

## STAFF REPORT

## OFFICE OF COMMUNITY DEVELOPMENT

<b>Application:</b> 4300	<b>Submission Date:</b> September 20, 2022
<b>Meeting Date:</b> October 4, 2022	<b>Date of Receipt:</b> September 20, 2022
<b>Agenda Item:</b> Public Hearing #1	<b>Application Type:</b> Section 6.11 Special Permit for an Accessory Apartment

**Applicant/ Owner:**  
Karen & Jeremy Robbins

**Proposal:**  
Accessory Apartment

**Proposal Address:**  
34 Cardinal Drive

**Zone:**  
Rural Residence

**Existing Land Use:**  
Single-Family Residence

**Prior Reviews/ Permits:**

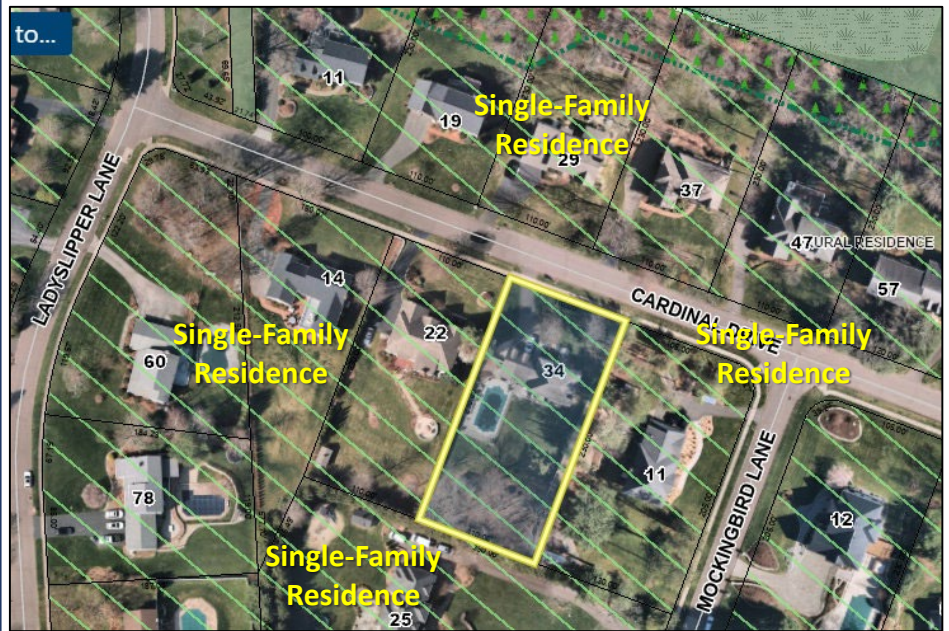
- Plans Review Subcommittee

**Attached for Review:**

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

### Executive Summary

- Proposal is for an 665-square foot attached accessory apartment to be located on the southeast corner of the existing single-family house located at 34 Cardinal Drive



Site location, zoning and land uses

## **Site Description**

The subject property is .58 acres located on the south side of Cardinal Drive. A two-story, single-family house is located on the north side of the lot. Access to the site is through a curb cut off Cardinal Drive at the northeast corner of the lot.



**Existing Conditions at 34 Cardinal Drive**

## **Proposal**

The applicant proposes to construct an 665-square-foot, attached accessory apartment located at the southeast corner of the existing house. The apartment will have a kitchenette / sitting area, bedroom, and bathroom. The apartment will have cedar clapboard siding and a gabled roof with asphalt shingles to match the principal dwelling. A deck will be constructed at the southwest corner of the apartment. Access to the apartment will be through interior pocket doors at the southeast corner of the principal structure and through an exterior door on the west side of the apartment. The apartment will also have egress windows on the west-facing wall of the bedroom. Parking will be provided in the driveway.

## **Planning and Zoning Analysis**

The proposed accessory apartment meets all the requirements of Section 6.11 for accessory apartments in a single-family dwelling.

TOWN PLAN AND  
ZONING COMMISSION

SECTION 6.11 SPECIAL PERMIT

APPLICANT/

OWNER: KAREN & JEREMY ROBBINS  
34 CARDINAL DRIVE  
GLASTONBURY, CT 06033

FOR: 34 CARDINAL DRIVE

MOVED, that the Town Plan and Zoning Commission approve the application of Karen and Jeremy Robbins for a Section 6.11 Accessory Apartment Special Permit – 34 Cardinal Drive – Rural Residence Zone – in accordance with plans entitled “Proposed Addition for Jeremy & Karen Robbins, 34 Cardinal Drive Glastonbury CT, 06033” prepared by K.O. Home Designs, LLC dated May 17, 2022; and

1. In compliance with the conditions contained in a report from the Fire Marshal’s Office, file number 22-029, plans reviewed 9-26-2022.
2. In adherence to the Police Chief’s memorandum dated September 27, 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 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  
OCTOBER 4, 2022

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ROBERT J. ZANLUNGO JR., CHAIRMAN

September 28, 2022

**MEMORANDUM**

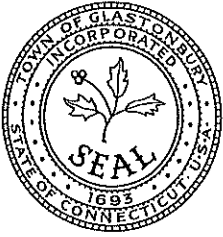
To: Town Plan and Zoning Commission  
Jonathan Mullen, Town Planner

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



Re: 34 Cardinal Drive  
Section 6.11 Accessory Apartment

The Engineering Division has reviewed the plan for the proposed accessory apartment located at 34 Cardinal Drive and has no comments.



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

PROJECT: **Karen & Jeremy Robbins Accessory Apartment** LOCATION: **34 Cardinal Drive**

XX NEW CONSTRUCTION \_\_\_ CHANGE OF USE \_\_\_ SUBDIVISION \_\_\_ COMMERCIAL

OCCUPANCY CLASSIFICATION: F.M.O. FILE # **22-029**

PROPOSED FIRE PROTECTION: **via MDC water main & the GFD**

DESIGN BY: **K.O. Home Design, LLC**

ADDRESS AND PHONE: **Ellington, CT 860-930-7075 keith@kohomedesign.com**

DATE PLANS RECEIVED: **9-26-22** DATE PLANS REVIEWED: **9-26-22**

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 34 Cardinal Dr - additional address numerals such as 34 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 Christopher N. Siwy Fire Marshal



***Town of Glastonbury***  
***Health Department***

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## **Memo**

September 27, 2022

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

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

**Re:** 34 Cardinal Drive  
Accessory Apartment

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This office has reviewed plans dated 5/17/22 showing an accessory apartment with one sleeping area for the above-referenced property.

Approval with respect to CT Public Health Code and Glastonbury Code of Ordinances 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 FOR A SECTION 6.11 SPECIAL PERMIT  
DATE: 9/27/22

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Members of the Police Department have reviewed the application of Karen and Jeremy Robbins for a Section 6.11 Special Permit- Accessory apartment- 34 Cardinal Dr- Rural Residence Zone


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.

*Chief M. Porter 49160*  
*9/27/22*

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Marshall S. Porter  
Chief of Police



TOWN PLAN AND ZONING COMMISSION  
PLANS REVIEW SUBCOMMITTEE  
*Portion of* MINUTES OF SEPTEMBER 28, 2022 SPECIAL MEETING

*The meeting commenced at 8:09 AM through Zoom Video Conferencing.*

**Present:** Subcommittee Members Robert Zanolungo and Michael Botello; Jonathan E. Mullen, AICP, Planner

**34 CARDINAL DRIVE – proposal for an accessory apartment – Rural Residence Zone – Karen & Jeremy Robbins, applicants**

The applicant was initially unable to join the meeting so Mr. Mullen presented the proposal to the Subcommittee. He stated that the applicant was proposing a 665-square-foot, single-story, accessory apartment to be located off the southeast corner of the principal structure. The apartment will have a living area, kitchenette, bathroom and bedroom. The architecture of the apartment will match that of the principal structure. The apartment will have egress from a door in the living area and egress windows, both on the west side of the apartment. Mr. Mullen then explained that interior access to the apartment would be through pocket doors located at the southeast corner of the existing house. Parking for the apartment will be in the driveway of the principal structure. The applicant Karen Robbins and her husband Jeremy Robbins joined the meeting. Mr. Robbins explained that the utilities would be split between the accessory apartment and the principal structure. The Subcommittee had no issues with the proposal.

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