

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: June 14, 2024
Meeting Date: July 2, 2024	Date of Receipt: June 18, 2024
Agenda Item: Regular Meeting #4	Application Type: 12.9 Minor Change

Proposal Address:

108 Griswold Street

Applicant: Nelson & Patricia Feliciano

Owner: Foundations Real Estate LLC

Proposal:

12.9 Minor Change: Convert 1st floor of two-family home to Daycare

Zone: Residence A Zone

Existing Land Use:

Two family home

Attached for Review:

- Draft motions
- Department Memos
- Applicant Packet / Floor Plans / Site Plan

Executive Summary

- Convert two family 1st floor to expand existing daycare for after school care.
- Property zoned Residence A and is .99 acres.
- 1st floor currently 1450 sq ft with 2 bedrooms and 2 baths.
- Demolish covered porch and create ADA accessible ramp.
- Revised landscape plan to include front foundation plantings.
- Increase parking spaces by adding 4 impervious parking spaces to meet parking regulations for daycare expansion.



Aerial View

Site Description

The property is .99 acres zoned Residence A. Site is located at midpoint of Griswold Street in between Main Street and Route 2.



Street View

Proposal

The applicant is proposing converting 2 family home 108 Griswold Street and convert 1st floor (existing 1450 sq ft 2 bedroom and 2 baths) to daycare to be used for after school care. Applicant is proposing removing covered porch and adding ADA accessible ramp. The proposal will increase their maximum student capacity of 124 students (20 students at 108 Griswold and 104 students at 106 Griswold). Applicant will add 777 sq ft fenced in outdoor play area and has revised the landscaping plan to provide foundation plantings in front of the building and outdoor play area.

Planning and Zoning Analysis

Day care use is allowed by special permit in a Residence A zone. As a part of their expansion the applicant proposes adding 4 impervious parking spaces to increase their parking to total of 26 spaces. This meets the required parking per Section 9.11 Parking Regulations.



Town of Glastonbury

Community Development

DRAFT MOTION OF APPROVAL

TOWN PLAN AND ZONING COMMISSION

SECTION 12.9 – MINOR CHANGE

Nelson & Patricia Feliciano
108 Griswold Street
Glastonbury, CT 06033

RE: 108 Griswold Street

MOVED, that the Town Plan & Zoning Commission approve the application of Nelson & Patricia Feliciano for a Section 12.9 Minor Change – change of use of first floor of existing two-family to expand the daycare to increase capacity from 100 students to 124 students – 108 Griswold Street– Residence A Zone – Foundations Real Estate LLC, owner, in accordance with the plans on file with the Office of Community Development and the following conditions:

1. Adherence to:
 - a. The Health Department memorandum dated June 27, 2024.
 - b. The Engineering Department memorandum dated June 27, 2024.
 - c. The Fire Marshal memorandum dated June 25, 2024.
 - d. The Police Department memorandum dated June 26, 2024.
2. Prior to issuance of Building Permit applicant shall file approval letter on the 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
July 2, 2024

ROBERT J. ZANLUNGO

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

Application for:

- Section 12 Special Permit with Design Review (SPDR)
- Section 12.8 Change of Use to an approved SPDR
- Section 12.9 Minor Change to an approved SPDR
- Section 12.10 Insignificant Change to an approved SPDR
- Section 6.2 Excavation Special Permit
- Section 6.8 Rear Lot Special Permit
- Section 6.11 Accessory Apartment Special Permit
- Section 4.11 Flood Zone Special Permit
- Other

Application, Development Plan Review Checklist*, and fee (see page 2) to be submitted with 14 sets of plans. Consult Glastonbury Building Zone Regulation Sections 12.4 and 12.5 and other relevant sections to determine standards and criteria for application evaluation, including special noticing requirements to abutters.

*Development Plan Review Checklist requirements do not apply to Section 12.9, 12.10 or 6.11 applications.

Applicant

Name Nelson & Patricia Feliciano
 Address 108 Griswold Street, Glastonbury, CT
 Telephone 860-430-1665 / cell: 860-881-6993
 Email nelsonfeliciano24@outlook.com

Property Owner

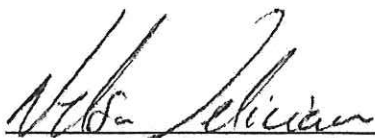
Name Foundations Real Estate LLC
 Address 72 Lincoln Drive, Glastonbury, CT
 Telephone 860-430-1665 / cell: 860-881-6993
 Email nelsonfeliciano24@outlook.com

Address of proposed use 108 Griswold Street, Glastonbury, CT 06033


Map/Street/Lot D4 / 2760 / S0006 Zoning District of proposal A - Residential

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

An existing 2-Family Residence on the property looking to renovate the First Floor into an after-school daycare classroom that will increase enrollment of the existing day care facility on-site (currently located at 106 Griswold Street). Renovations will be a Change of Use, from Residential to Daycare. A new fenced in playground area and additional parking spaces will be included in the scope of work as a part of the renovations.

Signature 
 Applicant or Authorized Representative

Date 6/14/24

Signature 
 Owner or Authorized Representative

Date 6/14/24

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: _____

Fee Paid: _____ Cash / Check

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 Nelson & Patricia Feliciano
 Address 72 Lincoln Drive, Glastonbury, CT 06033

Name of Project Foundations for Learning Expansion to 108 Griswold Street
 Address 108 Griswold Street, Glastonbury, CT

Type of Application:

Special Permit Section Number	<u>12.9</u>
Subdivision and Resubdivision	<u> </u>
Change of Zone	<u> </u>
Planned Area Development	<u> </u>
Final Development Plan and/or Zone Change	<u> </u>
Inland Wetlands and Watercourses Permit	<u> </u>
Special Exceptions and Variances	<u> </u>

Date Fee Received By

Project Number



Town of Glastonbury
Health Department

MEMORANDUM

Date: June 27, 2024

To: Town Planning & Zoning, Conservation & WPCA Commissions

From: Debbie Sergeant, R.S., Sanitarian

Re: 108 Griswold Street, Foundations for Learning

The Department has reviewed the submitted plans by Cheryl Newton Architects, LLC (dated 6/13/2024), for the expansion of the daycare facilities Foundations for Learning.

Approval is granted with the following conditions:

1. An Environmental Report is to be prepared and submitted to the Health Dept. prior to demolition.
2. A Comprehensive Lead Inspection is to be conducted by a CT Licensed Lead Inspector after all work is completed and a copy submitted to the Health Dept.
3. Provisions are to be made for a sounder, sturdier barrier to properly protect the playground from any potential accidental intrusion by any motor vehicle accessing or leaving the property.

This application is forwarded for Commission consideration.

June 27, 2024

MEMORANDUM

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

From: Stephen M. Braun, P.E. Assistant Town Engineer

Stephen
M. Braun
Digitally signed by Stephen M.
Braun
Date: 2024.06.27
08:48:40
-0400
Foxit PDF Editor Version: 13.1.2

Re: 108 Griswold Street
Section 12.9 Minor Change for Daycare

The Engineering Division has reviewed the plans for the proposed minor change to allow a day care use at 108 Griswold Street prepared by Cheryl Newton Architects LLC dated June 13, 2024 and offers the following comments:

1. The proposed pervious pea-stone surface for the four additional parking spaces is sufficient to address town standards for stormwater quality. Permeable pavers should be considered in place of the pea-stone surface in the future should this area become a maintenance problem.



Town of Glastonbury

FIRE MARSHAL'S OFFICE • (860) 652-7526 • FireMarshal@glastonbury-ct.gov

TO: Gary Haynes; Planner

FROM: Michael Makuch; Fire Marshal

DATE: June 25, 2024

RE: July 2, 2024 TP&Z Meeting-108 Griswold St..

The Fire Marshal's Office has done a review of submission and has determined that the "minor change" would only impact fire marshal jurisdiction where the proposal might alter or impact fire department access. Thus, approval from the fire department would be coordinated with our office, should the fire department have any concerns.

However, it should be noted that the proposed work would be subject to review by this office once an application for a building permit is submitted, and this office would have detailed fire code review comments at that time, in that process.

Respectfully,

Michael Makuch
Fire Marshal



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 06/26/2024

RE: Change of use from a 2-Family to a Daycare with improvements- 108 Griswold St.

Members of the Police Department have reviewed the application of Nelson and Patricia Feliciano for 108 Griswold St to change the use from a 2-Family to a Daycare on the 1st floor with apartments upstairs, along with adding a playground and additional parking. The Police Department has no objection to the proposal so long as the noted signs on the plans do not cause any sight line restrictions to motorists.

MSP/ns

