

STAFF REPORT

Staff Contact: Gary Haynes, Planner

OFFICE OF COMMUNITY DEVELOPMENT

Tel: (860) 652-7510

Email: planning@glastonbury-ct.gov

Application #: N/A	Submittal Date: October 23, 2023
Meeting Date: November 21, 2023	Date of Receipt: November 21, 2023
Agenda Item: # 2	Application Type: Section 12 Special Permit

Proposal Address:

265 Hebron Ave

Applicant: Scott Santucci

Owner: Scott Santucci

Proposal:

Section 12 Special Permit:
Convert Single Family to Two Family

Zone: Town Center (TC)

Existing Land Use:

Single Family Home

Attached for Review:

- Draft motions
- Department Memos
- Applicant Packet: Elevation, Floor Plan, Parking Plan

Executive Summary

- Applicant is proposing converting existing single family home into a two family home.
- Upstairs unit will be accessed by proposed outdoor stairway in the back yard.
- Applicant proposes a small back side dormer to expand the living area on the upstairs unit.
- Applicant will reside garage and add new garage doors.
- Applicant proposes adding two additional parking spaces.



Aerial View

Site Description

The property is .23 acres zoned Town Center. Site is located on Hebron Ave in between Concord and House Street. The existing single family home is 1200 sq ft of living area and a detached two car garage.



Street View

Proposal

The applicant is proposing converting existing single family home to a two family. The proposal includes construction of back side dormer to increase the useable living area on second floor to 864 sq ft. The upstairs unit will be accessed by proposed staircase located on the back side of the building. Other property upgrades include installing new doors and residing the detached garage. Applicant is proposing adding two parking spots to be connected to the existing driveway and doing some landscaping in the back yard in the spring.

Planning and Zoning Analysis

The proposed conversion of the single family home helps support the objectives in the Plan of Conservation and Development to look to promote housing diversity and housing options. The close proximity to the Town Center provides easy access to shops, restaurants, public transportation, etc. The applicant has revised his original proposal and moved the proposed outside staircase completely behind the building to make it less visible via the streetscape. Per the regulations the applicant needs to provide 2 parking spaces per unit. For this reason the applicant has added two parking spaces adjacent to the detached two car garage to provide easy access in and out of the existing narrow driveway.



Town of Glastonbury

Community Development

DRAFT MOTION OF APPROVAL

TOWN PLAN AND ZONING COMMISSION

SECTION 12 SPECIAL PERMIT WITH DESIGN REVIEW

Scott Santucci
350 Chestnut Hill Rd
Glastonbury, CT 06033

RE: 265 Hebron Ave

MOVED, that the Town Plan & Zoning Commission approve the application of Scott Santucci for a Section 12 Special Permit with Design Review – modify single family home to a 2-family – 265 Hebron Ave– Town Center Zone – Scott Santucci, owner, in accordance with the plans on file with the Office of Community Development and the following conditions:

1. Adherence to:
 - a. The Engineering Department memorandum dated November 16, 2023.
 - b. The Health Department memorandum dated November 14, 2023.
 - c. The Police Department memorandum dated November 13, 2023.
2. Applicant shall have licensed surveyor/engineer submit site plan with improved driveway and additional parking spaces, per Town Engineer and Community Development approval prior to filing motion of approval on Town Land Records.
3. 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
November 21, 2023

ROBERT J. ZANLUNGO

November 16, 2023

MEMORANDUM

To: Town Plan and Zoning Commission
Shelley Caltagirone, Director of Community Development

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



Re: Section 12 Special Permit with Design Review
Conversion to 2-Family Residence at 265 Hebron Avenue

The Engineering Division has reviewed the application materials for the proposed conversion of a single-family home to 2-family home located at 265 Hebron Avenue and has the following comment:

1. Additional parking spaces for vehicles will be required to support this use. Such parking spaces should be constructed in such a manner to ensure that stormwater run-off does not have a negative impact on abutting properties.



Town of Glastonbury

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

Memo

November 14, 2023

To: Shelley Caltagirone, Director Planning and Land Use Services

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

Re: 265 Hebron Avenue modify single family home to a 2-family

This office has received and reviewed paperwork for conversion of a single family residence into a two family residence at the above-referenced location. Architectural plans dated 10/20/23 show the proposed renovations.

Town records indicate the dwelling was constructed in 1929. The Environmental Protection Agency's Lead Renovation, Repair and Painting Rule (RRP) requires an EPA RRP certified contractor to complete renovations and repair to pre-1978 housing to properly address potential lead paint. The RRP contractor will be responsible to include his certification information in the Town's online building permit portal as part of the building permit application.

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

MEMORANDUM

TO: Town Plan and Zoning Commission

FROM: Marshall S. Porter, Chief of Police 

DATE: November 13, 2023

RE: Application of Scott Santucci for a Special Permit to modify a single-family home to a two-family home at 265 Hebron Ave.

Members of the Police Department have reviewed the application for the modification to 265 Hebron Ave. The Police Department has no objection to the proposal so long as the lot is numbered in accordance with section 17-19 of the Town Code of Ordinances.

MSP/ns



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

Town of Glastonbury
Office of Community Development
RECEIVED

OCT 23 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
- 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

Property Owner

Name Scott Santucci

Name Same

Address 350 Chestnut Hill

Address _____

Rel Glastonbury CT

Telephone 413-221-6589

Telephone _____

Fax Santucci6589@gmail.com

Fax _____

Location of proposed use
(include street address
if applicable)

265 Hebron AVE

Map/Street/Lot D 5129201N0020

Zoning District of proposal TC

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

Current 2 story single family home, want to change to a 2 family home 2 bed rms on 1st fl. & 2nd story a 1 Bed Rm apartment.

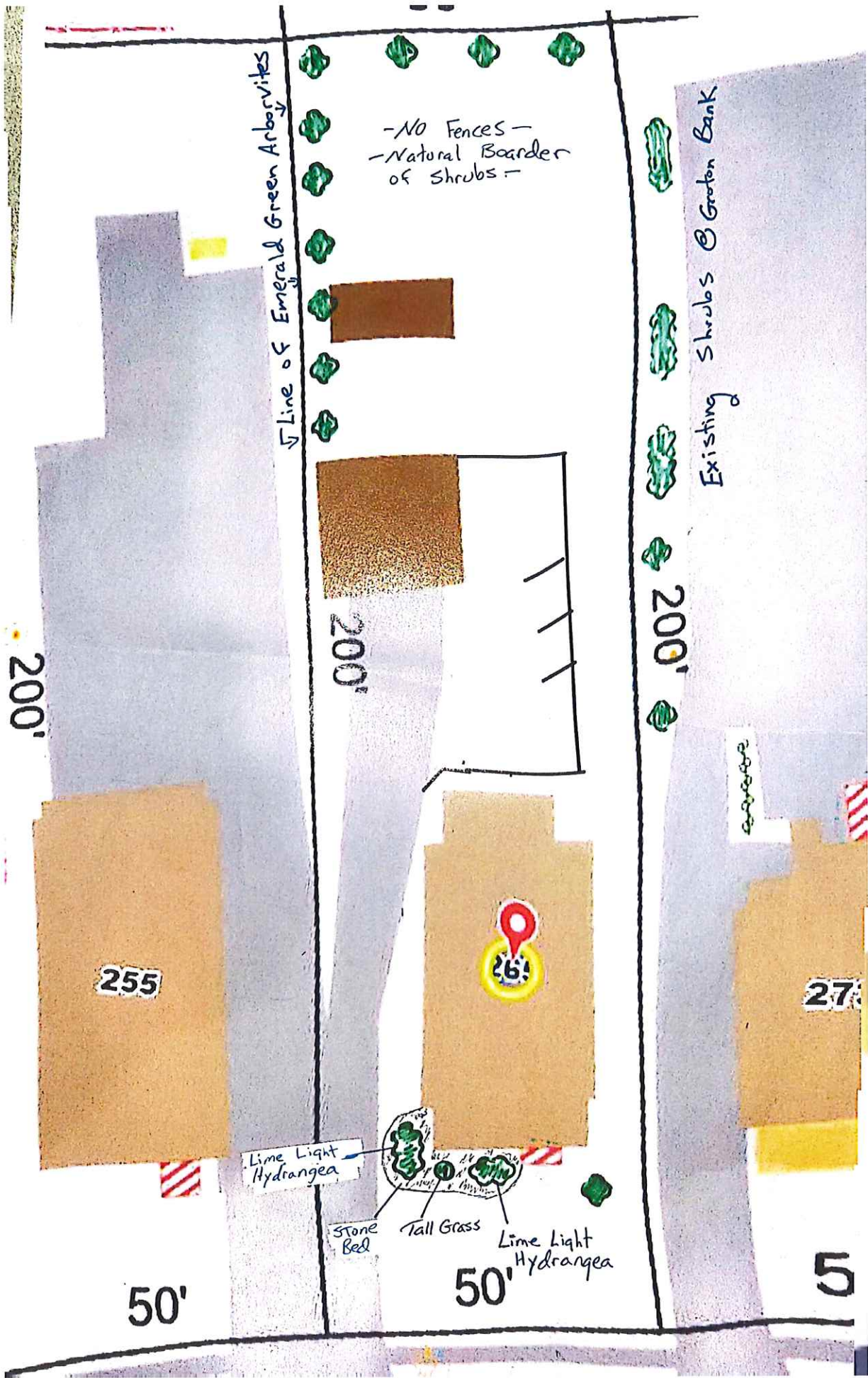
Signature [Signature]
Applicant or Authorized Representative

Signature _____
Owner or Authorized Representative

Date 10/23/23

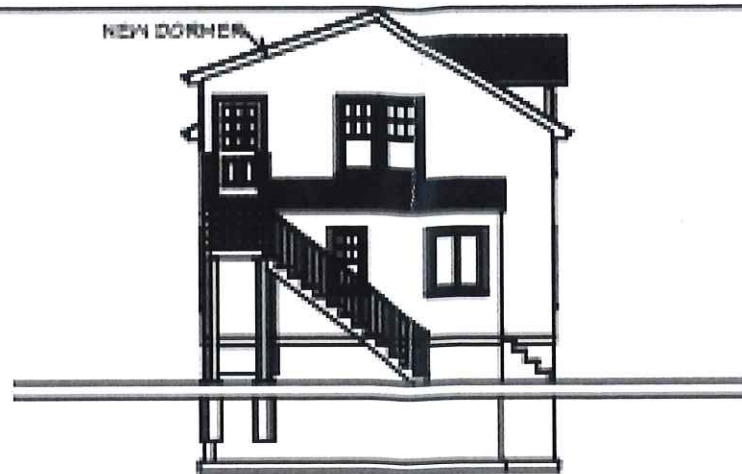
Date _____

12/3
across
12/01 SF
TC





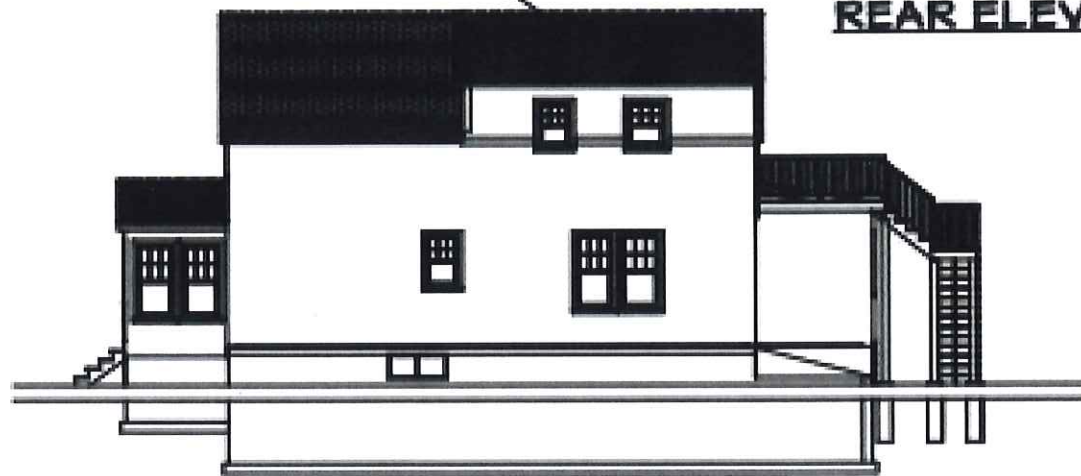
NEW DORMER



To the best of my knowledge these plans are drawn to comply with owner's and/or builder's specifications and any changes made on them after prints are made will be done at the owner's and/or builder's expense and responsibility. The contractor shall verify all dimensions and enclosed drawing. LAURAS HOME DRAFTING AND DESIGN is not liable for errors once construction has begun. While every effort has been made in the preparation of this plan to avoid mistakes, the maker can not guarantee against human error. The contractor of the job must check all dimensions and other details prior to construction and be solely responsible thereafter.

DRAWINGS PREPARED FOR
SCOTT SNATUCCI
265 HEBRON AVE
GLASTONBURY CT

NEW DORMER



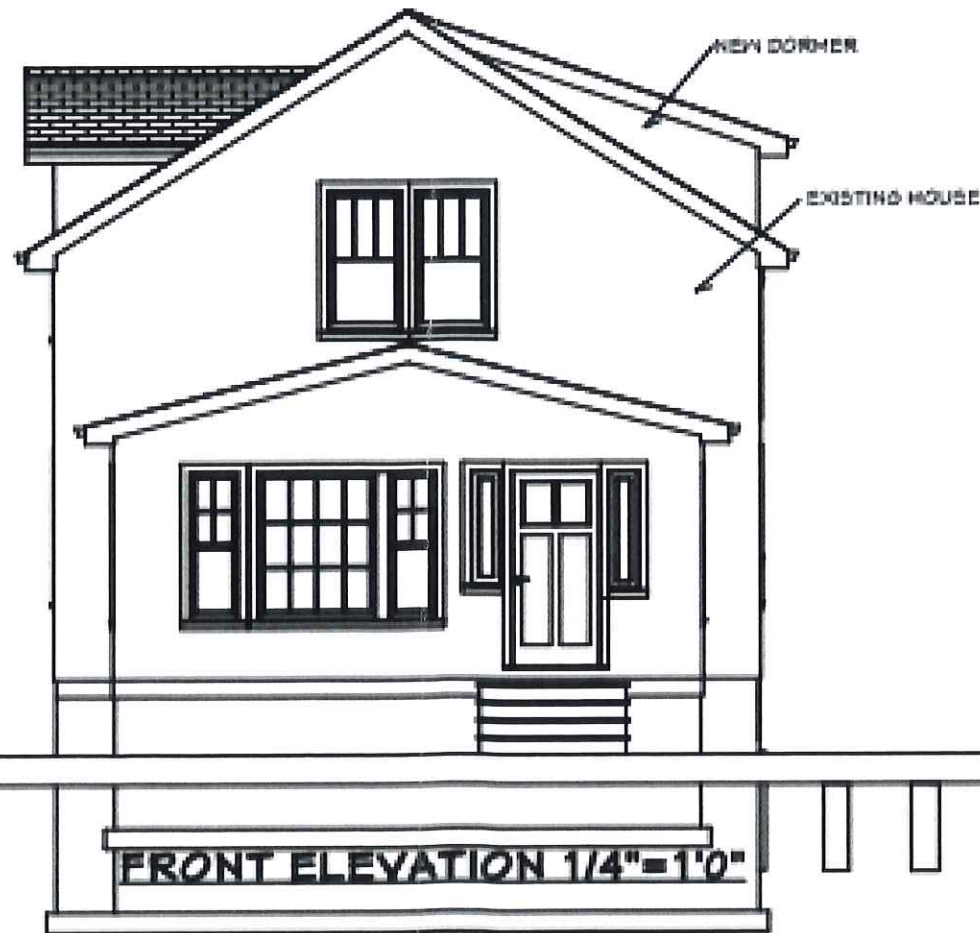
LEFT ELEVATION 1/8"=1'0"

REAR ELEVATION 1/8"=1'0"



RIGHT ELEVATION 1/8"=1'0"

ELEVATIONS



FRONT ELEVATION 1/4"=1'0"

Revise Stair Location

DRAWINGS PROVIDED BY
LAURA'S HOME DRAFTING AND DESIGN
230 TAYLOR ST. GRANBY, MA 01028 413-487-2577
BUILDING CODES REFERRED TO:
NINTH EDITION CHAPTER 18
2018 INTERNATIONAL RESIDENTIAL CODE

DATE:

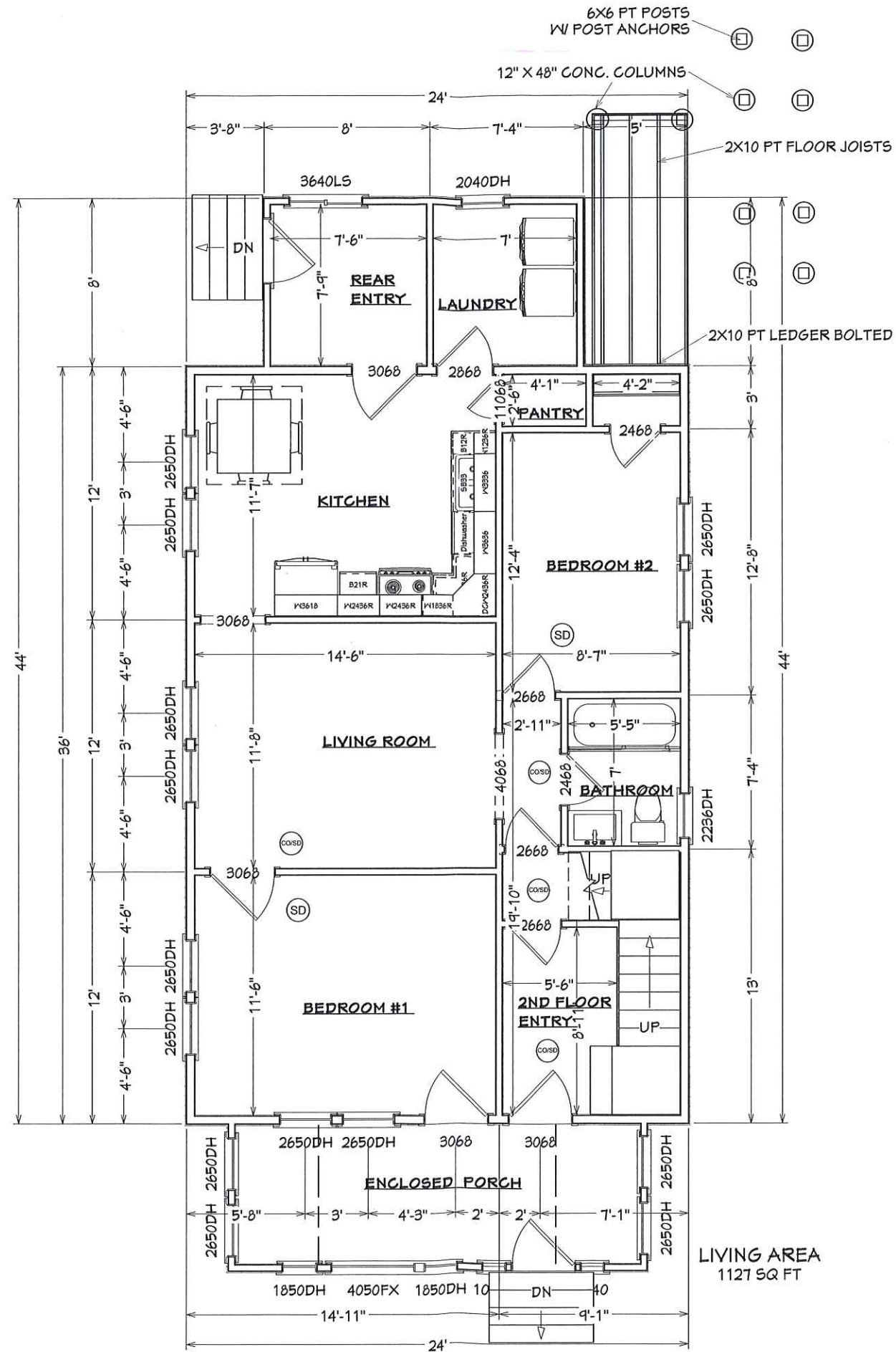
11/12/2023

SCALE:

1/4"=1'0"

SHEET:

P-1



LIVING AREA
1127 SQ FT

DRAWING PREPARED FOR
SCOTT SNATUCCI
265 HEBRON AVE
GLASTONBURY CT

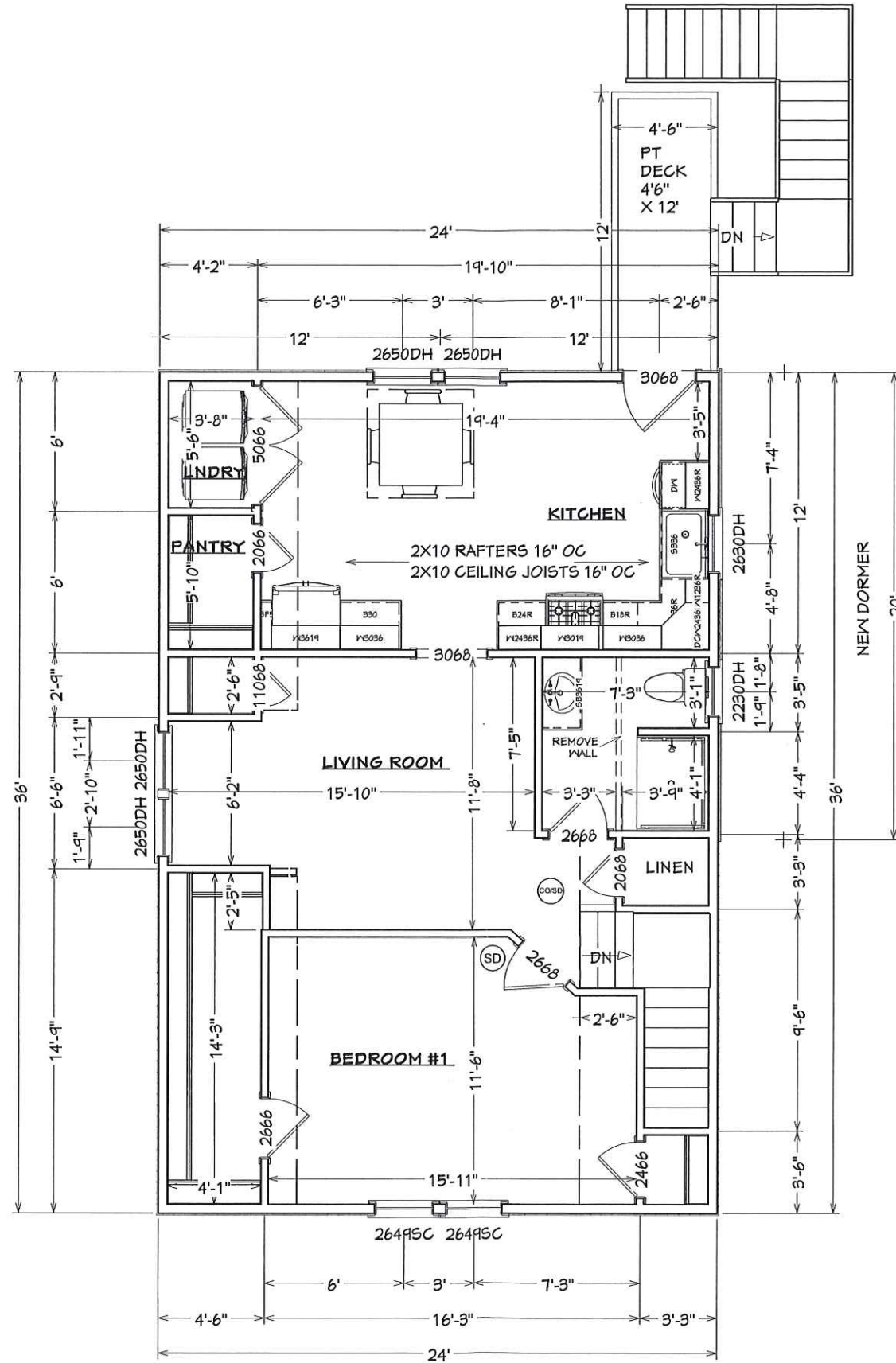
FIRST FLOOR PLAN

DRAWINGS PROVIDED BY
LAURA'S HOME DRAFTING AND DESIGN
220 TAYLOR ST. GRANBY, MA 01033 413-467-2899
BUILDING CODES REFERENCED:
NINTH EDITION CMR180
2015 INTERNATIONAL RESIDENTIAL CODE

DATE:
10/25/2023

SCALE:
1/4"=1'0"

SHEET:



LIVING AREA
827 SQ FT

DRAWING PREPARED FOR
SCOTT SNATUCCI
265 HEBRON AVE
GLASTONBURY CT

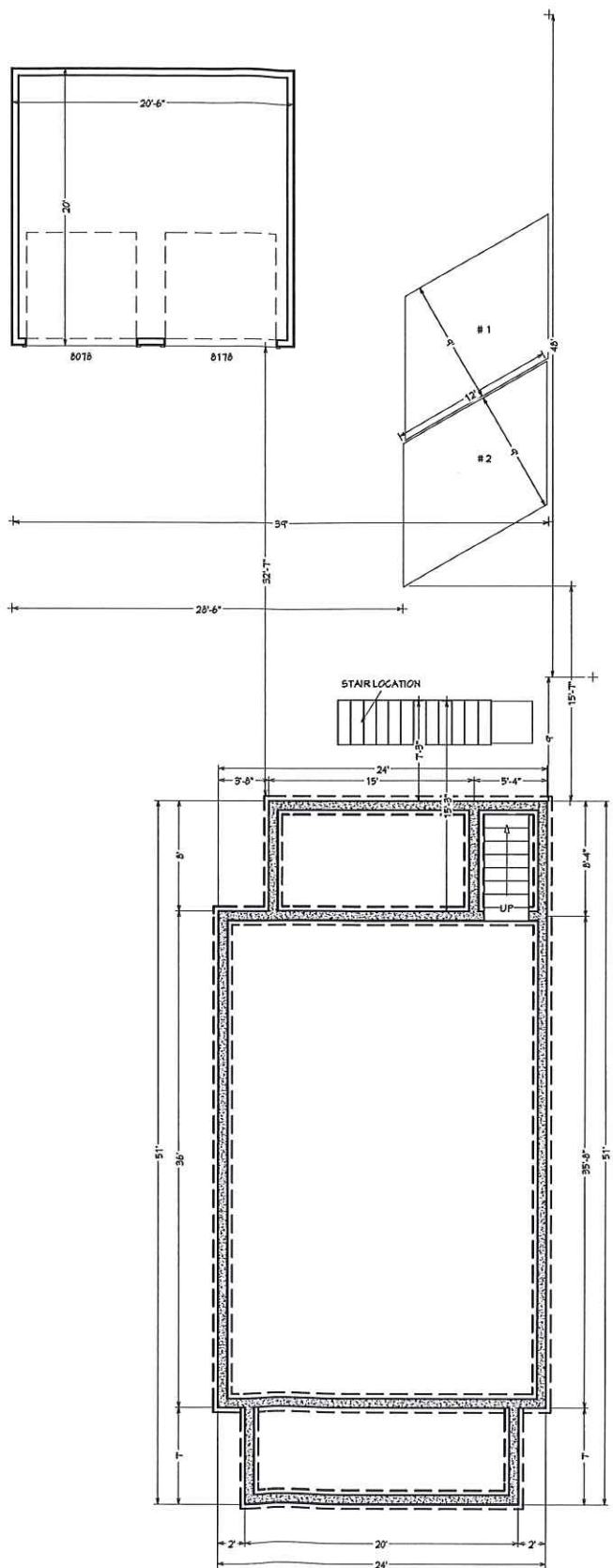
SECOND FLOOR PLAN

DRAWINGS PROVIDED BY
LAURA'S HOME DRAFTING AND DESIGN
220 TAYLOR ST. GRANBY, MA 01033 413-461-2899
BUILDING CODES REFERENCED:
NINTH EDITION CMR780
2015 INTERNATIONAL RESIDENTIAL CODE

DATE:
10/25/2023

SCALE:
1/4"=1'0"

SHEET:



DRAWING PREPARED FOR
SCOTT SNATUCCI
 265 HEBRON AVE
 GLASTONBURY CT

PARKING LOCATION

DRAWINGS PROVIDED BY
 LAURA'S HOME DRAFTING AND DESIGN
 220 TAYLOR ST. GRANBY, MA 01033 413-467-2899
 BUILDING CODES REFERENCED:
 NINTH EDITION CMR780
 2015 INTERNATIONAL RESIDENTIAL CODE

DATE:
 11/15/2023

SCALE:
 1/4" = 1'-0"

SHEET:

SP.