

## STAFF REPORT

Staff Contact: Gary Haynes, Planner

## OFFICE OF COMMUNITY DEVELOPMENT

Tel: (860) 652-7510

Email: [planning@glastonbury-ct.gov](mailto:planning@glastonbury-ct.gov)

**Meeting Date:** June 20, 2023

**Submittal Date:** May 25, 2023

**Agenda Item:** Public Hearing #1

**Date of Receipt:** June 6, 2023

**Application Type:** Section 6.11 Accessory Apartment Special Permit

**Hearing Deadline:** July 25, 2023

**Applicant:** Zhenlei Xiao and Yangchao Luo

**Owner:** Zhenlei Xiao and Yangchao Luo

**Proposal:**  
BZR Section 6.11

**Proposal Address:**  
88 Goodrich Rd

**Zone:** Residence AA

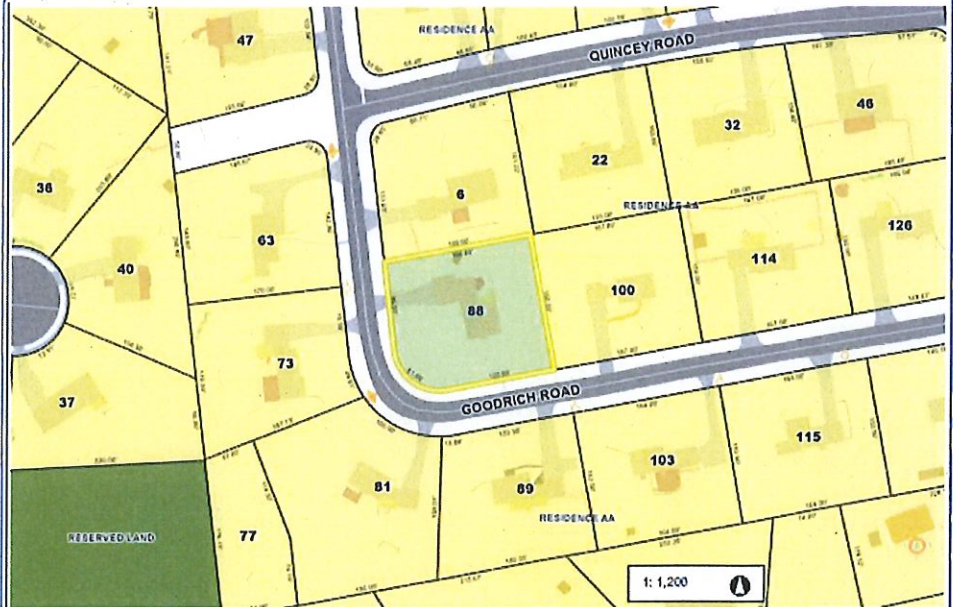
**Existing Land Use:**  
Existing Single Family Home

**Attached for Review:**

- Draft motion
- Department Memos
- Applicant Packet / Plan Set

**Proposal**

- The applicant proposes a 784-square-foot, one-bedroom, accessory apartment contained within the existing foot print of the home. A first floor existing bedroom will be turned into living area and kitchen with existing second floor room over the garage to be converted to a bedroom.
- Ingress and egress will be through an internal access from front door or through doorway in the garage.
- The apartment will consist of a kitchen and living area, bedroom and full bath.
- The exterior design of the apartment if fully integrated into the overall design of the home.



*Site location and surrounding land uses*

## **Analysis**

Per the goals of Section 6.11, the project would expand the Town's variety of housing types including efficient and affordable housing for singles, couples, single parents with one child, elderly and new households.

The proposal meets the Standards of Section 6.11.3 in terms of size (less than 800SF), number of bedrooms (no more than 1), and kitchen facilities. The site provides ample parking, sufficient for the use. The proposal also meets the all of the design standards in terms of compatibility and scale.

The site is served by water and septic and the proposal has been reviewed and approved by the Health Department.



# Town of Glastonbury

COMMUNITY DEVELOPMENT • (860) 652-7510 • [planning@glastonbury-ct.gov](mailto:planning@glastonbury-ct.gov)

TOWN PLAN AND ZONING COMMISSION  
PERMIT

SECTION 6.11 SPECIAL

APPLICANT/OWNER:

ZHENLEI XIAO & YANGCHAO LUO

88 GOODRICH RD

GLASTONBURY, CT 06033

FOR: 88 GOODRICH RD

MOVED, that the Town Plan and Zoning Commission approve the application of Zhenlei Xiao & Yangchao for a Section 6.11 Special Permit for an Accessory Apartment –88 Goodrich Rd – Residence AA Zone – in accordance with plans on file with the Office of Community Development:

And the following conditions:

1. Adherence to:
  - a. The Health Department memorandum dated, June 13, 2023.
2. 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

June 20, 2023

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ROBERT J. ZANLUNGO JR, CHAIRMAN





*Town of Glastonbury*  
*Health Department*

# Memo

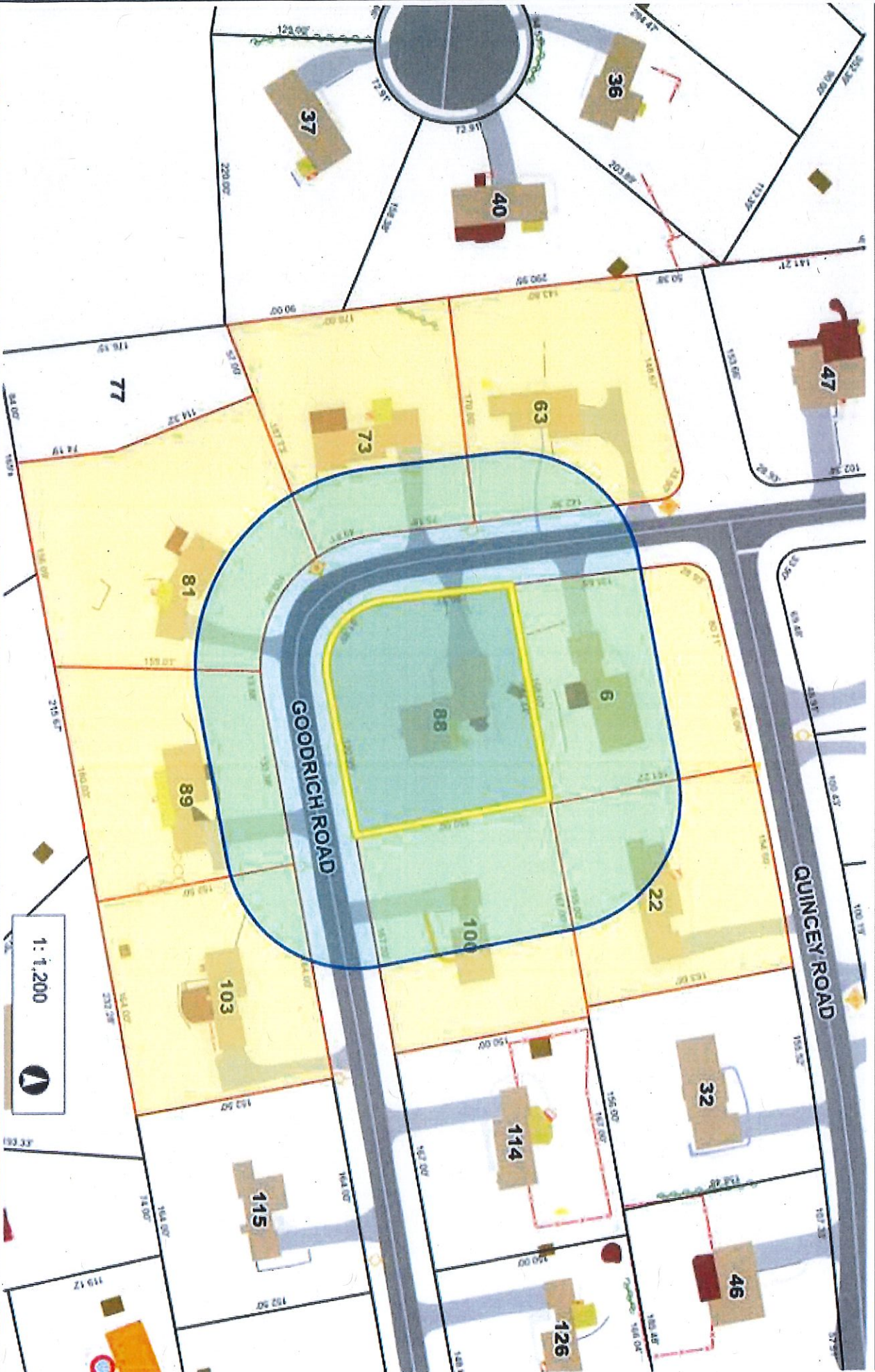
**To:** Gary Haynes, Planner  
**From:** Don Kendrick, Sanitarian   
**CC:**  
**Date:** June 13, 2023  
**Re:** 88 Goodrich Road – Accessory apartment

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The home currently has 4 bedrooms plus a fitness room. The fitness room will be converted into a bedroom for the accessory apartment. According to information in the health department files the property's subsurface sewage disposal system meets the Connecticut Public Health Code requirements for serving a 5-bedroom home. No changes to the subsurface sewage disposal system are required for the proposed project.

Revised 9-22-17

# 100 Ft Abutters



1 : 1,200

200  
0  
100  
200 Feet

This map is a user-generated static output from an internet mapping site and is for reference only. Property boundaries and other data layers that appear on this map may or may not be accurate, current, or otherwise reliable. The Town of Gastonbury and the mapping companies assume no legal responsibility for the information contained in this data.

**THIS MAP DOES NOT REPRESENT A LEGAL BOUNDARY DETERMINATION.**

NAD\_1983\_StatePlane\_Connecticut\_FIPS\_08000\_Feet  
© Town of Gastonbury GIS



7013 1090 0001 3720 5043



STORRS MANSFIELD  
9 CHARLES SMITH WAY  
STORRS MANSFIELD, CT 06268-9998  
(800)275-8777

06/09/2023 04:16 PM

Product	Qty	Unit Price	Price
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#10 envelope	1	\$2.19	\$2.19
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First-Class Mail® Letter	1		\$0.63
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Glastonbury, CT 06033  
Weight: 0 lb 0.20 oz  
Estimated Delivery Date

Mon 06/12/2023

Certified Mail® \$4.15

Tracking #:

70131090000137205111

Total \$4.78

First-Class Mail® Letter	1		\$0.63
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Glastonbury, CT 06033  
Weight: 0 lb 0.20 oz  
Estimated Delivery Date

Mon 06/12/2023

Certified Mail® \$4.15

Tracking #:

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Total \$4.78

First-Class Mail® Letter	1		\$0.63
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Estimated Delivery Date

Mon 06/12/2023

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Tracking #:

70131090000137205098

Total \$4.78

First-Class Mail® Letter	1		\$0.63
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Estimated Delivery Date

Mon 06/12/2023

Certified Mail® \$4.15

Tracking #:

70131090000137205081

Total \$4.78

First-Class Mail® Letter	1		\$0.63
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Glastonbury, CT 06033  
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Estimated Delivery Date



Glastonbury, CT 06033  
Weight: 0 lb 0.30 oz  
Estimated Delivery Date  
Mon 06/12/2023

Certified Mail® \$4.15  
Tracking #: 70131090000137205081

Total \$4.78

First-Class Mail® 1 \$0.63  
Letter

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Estimated Delivery Date  
Mon 06/12/2023

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Tracking #: 70131090000137205074

Total \$4.78

First-Class Mail® 1 \$0.63  
Letter

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Estimated Delivery Date  
Mon 06/12/2023

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Tracking #: 70131090000137205067

Total \$4.78

First-Class Mail® 1 \$0.63  
Letter

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Estimated Delivery Date  
Mon 06/12/2023

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Tracking #: 70131090000137205050

Total \$4.78

First-Class Mail® 1 \$0.63  
Letter

Glastonbury, CT 06033  
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Estimated Delivery Date  
Mon 06/12/2023

Certified Mail® \$4.15  
Tracking #: 70131090000137205043

Total \$4.78

Grand Total: \$40.43

Credit Card Remit \$40.43

Card Name: VISA  
Account #: XXXXXXXXXXXXX5698  
Approval #: 08329D  
Transaction #: 891  
AID: A0000000031010  
AL: VISA CREDIT  
PIN: Not Required

Chip  
CHASE VISA



## Narrative

Address: 88 Goodrich Road, Glastonbury, CT 06033

Request for Permit to Convert an Existing Addition to an Accessory Apartment

The existing structure is an addition to the main house, build in 2013 by the previous owner and the permit to build was issued on December 17<sup>th</sup>, 2012 (included, for your reference). The addition is a two-level structure; however, the two floors are not vertical. The first floor of the addition was converted from the previous garage, sitting back in the backyard, and the second floor was built on the top of the two-car garage, which faces the driveway in the front. Based on the previous permit to build (2012), the square footage of work for the first floor is 616 sq ft, and the second floor is 168 sq ft, which gives the proposed accessory apartment a total size of 784 sq ft.

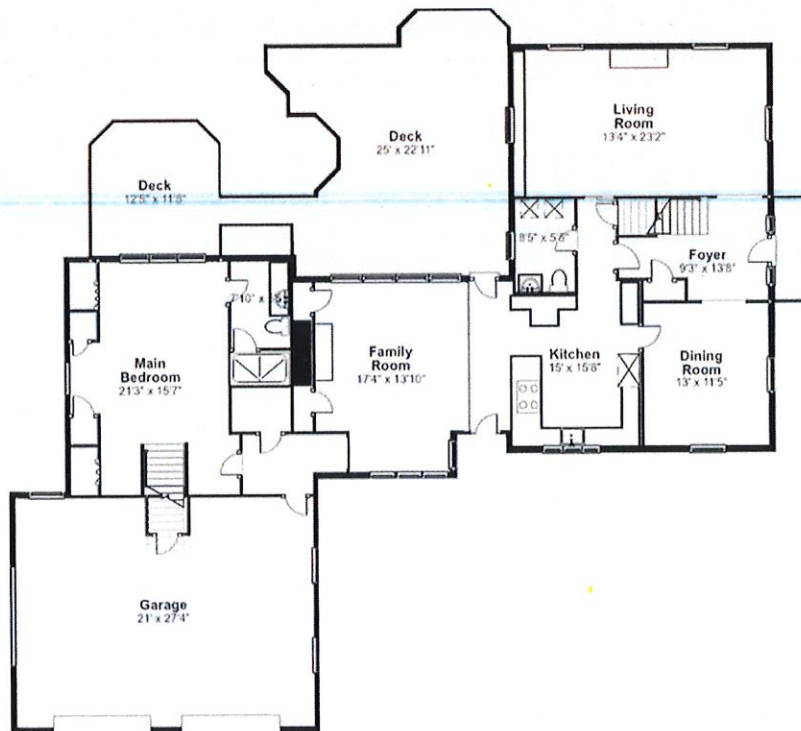
Our plan is to convert the existing structure into an accessory apartment, by:

First Floor:

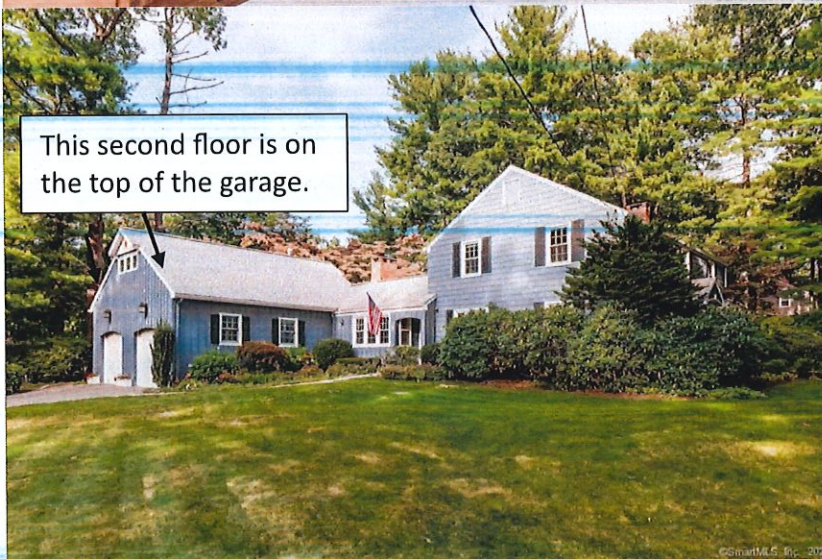
1. Adding a kitchen (including sink, range, dishwasher, and breakfast nook)
2. Converting part of the pantry into a laundry unit with a bi-fold door. The stackable front-load washer and dryer will be used in the laundry unit.
3. Converting an existing window to an exterior door, which could provide a separate entry. Currently, there is a paved path outside the house, connecting the front and back yards.

Second Floor:

1. Converting the existing window (20" \* 20" each, 3 panels) to a larger egress window (32" \* 36", 2 panels)











This is the first floor.

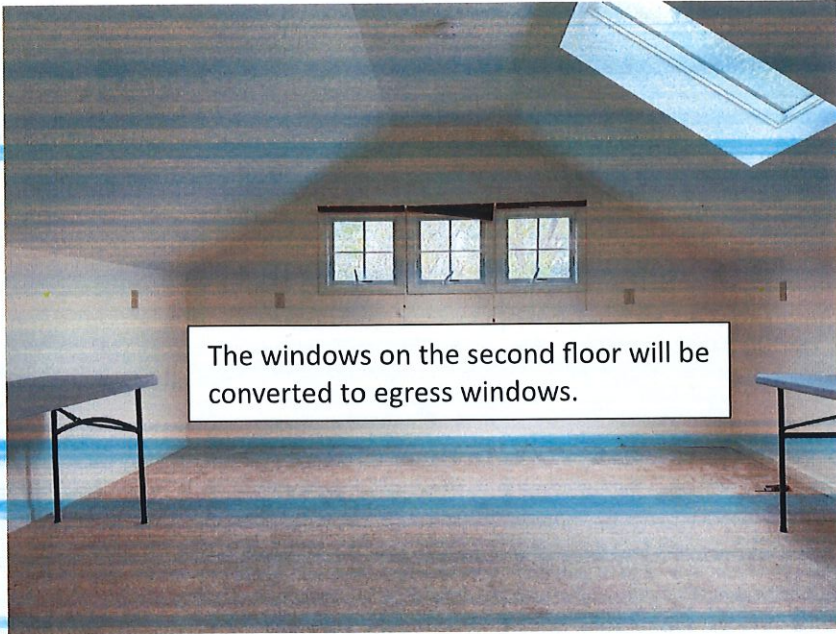


There is a full bath on the first floor.



This is the second floor.



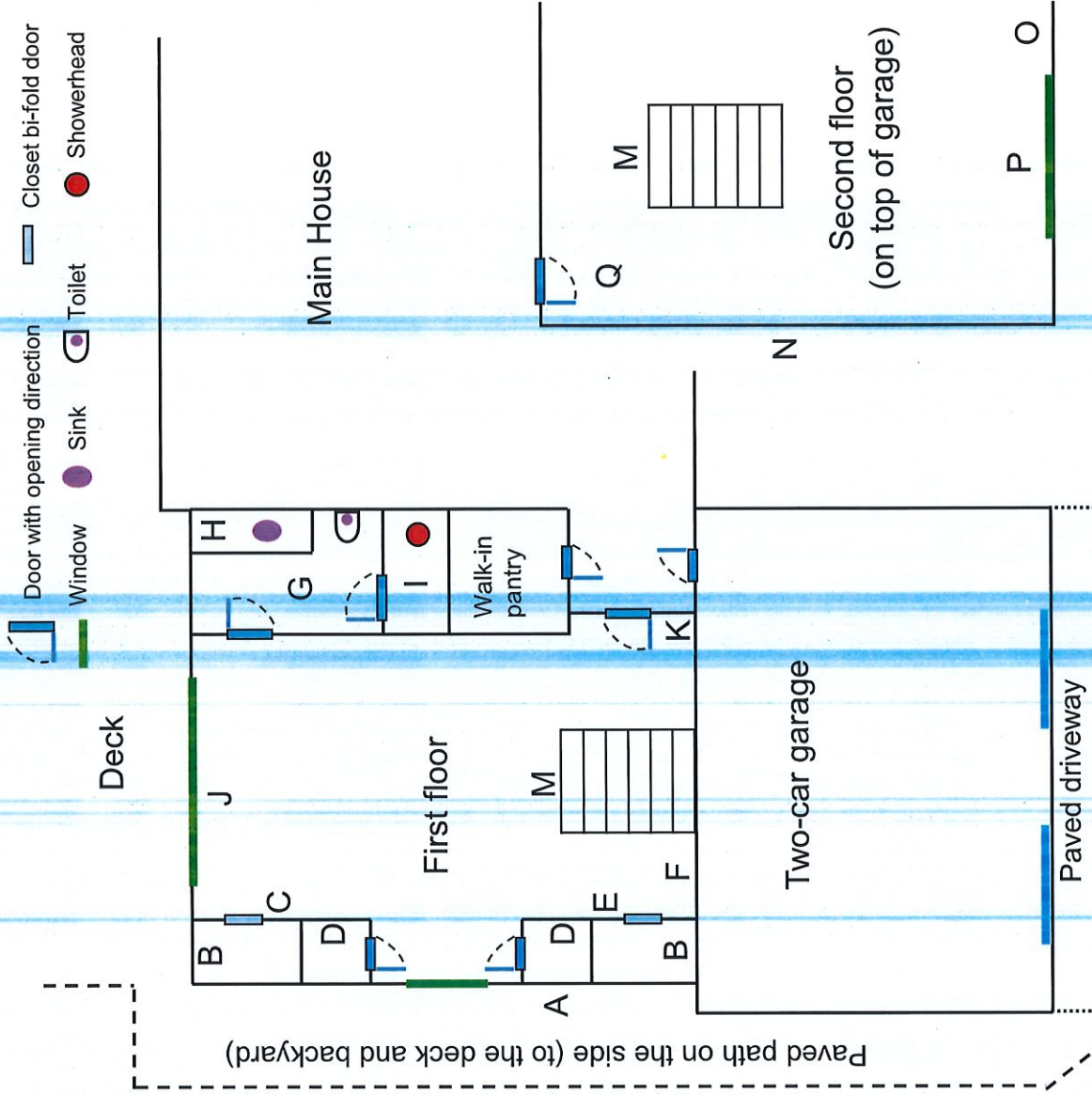


The windows on the second floor will be converted to egress windows.



### Current Floor Plan (scale: 1 to 75, inches)

Label	Description	Actual Measurement	Map Measurement
A	Front to rear	255	3.4
B	Dress closet depth	32	0.43
C	Front-left closet/storage width	90	1.2
D	Storage closet width	35	0.47
E	Rear-left closet/storage width	88.5	1.29
F	Rear left to right	186	2.48
G	Full bathroom	63x129.5	0.84
H	Vanity	22x60.5	0.29x0.81
I	Shower area	63x34	0.84x0.45
J	Window dimension (three 30"x40" openings)	104.5x36	1.40x0.48
K	Entrance wall width	64	0.85
L	Left side window width	41	0.55
M	Stair to/from second floor (width)	52	0.69
N	Front to rear	260.5	3.47
O	Left to right	166.5	2.22
P	Window dimension (three 20"x20" openings), 50" from floor	82.5x27	1.1x0.35
Q	Door to utility room (AC): attic above garage		



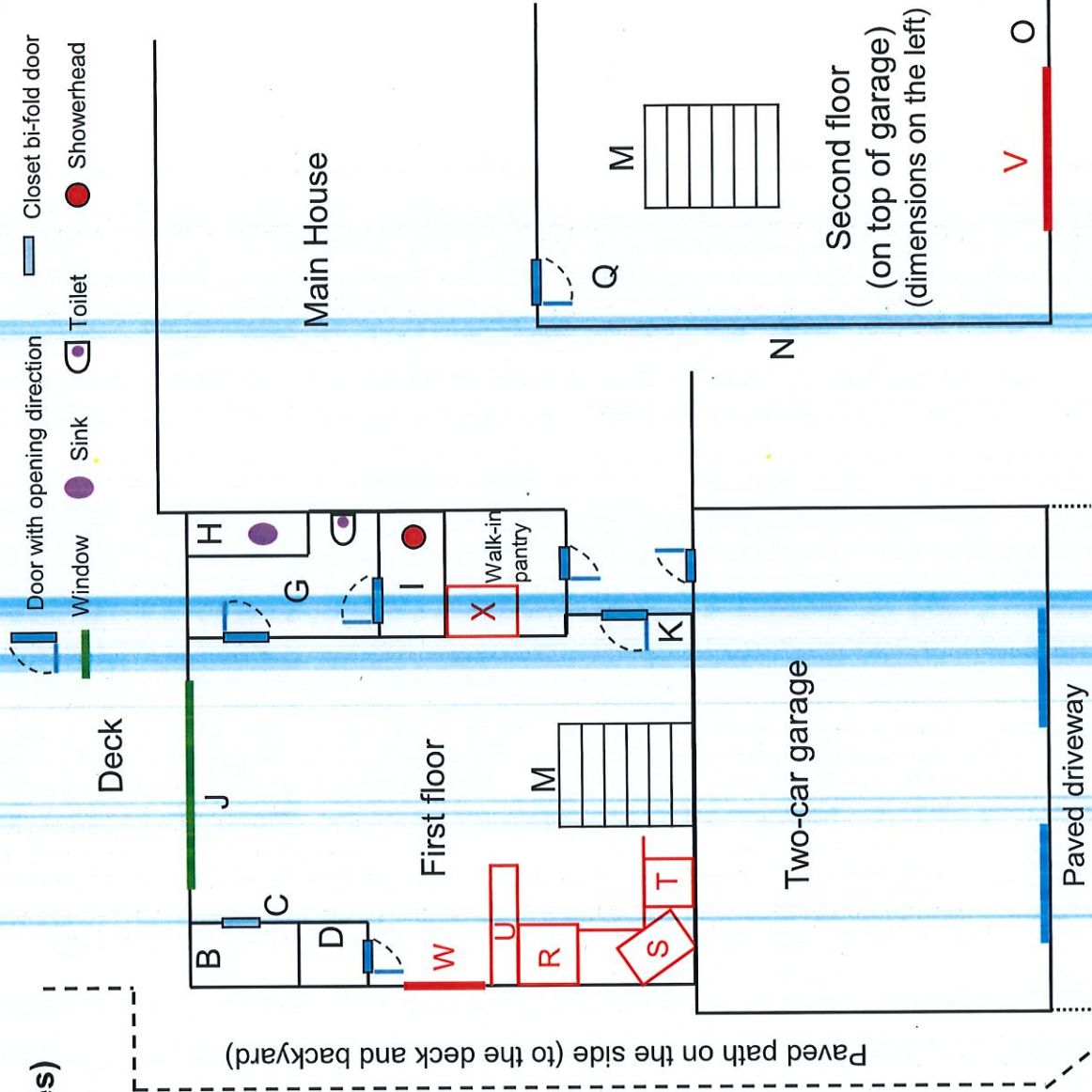
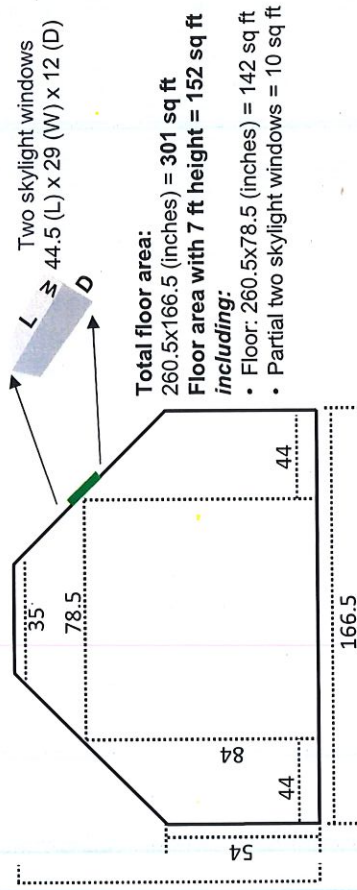


### Proposed Changes in Floor Plan (scale: 1 to 75, inches)

Label	Description	Actual Measurement	Map Measurement
R	Electric range with oven	30x28	0.4x0.37
S	Sink	22x33	0.29x0.44
T	Dishwasher	24x25	0.32x0.33
U	Breakfast nook	15x60	0.21x0.8
V	Two big egress window 32x36, 30 from floor		
W	Exterior door (converted from the existing window), 36x80 (WxH)		
X	Stacked laundry washer and dryer, 75x28x32 (WxHxD)		

**Parts to be updated are marked as red.**  
**See R, S, T, U, V, W, X in table**

Below is the dimension of the second floor over garage (front to rear = 260.5 inches)





**TOWN PLAN AND ZONING COMMISSION**  
**\*DOCUMENTATION FORM**

All proposals which are to be acted upon by the Town Plan and Zoning Commission must initiate with the completion of this Documentation Form to be submitted with eight (8) **FOLDED** sets of appropriate materials.

Please return this form and any enclosures to the Community Development Office, 2155 Main Street, Glastonbury, CT 06033.

Upon receipt, your plans will be distributed to Town Departments for comments. After these comments are received, an Administrative Review Meeting will be scheduled to discuss your proposal; these meetings are held on the third Wednesday afternoon of the month. Up to 4 proposals will be reviewed at each meeting, on a first come, first served basis.

**CHECK LIST**

<input type="checkbox"/>	General Map or Charts (8)	<input checked="" type="checkbox"/>	Other Documentation (8)
<input type="checkbox"/>	Site Plan (8)	<input type="checkbox"/>	<i>Floor plan</i> Architect's Rendering (8)

**\*ONLY ONE COPY OF THIS FORM**

TITLE/ADDRESS OF APPLICATION: 88 Goodrich Rd

Map/Street/Lot    /    /   

APPLICANT'S NAME: Zhentei Xiao & Yangchao Luo

ADDRESS: 88 Goodrich Rd, Glastonbury, CT 06033

PHONE #: 240-535-1724      EMAIL: xiaozhentei@gmail.com

EMAIL: luo142@gmail.com

OTHER REPRESENTATIVE(S) (attorneys, engineers, etc.): \_\_\_\_\_

STATEMENT OF INTENT: Convert the existing fitness room w/bath into an accessory apartment.

*ZC / YL*  
APPLICANT'S SIGNATURE

4/17/2023  
DATE





State of Connecticut



# TOWN OF GLASTONBURY

2155 Main Street P.O. Box 6523 Glastonbury, CT 06033 (860) 652-7521

Permit No. B-12-1046

# PERMIT TO BUILD

FEE PAID: 1398.06

DATE ISSUED: 12/17/2012

This certifies that WARREN FORBES S

has permission to erect, alter, or demolish a building on: 88 GOODRICH RD

No. of Units: 0

as follows: **Add 2 car garage and alter existing to fitness room.**

provided that the person accepting this permit shall in every respect conform to the terms of the application therefore on file in this office, and to the provisions of ordinances relating to the inspection, Alteration and Construction of Buildings in the Town of Glastonbury.

Agent Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Contractor Name: S M WELCH LLC

Phone: \_\_\_\_\_

Address: 16 OGDEN LORD RD

MARLBOROUGH

CT 06447-1528

NOTE: The recipient of this permit accepts this permit on the condition that, as owner or as agent of the owner, he/she agrees to comply with all Building & Zoning Ordinances of the Town of Glastonbury & the State Statutes of the State of Connecticut regarding the use, occupancy & type of building to be constructed, added to, demolished, or altered. The recipient also agrees that this building is to be located the proper distance from all street lines, side yard lines & required distances from all other zones & is located in a zone in which the building & its use is allowed. Additional conditions listed below.

Restrictions:

- 1-7-13 FOOTINGS DO
- 1-14-13 FOUNDATION DO
- 3-12-13 PLUMBING UNDER FLOOR DO
- 4-17-13 Frame, R. Elec, Plumb, HVAC, Conduit R
- 5/1/13 PARTIAL INSUL. f 2ND + 3RD LEVEL
- 5-15-13 GARAGE INSUL. f GAR TEST

*PSL-R Carey*

12/17/2012

Date

Building Official

2155 Main Street Glastonbury, CT 06033

Phone: (860) 652-7521 Fax: (860) 652-7523

This Card Must Be Displayed in a Conspicuous Place on the Premises and Not Torn Down or Removed Until Work is Completed



**TOWN OF GLASTONBURY**  
**APPLICATION FOR BUILDING PERMIT SINGLE FAMILY/2 FAMILY DWELLING**  
**CONNECTICUT STATE BUILDING CODE**

**DEPARTMENT DECISION**

Approved  Disapproved   
 Date \_\_\_\_\_ Inspector \_\_\_\_\_



COSTS		FEES	
STRUCTURAL	60,000	STRUCTURAL	1,020 -
PLUMBING	6720	PLUMBING	119
ELECTRICAL	6440	ELECTRICAL	119
HEATING/AC	6840	HEATING/AC	119 -
TOTAL	79,600	ED. FEES:	21.06
	81,000	TOTAL	1,398.06

Actual cost affidavits may be requested

(PLEASE PRINT OR TYPE ALL ENTRIES)

88 GOODRICH ROAD

Work Location / Street Address

Lot #

FORBES WARREN 88 GOODRICH ROAD GLASTONBURY CT 06033

Owner's Name

Street Address

State

Zip

860.633-3982

Home Phone #

Work Phone #

Mobile Phone #

SCOTT WELCH / SM WELCH LLC 160 GLEN LOND RD MARLBOROUGH CT 06447

Applicant/Contractor's Name

Address

Town

State

Zip

860.295.1295

860.214.5678

CT 607510 NIC

Home Phone #

Work Phone #

Cell Phone #

Contractor's License #

PURPOSE OF THIS PERMIT:  NEW  ADDITION  ALTERATION  OTHER

SQUARE FOOTAGE OF WORK:

Bsmt. \_\_\_\_\_ 1st. Fl. 616 2nd. Fl. 168 3rd. Fl. \_\_\_\_\_ Total 784

CHECK APPROPRIATE:  Septic  City Sewer  Well Water  City Water

DESCRIPTION OF WORK: NEW 2 CAR GARAGE W/LOFT. CONVERT EXISTING GARAGE TO FITNESS ROOM W/BATH.  
 See Reverse Side for Further Description

CERTIFICATION: I hereby certify that:  I am the owner of record of the property or  the proposed work is authorized by the owner Of record and/or I have been authorized to make this application as an authorized agent, and we agree to conform to all applicable laws, Regulations and ordinances. All information contained within is true and accurate to the best of my knowledge and belief.

SCOTT M. WELCH

PRINT NAME

*[Signature]*

SIGNATURE OF OWNER/ AUTHORIZED AGENT

11-28-12

DATE

**ZONING INFORMATION**

Dist. From	Zone	
Street Line	50.7'	Rear Line 92.9'
Left Line	26.7'	Right Line 93.6'
ZBA/TPZ App.		Filed W/ T.C.



COMMUNITY DEVELOPMENT DEPARTMENT  
DIVISION REVIEW & OWNER/AGENT ACCEPTANCE  
(Additions, sheds, swimming pools, & other accessory uses)

To be completed by applicant or his/her representative:

Date: 11-28-12

APPLICANT SCOTT WELCH / SM WELCH LLC

Phone #'s 860.295.1295

ADDRESS OF PROPOSED WORK 88 GOODRICH ROAD

TYPE OF WORK PROPOSED IN DETAIL ADD 2 CAR GARAGE / CONVERT OLD GARAGE TO FITNESS ROOM  
CITY WATER \_\_\_\_\_ WELL  SANITARY SEWER \_\_\_\_\_ SEPTIC SYSTEM  TANKS > 250 GAL \_\_\_\_\_

\* A DETAILED PLAN OF PROPOSED WORK MUST BE INCLUDED (WITH SEPTIC & WELL LOCATION, IF APPLICABLE)

Zoning Department conditions of approval:

AUTHORIZED ZONING OFFICIAL: \_\_\_\_\_

DATE: 12.3.12

Wetlands conditions of approval:

THE PROPOSED WORK IS NOT WITHIN 100' OF A WETLAND & MEETS ALL ENVIRONMENTAL REQUIREMENTS.

THE PROPOSED WORK IS WITHIN 100' OF A WETLAND & MUST MEET ALL REQUIREMENTS OF STATE STATUTES

[WETLANDS AGENT'S APPROVAL LETTER DATED \_\_\_\_\_]

AUTHORIZED WETLANDS AGENT: \_\_\_\_\_

DATE: 12-4-12

Health Department conditions of approval:

AUTHORIZED HEALTH OFFICER: \_\_\_\_\_

DATE: 12/5/2012

Fire Marshal conditions of approval:

AUTHORIZED FIRE MARSHAL: \_\_\_\_\_

DATE: \_\_\_\_\_

The undersigned has read the conditions and requirements listed above and understands they are required to be completed and maintained as part of the project approval.

OWNER/AUTHORIZED AGENT ACCEPTANCE: \_\_\_\_\_

DATE: 11/28/12



COMMUNITY DEVELOPMENT DEPARTMENT  
DIVISION REVIEW & OWNER/AGENT ACCEPTANCE  
(Additions, sheds, swimming pools, & other accessory uses)

To be completed by applicant or his/her representative: \_\_\_\_\_ Date: 10/15/12  
APPLICANT F.N. BUILDERS INC. Phone #'s \_\_\_\_\_  
ADDRESS OF PROPOSED WORK 88 GOUDRICK  
TYPE OF WORK PROPOSED IN DETAIL NEW GARAGE + RENOVATE EXISTING GARAGE  
CITY WATER  WELL \_\_\_\_\_ SANITARY SEWER \_\_\_\_\_ SEPTIC SYSTEM  TANKS > 250 GAL \_\_\_\_\_  
\* A DETAILED PLAN OF PROPOSED WORK MUST BE INCLUDED (WITH SEPTIC & WELL LOCATION, IF APPLICABLE)

Zoning Department conditions of approval:

AUTHORIZED ZONING OFFICIAL: PC DATE: 10-16-12

Wetlands conditions of approval:

THE PROPOSED WORK IS NOT WITHIN 100' OF A WETLAND & MEETS ALL ENVIRONMENTAL REQUIREMENTS.  
 THE PROPOSED WORK IS WITHIN 100' OF A WETLAND & MUST MEET ALL REQUIREMENTS OF STATE STATUTES  
[WETLANDS AGENT'S APPROVAL LETTER DATED \_\_\_\_\_]

AUTHORIZED WETLANDS AGENT: [Signature] DATE: 10/17/12

Health Department conditions of approval:

AUTHORIZED HEALTH OFFICER: [Signature] DATE: 10/19/12

Fire Marshal conditions of approval:

AUTHORIZED FIRE MARSHAL: \_\_\_\_\_ DATE: \_\_\_\_\_

The undersigned has read the conditions and requirements listed above and understands they are required to be completed and maintained as part of the project approval.

OWNER/AUTHORIZED AGENT ACCEPTANCE: [Signature] DATE: 10/15/12

VP ✓