

**MEMORANDUM**

**OFFICE OF COMMUNITY DEVELOPMENT**

**SECTION 4.11 FLOOD ZONE SPECIAL PERMIT  
 RENNOVATION AND ADDITION OF AN EXISTING SINGLE FAMLIY HOUSE  
 203 COTTON HOLLOW ROAD  
 MEETING DATE: APRIL 5, 2021**

**PUBLIC HEARING #1**  
 04-05-2022 AGENDA

**To:**  
 Town Plan and Zoning  
 Commission

**From:**  
 Office of Community  
 Development Staff

**Memo Date:**  
 April 1, 2022

**Zoning District:**  
 Flood Zone &  
 Rural Residence Zone

**Applicant / Owner:**  
 Franca Filomeno

**EXECUTIVE SUMMARY**

- The applicant is proposing renovations and additions to the existing 3-bedroom single family house at 203 Cotton Hollow Road.
- A portion of the existing structure is located in the Federal Emergency Management Agency (FEMA) 100-year flood zone associated with Roaring Brook, which is located to the south.
- The applicant proposes to reconstruct this portion of the building into a storage area with flood vents that will allow flood waters to enter and exit the space.
- The applicant proposes to construct additional living space on top of the reconstructed storage area.
- The proposed structure will meet the requirements of Section 4.11 regarding Substantial Improvements to a residential structure in a flood zone.
- The project is designed such that there will be no net fill or loss of associated flood storage.
- At their meeting of March 10, 2022, the Conservation Commission forwarded a favorable recommendation for the project to the Town Plan and Zoning Commission concerning the Flood Zone Special Permit.
- On February 23, 2022 the Environmental Planner acting as the Wetlands Agent issued an administrative approval for work within the 100-foot upland review area for this property.

**REVIEW**

Included for Commission review are the following:

- Town of Glastonbury staff memoranda
- A project narrative
- Site plans
- Environmental and flood impact statement



Aerial view of 203 Cotton Hollow Road

### **ADJACENT USES**

Residential lots are located to the north and west of the site while town owned open space and Roaring Brook are located to the east and south.

### **SITE DESCRIPTION [See memorandum entitled “Project Narrative” and plan set sheet entitled “Existing Conditions Plan & Boundary Map #203 Cotton Hollow/Lot N-4E Cotton Hollow Road”]**

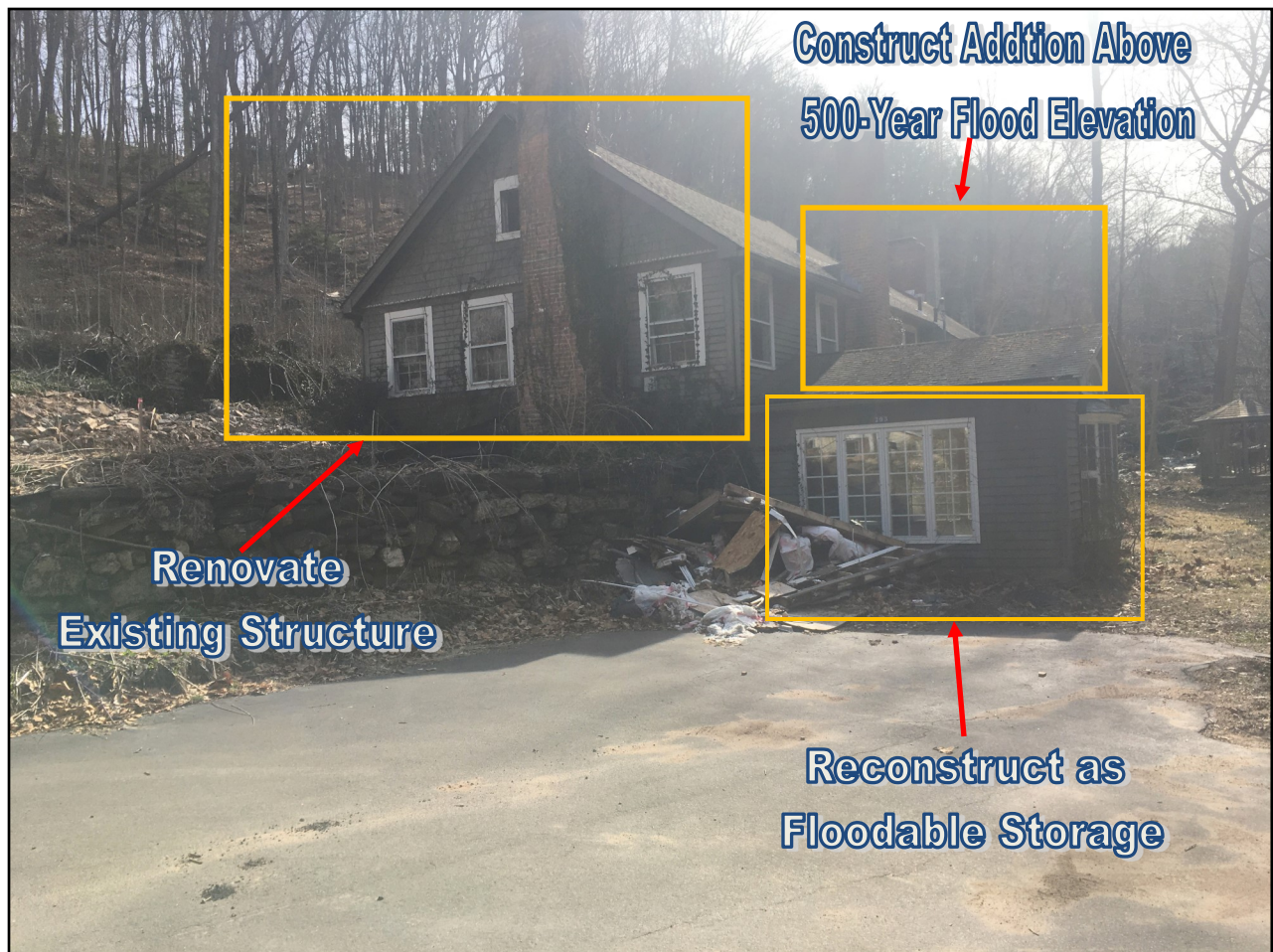
The subject site is a 3.28 acre parcel located on the north side of the eastern terminus of Cotton Hollow Road. The lot contains a single-family structure a detached 2-car garage and a gazebo. The southwest corner of the site is located in the FEMA 100-year flood zone with elevations at or below the Base Flood Elevation (BFE) of 58.9 feet.

### **PROPOSAL [See memorandum entitled “Project Narrative” and plan set sheet entitled “Site Plan #203 Cotton Hollow/Lot N-4E Cotton Hollow Road” & architectural plan set sheet number A1.0 entitled “Basement Foundation Floor Plan” ]**

The applicant intends to reconstruct the portion of the existing building located below the FEMA 100-year flood elevation to be “floodable” storage area. The applicant also intends to construct living space on top of the floodable storage area and renovate the remaining portion of the existing structure. All livable space will be above the FEMA 500-year flood elevation in accordance with Section 4.11.6.b.1 regarding specific requirements for residential construction in the flood zone. The applicant will use the existing septic system which is located in the FEMA 100-year flood elevation for on site sewage management. A new code compliant reserve area has been located on the north side of the property out of the Flood Zone.



**Above: View of existing structure looking north with approximate location of FEMA 500 year flood elevation ; Below view of existing structure looking east showing proposed renovations and additions**



**COMPENSATORY FLOODWATER STORAGE [See memorandum entitled “Project Narrative” and plan set sheet entitled “Site Plan #203 Cotton Hollow/Lot N-4E Cotton Hollow Road” & architectural plan set sheet number A1.0 entitled “Basement Foundation Floor Plan”**

The southeast corner of the property is located in the in the FEMA 100-year Flood Zone. The reconstructed storage area will have seven, 16-inch wide by 8-inch tall flood vents that will allow flood water to enter and exit the structure. Floodable storage area will increase the flood storage capacity of the site by 220 cubic yards.

**ZONING ANALYSIS AND CONSISTENCY WITH THE PLAN OF CONSERVATION AND DEVELOPMENT**

The applicant has, in accordance with Section 4.11.5.c.3 of the Town of Glastonbury Building-Zone Regulations, submitted an environmental and flood impact statement certifying that the proposed activity will not have a significant adverse impact upon the environment or on the flood storage capacity or flow. Further all substantial improvement to the structure that results in livable area will be located above the 500-year flood elevation in accordance with Section 4.11.6.b.1 regarding specific requirements for residential construction in the flood zone.

The project is consistent with the following policies of the 2018—2028 Plan of Conservation and Development:

- **Town-wide Policies:**
  - **Stormwater Management**
    - Promote use of innovative techniques, Low Impact Development (LID) and Best Management Practices to benefit surface water and groundwater quality and overall ecological integrity.
    - Ensure that all new developments adhere to Town policies regarding the State of Connecticut General Permit for the Discharge of Stormwater from Small Municipal Separate Storm Sewer Systems (MS4 General Permit)

Pertinent staff correspondence and draft motions are attached.

APPLICANT/OWNER: FRANCA FILOMENO  
109 PERIA DRIVE  
GLASTONBURY, CT 06033

FOR: ADDITIONS &  
RENOVATIONS

MOVED, that the Town Plan & Zoning Commission approve the application of Franca Filomeno for a Section 4.11 Flood Zone Special Permit for house renovations & additions including reconstruction of a portion of the existing building to allow a flood storage increase – 203 Cotton Hollow Rd – Rural Residence & Flood Zones, in accordance with plan set entitled “#203 Cotton Hollow/Lot N-4E Cotton Hollow Road” sheet 1 and 2 prepared by Megson, Heagle & Friend Civil Engineers & Land Surveyors, LLC dated 5-19-21 revised 2-24-22

And

1. In compliance with:
  - a. The standards contained in a report from the Fire Marshal, File #22-005, plans reviewed 04-01-22.
  - b. 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 March 10, 2022.
  - c. The conditions set forth by the Inland Wetlands and Watercourses Agent in their Administrative Wetlands Approval dated February 23, 2022.
2. In accordance with
  - a. The Town Engineer’s memoranda dated March 1, 2022 and March 29, 2022.
  - b. The Sanitarian’s memorandum dated March 31, 2022.
3. All construction shall be performed in accordance with the following:
  - a. 2002 Connecticut Guidelines for Soil Erosion and Sedimentation Control, as amended
  - b. The Connecticut Stormwater Quality Manual, as amended
  - c. All stormwater discharge permits required by the Connecticut Department of Energy and Environmental Protection (DEEP) pursuant to CGS 22a-430 and 22a-430b
  - d. Section 19 of the Town of Glastonbury Building-Zone Regulations, as amended, the Town of Glastonbury Subdivision and Resubdivision Regulations, as amended, and any additional mitigation measures to protect and/or improve water quality as deemed necessary by the Town.
4. This is a Section 4.11 Flood Zone Special Permit. 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  
APRIL 5, 2022

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ROBERT J. ZANLUNGO JR., CHAIRMAN

## MEMORANDUM

To: Town Plan & Zoning Commission

From: Suzanne Simone, Environmental Planner 

Date: March 15, 2022

Re: Recommendation to the Town Plan & Zoning Commission for a Flood Zone Special Permit;  
203 Cotton Hollow Road

During its regular meeting of March 10, 2022, the Conservation Commission unanimously recommended the agenda item for 203 Cotton Hollow Road (below). The Commission further recommended that the retaining walls (referred to as old mill walls) to the north of the existing house on the subject property remain intact. The Commission is aware that repairs to the wall are necessary and planned as part of the design project. The applicant stated to the Commission the long-term plan to keep the walls.

“MOVED, that the Conservation Commission recommends to the Town Plan & Zoning Commission approval of a Section 4.11 (Flood Zone) Special Permit for Franca Filomeno’s proposed house renovation and addition at 203 Cotton Hollow Road, in accordance with the plan (two sheets) dated May 19, 2021 and revised February 24, 2022, completed by Megson, Heagle and Friend Civil Engineers & Land Surveyors, LLC.

The Commission also recommends to the Town Plan and Zoning Commission the requirement that the old mill walls be preserved in perpetuity to protect and conserve this historic feature.”

March 1, 2022

**MEMORANDUM**

To: Suzanne Simone, Environmental Planner  
Conservation Commission

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



Re: 203 Cotton Hollow Road  
Renovations and Additions to Residential Home  
Flood Zone Permit Recommendation

The Engineering Division has reviewed the plans for the proposed residential renovations and additions within the flood zone on property located at 203 Cotton Hollow Road prepared by Megson, Heagle, and Friend Civil Engineers and Land Surveyors, LLC, last revised February 24, 2022 and offers the following comments:

1. The Engineering Division concurs with the statement from the design engineer that there be no loss of flood storage and no incremental fill within the flood zone resulting from the project as depicted on the plans.
2. The regulatory floodway associated with Roaring Brook should also be depicted on the plans.
3. A construction note should be added to the plans stating that proposed grades around the reconstructed foundation and within the flood zone shall be restored to pre-construction elevations.
4. A project specific erosion and sedimentation control plan should be added to the plan set and should address soil stockpile locations, severe weather contingency plans, etc.
5. Proposed grading with the relocated temporary ingress / egress route for the Town's use in accessing the Cotton Hollow Mill ruins shall be completed to the satisfaction of the Town Engineer prior to the start of any foundation excavation. A maximum cross slope of 3% is suggested over the width of the subject area.
6. A revised agreement for the relocated temporary ingress / egress shall be prepared by the applicant and submitted to the Town Manager for review and acceptance. It is recommended that a condition of permit approval be specified requiring consent and execution of such an agreement by the Town Manager prior to initiation of construction.



# Town of Glastonbury

2155 MAIN STREET P.O. BOX 6523 GLASTONBURY, CT 06033-6523 (860) 652-7500  
FAX (860) 652-7505

February 23, 2022

Franca Filomeno  
109 Peria Drive  
Rocky Hill CT 06067

**Re: Approved Upland Review Area Regulated Activity at  
203 Cotton Hollow Road, Glastonbury**

Dear Franca Filomeno:

Pursuant to Section 12 of Glastonbury's Inland Wetlands and Watercourses Regulations **you are hereby approved for renovation of and addition to an existing single family residence within the wetlands' upland review area** at 203 Cotton Hollow Road, as represented on the site plan dated October 4, 2021, revised February 11, 2022. This approval is contingent upon **your responsibility to:**

1. **to publish this approval (one time) in a newspaper** that circulates in Glastonbury **within 10 days of the date of this approval letter;** and
2. **to await a 15-day appeal period** (15 days from the date of newspaper publication) before starting this project within the upland review area.

This Permit:

- Requires that the approved regulated activities be completed within one (1) year from commencement of said activities
- That appropriate erosion controls be installed and maintained in working order, in compliance with the plot plan and the 2002 CT Erosion & Sediment Guidelines
- Is valid for five (5) years from the date of this letter, with an expiration date of February 23, 2027

Failure to comply with these requirements will automatically nullify this approval. The permit may be revoked if you exceed the conditions or limitations of this Permit.

**Please call** (860) 652-7510 or email [suzanne.simone@glastonbury-ct.gov](mailto:suzanne.simone@glastonbury-ct.gov) to advise the newspaper name and date when the notice is to appear.

Sincerely,

Suzanne Simone  
Environmental Planner

**PUBLIC NOTICE  
TOWN OF GLASTONBURY, CT**

On February 23, 2022, the duly authorized agent of the Glastonbury Inland Wetlands & Watercourses Agency approved renovation of and an addition to an existing single family residence within the wetlands' upland review area at 203 Cotton Hollow Road.

1TC 3/3


Franca Filomeno, land owner



March 29, 2022

**MEMORANDUM**

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

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

Re: 203 Cotton Hollow Road  
Section 4.11 Flood Zone Special Permit

The Engineering Division has reviewed the plans for the proposed residential renovations and additions within the flood zone on property located at 203 Cotton Hollow Road prepared by Megson Heagle and Friend, Civil Engineers and Land Surveyors, LLC las revised February 24, 2022 and offers the following comments:

1. The recommendations described in the memorandum to Suzanne Simone and the Conservation Commission from this office dated March 1, 2022 have not been addressed by the applicant to date and should be incorporated as conditions of approval to the Flood Zone Special Permit. The Engineering Division has no additional comments on the application at this time.



# *Town of Glastonbury*

## *Health Department*

### MEMORANDUM

Date: March 31, 2022

To: Town Planning & Zoning, Conservation & WPCA Commissions

From: Don Kendrick, R.S., Sanitarian

Re: Franca Filomeno Property #203/Lot N-4E Cotton Hollow Road

The Department has been involved in the investigation of this property for the proposed home modifications since June of 2021. Deep hole test pits were observed in June 2021 and December 2021. An additional deep hole test pit and percolation tests were observed by staff from Megson, Heagle & Friend Civil Engineers and Land Surveyors, LLC in June, August and September of 2021. The soil in the area is primarily described as Hollis-Chatfield-Rock outcrop complex with 8 percent to 15 percent slopes. While mottling was not observed in any of the test pits, groundwater was evident 48" below the surface in test pit 3. The upper soil layers in each of the test pits had evidence of being altered by human activity. A Public Health Code Section 19-13-B100a code-complying area suitable for a future replacement on-site sewage disposal system was identified and is shown on plans dated May 15, 2021, revised February 24, 2022, by Megson, Heagle & Friend Civil Engineers and Land Surveyors, LLC.

The Department recommends approval of this proposal with the following requirements:

1. Care will be taken to protect the existing septic system from construction activity by identifying on the property its location by flagging, staking or other means.
2. The existing well will be properly abandoned by a licensed well driller.
3. Water from the replacement well will be tested for the standard potability parameters as well as uranium and radon.

Revised 9-22-17

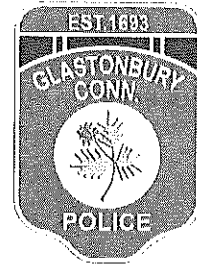
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GLASTONBURY POLICE DEPARTMENT

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TO: TOWN PLANNING AND ZONING COMMISSION  
FROM: MARSHALL S. PORTER, POLICE CHIEF  
SUBJECT: APPLICATION OF FRANCA FILOMENO  
DATE: 3/30/22

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Members of the Glastonbury Police Department have reviewed the application of Franca Filomeno for a Section 4.11 Flood Zone Special Permit-proposed house renovations and additions including reconstruction to allow flood storage increase-203 Cotton Hollow Rd-Rural Residence & Flood Zones.

The Police Department has no objection to the application as proposed.

A handwritten signature in black ink, appearing to read "MSP", is written over a horizontal line.

Marshall S. Porter  
Chief of Police