### Final Site Plan

**PLPZ 2020 00325**

To increase the area dedicated to the first floor unit within the existing dwelling by finishing the basement of the two-family dwelling

| LOCATION: | 16 Prospect Drive |
| TAX ID: | 07-1387/S |
| ZONE: | R-7 (7,500 SF lot min) |
| PARCEL SIZE: | 5,000 SF |
| UTILITIES: | Sewer, Public Water |

<table>
<thead>
<tr>
<th><strong>EXISTING</strong></th>
<th><strong>PROPOSED</strong></th>
<th><strong>PERMITTED/REQUIRED</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL GROSS FLOOR AREA:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Basement</td>
<td>1,924.20 SF</td>
<td>No Change</td>
</tr>
<tr>
<td>First Floor</td>
<td>133.89 SF</td>
<td>No Change</td>
</tr>
<tr>
<td>Second Floor</td>
<td>689.74 SF</td>
<td>No Change</td>
</tr>
<tr>
<td>Third floor</td>
<td>1042.59 SF</td>
<td>No Change</td>
</tr>
<tr>
<td>Shed</td>
<td>0 SF**</td>
<td>No Change</td>
</tr>
<tr>
<td><strong>FLOOR AREA RATIO:</strong></td>
<td>0.38</td>
<td>Not provided</td>
</tr>
<tr>
<td><strong>NO. OF STORIES:</strong></td>
<td>2</td>
<td>No Change</td>
</tr>
<tr>
<td><strong>HEIGHT:</strong></td>
<td>Not provided</td>
<td>No Change</td>
</tr>
<tr>
<td><strong>LOT COVERAGE:</strong></td>
<td>2,724 SF</td>
<td>2,722 SF</td>
</tr>
<tr>
<td><strong>GREEN AREA:</strong></td>
<td>45.5%</td>
<td>45.5%</td>
</tr>
<tr>
<td><strong>SETBACKS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Front</td>
<td>7.97’</td>
<td>No Change</td>
</tr>
<tr>
<td>Side</td>
<td>11.74’/3.3’</td>
<td>No Change</td>
</tr>
<tr>
<td>Rear</td>
<td>Not provided</td>
<td>No Change</td>
</tr>
<tr>
<td><strong>PARKING:</strong></td>
<td>4</td>
<td>Total: 5</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*The lot size is legally nonconforming, therefore Sec. 6-9

**Attic is less than 40% of floor below

**2nd UPDATE:**
The application was postponed after the briefing discussion on 4/13/21 meeting to address issues with parking and floor plans. The applicant submitted an updated survey showing proposed conditions to expand the driveway and remove the existing shed, and existing and proposed floor plans, grade plane analysis and existing FAR plans. ZEO issued comments date 6/9/21 indicating endorsement. The proposed lot coverage would reduce by 2 sq. ft. Staff also received an email from a neighbor with photos of renovation to the front steps, which is not indicated on the survey.
1st UPDATE: This application was left open at the 12/16/20 meeting. The Commission requested detailed floor plans and architectural plans as well as an updated survey to show the parking spaces. The applicant submitted updated floor plans of the existing dwelling, but not of the proposed renovation. The updated survey shows parking spaces with space 5 blocking all other spaces. The applicant noted that they may propose to remove the curb in the front yard to expand the driveway and turn the parking space to allow enough clearance for other cars. The existing green area is nonconforming and does not meet the minimum 50% required for the R-7 zone. Expanding the driveway would further exceed the lot coverage and decrease the green area. Note: Staff does not have time to fully review the additional materials prior to the posting of this staff report.

APPLICATION SUMMARY:
The applicant is requesting Final Site Plan approval to renovate the basement to provide a family room and storage to provide additional space to Unit 1 per Sections 6-5, 6-9, 6-13, 6-14, 6-15, 6-97, 6-155, 6-185, and 6-205 of the Town of Greenwich Building Zone Regulations on a 5,000 SF property located at 16 Prospect Drive in the R-7 zone.

ISSUES/RECOMMENDATIONS:
1. Staff also received an email from a neighbor with photos of renovation to the front steps, which is not indicated on the survey. The applicant should address whether the renovation to the front steps has expanded the footprint and impacted the green area requirement.
2. ZEO issued comments dated 6/9/21 indicating endorsement for the revised plans.
3. The Commission should determine whether the proposed parking meets the requirements for Sec. 6-155.
4. The Commission should determine whether the proposed renovation of the basement would be considered an expansion or intensification of the non-conforming use.

Original issues/recommendations still apply:
5. The applicant has received two stop work orders for work on the basement. The permit history from the Building Department notes that no work is allowed in the basement until approval from Zoning is obtained. The applicant currently has permits to work on the first and second floors, but not the basement.
6. IWWA – A green sheet was issued indicating there is no need for an IWWA permit.
7. Sewer – issued comments dated 12/8/20 indicating no comments to be addressed during the P&Z phase, but Sewer comments should be addressed prior to Sewer and Building permit phase.
8. Parking – As per Sec. 6-155 of the BZR, the required parking for 1-2 bedroom units is 1 garage space and 1 outdoor space. The required parking for 3+ bedroom unit is 1 garage space and 1.6 outdoor spaces. The total required parking for the property would be 4.6 or 5 spaces. Where a combination of garaged and outdoor spaces is required, the Commission may authorize a different mix of indoor and outdoor parking. Tandem parking spaces may be permitted for spaces that serve each individual unit of a two-family dwelling.
9. The applicant is adding the equivalent to one bedroom (for parking calculation) in the basement, increasing the total bedrooms for Unit 1 from one to two bedrooms. This does not appear to increase the parking demand since the requirement for 1 and 2 bedroom units are the same (2 spaces).
10. The proposal includes a 150 SF storage area, a 137.5 SF play room, full bathroom and a 40 SF utility room in the basement. The existing basement appears to be all utility with a half bathroom.

11. The lot appears to be legally non-conforming with respect to lot size, front yard setback, greenspace and FAR. The lot is 5,000 SF where 7,500 SF is the minimum lot size in the R-7 zone. Sec. 6-9 would apply, which states “...Buildings on such a lot in a residence zone may be so designed and erected as to conform to the provisions of this Article as to required yards for the zone immediately below the zone in which such lot is situated as listed in Sections 6-2 and 6-3.” The property would appear to be legally nonconforming with respect to front yard and side yard setbacks even for the R-6 zone with a front yard setback of 7.97 feet and side yard setbacks of 11.74 feet and 3.3 feet.

12. The property is a two-family dwelling in an R-7 zone. It appears to be a legally non-conforming use for the R-7 zone.

13. Several letters of opposition have been submitted from the public. Concerns regarding zoning include parking on the street, expansion of floor area to an existing non-conforming property and work being done on the basement without permits.

14. The Commission should determine whether the proposed renovations would expand an existing non-conforming FAR.

DEPARTMENT COMMENTS:
Zoning Enforcement – Dated 6/9/20 – See Attached
Sewer – Dated 12/8/20 – See Attached

Original Staff Report Follows:
APPLICATION DETAILS:
Proposal:
The applicant is proposing to renovate and finish the basement to include a family room, storage, utility room and convert a half bath to a full bath. The addition of this family room would be the equivalent of adding one bedroom for parking demand calculations. Unit 1 has one existing bedroom and would be adding the equivalent of one bedroom (family room). This does not appear to impact the parking demand since the requirements for 1 and 2 bedroom units are the same. Unit 2 does not appear to be adding any bedrooms and would not impact parking.

The applicant is proposing the following interior renovations:

1st Floor
1. Addition of full bathroom.
2. Update kitchen with new countertops, backsplash, appliances, ceiling lighting
3. New hardwood floors
4. Remove 3 cast iron radiators and replace with baseboard heaters
5. New HVAC venting as needed.

2nd Floor
6. Update existing full bathroom with new vanity, shower stall, toilet tile floor, ceiling lighting/fan.
7. Renovate kitchen with new countertops, backsplash, appliances, ceiling lighting
8. New hardwood floors
9. Renovate master bathroom with new vanity, bathtub, tile floor, ceiling lighting
10. Remove 1 cast iron radiator in kitchen and replace with baseboard heater.
11. Replace kitchen window with new larger and more energy efficient 3 part bay window.
12. New full bathroom between 2 existing bedrooms (Jack and Jill bathroom).
13. New HVAC unit (air conditioner) in Attic and venting where needed.

**Basement**

14. Reduce overall entire floor of basement down 10” to meet current floor to ceiling building code. Install new concrete floor and finish floor on top of concrete floor.
15. Upgrade staircase
16. Install new entry door to backyard.
17. Sheetrock all walls and ceiling to create finished playroom/family room in main front section of basement. Install door. Include ceiling lights, electrical outlets and switches.
18. Remove boiler and 2 hot water heaters (currently located in middle of basement) and replace with new higher efficiency Navien boiler and 2 new Navien hot water heaters to back right section of basement. Install new A/C unit for basement and 1st Floor. Sheetrock and enclose this area as a new Utility Room. Install new door. Ceiling lighting, outlets/switches.
21. Relocate washer/dryer and laundry area.

The applicant has obtained permits for the first and second floors, but permit history notes that no work shall be done on the basement until Planning and Zoning approval.

**Existing Conditions:**
The subject parcel includes a two-family dwelling with attached garage, paved driveway and a shed at the rear of the property. The parcel is currently a legally nonconforming lot with respect to lot size, front yard setback, use, FAR and green area. The parcel is a 5,000 SF lot in a residential neighborhood.

**Zoning:**
The property is located in the R-7 zone, where the minimum lot size requirement is 7,500 SF. The existing lot is legally nonconforming with respect to lot size, front yard setback, use, green area and FAR.

**Parking:**
As per Sec. 6-155 of the BZR:


1. Dwelling or group of dwellings to accommodate two or more families (9/28/2010).
   (a) Dwelling with one or two bedrooms*: one garage space for each dwelling and one outdoor space for each dwelling.
   (b) Dwelling with three or more bedrooms*: one garage space for each dwelling and 1.6 outdoor spaces for each dwelling.
(c) Studio apartments*: one garage space for each dwelling and 0.6 outdoor spaces for each dwelling.

(d) Tandem parking spaces may be permitted for spaces that serve each individual unit of a two-family dwelling. (6/1/2017)

(e) Driveways serving two-family dwellings may be designed for vehicles to back out onto a Town of Greenwich-designated local collector roadway. Driveways designated for vehicles to back out onto all other roadways shall require a Special Permit from the Planning and Zoning Commission, subject to the provisions of Sec. 6-98(a)(4). (6/1/2017) * A den, study, loft or similar room shall be considered a bedroom for the purpose of determining the number of required parking spaces.

* Where a combination of garaged and outdoor spaces is required, the Commission may authorize a different mix of indoor and outdoor parking.

<table>
<thead>
<tr>
<th>Unit</th>
<th>Existing Bedrooms</th>
<th>Proposed Bedrooms</th>
<th>Parking required</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 (Basement and First Floor)</td>
<td>1</td>
<td>2 (1 bedroom and family/play room)</td>
<td>1 Garage, 1 Outdoor</td>
</tr>
<tr>
<td>2 (Second floor)</td>
<td>4 (3 Bedrooms and den)</td>
<td>4 (3 Bedrooms and den)</td>
<td>1 Garage, 1.6 Outdoor</td>
</tr>
<tr>
<td><strong>Total parking required:</strong></td>
<td></td>
<td></td>
<td><strong>2 Garage, 2.6 Outdoor (4.6 or 5)</strong></td>
</tr>
</tbody>
</table>

The total required parking for the two-family dwelling would be 4.6 or 5 spaces (2 garage and 2.6 outdoor). The addition of one bedroom to Unit 1 does not appear to increase the parking demand for the property since the parking requirement is the same for 1 or 2 bedroom units.

The applicant has indicated that two garage spaces would be provided, but the garage appears to only be large enough to fit one car. The applicant has indicated there would be an additional 5 outdoor spaces, but they are not clearly shown on the survey.

The applicant should address how many garage spaces and outdoor spaces are proposed. The minimum dimensions of a parking space would be 8 ¾' x 18’ per Sec. 6-185 of the BZR.

**APPLICABLE ZONING REGULATIONS:**

§6-5. Definitions

§6-9. Zoning Regulations Affect All Structures and Uses

§6-13. Site Plan approval required.

§6-14. Site Plan procedure

§6-15. Site Plan Standards.

§6-97. R-7 Zone

§6-155. Parking and Garages for two-family and multi-family dwellings.

§6-185. Site Plan Dimensions for Parking

§6-205. Schedule of required open spaces, limiting height and bulk of buildings.
Dear Bianca,

I have two comments on Ms. Palmer's materials submitted on June 15, 2021. They relate to the Survey of Property by S. E. minor dated February 23, 2021.

Does Ms. Palmer intend to remove the tree from the front yard if her request for more paved area is approved? If the tree is retained, it will make exiting from that side of Car #5 difficult. If the tree is removed, the parking area containing up to four visible cars will not be shielded from the street view at all.

Since the Survey was prepared, Ms. Palmer has made a noticeable modification of the street entrance, replacing the wood steps and concrete walk. Photographs are attached. I do not know if this affects the greenspace violation calculation in any way.

M. Jenkins

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Ms Dygert,

Thank you again, I understand that our feedback and that of others in the neighborhood has been duly discussed with the Commission and that there will be a hearing on that matter tomorrow. My husband I will do our best to attend, especially as we continue to be concerned about the safety issues literally just in front of our house.

We continue to see cars parked in front of our house, thus blocking the turn into and out of Farley street. More conscientious drivers have therefore started honking in front of our house, which is also creating noise pollution but definitely better than the alternative, those that just “whizz” around the corner in spite of the blocked passage and stop sign.

We thank you again for your consideration and awareness of the safety issues caused by the applicant’s request.

Kind regards,

Severine

On Dec 10, 2020, at 7:54 AM, Dygert, Bianca <bianca.dygert@greenwichct.org> wrote:

Hello Ms. Blond,

Thank you for your email. It has been added to the file for Commission review.

Bianca Dygert
Planner II

Town of Greenwich
Land Use - Planning & Zoning
101 Field Point Road
Greenwich, CT 06830-6463
Ph. (203) 622-7894
Office Fax. (203) 622-3795
Direct Fax. (203) 861-6113
Bianca.Dygert@greenwichct.org

"Town Hall is currently still operating under a State of Emergency. Starting October 13th, Town Hall will be open to the public 8 AM to 1 PM weekdays. Many Town Services can be conducted online and will continue to be. In the interest of public
health and staff safety, if your request can be done over email, the internet, or phone, please continue to do so in those manners, in lieu of coming into Town Hall. Please follow the Town’s website (www.Greenwichct.gov) for the most up to date information.

For immediate assistance, during business hours (8 a.m. to 4 p.m. M-F), please email the Department via the Town’s website at: https://www.greenwichct.gov/FormCenter/Planning-Zoning-11/Contact-Us-53; and select “Planning and Zoning” under the "select a category" tab to reach us. Again, Staff will be monitoring emails between 8 am - 4 pm weekdays.

If you are working with specific staff, please continue to call or email staff directly as they continue to be working remotely, on days they are not in the office.”

From: Severine Blond <sevblond@yahoo.fr>
Sent: Wednesday, December 9, 2020 5:01 PM
To: Dygert, Bianca <bianca.dygert@greenwichct.org>
Cc: Kristian Eriksson <strawtown@hotmail.com>
Subject: Fwd: Application for 16 Prospect Drive

[EXTERNAL]
Bianca,
My husband Kristian Eriksson and I reside at 30 Prospect Drive, the very last house on the street before it turns into Farley Street, and then the dead end into Cassidy. Because of the location of our driveway, parking opposite of our driveway is not permitted. We also do not park in front of our own house, only in our driveway, as the turn into Farley Street is a sharp left, with little visibility. In fact, a stop sign has recently been put in place to slow traffic down, and us parking in front of our own house would only further increase the risk of an accident as we would limit maneuverability and turning into and out of Farley Street.

Unfortunately, tenants of the property at 16 Prospect Drive have been parking in front of our house, 3 houses up the street from number 16. We are therefore just as concerned as Mrs Jenkins and the other residents of Prospect Drive, Farley Street and Cassidy Street as it relates to this application which Mrs Jenkins has just made us aware of. As per your request for evidence of this concern for risk and public welfare, please find attached pictures of the location. As irony would have it, I believe the car currently parked in front of our home is that of the applicant and owner of 16 Prospect Drive.

Many thanks for your consideration, and please let us know how we can obtain further details on the application and the meetings which are mentioned in the email trail below.
Severine Blond and Kristian Eriksson
30 Prospect Drive
Greenwich, CT

From: Mary Jenkins
<mary.b.jenkins@gmail.com>
Date: December 8, 2020 at 6:36:33 PM EST
To: "Dygert, Bianca"
<bianca.dygert@greenwichct.org>
Cc: Peter Trefny <ptrefny@yahoo.com>,
JOHN REPIK <rep237@aol.com>, Wynn McDaniel <wynnmcdaniel@gmail.com>,
Toro Hugo <toroh0511@icloud.com>, Erin Nova <erinnova13@gmail.com>, faithjordan@hot
Hello, Bianca.

I am a little concerned about your email. I have been sending materials for Peter Mangs for months, and I hope they have come to your attention, including photographs of the parking issue when the applicant has had five or six cars associated with the property parking not on the property, but on the street. Prospect Drive (not Street, by the way) is a tiny dead end street with small lots, and zoned R-7, whereas Prospect Street is a major two-way connector between Horseneck Lane and the Post Road and has mainly multiple unit housing for much of its length. The subject lot is only 5,000 square feet, with an allowable FAR maximum of 1,803 square feet.

It is especially important that you be aware that the applicant says she is "finishing" the basement area of the property: this was not habitable space until her contractors spent three days in late summer excavating three dumpsters full of rock and rubble without town approval of the excavation. This prompted the Town to issue the second of two stop work orders on the property. She has already exceeded the FAR and green space maximums before doing that additional work. The survey included with her application stated that the property is R-6 which is inaccurate.

She has also from time to time had three tenants and advertised on Airbnb in the spring for up to four additional occupants in a two-family building, which serves to explain the application for seven parking spaces. She represents that there is a two-car garage on the property when it is only a single car garage. She represents that she intends to occupy the property but has not done so at any time.

I do not believe that the public - by which I mean my fellow neighbors - have been given adequate advance notice of the application or their ability to respond to it. I am copying a number of people on this email in hopes that they will respond directly to you, but 48 hours is one tight deadline for a matter of this urgency, especially in light of both the holidays and the impact of COVID. I urge
everyone copied on this email to respond to your in writing about their concerns, and to both observe the briefing on December 14th mentioned in your email, and participate in the P&Z meeting on December 15th.

It is my understanding that the application will not be approved at the December meeting (where it is listed as a discussion item) but will remain open until January, based upon the agenda notes. Am I correct in this assumption?

Thank you for getting back to me so quickly. My home is the major asset I have after nearly forty years in Greenwich, and I would hate to see its value impaired by the thoughtless actions of others. Please let me know if I need to provide other materials for your assistance.

Mary Jenkins

On Tue, Dec 8, 2020 at 4:32 PM Dygert, Bianca <bianca.dygert@greenwichct.org> wrote:

Hello Ms. Jenkins,

Peter is our applications coordination and the one who takes in the application. His review is only of the materials required for submittal. I am the staff planner who is currently reviewing the project in depth. I am aware of the violation and that is what triggered the submittal of this application. They are also increasing the demand for parking, which is why this is being reviewed by the Commission prior to any building permits.

If you have concerns about the proposed project, please submit them in writing, either email or a written letter to Planning and Zoning and we will include them in the file. If you have any supporting documentation or factual evidence, please submit that as well.
You may submit your letter of concern directly to me. Please do so by end of day on Thursday. All materials including my staff report will be made available to the public by end of day on Friday.

You may also observe the briefing, which is at 1pm on Monday, Dec. 14th via Zoom, where the Commission will be discussing the application among themselves. You can opt to voice your concerns at the Planning and Zoning meeting on Tuesday at 5pm. This information can be found in the final agenda, which will be posted this Friday afternoon.

If you have any further questions, please don’t hesitate to reach out.

Thank you,

Bianca Dygert
Planner II

Town of Greenwich
Land Use - Planning & Zoning
101 Field Point Road
Greenwich, CT 06830-6463
Ph. (203) 622-7894
Office Fax. (203) 622-3795
Direct Fax. (203) 861-6113
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From: Mary Jenkins
<mary.b.jenkins@gmail.com>
Sent: Tuesday, December 8, 2020 4:13 PM
To: Dygert, Bianca
<bianca.dygert@greenwichct.org>
Cc: Peter Trefny
<pctrefny@yahoo.com>; JOHN REPIK
<rep237@aol.com>; Wynn McDaniel
<wynnmcDaniel@gmail.com>
Subject: Application for 16 Prospect Drive

[EXTERNAL]
Hello, Ms. Dygert.
I saw your initials on the P&Z agenda but didn't know who they referred to!

As I am sure Peter M. told you, there is quite a long history with the owner of this property and at least two stop orders have been issued over the past ten months.

If there is anything I can do to assist you, please let me know. Several of my neighbors are obviously as concerned as I
am about the continuing development of this small, nonconforming property as I am, but I seem to be the one most comfortable with communicating by emails.

With thanks -

Mary Jenkins

CAUTION: This email originated from outside the Town email system. Do not click links or open attachments unless you have verified the sender and know the content is safe.
Good afternoon Ms Bianca,

Although we won't be able to attend the P&Z meeting on Tuesday due to a schedule conflict, we want to express our ongoing concern regarding the parking situation at 16 Prospect Drive. This afternoon there were five cars parked on the street, all of them were associated with that property. We want to reiterate our objections to the further elimination of green space on a tiny overdeveloped lot and the likelihood that five cars on the property will mean three to four cars parked on the street.

Thank you very much for your consideration.

Helen and family
17 Prospect Drive

[CAUTION: This email originated from outside the Town email system. Do not click links or open attachments unless you have verified the sender and know the content is safe.]
Dear Bianca,

I am writing now to thank you for your continuing attention to this application, and to add my thoughts at this point.

The existing floor plans provided by the applicant last week show no details for the basement area. In the original application, both existing utilities and a half bath were indicated (copy attached). It is not clear if any renovations may have been already carried out in that area.

In December, there was also some discussion about which "common areas" would be associated with the third electric meter installed last fall, but it does not appear that the applicant provided that information yet.

I understand that these matters may be moot, since it appears that additional regulatory review is required to address the parking issues raised by the existing renovations. But if I can be of any assistance, please let me know. I rely on your judgment and experience in this area.

Mary Jenkins

[EXTERNAL]

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16 Prospect Drive, Greenwich, CT
C. Palmer
Permit 20-5450
Basement - Before Refinish

Utilities

Bath

D/W

STONE WALL

STAIRS

Entry
Hello-

I am reaching out again about the application Cassie Palmer has submitted for her property on Prospect. There is a major concern for parking associated with this project. With now potential news for the property to have 6 spots and wanting to decrease green space/remove curbs is insane! As a mother of 3 young children we walk quite frequently. With the sheer volume of cars that’s typically at the property parked on the street or blocking sidewalks and driveways is very unsafe. It pushes us onto the street as it’s a one sided walkway. This is dangerous since it’s on a hill and cars come racing up/down the unable to see pedestrians who have no choice but to walk around vehicles and onto the street. Recently there’s been even more cars parked illegally making the turn onto our street, Farley st, extremely tight and dangerous. We’ve had to call and have cars ticketed since we’ve witnessed emergency vehicles and delivery trucks unable to make the turn as cars are parked illegally and far too close to the stop sign. We’ve also had more cars park on our street, Farley st. As a result they’ve blocked our mailbox and front walk way which are also not legal spots due to the proximity of a stop sign located there. Thankfully our mailman is understanding enough and usually still delivers our mail. There have been occasions where another mail carrier will not. I’m hopefully the P&Z committee will see and hear the concerns of our neighborhood. Adding more living space and bedrooms to the project will only increase the volume and use of the property. In turn causing more and more parking and traffic issues ok an already small and contested dead end neighborhood filled with children. We don’t want to keep wasting officers time by constantly calling for parking issues that can be avoided. Thank you for your time on this matter. The decision made means a lot our neighborhood and how it functions.

Thanks-
Erin Nova
23 Farley St

CAUTION: This email originated from outside the Town email system. Do not click links or open attachments unless you have verified the sender and know the content is safe.
February 18 2021

S. E. MINOR & CO., INC.
Consulting Engineers & Surveyors
33 West Elm Street
Greenwich, CT 06830

Town of Greenwich
Department of Public Works
Building Inspection Department
Zoning Enforcement Division
101 Field Point Road
Greenwich, CT 06830
Attn: Zoning Enforcement Officer

RE: PALMER  16 Prospect Drive  Zone: R-7  Tax Acct. 07-1387/S

Dear Sir:

S. E. Minor & Co., Inc. (SEM) has established existing conditions Grade Plane for the above referenced project to be 95.04' for an assumed first floor elevation of 100.0 as shown on attached worksheet and sketch by S. E. Minor & Co., Inc. and based on Planning and Zoning Regulations Section 6-5 (26). We have also determined that at no point is the finished floor more than 12' above grade.

Please feel free to call if you have any questions regarding this matter.

Respectfully submitted,

S. E. Minor & Co., Inc.

Prepared by rgc
Att.: Grade Plane Worksheet & Sketch
## Grade Plane Computation

<table>
<thead>
<tr>
<th>SIDE</th>
<th>LENGTH</th>
<th>LOWEST ELEVATION WITHIN 6' ENVELOPE</th>
<th>LENGTH X ELEVATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
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**TOTAL**

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**COLUMN 3/COLUMN 1 = GRADE PLANE =**

95.04
BASEMENT PLAN

FIRST FLOOR PLAN

SECOND FLOOR PLAN

THIRD FLOOR PLAN

SHED

EXISTING BASEMENT
1. 18'-0" x 15'-3" x 8'-0" = 375.14 sq ft
2. 16'-0" x 3'-0" x 8'-0" = 383.52 sq ft
3. 14'-0" x 10'-0" x 8'-0" = 960.00 sq ft
4. 12'-0" x 12'-0" x 8'-0" = 1152.00 sq ft
5. 10'-0" x 10'-0" x 8'-0" = 800.00 sq ft
6. 8'-0" x 8'-0" x 8'-0" = 512.00 sq ft
7. 6'-0" x 6'-0" x 8'-0" = 368.00 sq ft

EXISTING FIRST FLOOR
8. 16'-0" x 12'-0" x 8'-0" = 1920.00 sq ft
9. 12'-0" x 12'-0" x 8'-0" = 1920.00 sq ft
10. 10'-0" x 10'-0" x 8'-0" = 800.00 sq ft
11. 8'-0" x 8'-0" x 8'-0" = 512.00 sq ft

EXISTING SECOND FLOOR
12. 16'-0" x 12'-0" x 8'-0" = 1920.00 sq ft
13. 12'-0" x 12'-0" x 8'-0" = 1920.00 sq ft
14. 10'-0" x 10'-0" x 8'-0" = 800.00 sq ft
15. 8'-0" x 8'-0" x 8'-0" = 512.00 sq ft

EXISTING ATTIC
16. 16'-0" x 12'-0" x 8'-0" = 1920.00 sq ft
17. 12'-0" x 12'-0" x 8'-0" = 1920.00 sq ft
18. 10'-0" x 10'-0" x 8'-0" = 800.00 sq ft
19. 8'-0" x 8'-0" x 8'-0" = 512.00 sq ft

TOTAL EXISTING 4160 sq ft

EXISTING BASEMENT 133.99 sq ft
EXISTING FIRST FLOOR 1924.90 sq ft
EXISTING ATTIC 0 sq ft
EXISTING SHED 0 sq ft
TOTAL EXISTING 1924.90 sq ft

EXISTING SECOND FLOOR 600.14 sq ft
EXISTING ATTIC 0 sq ft
EXISTING SHED 0 sq ft
TOTAL EXISTING 600.14 sq ft

EXISTING FIRST FLOOR 600.14 sq ft
EXISTING STEPS 0 sq ft
EXISTING ATTIC 0 sq ft
TOTAL EXISTING 600.14 sq ft

EXISTING ATTIC 0 sq ft
EXISTING SHED 0 sq ft
TOTAL EXISTING 0 sq ft

50% BASEMENT PER GRADE PLANE
FAR 133.99 sq ft

50% FIRST FLOOR PER GRADE PLANE
FAR 1924.90 sq ft

50% SECOND FLOOR PER GRADE PLANE
FAR 600.14 sq ft

50% ATTIC PER GRADE PLANE
FAR 0 sq ft

FAR TOTAL 2958.93 sq ft

LEGAL MAXIM

5000 sq ft = 1000 sq ft ALLOWABLE FAR
1000 sq ft OVER

FAR PLAN

FOR

CATHERINE PALMER

16 PROSPECT DRIVE
GREENWICH, CONN.

S.E. MINOR & CO., INC.
ESTABLISHED 1887
ENGINEERS
LAND SURVEYORS
ENVIRONMENTAL SCIENTISTS
33 WEST ELM STREET
GREENWICH, CONNECTICUT 06830
203-869-0136
WWW.SEMINOR.COM
PROPOSED BASEMENT PLAN
SCALE: 1/4 IN. = 1 FT.
UNIT 1

PROPOSED FIRST FLOOR PLAN
SCALE: 1/4 IN. = 1 FT.
UNIT 1

PROPOSED SECOND FLOOR PLAN
SCALE: 1/4 IN. = 1 FT.
UNIT 2

PROPOSED THIRD FLOOR PLAN
SCALE: 1/4 IN. = 1 FT.
UNIT 2

PROPOSED PLANS
FOR
CATHERINE PALMER
16 PROSPECT DRIVE
GREENWICH, CONN.
ZONING ENFORCEMENT

Project No. PLPZ202000325

Reviewed for Planning and Zoning Commission.

TITLE OF PLAN REVIEWED: Palmer

LOCATION: 16 Prospect Drive

PLAN DATE:

ZONE: R-7

☐ 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.

Reviewed by: Jodi Couture
Date: 6/17/2021

Note: These comments do not represent Building Inspection Division approval. Plans subject to review by ZEO at time of building permit application.
Date: December 8, 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: PLPZ202000325: 16 Prospect Drive, Catherine (Cassie) Palmer

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

Project Summary:
- Finish basement in two-family residence in order to create an additional bedroom.
- Change in parking demand.

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

Comments to be addressed during Sewer and Building Permit phase:
- The owner/applicant will be required to obtain all necessary Sewer Permits. Please coordinate directly with the Sewer Division.
- The applicant/owner will be required to obtain a Sewer CCTV Inspection Permit and have their sanitary sewer lateral CCTV inspected with our Environmental Asset Engineer present. Any televising of the sanitary sewer lateral(s) that serve the existing dwelling 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 Division Environmental Asset Engineer 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.
- If there are any defects identified during the CCTV inspection of the sewer lateral, the CCTV Inspection Permit will be required to be converted to a Sewer Repair Permit and the necessary work completed to the Sewer Division’s requirements, inspected by the Sewer Division, etc.
- Please have the applicant/owner confirm if the two family residence is “side by side” or “up and down” so that we can confirm that their sewer lateral meets Town standards.
- Please note, 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 system condensate lines. Please confirm that the new development will not discharge any clear water sources to sanitary sewer.

**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.

Also, please note, the applicant should **NOT** submit for Sewer Permits until the project has received approval from P&Z.

M:\dpw\Swr\planning and zoning\2020 Reviews\prospect dr 16 palmer Dec 20.doc
Good evening, everyone.

Although I have not had a chance to review these materials in any detail, I did note that the Survey of Property submitted appears to characterize this property as R-6, with a GreenSpace requirement of 35%. As you are aware, this is a non-conforming two-family house in an R-7 area, where the GreenSpace requirement is 50%.

Have a good weekend.

Mary

On Fri, Nov 6, 2020 at 3:43 PM Mangs, Peter <Peter.Mangs@greenwichct.org> wrote:

Good Afternoon John,
Thank you for your comments. I will make sure the Commission members receive them.

Peter Mangs
Applications Coordinator

Town of Greenwich
Land Use - Planning & Zoning
101 Field Point Road
Greenwich, CT 06830-6463
Ph. (203) 622-7894
Office Fax. (203) 622-3795
Peter.Mangs@greenwichct.org

www.greenwichct.gov

-----Original Message-----
From: JOHN REPIK [mailto:rep237@aol.com]
Sent: Friday, November 06, 2020 3:41 PM
To: Mangs, Peter <Peter.Mangs@greenwichct.org>; Mary Jenkins <mary.b.jenkins@gmail.com>; Janerepik <jemr53@aol.com>
Subject: 16 Prospect Drive

[EXTERNAL]
Please be advised that 16 Prospect Drive does not have a two car garage allowing her one less proposed parking space for this property. I can’t believe that this board would even entertain this application if it allowed even one more square foot of living space in a house that already has exceeded the allowed FAR! This is a small property 50 by 100 and the proposed additions would be a great detriment to our neighborhood. Please do the right thing and reject her application.

Respectfully submitted,

John Repik
18 Prospect Drive.
Sent from my iPad
CAUTION: This email originated from outside the Town email system. Do not click links or open attachments unless you have verified the sender and know the content is safe.
It should also be pointed out that the changes in the basement are described as "renovations" but the basement area was excavated and three dumpsters of materials were removed without a town permit of any kind, and a Stop Order eventually was issued.

The attempt to make an increased FAR look like a renovation of previously available space is yet another example of intentionally misleading descriptions of the misuse of the property. The FAR for the lot is 1,803 square feet and the tax assessor's records BEFORE the basement excavation listed more than 2,200 square feet of interior space.

Mary

On Sat, Nov 7, 2020 at 7:37 AM JOHN REPIK <rep237@aol.com> wrote:

Regarding the proposed parking again. There is room for one car in the one car garage. A car could park alongside the garage between the garage and fence. Maybe three cars could park in the driveway. However all cars would be blocked by the last one in.

Point #2

The owner has already put up walls to partition off part of the first floor apartment to make a second bedroom. She has 5 bedrooms right now. No permit was posted.

Point #3

There still is a person living in the garage full time with no heat, water, or bathroom. That cancels the garage parking space.

All these conditions will have any future tenants parking on prospect drive for their convenience.

John Repik
18 Prospect Drive.

Sent from my iPad

CAUTION: This email originated from outside the Town email system. Do not click links or open attachments unless you have verified the sender and know the content is safe.
Hello, Peter.
Since so much of Ms. Palmer's Application relates to parking, I am taking the liberty of forwarding to you photographs from June that I had previously circulated to most of the people on this distribution list. Prospect Drive is a narrow dead end street. When there are multiple cars parked in the street, there are always the questions of: blocked access to other driveways; availability of parking for family members and guests of other property owners (see my reference to defensive parking in the forwarded memo); access by emergency vehicles and utility vehicles including heating oil deliveries; and prompt removal of all parked vehicles for snow and leaf removal.

The subject property is quiet at the moment, possibly related to whatever had CNG and town officials visiting last week, but I wanted you to see in actuality what six or seven cars from a single property looks like on a small street like ours.

If you have any difficulty opening the attachments, please let me know and I will send them directly. Thank you for your patience with me and attention to this matter, Peter.

Mary Jenkins
Hello, Peter.

Since so much of Ms. Palmer's Application relates to parking, I am taking the liberty of forwarding to you photographs from June that I had previously circulated to most of the people on this distribution list. Prospect Drive is a narrow dead end street. When there are multiple cars parked in the street, there are always the questions of: blocked access to other driveways; availability of parking for family members and guests of other property owners (see my reference to defensive parking in the forwarded memo); access by emergency vehicles and utility vehicles including heating oil deliveries; and prompt removal of all parked vehicles for snow and leaf removal.

The subject property is quiet at the moment, possibly related to whatever had CNG and town officials visiting last week, but I wanted you to see in actuality what six or seven cars from a single property looks like on a small street like ours.

If you have any difficulty opening the attachments, please let me know and I will send them directly. Thank you for your patience with me and attention to this matter, Peter.

Mary Jenkins

---------- Forwarded message ----------
From: Mary Jenkins <mary.b.jenkins@gmail.com>
Date: Wed, Jun 17, 2020 at 11:37 AM
Subject: Re: Attachments to issues memo, 16 Prospect Drive
To: Fred Camillo <rep.camillo151@gmail.com>, DeLuca, Katie <Katie.DeLuca@greenwichct.org>, Wynn McDaniel <wynnmedaniel@gmail.com>, Leah Schmiedel <LeahQH@gmail.com>, Branyan, Ben <Ben.Branyan@greenwichct.org>, Alban, Margarita <Margarita.Alban@greenwichct.org>, Formica, Stephen <stephen.formica@greenwichct.org>, Vallerie, John <John.Vallerie@greenwichct.org>

And dated parking photos.
In the June 2d photo there are eight cars on the street: five of them are related to 16 Prospect Drive plus one in the driveway. The other three cars belong, one each, to three other properties. This is "defensive parking" we used to park routinely in our driveways but we now park our own vehicles on the street to prevent unknown cars from taking up space, often not being moved for several days.
Please be advised that 16 Prospect Drive does not have a two car garage allowing her one less proposed parking space for this property. I can’t believe that this board would even entertain this application if it allowed even one more square foot of living space in a house that already has exceeded the allowed FAR! This is a small property 50 by 100 and the proposed additions would be a great detriment to our neighborhood. Please do the right thing and reject her application.

Respectfully submitted,

John Repik
18 Prospect Drive.

Sent from my iPad

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Regarding the proposed parking again. There is room for one car in the one car garage. A car could park alongside the garage between the garage and fence. Maybe three cars could park in the driveway. However all cars would be blocked by the last one in.

Point #2

The owner has already put up walls to partition off part of the first floor apartment to make a second bedroom. She has 5 bedrooms right now. No permit was posted.

Point #3

There still is a person living in the garage full time with no heat, water, or bathroom. That cancels the garage parking space.

All these conditions will have any future tenants parking on prospect drive for their convenience.

John Repik
18 Prospect Drive.

Sent from my iPad

CAUTION: This email originated from outside the Town email system. Do not click links or open attachments unless you have verified the sender and know the content is safe.
Peter
Workers at 16 prospect drive, owned by Catherine Palmer again, found human waste inside her garage. She still has a person living there with no bathroom or running water. She has basically turned this into a flop house and wants to make the house bigger?
Please pass this on the the planning and zoning commission. We are seriously thinking about moving.

Thank you
John Repik
18 Prospect Drive

Sent from my iPad
CAUTION: This email originated from outside the Town email system. Do not click links or open attachments unless you have verified the sender and know the content is safe.
Catherine Palmer of 16 Prospect Drive has installed a new electrical service to the house which includes a third meter panel in an R7 zone. Obviously she plans on making it a 3 family house illegally.

John and Jane Repik
18 Prospect Drive.
203-869-4651

Sent from my iPad

CAUTION: This email originated from outside the Town email system. Do not click links or open attachments unless you have verified the sender and know the content is safe.
Mark Nielsen  
<nielsenelectri  
cillc@gmail.co  
m>
Tue 12/8/2020  
8:46 PM  
To: Mary Jenkins <mary.b.jenkins  
Cc: Dygert, Bianca; Peter Trefny

[EXTERNAL]

Hello, Mrs. Dygert,  
I am also a very concerned neighbor and live at 18 Cassidy Street and travel Prospect Drive daily and is the only way to arrive at my home. The parking that Mrs. Jenkins is referring to is a 100% accurate and deal with the cars parked on the hill and in front of the mentioned property Prospect Drive on a daily basis. Wait for the snow!

I must also mention that this property has not only raised parking concerns but the fact that the town has no regulations regarding Airbnb's apparently in place and correct me if I'm wrong? I believe this question has been a real concern of not only I but my fellow neighbors for quite sometime. It's basically a hotel/rooming house stuck in the middle of our neighborhood. I also believe the Greenwich Police prior to this had to visit this property on a few occasions as well.

The area has seen nice young new families in the past couple of years move in and has brought some excitement back as it was when we moved here in 1994 when my children were young in age where they would run around this great neighborhood with no concerns. We all knew each other but this? Who knows who will be bunking down in these rooms on a "daily" basis? I must also mention my wife's family has been in this neighborhood for a 100 years and to have this application approved would not only effect our asset but the integrity of this nice quiet neighborhood. Please consider this when you review this application.

Mark Nielsen  
18 Cassidy Street  
Greenwich, Ct. 06830
Hi Ms. Dygert,

I live at 14 Rockview Drive which backs up to Prospect Drive. I am very concerned about the use of 16 Prospect Drive as a short-term rental/nightly rental. The owner's abuse of town regulations as well as her documented issues in a neighboring town lead me to believe that she has little to no oversight of the property or her guests. My house backs closely to 16 Prospect Drive and my two young children play in our backyard daily. I have now had to instruct them to run inside/never talk to anyone who walks by our house or calls over our fence. It is a shame that in a town and neighborhood as lovely as ours that this is a valid concern. Please address these issues so that myself and my neighbors do not have to worry about the physical safety of our children.

Thank you,
Faith and Liam Kenny
14 Rockview Drive
Greenwich
Fwd: Application for 16 Prospect Drive

Wynn McDaniel <wynnmcDaniel@gmail.com>
Fri 12/11/2020 8:36 AM
To: Dygert, Bianca <bianca.dygert@greenwichct.org>

[EXTERNAL]

Corrected ID

---------- Forwarded message ----------
From: Wynn McDaniel <wynnmcDaniel@gmail.com>
Date: Fri, Dec 11, 2020 at 8:21 AM
Subject: Application for 16 Prospect Drive
To: <bianca.dygert@greenwichct.org>
Cc: Mary Jenkins <mary.b.jenkins@gmail.com>, Alban, Margarita <Margarita.Alban@greenwichct.org>, DeLuca, Katie <Katie.DeLuca@greenwichct.org>

Dear Bianca, I am the current Chair of RTM District 7 but am writing to you as a private resident of District 7 and a neighbor of Prospect Drive, I live at 24 Glen Road. I have been made aware of the neighbor's concerns since June and their efforts to understand what actions could be taken on this major change to their neighborhood to include a short term rental. There were parking and safety issues identified by many neighbors, construction without a permit, etc. I support these neighbors in their concerns that this short term rental brings to their community. In District 7, we have struggled over the years to maintain our residential character, spoken up at many P&Z meetings, as we have been up against private school expansion, traffic issues at the Greenwich High School, commercial enterprises at the Second Congregational Church and now the proposed expansion of Greenwich Hospital. Our residential character is slowly being eroded and this proposed request adds yet another negative influence in our neighborhood. I urge you to listen to the residents, and not support this request. Thank you.

Wynn McDaniel

24 Glen Road, Greenwich

**CAUTION:** This email originated from outside the Town email system. Do not click links or open attachments unless you have verified the sender and know the content is safe.
We are reaching out to voice our objection to the owner of 16 Prospect Drive being permitted to turn the home into a commercial business in our neighborhood. As we understand… the owner has a history of turning homes into flop houses for a transient population. There is record of her doing so in New Canaan… along with the new charges against her for animal abuse related to her running an unlicensed puppy mill out of the house.

This project has had a negative effect on our neighborhood and has led to numerous health and safety concerns, including:

- The street is so overcrowded with cars that we have to encroach on our neighbor’s private property… where their young son and dog are often outside playing… just to get our cars out of our driveway.
- The overcrowded street now has limited visibility, threatening the safety of neighborhood children playing and walking to and from their school bus stop at the bottom of Prospect Drive on Lake Avenue.
- There have been numerous cases of “guests” approaching and saying inappropriate things to neighborhood children.
- People come and go at all hours of the night. Many with New York and Connecticut license plates are in-and-out of the house in mere minutes… which is more than suspicious. After all… we recently witnessed a man in handcuffs being taken away in a squad car.
- We have seen men bathing themselves in the driveway in view of children.
- We have seen men hanging out the upstairs window and staring into my 12 year-old daughter’s bedroom window… all day and all night long.
- There have been numerous fights and screaming matches.
- There has been a large increase in the amount of garbage on the streets… namely broken beer/alcohol bottles and cigarettes… which make their way onto ours and our neighbor’s property on a near daily basis.

Work continues on the home even though multiple stop work orders have been placed on the front door. Workers are on property… making noise very early in the morning and late into the night… often screaming profanities within earshot of our neighborhood children. The owner obviously has no regard for our neighborhood, the town and its rules and regulations.

Finally… the owner does not live on this property. This isn’t an Airbnb…. This property is operating as a hotel. I can only assume that town regulations prohibit residents from turning their private homes into commercial businesses.

Thank you for your time and consideration,
Dawn and Glenn Morris
Hello-

I am contacting you with great concern for the project at 16 Prospect Dr (not ST which is stated) Greenwich CT. The issues already seen at the property and the safety concerns we have are tremendous. By adding more space/rooms to an already over regulation home would be a detriment to our small dead end community. Our streets are already lined with cars, many illegally parked, that adding any more “allowed” spots would be a recipe for disaster. Our streets can barely handle the current residents. Emergency vehicles and large town equipment already have an incredibly difficult time accessing the streets connected, (we have personally spoken to town employees and they all dread coming here for snow removal, leaf removal, work orders etc) Farley St and Cassidy St. It’s an event as is for a simple ambulance to access our streets.

Many of those that are inhabiting the space have no concern for our neighborhood. Littering all over our streets, screaming matches at all hours of the night, participating in illegal behavior and recklessly driving down a dead end with no regard. The owner, Catherine Palmer/Cassie Aris/Katie Palmer, has never spent anytime living there though she states she does. She’s rarely seen as she actually lives in an apartment on Lafayette. It’s a very transient crowd in and out randomly. Some of them even approaching our children causing us great concern. Allowing even more space for occupants would increase the activities and events on property.

There are workers there everyday currently still working on the project in question. I’ve personally witnessed 3 work vans on property just yesterday and 2 today. Likely they will try and proceed with this project regardless of permits.

I highly urge the town to not allow this gross misuse of a property to happen. By adding more rooms it will cause nothing but more issues and concern. I’ll happily provide photographic and video evidence and I’m sure many other neighbors would be as well.

Thank you for your time and I hope the safety of our neighborhood is of high concern and taken into consideration.

Regards-
Erin and Eric Nova
Concerned Neighbors

CAUTION: This email originated from outside the Town email system. Do not click links or open attachments unless you have verified the sender and know the content is safe.
Hello Mrs. Dygert My name is John Repik and we live right next door to 16 prospect drive. It has been a nightmare ever since this woman bought the property. Basically she has turned it into a flop house where anything goes. She has had a person living in the unfinished basement on a mattress for months before she decided to dig up her basement floor with no permit. This person then moved up into the garage which has no bathroom or running water. Workers there have found human waste inside the garage along with numerous bags of garbage. A commercial vehicle backed into our fence on our side of the adjoining driveways and destroyed it. Vehicles have blocked our driveway on many occasions requiring us to call the police to clear our drive. There are work trucks here all day making considerable noise and also parking on our street, again blocking our driveway. This used to be a nice quiet dead end street where we knew all our neighbors and felt safe. This is no longer the case. Realistically she has parking for maybe three cars in her driveway with the last one in blocking the other two in. This one owner has completely destroyed our quiet and safe neighborhood. Please do the right thing and reject any plans of hers. Again the FAR is already exceeded in this non conforming two family house in our little R7 zone. We have lived here all our lives and in the location for 42 years. All I want now is to move away from our town which we loved and raised our family in.

John Repik
18 Prospect Drive

Sent from my iPad
CAUTION: This email originated from outside the Town email system. Do not click links or open attachments unless you have verified the sender and know the content is safe.
Dear Bianca and Town of Greenwich -

I wanted to add my voice / complaint to the many that you already have in this file.

The house in question, 16 Prospect Dr has continued to do construction despite TWO stop orders that were displayed on the door. As Erin already attested, I have seen vans and workmen there the past two weeks. This is despite the Stop Order on the door.

The car parking has been an issue since I moved in in 2018. Additionally, I can attest that over this past summer there was someone living in the garage on a mattress. My son and his girlfriend lived with me during the quarantine and ran early in the morning. Oftentimes there was an odd person hanging out there - sometimes lying on a mattress, sometimes outside smoking a cigarette. There were no masks worn despite the pandemic.

When we all discovered the listing on AirBnb I wrote a letter to AirBnb detailing all these complaints and I am attaching their response. Clearly, this has been an issue for some time now.
As my neighbors have already expressed this is a family neighborhood with many kids running around. Too many cars parked on the side streets makes it difficult to see wandering children, dogs and even adults. As a fairly new resident to Greenwich, I am surprised these complaints have not been taken more seriously. To my knowledge, this area is not zoned for hotel stays or illegal construction.

My experience with the town so far has been very positive and I am constantly telling my friends how wonderful the town is run. (I lived in Harrison, NY for 22 years and grew up in Briarcliff Manor.) Please help me maintain that outlook.

Respectfully,

Jodie Freeman
32 Cassidy Park
RE: Illegal third electric meter panel.

LaRow, Patrick <Patrick.LaRow@greenwichct.org>
Tue 12/8/2020 12:27 PM
To: Mangs, Peter <Peter.Mangs@greenwichct.org>; JOHN REPIK <rep237@aol.com>; DeLuca, Katie <Katie.DeLuca@greenwichct.org>
Cc: Dygert, Bianca <bianca.dygert@greenwichct.org>

Dear Mr. Repik,

The third meter is not “illegal” and does not represent a third unit being added to the property. Building code requires the electrical wiring for each dwelling unit to be completely separate and detached from each other. In instances where you have multiple units, the building owner has the option of wiring the common spaces in the building, separate from the units, and have a dedicated meter installed for those common spaces to be connected and billed separately from the electric company. The granted electrical permit for 16 Prospect Drive is for this scenario as I have described.

Patrick LaRow, AICP
Deputy Director / Assistant Town Planner

Town of Greenwich
Planning and Zoning
101 Field Point Road
Greenwich, CT 06878
Ph: 203-622-7894
Direct Fax: 203-861-6115
Email: patrick.larow@greenwichct.org

Town Hall is currently still operating under a State of Emergency. Starting October 13th, Town Hall will be open to the public 8 AM to 1 PM weekdays. Many Town Services can be conducted online and will continue to be. In the interest of public health and staff safety, if your request can be done over email, the internet, or phone, please continue to do so in those manners, in lieu of coming into Town Hall. Please follow the Town’s website (www.Greenwichct.gov) for the most up to date information.

For immediate assistance, during business hours (8 a.m. to 4 p.m. M-F), please email the Department via the Town’s website at: https://www.greenwichct.gov/FormCenter/Planning-Zoning-11/Contact-Us-53; and select “Planning and Zoning” under the “select a category” tab to reach us. Again, Staff will be monitoring emails between 8 am - 4 pm weekdays.

If you are working with specific staff, please continue to call or email staff directly as they continue to be working remotely, on days they are not in the office.

-----Original Message-----
From: Mangs, Peter
Sent: Tuesday, December 8, 2020 11:18 AM
To: JOHN REPIK <rep237@aol.com>; DeLuca, Katie <Katie.DeLuca@greenwichct.org>
Cc: LaRow, Patrick <Patrick.LaRow@greenwichct.org>
Subject: RE: Illegal third electric meter panel.
Good Morning John,
I will make sure to add this to the file going to the Commission.

Peter Mangs
Applications Coordinator

Town of Greenwich
Land Use - Planning & Zoning
101 Field Point Road
Greenwich, CT 06830-6463
Ph. (203) 622-7894
Office Fax. (203) 622-3795
Peter.Mangs@greenwichct.org

www.greenwichct.gov

-----Original Message-----
From: JOHN REPIK [mailto:rep237@aol.com]
Sent: Tuesday, December 08, 2020 11:17 AM
To: Mangs, Peter <Peter.Mangs@greenwichct.org>; DeLuca, Katie <Katie.DeLuca@greenwichct.org>
Subject: Illegal third electric meter panel.

[EXTERNAL]

Catherine Palmer of 16 Prospect Drive has installed a new electrical service to the house which includes a third meter panel in an R7 zone. Obviously she plans on making it a 3 family house illegally.

John and Jane Repik
18 Prospect Drive.
203-869-4651

Sent from my iPad
CAUTION: This email originated from outside the Town email system. Do not click links or open attachments unless you have verified the sender and know the content is safe.
I live at 26 Prospect Dr. I bought my house in 1973. I am a real estate appraiser working only in Greenwich. 16 Prospect Dr. is not only legally non-conforming as to Floor Area, it is located in the R-7 building zone. The use as a two-family residence is legally non-conforming. As I recall, the zoning regulations prohibit expansion of a non-conforming use. Wouldn't expanding from two-family use to an Airbnb be an expansion of a non-conforming use? Also, isn't the expansion of living area in the basement, an expansion of floor area, also an expansion of a non-conforming use? This use does not belong in the R-7 building zone. Just because the zoning regulations do not specifically deal with Airbnb doesn't mean that it should be allowed in a single-family building zone. It should not. Protect the integrity of the Greenwich zoning regulations and protect the property values in Greenwich, especially the lower economic zones.

Peter Trefny

CAUTION: This email originated from outside the Town email system. Do not click links or open attachments unless you have verified the sender and know the content is safe.
Fwd: Application for 16 Prospect Drive

Severine Blond <sevblond@yahoo.fr>
Wed 12/9/2020 5:01 PM
To: Dygert, Bianca <bianca.dygert@greenwichct.org>
Cc: Kristian Eriksson <strawtown@hotmail.com>

[EXTERNAL]

Bianca,
My husband Kristian Eriksson and I reside at 30 Prospect Drive, the very last house on the street before it turns into Farley Street, and then the dead end into Cassidy. Because of the location of our driveway, parking opposite of our driveway is not permitted. We also do not park in front of our own house, only in our driveway, as the turn into Farley Street is a sharp left, with little visibility. In fact, a stop sign has recently been put in place to slow traffic down, and us parking in front of our own house would only further increase the risk of an accident as we would limit maneuverability and turning into and out of Farley Street.

Unfortunately, tenants of the property at 16 Prospect Drive have been parking in front of our house, 3 houses up the street from number 16. We are therefore just as concerned as Mrs Jenkins and the other residents of Prospect Drive, Farley Street and Cassidy Street as it relates to this application which Mrs Jenkins has just made us aware of. As per your request for evidence of this concern for risk and public welfare, please find attached pictures of the location. As irony would have it, I believe the car currently parked in front of our home is that of the applicant and owner of 16 Prospect Drive.

Many thanks for your consideration, and please let us know how we can obtain further details on the application and the meetings which are mentioned in the email trail below.
Severine Blond and Kristian Eriksson
30 Prospect Drive
Greenwich, CT
Hello Ms Dygert,

Just came back from vacation, hopefully it’s not too late to reply to this email.

To add on to the multitude of complaints, which my family have also observed as we are the across-the-street neighbors of 16 Prospect Drive, we’d like to emphasize the severity of the traffic/parking issue the AirBnb causes. The overflow of cars parked right across the street from our driveway serves as an unnecessary nuisance as well as an outright dangerous occurrence for our family. As other concerned neighbors have voiced, Prospect Dr is already an extremely narrow street even without road-side parking. Adding more parking in front of 16 Prospect Dr and across from our driveway makes it exceedingly difficult for us to turn onto the street. Adding to this, our driveway is partially hidden, and it’s hard for us to see oncoming traffic coming from Lake Avenue when we exit our driveway. When the surplus of cars line up across the street, the oncoming traffic are forced to get even closer to our side of the street, right in front of our driveway. This is a safety concern as we have a teenage daughter who drives to work. We had to ask those people to move their cars several times during the past months.

The AirBnb is bringing in strangers who do not respect our community. There has been loud music, car doors slamming, and shouting in the street right in front of our house. Sometimes cars are parked in the middle of the street late at night blasting music. As Dawn stated, we have also seen an old man hanging around the open upstairs window of 16 Prospect Dr, sometimes wearing minimal clothing, in the full view of the street. We urge the Town of Greenwich to take action and ensure that our community remains safe.

Thanks,

Helen & Tony Fu
17 Prospect Drive
Re: Application for 16 Prospect Drive

Mary Jenkins <mary.b.jenkins@gmail.com>

Wed 12/9/2020 9:51 AM

To: Dygert, Bianca <bianca.dygert@greenwichct.org>
Cc: Peter Trefny <ptrefny@yahoo.com>; JOHN REPIK <rep237@aol.com>; Wynn McDaniel <wynnmcdaniel@gmail.com>; Toro Hugo <toroh0511@icloud.com>; Erin Nova <erinnova13@gmail.com>; Faith Jordan <faithjordan@hotmail.com>; Chris Nelson <chris.nelson@gmail.com>; helen_lili@yahoo.com <helen_lili@yahoo.com>; Mark Nielsen <nelsenelectricllc@gmail.com>; Jo Honeyfield <johanna.honeyfield@gmail.com>; sgeskos@gmail.com <sgeskos@gmail.com>; dawn.morris@c2imaging.com; Jodie Freeman <jodfree@gmail.com>; A Camillo <acamillo@gmail.com>; Jim Schmiedel <james.schmiedel@gmail.com>

3 attachments (624 KB)

Zoning and Related Issues June 2020.docx; B Airnbmblisting with map.jpeg; E Guest statement about security on property.jpeg;

[EXTERNAL]

Good morning, Bianca.

We have really thrown you into the deep end of the pool on short notice, haven't we?

I am attaching a memo with some attachments from June of this year, discussing some of the history of the property. That memo was circulated to a number of people including Jodi Couture, Stephen Formica, Katie DeLuca, Wynn McDaniel (RTM), and Fred Camillo in May and June. Additional information has also been sent since then, and the circulation has included Margarita Alban, Ben Branyan, and John Vallerie. The owner has not had any ads on Airbnb since mid summer because the property was pretty uninhabitable while they were digging in the basement, but she has two and sometimes three regular tenants who occupy the building now. Three tenants in a two-family structure is itself pretty questionable.

I cannot emphasize enough that the observable work being done on this small property is clearly designed to increase habitable space, including removal of the chimney and excavation below the ground line. The house as acquired by the owner was already in excess of the allowable FAR. The parking issue is critical but so is the potential for residential density.

I'm available if you have any additional questions, and I appreciate your attention to our concerns.

Mary
August 2019
The Host advertised the location as 100 Lake Ave- which isn’t the correct address- it’s actually on another street. Communicating with the host was extremely difficult and she wasn’t responsive for hours. The house doors were all unlocked (I found out this because I had to figure out how to access it since the host never told me). There is someone living in the house “longer term/for months” and there is apparently a cleaning lady- the host never mentioned this in any communication - all I heard for hours were people walking around the house and not responding to me when I said hello (I thought someone who wasn’t supposed to be there was there since I never saw a face just saw doors closing, shadows and body figures moving but not replying when I asked if anyone was there. Airbnb Support teams and I reached out to the host for safety reasons and got no response about this and I got so scared I had to leave and stay at a hotel late at night. The house also looks like it’s under renovation, and there was random stuff in my closet- pieces of carpeting, hats, etc. The host also charges $65 for cleaning- but the house isn’t even super clean to begin with- it looks mess from the garage entrance to the random things in the room. You’re better off getting a hotel or another Airbnb. This Airbnb host was hard to communicate with and unreachable for hours, didn’t mention other people rent and live there, didn’t add any safety measures for entering the house, and the house isn’t clean or up to the standards of an Airbnb- it looks like it’s under construction and dated. Horrible experience, not what I expected.

Sheetal. New Jersey, United States
Joined in 2019
Zoning and Related Issues of Use and Occupancy, June 2020

Address: 16 Prospect Drive [Attachment A: photo]

Owner: Catherine Palmer (since March 2019)

Description: Two-family house in R-7 zone; lot: 5,009 square feet, finished area (as of March 2019): 2,283 square feet (126% of permitted FAR)

Neighborhood: Cassidy Park (Prospect Drive, Farley Street, Cassidy Street) is an R-7 single family residential zone. Six of the eight lots on Prospect Drive are significantly smaller than the R-7 minimum of 7,500 square feet. Our compact area of adjacent small properties amplifies the negative effects of any non-conforming use.

Structural issues:
The property is designated as a two-family house, so it is the only non-conforming structure on this street of single-family houses. The FAR was already exceeded when the Owner acquired the property. The observable actions of the Owner include:

- uses the garage for household storage and possibly habitation and not for vehicle storage
- modified a previously unheated porch, with indications of addition of heat and an additional first floor bathroom
- excavated the basement level with a saw and jackhammer for several weeks, and filled two dumpsters to capacity, with a third still on the property

No conspicuously displayed building permit has been posted even though these activities constitute "alterations to any existing structure; changing the use and occupancy type within an existing building; and/or converting an unfinished space into habitable space," all of which require a permit. (A Stop Work order was posted but subsequently removed.)

The observable work is all designed to increase habitable space in a structure that exceeded FAR requirements before the work was undertaken.

Zoning issues:
Prior to March 2019, the house consisted of a main dwelling unit and an accessory apartment. The prior owner lived in the main area and rented to a single long-term tenant. This use did not increase resident density or the use of on-street parking.

The Owner is advertising three units for short-term rental on Airbnb, with a total capacity of seven guests [Attachment B]. It is possible that she is using other online rental facilitators as well.

- She misrepresents the location of the offerings to suggest they are not all in the same structure.
- She misrepresents that there is free parking on premises. However, the parking for extended periods (including overnight) of anywhere from four to seven cars associated with the property suggests that there are three or more persons residing in the property. [Photos available]
- The Owner is not residing in the property, and the house is not a single family dwelling, so short-term rental to even two persons is not covered by the permitted accessory use described in the Greenwich Municipal Code Sec. 6-95(a)(4). [Attachment C]
- The exact location of the Owner's residence is unclear. [Attachment D]
- If there are five or more persons occupying the property, it falls within the definition of a "Rooming House" which is not a permitted use in an R-7 zone: "Rooming House shall mean a dwelling in which rooms for living purposes are rented for compensation to five (5) or more persons other than the members of the family of the proprietor." Sec. 6-5(a) (43).

Public health and safety issues:

- The Owner is not residing at the property, and there is evidence that she is difficult to reach when a tenant problem arises. [Attachment E]
- Incidents of irregular and unacceptable behavior by tenants have been noted. The police have been called at least twice in recent months. Three single male tenants have been present for extended stays.
- The presence of out-of-state cars (NY, NJ, Maine, Kansas) is a particular concern during the pandemic, especially when re-opening is occurring on different schedules. The availability of COVID-19 protective and preventive measures for tenants (and accordingly for neighbors) is unclear.
During times of civil unrest, and certainly whenever there are minor children living in the immediate neighborhood, the presence of a number of unrelated and unidentified persons in an unsupervised residence presents an additional risk to the safety and security of established residents.

Revenue and Oversight:

- If hotels and other hospitality businesses have to collect tax on their income, are owners of properties rented through Airbnb also taxed? Are there records of revenue being collected with respect to this property?
- Does the owner have any obligation to ensure that the property is not used for illegal purposes, including sexual trafficking or drug sales?
- Does the owner have any record keeping obligation to inform the town of the identities of her renters?
### Permit History for 20-5450

**Town of Greenwich**  
**DPW-Division of Buildings**

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**Zone:**  
**Flood Zone:** Zone 3

**Nature Work:**

NO WORK IN BASEMENT ALLOWED UNTIL APPROVAL FROM ZONING IS OBTAINED

**Directions to Site:**

B , P , E , Zoning , State ed fee pd $16.64 receipt 20-0712

**Comments:**

2015 IRC. First flr: Bath addition, remodel kitchen. Second flr: relocate bath, addition of bath, remodel kitchen,. New HVAC, finish attic,. State ed fee pd $16.64  
AMEND/REVISE Renovate basement, excavate existing floor to establish proper ceiling height, half bath to full bath.  
ELEC: 400 amp. serv. (CRS: 3498707) o.h.; 2 apt. meters, apt 1: 1 mtr.; apt. 2: 1 meter, house: 1 meter; total: 3 meters

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**Custom Info:**

**Use Group No.:** IRC

**Data**

**Unit Quantities:**

**Fees:**

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**Contractors:**

**Primary**

- **Contractor:** owner
- **Lic #:SSN/FEI:**
- **Type/Certification:**
- **Phone:**

**Secondary**

- **Travisano Mark**
  - **Address:** 234 Washington Ave  
  - **City:** West Haven, CT 06516
  - **Lic #:SSN/FEI:** 203550
  - **Type/Certification:** PLU P1
  - **Phone:** (203) 996-7287

- **Dimitrov Kostadin**
  - **Address:** 47 East Street  
  - **City:** Annandale, CT 08801
  - **Lic #:SSN/FEI:** 192791
  - **Type/Certification:** ELE E1
  - **Phone:** (908) 713-9055

**Inspections:**

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<td>HLD</td>
<td>ZAR</td>
<td>Permit Placed on Hold Status</td>
<td>Zoning Approval Revoked</td>
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Email from ZEO

Bill, Ken and John, Steve was out at the site and one of the tenants let him in and the work being done is a bit confusing if you look at the plans and read the permit descriptions.

There are a few issues with this one among them is that there is someone living in the garage and that the description of work we signed off on the sign-off sheet does not match the description on the building permit and I don't think that we ever saw the amendment. I think it would be best to revoke zoning approval until we get a better understating of what's actually being done.

<table>
<thead>
<tr>
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<th>From</th>
<th>To</th>
<th>Subject</th>
<th>Notes</th>
</tr>
</thead>
</table>
| 9/17/20| William Marr | Town of Greenwich Planning & Zoning | John, I need you to place a stop work on 16 prospect dr ASAP. She has not filed the proper permits with zoning enforcement for the basement and continues to keep working after I told owner not to continue working. Please let me know when placed, thank you | Best Regards,  
Stephen Formica  
Zoning Inspector  
Town of Greenwich Planning & Zoning |

<table>
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<th>Subject</th>
<th>Notes</th>
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</table>
| 9/18/20| William Marr | Town of Greenwich Planning & Zoning | SWO ZAR Post Stop Work Order Zoning Approval Revoked | Zoning Approval Reinstated  
Bill, Planning & Zoning and Zoning Enforcement are ok lifting the stop work order. Only for the work filed for the original permit. Bath and kitchen remodel on existing floors. No work is to continue in basement until Planning & Zoning approval. Let me know when to notify the owner. Thank you | Best Regards,  
Stephen Formica  
Zoning Inspector |

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</table>
| 10/15/20| William Marr | Town of Greenwich Planning & Zoning | 510 Consult NO WORK IN BASEMENT ALLOWED UNTIL APPROVAL FROM ZONING IS OBTAINED | Consult  
Call from concerned neighbor about gas boiler pipes are dangerously installed through basement window. Verified pipes are extremely dangerous. CO hazard. Called phone numbers for owner, no answer. Tenant refuse entry. Call ed Gas company to cut gas. Tenant initially refused entry but eventually let Gas company inside. Gas company locked meter off. |

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<th>To</th>
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<th>Notes</th>
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| 11/9/20| Frank Santanna | Town of Greenwich Planning & Zoning | 800 Investigate  
Gas Pipe Test  
Water heaters fresh air and condensate not piped, need gas test, flex gas connectors, relief valve discharge pipe downtown 8” above floor | Consult  
Need to move stack from below window |

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| 11/20/20| Frank Santanna | Town of Greenwich Planning & Zoning | 375 650 Gas Pipe Test Not Approved  
Water heaters fresh air and condensate not piped, need gas test, flex gas connectors, relief valve discharge pipe downtown 8” above floor |  
Need to move stack from below window |

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| 11/24/20| Mark Stahl | Town of Greenwich Planning & Zoning | 320 650 Rough Plumbing Not Approved  
Need to move stack from below window | Gas Pipe Test Approved |

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| 11/24/20| Mark Stahl | Town of Greenwich Planning & Zoning | 375 900 Gas Pipe Test Not Approved  
Gas pipe to small for navien water heaters and other applications in house, only 3/4” pipe at gas meter |  
Check to Fire Equipment Not Approved |

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| 11/25/20| Frank Santanna | Town of Greenwich Planning & Zoning | 441 650 Check to Fire Equipment Not Approved  
gas pipe to small for navien water heaters and other applications in house, only 3/4” pipe at gas meter |  

Permit History for 20-5450

Town of Greenwich
DPW-Division of Buildings

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Corrections made, gas pipe size increased. Navien water heaters ok.
Summary

The main reason for our proposed project was to increase the family/living room area for our first floor unit by finishing the walk out basement of this 2 family home so that the owner, Catherine (Cassie) Palmer and her two high school sons could reside in the first floor unit (which is currently very small in square footage, 800 square feet, and includes only 1 bedroom, kitchen, small den and 1 small bathroom. The proposal for the basement would be to reduce the floor to be compliant with building code of floor to ceiling height, install a new concrete and finish floor, move the current utilities from the center of the basement to a proper corner utility room and upgrade both the boiler and hot water heaters with new energy efficient boiler/hot water heaters. Our plan is to sheet rock the walls and ceiling properly to create a proper family room and storage room, upgrade the current half bath to a full bath and move the current washer and dryer to a new location.

The main reason for the P & Z Site Plan Review is to assess that there is adequate parking at 16 Prospect Drive after the basement family room is finished (which is equivalent to adding 1 bedroom). There is currently 4 bedrooms at 16 Prospect Drive and after the basement refinishing there will be equivalent to 5 bedrooms. There is an existing 2 car garage, 2 additional parking spaces on the side of the garage and 3 parking spaces on the existing large driveway for a total of 7 parking spaces.
According to Section 6-155 of Division 15 of the Town of Greenwich Building Code, required parking for a 2 or multi family dwelling is:

**1 – 2 Bedroom Unit (16 Prospect Drive has an existing 1 bedroom smaller unit which will become 2 bedrooms once the basement is finished):**

Building Code Requires: 1 garage parking spot (existing at 16 Prospect’s 2 car garage)  
and  
1 outdoor parking spot (existing at 16 Prospect’s 2 car additional driveway on side of the garage)

**3 Bedroom Unit (16 Prospect Drive has an existing 3 bedroom larger unit):**

Building code requires: 1 garage parking spot (existing at 16 Prospect’s 2 car garage)  
and  
1.6 outdoor parking spots (existing at 16 Prospect’s 3 to 4 car oversized driveway)

Therefore, there is sufficient existing parking spaces at 16 Prospect Drive to accommodate the increase in bedrooms from 4 to 5 after the basement refinishing since there are 2 garage spots and 5 additional parking spots currently existing between the driveway on the side of the garage and the larger driveway in front of the house.

Since most of the home has not been updated since the 1950s, we are also planning to update the master bath and the second full bath on the second floor. We also are planning to add one addition bath between 2 bedrooms on the second floor and a new full bath on the first floor. We are also planning to update both the first and second floor kitchens with new countertops/back splashes/appliances/lighting and flooring, and add a larger bay window in the second floor kitchen for additional natural light. We are also planning to replace the cast iron heaters on the first and second floor with baseboard heaters and install A/C in the home. Below is the detail by location of our proposed plans.

**1st Floor**

1. Addition of full bathroom.  
2. Update kitchen with new countertops, backsplash, appliances, ceiling lighting  
3. New hardwood floors  
4. Remove 3 cast iron radiators and replace with baseboard heaters  
5. New HVAC venting as needed.
2nd Floor

1. Update existing full bathroom with new vanity, shower stall, toilet tile floor, ceiling lighting/fan.
2. Renovate kitchen with new countertops, backsplash, appliances, ceiling lighting
3. New hardwood floors
4. Renovate master bathroom with new vanity, bathtub, tile floor, ceiling lighting
5. Remove 1 cast iron radiator in kitchen and replace with baseboard heater.
6. Replace kitchen window with new larger and more energy efficient 3 part bay window.
7. New full bathroom between 2 existing bedrooms (Jack and Jill bathroom).
8. New HVAC unit (air conditioner) in Attic and venting where needed.

Basement

1. Reduce overall entire floor of basement down 10” to meet current floor to ceiling building code. Install new concrete floor and finish floor on top of concrete floor.
2. Upgrade staircase
3. Install new entry door to backyard.
4. Sheetrock all walls and ceiling to create finished playroom/family room in main front section of basement. Install door. Include ceiling lights, electrical outlets and switches.
5. Remove boiler and 2 hot water heaters (currently located in middle of basement) and replace with new higher efficiency Navien boiler and 2 new Navien hot water heaters to back right section of basement. Install new A/C unit for basement and 1st Floor. Sheetrock and enclose this area as a new Utility Room. Install new door. Ceiling lighting, outlets/switches.
7. Sheetrock walls and ceiling to create Storage Room in back left side of basement next to Utility Room. Install door. Ceiling light, outlets/switches.
8. Relocate washer/dryer and laundry area.
SITE PLAN APPLICATION

□ PRELIMINARY

Project Name: 16 Prospect Drive Greenwich, CT 06830 Renovation
Project Address: 16 Prospect Drive, Greenwich, CT. 06830
Property Owner(s): Catherine (Cassie) Palmer
Tax Account Number(s): 07-1387 Zone(s): R-7 Lot Area: 0.115 acres

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

AUTORIZED AGENT

Name: ___________________ Firm name: ___________________

Street Address: _______________ City: ___________ St: ____ Zip: ______

Phone: ___________________ Email: ___________________

Signature: ___________________ Date: __________

PROPERTY OWNER(S) AUTHORIZATION

Name: Catherine Palmer

Street Address: 16 Prospect Dr. City: Greenwich ST: CT Zip: 06830

Phone: 917 439 1219 Email: cm000982@gmail.com

Signature: ___________________ Date: 9/24/20

To be completed by P&Z staff only:
Check # 197 Check Amount: $1,350.00
Application #: P4Z 2020 C0325

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

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This Site Plan Involves:

- □ ADDITIONS
- ☑ ALTERATIONS
- □ DEMOLITION
- □ RE-CONSTRUCTION

Received: Nov 9, 2020

Planning & Zoning Commission
Master Bedroom
19'x16'

WIC
7'x8'
16 Prospect Drive, Greenwich, CT
C. Palmer
Permit 20-5450
Basement - Before Refinish

Utilities

Bath

D/W

STONE WALL

STAIRS

Entry

STONE WALL

RECEIVED

NOV 9 2020
PLANNING & ZONING COMMISSION
TOWN OF GREENWICH
Town Hall ~ 101 Field Point Road – Greenwich, CT 06830
Inland Wetlands & Watercourses Agency ~ 203-622-7738 – Fax 203-622-7764

PERMIT-NEED QUESTIONNAIRE
This form is NOT an IWWA Application

Project Address: 16 Prospect Dr, Greenwich, Tax ID: 07-1387
Property Owner: Catherine Palmer Address: 16 Prospect Dr, Greenwich, CT 06830
Contact Information - Email or Cell Phone: 917-439-1211, cmd00980@gmail.com
Authorized Agent - Address: 
Contact Information - Email or Cell Phone: 

Has there ever been an IWWA application for this site? YES ☐ NO ☐

ACTIVITY: (Circle) Addition Demolition Deck Garage Interior renovations New residence Generator
Tennis Court Pool Site Work/Landscaping Septic Other (Specify)

Will this activity require an addition to the septic system or a B100a? YES ☐ NO ☐

FEE: $65 for reviews requiring a site visit

A PLOT PLAN IS REQUIRED SHOWING THE PROPOSED ACTIVITY.
IWWA staff will review the project proposal to determine if regulated activities are associated with the proposal and whether an IWWA permit is required. If an IWWA permit is required, the appropriate permit application packet will be provided.

Do not apply for a Building Permit until this review is complete.

No work may begin until an IWWA permit is issued and/or the "Building Permit Application Sign-Off Sheet" has been signed.

The issuance of a building permit alone does not constitute an authorization to proceed.

As the property owner or authorized agent [Check one] I believe the information I have submitted is correct.

Signature ___________________________ Date 9/18/20

STAFF NOTES

Office Rev Date 09.22.2020 Old Inv / / WETWAC? YES ☐ NO ☐ TIDAL ☐
Action Required? YES ☐ NO ☐ If yes, DR AA AR SIA Staff
Sols Report Date / / Author ___________________________ Soil _____________________________
Comments: _____________________________

IWWA Questionnaire Revised 3/4/2020

Received by Jenn Urena
# Certificate Of Mailing

This Certificate Of Mailing provides evidence that mail has been presented to USPS® for mailing. This form may be used for domestic and international mail.

### From:

Catherine Palmer  
16 Prospect Drive  
Greenwich, CT 06830

### To:

- Tony Fu & Helen Li  
  17 Prospect Drive  
  Greenwich, CT 06830
- Celeste & Dawn Morris  
  15 Prospect Drive  
  Greenwich, CT 06830
- Cristiana & Fernando Lima  
  115 Lake Avenue  
  Greenwich, CT 06830

![Postmark Here] (Wilton CT 06897)

## USPS Form 3817, April 2007 PSN 7530-02-000-9065

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From: Catherine Palmer  
16 Prospect Drive  
Greenwich, CT 06830

To: Nicole Fareri  
12 Rockview Drive  
Greenwich, CT 06830

PS Form 3817, April 2007  PSN 7530-02-000-9065

From: Catherine Palmer  
16 Prospect Drive  
Greenwich, CT 06830

To: James R. & Leah Schneider  
2 Farley Street  
Greenwich, CT 06830

PS Form 3817, April 2007  PSN 7530-02-000-9065

From: Catherine Palmer  
16 Prospect Drive  
Greenwich, CT 06830

To: Glenn Street LLC  
240 Greenwich Avenue  
Greenwich, CT 06830

PS Form 3817, April 2007  PSN 7530-02-000-9065
07-1818/S
REPIK JOHN J JR & JANE E W/S
18 PROSPECT DRIVE
GREENWICH, CT 06830

07-1182/S
RIESS NICOLE FARERI
12 ROCKVIEW DRIVE
GREENWICH, CT 06830

07-1274/S
MORRIS GLENN & DAWN W/S
15 PROSPECT DRIVE
GREENWICH, CT 06830

07-2266/S
GLENN STREET LLC
240 GREENWICH AVE
GREENWICH, CT 06830

07-1387/S
PALMER CATHERINE
16 PROSPECT DRIVE
GREENWICH, CT 06830

07-1305/S
FU TONY & LI HELEN W/S
17 PROSPECT DRIVE
GREENWICH, CT 06830

07-1144/S
SCHMIEDEL JAMES R & LEAH Q W/S
2 FARLEY STREET
GREENWICH, CT 06830

07-3005/S
LEAO CRISTIANO & FERNANDA W/S
115 LAKE AVENUE
GREENWICH, CT 06830
10/25/20

Glenn & Dawn Morris
15 Prospect Drive
Greenwich, CT 06830

To Whom It May Concern,

Notice is hereby given that Catherine Palmer has filed an application with the Town of Greenwich Planning and Zoning Commission for a site plan review approval for 16 Prospect Drive, Greenwich, CT 06830.

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

Regards,

Catherine Palmer

RECEIVED

NOV 9 2020

PLANNING & ZONING COMMISSION
SURVEY OF PROPERTY
FOR
CATHERINE PALMER
16 PROSPECT DRIVE
GREENWICH, CT

ZONE IS R-7
AREA = 5,000 SQ FT.

TAX ACCOUNT No. 07-1387/8

S.E. MINOR & CO., INC.
ESTABLISHED 1887
Engineering - Land Surveying
Environmental Scientists
33 West Elm Street
Greenwich, Connecticut 06830
203-869-0136
www.seminor.com

FILE NO. 6-21
COMPARISON FILEC 9-22

SCALE: 1" = 10'