “Site Plan Proposed Town Homes—#103 House Street”]

According to the project narrative, the applicant has dug several test pits and has installed standpipes to monitor the groundwater level. The resulting data has shown that the site soils are adequate for infiltration. Stormwater management features for the proposal include three subsurface infiltration systems. Stormwater runoff from the rooftops of each building will be collected in the units located at the southeast and southwest corners of the site. Parking lot runoff will be collected in catch basins and directed to the unit located under the parking area at the center of the site. The drainage system has been designed to retain, treat and infiltrate stormwater runoff from a 10-year storm event.

LANDSCAPING [See memorandum entitled “Narrative for 103 House Street—§12 Special Permit with Design Review for 17 Proposed Townhomes” & plan set sheet entitled “Landscape Plan Proposed Town Homes—#103 House Street”]

The applicant has incorporated the changes recommended by the Community Beautification Committee at their meeting of February 12, 2020. The plan includes a mix of deciduous and evergreen trees along Salmon Brook Drive and House Street. Deciduous shade trees have also been planted in the parking area to provide cooling for the pavement and stormwater. The plan also includes decorative shrubs along the building facades.

SITE LIGHTING [See memorandum entitled “Narrative for 103 House Street—§12 Special Permit with Design Review for 17 Proposed Townhomes” product specification sheets entitled “House Street Apartments Type SL4” and “House Street Apartments Type SL5”, plan set sheet entitled “ Lighting Plan—By Apex Lighting” & architectural plan sheet A-4]

There will be eight pole mounted lights located along the perimeter of the parking lot and in the landscaped island. The light fixtures are night sky compliant, LED mounted on 10-foot poles. There will also be night sky compliant sconces mounted next to the doorways, garage doors and on the porches.

ARCHITECTURAL FEATURES [See memorandum entitled “Narrative for 103 House Street—§12 Special Permit with Design Review for 17 Proposed Townhomes” & architectural plan set sheets A-1 through A-7 & plan set sheet entitled “Street Elevations”]

As discussed in the “Site Layout” section of this report, the buildings will be located on the perimeter of the site to shield the parking area. There will be buildings along the House Street, and Salmon Brook Drive frontages, as well as a building along the western property line facing the Colonial Village Apartments. The buildings will have two and three story units each with two bedrooms. The unit layout will give the 5-unit building fronting on Salmon Brook Drive a symmetrical roof line as the end units will be two stories and the middle 3 units will be three stories. The 6-unit buildings located on House Street and along the western property line are identical in that the southern end unit will be two stories with the remaining units being three stories. Each unit will have a garage on the ground floor and either a covered porch in the two story units or a second story deck for the three story units.

As described in the applicant’s narrative, the buildings will have brick veneer in both a brick pattern for the water tables, siding and chimneys and a soldier course at the top of the water table over the doors and between the first and second floors. The portion of the buildings facing the parking area will have vinyl clapboard siding with PVC trim. The windows will be low-e insulated glass with simulated divided lights. The HVAC condenser units are 2-foot, 10-inch wide, by 2-foot, 4-inch high by 1-foot deep and will be located under the window on the front facing façade of each unit. A 4-foot tall solid vinyl fence will screen them.

ZONING ANALYSIS & CONSISTENCY WITH PLAN OF CONSERVATION AND DEVELOPMENT “Narrative for 103 House Street—§12 Special Permit with Design Review for 17 Proposed Townhomes”]

The proposed project meets all the requirements of the Town Center Zone with the exception of lot size for which it is legal non-conforming. The applicant has worked with the Plans Review Subcommittee to ensure the design of the proposal is in keeping with the residential character of the surrounding neighborhood. The applicant has also demonstrated that the density of the proposed project is similar to that of similar developments in the area. The project is also consistent with several areas of the Plan of Conservation and Development including Town Wide policies 5—Stormwater Management, 6—Commercial Development, 10—Sustainability and 11—Town Center.

Pertinent staff correspondence and draft motions are attached.

TOWN PLAN AND ZONING COMMISSION

SECTION 12 SPECIAL PERMIT WITH
DESIGN REVIEW

APPLICANT/OWNER: 103 HOUSE STREET LLC
C/O HUB REALTY
ASSOCIATES, LLC
FARIFIELD, CT 06824

FOR: 103 HOUSE STREET

MOVED, that the Town Plan & Zoning Commission approve 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:

To Be Quoted

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.

APPROVED: TOWN PLAN & ZONING COMMISSION
AUGUST 18, 2020

ROBERT J. ZANLUNGO JR., CHAIRMAN

MEMORANDUM

To: Town Plan & Zoning Commission

From: Thomas Mocko, Environmental Planner



Date: August 14, 2020

Re: Formal Recommendation to the Town Plan & Zoning Commission for a Section 12 Special Permit with Design Review concerning Redevelopment of 103 House Street – 17 residential rental Townhouses in 3 detached buildings on one acre – Town Center Zone – Alter & Pearson, LLC – Megson, Heagle & Friend, C.E. & L.S., LLC – Coleman Associates, LLC, applicant/landowners

During its Regular Meeting of August 13, 2020, the Conservation Commission recommended to the Town Plan and Zoning Commission approval of a Section 12 Special Permit with Design Review concerning Redevelopment of 103 House Street – 17 residential rental Townhouses in 3 detached buildings on one acre – Town Center Zone. The attached motion was approved by the Commission.

TM:gfm

cc: Daniel A. Pennington, Town Engineer/Manager of Physical Services
Peter R. Carey, Building Official
Alter & Pearson, LLC
Megson, Heagle & Friend, C.E. & L.S., LLC
Coleman Associates, LLC

**APPROVED RECOMMENDATION TO
THE TOWN PLAN & ZONING COMMISSION**

MOVED, that the Conservation Commission recommends to the Town Plan & Zoning Commission approval of a Section 12 Special Permit with Design Review concerning the proposed 17 residential townhouses within three detached buildings at 103 House Street, in accordance with plans on file in the Office of Community Development, and in compliance with the following conditions:

1. Installation of soil erosion and sedimentation control and stabilization measures shall be the Permittee's responsibility. Once installed these measures shall then be inspected by the Environmental Planner prior to land disturbance activities. Afterwards it then shall be the Permittee's responsibility to inspect these control measures during, and immediately following, substantial storm events and maintain and/or replace the control measures, when needed, on a regular basis until the site is vegetatively stabilized. Hay bales shall be replaced every 60 days. The Environmental Planner is hereby authorized to require additional soil erosion and sediment controls and stabilization measures to address situations that arise on the site.
2. All soil stockpiles shall be protected from wind erosion by placing tarps over them or otherwise controlled as authorized by the Environmental Planner.
3. Metal waste containers shall be provided at the site to facilitate the collection of refuse material generated from construction activities. Such material shall not be buried or burned at the site.
4. Prior to the issuance of a Certificate of Occupancy, certification from a professional engineer shall be required confirming that the stormwater management system was constructed in conformance with the approved design.
5. Prior to the issuance of the last Certificate of Occupancy, certification from a landscape architect shall be required confirming that landscape plants were installed in accordance with the approved landscape plan.
6. Underground fuel storage tanks shall be prohibited to reduce the potential of contamination to wetlands, watercourses, and groundwater resources.



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

PROJECT: Proposed Town Homes **LOCATION:** 103 House Street

DEVELOPER: Russell Beitman Hub Reality Associates, LLC

xx NEW CONSTRUCTION ___ CHANGE OF USE ___ SUBDIVISION _ COMMERCIAL

OCCUPANCY CLASSIFICATION: Group R **F.M.O. FILE #** 20-034

PROPOSED FIRE PROTECTION: via MDC water main & GFD

ENGINEER'S PLAN # 93-19-1CS INITIAL PLAN REVISED PLAN: 7-6-20

ENGINEER: Megson, Heagle & Friend

ADDRESS AND PHONE: 81 Rankin Road Glastonbury CT 06033 860-659-0587

DATE PLANS RECEIVED: 8-11-2020 **DATE PLANS REVIEWED:** 8-11-2020

COMMENTS:

Address numerals shall be posted at the front and rear entrances

Address numbers shall be a minimum of 4 in. (100 mm) high with a minimum stroke width of 1/2 in. (13 mm)

Address numbers shall contrast with their background.

The buildings will require to have the fire department connections posted with signs that reads FDC.

The buildings will require rapid entry vaults.

Fire alarm systems are required and a flashing exterior light shall be provided on the buildings which activates with the fire alarm.

The building will have mechanical devices on the exterior which may require protection from the elements such as snowfall, impact protection, and may require screening pending review from other agencies or individuals.

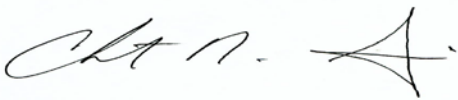
Telecommunications equipment utilized to communicate address data to E911 communication centers shall be programmed and maintained to accurately convey such address information to the E911 communication center.

The developer shall inform all contractors that the disposal of construction debris by open burning is not permitted. This includes any vegetation that might be cleared as part of the proposal.

The use of and the location of temporary fuel tanks utilized for construction purposes will require review by this office.

Portable toilets and dumpsters shall be located at least ten feet from structures.

Material stockpiles and contractor vehicles shall not obstruct the adjacent roadways.

A handwritten signature in black ink, appearing to read "C.N. Siwy", is centered within a light blue rectangular box.

REVIEWED BY: _____

Christopher N. Siwy

PAGE 2 OF 2
cc: App/File

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: 103 House Street: Residential Development

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

1. Maintenance of the proposed walks which connect to the public sidewalk shall be the responsibility of the property owner. This requirement shall also apply to any portion of the individual walks which are located within the road Right-of-Way.
2. The one-way circulation pattern interior to the site shall be delineated with pavement markings and supplemented with "Do Not Enter" - "Wrong Way" signage at the appropriate locations.

DAP/dl



Town of Glastonbury

Health Department

Memo

August 12, 2020

To: Jonathan Mullen, AICP, Planner

Fr: Wendy S. Mis, MPH, RS, Director of Health

Re: 103 House Street; proposed 17 town homes

This office has received and reviewed the documents and plan by Megson, Heagle and Friend dated 3/19/20 for removal of a house and garage and construction of 17 town homes.

Prior to the Building Department's issuance of a demolition permit for the existing buildings, an environmental investigation report is required to determine any presence of lead, asbestos, or other hazardous materials.

The site plan shows a refuse area approximately 10' x 10'. The Commission may want to consider if that area will be sufficient to contain garbage, household trash and recycling generated by 17 two-bedroom town homes.

Pending Commission satisfaction with the refuse collection area, 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: 103 House Street, Sec 12 with Design Review- multi-family development

Members of the Police Department have reviewed the application of applicant and owner 103 House Street LLC, c/o Hub Realty Associates LLC for a Section 12 Special Permit with Design Review allowing construction of 17 townhome style, 2-bedroom units within three buildings at the site located on the northwest corner of House Street and Salmon Brook Drive.

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

- 1) Contact name and phone number for issues that arise onsite during construction (24/7) is provided.
- 2) No additional curb cuts are permitted on House Street or Salmon Brook Drive for access to the new development.



Marshall S. Porter
Chief of Police

JPH:jph

TOWN PLAN AND ZONING COMMISSION
PLANS REVIEW SUBCOMMITTEE
Portion of MINUTES OF FEBURARY 12, 2020 SPECIAL MEETING

The meeting commenced at 8:00 AM in Meeting Room A 2nd Floor Town Hall

Present: Subcommittee Members Sharon Purtill and Robert Zanlungo;
Khara C. Dodds, AICP, Director of Planning and Land Use Services and
Jonathan E. Mullen, AICP, Planner

103 HOUSE STREET – proposal for 17, two-bedroom townhomes within 3 buildings and associated parking – Town Center Zone – Alter & Pearson, LLC – Megson, Heagle & Friend, C.E. & L.S., LLC – New England Design – Coleman Associates, LLC, applicant

Attorney Alter explained the proposal to construct 17, two-bedroom, town homes within 3 buildings at the northwest corner of the intersection of Salmon Brook Drive and House Street. He stated that the owners of the Colonial Apartments on Salmon Brook Drive have acquired the property at 103 House Street and are planning to develop the site as an extension of the apartments to the west.

Jonathan Sczurek of Megson, Heagle & Friend, C.E. & L.S., LLC explained that access to the site would be through an existing curb cut off House Street to a driveway with cross easements that would be shared with the Colonial Apartments. Mr. Sczurek then stated that each unit would have 2 parking spaces and 12 visitor parking spaces. Mr. Sczurek stated that all the parking would be on the interior part of the site, not visible from the street.

Architect John Everett New England Design went over the architectural design of the buildings and the layouts for the different unit types. Commissioner Purtill asked about the residential density of the project. Attorney Alter stated that the Floor Area Ratio for the project is .47%, which complies with the Town Center Zone regulations. Commissioner Purtill expressed concern about the proposed density of the project and the location of mechanical units. The Subcommittee members advised the applicant to provide a density comparison to other apartments in the area when the project comes to the full Commission.

Town of Glastonbury
Community Beautification Committee
Portion of Regular Meeting Minutes of Wednesday, February 12, 2020

1. Roll Call

Present: Robert Shipman, Chairman
Della Winans, Vice Chairman
Jarrod Sansoucy, Secretary
Candice Mark

Absent: Linda DeGroff
Debra DeVries-Dalton
Kate Morgan

103 HOUSE STREET – landscaping for 17, two-bedroom townhomes within 3 buildings and associated parking – Town Center Zone – Alter & Pearson, LLC –Thomas Graceffa, Landscape Architect – Coleman Associates, LLC, applicant

Bob requested a change from the 6 white pines on the plan to something that would not lose lower limbs as it matures. Suggestions of using a mix of Serbian spruce and concolor were made.

Candice and Jarrod requested changing the sea oats grass for a variety that would be hardier; *Hakonechloa* was suggested in its place.

Jarrold made motion to accept the plan with the two changes. Della seconded, all in favor 4-0.

The Committee also commended the choice of architecture and landscape.
