**FINAL SITE PLAN and SPECIAL PERMIT PLPZ202000082**

**Christ Episcopal Church**

Construct additions on the upper floors of the church building, totaling 310 sq. ft., to accommodate interior updates for a new organ and quire enclosure

| LOCATION:  | 254 East Putnam Avenue |
| ZONE:      | R-20                   |
| PARCEL SIZE: | 5.16 acres            |
| UTILITIES:   | Public water / public sewer |

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<td>0.309</td>
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<td>HEIGHT:</td>
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<td>37.5’</td>
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**BUILDING SETBACKS**

(Required/Proposed):

- Front Yard Setback: 40’ No change
- Side Yard Setback: 15’, sum of total not less than 35’ No change
- Rear Yard Setback: 40’ No change

**APPLICATION SUMMARY:**

The applicant is requesting final site plan and special permit approval, pursuant to Sections 6-13, 6-14, 6-15, 6-17, 6-94(a)(5), 6-101 and 6-205 of the Building Zone Regulations to construct second story additions, totaling 310 sq. ft. in new gross floor area, to the church building, to accommodate interior updates for a new organ and quire enclosure, on a property containing a non-profit religious institution use in a residential zone. The alterations are proposed at Christ Episcopal Church located on a 5.16 acre property at 254 East Putnam Avenue in the R-20 zone.
ISSUES/COMMENTS:
1. The new gross floor area should be confirmed with Zoning Enforcement. It appears that the total new gross floor area is 310 sf, not 627 sf as indicated in the application documents. A new 310 sf addition is being constructed to create a new quire enclosure, while the existing organ enclosure appears to only be increasing in height (existing roof to be removed, new roof and sidewalls constructed to create a 7 foot taller enclosure).
2. Zoning – Comments dated 5/14/2020 confirm that the floor area is over the maximum permitted FAR.
3. Sewer - There are no comments or requirements for this proposal based on the Sewer memo dated 5/5/2020.
4. Historic District Committee (HDC) – The property is located within the Putnam Hill National Historic District. HDC forwarded minutes from their 2/11/15 meeting for this property and indicated that no further review is required unless P+Z specifically requests an Advisory Opinion. The minutes state that HDC is enthusiastic about the work proposed by architect Brandfonbrener for the Christ Church property.
5. Architectural Review Committee (ARC) – An exterior alteration application was submitted by the applicant. No landscaping, lighting or signage is proposed. P+Z may ask for input from ARC.
6. Storm Water Drainage exemption paperwork was submitted. There are no new impervious areas proposed as the additions are proposed on the second story.
7. Parking – There is no change to the existing 82 parking spaces. The application materials indicate that the proposed additions are needed for the interior upgrade associated with installation of a new organ and associated revision of the choir area. This would not appear to increase total seating for attendees.

DEPARTMENT COMMENTS:
ZEO 5/14/2020 comments attached
HDC 2/11/2015 meeting minutes attached
SEWER 5/5/2020 comments attached

FINAL SITE PLAN:
EXISTING CONDITIONS
The property is located on the south side of East Putnam Avenue in the residential zone of R-20. The adjacent 5 acre parcel to the west is owned by the Parish of Christ Church and is the site of the Tomes-Higgins house. A new Neighbor 2 Neighbor building was approved by P+Z in 2016 on the western parcel. To the east is the 3.3 acre Temple Sholom property. Located to the south of the property is the Putnam Hill Apartments complex.

P+Z has numerous files on record for both properties. Over the years renovations to the Church and Tomes Higgins house, along with approval of a Nursery School use on site, have been reviewed and approved by the Commission. Seasonal tents for various events have been approved also.
PROPOSED IMPROVEMENTS
The Church has completed interior renovations in order to install a new organ to replace the one installed in 1975. Exterior alterations on upper floors of the existing church are required to accommodate the new organ and update the quire enclosure. A one story 310 sf addition will be constructed on the second story of the south west corner to create a new quire enclosure. On the south east side, the roof of the existing organ enclosure will be raised by 7 feet and new sidewalls constructed. The expansion of the organ enclosure appears to result in no new gross floor area.

ZONING
The renovations will increase floor area on a property that is already over the maximum FAR of 0.225 permitted in the R-20 zone. The existing gross floor area increases by 310 sf, increasing the floor area ratio from 0.308 to .309. It would appear that this non-conforming FAR requires a variance through the Zoning Board of Appeals prior to P+Z site plan approval. The additional volume should be calculated as the proposal increases volume on a property that appears to be over the guideline of 150,000 cf in residential zones per Section 6-101.

HDC
P+Z may ask for an Advisory Opinion to be issued by HDC for this specific renovation. It should be noted that the review of the Neighbor 2 Neighbor building on the western parcel was reviewed by HDC and the State Historic Preservation Officer (SHPO).

ARC
P+Z may request input on the additions from ARC. There is no lighting, landscaping or signage proposed.

SPECIAL PERMIT CONSIDERATIONS:
This proposal is subject to site plan and special permit review because the use on site requires Special Permit approval per Section 6-94(a)(5), and the volume appears to be greater than 150,000 cf per Section 6-101. Under Special Permit standards detailed in Section 6-17, the Commission has to decide, among other things, if the proposal is in scale with and compatible with surrounding uses.

APPLICABLE REGULATIONS:
BZR Sections:
  6-5. Definitions
  6-13. Site Plan approval required
  6-14. Procedure: Application for Site Plan review
  6-15. Site Plan standards
  6-17. Authorization of use by Special Permit
  6-94. Permitted uses in RA-4, RA-2, RA-1, R-20 and R-12 Zones / Permitted Uses by Special Permit
  6-101. Special Permit required for business zones and residential zones.
  6-205. Schedule of required open spaces, limiting height and bulk of buildings
<table>
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Reviewed for Planning and Zoning Commission.

**TITLE OF PLAN REVIEWED:** Christ Church

**LOCATION:** 254 East Putnam Ave.

**PLAN DATE:**

**ZONE:** R-20

☐ Ok for Zoning Permit Sign-off with the following revisions:

☒ Resubmit the following prior to Site Plan/Subdivision approval:
   The floor area of the site is over the allowable

☐ The subject site plan/subdivision meets the requirements of the Building Zone Regulations, excluding sections 6-15 and 6-17, and is Ok for Zoning Permit Sign-off.

Reviewed by: Jodi Couture

Date: 5/14/2020

Note: These comments do not represent Building Inspection Division approval. Plans subject to review by ZEO at time of building permit application.
Date: May 5, 2020

To: Katie Deluca, Director, Planning & Zoning

From: Richard C. Feminella, Wastewater Division Manager

Copy: Chris Mandras, Maintenance Manager - Sewer Division
      Al Romano, Environmental Asset Engineer – Sewer Division

Re: PLPZ202000082: 254 East Putnam Avenue, Christ Church

We have prepared the following comments and questions regarding the proposed application.

Project Summary:
- Installation of new pipe organ and structural work to install new enclosure for pipe organ, etc.

Sewer Division Comments:

Comments to be addressed during P&Z phase:
- None.

Comments to be addressed during Sewer and Building Permit phase:
- The applicant/owner is working cooperatively with the Sewer Division to obtain the necessary Sewer Permit(s) for the other work taking place on other portions of the property. The Sewer Division does not have any comments or requirements related to the proposed work in this P&Z application to install a new organ and the associated new enclosure.

Please NOTE: These comments are intended for P&Z review only. These comments do not take the place of Sewer Permit(s). Any Sewer Permit Applications receive thorough reviews and may result in additional comments/requirements at that time. In addition, please be reminded that in order to receive Building Permits, the applicant must have secured all other necessary permits, including, but not limited to, Sewer Permits PRIOR to obtaining their Building Permits.
ATTENDEES PRESENT
COMMISSIONERS:
STEPHEN BISHOP - CHAIRMAN
KATHRIN BROWN
LLOYD HULL
NOBLE WELCH
DARIUS TORABY
FI FI SHERIDAN
ARIS CRIST

ALTERNATES:
JENNIFER KOSSLER
MARIE WILLIAMS

ABSENT
LESLIE KLEIN

Meeting was called to order and opened by Mr. Bishop at 7:04pm.

* * *

1. 254 EAST PUTNAM AVENUE [CHRIST CHURCH]
GREENWICH, CT

PRESENTED BY:
JOSHUA BRANFONBRENER [ARCHITECT]
52 LYNWOOD ROAD
SCARSDALE, NY

ANASTOS ENGINEERING ASSOCIATES STRUCTURAL
240 WEST 35TH STREET
NEW YORK, NY 1001

CERTIFICATE OF APPROPRIATENESS [REQUESTED]
Review plans for restoration of main church [Christ Church] exterior masonry, replacement of gutters and leaders, main slate roof and standing seam aisle roofs, and restoration of stained glass.

Mr. Branfonbrener updated the commissioners with the exterior restoration of Parrish House (which was completed December 2014). The second project/phase (bathroom and elevator – interior work) will begin March 2015 and is expected to end June 2015.

The present application presented to members of the Historic District Commission concerns the exterior restoration of the main church building. The work on the church is to begin with the construction of scaffolding that will wrap the whole building. The scaffolding is to be erected April 10th (2015) and will be removed November (2015) and the church will not be in use during this time. Coping stones will be removed and replaced. The “Transfiguration Window” on the front façade will be removed, restored and replaced as will the “Resurrection Window” (Tiffany) on the east side of the nave. The slate roof will be removed and replaced in kind. The side aisles have a metal roof that will also be removed and replaced.

Mr. Welch inquired about the stain-glass restoration. Mr. Branfonbrener replied that while it wasn’t his expertise he believed that the lead would be straightened and reinforced in order to be strengthened. Rohlf Stained and Leaded Glass Studio in Mount Vernon is performing the work.

Mr. Branfonbrener continued by saying that the church interior will also be renovated during Spring 2015 (pews, lighting, sound). The air conditioning will not be replaced as it is relatively new having been implemented approx. 3-4 years ago (Mr. Hull wondered if this was to be included in the interior renovation).

Ms. Williams inquired if the interior work also included expanding the space of the organ. Mr. Branfonbrener replied since the organ is complex at some point the footprint will be expanded but not during this phase.

Mr. Branfonbrener finished by saying that the porte-cochere will be restored but at a subsequent phase.

Mr. Crist inquired as to who measured the tower and how was the work performed? Mr. Branfonbrener stated that about 10 or 12 years ago, the church hired a survey company and who probably scanned the building. A complete survey now exists of the building. To date, none of the original drawings have been located.

Mr. Toraby inquired about the stone coating. Mr. Branfonbrener replied that only the existing terracotta and windows would be coated, not the masonry/stone.

Mr. Bishop asked for a motion for the application. Mr. Welch moved to approve the application as submitted.
Mr. Toraby seconded.
Voting in favor: Mr. Bishop, Ms. Brown, Ms. Sheridan, Mr. Hull, Mr. Welch, Mr. Toraby, Mr. Crist, Ms. Kossler, Ms. Williams

All members were enthusiastic about the work that has been completed to date.

* * *

Mr. Bishop asked for comments regarding January 2015 minutes. None were given and Mr. Bishop motioned to approve the minutes.
Ms. Brown seconded.
All voted in favor except Ms. Sheridan who abstained as she was not present for January 2015 meeting.

* * *

DEMOLITIONS:

Ms. Sheridan presented the following list of demolitions:
Address: 5 Indian Head road, Riverside
Date: 1920

Address: 5 Sylvan Lane, Old Greenwich
Date: circa late 1920s/early 1930s

Address: 323 Cognewaugh, Cos Cob
Date: No date provided

Address: 7 Connecticut Avenue, Greenwich
Date: No date provided

Mr. Welch had noticed that 552 River Road, Cos Cob had a demolition sign.

* * *

MISCELLANEOUS
Mr. Toraby asked if members of the HDC could walk through Mill Pond Court prior to the March 11th meeting to better understand the relationship/context of the properties to one another. It was also felt that an actual site visit could best determine what can actually be seen from the various streets (Post road/East Putnam Avenue), Strickland Road and Mill Pond Court.

Mr. Bishop adjourned the meeting at 7:56p.m.
To: Jim Maloney, Zoning Enforcement Officer  
Bill Marr, Building Official  
  
From: Diane Fox, Director / Zoning Enforcement Coordinator / Town Planner  
Patrick LaRow, Senior Planner  
  
Date: November 26, 2008  
  
Re: Request for renovation of existing classroom and office space  
Christ Church Nursery School – 254 East Putnam Avenue  

Attached are two sets of plans for the construction of a wall in an upper level classroom to expand an adjacent office space. This project involves the construction of an 18-foot wall which would divide up an existing classroom and expand the adjacent office space by 216 sq. ft. No disturbance outside of the building or changed to the exterior is proposed.

The Planning and Zoning Department has no objection to the issuance of a building permit, subject to the following conditions:

1. The applicant shall meet all relevant local and state health regulations.
2. The applicant shall meet all State Department of Education and/or Department of Day Care regulations to occupy these newly amended spaces.
Town of Greenwich
Planning & Zoning Department
Town Hall - 101 Field Point Road, Greenwich, CT 06830
Phone: (203)622-7894 – Fax: (203)622-3795

SITE PLAN APPLICATION

☐ PRELIMINARY  ☐ FINAL

Project Name: CHRIST CHURCH - ORGAN EXPANSION
Project Address: 254 EAST PUTNAM AVE, GREENWICH CT
Property/Owner(s): CHRIST CHURCH - GREENWICH
Tax Account Number(s): 01-4000/S Zone(s): R20 Lot Area: 224,974 SF

Please select all relevant items below:
☐ Special Permit – Complete special permit application form
☐ Coastal Overlay Zone
☐ Property is within 500 feet of a Municipal Boundary of ______________________ (for notification)
☐ Amendment to Building Zone Regulations – Section(s) ________________________________
☐ Amendment to Building Zone Map – Zone(s) affected _________________________________
☐ Health Department review needed
☐ Sewer Department review needed
☐ Architectural Review Committee Application attached or Review needed
☐ Planning & Zoning Board of Appeals review needed
☐ Inland Wetlands and Watercourses Agency Review / Approval Required

AUTHORIZED AGENT

Name: JOSHUA BRANDFONBRENER
Street Address: 9 ALDEN PLACE 4D
Phone: 917 863 1180
Signature: [Signature]
Firm name: JOSHUA BRANDFONBRENER ARCHITECT
City: BRONXVILLE St: NY Zip: 10708
Email: JOSH@JOSHBRANDARCH.COM
Date: 3.18.2020

PROPERTY OWNER(S) AUTHORIZATION

Name: GEORGE BELSHAW, CHRIST CHURCH GREENWICH
Street Address: 254 EAST PUTNAM AVE
Phone: 646 593 1865
Signature: [Signature]
City: GREENWICH ST: CT Zip: ______________________________
Email: GBELSHAWUS@MAC.COM
Date: 3.18.2020

To be completed by P&Z staff only:
Check # 320 Check Amount: $2,350.00
Application #: PL#Z 4020 00 082

RECEIVED

MAR 19 2020
PLANNING & ZONING COMMISSION PZ Site Plan App 2018
## SITE PLAN ZONING STATISTICS

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<td><strong>AGE OF STRUCTURE</strong></td>
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MAR 19 2020

PLANNING & ZONING COMMISSION

This Site Plan Involves:

- [ ] ADDITIONS
- [ ] ALTERATIONS
- [ ] DEMOLITION
- [ ] RE-CONSTRUCTION
SPECIAL PERMIT APPLICATION

Project Name: CHRIST CHURCH - ORGAN EXPANSION
Project Address: 254 EAST PUTNAM AVE, GREENWICH CT
Property Owner(s): CHRIST CHURCH GREENWICH
Tax Account Numbers (s): 01-4000/S Zone(s): R20 Lot Area: 224,974 SF

PLEASE SELECT ALL RELEVANT ITEMS BELOW:

Section 6-17 — Special Permit standards and procedure
Section 6-50 — Conservation Zone special provisions

Section 6-94(b) — Non-residential Uses and Group Living Facilities permitted in Residential Zones including Resident Medical Professional Office

Section 6-98 — RMF Zone
Section 6-100 — Use Groups for Business Zones
Section 6-101, 107 — Buildings over 40,000 c.f. in Central Greenwich Impact Overlay Zone, Post Road Impact Overlay Zone, WB, LB or LBR Zones; and over 150,000 c.f. in all other zones
Section 6-103.1 — Parking deficient uses in CGBR
Section 6-104 — Parking Structures incl. underground in LB Zone and Height exceptions
Section 6-105, 106 — Front Yard Parking in GB or GBO Zone
Section 6-109, 109.1 — HO & HRO Zones
Section 6-110 — Dwellings under special requirements for Business Zones
Section 6-112 — IND-RE Zone applications
Section 6-113 — In Hospital Zones: certain accessory uses, expansions exceeding 4,000 s.f. or interior alterations or changes of use exceeding 20,000 s.f. (cumulative within 2 years)
Section 6-114 — CCRC (Continuing Care Retirement Community)
Section 6-118.1 — Uses within railroad rights of way
Section 6-123 — Setbacks from Connecticut Turnpike in Business Zones
Section 6-140.1 — Satellite Earth Stations that emit microwaves
Section 6-141 — Changes in non-conforming uses, buildings
Section 6-205 — Historic structures in CBG Zone exceeding FAR And Notes 7, 8 & 9

To be completed by P&Z staff only:
Check # ___________________ Check Amount: $ __________
Application # ____________________________
PZ Special Permit App 2018

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MAR 19 2020
PLANNING & ZONING COMMISSION
March 21, 2020

Scope Narrative

Christ Church Greenwich, established in 1749, has embarked on the installation of a new pipe organ. The existing organ, installed in 1975, no longer fulfills the musical and liturgical needs of the Parish and its community. In 2014, the long process of commissioning a new instrument began. After an exhaustive search of the leading pipe organ builders in the world, the Church elected to proceed with Harrison and Harrison LTD of Durham England.

Accordingly, Christ Church has re-engaged Joshua Brandfonbrener Architect to work with H&H on the architectural components required to accommodate the new pipe organ. JBA worked with CCG from 2013-2016 on the extensive renovation of the interior and exterior of the Church, the Parish House, and the installation of a new elevator in the main building to accommodate those with mobility challenges.

The new organ will feature a new console, pipes, cases, and electronic components. H&H has designed a split case instrument which requires a new organ chamber housing the quire division to be constructed on the west side of the sanctuary similar to the existing one on the eastern side of the building.

The existing organ chamber on the north east side will need to be modified to accommodate the new instrument. The design calls for the roof to be ‘raised’; the existing walls will be extended upwards and then a new roof will be installed. This modified chamber will be approximately 7' taller than the current configuration. This change will not increase usable floor area nor will it impact occupancy use or egress of the church.

The new quire organ chamber will be installed in a new enclosure on the existing one-story roof of the Rector’s Gallery at the southwest corner of the Church. This new 310sf one story roof-top addition will be acoustically connected to the interior of the sanctuary via new openings in the existing walls. Again, this addition will not provide any occupiable space nor will the occupancy, use or egress of the Church be modified.
NEW ORGAN CHAMBER EXTENSION:
GROSS AREA: 13'-5" x 22'-5" = 318 SF
USEABLE FLOOR AREA: NONE

NEW QUIRE ENCLOSURE:
GROSS AREA: 15'-1" x 20'-6" = 309 SF
USEABLE FLOOR AREA: 14'-1" x 19'-6" = 275 SF

TOTAL INCREASED GROSS AREA: 318 + 309 = 627 SF
TOTAL INCREASED USEABLE AREA: 275 SF

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STORMWATER MANAGEMENT STANDARDS – DRAINAGE REPORT EXEMPTION

Project Name: CHRIST CHURCH - NEW ORGAN EXPANSION

Project Address: 254 EAST PUTNAM AVENUE

Project Lot Number(s): ___________________________

Property Owner(s): Christ Church Greenwich

Tax Account Number(s): 01-4000/S  Zone(s) R20  Lot Area 224,974 SF

1. Check all that apply to the proposed project:
   □ This is a new development or redevelopment project,
   □ The project will result in an increased amount of stormwater runoff and/or water pollutants flowing from a parcel of land (prior to the application of stormwater Best Management Practices),
   □ The project will alter the drainage characteristics of a parcel of land (prior to the application of stormwater Best Management Practices).

Categorical Exemptions:

2. Does the proposed project meet one of the following categorical exemptions? Check all that apply:
   □ Normal maintenance and improvement of land in agricultural use (as defined by Connecticut General Statutes), provided such activity conforms to acceptable management practices for pollution control approved by the Connecticut Department of Energy and Environmental Protection and the Greenwich Inland Wetlands and Watercourses Commission. This exemption does not apply to construction activities that are not directly related to the farming or agricultural operation.
   □ Routine maintenance of existing landscaping, gardens (excluding structural modifications to stormwater BMPs including rain gardens) or lawn areas including those maintained by the Town of Greenwich Parks and Recreation Department and Board of Education.
   □ Resurfacing of an existing impervious area on a non-residential lot such as repaving an existing parking lot or drive with no increase in impervious cover.
   □ Routine maintenance to existing town roads that is performed to maintain the original width, line, grade, hydraulic capacity, or original purpose of the roadway.
   □ Customary cemetery management.
   □ Emergency repairs to any stormwater management facility or practice that poses a threat to public health or safety, or as deemed necessary by the approving authority.
   □ Any emergency activity that is immediately necessary for the protection of life, property, or the environment, as determined by the approving authority.
   □ Repair of an existing septic system.
   □ Construction of utilities (gas, water, electric, telephone, etc.), other than drainage, which will not permanently alter terrain, ground cover, or drainage patterns.
   □ Repair or replacement of an existing roof of a single-family dwelling.
   □ Construction of a second (or higher) floor addition on an existing building.
   □ Construction of a maximum 12 foot x 12 foot shed. The construction must include the installation of a foot deep crushed stone trench along the sides of the shed that discharge the roof runoff.
   □ The repair of an existing wood, composite, or plastic deck with no proposed enlargement of the deck surface.
The reconstruction or construction of a wood, composite, or plastic deck with the decking boards spaced at least 3/16 of an inch and a pervious surface below the deck. The pervious area below the deck must have the soil tilled 12 to 16 inches and finished with grass seed, sod, or crushed stone. The minimum depth for the crushed stone is 4 inches. A site plan showing the proposed location of the deck and construction details for the deck must be submitted.

The construction of any fence that will not alter existing terrain or drainage patterns.

If so, the Greenwich Stormwater Management Standards shall not apply, and submittal of a Stormwater Management Report is not required. However, application of the standards is still strongly encouraged.

OWNERS' CERTIFICATION

Owners' Name

Christ Church Greenwich

Street Address

254 E PUTNAM AVE

City

GREENWICH

State

CT

Zip

Phone

(203) 869-6600

Fax


Owners' Signature

Date

MARCH 15, 2020

CONTRACTOR'S CERTIFICATION

Company Name

Street Address

City

State

Zip

Phone

Fax

Contractor's Signature

Date

RECEIVED

MAR 19 2020

PLANNING & ZONING COMMISSION
NOTE:
PROPOSED ADDITIONS ARE ENTIRELY ON THE ROOF OF THE EXISTING CHURCH.
THERE IS NO CHANGE TO THE SITE IN TERMS OF DRAINAGE, LANDSCAPING, LIGHTING OR UTILITIES.