FULL SITE PLAN
SPECIAL PERMIT
PLPZ 202000053

Julio A. Quinde Astudillo & Olga Quinde
Conversion from a single-family home to a two-family home, including only interior alterations to the existing residence.

LOCATION: 36 Pemberwick Road
EXISTING ZONING: R-6
PARCEL SIZE: 4,586 sq.ft.
UTILITIES: Town Water and Sewer

<table>
<thead>
<tr>
<th>EXISTING</th>
<th>ALLOWABLE</th>
<th>REQUESTED</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL GROSS FLOOR AREA:</td>
<td>Not provided by the applicant</td>
<td>2,522.3 sq.ft.</td>
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<tr>
<td>FLOOR AREA RATIO:</td>
<td>Not provided by the applicant</td>
<td>0.550</td>
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<tr>
<td>STORIES:</td>
<td>Not provided by the applicant</td>
<td>2 1/2</td>
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<td>HOME HEIGHT:</td>
<td>Not provided by the applicant</td>
<td>35 ft.</td>
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<tr>
<td>GREEN AREA:</td>
<td>41.8%</td>
<td>35%</td>
</tr>
<tr>
<td>BUILDING COVERAGE:</td>
<td>Not provided by the applicant</td>
<td>30%</td>
</tr>
<tr>
<td>SETBACKS:</td>
<td>FRONT SIDE</td>
<td>32.96 ft.</td>
</tr>
<tr>
<td></td>
<td>1.67 ft. and 7.09 ft.</td>
<td>5 ft. Sum of both not less than 15 ft.</td>
</tr>
<tr>
<td></td>
<td>(sum of 8.76 ft.)</td>
<td>25 ft.</td>
</tr>
<tr>
<td></td>
<td>REAR</td>
<td>5.07 ft.</td>
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<tr>
<td>PARKING:</td>
<td>GARAGE</td>
<td>0</td>
</tr>
<tr>
<td>OUTDOOR</td>
<td>3 (4 including Homestead Lane’s right-of-way area)</td>
<td>2</td>
</tr>
</tbody>
</table>

APPLICATION SUMMARY:
The applicant is requesting Final Site Plan and Special Permit approval under Sections 6-13 through 6-15, 6-17, 6-98, 6-155 and 6-205 of the Town of Greenwich Building Zone Regulations (BZR) to convert an existing single-family home to a two-family home. Only interior alterations are proposed on a 4,586 sq. ft. property located at 36 Pemberwick Road in the R-6 zone. The applicant is requesting special permit approval as the lot size is under 7,500 sq.ft., Section 6-98(4) of the BZR.

ISSUES / RECOMMENDATIONS:
1. The Zoning Enforcement Officer (ZEO) issued comments on 5/13/2020, and requests the applicant demonstrate compliance with the parking requirement of Section 6-155 of the BZR. The applicant replied with a sketch that highlights the 4 existing parking spaces the site uses, and this was sent to the ZEO on 5/14/2020. Staff is currently waiting for a response back from the ZEO to see if this is satisfactory or not.
2. Sewer issued comments on 5/13/2020 and has no comment to be addressed during the P&Z phase of the project.
3. The Inland Wetlands Agency signoff is missing from the application.
4. **Existing Conditions** – The applicant did not provide existing condition drawings of the dwelling. The Commission may request this information.

5. **Façade Alterations** – It is unclear if any exterior doors and/or windows will be altered in any way with the proposed conversion. The applicant did not provide existing or proposed elevations on the dwelling. The Commission may ask the applicant if any alterations are planned to the exterior of the dwelling.

6. **Parking** – The applicant is proposing to use the 4 existing outdoor parking spaces for the site. 3 parking spaces are off Pemberwick Road, and 1 space is off Homestead Lane and looks to be within the Town’s right-of-way. The Commission may determine if they wish to waive the one garage space for each dwelling unit that is noted in Section 6-155(1) of the BZR, and if the proposed parking areas are in keeping with the regulations.

**DEPARTMENT COMMENTS:**

- ZEO - see attached memo of 5/13/2020
- SEWER - see attached memo of 5/13/2020

**PROPOSAL:**
The property has frontage on both Pemberwick Road and Homestead Lane. The applicant wishes to convert the single-family home to a two-family home. Only interior alterations to the existing residence are proposed. The applicant notes that no exterior construction will occur on site, but it is unclear if construction will include the façade of the dwelling.

The applicant wishes to make two units. One unit will have two bedrooms, and the second unit will have one bedroom.

The applicant is requesting special permit approval as the lot size is under 7,500 sq.ft., Section 6-98(4) of the BZR. If the property was over the minimum lot size of 7,500 sq.ft., the scope of this project would be handled through an administrative application to Planning and Zoning, as noted in Section 6-98(3)(b) of the BZR.

**APPLICATION DETAILS:**

**ZONING:** The dwelling has legally nonconforming side and rear yard setbacks. It is unclear if it’s height and gross floor area are also nonconforming.

The Zoning Enforcement Officer requests the applicant demonstrate compliance with the parking requirement of Section 6-155 of the BZR. The applicant replied with a sketch that highlights the 4 existing parking spaces the site uses, and this was sent to the ZEO on 5/14/2020. Staff is currently waiting for a response back from the ZEO to see if this is satisfactory or not.

**BACKGROUND:** This is the first application to P&Z for the property. According to the Tax Card, this house was built in 1920.

**APPLICABLE REGULATIONS:**
1. Section 6-5 – Definitions
2. Section 6-13 – Site Plan Approval Required by Planning and Zoning Commission
3. Section 6-14 – [Site Plan] Procedure
4. Section 6-15 – [Site Plan] Standards
5. Section 6-17 – Special Permit Standards and Procedures
6. Section 6-98 – Use Regulations for R-6 Zone
7. Section 6-155 – Parking and Garages for Two-Family and Multi-Family Residential Purposes
8. Section 6-205 – Schedule of Required Open Spaces, Limiting Heights and Bulk of Bdgs.
ZONING ENFORCEMENT

Project No. PLPZ20200053

Reviewed for Planning and Zoning Commission.

TITLE OF PLAN REVIEWED: Quinde

LOCATION: 36 Pemberwick

PLAN DATE:

ZONE: R-6

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

☒ Resubmit the following prior to Site Plan/ Subdivision approval:
  The applicant needs to demonstrate compliance with Paerking requirements per section 6-155.

☐ 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: 5/13/2020

Note: These comments do not represent Building Inspection Division approval. Plans subject to review by ZEO at time of building permit application.
Date: May 13, 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: PLPZ202000053: 36 Pemberwick Road, Quinde Astudillo & Quinde

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

Project Summary:
• Conversion from a single family home to a two family home, including only interior alterations to the existing residence.

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 will be required to obtain all necessary Sewer Permits. Please coordinate directly with the Sewer Division.
• The applicant/owner will be required to perform CCTV inspections of all of the sanitary sewer laterals and private mains (if applicable) that serve the existing building(s) to confirm there are no issues with the existing sanitary sewer lateral or its connection to the sewer main. Any televising of sanitary sewer laterals must be performed in the presence of the Environmental Asset Engineer. Please coordinate with Sewer Division – Environmental Asset Engineer (203) 622-0963 extension 5. Make a DVD of this inspection. Submit a copy of the DVD to the Wastewater Division Manager. Failure to have the Sewer Inspector present during the TVing will result in the Sewer Division not accepting the DVD. Note: VHS format is not accepted. Only DVDs are accepted. Make a copy of the DVD for your records. The Town will not return DVDs. The Town cannot make copies of DVDs. The DVD should be submitted along with a site plan that identifies each investigation run on the DVD.
• Since the proposed conversion is in a flood zone there shall be NO plumbing fixtures installed below flood elevations and any existing plumbing fixtures must be confirmed not to be in the flood zone. Please provide written confirmation during the Sewer Permitting process that none of the plumbing fixtures are located in the flood zone elevations for the proposed two family conversion.
• Please note, the sanitary sewers are designed for first floor elevations. Therefore, any plumbing fixtures in lower levels (basements) could be subject to sanitary sewer backups/overflows. The property owner is strongly recommended to consider and review this and plan accordingly to protect themselves in those situations. The Town is not responsible for damages as a result of these connections/installations. Please consider this and revise accordingly.
• Please note, in accordance with Town regulations and standard practice, all clear water sources cannot discharge to sanitary sewer. This includes air conditioning and high efficiency heating systems.
system condensate lines. Please confirm that the new development will not discharge any clear water sources to sanitary sewer.

- Please note, any portion of sanitary sewer lateral that crosses under drainage areas, permeable paver or pervious pavement areas, or within 10-feet of storm drainage systems (such as cultecs) are required to be encased in concrete to the nearest upstream and downstream joints to inhibit infiltration. Please coordinate with the Sewer Division for details.

**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.

M:\dpw\Swr\planning and zoning\2020 Reviews\pemberwick rd 36 quinde astudillo May 20.doc
PROJECT NARRATIVE

Town of Greenwich Planning and Zoning Commission
Site Plan Special Permit Application

Date March 18, 2020

Property The property referenced in this narrative is:
LOT NO 448 PEMBERWICK RD  W16
Tax ID 09-1481/S

Ownership Julio A. Quinde Astudillo & Olga Quinde

Location 36 Pemberwick Road is located on the west side of Pemberwick Road.

Zoning R-6

Acreage 0.105 Acres

Flood Zone X and AE(18)

Objective 36 Pemberwick Road is a 4,586 sq. ft. through lot with frontage on both Pemberwick Road and Homestead Lane. Structures on site include the existing residence, gravel drive, and various stone, concrete and brick walkways/steps. The drive gives access to the eastern side of the property.

The proposed project consists of the conversion from a single family home to a two family dwelling. This work involves only interior alterations to the existing residence. No external construction will occur on site.

The project requires a special permit under section 6-17 for Special Permit standards and procedure.

The site is residential and the existing and proposed extent of development conforms to all zoning regulations.

Larry Liebman
Chief Environmental Analyst
SITE PLAN APPLICATION

□ PRELIMINARY  □ FINAL

Project Name: Julio A. Quinde Astudillo & Olga Quinde
Project Address: 36 Pemberwick Road
Property Owner(s): Julio A. Quinde Astudillo & Olga Quinde
Tax Account Number(s): 09-1481-S Zone(s): R-6 Lot Area: 4,586 SQ. FT.

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: Lawrence J. Liebman
Street Address: 81 Holly Hill Lane
Phone: 203-869-0136
Signature: _______________________________
Firm name: S.E. Minor and Co.
City: Greenwich St: CT Zip: 06830
Email: larry.liebman@seminor.com
Date: 2/20/20

PROPERTY OWNER(S) AUTHORIZATION

Name: Julio A. Quinde Astudillo & Olga Quinde
Street Address: 36 Pemberwick Road
Phone: ________________________________
Signature: _______________________________
City: Greenwich ST: CT Zip: 06831
Email: ________________________________
Date: 2/20/20

To be completed by P&Z staff only:
Check # ___________ Check Amount: $ ___________ 00
Application # P1Z 2000053

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FEB 28 2020
PLANNING & ZONING COMMISSION

PZ Site Plan App 2018
### SITE PLAN ZONING STATISTICS

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<tr>
<td>Gross Floor Area</td>
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<tr>
<td>Usable Floor Area</td>
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<tr>
<td>Parking Spaces</td>
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<tr>
<td><strong>COMMERCIAL/RETAIL</strong></td>
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<td>Usable Floor Area</td>
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<td>Parking Spaces</td>
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<tr>
<td><strong>OTHER USES</strong></td>
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<td>Parking Spaces</td>
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<td><strong>RESIDENTIAL</strong></td>
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<tr>
<td>Number of Units</td>
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<td>Number of Bedrooms</td>
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<td>Gross Floor Area</td>
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<td>Parking Spaces</td>
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<td><strong>TOTAL SQUARE FOOTAGE</strong></td>
<td>4,586 SQ. FT.</td>
<td>4,586 SQ. FT.</td>
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<td>&lt; 35 ft</td>
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<td>35 feet</td>
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<td><strong>FLOOR AREA RATIO</strong></td>
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<td>0.47</td>
<td>.55</td>
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<td><strong>GREEN AREA</strong></td>
<td>2,669 SQ. FT.</td>
<td>2,669 SQ. FT.</td>
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<td><strong>AGE OF STRUCTURE</strong></td>
<td>Constructed in 1920</td>
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<td></td>
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</table>

This Site Plan Involves:

- ADDITIONS
- ALTERATIONS
- DEMOLITION
- RE-CONSTRUCTION

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PZSitePlan App 2018
SPECIAL PERMIT APPLICATION

Project Name: Julio A. Quinde Astudillo & Olga Quinde
Project Address: 36 Pemberwick Road
Property Owner(s): Julio A. Quinde Astudillo & Olga Quinde
Tax Account Numbers (s): 09-1481-S Zone(s): R-6 Lot Area: 4,586 SQ. FT.

PLEASE SELECT ALL RELEVANT ITEMS BELOW:

✓ Section 6-17 — Special Permit standards and procedure
  Section 6-30 — 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 # __________________________

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FEB 28, 2020
PLANNING & ZONING COMMISSION

PZ Special Permit App 2018
To Whom It May Concern:

I, the undersigned, do hereby grant permission to S.E. Minor & Co., Inc., 81 Holly Hill Lane, Greenwich, CT, to act as my Agent in submitting a Site Plan Special Permit Application to the Planning and Zoning Department for my property located at 36 Pemberwick Road, Greenwich, CT 06831.

Yours truly,

[Signature]

Julio Quinde
210 Chestnut St Apt A
Port Chester, NY 10573
February 28, 2020

Town of Greenwich

To Whom It May Concern:

Notice is hereby given that Julio Quinde Astudillo & Olga Quinde has filed an application with the Town of Greenwich Planning & Zoning Commission for a Site Plan/Special Permit for their property at 36 Pemberwick Road.

Further information concerning this application may be obtained by contacting the Planning & Zoning Commission.

Respectfully submitted,
S.E. Minor & Co., Inc.

Lawrence J. Liebman
Chief Environmental Scientist
Sr. Project Manager

LJL/ma
Exhibit A

Bounding owners
Julio Quinde Astudillo & Olga Quinde
36 Pemberwick Road
As of April 10, 2019
February 28, 2020

Nostro S & R
488 Den Lane
Greenwich, CT 06831

William & Mary & Margaret Wing
29 Pemberwick Road
Greenwich, CT 06831

Little Palm Properties
1011 Oak Pond Drive
Celebration, FL 34747

Eugene & Carolyn Arcuri
34 Pemberwick Road
Greenwich, CT 06831

Gregory Mollozzi
33 Pemberwick Road
Greenwich, CT 06831

George & Ashley Pusser
5115 St Andrews Island Drive
Vero Beach, FL 32967

Ann Riley
28 Wessels Place
Greenwich, CT 06830

Philip Massi
40 Pemberwick Road
Greenwich, CT 06831
<table>
<thead>
<tr>
<th>Address Number</th>
<th>Address (Phone, Email, Dex, DMV, DMW)</th>
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<td>1-11-2011 5:30 PM 2011-11-11 1:11 AM</td>
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<tr>
<td>488 Dearborn</td>
<td>1-11-2011 5:30 PM 2011-11-11 1:11 AM</td>
</tr>
<tr>
<td>488 Dearborn</td>
<td>1-11-2011 5:30 PM 2011-11-11 1:11 AM</td>
</tr>
</tbody>
</table>

Additional Information:
- Signed for by: [Signature]
- Date: April 12, 2011
- Time: 5:30 PM
- Location: 488 Dearborn
February 28, 2020

AFFIDAVIT OF NOTIFICATION OF APPLICATION TO PLANNING & ZONING COMMISSION

STATE OF CONNECTICUT )

) Greenwich
COUNTY OF FAIRFIELD )

I, Lawrence J. Liebman, being first duly sworn, do hereby certify that on February 28, 2020, I caused to be mailed; postage prepaid, to those persons whose names are set forth on Exhibit A attached hereto, a copy of the notice attached hereto as Exhibit B. Said persons were the record owners, as of February 28, 2020 as shown on the Town Tax Assessor's Office records of property abutting (as said term is defined in S6-14 (a) (3) of the Greenwich Building Zone Regulations) the property belonging to Julio Quinde Astudillo & Olga Quinde, 36 Pemberwick Road for which an application has been filed with the Greenwich Planning and Zoning Commission.

[Signature]
Lawrence J. Liebman

Subscribed and sworn to
Before me on
February 28, 2020

[Signature]
Michelle C. Andreoni
Notary Public
Michelle C. Andreoni
My commission expires
April 30, 2023
Certificate No. 151409

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FEB 28 2020
PLANNING & ZONING COMMISSION