

**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
- X   \_\_\_\_\_ 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\*\*
- \_\_\_\_\_ \*\* 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
- \_\_\_\_\_ 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**

**Property Owner**


Name <u>Al Costa, Glastonbury Public Schools</u>	Name <u>Town of Glastonbury</u>
Address <u>628 Hebron Ave</u>	Address <u>2155 Main Street</u>
Telephone <u>860-652-7992</u>	Telephone <u>860-652-7515</u>
Email <u>costaa@glastonburyus.org</u>	Email <u>shelley.caltagirone@glastonbury-ct.gov</u>

Address of proposed use 1389 Neipsic Road

Map/Street/Lot      /      /      Zoning District of proposal     

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

**(4) Modular Buildings proposed to address space demands. Units will be installed on the rear of the building as previously existed in the 1990s. These are temporary for not more than 5 years. Exterior surface mounted wall pack lights will be added to the north, east and south elevations. The structure will be in the rear of the existing building and only visible from the rear playground. No visibility to neighbors.**

Signature  Al Costa  
Applicant or Authorized Representative

Signature \_\_\_\_\_  
Owner or Authorized Representative

Date 9/28/24

Date \_\_\_\_\_



## 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>Meeting Date:</b> October 1, 2024	<b>Submittal Date:</b> September 18, 2024
<b>Agenda Item:</b> Regular Meeting # 2	<b>Date of Receipt:</b> October 1, 2024
	<b>Application Type:</b> Section 12.9 Minor Change

**Proposal Address:**  
1389 Neipsic Rd

**Applicant:** Al Costa,  
Glastonbury Public Schools

**Owner:** Town of Glastonbury

**Proposal:**  
Addition of 4 Modular Classrooms

**Zone:** Reserved Land (RL)

**Existing Land Use:**  
Government Services: School and School Programs

**Prior Reviews/ Permits:**

- ASDRC Sub Committee Review: 9/12/24

**Attached for Review:**

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

**Executive Summary**

- The Town is proposing to construct 34ft x 120ft addition of 4 modular classroom.
- Same size and location as previously approved in 1994.
- The land is zoned Reserved Land (RL).
- Building will be leased for 5 year period.
- Will be constructed in the rear of the building and not visible from the roadway.
- Approved administratively by ASDRC Sub Committee at their 9/12/24 meeting.
- School is currently used for alternative programs for special needs students, preschool, and elementary early learning center. The addition will be used for high school early learning center.



### **Site Description**

The site is located on the east side of Neipsic Rd at the former Eastbury School site. Parking is available on site and across the street.

### **Proposal**

The proposal is to construct a 34 ft x 120 ft addition of 4 modular classrooms in the rear of the existing Eastbury School. The building will be used for high school early learning center programs. The location of the proposed 4 modular classroom were previously approved back in 1994 (same size and same location). Building will be leased for a 5 year period.

### **Commission and Board Reviews**

- The ASDRC Sub Committee reviewed the proposal at their September 12, 2024 meeting.

### **Planning and Zoning Comments**

- Use of the building for Government Services as an addition to the early learning center is an allowed use of the zone.
- Proposed building meets all bulk requirements for the zone.
- Proposal will be served by existing parking spaces on site and parking across the street.
- Proposal includes wall pack lights on the building by the building with full cutoff fixtures and applicant has provide photometric plan demonstrating no light pollution off site.
- Addition of the 4 modular classrooms will not add to the impervious surface as the addition will be constructed in area that is already paved.
- The location of modular classroom does not inhibit access of emergency vehicles. The applicant has provided turning movement site plan demonstrating ease of access for large emergency service vehicles.

TOWN PLAN AND  
ZONING COMMISSION

SECTION 12.9 MINOR CHANGE

APPLICANT/

OWNER: GLASTONBURY PUBLIC  
SCHOOLS  
C/O AL COSTA  
628 HEBRON AVE  
GLASTONBURY, CT 06033

RE: 1389 Neipsic Rd Eastbury  
School-Addition of 4 Modular  
Classrooms

MOVED, that the Town Plan & Zoning Commission approve the application of Glastonbury Public Schools for a Section 12.9 Minor Change for addition of 4 modular classrooms, in accordance with plans dated 9/17/24 with the Office of Community Development, and in accordance with the following conditions of approval:

1. Adherence to:
  - a. The Town Engineer's memorandum dated September 27, 2024.
  - b. The Director of Health's memorandum dated September 26, 2024.
  - c. The Police Department memorandum dated September 24, 2024.
  - d. The Fire Marshal memorandum dated September 24, 2024.
2. With the following conditions:
  - a. Prior to issuance of a Building Permit applicant shall file motion of approval on the land records of the Town Clerk.
  - b. Prior to issuance of a Building Permit applicant shall file (1) paper copies of finalized approved plans to be filed in the Office of Community Development.
  - c. Prior to issuance of a Building Permit applicant shall file pdf digital copy of finalized approved plans to the Office of Community Development.
  - d. 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  
October 1, 2024

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ROBERT J. ZANLUNGO JR., CHAIRMAN

September 27, 2024

**MEMORANDUM**

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

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



Re: Eastbury School Modulars, 1389 Neipsic Road  
Section 12.9 Minor Change

The Engineering Division has reviewed the plans for the proposed modular classroom building located behind Eastbury School at 1389 Neipsic Road prepared by Benesch dated September 17, 2024 and have no comments on this application.



## Memo

September 26, 2024

**To:** Shelley Caltagirone, Director Planning and Land Use Services

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

**Re:** Four modular classrooms at Eastbury School- 1389 Neipsic Road

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This office has received information about the proposed modular classrooms for Eastbury School.

The modular classrooms do not include toilet rooms, so will not be impacting the septic system.

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: 09/24/2024

RE: Modular classroom project at Eastbury School- 1389 Neipsic Rd.

Members of the Police Department have reviewed the application and plans regarding a minor change to allow the construction of four modular classrooms at Eastbury School. The Police Department has no objection to the proposal.

MSP/ns





# Town of Glastonbury

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

TO: Gary Haynes; Planner

FROM: Michael Makuch; Fire Marshal

DATE: September 24, 2024

RE: October 1, 2024 TP&Z Meeting-1389 Neipsic Road.

The Fire Marshal's Office has done a review of submission and has determined that the proposed addition of modular classrooms allows for appropriate fire department access, so no further comment is required at this time. 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,

*MJMakuch*

Michael Makuch  
Fire Marshal