



Town of Hamden

Planning and Zoning Department

Memorandum

To: Hamden Planning and Zoning Commission

From: Daniel W. Kops, Jr., Town Planner *DWK*

Re: Special Permit Application 19-1322/WS
Minor Amendment
Temporary Use of Approved Space for Hamden Hall Upper School
20 Davis Street
Parcel ID # 2628/044

Date: July 14, 2020

Overview

The Commission granted Special Permit approval on June 11, 2019 for the conversion of the former Roche Dinkeloo office, itself the conversion of a former mansion, into a facility to house the elementary school program of Hamden Hall. After analyzing the issues associated with the COVID-19 pandemic, the school administration has decided that it needs to use the building temporarily to house the upper school in order to provide greater space between students. Accordingly it's filed an application for a minor amendment to the existing Special Permit.

The application states that there will be no change to the approved site plan --- all the work will be limited to the interior of the building. In addition, the students will be dropped off or park their vehicles at the main campus on the west side of Whitney Avenue.

Department Reviews

In an email sent June 29th the GNHWPCA stated that the sewer laterals may not be used until they have been approved by its staff. The email goes on to provide GNHWPCA's standard language regarding change of use applications.

In a note dated June 29, 2020, the Fire Marshall indicated he had no objections.

Planning and Zoning Comments

If Hamden Hall is to reopen this fall, it's essential to minimize the health risks to the schoolchildren, their teachers and other staff, as well as their families, not to mention the general public. At the present time maintaining minimum distances and wearing masks are the critical steps to take. Temporary use of 20 Davis Street will significantly help achieve minimum distances.

Recommendation

With the recommended Conditions of Approval contained below, the application meets the Special Permit Threshold Decision Criteria specified in Section 718.4, and should not have an adverse impact on the health, safety and welfare of the public. The Department therefore recommends approval of the Temporary Minor Amendment to Special Permit and Site Plan Application #19-1322, as depicted in the submitted plans:

Subject to the following conditions:

1. The applicant shall obtain a Temporary Zoning Permit, signed by the Fire Marshal, QVHD and the GNHWPCA.
2. All fuel oil, paint, or other hazardous materials shall be stored in a secondary container and removed to a locked indoor area with an impervious floor during non-work hours.
3. No site work shall be undertaken without prior approval.
4. A Conditional Certificate of Compliance shall be required prior to use of the facility.
5. During special events, parents and visitors shall be required to park on the main campus (1108 Whitney Avenue) and a shuttle service shall be provided by Hamden Hall to the temporary upper school (20 Davis Street).
6. The Temporary Minor Amendment is valid through July 14, 2021. It may be extended for a year one time by the Town Planner, provided that Hamden Hall submits a written request indicating how the COVID-19 pandemic has created the need for the extension.

The original Conditions of Approval listed below remain in effect for the long term elementary school project:

1. Prior to obtaining a zoning permit;
 - a. The plan shall be revised as follows and provided to the Town Planner for approval:
 - i. Comply with all conditions of approval.
 - ii. Include all conditions of approval on the plan.
 - iii. 3 Pin Oaks trees on the western slope and 2 Sour Gum trees on eastern slope.
2. All fuel oil, paint, or other hazardous materials shall be stored in a secondary container and removed to a locked indoor area with an impervious floor during non-work hours.
3. Prior to and during construction:
 - a. Any changes which deviate from the approved plans shall not be made until and unless such proposed changes are reviewed with and approved by the Town Engineer and Town Planner.
 - b. Prior to the initiation of any site work, the contractor shall attend a preconstruction meeting with Town staff to review necessary permit requirements, inspection procedures and other related matters.
4. The owner/applicant shall be responsible for pursuing and obtaining any necessary approvals from other authorities having jurisdiction over any aspect of the proposed use and improvements.
5. All required work must be completed as approved, by June 11, 2024.
6. Following completion of all required work:
 - a. No final CZC will be approved unless and until all required work is completed.

- b. The required application for a CZC shall be accompanied by a certified as-built survey of actual site conditions, establishing that the site has been completed in accordance with approved plans, or in the alternative, indicating deviations from the approved plan.
- c. No temporary or conditional CZC shall be issued unless and until the following conditions are met:
 - i. A complete application for site plan modification is submitted to staff.
 - ii. A bond or surety is provided in an amount and form to be approved by the Town Planner, Town Attorney and Town Engineer, for any incomplete work.
- d. During special events, parents and visitors will be required to park on the main campus (1108 Whitney Avenue) and a shuttle service will be provided by Hamden Hall to the lower school (20 Davis Street).

DWK:tbm



Town of Hamden

Planning and Zoning Department

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Memorandum

To: Hamden Planning and Zoning Commission

From: Daniel W. Kops, Jr., Town Planner *DJK*

Re: Special Permit #20-1330/WS Conversion of Student Housing to Medical and non-Medical Offices
2702 Whitney Avenue

Date: July 14, 2020

Overview

The building at this address was first approved for an office in 1987 and it remained one sort of office or another for several years. More recently it was issued a student housing permit. The owners now wish to convert it back to office use, with the husband's chiropractic practice on the first floor and the wife's law office on the second. No site work is planned. The application requires Special Permit approval because the prior approval no longer remains in effect, due to the conversion to the student housing, and the need for Special Permit approval of offices in T-3 Zones.

Department Reviews

In an email sent June 29th the GNHWPCA stated that the sewer laterals may not be used until they have been approved by its staff. The email goes on to provide GNHWPCA's standard language regarding change of use applications.

The RWA, in a letter dated June 29, 2020 stated it had no comment.

In a note dated June 29, 2020, the Fire Marshal indicated he had no objections.

No other new comments were received.

Planning Department Comments

The application is relatively straightforward, given the building's history and the fact that no site work is planned. The site contains more than the required parking on-site and additional parking is available on Glenham Street. Given that this is simply a change of use, we haven't required the applicant to submit a new site plan. We have, however, have posted a copy of an older site plan associated with Special Permit 88-481 to show Commissioners the parking and general layout.

Recommendation

With the recommended Conditions of Approval contained below, the application meets the Special Permit Threshold Decision Criteria specified in Section 718.4, and should not have an adverse impact on the health, safety and welfare of the public. The Department therefore recommends approval of Special Permit and Site Plan Application 20-1330.

Subject to the following conditions:

1. The applicant shall obtain a Zoning Permit, approved by the Town Engineer and GNHWPCA.
2. All work shall be completed July 14, 2025.

DWK:tbm