APPLICATION SUMMARY:
The applicant is seeking approval for Final Site Plan approval to make a change of use from office to a school use and make interior alterations on a 5.568-acres parcel located at 200 Pemberwick Road in the GBO, LB and R-7 Zones.

ISSUES AND RECOMMENDATIONS:
1. The Building at 200 Pemberwick appears to be located in the AE flood zone. The first floor elevations of the building need to be provided to determine flood compliance. If the base flood elevation is not compliant, the building would be subject to the 50% improvement rule of Sec. 6-139.1 or the building would need to be modified to be flood zone compliant.
2. The subject property was the subject of approved site plans PLPZ 201800372 and PLPZ 2018 00267 and rezoning, Site Plan, and Special Permit (FSP #1234) in 1987. The commercial portion of the 1987 site plan was built, the residential portion of the approval was never built and appears to have expired. The applicant has not proposed to change any part of their site plan approvals.
3. The proposed school is noted to be up to 100 students with 30 staff. They have indicated that they have been allotted 45 parking spaces on site. The Commission will need to determine if parking is adequate per Sec. 6-158 of the BZR.
4. The applicant should provide an existing occupancy and parking conformance numbers for the approved or current tenants of the building.
5. Per Application #1234, and Sec. 6-100.1, the employee density of the commercial use cannot not exceed 184 people. This should be noted on the plans per the conditions of the decision.
6. Any new signage, exterior lighting, or exterior modifications would need review by the Architectural Review Committee prior to permits and installation.

DEPARTMENT COMMENTS:
ZEO - See attached
SEWER -
FIRE MARSHAL -

SITE DESCRIPTION / BACKGROUND:
The site is bifurcated by the Byram River. Three (3) office buildings exist on the east side of the property with parking for 57 vehicles. A parking lot for 153 vehicles exists on the west side of the property (off Comly Ave.). A wood and steel bridge spans over the River and internally connects both sides of the parcel. The South Mill Building was approved in Sept. 2018 to convert office space into 15 residential units. It does not appear that the property owner acted on that decision. In June 2018, staff signed off on a conversion of 930 sq. ft. of office space into
medical office space, for up to 4 medical professionals. In 1987, the site was approved for use of the existing buildings on the east side of the river as office, and development of west side of the river for 21-unit residential development over 150,000 cubic feet in volume. That approval noted a number of conditions that were required to be met (see attached). Of note, the applicant was required to:

- Stagger departure times of the office use on both lots.
- Designate 31 spaces for residential use only and maintain the balance of the proposed parking (153 spaces) for the approved commercial use. Per Sec. 6-100.1 the employee density of the commercial uses could not exceed 184 persons. This was to be noted on the plan.
- The property was limited to 43,510 sq. ft. of Commercial use and 21 dwelling units, in perpetuity.
- The applicant created an open space easement of the hillside west of the river.
- A pedestrian easement was created along the river.

The eastern portion of the parcel, off Comly, with the residential units, was never built.

**PROPOSAL:**
The applicant is seeking to establish a school use on the second floor of 200 Pemberwick Road’s north building. The school use, to be operated as, “the Cedar School”, would require interior alterations including relocating several partitions, painting, carpeting, and electrical/lighting upgrades that will provide updates to the space for use as a school.

The Cedar School would be a co-ed day school offering a college-prep program for high school students with mild-to-moderate language-based learning differences, such as dyslexia. The applicant anticipates approximately 25 students in its first year of operation, but hopefully growing to approximately 100 students in subsequent years.

Operating hours would be 8 am – 4 pm, with occasional early evening events such as parents’ night. No outdoor activities are planned on site.

Students would be driven by automobile and dropped off in the western parking area, off Comly Ave, and cross the existing pedestrian bridge to the subject building. The applicant wishes to permit Seniors to drive themselves to school and park in an assigned parking area.

Morning drop off is not proposed to be staggered and would use the Comly lot to load drop off in the AM hours. Afternoon pick up is proposed to be staggered, as some students will leave at 3:30 pm and others will remain for sports.

The subject property was approved with 210 space (57 of the east site and 153 on the west side). The current application notes parking for up to 190 vehicles. The applicant should confirm the total number of parking spaces on site.

To continue to comply with the Commission decision (FSP #1234) the applicant would need to agree to provide access and parking agreements between the east and west side of the site and maintain access to the existing 153 parking spaces. It is not clear if those easements already
exist. The Commission may want to review the language of these agreements to ensure they sufficiently comply with the intent of the Commission’s 1987 decision.

**PARKING:**
Per section 6-158, Schools: Elementary, Middle and High School are recommended to have parking provided at an adequate level as determined by the Planning and Zoning Commission. The applicant has indicated 30 staff for 100 students with 45 parking spaces being dedicated onsite for the school. Staff would note that some spaces would be set aside for senior class members, but a specific number has not been provided. Past approvals required, “31 spaces for be designated for residential use only and maintain the balance of the proposed parking (153 spaces) for the approved commercial use. Per Sec. 6-100.1 the employee density of the commercial uses could not exceed 184 persons. This was to be noted on the plan. An analysis of current or approved occupancy has not been provided. The applicant should indicate:

1. The uses in the building, by sq. ft.
2. The applicable parking demand for each tenant, based on the Town’s regulation’s or approval.
3. Confirm that all require parking is available and conforms with the prior decision(s) of the Commission.

The proposal also notes the drop-off and pick-up procedures. Drop off in the AM (8-8:30) would use the Comly Ave lot, and visitors would be led into the lot in a clockwise direction using the parking aisles of the site to queue up almost 30 vehicles. It has been noted that the students attending are high school age which should make drop off a bit faster than elementary students, by comparison. Pick up is expected to have less vehicles as some students would have extracurricular activities. A staggered departure schedule would release 15-20 students at a time. The internal traffic flow would be the same as the AM procedures.

**APPLICABLE REGULATIONS:**
Sections 6-5, 6-13 through 6-15, 6-17, 6-97, 6-100, 6-101.1 6-104, 6-106, 6-139.1 and 6-205, of the Town of Greenwich Building Zone Regulations.
ZONING ENFORCEMENT

Project No. PLPZ202100118

Reviewed for Planning and Zoning Commission.

TITLE OF PLAN REVIEWED: The Cedar School

LOCATION: 200 Pemberwick Rd.

PLAN DATE:

ZONE: LB & GBO

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

☐ Resubmit the following prior to Site Plan/ Subdivision approval:

☒ 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.
Inland Wetlands & Watercourses Agency  
Town Hall, 101 Field Point Road, Greenwich, CT 06830  
Phone 203 622-7736

PERMIT NEED DETERMINATION QUESTIONNAIRE  
[This form is NOT an IWWA Application]

PROJECT: Street Address  200 Pemberwick Road  
PARCEL ID: 0 1 5 8 S  
Has there ever been an IWWA application for this site?  YES NO  
Appl. #  
ACTIVITY: (Circle) Addition Demolition Deck Garage Generator Site Work/Landscaping Septic Other (please specify)  
Interior renovations New residence Pool Tennis court  
Will this activity require an addition to the septic system or B100a?  YES NO  
FEE: $65 for reviews requiring a site visit or further in office analysis

Owner's full name (please print) Aldo Passarelli  
Phone ( )  
Mailing address  200 Pemberwick Road  Town Greenwich  Zip 06830  
Authorized Agent's name (please print) Susan Smith  
Phone ( )  
Mailing address  748 Watertown St  Town Cos Cob  Zip 06807

A PLOT PLAN IS REQUIRED SHOWING THE PROPOSED ACTIVITY IN RED.  
Staff cannot review your proposal without a plan.

IWWA staff will review this questionnaire to determine if regulated activities are associated with the proposal and whether an IWWA permit is required. Do not apply for a Building Permit until this review is complete.

If your project does not require an IWWA permit, we will sign off on this questionnaire, which you will need if you are obtaining permits from other departments.

If an IWWA permit is required, we will supply you with a permit application packet. You must obtain an IWWA permit prior to the commencement of your project. No work may begin until you receive an IWWA permit. The issuance of a building permit alone does not constitute an authorization to proceed.

If you do not receive notice regarding your questionnaire within two weeks of submission, please contact the IWWA office.

As the property owner [ ] or authorized agent [ ] (check one) I believe that the information I have submitted is correct.

Signature [ ] [ ] Date [ ]

If mailing, return completed form.

If a site visit is required, you will be notified and asked to remit a $65 fee (payable to "Town of Greenwich") to the Greenwich Inland Wetlands & Watercourses Agency. The site visit will not take place until this fee is received.

STAFF NOTES

Office Rev Date  2/5/21  Field Inv Date [ ]  WET/WC? YES NO TIDAL [ ]
Action Required? YES [ ] NO [ ] If yes, DR AA AR SIA Staff [ ]
Soils Report Date [ ] Author [ ] Soils [ ]
Comments:

Fee Received: YES NO Comment:

IWWA Questionnaire Revised 9/21/7
Site Plan Application

Property Address: 200 Pemberwick Rd, Greenwich CT 06831
Tax ID: 81-1099442

Property Owner: WH Parcel I, LLC/Ian Lagowitz, authorized agent
Address: 24 Church Street, Montclair, NJ 07042

Email: ian@ivlgroup.com
Cell Phone:
Other Phone: 973-226-1950

Applicant: Clay Kaufman/The Cedar School
Address: 56 Stonehedge Dr S, Greenwich CT 06831

Email: c.kaufman@thecedarschool.org
Cell Phone: 203-808-5005
Other Phone:

Authorized Agent: *In his sole capacity as Receiver for WH Parcel I, LLC

Select One: □ Pre-Application □ Final

Zone(s): GBO, LB, R-7 Lot Area: 1.9917

Please select all relevant items below: (None)

□ 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
□ Scenic Road Designation

To be completed by P&Z staff only:
Check # ___________ Check Amount: $ ___________

Application #: ___________________________
<table>
<thead>
<tr>
<th></th>
<th>EXISTING</th>
<th>PROPOSED</th>
<th>PERMITTED/REQUIRED</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>COMMERCIAL/OFFICE</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gross Floor Area</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Usable Floor Area</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parking Spaces</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>COMMERCIAL/RETAIL</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gross Floor Area</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Usable Floor Area</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parking Spaces</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>OTHER USES</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gross Floor Area</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Usable Floor Area</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parking Spaces</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>RESIDENTIAL</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of Units</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of Bedrooms</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gross Floor Area</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parking Spaces</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL SQUARE FOOTAGE</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>BUILDING HEIGHT</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>FLOOR AREA RATIO</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>BUILDING COVERAGE</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>LOT COVERAGE</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL PARKING SPACES</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>GREEN AREA</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>AGE OF STRUCTURE</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>THIS SITE PLAN INVOLVES:</td>
<td>[ ] Additions</td>
<td>[ ] Alterations</td>
<td>[ ] Demolition</td>
</tr>
</tbody>
</table>
### Property Owner 1:
**Name:** WH Parcel 1, LLC
**Address:**
**Email:**
**Signature:**
**Cell Phone:**
**Date:**
**Other Phone:**

### Property Owner 2:
**Name:**
**Address:**
**Email:**
**Signature:**
**Cell Phone:**
**Date:**
**Other Phone:**

### Property Owner 3:
**Name:**
**Address:**
**Email:**
**Signature:**
**Cell Phone:**
**Date:**
**Other Phone:**

### Property Owner 4:
**Name:**
**Address:**
**Email:**
**Signature:**
**Cell Phone:**
**Date:**
**Other Phone:**

### Applicant:
**Name:** Clay Kaufman/The Cedar School
**Address:** 56 Stonehedge Dr S, Greenwich CT 06831
**Email:** c.kaufman@thecedarschool.org
**Signature:**
**Cell Phone:** 203-808-5005
**Date:** March 23, 2021
**Other Phone:**

### Authorized Agent:
**Name:** Ian V. Lagowitz of IVL Group, LLC in his capacity as Receiver for WH Parcel 1, LLC
**Address:**
**Email:** ian@ivlgroup.com
**Signature:**
**Cell Phone:** (973) 303-7902
**Date:** March 24, 2021
**Other Phone:**
Site Plan Review Checklist

Property Address: 200 Pemberwick Rd, Greenwich, CT 06831

Anticipated Type of Application: ____________________________

Tax ID: 81-109 9442

All applications for preliminary and final site plan approval shall be made on the appropriate forms as provided by the Planning Staff. The following items must also be provided with the application. If any of the following items are not filed at the time of application, the application may be returned to the applicant in order that it may be filed in the entirety at an appropriate future date. Required Items: (Sec. 6-14)

Please check the items submitted below:

1. Fifteen copies of a survey, folded to 9” x 12”, showing existing conditions, including:
   a. Locations and dimensions of all existing buildings, structures, fences, retaining walls, utility facilities, trees of six (6) inches or more in diameter at breast height, and other similar features.
   b. Existing contours at no more than a two-foot vertical interval, unless waived by the commission Staff in circumstances where such contours may not be necessarily pertinent. The survey shall indicate topographic conditions of property immediately adjoining the subject parcel.
   c. The location of all existing watercourses, intermittent streams, wetlands as required by IWWA, Flood Hazard Lines as determined by FEMA, springs and rock outcrops or a note indicating that none exist, with the sources of information listed.
   d. The zone in which the land to be developed falls and the location of any town and zone boundary lines within or adjoining the tract, and yard dimensions to existing buildings. Lot area, by zone, shall be indicated.
   e. The title of the development, date, revision date if any and nature of revision, north arrow, scale, and the name and address of owner and names of owners of adjacent land.
   f. Street and property lines, curbs, edges of pavement, sidewalks, easements, right-of-way, covenants, and deed restrictions.
   g. Traffic lights and controls, public trees, catch basins, hydrants, and power and telephone lines in adjacent streets.
   h. Certification with the signature and seal or registration number of a registered land surveyor licensed in the State of Connecticut that the drawing is substantially correct to A-2 Standards, and that the property is in a designated zone under the zoning regulations.

2. Fifteen sets of a detailed Site development plan, at a readable scale, folded to 9” x 12”, prepared in accordance with all applicable Town standards including the Roadway Design and Drainage Design Manuals, and signed by a professional architect, land surveyor, or engineer licensed in the State of Connecticut, showing:
   a. Location, dimension, and elevation of all proposed buildings, structures, walls, fences.
   b. Location dimensions and surface treatment of all existing and proposed parking and loading spaces, traffic access and circulation drives, and pedestrian walks. Sidewalks are to be provided as required by the Building Zone Regulations.
   c. Approximate location of proposed utility lines, including water, gas, electricity, sewer and the location of any transformers.
   d. Note specifying source of water supply and method of sewage disposal.
   e. Existing and proposed contours at no more than a two-foot interval unless waived by the Commission’s staff. Cuts and fills and estimates of blasting to be submitted at time of final site plan.
   f. Location, size and type of proposed landscaping and buffer planting and the designation of those areas of natural vegetation not to be disturbed.
   g. Any other similar information determined by the Commission staff to provide for the proper enforcement of the Building Zone Regulations.
   h. Zoning statistics including: Gross Floor Area, Floor Area Ratio, Usable Floor Area, Required Parking, Actual Parking
Provided, Building Height, Building Footprint, and Area Devoted to Surface parking, Building and Drives.

☐ i. Provisions for compliance with Americans with Disabilities Act (Handicap Access) and State Building Code.

☐ j. Coastal Area Management Application for projects within the Coastal Overlay Zone.

☐ 3. Eight sets of architectural plans, signed and sealed by an architect registered in the State of Connecticut, of all floors, all exterior elevations showing existing and proposed grade conditions. Elevations are to detail architectural elements by labeling materials, color and dimensions. Each architectural elevation shall show the absolute building height as well as building height for zoning purposes. All HVAC facilities are to be shown on architectural elevations. See ELA Floor Plan - approved

☐ 4. Three copies of Floor Plan Work Sheets with the dimensions and calculated floor areas for each floor prepared in accordance with Sec. 6-5(22). Consult Commission Staff for required format.

☐ 5. Three copies of “building coverage” computation sheets.

☐ 6. Three copies of “area devoted to surface parking, building, and drives” worksheets.

☐ 7. Five copies of sight distance certification reports when required by a preliminary site plan review or when advised by the commission staff pursuant to item 2(g) of this checklist.

☐ 8. Three copies of Volume calculations per 6-101.

☐ 9. Completed Traffic Impact Evaluation Form if applicable. Submission requirements are defined on the form, available at the Commission office. A traffic report may be required.

☐ 10. Ten copies of completed application form signed by applicant or authorized agent, owners and contract purchasers, as applicable.

☐ 11. Ten copies of completed Special Permit form, if required by Building Zone Regulations.

☐ 12. Fifteen copies of detailed, inclusive narrative description of the proposed project. For those projects involving amendments to the Building Zone Regulations and/or amendments to the Building Zone Regulation Map, the narrative description must provide the section number and text for the proposed amendment(s) to the ZBR and an explanation providing justification for the proposal. For map changes, a scaled drawing at 1” to 400’ needs to be provided for affected area(s).

☐ 13. Eight copies of reductions in, 11 x 17 size, or other appropriate size, providing a readable, clear plan of proposed site development and architectural plans.

☐ 14. A showing that an adequate source of potable water is available to satisfy the needs of the proposed development as per Sec. 6-15(a) (5), signed by C.A.W.C.

☐ 15. An affidavit certifying that all abutting property owners have been notified, as evidenced by the submission of a certificate of mailing or certified or registered mail receipts about said application. A schedule of names, addresses, shown on a GIS map with lot lines indicating the location of the notified property owners. Owners of lots, or portions of lots, which are across a public or private street shall be deemed to be abutting property owners. For projects which require the preliminary review by the Conservation Commission, the notice shall be sent to the applicant and abutting property owners two weeks prior to any scheduled hearing date of the Conservation Commission.

☐ 16. Authorization for the agent and contract purchasers to act on behalf of the certified property owner(s).

☐ 17. A separate schematic plan at a scale no larger than 1”-100” indicating buildings, parking and drives on the site and all adjoining properties, including those across the street, and the nearest cross street.

☐ 18. Five copies of a Drainage Summary Report as per Department of Public Works and the Town Drainage Design Manual. The summary report must be prepared in accordance with the following formats: PRELIMINARY: Existing and proposed storm water distribution, existing and proposed runoff rates, capability of off-site drainage facilities to accommodate proposed runoff, capability of off-site soils to accommodate percolation or detention if proposed, and identification of proposed drainage structures. FINAL: Final structure design details, prior approval from IWWA, Engineering Division and Conservation Commission as appropriate, and all information required by the preliminary report or two copies of drainage exemption forms.

☐ 19. In accordance with Sec. 6-183.1 to 6-183.10 of the Building Zone regulations, tree protection and sedimentation and erosion control plans shall be submitted with all site plan applications.

☐ 20. All applications for final site plans shall be in the form of a survey prepared by a registered Connecticut land surveyor having metes and bounds, dimensions of all buildings, parking and drives, setbacks of all structures from property lines, setbacks between buildings, and certification that building dimensions shown thereon are the same as the approved architectural plans. Architectural and drainage plans are to be references by title, date(s) and sheet numbers.

☐ 21. Required fee submitted at time of application (see fee schedule).

☐ 22. “It is the belief of the PZC staff that this application is incomplete because of the failure of the applicant to provide the materials.

pzSitePlanChecklist 2020
March 26, 2021

RE: Zoning Application
WH PARCEL I, LLC
200 Pemberwick Road, Greenwich, Connecticut

To Whom It May Concern:

Please accept this letter as authorization for Clay Kaufman, Head of School at The Cedar School, to submit an application for zoning for The Cedar School at the above referenced location.

Should you have any questions, please feel free to contact me directly at (973) 303-7902.

Sincerely,

Ian V. Lagowitz of IVL Group, LLC
in his sole capacity as Receiver for WH Parcel I, LLC
Certificate of Mailing

An affidavit pursuant to Sec. 6-14(a)(16), certifying that all abutting property owners have been notified by mail as evidenced by a certificate of mailings or certified or registered mail receipts, about said application. Owners of lots, or portions of lots, which are across a public or private street shall be deemed to be abutting property. For projects which require preliminary review by the Conservation Commission, the notice shall be sent by the applicant two weeks prior to any scheduled hearing date by the Conservation Commission.

Submit the Following for All P+Z

EXHIBIT A

A schedule of names and addresses shown on a GIS map with lot lines indicating the location of the notified property owners. (This may be obtained from the GIS Office in Town Hall, Ground Floor)

EXHIBIT B: Sample notification letter

To whom it may concern:

Notice is hereby given that (name of the applicant) has filed an application with the Town of Greenwich Planning and Zoning Commission for (type of application) approval for (address).

This application (give a brief description of the proposed project).

Further information concerning this application may be obtained by contacting the Planning and Zoning Commission at 203-622-7894.

Signature

pzCertificateOfMailing 2020
March 24, 2021

Re: Notification to Abutting Property Owners

200 Pemberwick Road, Greenwich, CT 06831

Applicant: The Cedar School

To Whom It May Concern:

Notice is hereby given that The Cedar School has filed an application with the Town of Greenwich Planning and Zoning Commission for change of use approval at 200 Pemberwick Road.

This application is to alter the interior office space in 200 Pemberwick Road’s north building, second floor, to accommodate the new, small, independent school for students with language-based learning differences, such as dyslexia, in grades 9-12. This use requires an approved change of use from business to mixed use (business/education). Schools are a permitted use at this location.

Further information concerning this application may be obtained by contacting the Planning and Zoning Commission at 203-622-7894.

Sincerely,

Clay Kaufman
Found, Head of School
The Cedar School
Town of Greenwich  
Planning & Zoning Department

Site Plan Application – The Cedar School

Location: 200 Pemberwick Road, Greenwich, CT 06831  
Tax ID: 09-2528-S

Affidavit of Certificate of Mailing to All Abutting Property Owners

Exhibit A: Schedule of names and addresses shown on GIS map with lot lines indicating the location of the notified property owners ( Obtained from GIS Office in Town Hall).

Exhibit B: Sample Notification Letter.
09-9008
FAIRFIELD ASSOC
CONSERVATION LAND
PEMBERWICK RD
GREENWICH, CT 06830

09-2528/S
WH PARCEL I LLC
675 STEAMBOAT RD
GREENWICH, CT 06830

09-2302/S
ROSZKOWSKI JUSTIN M
214 PEMBERWICK ROAD
GREENWICH, CT 06831

09-9006
WEISS STEVEN G ET AL
418 CRESTWOOD ROAD
FAIRFIELD, CT 06824

09-1661/S
CARLEY JOHN A & JOHN P W/S
2 PUTNAM PARK-UNIT 2G
GREENWICH, CT 06830

09-1672/S
CAVIOLA JONATHAN & JANICE J
21 GREENWAY DRIVE
GREENWICH, CT 06831

09-1829/S
JONES CATHERINE & DOUGLAS RICHARD W/S
1 CONCORD STREET
GREENWICH, CT 06831

09-3440/S
ROVELLO PETER F & KRISTEN M
207 PEMBERWICK ROAD
GREENWICH, CT 06831

09-3193/S
BANNON SEAN & DIANA W/S
74 GREENWICH HILLS DR
GREENWICH, CT 06831

09-3189/S
CASTILLO ESPEJEL GABRIELA
61 GREENWICH HILLS DRIVE
GREENWICH, CT 06831

09-3228/S
VOGEL REINHOLD
122 GREENWICH HILLS DRIVE
GREENWICH, CT 06831

09-3313/S
TRIPODI JUDITH
76 GREENWICH HILLS DRIVE
GREENWICH, CT 06830

09-3157/S
VERGILIS ANTHONY J & CAROL J W/S
12 GREENWICH HILLS DR
GREENWICH, CT 06831

09-3234/S
CABRERA ANTONIO & JACQUELINE P W/S
106 GREENWICH HILLS DRIVE
GREENWICH, CT 06831

09-3164/S
STEVENS ROGER R &
23 GREENWICH HILLS DR
GREENWICH, CT 06831

09-3406/S
CROUGHAN JUDITH A
51 GREENWICH HILLS DR
GREENWICH, CT 06830

09-3197/S
AMBROGIO JOHN & DONNA W/S
95 GREENWICH HILLS DR
GREENWICH, CT 06831

09-3152/S
CECIO PAUL A JR
14 WATCH HILL DRIVE
GREENWICH, CT 06831

09-3166/S
SULLIVAN EILEEN
27 GREENWICH HILLS DRIVE
GREENWICH, CT 06831

09-3217/S
SWEENEY NANCY E
82 GREENWICH HILLS DR
GREENWICH, CT 06831

09-3232/S
OCONNELL KEVIN S
102 GREENWICH HILLS DRIVE
GREENWICH, CT 06831

09-3194/S
TRIPODI JUDITH
76 GREENWICH HILLS DRIVE
GREENWICH, CT 06830

09-3230/S
LENCI EDWARD K & Lenci MONICA P W/S
98 GREENWICH HILLS DR
GREENWICH, CT 06831

09-3167/S
POWERS JAMES M & COLLEEN
A W/S
17 GREENWICH HILLS DRIVE
GREENWICH, CT 06831

09-3421/S
KHATTAR MARCELLO & PICARELLI-KHATTAR
34 GREENWICH HILLS DRIVE
GREENWICH, CT 06831

09-3159/S
BARNES R CRAIG & ROSALIA A W/S
16 GREENWICH HILLS DRIVE
GREENWICH, CT 06831

09-3186/S
PETTENGILL MARIAMISSA
55 GREENWICH HILLS DR
GREENWICH, CT 06831

09-3181/S
JOHNSON ELIZABETH P
41 GREENWICH HILLS DR
GREENWICH, CT 06831

09-3208/S
KRYZANSKI SHARON
50 GREENWICH HILLS DR
GREENWICH, CT 06831

09-3190/S
KELLY PATRICK L & SUSAN H W/S
63 GREENWICH HILLS DRIVE
GREENWICH, CT 06831
09-3155/S
POWERS CHRISTINA
8 GREENWICH HILLS DRIVE
GREENWICH, CT 06830

09-3236/S
CROITORU CRISTIAN
110 GREENWICH HILLS DRIVE
GREENWICH, CT 06831

09-3233/S
GREENWICH HILLS 104 LLC
686 QUAKER ROAD
CHAPPAQUA, NY 10514

09-3295/S
TYRRELL MICHAEL C &
DANIELA S W/S
37 GREENWICH HILLS DRIVE
GREENWICH, CT 06830

09-3590/S
GRAZIANO ROBERT &
DE LIMA W/S
219 PEMBERWICK ROAD
GREENWICH, CT 06831

09-3196/S
POVEMBA MICHAEL &
CHRISTINA W/S
93 GREENWICH HILLS DRIVE
GREENWICH, CT 06831

09-3177/S
STEIN SHARI
33 GREENWICH HILLS DRIVE
GREENWICH, CT 06831

09-3222/S
SLUTSKY RICHARD
92 GREENWICH HILLS DR
GREENWICH, CT 06831

09-3192/S
MARCELLO STEVEN P &
72 GREENWICH HILLS DR
GREENWICH, CT 06831

09-2418/S
VACCARO JOSEPH
1 MORGAN AVE
GREENWICH, CT 06830

09-3156/S
WHITMAN ELAINE A
10 GREENWICH HILLS DR
GREENWICH, CT 06831

09-3177/S
LENCI EDWARD K & LENCI
MONICA P W/S
98 GREENWICH HILLS DR
GREENWICH, CT 06831

09-3156/S
WHITMAN ELAINE A
10 GREENWICH HILLS DR
GREENWICH, CT 06831

09-3435/S
URSO EDWARD & NOREEN
52 GREENWICH HILLS DRIVE
GREENWICH, CT 06830

09-3445/S
ROVELLO MARY
92 HAYESTOWN ROAD
DANBURY, CT 06811

09-2606/S
WH PARCEL II LLC
675 STEAMBOAT RD
GREENWICH, CT 06830
This map was produced from the Town of Greenwich Geographic Information System. The Town expressly disclaims any liability that may result from the use of this map. Aerial: 4/2016. Topo: 4/2016. Property Data: 10/1/19.
February 10, 2021

Re: Notification to Abutting Property Owners
200 Pemberwick Road
Greenwich, CT 06831
Applicant: The Cedar School

To Whom It May Concern:

Notice is hereby given that The Cedar School has filed an application with the Town of Greenwich Planning and Zoning Commission for change of use approval at 200 Pemberwick Road.

This application is to alter the interior office space in 200 Pemberwick Road’s north building, second floor, to accommodate the new, independent Cedar School for grades 9-12. This requires an approved change of use from business to mixed use (business/education). Schools are a permitted use at this location.

Further information concerning this application may be obtained by contacting the Planning and Zoning Commission at 203-622-7894.
Town of Greenwich  
Planning and Zoning Department  

Site Plan Application – The Cedar School  

Location: 200 Pemberwick Road, Greenwich, CT 06831 Tax ID: 09-2528-S  
Zones: GBO, LB, R-7  

Project Narrative  

The project comprises minor interior alterations to 200 Pemberwick Road’s north building, second floor, to accommodate a new independent school, The Cedar School. Alterations include relocating several partitions, painting, carpeting, and electrical/lighting upgrades that will provide more up-to-date, efficient use of electricity and lighting.  

The Building Department requires Zoning Board approval for a change of use, from business to mixed-use (business/education), to approve the proposed alterations.  

Schools, Use Group 4, are an allowed use in zones GBO and LB. The Mead School occupied 200 Pemberwick Road in the 1980s.  

The Cedar School is a co-ed day school offering a college-prep program for bright high school students with mild-to-moderate language-based learning differences, such as dyslexia. These bright, creative students simply need a multisensory approach to education, leveraging their strengths in visuals, music and experiential learning.  

The school anticipates approximately 25 students in its first year of operation, growing to approximately 100 students in subsequent years.  

The school’s operating hours are 8 am – 4 pm, with occasional early evening events such as parents’ night. No outdoor activities are planned on site. The school has already been in touch with the department of parks about permits for field use in town, off site.  

In terms of transportation, younger high school students will be driven by car to 200 Pemberwick and dropped off in the west parking area at the pedestrian bridge, off Comly Avenue. Seniors may drive themselves to school and park in the assigned parking area. The school traffic flow for the short period of morning drop off (8:00-8:30 am) will not interfere with general parking for the building, which is situated on the opposite side of the building. Afternoon pick up for the school will be staggered, as some students will leave at 3:30 pm and others will remain for sports.  

The property has parking for 190 cars.
The Cedar School

Transportation Proposal for 200 Pemberwick Rd, Greenwich, CT

The Cedar School plans for 100 students and 30 staff. The building space is currently unoccupied. We have arranged with the owner of the building use of the contiguous large parking lot on the west side of the building, accessible from Comly Ave. That parking lot includes approximately 170 parking spaces, of which 45 spaces would be allocated for use by The Cedar School staff, students (should seniors receive permission to drive) and visitors. Please see the layout of the parking lot (below), which shows sufficient parking and queuing space for our proposed plan. Please note that the building includes an addition 60 parking spaces on the east side of the building, the parking area used by current occupants of the building. There is more than ample parking on site.

Morning drop off (see drawing)

Morning drop off will be staggered, from 8:00 to 8:30 am.

Cones and arrows will direct families to turn left upon entering the parking lot and loop around for drop off at the pedestrian bridge that leads to the building. Please note that other occupants of the building will continue to park in the parking lot on the east side of the building. Families or visitors needing handicap access to the building would be the only Cedar families who would park on the east side, in the assigned handicap parking spaces.

The Cedar School will encourage carpooling to minimize the number of vehicles in the morning drop off. There is room for at least 30 cars at a time in the loop. Staff will be stationed outside at the drop off location every morning to ensure that carpool runs smoothly, and to direct cars to park temporarily if needed. Please note that because The Cedar School enrolls only high school students, pick up and drop off is a much quicker process than with elementary students, as there are no car seats and students are self-evidently more independent.

Afternoon Pick Up

The regular school day for students ends at 3:30 pm, followed by sports and activities, which would occur off campus. Due to participation in sports, afternoon pick up will be staggered from 3:30 – 6:30 pm.

Because of staggered departure times, we expect that no more than 15-20 students would leave at a time. The families would follow the same path for pick up as they followed in the morning for drop off.
Drop off location (at pedestrian bridge)

Enter from Comly Ave.
The Cedar School

Transportation Proposal for 200 Pemberwick Rd, Greenwich, CT

The Cedar School plans for 100 students and 30 staff. The building space is currently unoccupied. We have arranged with the owner of the building use of the contiguous large parking lot on the west side of the building, accessible from Comly Ave. That parking lot includes approximately 170 parking spaces, of which 45 spaces would be allocated for use by The Cedar School staff, students (should seniors receive permission to drive) and visitors. Please see the layout of the parking lot (below), which shows sufficient parking and queuing space for our proposed plan. Please note that the building includes an additional 60 parking spaces on the east side of the building, the parking area used by current occupants of the building. There is more than ample parking on site.

**Morning drop off (see drawing)**

Morning drop off will be staggered, from 8:00 to 8:30 am.

Cones and arrows will direct families to turn left upon entering the parking lot and loop around for drop off at the pedestrian bridge that leads to the building. Please note that other occupants of the building will continue to park in the parking lot on the east side of the building. Families or visitors needing handicap access to the building would be the only Cedar families who would park on the east side, in the assigned handicap parking spaces.

The Cedar School will encourage carpooling to minimize the number of vehicles in the morning drop off. There is room for at least 30 cars at a time in the loop. Staff will be stationed outside at the drop off location every morning to ensure that carpool runs smoothly, and to direct cars to park temporarily if needed. Please note that because The Cedar School enrolls only high school students, pick up and drop off is a much quicker process than with elementary students, as there are no car seats and students are self-evidently more independent.

**Afternoon Pick Up**

The regular school day for students ends at 3:30 pm, followed by sports and activities, which would occur off campus. Due to participation in sports, afternoon pick up will be staggered from 3:30 – 6:30 pm.

Because of staggered departure times, we expect that no more than 15-20 students would leave at a time. The families would follow the same path for pick up as they followed in the morning for drop off.
Drop off location (at pedestrian bridge)

Enter from Comly Ave.

Drop off line shows 33 cars
The Cedar School

Transportation Proposal for 200 Pemberwick Rd, Greenwich, CT

The Cedar School plans for 100 students and 30 staff. The building space is currently unoccupied. We have arranged with the owner of the building use of the contiguous large parking lot on the west side of the building, accessible from Comly Ave. That parking lot includes approximately 170 parking spaces, of which 45 spaces would be allocated for use by The Cedar School staff, students (should seniors receive permission to drive) and visitors. Please see the layout of the parking lot (below), which shows sufficient parking and queuing space for our proposed plan. Please note that the building includes an addition 60 parking spaces on the east side of the building, the parking area used by current occupants of the building. There is more than ample parking on site.

Morning drop off (see drawing)

Morning drop off will be staggered, from 8:00 to 8:30 am.

Cones and arrows will direct families to turn left upon entering the parking lot and loop around for drop off at the pedestrian bridge that leads to the building. Please note that other occupants of the building will continue to park in the parking lot on the east side of the building. Families or visitors needing handicap access to the building would be the only Cedar families who would park on the east side, in the assigned handicap parking spaces.

The Cedar School will encourage carpooling to minimize the number of vehicles in the morning drop off. There is room for at least 30 cars at a time in the loop. Staff will be stationed outside at the drop off location every morning to ensure that carpool runs smoothly, and to direct cars to park temporarily if needed. Please note that because The Cedar School enrolls only high school students, pick up and drop off is a much quicker process than with elementary students, as there are no car seats and students are self-evidently more independent.

Afternoon Pick Up

The regular school day for students ends at 3:30 pm, followed by sports and activities, which would occur off campus. Due to participation in sports, afternoon pick up will be staggered from 3:30 – 6:30 pm.

Because of staggered departure times, we expect that no more than 15-20 students would leave at a time. The families would follow the same path for pick up as they followed in the morning for drop off.
Drop off location (at pedestrian bridge)

Enter from Comly Ave.

Drop off line shows 30 cars
The Cedar School

Transportation Proposal for 200 Pemberwick Rd, Greenwich, CT

The Cedar School plans for 100 students and 30 staff. The building space is currently unoccupied. We have arranged with the owner of the building use of the contiguous large parking lot on the west side of the building, accessible from Comly Ave. That parking lot includes approximately 170 parking spaces, of which 45 spaces would be allocated for use by The Cedar School staff, students (should seniors receive permission to drive) and visitors. Please see the layout of the parking lot (below), which shows sufficient parking and queuing space for our proposed plan. Please note that the building includes an addition 60 parking spaces on the east side of the building, the parking area used by current occupants of the building. There is more than ample parking on site.

**Morning drop off (see drawing)**

Morning drop off will be staggered, from 8:00 to 8:30 am.

Cones and arrows will direct families to turn left upon entering the parking lot and loop around for drop off at the pedestrian bridge that leads to the building. Please note that other occupants of the building will continue to park in the parking lot on the east side of the building. Families or visitors needing handicap access to the building would be the only Cedar families who would park on the east side, in the assigned handicap parking spaces.

The Cedar School will encourage carpooling to minimize the number of vehicles in the morning drop off. There is room for at least 30 cars at a time in the loop. Staff will be stationed outside at the drop off location every morning to ensure that carpool runs smoothly, and to direct cars to park temporarily if needed. Please note that because The Cedar School enrolls only high school students, pick up and drop off is a much quicker process than with elementary students, as there are no car seats and students are self-evidently more independent.

**Afternoon Pick Up**

The regular school day for students ends at 3:30 pm, followed by sports and activities, which would occur off campus. Due to participation in sports, afternoon pick up will be staggered from 3:30 – 6:30 pm.

Because of staggered departure times, we expect that no more than 15-20 students would leave at a time. The families would follow the same path for pick up as they followed in the morning for drop off.
Drop off location (at pedestrian bridge)

Enter from Comly Ave.

Drop off line shows 46 cars
MEMO TO: William Marr, Building Inspector
       Jeanne Shaffer, Zoning Enforcement Officer
       Gerald Hegarty, Zoning Inspector

FROM: Diane Fox, Assistant Town Planner

DATE: December 13, 1988

RE: Comly Avenue - River Ridge Development

Please be advised that the Site Plan, already on file, dated Revised
April 25, 1988, and Sheet 2, dated April 29th, meets the requirements
of our August 3, 1987 Approval Letter (copy attached), except as
follows:

On September 19, 1988, Planning and Zoning routed all the Approved and
Revised Site Plans to your department for review for Building Code
Compliance only.

At this time, Law Department has approved, and Planning and Zoning has
filed all necessary documents on Greenwich Land Records. Therefore, all
Building Permits may be issued.

However, please note that the attached conditions still hold relative to
the Building Permit issue. Please use attached memo.
MEMO TO: William Marr, Building Inspector
       Jeanne Shaffer, Zoning Enforcement Officer
       Gerald Negarty - Zoning Inspector

FROM: Diane Fox, Assistant Town Planner

DATE: December 12, 1988

RE: Comly Ave. River Ridge Development S.P. #

Please be advised that the attached site plan dated see attached
Revised _________ meets the requirements of our Aug. 3, 1987
approval letter (copy attached) except as follows: and September 19,
1988 memo to Building Department for demolition and code/zoning com-
pliance.

All legal documents have been reviewed by P&Z and Law Department and are in
order and filed on GLR. Therefore, the foundation or conditional permit may
proceed. Please note all conditions on the attached memo which will govern
the Building Permit issuance. The approved plans are the same as those sub-
mitted to your department and are detailed in attached memo.

DF/s
Encls.

map #6493 Dec 13
MEMO TO: Bernard F. Quinn, V.P. Project Management  
        Henry Pascarella, Esq.  
        Diane Beltz, Assistant Town Attorney  
        Site Plan File # Comly Ave. - Ridge  

FROM: Diane Fox, Assistant Town Planner  

DATE: December 9, 1988  

RE: DECLARATION OF CONSERVATION RESTRICTIONS REVIEW AND COMMENTS  

In its present form, the revised Declaration of Conservation Restrictions,  
designates responsibility for maintenance of the Conservation Easement Area  
only to the Residential Owners; i.e., Homeowners Association. No responsi-  
bility is designated to the "owners" of the Commercial Building. Planning  
and Zoning approval, however, is for the total site. The owner responsibility  
for said Conservation Area, is for all owners of the site until such time as  
approval of 6-17.2 is given for this site plan.  

On December 9, 1988, Mr. Quinn, agreed on behalf of all the present owners  
of the property that, until such time as P&Z approval of 6-17.2 is given, all  
said owners of both residential and commercial parts of this one site plan  
will be responsible for maintenance, preservation, and liability of the said  
Conservation Area.  

The above statements have been read and approved by the owners of all the property signing below. Please submit this letter to P&Z in order for us to notify the Building Department to proceed with the Building Permit.  

DF/s  

Owners Signatures  

Town Hall • 101 Field Point Road • Greenwich, CT 06830 • (203) 622-7894 • An Equal Opportunity Employer, M/F/H
MEMO TO: William Marr, Building Inspector
        Jeanne Shaffer, Zoning Enforcement Officer
        Gerald Hegarty - Zoning Inspector

FROM: Diane Fox, Assistant Town Planner

DATE: December 12, 1988

RE: River Ridge, Comley Ave. at Pemberwick

Please be advised that the attached site plan dated See below
Revised Aug. 3, 1987
meets the requirements of our approval letter (copy attached) except as follows:

1. Prior to building permit, a sewer permit be obtained.

2. The notes be put on building permit that (a) Prior to CO,
all sidewalks be constructed or reconstructed along Pemberwick
and Comley Ave (b) Total parcel limited in perpetuity to the
following uses regardless of future changes in zoning commercial-
43,510 sq. ft. 21 residential units (c) This parcel cannot be
split or sold as 2 parcels without P&Z approval of Sec. 6-17.2.

3. Approval materials for residential units are grey clapboard with
white wood trim. The commercial building will be red brick with
white trim.

4. A note be put on building permit that there are 153 parking spaces
for commercial use and pursuant to Sec. 6-100.1 employee density
of commercial component cannot exceed 184 persons. 31 parking
spaces are for residential use only.

5. Street opening and drain connections be obtained from Highway
Division prior to constructing drainage facilities in Pemberwick
& Comley and final construction details must be approved in the
field by the Dept. of Public Works.

6. The building permit is subject to I.W.W.A permit and conditions.

7. Approved Site Plan of S.E. Minor - Sheet 1 dated, Rev. April 25, 1988
8. The other approved plans are as follows:

EDA Plans -
- Layout - Sheet D1 - dated Feb. 9, 1988
- Grading Plan D2 - Feb. 9, 1988
- Site Utilities Plan DJ - Jan. 7, 1988
- Planting & Lighting - D4 - dated Feb. 9, 1988
- Erosion Control Plan - D5 - dated Feb. 9, 1988
- Site Details - D6 - dated Feb. 9, 1988
- Tree Preservation - D7 - dated 2/9/88

Barnum Plans -
- Sheet A1 - 6/23/88 Title Sheet
- Sheet A2 - Demolition Plans - Rev. 6/23/88
- Sheet A3 - Bldg. C Demo - Revised 6/23/88
- Sheet A5 - Floor Plans - Bldg. C - dated 12/22/87 - Rev. 6/23/88
- Sheet A6 - Roof Plan and Details Revised - 6/23/88
- Sheet A8 - Elevations Bldg. C - dated 12/22/87 and revised 6/23/88
- Sheets SK1 - Floor Plans for Bldg. A&B dated 12/22/87 & revised 6/23/88
- Sheet SK2 - floor plans Bldg. C - dated - revised 6/23/88
- Sheet A3 - Condominium Plans, 1st, 2nd floor plans dated 6/23/88
- Sheet A4 - North & South elevations of Condominiums dated 12/22/87 & revised 6/23/88
- Sheet A5, A6 - East & West Elevations of Condominiums dated 12/22/87 & revised 6/23/88
- Sheet G1 - Parking Level Plan for Condominium dated revised 6/23/88
- Deck Level Plan - dated 12/22/87 - revised 6/23/88
RE: Site Plan $1234

RE: Site Plan $1234 dated 3/31/87 Rev. May 1, 1987

Dear Mr. Manzi:

In accordance with Sections 6-13 through 6-16.1 of the Building Zone Regulations, the Planning and Zoning Commission reviewed your site plan of River Ridge located at Pemberwick Rd./Comly Ave. during a regular meeting held on July 28, 1987. It was decided to notify you of the following results:

The Commission adopted the following resolutions:

RESOLVED, that the application of SPD Associates, Limited Partnership to amend the "Building Zone Regulation Map, Greenwich, Connecticut" by rezoning approximately 1.815 acres of land on the west side of Pemberwick Rd. from the LB zone to the GBO zone and by rezoning approximately 0.927 acres of land from the R-7 zone to the GBO zone on the west side of Pemberwick Rd. as shown on a map entitled "Proposed Amendment to Building Zone Regulation Map" prepared by William Milo Barnum Associates dated May 1, 1987 and filed with the Town Clerk is hereby approved.

RESOLVED, that the application of SPD Associates for a special permit authorizing office use of existing modified buildings and the construction of 21 dwelling units to be in excess of 150,000 cubic feet on the west side of Pemberwick Road at Comly Avenue in the R-7, GBO and LB zones pursuant to Sec. 6-17, Sec. 6-101, Sec. 6-110(e) Sec. 6-104(c) and Sec. 6-141 of the "Building Zone Regulations, Greenwich, Connecticut is hereby approved with modifications.

RESOLVED, that Site Plan $1234 for River Ridge office/multi-family use on Pemberwick Road/Comly Avenue dated 3/31/87 rev. May 1, 1987 is hereby approved with modifications.

The modifications are as follows:

1) The site plan shall note that the elevator shall be large enough to accommodate a 6' x E.M.S. stretcher. Compliance with this modification shall be certified prior to a temporary Certificate of Occupancy.

2) The plans shall include a sidewalk along both site frontages on Comly Ave. and Pemberwick Road in accordance with the "Building Zone Regulations, Greenwich, Connecticut". In addition, a sidewalk shall be indicated as to be constructed along the north side of Comly Ave. from the subject parcel to the Greenwich Hills driveway.

5/87
P&ZM 4721

vH-101 Field Point Road Greenwich, CT 06836-2540 • (203) 622-7894 • An Equal Opportunity Employer, M/F/H

438
The Comly Ave sidewalk can be accommodated within the public right-of-way without the necessity for removal of any walls, etc. Field inspections with the Traffic Engineer indicate that catch basins may have to be relocated. The scope of work shall be confirmed with the Traffic and Engineering Divisions prior to Building Permit issuance and certified complete prior to temporary Certificate of Occupancy. The Traffic Engineer in conjunction with the Board of Education shall paint crosswalks where appropriate.

Sidewalk details along the subject property frontages must be developed in detail as well prior to building permit issuance. Street trees must be located and grade information provided to determine retaining wall locations and guard rail location/relocation. Traffic and Engineer Divisions as well as P&Z Staff will be consulted in final design.

3) A Parking and Traffic Management Plan shall be developed prior to building permit issuance indicating:

a) Staggered departure times for office use of both lots.

b) Assigned parking scheme: 31 spaces shall be designated as for Residential Use only. The plan, as well as the Declaration, shall indicate the residents right to enforce this position. The balance of the parking (153) spaces shall be for commercial use. Pursuant to Sec. 6-100.1 employee density of the commercial component cannot, therefore, exceed 184. The plan shall note this limitation.

c) Visitor parking shall be designated in one area and not under the deck.

4) Restrictive Covenants/Deed Restrictions shall be reviewed and approved by the P&Z Staff and Law Department and shall address the following:

a) Total Parcel limited in perpetuity to the following regardless of future changes in zoning:

   (1) Commercial: 43,510 sq.ft.
   (2) Residential: 21 dwelling units

b) Open space easement of hillside.

c) As recommended in the Environmental Assessment a pedestrian easement for public benefit along the Byram River.

d) Rights of property owners within 100' radius of subject parcel to enforce deed restrictions as well as the Town.

e) Revised easement language to incorporate approval granted by the Flood and Erosion Control Board as detailed in the May 26, 1987 letter to the Commission from Mr. Urban.

5) Revised landscape Plan addressing the following:

a) Identification of all significant trees within or immediately adjacent to development areas. Those trees which are to remain shall be clearly identified as such and specific details for preservation during and after construction shall be developed. The Conservation Coordinator and Planning Staff shall be consulted to define impact areas and approve preservation plans.
b) Transitional plantings shall be indicated between the residential units and the steep slope to soften the visual impact of the development.

c) A landscaped berm of 10'-15' in depth shall be shown in front of the deck face to soften its impact. Mail boxes shall not be indicated in this area. The outdoor parking area shall be shifted westerly to accommodate this sloped planting area.

6) Screened transformer locations and additional screened dumpster locations shall be indicated.

7) a) Street opening and drain connection permits must be obtained from the Town’s Highway Division prior to constructing drainage facilities in Pemberwick Road and Comly Avenue. Final construction details must be approved in the field by the Department of Public Works.

b) The proposed catch basin at the westerly side of the driveway entrance to Comly Avenue should either (1) be connected to the existing Town manhole on the southerly side of Comly Avenue or (2) be provided with an easement to the Town for discharge over private property.

c) A registered professional engineer shall certify that the construction of the drainage system on both public and private property prior to issuance of a Certificate of Occupancy.

d) Outlet of proposed catch basin "C" on Pemberwick Road is unclear. It appears to go uphill.

e) The following shall be shown on the plan:

1) Limit and identification of work on Town property.

2) Location, dimension and detail of concrete handicapped ramp at Pemberwick Road-Comly Avenue intersection.

3) Profile and details of new concrete curb and sidewalk along portion of Pemberwick Road and Comly Avenue.

4) Dimensions, details and sections of reinforced concrete driveway entrances as per Town Standard Construction detail.

8) The 3 parking spaces in the center of the commercial parking area should be boxed in to define the spaces.

9) The following shall appear as notes on the plan:

a) Prior to any excavation(s), the applicant(s), in accordance with Public Act 77-350, shall be required to contact Call Before You Dig, Inc., at 1-800-922-4455 for mark-out of underground utilities.

b) Any and all traffic control devices, (i.e., traffic signs and pavement markings) to be installed by the applicant shall be in conformance with the Manual on Uniform Traffic Control devices for Streets and Highways, J. S. Department of Transportation, Federal Highway Administration, 1978, as may be amended to date.

c) Handicapped parking spaces must be striped and signed in accordance with State of Connecticut and Town of Greenwich requirements.

d) All small car parking spaces must be signed and striped in accordance with the Town of Greenwich Building Zone Regulations.
10) A sewer plan must be approved prior to building permit issuance and filed with the Planning & Zoning office as well.

11) The plan shall note that any activity on the property is subject to I.W.W.A. review and that a permit with conditions has been granted.

12) Channel Encroachment lines shall be clearly identified on the plan.

13) A note shall indicate that any changes to the northern commercial building are subject to Architectural Review Committee review.

14) The sightline improvement plan shall indicate the extent of required "selective clearing".

15) Detailed plans indicating grading, drainage, landscaping, curbing, control gate etc., shall be submitted for approval to address D.P.W., Fire, E.M.S. and P&Z Staff concerns.

16) The zone line shall be corrected on the Layout Plan.

17) The final plans, once revised in accordance with required modifications, shall be appropriately cross referenced and submitted in the form of a computed and certified surveyors plot plan.

Additional details, if any, will be available in the Minutes of this meeting.

Please submit a check, payable to the Town of Greenwich, in the amount of $5.00 the Site Plan Approval Certificate filing fee.

Please submit a check, payable to the Town of Greenwich, for $5.00; the special permit filing fee.

Sincerely,

Eric V. P. Brower
Director of Planning & Zoning

EVPB/gss

cc: Wm. Barnum
    M. Pascarella
    John Margenot
    William Urban
    J. Landsfeld
    W. Marr
    G. Garabedian
    M. Aurilia
    T. Baptist
    S. Demetri
    E. Devita
    R. Veillette
    A. Kirk
    R. Harris
    N. Macri

R. S. Silverman Co. (SPD)
PROPOSED AMENDMENT TO BUILDING ZONE REGULATION MAP

WILLIAM MILO BARNUM ASSOCIATES
Staff: Background/Observations:

1. On November 18, 1986 the Commission advised the applicant to proceed to final plan subject to modifications.
2. The plan indicates 21 dwelling units as required.
3. INWA, Eng. Div. and the Flood and Erosion Control Board have reviewed the project and approved it with modifications.
4. A conceptual design for fire access from Comly Avenue has been reviewed with the Fire and Traffic Departments.
5. The EMS unit has reviewed the plans and recommends an additional elevator from the garage level to the northern end of Cluster C. Even with the one elevator in operation a significant distance and number of steps/sloped walks must be negotiated during inclement weather. During a power outage unacceptable distances around the walk system would occur.
6. The entire parking garage will be under approximately 3' of water during the 100 yr. flood elevation. The commercial component of the project must comply with appropriate sections of the Flood Hazard Overlay Zone.

Recommendations: If the Commission approves the zone change, special permit and final plan, it is recommended that it be subject to the following:

1. That detailed plans including grading, drainage, landscaping, surface treatment, curbing, control gate, etc. be resubmitted to the satisfaction of DPM, Fire Dept. and Per Staff for fire access prior to building permit issuance.
2. That the recommendations of the EMS be resolved.
3. That the concerns of the other Town departments be addressed.
4. That the final plans once revised in accordance with required modifications be appropriately cross-referenced and submitted in the form of a computed and certified surveyors plot plan.
5. Sight line improvement plan indicate in detail required "selective clearing".
6. Zone line be corrected on layout plan.
7. That additional dumpster(s) units be indicated.
8. That any future changes to the northermost building on the commercial site be reviewed by ARC.

INWA: The Agency issued Permit #87-34 for the construction of 21 condominium units, an office building and pedestrian bridge adjacent to and across the Byram River.

SEWER: The applicant must submit a sewer plan for approval by the Superintendent of Sewers.

BUILDING DIVISION: The site plan stamp-dated May 8, 1987 meets the requirements of the Building Zone Regulations except for the following: Regulations comply as to the GBO Requirements except refuse area in Business area not designated and is one refuse area enough for all of the dwellings?
July 8, 2016

Mr. John Tesei, Esq.
Mr. Christopher Bristol, Esq.
Gilbride, Tuska, Last & Spellane
P. O. Box 658
31 Brookside Drive
Greenwich, CT 06830

RE: The applications of Christopher D. Bristol, Esq., & John P. Tesei, Esq., authorized agents, for Riversedge Partners, record owners, for a final site plan and special permit, PLPZ 2016 00315 and PLPZ 2016 00316 to create a division of ownership under Section 6-17.2 for the property previously considered under Site Plan and Special Permit #1234 per Sections 6-13 through 6-15, 6-17.2, 6-97, 6-104, 6-106, 6-158, and 6-205 of the Town of Greenwich Building Zone Regulations on a 5.5658 acres property located at 200 Pemberwick Road in the GBO, LB and R-7 zones as shown on a survey prepared by Rocco V. D'Andrea, Inc., dated 06/06/16.

Dear Mr. Tesei and Bristol:

At a regular meeting held on June 23, 2016 the Planning and Zoning Commission considered the above referenced applications and took the following action:

Upon a motion to approve the final site plan and special permit with modifications, made by Mme. Alban. and seconded by Messrs. Fox, the following resolution was adopted 4-1. (Voting in favor on this item: Messrs. Maitland, Levy, Fox and Mme. Alban; Voting against Mme. Ramer); and

WHEREAS the Commission held a public hearing on June 23, 2016 and took all testimony required by law; and

WHEREAS the applicant requested Final Site Plan and Special Permit approval, to create separate ownership of one piece of property under Section 6-17.2 of the Building Zone Regulations, while maintaining a single zoning lot of the 5.5658 acres property located at 200 Pemberwick Road in the GB, LB and R-7 zones; and
WHEREAS the property is owned by one entity, Riversedge Partners; and

WHEREAS the site is bifurcated by the Byram River; and

WHEREAS three (3) office buildings exist on the east side of the property with parking for 57 vehicles; and

WHEREAS a parking lot for 153 vehicles exists on the west side of the property; and

WHEREAS a wood and steel bridge spans over the Byram River and internally connects both sides of the parcel; and

WHEREAS the entire parcel is noted on the survey to be 5.5658 acres; and

WHEREAS the subject property was approved in 1987 for use of the existing buildings on the east side of the River as office, and development of west side of the River for a 21 unit residential development over 150,000 cubic feet in volume; and

WHEREAS that approval noted a number of conditions that were required to be met and of note, the applicant was required to:

- Stagger departure times of the office use on both lots.
- Designate 31 spaces for residential use only and maintain the balance of the proposed parking (153 spaces) for the approved commercial use. Per Sec. 6-100.1 the employee density of the commercial uses could not exceed 184 persons and to be noted on the plans.
- The property was limited to 43,510 sq. ft. of Commercial use and 21 dwelling units, in perpetuity.
- The applicant created an open space easement of the hillside west of the river.
- A pedestrian easement was created along the river; and

WHEREAS the applicant has stated that they do not intend to change any of the conditions of approval and would continue to comply with them; and

WHEREAS the applicant noted that the purpose of their application under Section 6-17.2 is to allow separate ownership of the subject parcel but maintain one zoning lot so as not to create non-conforming with regards to setbacks and FAR; and

WHEREAS the division of ownership would create two tracts of land divided by the river, where the east side - noted as Parcel I - would be 1.9917 acres in size and contain the three (3) existing buildings and 46 parking spaces and the west side - noted as Parcel II - would be 3.5741 acres and contain the 153 space parking lot; and

WHEREAS the subject parcel would remain one zoning lot for conformance with the Town’s Zoning Regulations; and

WHEREAS to continue to comply with the Commission’s prior decision (FSP #1234) the applicant will agree to provide access and parking agreements between proposed Parcels I and II and maintain access to the existing 153 parking spaces; and
WHEREAS the disapproving opinion of the Commission desired further legal opinion regarding Sec. 6-17.2 and its lawfulness in creating two ownership entities for one zoning parcel without creating an subdivision action; and

WHEREAS the Commission finds that the proposed action substantially meets the intents and purposes of Sections 6-13 through 6-15, 6-17, and 6-17.2, of the Town of Greenwich Building Zone Regulations; and

THEREFORE BE IT RESOLVED THAT the applications of Christopher D. Bristol, Esq. & John P. Tessei, Esq., authorized agents, for Riversedge Partners, record owners, for a final site plan and special permit, PLPZ 2016 00315 and PLPZ 2016 00316 to create a division of ownership under Section 6-17.2 for the property previously considered under Site Plan and Special Permit #1234 per Sections 6-13 through 6-15, 6-17.2, 6-97, 6-104, 6-106, 6-158, and 6-205 of the Town of Greenwich Building Zone Regulations on a 5.5658 acres property located at 200 Pemberwick Road in the GBO, LB and R-7 zones as shown on a survey prepared by Rocco V. D’Andrea, Inc., dated 06/06/16 are hereby approved with modifications.

- The applicant shall submit to staff a Mylar map and 6 copies depicting the tracts as proposed in a form suitable for signature of the Chairman of the Planning and Zoning Commission.

- Said map shall note all the easements as required and the include all the declaration and conditions of approval from the prior site plan approval #1234.

Sincerely,

[Signature]

Patrick LaRow, AICP
Deputy Director / Assistant Town Planner
TO: Jodi Couture, Zoning Enforcement Officer

FROM: Patrick LaRow, Deputy Director, Planning and Zoning
       Marisa Anastasio, Senior Planner

DATE: June 28, 2018

RE: OK for Zoning Permit Purposes
    PLPZ201800267
    200 Pemberwick Road
    0 Comly Avenue
    WH Parcel I LLC
    Administrative Site Plan (ASP)

PROJECT: To convert 930 sq. ft. of office space into a medical office.

The attached architectural floor plans G3 dated 4/6/2018 are hereby approved for Zoning Permit Purposes subject to the following:

1. The approved work is for interior work only and exterior modifications, exterior lighting or signage will require review and approval from the ARC.

2. The subject property was approved in 1987 (FSP #1234) for use of the existing buildings on the east side of the River as office, and development of west side of the River for a 21-unit residential development over 150,000 cubic feet in volume. That approval noted a number of conditions that were required to be met and of note, the applicant was required to:
   • Stagger departure times of the office use on both lots.
   • Designate 31 spaces for residential use only and maintain the balance of the proposed parking (153 spaces) for the approved commercial use. Per Sec. 6-100.1 the employee density of the commercial uses could not exceed 184 persons and to be noted on the plans.
   • The property was limited to 43,510 sq. ft. of Commercial use and 21 dwelling units, in perpetuity.
   • The applicant created an open space easement of the hillside west of the river.
   • A pedestrian easement was created along the river; and
The applicant has stated that they do not intend to change any of the conditions of approval and would continue to comply with them.

3. The applicant has provided the below tenant employee counts currently totals 107 persons:

<table>
<thead>
<tr>
<th>Building</th>
<th>Floor</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>South Building</td>
<td>First Floor</td>
<td>0</td>
</tr>
<tr>
<td>South Building</td>
<td>Second Floor</td>
<td>24</td>
</tr>
<tr>
<td>Main Building</td>
<td>First Floor</td>
<td>37</td>
</tr>
<tr>
<td>Main Building</td>
<td>Second Floor</td>
<td>43</td>
</tr>
<tr>
<td>North Building</td>
<td>First Floor</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>107</td>
</tr>
</tbody>
</table>

The proposed action would add 4 doctors and 1 receptionist and does not appear to extend the employee count beyond the max. number of employees permitted which is 184 persons.

4. Any changes to the approved plans shall be reviewed by Planning and Zoning.
John P. Tesci, Esq.
Gilbride, Tusa, Last and Spellane, LLC
31 Brookside Drive
Greenwich, CT 06830

RE: WH Parcel I LLC and WH Parcel II LLC; application PLPZ 2017 00372 for a final site plan to convert existing second floor space of the “south Mill Building” from office use to 15 residential units, 8 one-bedroom and 7 two-bedroom units, on a 5.57 acres property located at 200 Pemberwick Road and 0 Comly Avenue in the GBO, LB, and R-7 zones.

Dear Mr. Tesci:

At a regular meeting held on September 27th, 2018 the Planning and Zoning Commission considered the above referenced application and took the following action:

Upon a motion to approve the final site plan made by Mr. Maitland and seconded by Mr. Fox, the following resolution was unanimously adopted. (Voting: Maitland, Goss (for Alban), Yeskey (for Levy), Fox and Hardman (for Macri)).

WHEREAS the Commission held a public meeting on September 27th, 2018 and took all testimony required by law; and

WHEREAS a final site plan was submitted to convert existing second floor space of the “south Mill Building” of the 200 Pemberwick Road / 0 Comly Avenue property, on the parcel east of the Byram River, from office use to 15 residential units, 8 one-bedroom and 7 two-bedroom units, on a property located at 200 Pemberwick Road and 0 Comly Avenue in the GBO, LB, and R-7 zones; and

WHEREAS the Commission finds that the final site plan and special permit applications are subject to Sections 6-5, 6-13, 6-14, 6-15, 6-97, 6-100, 6-104, 6-106, 6-139.1, 6-155 and 6-205 of the Town of Greenwich Building Zone Regulations; and

WHEREAS the subject property contains 5.57 acres; and
WHEREAS the property is separated into two parcels by ownership, but is maintained as one zoning lot for purposes of conformance with the Town’s Zoning Regulations as reviewed and approved under Site Plan / Special Permit PLPZ #201600315 and 316; and

WHEREAS the floor plans show conversion of the existing office building into a mixed use building, maintaining the first floor as office use, and converting the second floor office use into fifteen residential units on a 5.57 acre property located in the GBO, LB, and R-7 zones; and

WHEREAS the FEMA flood maps indicate flood elevations of 42’ and 41.1’ on site, and

WHEREAS the applicant has agreed to determine the first floor elevation of the building to determine the status of compliance with FEMA and Flood Zone Regulations, Section 6-139.1; and

WHEREAS the applicant has submitted substantial improvement forms, along with an appraisal report, which shall be reviewed by ZEO; and

WHEREAS the Commission notes that if the substantial improvement indicates the building will become non-compliant in regards to Flood Zone Regulations, the applicant must return to the Commission for further review of the proposal; and

WHEREAS, the final first floor plans shall be provided to P+Z staff prior to Zoning permit sign off; and

WHEREAS the applicant shall provide the documentation for the existing cross parking agreements and existing Declarations of Restrictions for the property as recorded during previous applications for the property; and

WHEREAS the applicant shall comply with Sewer comments in regards to plumbing fixtures located below the Base Flood Elevation; and

WHEREAS any changes proposed to the exterior of the building requires review by ARC; and

WHEREAS the Commission received a P+Z staff report, as well as department comments from the Zoning Enforcement Officer; and

THEREFORE be it resolved, the application of John Tesey, Esq., authorized agent, for WH Parcel I LLC and WH Parcel II LLC, record owners, for a final site plan, PLPZ 2018 00372, to convert the second-floor of the existing commercial building from office use to residential use for 15 units consisting of eight (8) one-bedroom units and seven (7) two-bedroom units on property located at 0 Comly Avenue and 200 Pemberwick Road in the GBO and LB zone as shown on a site plan prepared by Rocco V. D’Andrea, Inc., dated 02/17/16 and architectural plans prepared by Merge Architects, dated 03/13/18 is hereby approved with modifications.
Prior to any activity on site or Zoning Permit issuance, the applicant shall make an appointment with Planning and Zoning staff to submit documentation to address the Commission’s decision. This submittal shall include a) **Substantial Improvement forms with any necessary updates based on ZEO review** b) four (4) sets of architectural drawings to include all applicable plans such as FAR calcs, floor plans, elevations, and building sections, c) **2 copies of cross parking easement and Declaration of Restrictions** and any other pertinent documentation necessary to address the Commission’s decision including the following:

1. ZEO shall review substantial improvement forms prior to Zoning Permit sign off.
2. If the substantial improvement indicates the building will become non-compliant in regards to Flood Zone Regulations, the applicant must return to the Commission.
3. Submit the final first floor plans.
4. Provide the documentation for the existing recorded cross parking agreements and existing Declarations of Restrictions for the property.
5. Obtain approval from Sewer Department in regards to plumbing fixtures located below the Base Flood Elevation prior to Zoning Permit sign off.
6. Any changes proposed to the exterior of the building requires review by ARC; and

The contents of this letter have been reviewed by members of the Commission and reflect the decision the Commission made at its meeting on September 27, 2018.

Sincerely,

[Signature]

Marisa Anastasio
Senior Planner