



STAFF REPORT

Staff Contact: Gary Haynes, Planner

OFFICE OF COMMUNITY DEVELOPMENT

Tel: (860) 652-7510

Email: planning@glastonbury-ct.gov

Meeting Date: August 8, 2023

Submittal Date: July 11, 2023

Agenda Item: Public Hearing #2

Date of Receipt: July 18, 2023

Application Type: Section 6.11 Accessory Apartment Special Permit

Hearing Deadline: August 22, 2023

Proposal Address:
80 Candlelight Drive

Applicant: Denise and Stan deMello

Owner: Christina and Robert Burke

Proposal:
BZR Section 6.11

Zone: Rural Residence (RR)

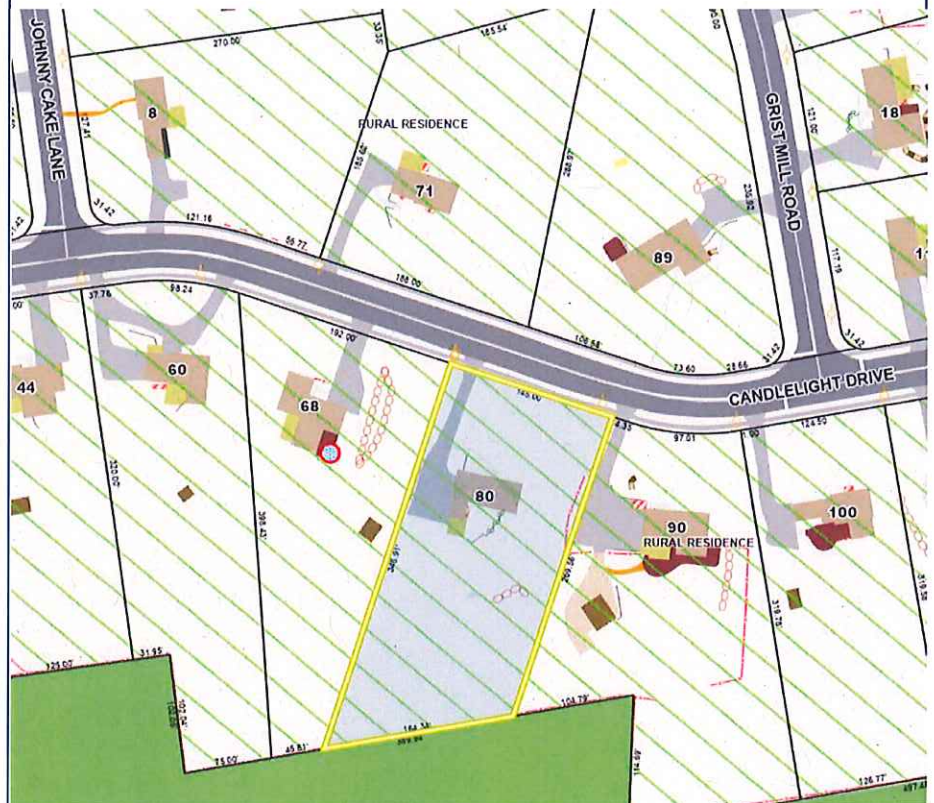
Existing Land Use:
Existing Single Family Home

Attached for Review:

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

Proposal

- The applicant proposes a one-bedroom accessory apartment, just under 800 sq ft (minus shared foyer entrance area). The accessory apartment will be contained within the existing footprint of the home. They will convert 2 car garage and finished walk out basement into the proposed accessory apartment.
- Ingress and egress will be through an internal access and two proposed doorways on the outside (slider to the patio and doorway by the driveway).
- The apartment will consist of a kitchen, den, 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 well, 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

TOWN PLAN AND ZONING COMMISSION

SECTION 6.11 SPECIAL PERMIT

APPLICANT/OWNER:

DENISE & STAN DEMOLLO

80 CANDLELIGHT DRIVE

GLASTONBURY, CT 06033

FOR: 80 CANDLELIGHT DRIVE

MOVED, that the Town Plan and Zoning Commission approve the application of Denise and Stan deMello for a Section 6.11 Special Permit for an Accessory Apartment –80 Candlelight Drive – Rural Residence 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, August 1, 2023.
 - b. The Police Department memorandum

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

AUGUST 8, 2023

ROBERT J. ZANLUNGO JR, CHAIRMAN



Town of Glastonbury

HEALTH DEPARTMENT • TEL (860) 652-7534 • FAX (860) 652-7533 • Health@glastonbury-ct.gov

Memo

August 1, 2023

To: Shelley Caltagirone, Director Planning and Land Use Services

Fr: Wendy S. Mis, Director of Health *W.S.M.*

Re: 80 Candlelight Drive Accessory Apartment

This office has received plans proposing an accessory apartment with one bedroom for the above-referenced property.

The site is supported by a septic system adequately sized for the original home plus the accessory apartment.

No door to provide privacy is allowed to be installed for the den.

Due to the age of the existing septic system, and to compensate for the additional discharge to the system, the homeowner is strongly advised to have the septic system pumped prior to occupancy of the addition, and pumped and evaluated every year thereafter.

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



Town of Glastonbury

GLASTONBURY POLICE DEPARTMENT • TEL (860) 633-8301 • FAX (860) 652-4290

CHIEF OF POLICE
Marshall S. Porter

CAPTAIN
Mark Catania

To: Town Plan and Zoning Commission

Re: Application of Stan and Denise De Mello for an Accessory Apartment at 80 Candlelight Dr.

Members of the Police Department have reviewed the application of Stan and Denise De Mello for an Accessory Apartment at 80 Candlelight Dr.

The Police Department has no objection to this proposal so long as the lot remains numbered in accordance with town codes.

Sincerely,

Marshall S. Porter
Chief of Police



TOWN PLAN AND ZONING COMMISSION
GLASTONBURY, CT
APPLICATION FOR SPECIAL PERMIT

Town of Glastonbury
Office of Community Development
RECEIVED

JUL 11 2023

Application for:

- _____ Section 12 Special Permit with Design Review (SPDR)
- _____ Section 12.9 Minor Change to an approved Section 12 SPDR
- _____ Section 6.2 Excavation Special Permit
- _____ Section 6.8 Rear Lot Special Permit
- _____ Section 4.11 Flood Zone Special Permit
- X Section 6.11 Accessory Apartment Special Permit**
- _____ ** Applicant must submit addresses of property owners within 100 feet of the premises in accordance with Section 6.11.4 of the Building-Zone Regulations
- _____ Other

Application and fee to be submitted with 14 sets of plans - see other side for fees.

Consult appropriate section(s) of the Glastonbury Building Zone Regulations to determine standards and criteria for application evaluation.

Applicant

Name Stan & Denise de Mello
Address 80 Candlelight Drive
Glastonbury 06033
Telephone 860 818-2269 - Stan
860 748-7016 - Denise
Fax N/A
E-mail: demello4@att.net

Property Owner

Name Robert & Christina Burke
Address 80 Candlelight Drive
Glastonbury 06033
Telephone 508 436-3159 - Robert
860 748-7015 - Christina
Fax N/A

Location of proposed use
(include street address
if applicable)

80 Candlelight Drive
Glastonbury, CT 06033

Map/Street/Lot H6 / 0800 / S0007 Zoning District of proposal RR

Nature of request, including type of use, reasons for application, etc.

Request to convert partially finished lower level and attached
2-car garage space to an Accessory Dwelling Unit to create
living space for parents of Christina Burke and allow them to age in place.

Signature 
Applicant or Authorized Representative

Signature 
Owner or Authorized Representative

Date 7-10-23

Date 7-10-23

Fees:

Special Permits:

**Sec. 12 SPDR, Sec. 6.2, Sec. 6.8,
Sec. 4.11, Sec. 6.11, Other**

**\$200.00
plus \$60.00 State of Connecticut Fee = \$260.00**

**Sec. 12 SPDR - an additional fee of \$25 for each
2,000 sq. ft. over 10,000 sq. ft. is required**

**Sec. 6.2 Excavation Special Permit - an additional fee of
\$40 for each 5 acres or portion thereof in excess of 10 acres**

Sec. 12.9 Minor Change

**\$50.00
plus \$60.00 State of Connecticut Fee = \$110.00**

For Office Use

Date Received:

7/11/23
\$260.00

Fee Paid:

Cash / Check # 6350

Public Hearing Scheduled _____

Public Hearing Advertised (1) _____

(2) _____

Action _____

Notice of Action _____

**TOWN OF GLASTONBURY - OFFICE OF COMMUNITY DEVELOPMENT
STATE OF CONNECTICUT SIXTY DOLLAR (\$60.00) ADDITIONAL FEE REQUIRED**

In accordance with Public Act 92-235 the State of Connecticut requires that any person, firm or corporation making application for approval of land use applications pay a sixty dollar (\$60.00) fee, in addition to any other fee which is required for application.

The following applications require submission of fee:

- Special Permits
- Subdivision and Resubdivision
- Change of Zone
- Planned Area Development Final Development Plan
- Inland Wetlands and Watercourses Permit
- Special Exceptions and Variances

Such fee shall be collected by the Town. Of the sixty dollars (\$60.00) collected; two dollars (\$2.00) shall be retained by the Town to cover administrative costs; and fifty-eight dollars (\$58.00) shall be deposited in the "Environmental Quality Fund established pursuant to Section 22a-27g" of the Connecticut General Statutes.

Please provide the following information and submit this form and the sixty dollar (\$60.00) fee to the Office of Community Development and/or Building Department upon submission of each application.

Name of Applicant Stan & Denise de Mello
 Address 80 Candlelight Drive
Glastonbury, CT 06033
 Name of Project Creation of ADU for aging parents of owners.
 Address 80 Candlelight Drive
Glastonbury, CT 06033

Type of Application:

| | |
|---|---------------------|
| Special Permit Section Number | <u>Section 6.11</u> |
| Subdivision and Resubdivision | _____ |
| Change of Zone | _____ |
| Planned Area Development | _____ |
| Final Development Plan and/or Zone Change | _____ |
| Inland Wetlands and Watercourses Permit | _____ |
| Special Exceptions and Variances | _____ |

Date Fee Received _____

By _____

Project Number _____

Robert and Christina Burke - Property Owners
80 Candlelight Drive
Stan and Denise de Mello - Applicants

Proposed Use and Nature of Request:

Create an Accessory Dwelling Unit for inlaws to age in place. Mrs. Burke is a nurse and wants to care for her parents as they age .

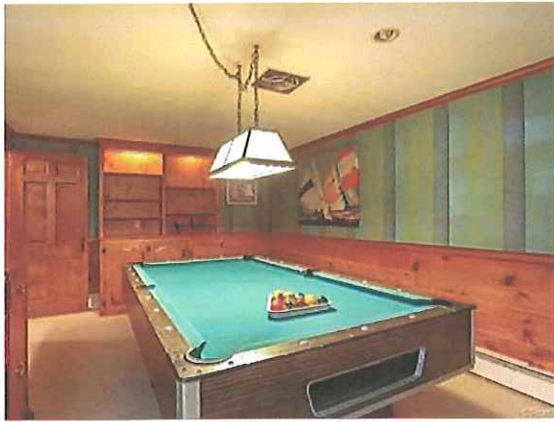
Renovation will be done within the existing footprint of the house.



Two car garage will be converted to living space. It will have a shared foyer that has a door to the shared workshop. The left side of garage space will become a den and right side will become a kitchenette. The existing electrical panel in the shared foyer will be enclosed. The 3rd garage / workshop area will remain.



The existing picture window in the lower level will be replaced with a slider, the existing bathroom window will be removed. The window in the current garage area will be replaced with a new window over the sink. The existing door will be relocated and become the entrance to the shared foyer .



This room was a pool room and will be converted to a bedroom and an accessible bathroom.



Two window wells for egress windows in the bedroom and one window well for an egress window in bathroom will be constructed in this area.

The existing closets at the opposite end, which already contains some plumbing will be converted into an accessible bathroom that also has an egress window. ↑

The door and opening at the opposite end of the pool room will be eliminated to create space for a full wall of bedroom closet space. →





The stairway is shared space and provides access to the upstairs living area. The fireplace will remain and is shared space because it houses flues for the shared mechanical closet and an additional fireplace in the main upstairs living area.



This small 1/2 bathroom will be eliminated to create space for the kitchenette .



The short hallway between the current 1/2 bath and boiler closet will be eliminated to create space for the kitchenette.

Proof of Notification to Neighbors of 80 Candlelight Dr.
 Applicant: Stan de Mello
 Owners: Rob + Chrissy Burke



CLINTON
 2 W MAIN ST
 CLINTON, CT 06413-9998
 (800)275-8777

07/27/2023 10:23 AM

| Product | Qty | Unit Price | Price |
|--|-----|------------|----------------|
| First-Class Mail® Letter Glastonbury, CT 06033 Weight: 0 lb 0.30 oz Estimated Delivery Date Sat 07/29/2023 | 1 | | \$0.66 |
| Certified Mail® Tracking #: 70220410000120807880 | | | \$4.35 |
| Total | | | \$5.01 |
| First-Class Mail® Letter Glastonbury, CT 06033 Weight: 0 lb 0.30 oz Estimated Delivery Date Sat 07/29/2023 | 1 | | \$0.66 |
| Certified Mail® Tracking #: 70220410000120807897 | | | \$4.35 |
| Total | | | \$5.01 |
| First-Class Mail® Letter Glastonbury, CT 06033 Weight: 0 lb 0.30 oz Estimated Delivery Date Sat 07/29/2023 | 1 | | \$0.66 |
| Certified Mail® Tracking #: 70220410000120807903 | | | \$4.35 |
| Total | | | \$5.01 |
| First-Class Mail® Letter Glastonbury, CT 06033 Weight: 0 lb 0.30 oz Estimated Delivery Date Sat 07/29/2023 | 1 | | \$0.66 |
| Certified Mail® Tracking #: 70220410000120807927 | | | \$4.35 |
| Total | | | \$5.01 |
| First-Class Mail® Letter Glastonbury, CT 06033 Weight: 0 lb 0.30 oz Estimated Delivery Date Sat 07/29/2023 | 1 | | \$0.66 |
| Certified Mail® Tracking #: 70220410000120807910 | | | \$4.35 |
| Total | | | \$5.01 |
| Grand Total: | | | \$25.05 |
| Credit Card Permit | | | |

7022 0410 0001 2080 7927

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Extra Services & Fees (check box, add fee as appropriate)

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| <input type="checkbox"/> Return Receipt (electronic) | \$0.00 |
| <input type="checkbox"/> Certified Mail Restricted Delivery | \$0.00 |
| <input type="checkbox"/> Adult Signature Required | \$0.00 |
| <input type="checkbox"/> Adult Signature Restricted Delivery | \$0.00 |

Postage \$0.66

Total Postage and Fees \$5.01

Sent To 89 Candlelight Dr
 Street and Apt. No., or PO Box No.
 City, State, ZIP+4®

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

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| <input type="checkbox"/> Return Receipt (electronic) | \$0.00 |
| <input type="checkbox"/> Certified Mail Restricted Delivery | \$0.00 |
| <input type="checkbox"/> Adult Signature Required | \$0.00 |
| <input type="checkbox"/> Adult Signature Restricted Delivery | \$0.00 |

Postage \$0.66

Total Postage and Fees \$5.01

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Extra Services & Fees (check box, add fee as appropriate)

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| <input type="checkbox"/> Adult Signature Restricted Delivery | \$0.00 |

Postage \$0.66

Total Postage and Fees \$5.01

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| <input type="checkbox"/> Adult Signature Required | \$0.00 |
| <input type="checkbox"/> Adult Signature Restricted Delivery | \$0.00 |

Postage \$0.66

Total Postage and Fees \$5.01

Sent To 68 Candlelight Dr
 Street and Apt. No., or PO Box No.
 City, State, ZIP+4®

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instruction

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Certified Mail Fee \$4.35

Extra Services & Fees (check box, add fee as appropriate)

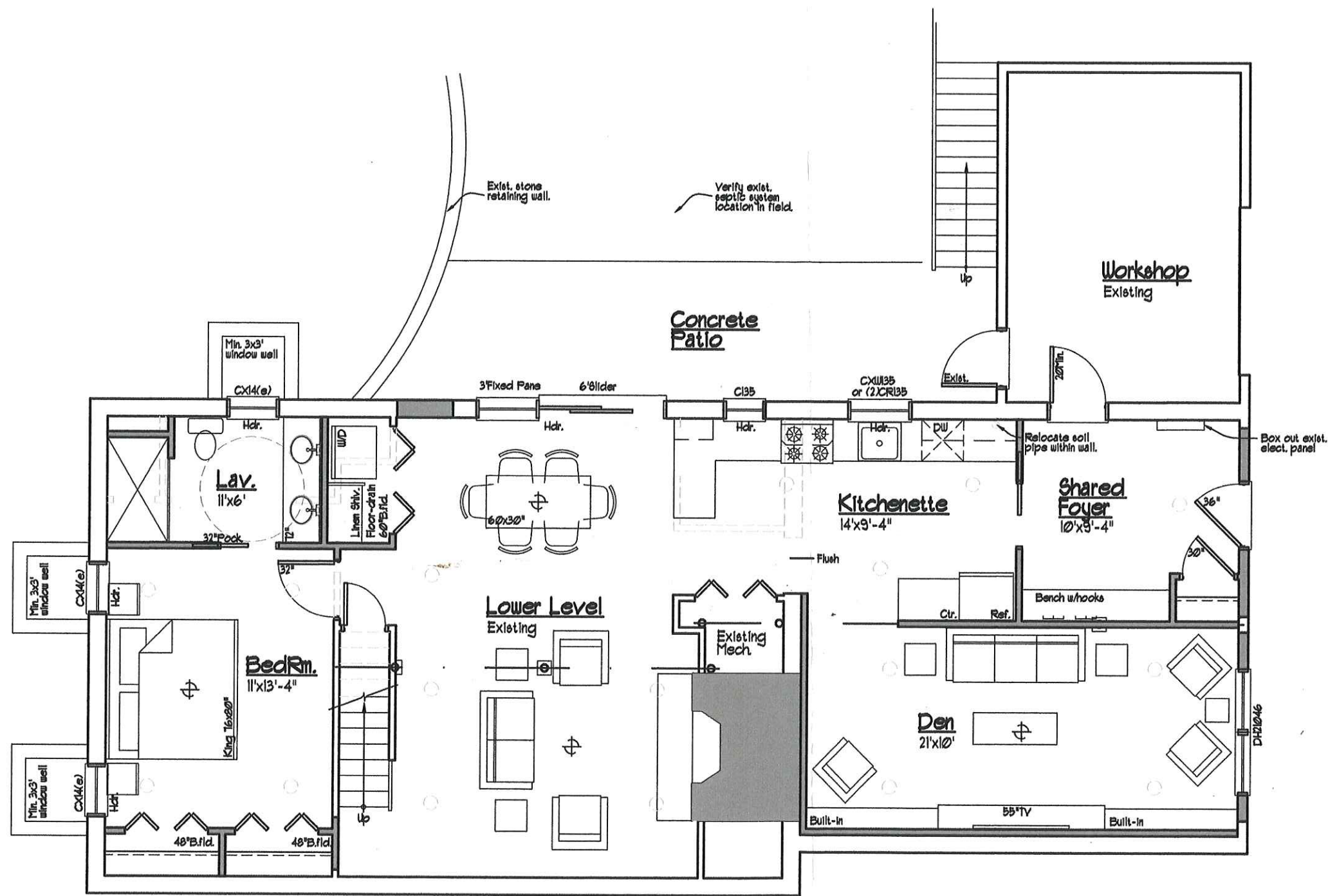
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| <input type="checkbox"/> Certified Mail Restricted Delivery | \$0.00 |
| <input type="checkbox"/> Adult Signature Required | \$0.00 |
| <input type="checkbox"/> Adult Signature Restricted Delivery | \$0.00 |

Postage \$0.66

Total Postage and Fees \$5.01

Sent To 60 Candlelight
 Street and Apt. No., or PO Box No.
 City, State, ZIP+4®

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instruction



FIRST FLOOR PLAN
 SCALE: 3/16" = 1'-0"

**PRELIMINARY DRAWINGS
 NOT FOR CONSTRUCTION**

Blue Moon Collaborative LLC
 171 Central Street Bristol, CT 06010
 Toddcharl@bluemooncollaborative.com
 Ashleykidd@bluemooncollaborative.com

Project **Demello In-law**
 Glastonbury, CT

Sheet Description
Colored Elevation

Date: 6-29-2023
 Revisions:

Drawn By: TC/AK

A1