



**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)

<b>Application #:</b> N/A	<b>Submittal Date:</b> October 23, 2023
<b>Meeting Date:</b> January 16, 2024	<b>Date of Receipt:</b> November 21, 2023
<b>Agenda Item:</b> # 3	<b>Application Type:</b> Recommendation to ZBA For Use Variance

**Proposal Address:**  
265 Hebron Ave

**Applicant:** Scott Santucci

**Owner:** Scott Santucci

**Proposal:**  
ZBA Use Variance: 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.



### **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 applicant is requesting a use variance as the Town Center Zone only allows existing two family homes as of January 2014. They do allow for mixed use development (commercial and residential), and multi-family by special permit which are defined in the regulation as having 3 units or more. Applicant also explored applying for an accessory apartment and could meet the criteria for an accessory apartment, with exception it be owner occupied. In consultation with the Town Attorney applicant was guided to apply to ZBA for a Use Variance with the hardship being the lot is too small to support creation of a third unit to create multi-family as allowed by Special Permit in Town Center Zone.

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.

The applicant received approval from ASDRC at their 12/19/23 meeting and their committee report comments have been added as suggested conditions of approval.





# *Town of Glastonbury*

## *Community Development*

### DRAFT MOTION OF APPROVAL

TOWN PLAN AND ZONING COMMISSION

RECOMMENDATION TO ZBA FOR USE VARIANCE

Scott Santucci  
350 Chestnut Hill Rd  
Glastonbury, CT 06033

RE: 265 Hebron Ave

MOVED, that the Town Plan & Zoning Commission forward a positive recommendation of the application of Scott Santucci for a requested use variance of Section 4.13.2 – 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.
  - d. The ASDRC Committee Report dated December 19, 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  
January 16, 2024

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ROBERT J. ZANLUNGO



# Architectural & Site Design Review Committee Report

**MEETING DATE:** 12/19/23

**APPLICANT:** Scott Santucci

**PROPERTY ADDRESS:** 265 Hebron Ave

**ZONE:** Town Center (TC) Zone

**APPLICATION TYPE:**  Regulatory  Advisory  Courtesy

**REVIEW TYPE:**  Preliminary/Conceptual Review  Final Review

**DESIGN AREA:**  Town Center Village District  Town Center  Upper Main Street

Putnam/Glastonbury Blvd  Naubuc Ave/ Pratt St  Lower New London Tpke

Reserved Land  Other Area

### ADSRC MEMBERS PRESENT:

M. Branse  B. Davis  D. DeVries-Dalton  D. Flinchum  J. Kamm

A. Luzi  R. Shipman

**APPLICATION:**  New Construction  Addition  Exterior Renovation  Demolition

Other: \_\_\_\_\_

**ACTION:**  ASDRC forwards a favorable recommendation with regard to architectural and landscape design as noted

ASDRC forwards a non-favorable recommendation with regard to architectural and landscape design as noted

Additional design studies/information requested

Other: \_\_\_\_\_

### COMMENTS and RECOMMENDATIONS:

- Continuation of the water table on the enclosed front porch.
- Ensure front and rear entrance stoops are code compliant. Add railings and landings as needed.
- Detached garage to be renovated with siding and new doors, in keeping with the architecture of the adjoining properties and neighborhood.
- Replace stone bed with suggested ground coverings: barren strawberry (Geum Fragarioides) or Spurge (pachysandra procumbens).
- Add street tree/shade tree American hophornbeam (Ostrya Virginiana) to be located away closer to street and away from wires connecting to the house.
- Add foundation plantings around the building. Suggested plantings: inkberry (Ilex glabra), strongbox (Ilex glabra 'Strongbox'), gembox (Ilex glabra 'Gem Box'), Shamrock (Ilex glabra 'Shamrock') azaleas, Virginia sweetspire (Itea Virginia), and hydrangeas.
- Windows to be replaced per submitted elevations.
- Exterior lighting shall be dark sky compliant.
- Evergreen screen shall be varied with different varieties of evergreens.

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

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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.

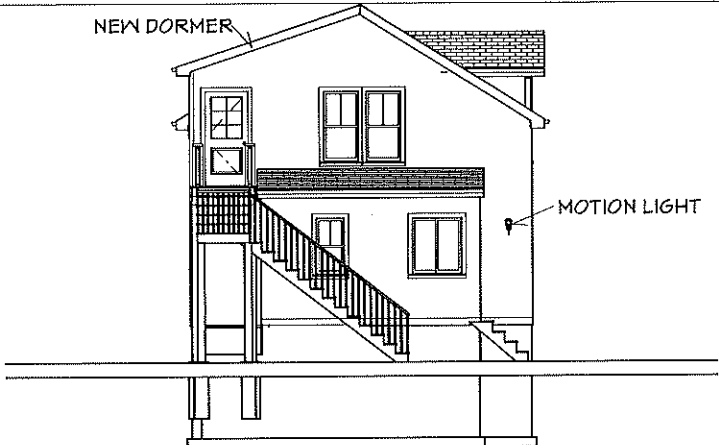
MSP/ns



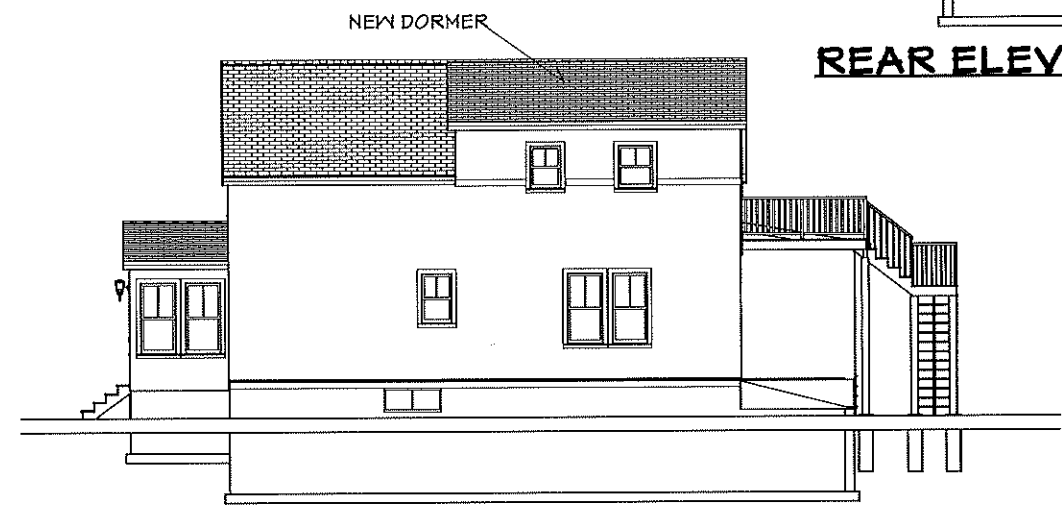








To the best of my knowledge these plans are drawn to comply with owner's and/ or builder's specifications and any changes made on them after prints are made will be done at the owner's and / or builder's expense and responsibility. The contractor shall verify all dimensions and enclosed drawing. LAURA'S 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.

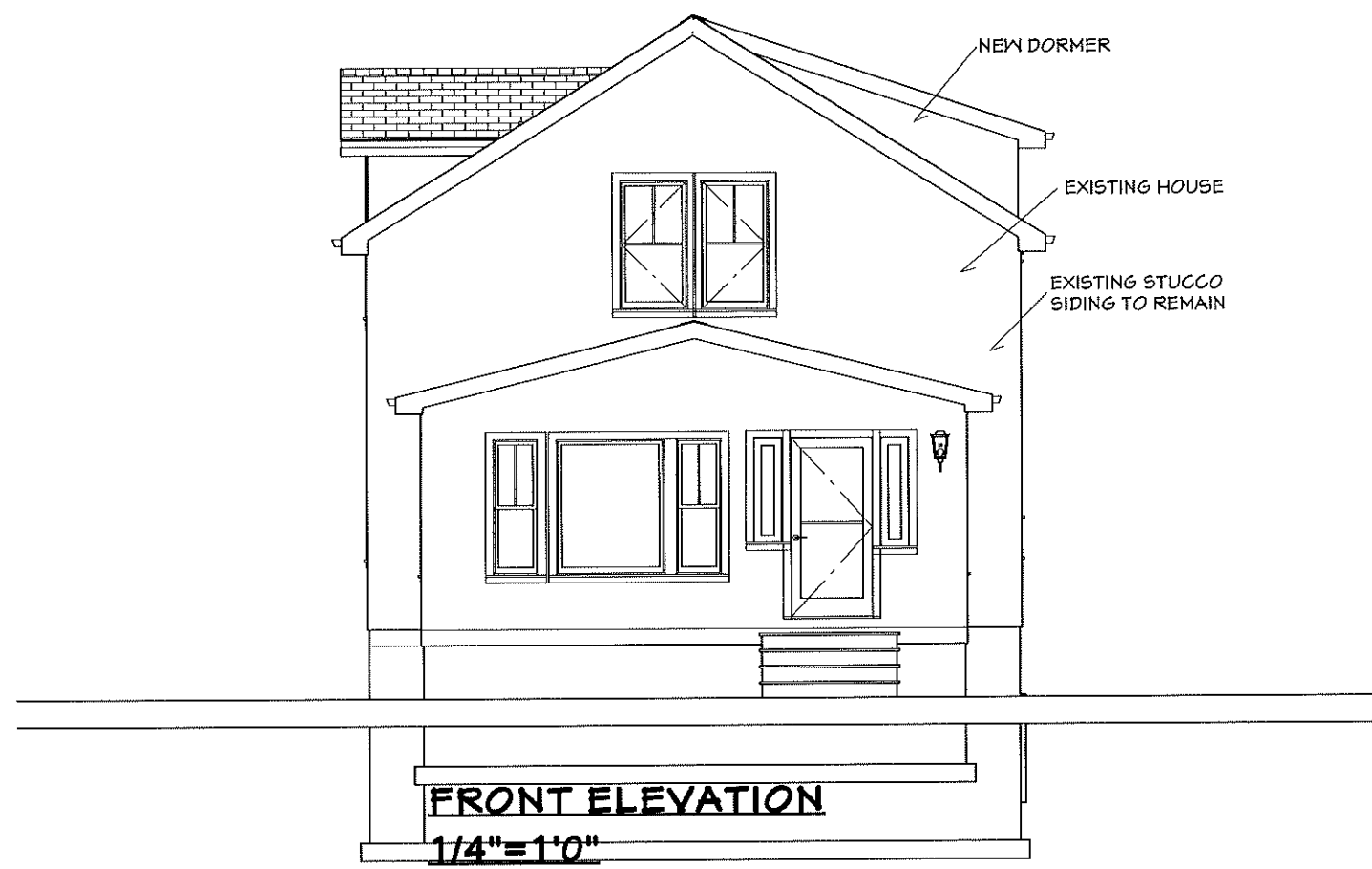


**LEFT ELEVATION 1/8"=1'0"**

**REAR ELEVATION 1/8"=1'0"**



**RIGHT ELEVATION 1/8"=1'0"**



**FRONT ELEVATION  
1/4"=1'0"**

DRAWING PREPARED FOR  
**SCOTT SNATUCCI**  
 265 HEBRON AVE  
 GLASTONBURY CT

**ELEVATIONS**

DRAWINGS PROVIDED BY  
 LAURA'S HOME DRAFTING AND DESIGN  
 220 TAYLOR ST. GRANBY, MA 01033 413-467-2899  
 BUILDING CODES REFERENCED:  
 NINTH EDITION CHRT180  
 2015 INTERNATIONAL RESIDENTIAL CODE

DATE:

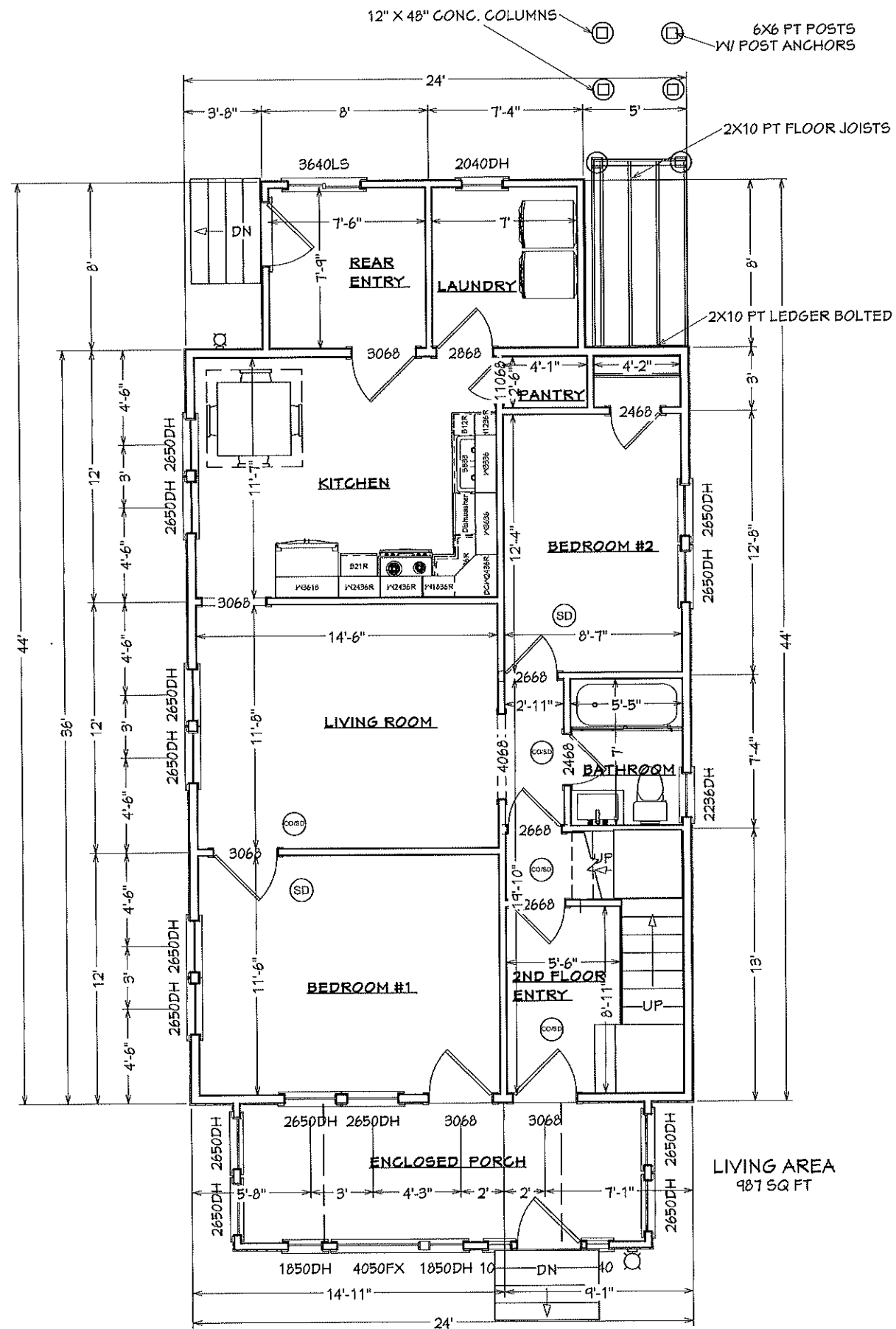
11/29/2023

SCALE:

1/4"=1'0"

SHEET:

**P-1**



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:

11/29/2023

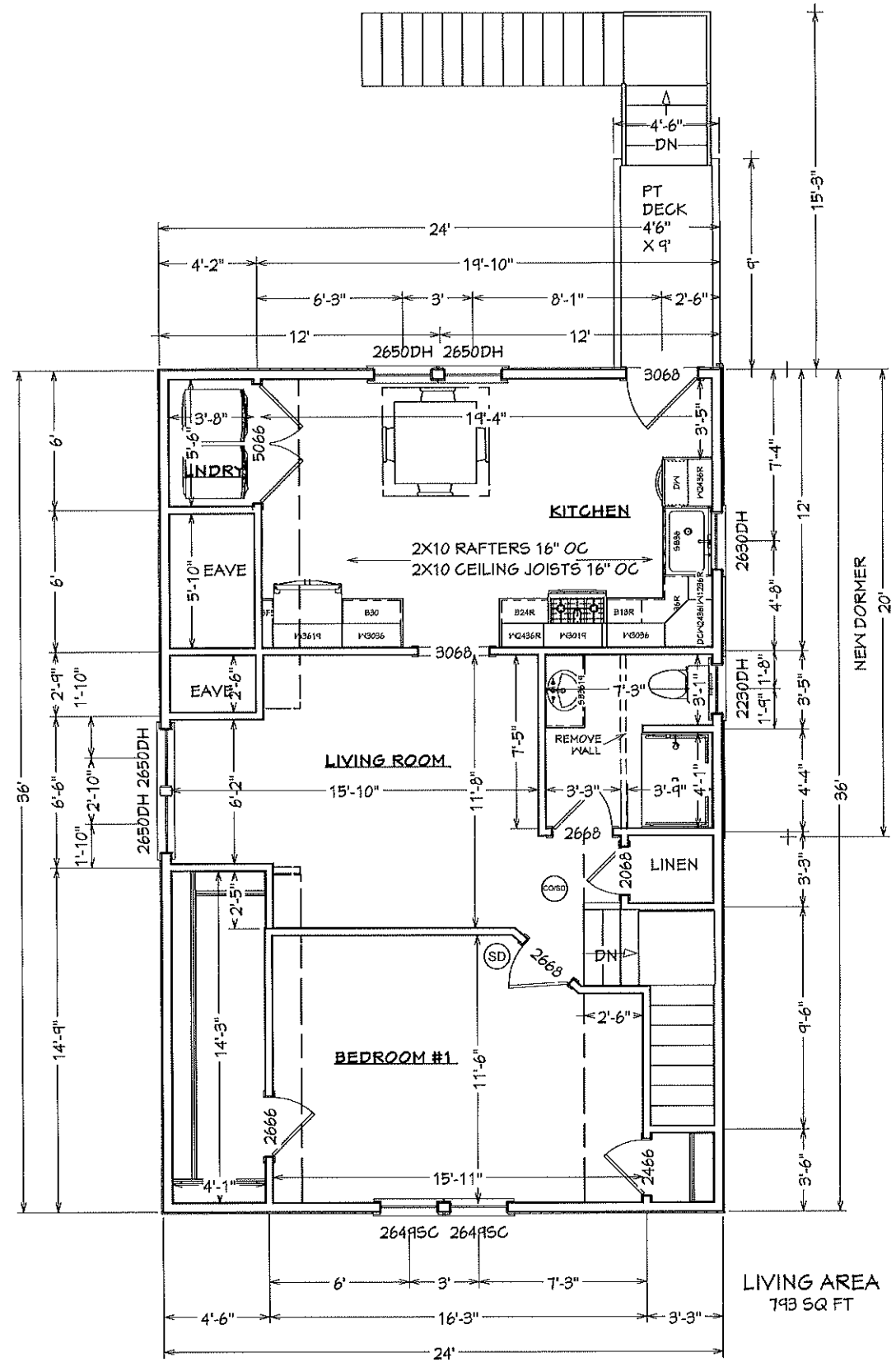
SCALE:

1/4"=1'0"

SHEET:

**P-2**





LIVING AREA  
793 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 01035 413-467-2844  
BUILDING CODES REFERENCED:  
NINTH EDITION CMRT80  
2015 INTERNATIONAL RESIDENTIAL CODE

DATE:

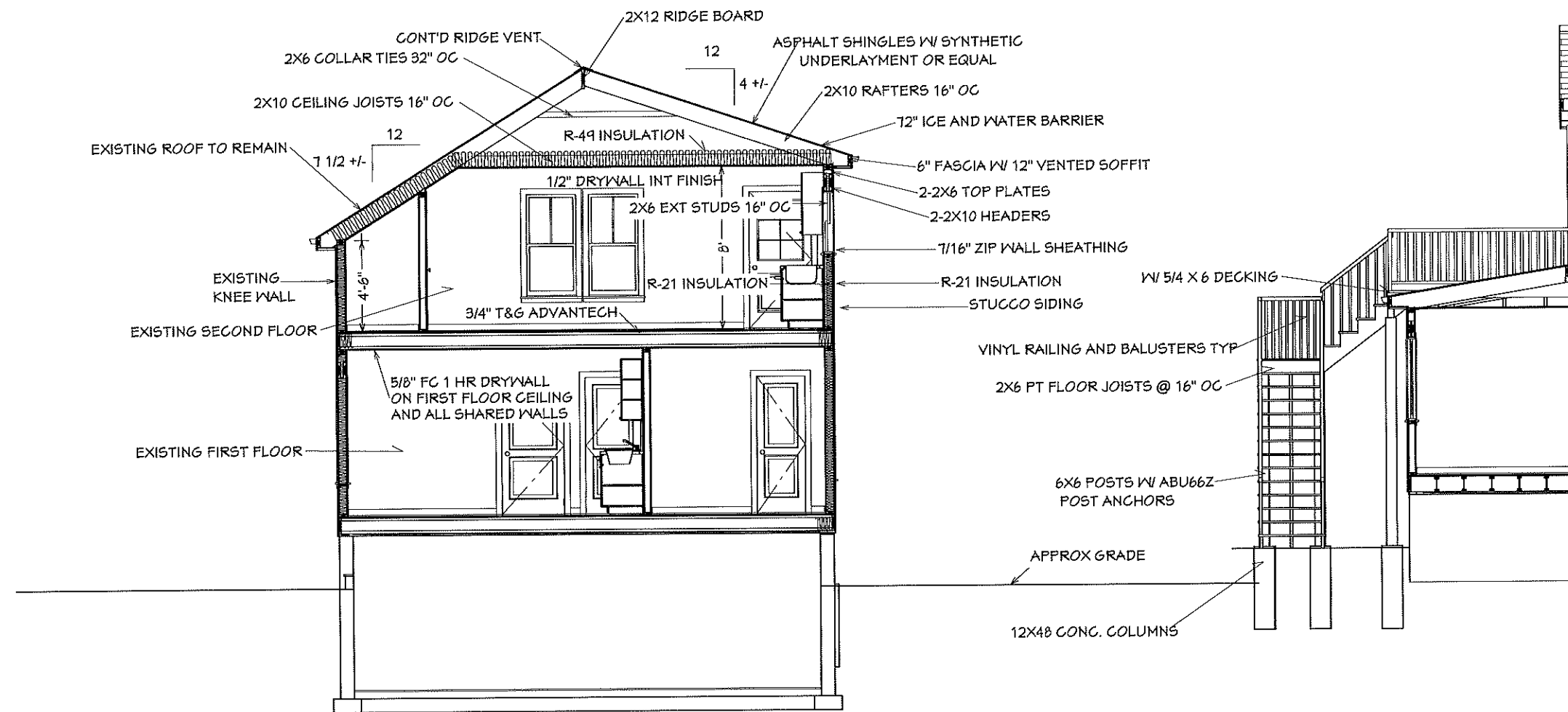
11/29/2023

SCALE:

1/4"=1'0"

SHEET:

**P-3**



DRAWING PREPARED FOR  
**SCOTT SNATUCCI**  
 265 HEBRON AVE  
 GLASTONBURY CT

**CROSS SECTION**

DRAWINGS PROVIDED BY  
 LAURA'S HOME DRAFTING AND DESIGN  
 220 TAYLOR ST. GRANBY, MA 01033 413-461-2899  
 BUILDING CODES REFERENCED:  
 NINTH EDITION CMR180  
 2015 INTERNATIONAL RESIDENTIAL CODE

DATE:

11/29/2023

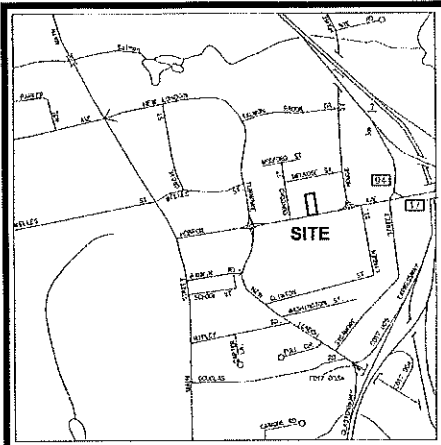
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1/4"=1'0"

SHEET:

**P-4**



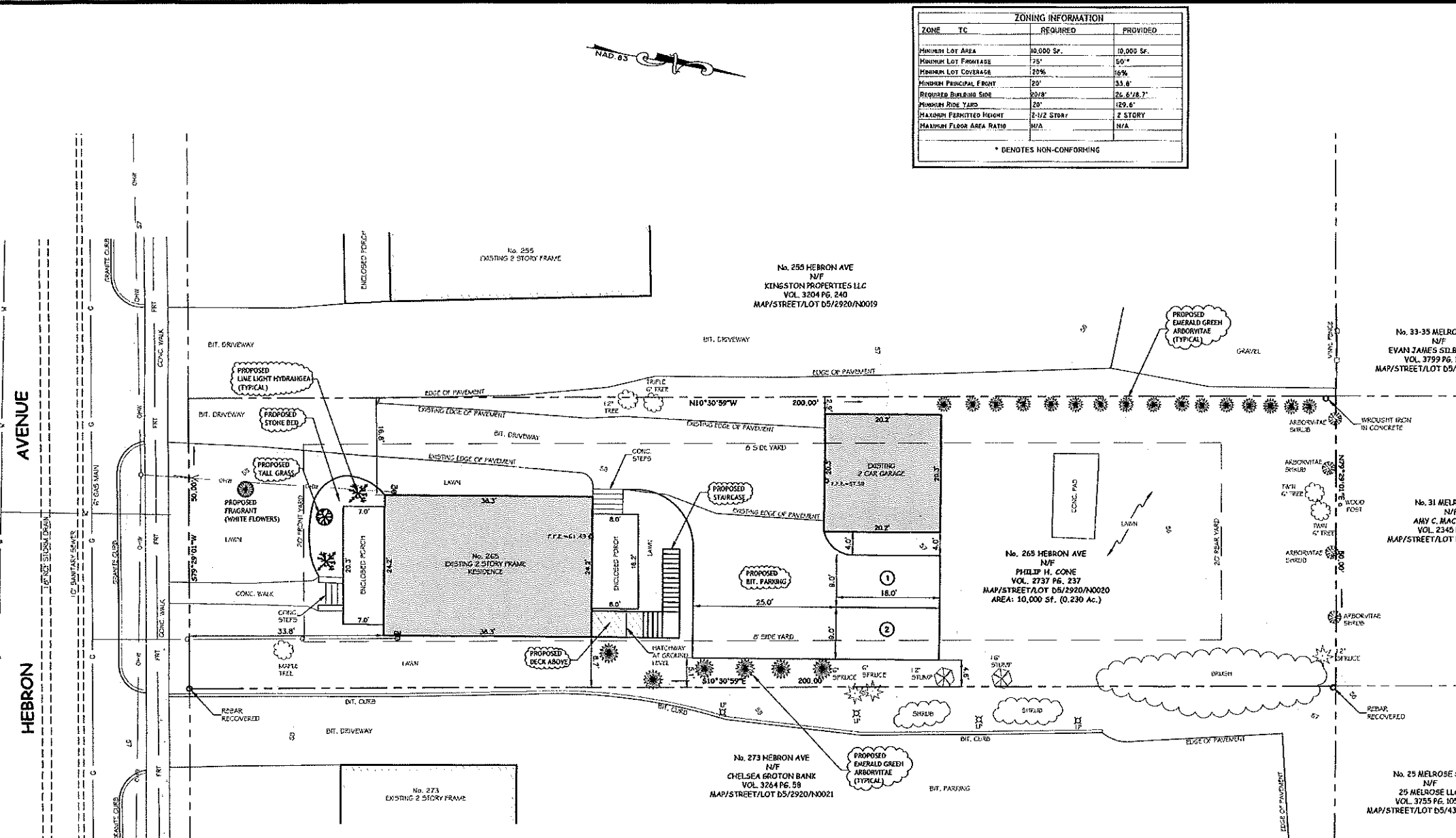


LOCATION MAP:  
SCALE: 1"=1000'

ZONE	TC	REQUIRED	PROVIDED
MINIMUM LOT AREA		10,000 SF.	10,000 SF.
MINIMUM LOT FRONTAGE		75'	50'
MINIMUM LOT COVERAGE		25%	16%
MINIMUM PRINCIPAL FRONT		20'	33.8'
REQUIRED BUILDING SIDE		20'±	26.8'±8.7"
MINIMUM SIDE YARD		20'	129.6'
MAXIMUM PERMITTED HEIGHT		2-1/2 STORY	2 STORY
MAXIMUM FLOOR AREA RATIO		N/A	N/A

\* DENOTES NON-CONFORMING

ABBREVIATIONS	DESCRIPTION
WF	WROUGHT IRON FENCE
CLF	CHAIN LINK FENCE
SAL	SANITARY
STM	STORM
CB	CATCH BASIN
TF	TOP OF FRAME
INV.	INVERT
FL	FLOW LINE
C.I.	CAST IRON
ST.	STEEL
F.F.E.	FIRST FLOOR ELEVATION
B.F.E.	BASEMENT FLOOR ELEVATION
N	NORTH
E	EAST
S	SOUTH
W	WEST
SNET	SOUTHERN NEW ENGLAND TELEPHONE COMP.
CLAP	CONNECTICUT LIGHT & POWER
N/F	NEW OR FORMERLY
Vol.	VOLUME
PG.	PAGE
R.O.W.	RIGHT OF WAY
BT.	BETHLEHEM
CONC.	CONCRETE



**UTILITY NOTE:**  
THE UNDERGROUND UTILITIES STRUCTURE AND FACILITY LOCATIONS DEPICTED AND NOTED HEREON HAVE BEEN COMPILED, IN PART, FROM RECORD MAPPING SUPPLIED BY THE RESPECTIVE UTILITY COMPANIES OR GOVERNMENTAL AGENCIES, LIMITED FIELD LOCATIONS AND OTHER SOURCE. THESE LOCATIONS MUST BE CONSIDERED AS APPROXIMATE IN NATURE AND M&R LAND SURVEYING AND ENGINEERING LLC DOES NOT TAKE RESPONSIBILITY FOR SUBSEQUENT ERRORS OR OMISSIONS WHICH MAY HAVE BEEN INCORPORATED INTO THIS PLAN AS A RESULT. ADDITIONALLY, SUCH OTHER FEATURES MAY EXIST ON THE SITE, THE EXISTENCE OF WHICH ARE UNKNOWN TO M&R LAND SURVEYING AND ENGINEERING LLC. THE SIZE, LOCATION AND EXISTENCE OF ALL SUCH FEATURES MUST BE FIELD DETERMINED AND VERIFIED BY THE APPROPRIATE AUTHORITIES PRIOR TO CONSTRUCTION. CALL BEFORE YOU DIG AT 1-800-922-4455.

**SURVEY NOTES:**

- THIS MAP AND SURVEY HAS BEEN PREPARED IN ACCORDANCE WITH THE REGULATIONS OF CONNECTICUT STATE AGENCIES SECTIONS 20-309b-1 THROUGH 20-309b-20 AND THE MINIMUM STANDARDS OF ACCURACY, CONTENT AND CERTIFICATION FOR SURVEYS AND MAPS AS AMENDED OCTOBER 26, 2018.
- THE TYPE OF SURVEY PERFORMED AND THE MAPPED FEATURES DEPICTED HEREON ARE IN ACCORDANCE WITH THE REQUIREMENTS OF AN IMPROVEMENT LOCATION SURVEY. THE PROPERTY LINES DEPICTED HEREON IS AN OPINION BASED UPON A RESURVEY OF MAPS REFERENCE HEREON.
- THE BOUNDARY DETERMINATION CATEGORY IS A DEPENDENT RESURVEY.
- THE HORIZONTAL BASELINE CONFORMS TO A CLASS A-2 ACCURACY. THE VERTICAL BASELINE CONFORMS TO A CLASS V-2 ACCURACY. THE TOPOGRAPHIC FEATURES CONFORM TO A CLASS 1-2 ACCURACY.
- THE NORTH ARROW AND BEARINGS ARE BASED UPON THE CONNECTICUT STATE COORDINATE SYSTEM N.A.D. 1983 (2011), USING GEOID IS. COORDINATES AND ELEVATIONS WERE DETERMINED FROM GPS OBSERVATIONS MADE ON DECEMBER 1, 2023.
- THE SUBJECT PARCEL IS LOCATED IN THE TC ZONING DISTRICT.
- THE SUBJECT PARCEL CURRENT DEED CAN BE FOUND IN VOLUME 2737 PAGE 237 OF THE OF THE GLASTONBURY LAND RECORDS.
- THE TOTAL PARCEL AREA IS 10,000 SQ. FT. = 0.230 AC.
- REFERENCE IS MADE TO THE FOLLOWING MAPS:
  - MAP OF FAIRLAWN PARK PROPERTY OF HENRY D. WHITNEY GLASTONBURY, CT MAY 1908 SCALE 1"=50 FT. A.B. ALDERSON C.E., W. HARTFORD.
  - IMPROVEMENT LOCATION SURVEY HEBRON AVENUE PAVEMENT REHABILITATION GLASTONBURY, CONNECTICUT, DATE 02/05/2021 SCALE 1"=20, SHEET 4 OF 6 GLASTONBURY ENGINEERING.

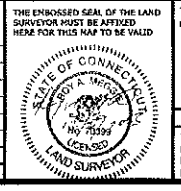
**LEGEND:**

○ IRON PIN (FOUND)	▲ SIGN
● IRON PIN (To Be Set)	● POST
□ MONUMENT (FOUND)	○ LIGHT POLE
○ MANHOLE	○ CUY ANCHOR
○ ELEC. MANHOLE	○ UTILITY POLE
○ TELE. MANHOLE	○ WATER GATE
□ "C" CATCH BASIN	○ WATER GATE
○ "C" CATCH BASIN	○ GAS VALVE
○ DECIDUOUS TREES	○ GAS METER
★ EVERGREEN TREES	○ TRANSFORMER
○ SHRUB/BUSH	○ ELEC. METER
○ FLAG POLE	○ MAIL BOX
○ TRAFFIC CONTROL BOX	○ HAND HOLE
	○ A.C. UNIT
	○ TRAFFIC LIGHT POLE
---	BOUNDARY LINE
---	GUARD RAIL
---	SANITARY
---	STORM
---	U/G GAS LINE
---	U/G ELEC. LINE
---	WATER LINE
---	OVERHEAD UTILITIES
---	U/G TELE. LINE
---	CHAIN LINK FENCE
---	TREE LINE
○ ○ ○ ○	EXISTING CONTOUR
○ ○ ○ ○	PROPOSED SPOT GRADE
○ ○ ○ ○	PROPOSED CONTOUR
---	PROPOSED SALT-FENCE

PROJECT No.:	2023-084
SURVEYED BY:	K.R. DRAFTED BY: K.R.
CHECKED BY:	R.M. APPROVED BY: R.M.
DATE:	12/06/2023
SCALE:	1"=10'
SHEET:	1 OF 1

**IMPROVEMENT LOCATION SURVEY**  
OF  
**265 HEBRON AVENUE**  
GLASTONBURY, CONNECTICUT  
PREPARED FOR  
**SCOTT SANTUCCI**

DATE	DESCRIPTION



TO MY KNOWLEDGE AND BELIEF, THIS MAP IS SUBSTANTIALLY CORRECT AS NOTED HEREON.

ROY A. MEGGIE  
 PE, LS #7039

THIS DOCUMENT AND COPIES THEREOF ARE VALID ONLY IF THEY BEAR THE SIGNATURE AND EMBOSSED SEAL OF THE DESIGNATED LICENSED PROFESSIONAL. UNAUTHORIZED ALTERATIONS TO THIS PLAN RENDER THE DECLARATION HEREON NULL AND VOID.



THIS DRAWING SHALL NOT BE UTILIZED BY ANY PERSON, FIRM OR CORPORATION WITHOUT THE SPECIFIC WRITTEN PERMISSION OF M&R LAND SURVEYING & ENGINEERING LLC.