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CERTIFIED MAIL

December 28, 2010

Town of Greenwich Building Committee for the
Greenwich High School Music Instruction Space and Auditorium
c/o Susan Chipouras, Acting Director of Facilities
Havemayer Building
290 Greenwich Ave
Greenwich, CT 06830

RE: Applications of Thomas J. Heagney, Esq., authorized agent for the Town of Greenwich Board of Education for Greenwich High School, record owners, for a final site plan and special permit, PLPZ 2010 00408 and PLPZ 2010 00409, to increase the floor area from 412,945 square feet to 457,879 square feet through the construction of a new auditorium and stage house, create a secondary entrance plaza, maintain the 663 parking spaces on site and 72 off-site parking spaces, realign bus loop and student parking along east side of the school, add handicapped accessible parking spaces, realign entry drive currently adjacent to the north of the science wing, restripe northern parking lots, enlarge and reconfigure western parking lot, and minimize footprint of southern parking lot per Sections 6-13 through 6-15, 6-17, and 6-101(a) of the Town of Greenwich Building Zone Regulations on a 54.87 acre property located at 10 Hillside Road in the RA-1 and RA-20 zones as shown on a site plan prepared by Rocco V. D'Andrea, Inc., dated 11/22/10 and architectural plans prepared by Perkins and Will, dated 11/22/10.

Dear Ms. Chipouras:

At a regular meeting held on December 14, 2010 the Planning and Zoning Commission considered the above-referenced application and took the following action:

Upon a motion made by Mr. Maitland and seconded by Mrs. Avellino, the following resolution was unanimously adopted (Voting in favor 5-0: Messrs. Farricker, Maitland, and Brooks (for Marchese) and Mesdames Alban and Avellino (for Heller); and

Whereas the Commission held a public hearing on December 14, 2010 and took all testimony required by law; and

Whereas the applicant requested final site plan, special permit approval, pursuant to Sections 6-13 through 6-15, 6-17, and 6-101(a) of the Town of Greenwich Building Zone Regulations of the Building Zone Regulations (BZR); and

Whereas the subject 54.87 acres property is located on the west side of 10 Hillside Road just north of East Putnam Avenue and is located in the RA-1 and R-20 zones; and

Whereas the subject property is improved with a 412,917 square feet of floor area, where a maximum of 385,418 square feet floor area is permitted; and

Whereas the existing High School Facility is legally non-conforming as to Floor-to-Area Ratio (FAR) as the structures onsite predate the current regulations; and

Whereas the applicant proposes to construct a new auditorium and stage house, create a new expanded gallery, and renovate the current auditorium and music instruction spaces to create new band, orchestra and electronic music spaces as well as related instructional and storage spaces, increasing the gross floor area from 412,917 square feet to 457,879 square feet; and

Whereas the applicant also proposes associated site work to include the addition of a secondary entrance plaza north of the current main entrance, realignment of the eastern bus loop and staff parking, realignment of the entry drive currently north of the science wing, repair and restriping of the northern parking lot, enlargement of the western parking lot with grass islands and pedestrian ways, and enlargement of the southern parking lot; and

Whereas the western and southern parking lots would be restriped as well to improve aisle widths and add a greater number of code compliant spaces while maintaining the current number of 663 parking spaces on site as well as the existing 72 on-street parking spaces along Hillside Road which would not be changed, and

Whereas the current auditorium facility has a maximum occupancy of 860 persons; and

Whereas the applicant represented to the Commission that the High School is required to expand the auditorium space to meet the State of Connecticut design and reimbursement guidelines which recommends a capacity of fifty percent (50%) of total enrollment, which has been stated to be right around 1,325 seats as proposed; and

Whereas the proposed construction would be LEED Silver or similarly recognized standard for low impact and energy efficient construction and would include the use of a "green" vegetated roof over portions the new music space, the inclusion of rain gardens and bio-swales in the stormwater management plans, and high efficiency air conditioning and light emitting diode (LED) lighting for the exterior; and

Whereas these features are intended to further mitigate the potential impacts of development as well as satisfy the Plan of Conservation and Development (POCD) goals for green building and energy conservation in Town projects; and

Whereas the High School building is situated spanning two zones, the RA-1 and R-20 zone, and therefore is required to meet the bulk, height and setback regulations for the portions of the site in each zone to meet the regulations of Section 6-205 separately; and

Whereas the site's existing hybrid FAR of 0.173 exceeds the maximum permitted FAR of 0.161 as provided by the applicant; and

Whereas the proposed addition/renovation would increase the FAR of the site to 0.192 and further this preexisting nonconformity; and

Whereas the proposed 54'-2 1/2" height of the addition would exceed the maximum permitted height in the RA-1 and R-20 zone; and

Whereas the Commission notes that the Zoning Board of Appeals granted Appeal No. 9806, for variances of height and Floor Area Ratio; and

Whereas the Applicant has proposed to redesign and restripe the parking areas of the High School to incorporate the required drainage and plantings as approved by the Inland Wetlands and Watercourses Agency (IWWA) and as agreed to by the DPW Engineering Division; and

Whereas the proposed parking plan would maintain the same number of spaces on site, 663, and the 72 parallel spaces on Hillside Road for a total of 735 parking spaces dedicated for the high school use; and

Whereas the proposed restriping of the parking areas of the site would raise the number of compliant parking spaces from 58 presently to 258 and all non-compliant spaces shall be at least 8 1/2' wide and 18' deep; and

Whereas the restriping of the parking areas would also improve all circulation aisles by making them all code compliant as to their width; and

Whereas the Commission found that these improvements would improve the existing parking non-conformities of the site; and

Whereas the Commission noted that the School complied with the comments from the Town's Traffic Consultant, BETA Group, dated May 27, 2010, in that the School Administration has continued to enforce the double parking prohibition in front of the high school on Hillside Road and notices informing parents of the proper pick-up and drop-off procedures were distributed and the Greenwich Police Department continues to work with the GHS security personnel; and

Whereas the site plan clearly shows the striping that indicates the beginning and end of the parallel parking area on Hillside Road and has already been striped in the field; and

Whereas the Commission finds the proposed construction phasing plan to be acceptable as long as the comments from the Fire Marshall dated June 1, 2010 and December 14, 2010 are addressed; and

Whereas the Commission finds that the proposed development of the site would not further impact the traffic and safety of the surrounding neighborhood; and

Whereas the Commission notes that the existing Greenwich High School Sign which was a gift from one of the graduating classes, will be relocated; and

Whereas the planting and/or removal of any trees on site will need to be reviewed as required by the Town's Tree Warden; and

Whereas the Commission notes that the Town has a one to one tree replacement policy that the applicant will meet and the Commission notes additional comments from the Tree Warden dated 12/10/10; and

Whereas the Commission notes that the applicant refined the event coordination and operations plan and submitted a memorandum dated 10/26/10, prepared by Dr. Sidney Freund, Superintendent of Schools that details the procedures for event scheduling and parking management and the Commission notes the applicant

agreed to meet with interested parties including, but not limited to, the Milbrook Association and neighbors of the School to keep them informed; and

Whereas the Commission finds that the School will instruct the students to use the satellite parking system on those rare occasions when the satellite parking is needed since the line of communication is most open to them; and

Whereas the Commission noted that the use of the Auditorium shall be for educational purposes first and that the use of the facility by outside non-profit groups needs to be carefully permitted to eliminate traffic conflicts by not scheduling potential high attendance events at the same time as other High School events; and

Whereas the High School shall not permit the use of the auditorium for non-school events during regular school hours; and

Whereas the Commission finds that the High School should not have an auditorium event during times when home football games, back to school night, and College Night are scheduled as those are known high traffic events; and

Whereas the Commission further noted that the use of school grounds for commercial uses shall not be permitted as a commercial event would be in violation of the approved uses of the underlying residential zones; and

Whereas the Commission in an effort to further mitigate traffic and noise issues for the surrounding neighborhood, finds that all functions proposed for the new auditorium shall end by 10:30 PM, that the parking lots shall be emptied by 11:00 PM and the parking lot lighting shall be extinguished at 11:00 PM as well; and

Whereas the Commission finds that the applicant shall return to the Architectural Review Committee with construction documents prior to building permit issuance and final landscaping, lighting and site materials; and

Whereas the Commission noted that the comments from DPW Engineering Division dated 12/6/10 shall be addressed prior to Building Permit issuance; and

Whereas the applicant received approval from the Inland Wetlands and Watercourses Agency on March 22, 2010 and is required to meet and maintain compliance with the conditions of said approval; and

Whereas the Commission notes that it received and considered comments from the Engineering Division, Sewer, Conservation, the Commission's Traffic Consultant, IWWA and the Fire Marshall; and

Whereas the Commission finds that the proposal complies with Sections 6-13 through 6-15, 6-17, 6-95, 6-101(a) and 6-205 of the Town Of Greenwich Building Zone Regulations; and

THEREFORE BE IT RESOLVED that Applications of Thomas J. Heagney, Esq., authorized agent for the Town of Greenwich Board of Education for Greenwich High School, record owners, for a final site plan and special permit, PLPZ 2010 00408 and PLPZ 2010 00409, to increase the floor area from 412,945 square feet to 457,879 square feet through the construction of a new Auditorium and stage house, create a secondary entrance plaza, maintain the 663 parking spaces on site and 72 off-site parking spaces, realign bus loop and student parking along east side of the school, add handicapped accessible parking spaces, realign entry drive currently adjacent to the north of the science wing, restripe northern parking lots, enlarge and reconfigure western parking lot, and minimize footprint of southern parking lot per Sections 6-13 through 6-15, 6-17, and 6-101(a) of the

Town of Greenwich Building Zone Regulations on a 54.87 acre property located at 10 Hillside Road in the RA-1 and RA-20 zones as shown on a site plan prepared by Rocco V. D'Andrea, Inc., dated 11/22/10 and architectural plans prepared by Perkins and Will, dated 11/22/10 is hereby approved with modifications.

In accordance with Section 6-14.1 (e) of the Building Zone Regulations of the Town of Greenwich and Section 8-3 (i) of the Connecticut General Statutes, construction in connection with this site plan must start within three years, and all work must be completed within five years, of the following date of approval: December 14, 2010

Please submit the following to Planning and Zoning for Building Permit Sign-off:

1. Six copies of the final site plan and four copies of the landscaping plan and architectural plans shall be submitted to Planning and Zoning for Building Department Sign-off.
2. The note regarding parking requirements of R-20 – RA-1 standards on Sheet C.03 shall be revised to reference Section 6-158.
3. The non-compliant parking spaces need to be at least 8 ½' wide and 18' deep and noted as such on the site plan.
4. 12/6/10 comments from DPW-Engineering shall be addressed.
5. 12/7/10 comments from Sewer shall be addressed.
6. Applicant shall return to the Architectural Review Committee with construction documents prior to building permit issuance and final landscaping, lighting and site materials
7. The final landscaping plan shall be submitted to P&Z as noted above, and then routed to Tree Warden for comments and acceptance. Comments from the Tree Warden dated 12/10/10 shall be considered.
8. For the school year, the Student Activities Coordinator determines the schedule and then seeks approval from Assistant Headmaster and Headmaster. After that is set, requests are considered from outside groups such as Greenwich Symphony and other non-profits, which is also at the ultimate discretion of the Headmaster. Unforeseen scheduling such as FCIAC play-off games that are not determined by GHS are at the discretion of the Superintendent of Schools. For the Summer months, an Advisory Committee comprised of 7 people including two residents from the GHS neighborhood, two RTM members chosen by the Moderator, two members chosen by the First Selectman, and the BOE Managing Director of Operations who acts as Chair. The plan of operation for events, parking and traffic provided by the applicant is as follows:
 - a) A single event coordinator would be designated to coordinate the scheduling of after school events at the High School. Criteria would be developed to help identify high traffic or problem events that may require limiting or excluding the use of the Campus by other groups. Issues such as overlap of events and combined total of participants/spectators would also be part of that consideration;
 - b) The School shall provide offsite parking for the large events that students must use to free up parking on site;
 - c) The School has agreed to not schedule athletics events simultaneous with Auditorium events except by express approval of the Superintendent of Schools;
 - d) The use of the auditorium by outside groups would be reviewed with awareness as to attendance, traffic and parking issues. The School has expressed that they have no issue with limited the occupancy of events to help mitigate such issues; and
 - e) The School will keep records on participation, traffic and parking problems to evaluate past events to evaluate the effectiveness of established practices and identify best practices or potential changes to avoid repeating past failures. The Traffic Consultant must evaluate all information and submit the following reports annually for a minimum of three years.
 - i. Monitoring the implementation of on-site student pick up and elimination of illegal parking.
 - ii. The Traffic Impact Studies from Frederick P. Clark Associates, Inc. shall be updated.

- iii. Evaluation of the Monitoring Parking and Traffic at Greenwich High School Report.
9. The 12/9/10 comments from Jim Ford, Traffic Consultant should be addressed by applicant:
- Hillside Road was demonstrated to have some excessive accident history. This situation should be monitored and the operations plan adjusted as recommended by the Town Traffic Engineering Division should conditions not improve or worsen following development of this project.
 - The school shall adopt centrally located appropriate software which would allow more efficient monitoring of events and potential conflicts.
 - The plans do not demonstrate the method used to measure sight distance. This should be shown in accordance with the Town Public Works Standards assuming vehicles are parked in the on street spaces. The minimum acceptable sight distance would be 250'. This cannot be obstructed by parked vehicles.
 - The Bus Movement Plan raises some questions. While the plan shows an S-Bus 36 Design Vehicle the wheel base pattern on the vehicle used to model turns is not consistent with that Design Vehicle. Applicant's Engineer should explain this discrepancy.
 - The Bus Movement Plan shows some discontinuities in the travel patterns modeled that need to be addressed. This could mean stopped condition turning. One location showed some backing may have been modeled to make the turn which should not be allowed for school buses.
10. The following comments from the Fire Marshall must be addressed:
- A detailed plan showing how the current required exiting of the gymnasium will be dealt with during the initial construction of the new proposed building. This will have an immediate impact from the first day that construction begins.
 - At some point during the construction of the new proposed building, the exits of the gymnasium will no longer be available for use. During that time period the gymnasium will not be allowed to be occupied for any purpose. I will require written conformation that the Greenwich Board of Education will suspend all uses of the gymnasium for that time period, however long it may be, and up until the required exits are restored for that space. Additionally the Building Official will have the final say on any exiting plans or temporary exiting plans submitted. This will have an impact on the operation of Greenwich High School for the duration of the project.
 - There is still a question on required travel distances between exits, once the exit between the gymnasium and the science wing is eliminated. Should it be shown that the required travel distance between the required exits exceeds the requirements of the Connecticut Fire Safety Code; a new exiting plan will need to be developed. Should that be the case, then the foot print of the new proposed building may need to be amended to accommodate additional exits. This may have an impact on the foot print of that building or the existing building should additional exiting be required.
 - The main entrance doors to the auditorium do not have the capacity to accommodate the auditorium and the required gymnasium persons.
11. Color coded phasing for parking shall be submitted as part of a Building Permit Sign-off package. A detailed phasing plan shall also be submitted that shall include how the management of the site will be handled during construction.
12. DPW comments dated 12/6/10 shall be addressed, including:
- The Drainage Summary Report by Diversified Technology Consultants dated November 12, 2009 and revised January 19, 2010 and revised March 8, 2010 and supplemented March 18, 2010 is acceptable but the following additional information is required prior to a building permit:
 - Deep test hole and percolation test is required in the location of the Bio-Retention Basin. Can be done before building permit.
 - Stop signs shall be installed at all driveway exits. Revise plans.
 - The initial copy of items 1, 4, and 6 on The Checklist for Operations & Maintenance Plan Report must be submitted prior to the issuance of a Building Permit.

- d. The final copy (Complete Operations & Maintenance Report) of items 1 and 4 – 8 on The Checklist for Operations & Maintenance Plan Report must be submitted prior to the issuance of a Certificate of Occupancy.
 - e. The Board of Education needs to hire an Engineering Firm to handle the entire site construction inspection as Addendum #3 of the Town of Greenwich Drainage Manual has many requirements to obtain a Certificate of Occupancy.
 - f. The Town of Greenwich – Standard Construction Notes for Site and Subdivision Plans are conditions that must be met.
13. Reference to FEMA flood zones on the Soil and Erosion control plan must be updated to reference the June 2010 maps.

If you have any questions, please call.

Sincerely,

A handwritten signature in black ink, appearing to read 'Katie Blankley', with a large, stylized flourish extending to the right.

Katie Blankley, AICP
Deputy Director of Planning and Zoning

cc:

W. Marr,
D. Studley
D. Savigeau,
S. Marucci,
J. Benoit
R. Feminella
J. Wetmore