

**MEMORANDUM**

**OFFICE OF COMMUNITY DEVELOPMENT**

**SECTION 6.11 SPECIAL PERMIT FOR  
AN ACCESSORY APARTMENT WITHIN A SINGLE FAMILY DWELLING  
101 FOUNDERS ROAD  
MEETING DATE : MARCH 15, 2022**

**PUBLIC HEARING #1**  
03-15-2022 AGENDA

**To:**  
Town Plan and Zoning  
Commission

**From:**  
Office of Community  
Development Staff

**Memo Date:**  
March 11, 2022

**Zoning District:**  
Residence AA Zone

**Applicant/Property  
Owner:**  
Anthony Mendes

**EXECUTIVE SUMMARY**

- The applicant is seeking approval for an existing accessory apartment.
- The applicant purchased the house at 101 Founders Road in July of 2021 which included an accessory apartment for which no there was no building permit or Zoning approval.
- The Building Department informed the applicant of this when they tried to renovate the accessory apartment.
- The proposal was reviewed by the Plans Review Subcommittee at their February 9, 2022 meeting; the Subcommittee advised the applicant regarding egress, parking and walkways.

**REVIEW**

Included for Commission review are the following:

- Town of Glastonbury staff memoranda
- Plans Review Subcommittee meeting minutes from February 9, 2022
- Floor Plans

**PROPOSAL [See floor plan entitled “Interior Renovations The Mendes Family 101 Founders Road”]**

The applicant is seeking approval for an existing 798 square foot accessory apartment in the basement level of the single family house located at 101 Founders Road. The apartment was existing at the time the applicant purchased the house in July, 2021; however, no special permit approval or building permits for the accessory apartment had been granted. The applicant was informed of this situation when they applied for permits to renovate the apartment.

The proposed apartment will have an open floor plan and consist of a full kitchen, living room, bedroom and bathroom. Egress points for the apartment include egress windows in the bedroom, French doors in the living room, a stairway leading to the principal residence and a doorway leading to the mechanical room, which has direct access to the outside. There is a walkway leading from the French doors around the south side of the house to the driveway located on the east side of the property. There are no proposed changes to the footprint or exterior of the building. However the applicant has made significant improvements to make the apartment compliant with the accessory apartment regulations and the building code.



**Aerial View 101 Founders Road**

**SITE DESCRIPTION**

The subject site is a .82 acre lot located on the west side of Founders Road in the Residence AA Zone. The lot is improved with a 2,924 square foot, two-story, single family residence with a walk-out basement. Access to the site is through a curb cut and driveway off Founders Road at the northeast 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 101 Founders Road 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.

Pertinent staff correspondence and draft motions are attached.



# 101 Founders Road Accessory Apartment – Site Elements



Path To Apartment Entrance

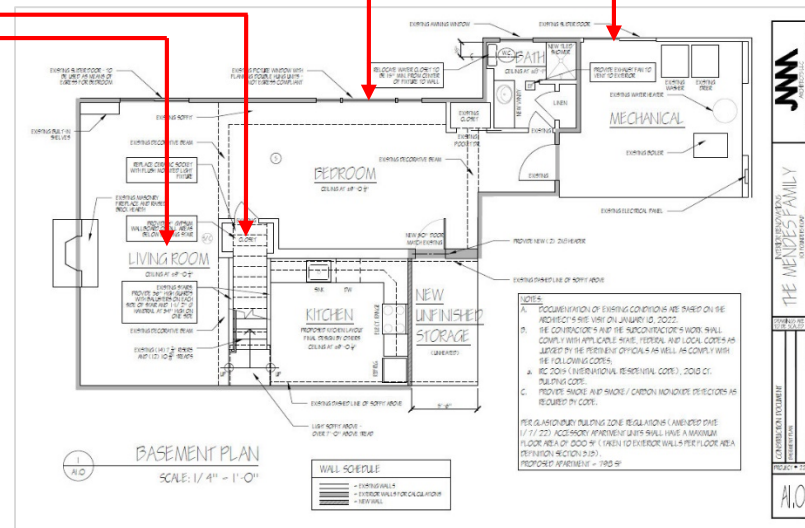
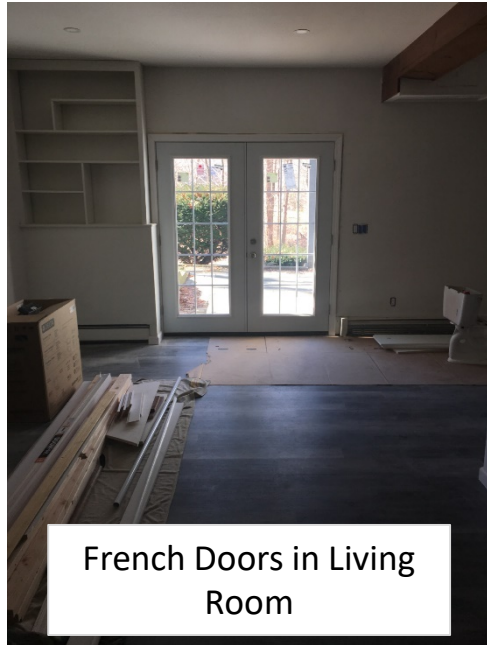


Parking Space





# 101 Founders Road Accessory Apartment - Egress Points



# 101 Founders Road Accessory Apartment - Living Areas



Living Room



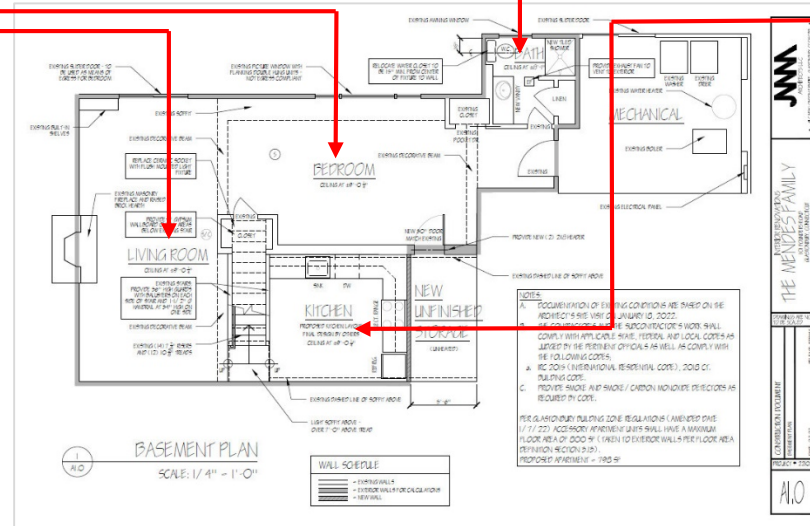
Bedroom



Bathroom



Kitchen



# Compliance with Zoning Regulations

## Section 6.11.3 Performance Standards

- a. Each accessory apartment unit shall have a maximum floor area of 800 sq. ft. and shall contain at a minimum, a cooking area to include a kitchen sink, one full bathroom and not more than one bedroom. ✓
- b. Each accessory unit shall be limited to a maximum occupancy of three persons, not more than two of whom may be adults. ✓
- c. The resultant two dwelling units may have common utilities and may have separate metering devices. ✓
- d. A minimum of one additional off-street parking space shall be provided for use by the occupant(s) of said accessory apartment. ✓
- e. The property owner shall reside on the premises in either the primary single-family dwelling or in the accessory apartment unit. ✓
- f. An approval notice from the Health Department on the adequacy of onsite sewage disposal and well water supply, if utilized, shall be required. ✓
- g. Accessory Apartment Forms
  1. Basement Accessory Apartments
    - i. The finished space shall conform to all applicable Town ordinances, as well, as the Building and Fire codes with regard to egress and the use of basements as habitable space ✓

TOWN PLAN AND  
ZONING COMMISSION

SECTION 6.11 SPECIAL PERMIT

APPLICANT/

OWNER: ANTHONY MENDES  
101 FOUNDERS ROAD  
GLASTONBURY, CT 06033

FOR: 101 FOUNDERS ROAD

MOVED, that the Town Plan and Zoning Commission approve the application of Anthony Mendes for a Section 6.11 Accessory Apartment Special Permit – 101 Founders Road – Residence AA Zone – in accordance with plans on file with the Office of Community Development

And

1. In compliance with standards contained in a report from the Fire Marshal, File #21-041R, plans reviewed 03-07-2021.
2. In adherence to:
  - a. The Police Chief's memorandum dated March 8, 2021.
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  
MARCH 15, 2022

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ROBERT J. ZANLUNGO JR., CHAIRMAN



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

PROJECT: **Mendes Accessory Apartment** LOCATION: **101 Founders Road**

NEW CONSTRUCTION  CHANGE OF USE  SUBDIVISION  COMMERCIAL

OCCUPANCY CLASSIFICATION: **Group R** F.M.O. FILE # **21-041 R**

PROPOSED FIRE PROTECTION: **via 8 inch MDC water main & the GVFD**

INITIAL PLAN  REVISED PLAN xx by JNM Architects # 22102

DATE PLANS RECEIVED: **03-03-2022** DATE PLANS REVIEWED: **03-07-2022**

**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 .**

**Deputy Chief Chris Siwy –Fire Marshal**

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cc: Applicantrs  
File



March 8, 2022

**MEMORANDUM**

To: Town Plan and Zoning Commission  
Rebecca Augur, Director of Planning and Land Use Services

From: Stephen Braun, Assistant Town Engineer 

Re: 101 Founders Road  
Section 6.11 Accessory Apartment

The Engineering Division has reviewed the plan for the proposed accessory apartment located at 101 Founders Road and has no comments.



# *Town of Glastonbury*

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## *Health Department*

# Memo

March 10, 2022

**To:** Jonathan E. Mullen, AICP, Planner

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

**Re:** 101 Founders Road, adding kitchen to create accessory apartment

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This office has received the plan dated 2/2/22 by JWM Architects LLC for addition of a kitchen to create an accessory apartment at the above-referenced property.

The property is serviced by public water and sewer systems and the plan submitted is approved for the use proposed.

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

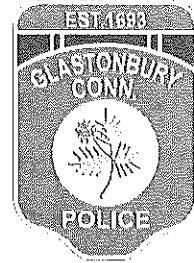
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GLASTONBURY POLICE DEPARTMENT

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**TO:** TOWN PLANNING AND ZONING COMMISSION  
**FROM:** MARSHALL S. PORTER, POLICE CHIEF  
**SUBJECT:** APPLICATION OF ANTHONY MENDES FOR A SECTION 6.11 SPECIAL PERMIT  
**DATE:** 3/8/22

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Members of the Police Department have reviewed the application of Anthony Mendes for a Section 6.11 Special Permit- Adding a kitchen to create an accessory apartment- 101 Founders Rd.

The Police Department has no objection to this proposal, provided that:

The home/apartment are in compliance with Glastonbury Town Code, Article II, House Numbering, Sections 17-16 through 17-30.

A handwritten signature in black ink, appearing to be "MS Porter", is written over a horizontal line.

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Marshall S. Porter  
Chief of Police



TOWN PLAN AND ZONING COMMISSION  
PLANS REVIEW SUBCOMMITTEE  
MINUTES OF FEBRUARY 9, 2022 SPECIAL MEETING

*The meeting commenced at 8:02 AM through Zoom Video Conferencing.*

**Present:** Subcommittee Member Sharon Purtill; Rebecca Augur, AICP, Director of Planning, and Jonathan E. Mullen, AICP, Planner

**101 FOUNDERS ROAD – proposal for an accessory apartment – Residence AA Zone – Architect Jane Laurent, JWM Architects – Anthony Mendes, owner – Maryanne Mendes, applicant**

Maryanne Mendes explained that her son purchased the house which had an unpermitted accessory apartment. She explained that she had been working with the former Town Building Official to ensure that the rooms in the apartment were building code-compliant. Sharon Purtill asked the size of the apartment. Ms. Laurent explained that initially the apartment was over 800 square feet, however a portion of the living area will be removed to make it less than 800 square feet. Mrs. Purtill asked about the location of the mechanical room. Ms. Mendes stated that the mechanical room has ingress from outside. Mr. Mullen stated that the mechanical room location and access are in accordance with what the Subcommittee has requested in other situations. There was a discussion about circulation in the apartment. Ms. Mendes stated that the apartment had an open floor plan. Mrs. Purtill asked about means of egress. Ms. Mendes stated that there are two sets of slider doors and egress windows in the bedroom. Mrs. Purtill advised the applicant to have a plot plan prepared showing parking space and walkways for the full Commission.

Meeting adjourned at 8:19 am.

Respectfully submitted,



Jonathan E. Mullen, AICP  
Planner