

STAFF REPORT

OFFICE OF COMMUNITY DEVELOPMENT

Application: 4307	Submittal Date: July 29, 2022
Meeting Date: August 23, 2022	Date of Receipt: August 9, 2022
Agenda Item: Regular Meeting #3	Application Type: Section 12.8 Change of Use

Applicant:
Greater Hartford YMCA

Owner: 90 National Drive LLC

Proposal:
Change of Use from Office to Daycare and Fitness Center

Proposal Address:
90 National Drive

Zone:
Planned Employment

Existing Land Use:
Office

Prior Reviews/ Permits:

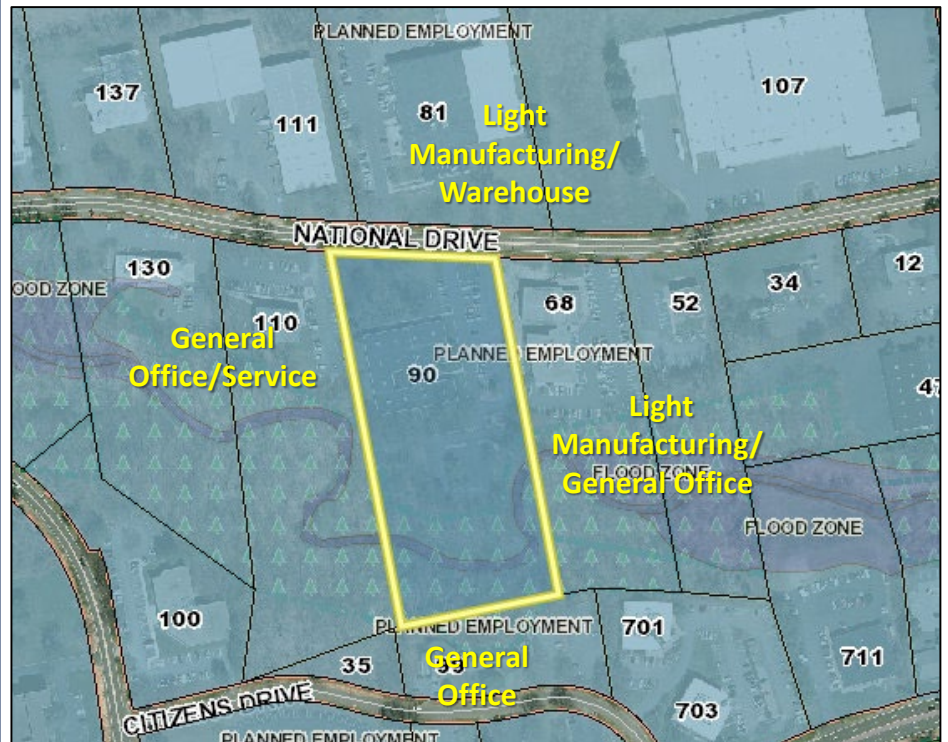
- Plans Review Subcommittee – 08/18/2022

Attached for Review:

- Site plans
- Town of Glastonbury staff memoranda
- Minutes from previous meetings
- Draft motion

Executive Summary

- The proposal is for a change of use to a portion of the building from general office use to a daycare, fitness club, and administrative offices associated with the Greater Hartford YMCA.



Site location, zoning and land uses

Site Description

The subject property is 5 acre property on the south side of National Drive. A commercial/office building is located at the northwest corner of the site. A paved parking area is located to the east and south of the building. The remaining portion of the lot to the south of the parking lot is wooded with wetlands and encumbered with a private conservation easement. Winding Brook runs east to west through the conservation easement area.



Existing Conditions at 90 National Drive

Proposal

The proposal is for a change of use for the northern portion of the building at 90 National Drive from general office use to daycare, fitness center, and administrative offices associated with the Greater Hartford YMCA. A new play area will be installed on the west side of the building. There will also be a new door added to the west side of the building as well as concrete ramps to access the play area from the inside. No other changes are proposed.

Planning and Zoning Analysis

Day care centers, fitness centers, and administrative offices are all Specially Permitted uses in the Planned Employment Zone. There is enough on-site parking to accommodate all uses existing and proposed.

The applicant has applied for a change of use under Section 12.8 of the Building Zone Regulations which states: "Any change in an approved Plan of Development, which is not considered to be a minor change or an insignificant change as set forth in Sections 12.9 and 12.10, shall be processed as a formal amendment to the approved Plan of Development and shall require the preparation of plans and the approval of the Town Plan and Zoning Commission after compliance with all requirements of Section 12."

The applicant also requested that the addition of the door to the west side of the building be processed as a 12.10 Insignificant Change. The Plans Review Subcommittee (PRSC) reviewed the proposal at their August 18, 2022 meeting where they agreed to approve the additional door as a 12.10.

There is no dumpster enclosure for the site and the dumpsters currently occupy a parking space. Further, several areas of the parking lot and the site landscaping are in need of refurbishment. The applicant has indicated they will consult with the property owner to address these issues.

TOWN PLAN AND
ZONING COMMISSION

SECTION 12.8 CHANGE OF USE

APPLICANT: GREATER HARTFORD YMCA
50 STATE HOUSE SQ. 2ND FLOOR
HARTFORD, CT 06103

OWNER: 90 NATIONAL DRIVE LLC
52 BOSTON HILL ROAD
ANDOVER, CT 06232

FOR: 90 NATIONAL DRIVE

MOVED, that the Town Plan & Zoning Commission approve the application of the Greater Harford YMCA, for a Section 12.8 Change of Use – conversion from general office to a day care, fitness center and administrative offices for the YMCA– 90 National Drive – Planned Employment Zone, in accordance with the plans on file with the Office of Community Development, and:

1. In compliance with the conditions contained in a report from the Fire Marshal’s Office, file number 22-023, plans reviewed 8-30-2022
2. In adherence to:
 - a. The Town Engineer’s memorandum dated August 31, 2022.
 - b. The Sanitarian’s memorandum dated August 30, 2022.
 - c. The Police Chief’s memorandum dated August 30, 2022.
3. This is a Section 12.8 Change of Use. 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
SEPTEMBER 6, 2022

ROBERT J. ZANLUNGO JR., CHAIRMAN

August 31, 2022

MEMORANDUM

To: Town Plan and Zoning Commission
Jonathan Mullen, Town Planner

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



Re: Section 12.8 Change of Use
90 National Drive

The Engineering Division has reviewed the application materials for the proposed change of use to include a YMCA with associated daycare and fitness center at 90 National Drive and offers the following comments:

1. The application materials did not include a site plan that demonstrates how the existing site complies with ADA. Applicant should incorporate the required number of ADA parking spaces with appropriate signage and striping as required to meet current ADA standards. Applicant should also evaluate the accessible route from the accessible parking spaces into the building and make any necessary improvements to sidewalks and ramps as may be required.



Town of Glastonbury

Health Department

MEMORANDUM

Date: August 30, 2022

To: Town Planning & Zoning, Conservation & WPCA Commissions

From: Don Kendrick, R.S., Sanitarian 

Re: 90 National Drive, Glastonbury YMCA daycare and health and fitness classes facility

The Department has reviewed the plans prepared July 14, 2022 (revised July 28, 2022) by QA+M Architecture. The building at this address was constructed in 1973. The property will be served by public water and public sewer.

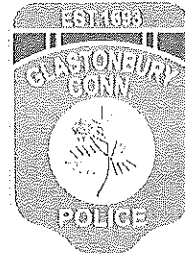
The Department recommends approval of this proposal with following requirements:

1. A pre-demolition survey and lead TCLP analysis is to be provided to the Health Department for areas of the structure that are to be demolished. Any lead and/or asbestos containing materials are to be disposed of appropriately.
2. A comprehensive lead inspection of all areas occupied (indoors and outdoors) by the daycare is required and a report of the inspection is to be submitted to our office prior to issuance of a certificate of occupancy.

Revised 9-22-17


GLASTONBURY POLICE DEPARTMENT

TO: TOWN PLANNING AND ZONING COMMISSION
FROM: MARSHALL S. PORTER, POLICE CHIEF
SUBJECT: APPLICATION OF THE GREATER HARTFORD YMCA-
SECTION 12.8 CHANGE OF USE- 90 NATIONAL DR.
DATE: 08/30/2022



Members of the Police Department have reviewed the application of the Greater Hartford YMCA for a Section 12.8 change of use concerning the relocation of the YMCA's daycare and health fitness classes- 90 National Dr- Planned Employment Zone.

The police department has no objection other than there needs to be sufficient handicap parking spaces allotted and marked that follow State Statute and engineering guidelines. The submitted landscape plan shows no handicap parking within the parking spaces.



Marshall S. Porter
Chief of Police



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

PROJECT: **Glastonbury YMCA**

LOCATION: **90 National Dr**

___NEW CONSTRUCTION **xx** CHANGE OF USE SUBDIVISION **xx** COMMERCIAL

OCCUPANCY CLASSIFICATION: **Group B&E** FILE # **22-023**

PROPOSED FIRE PROTECTION: **via MDC water main & the GFD**
ARCHITECTS PLAN: **R1.0** INITIAL PLAN REVISED PLAN **7-14-22**

ARCHITECT: **QA+M**

ADDRESS: **195 Scott Swamp Road Farmington CT 06032** PHONE:

DATE PLANS RECEIVED: **8-30-22** DATE PLANS REVIEWED: **8-30-22**

COMMENTS: **An established path from the playground gate on the west side of the building to the sidewalk on the north will be needed.**

If a fire alarm is installed a rapid entry vault will be needed.

REVIEWED BY
Deputy Chief Chris Siwy –Fire Marshal

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cc: Applicant
 File

TOWN PLAN AND ZONING COMMISSION
PLANS REVIEW SUBCOMMITTEE
Portion of MINUTES OF AUGUST 18, 2022 SPECIAL MEETING

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

Present: Subcommittee Members Robert Zanolungo and Sharon Purtill; Jonathan E. Mullen, AICP, Planner

90 NATIONAL DRIVE - proposal for change of use from office to a licensed childcare facility of the Glastonbury YMCA - Planned Employment & Flood Zone - Alter & Pearson, LLC - Steve Phillips, Director of Facilities, YMCA of Greater Hartford, applicant

Attorney Peter Alter explained the proposal was to convert the existing office building at 90 National Drive to a YMCA. He stated that there are no exterior changes to the building except for the addition of a door and a fenced-in play area. Bob Zanolungo asked about the location of play area. Attorney Alter replied that it would be located on the west side of the building. He added that the new door was needed to allow direct access to the play area from the daycare rooms. Attorney Alter stated that the YMCA occupy less than 50% of the building. It will have an exercise area, daycare area and administrative offices. He added there is enough parking to accommodate a gym, daycare and general office in accordance with Section 9 of the Building-Zone Regulations. Mrs. Purtill asked about the outdoor play area; is it protected? Attorney Alter responded that it is enclosed with a 4-foot chain-link fence. He added that the site had healthy mature landscaping and the applicant was not making any changes. He said that he did not see the purpose of going to the Architectural and Site Design Review Committee (ASDRC) for the installation of one door to match two existing doors and the addition of a chain-link fence. Attorney Alter asked that the Town Plan and Zoning Commission review the change of use under Section 12.8 and approve the addition of the door and fence as a 12.10 Insignificant Change. The Subcommittee agreed.
