

5. Clean and Diverse Transportation Systems and Choices

5.2 Promote Effective Parking Management

Objective

Make existing parking more efficient, reduce parking demand, and encourage walkability.

Complementary actions:

- [Implement Complete Streets](#)
- [Integrate Sustainability into Plan of Conservation and Development and Zoning](#)
- [Encourage Smart Commuting Action](#)

What to Do

Because parking is integral to developing sustainable neighborhoods and commercial corridors, this action will be most effective if you address it in conjunction with the complementary Sustainable CT actions noted above.

The more you do, the more points you earn.

- ~~1. Conduct a parking needs assessment. Determine whether to evaluate parking community-wide or in a specific area of your municipality, such as a downtown commercial district, and then prepare a map of the study area. Perform a complete parking inventory, counting the existing on-street and off-street parking spaces in the study area. Conduct a parking survey with input from residents, business owners, and visitors on satisfaction and ease of parking in the area being studied. The survey should also examine the number of cars and turnover rate (determined by recording license plates of all cars in the parking area) for the parking area being assessed. Examine existing parking needs, estimate future demand, and then evaluate and recommend parking strategies that will achieve the parking needs of the municipality. Present the parking needs assessment at one or more publicly advertised meetings. (10 points)~~

~~**Submit:** The parking needs assessment, as well as evidence that the assessment was distributed to relevant municipal departments (either via email, in person meeting, staff newsletter, etc.); and the date of the publicly advertised meeting at which the parking needs assessment was presented.~~

2. Implement non-regulatory and regulatory parking management strategies. (Up to 35 points)

POCD has performed a recent study

The Parking Department will be conducting a survey in F2020 which is the year ended 6/30/2020. This study should help the department gain efficiencies going forward.

Submit: Documentation showing the implementation of the selected parking management strategies. This may be a resolution or ordinance, meeting minutes or a letter from the municipal chief elected official or legislative body. If possible, submit before and after photographs that show a visible reduction in parking demands.

Non-Regulatory Actions (15 points each)

Choose One per Certification Cycle

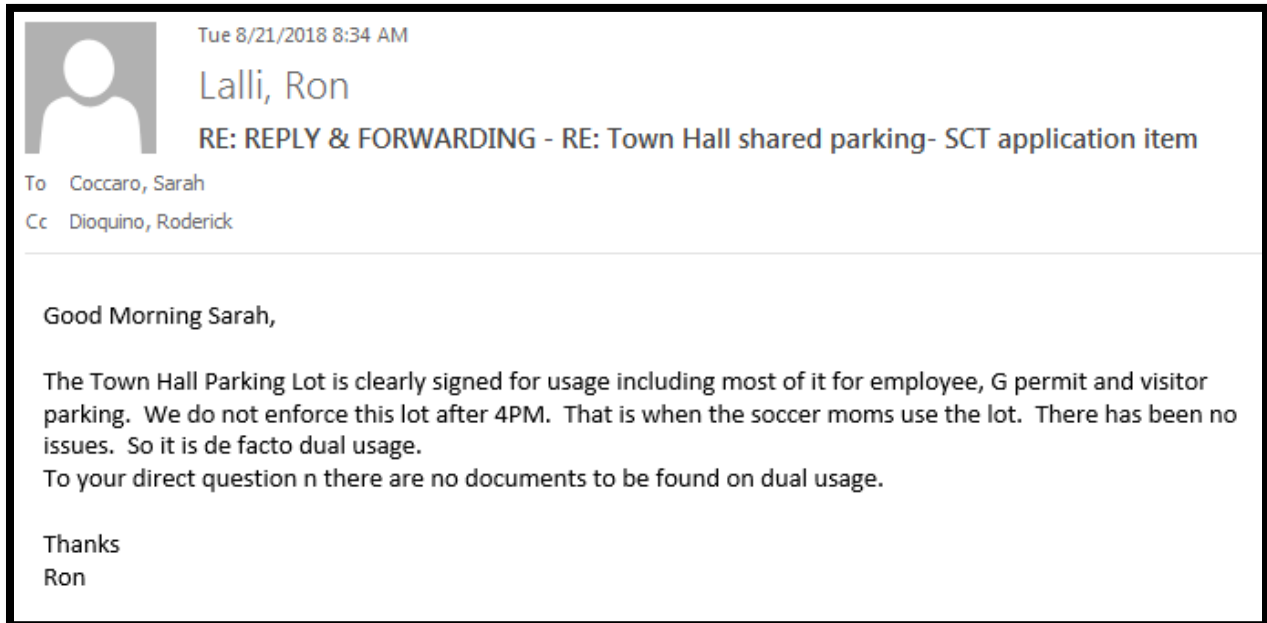
- Without more land or new construction, increase the capacity of parking facilities, such as through cross-access easements, shared facilities, better striping to clearly define spaces, reducing parking space size, and using underutilized areas of existing parking facilities for small car spaces, motorcycles and bicycles.

One example is the parking agreement made between the Milbank Land Company, LLC and the Stone Harbor Land Holdings, LLC. Situated directly next to each other,

both parties entered into an executed shared parking agreement (see attached documentation).

- Create shared parking (i.e., two different entities with different demand times, like a school and a restaurant, share a parking lot).

There are a lot of examples of shared parking in Greenwich. A couple of them include the Town of Greenwich rents parking spaces in the Town Hall garage to the employees of the businesses nearby which has insufficient parking. The parking behind Town Hall is used during the day by the employee, while on evening by the parents bringing their children for sport practice at the fields located behind the parking.



Email from Ron Lalli, Professional Temp, Finance



Example of shared parking at Town Hall

- Using signs, maps, brochures, websites, apps and electronic guidance systems, inform commuters about parking availability, regulations, price, and travel options (walking, ridesharing, transit) to help them determine the best mode of transportation.

Regulatory Actions (20 points)

Choose One per Certification Cycle

- Rather than constructing more parking than is currently necessary, in anticipation of future demand, reduce the amount of impervious surface laid initially, by allowing developers to bank land and maintain landscaped areas on the property that can be converted to parking if demand requires it in the future.

Greenwich Commercial Zone Parking Regulations are currently being studied by Fitzgerald Halliday contracted by Planning and Zoning to better define the parking needs and create a potential for the reduction of impervious surface and for banking land for the future needs. As stated by Katie DeLuca, Town Planner they “are looking to do a sharing parking calculator whereby if there are mixed uses in a building you calculate the parking requirement for the peak of all uses in the building as opposed to the demand for each use individually.” Using this more holistic approach actually does result in less parking.

<https://www.greenwichct.gov/civicalerts.aspx?aid=98>

<http://www.greenwichct.org/upload/medialibrary/878/Greenwich-Commercial-Zone-Parking-Regs-Report-March2017.pdf>

(Attached at end of document)

- Establish pay-to-park systems in any area with street parking, parking garages and transit connections.

The Town of Greenwich runs pay-to-park system in areas of street parking, parking garages, parking areas, and commuter parking. This once based on coin system has been recently upgraded to include new options of paying by credit card, cash, or smart phone.

<https://patch.com/connecticut/greenwich/new-payment-options-parking-downtown-greenwich-0>

<https://parkmobile.zendesk.com/hc/en-us/articles/203650404-Greenwich-CT-Parkmobile-Info>

- Eliminate parking minimums, establish parking maximums, develop context-sensitive parking standards, unbundle parking from building development requirements, and/or establish fees-in-lieu of parking spaces.

The Parking Department is currently replacing meters with multi space meter machines. The ease of parking will be improved. The customer can put in whatever time they want based on increments of twenty minutes or thirty minutes depended on if the customer is in a short or long-term space.

<https://www.greenwichtime.com/business/article/Greenwich-looks-for-new-parking-solutions-7962299.php>

On Street Parking

District	Location	Single	Double
11	Church Street	8	4
12	Lafayette Place	5	15
13	Perryridge Road	1	12
14	Sherwood Place	3	2
21	W. Put Ave N/S	8	8
22	W. Put Ave S/S	4	9
23	E. Put Ave N/S	2	8
24	E. Put Ave S/S	1	3
25	E. Put Ave Church/Maher N/S	1	10
26	E. Put Ave Mason/Milbank B/S	3	10
27	Washington Ave.	1	4
	Maher Ave	1	2
31	Greenwich Ave	6	41
32	Greenwich Ave.	2	22
33	Greenwich Ave.	3	23
34	Greenwich Ave.	3	20
35	Greenwich Ave.	2	26
51	Greenwich Ave.		14
52	Greenwich Ave.	3	6
53	Greenwich Ave.	1	17
54	Greenwich Ave.		15
41	Lewis Street Ben./Milbank	12	44
42	E. Elm St Green/Milbank	2	9
43	Bruce Place	1	1
44	Mason St. Put/Faw	6	22
45	Mason St.E. Elm/ Faw	1	11
46	W. Elm	1	4
47	Amogerone Crossway	2	5
48	Benedict Place	2	11
61	Hav. Place Green/Mason		3
62	Fawcett Place	4	11
63	Bruce Park Ave.	2	7
64	Railroad Ave.	4	19
65	Grigg Street	1	
66	Hav. Place Mas/Milbank	1	4
68	Mason St.Bruce/Fawcett	6	5
69	Milbank Ave.	4	16
91	Steamboat Road	3	34
92	Museum Drive	2	11
611	Railroad Ave. Arch/Prospect	6	18
Total Parking Spaces		Single 118	Double 506 Times 2
		<u>118</u>	<u>1012</u>
Total On Street Parking Spaces			1130
Parking Lots			1490
Total all Parking			<u>2620</u>

The current proposed budget for single space meter machines is \$294,000 which is for 420 new meter heads. THESE meter heads will be solar powered. See inventory above of single and double space meters.

Options: If the Town wants to purchase meters for Greenwich Avenue separate from the side streets the numbers would be:

	<i>Number</i>	<i>Price Per</i>	<i>Total Cost</i>	<i>Transaction Cost</i>	<i>Sealed high capacity coin can</i>		
<i>Greenwich Avenue</i>	217	\$ 700	\$ 151,900	\$ 51,646	\$ 5,304	\$ 208,850	34%
<i>Remainder of Town</i>	420	\$ 700	\$ 294,000	\$ 45,146	\$ 10,296	\$ 349,442	66%
	637		\$ 445,900	\$ 96,792	\$ 15,600	\$ 558,292	

Collection Cart w collection box and reserve collection box would be fixed under either circumstance to the first purchase.

The sealed high capacity coin cans can be allocated

Summary:	
Greenwich Avenue	\$ 208,850
Remainder	\$ 349,442
	<u>\$558,292</u>

For approximately five years now the Town has been rolling out multi spaced meter machines to the parking lots. This plan continues and should be finished by June 30 2018. The last expenditure will be in Fiscal 2020 for \$227,000. Once again parking will be made more efficient as the customer can buy whatever they plan to use. See attached.

TOWN OF GREENWICH

CAPITAL IMPROVEMENT PLAN 2019 - 2034

PART I - PROJECT INFORMATION SHEET

PROJECT DATA:

Project Name:	Multi Space Meter Upgrade and Automation Project
<i>Origination Year:</i>	2018 - 2019
<i>Termination Year:</i>	2019-2020
<i>Department:</i>	Park Services
<i>Account Code</i>	G219-59820

PROJECT DESCRIPTION:

The Town has rolled out a program for multi space meter machines to various parking lots. There are currently 29 such machines in place through out the Town. To complete a strategy of multi space machines servicing all the Town's parking lots there will be a need for 8 more machines. At this point the strategy will be completed and the Department will address the old single and double space meters that serve the Town.

STATEMENT OF NEED

The meters in the parking lots are old , some more than twenty years old and need to be replaced. The single and double spaced meters do not accept credit cards and are not integrated to software that provides back room accumulations, independent access and maintenance alerts. The appearance and technological advancement of the MSM's are dramatic as it has been in excess of twenty years since the meters have been upgraded.

ISSUES☐

Revenue Dependent

☐Operating Costs At
Completion**FINANCIALS:**

<u>Fiscal Year</u>	<u>Project Costs</u>	<u>Operating Costs</u>	<u>Project Revenues</u>
Prior Year(s)			
2019/2020	227,000	16,000	
2020/2021	-	-	
2021/2022			
2022/2023			
2023/2024			
Total	227,000	-	16,000

Division Head

Department
Head

Date

KATIE DELUCA, AICP
DIRECTOR PLANNING AND ZONING/ZONING
ENFORCEMENT COORDINATOR/TOWN
PLANNER



PATRICK LAROW, AICP, Deputy Director
Planning and Zoning/Assistant Town Planner
MARISA ANASTASIO, Senior Planner
BIANCA DYGERT, Planner II
JACALYN PRUITT, Planner II
SHANICE BECKER, Planner I
LAUREN LOCKWOOD, Applications Coordinator

PLANNING AND ZONING - LAND USE DEPARTMENT

TO: Jodi Couture, Zoning Enforcement Officer

FROM: Patrick LaRow, Deputy Director/ Assistant Town Planner
Marisa Anastasio, Senior Planner

P. LaRow

Marisa

DATE: May 4, 2018

RE: **Zoning Permit Issuance**
PLPZ #201700551, 552
46 Milbank Avenue
Final Site Plan (FSP) & Special Permit (SP)
Zone: HRO zone (underlying zone of R-6)

PROJECT: To convert the existing mixed use medical office and residence to a general office (2a) use, demolish existing garage, construct new retaining walls and walkway, parking improvements, and façade modifications resulting in a total of 4,124 sq.ft. of gross floor area on a 15,817 sq.ft. property.

Please find the site development plans prepared by Rocco V. D'Andrea, Inc., dated 3/13/18 and architectural plans by Shoreline Design Group, LLC dated 3/26/18 are hereby approved for zoning permit purposes with the following conditions:

Planning & Zoning staff has no objection to the issuance of zoning permits for the proposed improvements subject to the following conditions:

1. Prior to the issuance of a zoning permit, the ZEO shall confirm compliance with all relevant sections of the Building Zone Regulations including but not limited to required yards and floor area ratio.
2. Soil and Erosion controls shall be installed and remain intact for the duration of the project.
3. The Town of Greenwich-Standard Construction Notes for Site and Subdivision Plans are conditions that must be met.

Prior to the issuance of a certificate of occupancy for the proposed improvements, an appointment shall be made with Planning staff to submit the following:

1. Five (5) copies of an "Improvement Survey" that depicts as-built conditions from a Surveyor Registered in the State of Connecticut shall be submitted and approved by Planning & Zoning after construction is complete.

2. Two (2) copies of the following Certification Sign-Off Forms shall be completed and submitted with the request for the Certificate of Occupancy:
 - a. Site Inspection Certification Sign-Off
 - b. Drainage Certification Sign-Off
 - c. Field Inspection Record
3. All revisions to the reports and plans must follow the requirements in the Town of Greenwich Drainage Manual February 2015 as amended. If the revisions are not submitted as required, the submittal will be sent back as incomplete. Please note, in accordance with Section 7.7 of the Town of Greenwich Drainage Manual, February 2014 as amended, all revisions shall be accompanied by a point-by-point written response to the Engineering Division's comments.
4. The Town of Greenwich - Standard Construction notes for site and subdivision plans are conditions that must be met.
5. Planning & Zoning staff may inspect the as-built conditions to verify compliance with the Planning & Zoning Commission approvals.

Approved Plans

Site development plans prepared by Rocco V. D'Andrea, Inc., dated 3/13/18

Architectural plans by Shoreline Design Group, LLC dated 3/26/18

PARKING AGREEMENT

AGREEMENT made as of this 29th day of July 2018 by and between Milbank Land Company, LLC a Connecticut limited liability company with an office address at P.O. Box 441, Greenwich, Connecticut 06836 ("Milbank Land") and Stone Harbor Land Holdings, LLC, a Connecticut limited liability company with an office address at 30 Milbank Avenue, Greenwich, Connecticut 06830 ("Stone Harbor").

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WITNESSETH:

**PLANNING & ZONING
COMMISSION**

WHEREAS, Milbank Land owns certain real property located at 46 Milbank Avenue, Greenwich, Connecticut, more particularly described on Schedule A attached hereto and designated in 1991 as an HRO Zone; and

WHEREAS, Stone Harbor owns certain real property located at 30 Milbank Avenue, Greenwich, Connecticut, more particularly described on Schedule B attached hereto and designated in 1978 as an HRO Zone; and

WHEREAS, Milbank Land is seeking site plan approval from the Planning and Zoning Commission of the Town of Greenwich (the "Commission") for general office use at 46 Milbank Avenue; and

WHEREAS, 30 Milbank has 16 parking spaces whereas under the current zoning regulations 18 spaces would be required; and

WHEREAS, 46 Milbank has 15 proposed parking spaces whereas under the current zoning regulations 21 spaces would be required; and

WHEREAS, parking in a front yard is permitted in an HRO Zone, it is "discouraged", and the parties hereto, the Commission and the Historic District Commission ("HDC") wish to avoid the introduction of parking into the front yard of 46 Milbank;

WHEREAS, the parties hereto wish to enter into this Agreement so as to induce the Commission to exercise its discretion under 6-109 et seq. and 6-158(b) to permit the parking at 46 Milbank to deviate from the requirements of 6-158;

WHEREAS, the parties hereto wish to enter into a parking arrangement which will provide for flexible parking to satisfy periodic changes in parking demand for both properties;

NOW, THEREFORE, the parties agree as follows.

1. Milbank Land grants to Stone Harbor, for the benefit of the owner(s), their tenants and their respective customers, employees, guests and invitees, the right of access to the parking area on the property owned by Milbank Land for the purposes of periodic parking while such persons are working at or visiting 30 Milbank Avenue.

2. Stone Harbor grants to Milbank Land, for the benefit of the owners, their tenants and their respective customers, employees, guests and invitees, the right of access to the parking area on the property owned by Stone Harbor for the purposes of periodic parking while such persons are working at or visiting 46 Milbank Avenue.
3. Nothing contained herein, however, shall prevent the owner of either property from removing a vehicle, at the expense of the owner of such vehicle, that is improperly parked or that is parked for purposes not permitted by this Agreement.
4. The parties shall each be responsible for the costs of maintaining their own properties and shall not be required to contribute to the cost of maintaining or repairing the other party's property.
5. Each party hereby releases and indemnifies the other party from any liability, cost or claim resulting from any damage, claim or injury caused by any owner, tenant, customer, employee, guest or invitee of such party.
6. Each party shall obtain and maintain insurance insuring their respective parking areas as part of their property owner's policy.
7. This Agreement shall be deemed to be a covenant running with the land and shall be binding upon and inure to the benefit of the parties hereto and their successors and assigns.
8. Any modification to this Agreement shall require approval by the Commission.

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**PLANNING & ZONING
COMMISSION**

IN WITNESS WHEREOF, the parties have hereunto caused to be set their hands and seals as of the date first written above.

SIGNED, SEALED AND DELIVERED

IN THE PRESENCE OF:

Milbank Land Company, LLC

By: 

Marc V. Johnson
Managing Member

Stone Harbor Land Holdings, LLC

By: 

Marc V. Johnson
Managing Member

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**PLANNING & ZONING
COMMISSION**

STATE OF CONNECTICUT)
) ss.: Greenwich
COUNTY OF FAIRFIELD)

On this 25 day of February 2018, before me personally appeared Marc V. Johnson, a Member of Milbank Land Company, LLC, hereunto duly authorized, signer and sealer of the foregoing instrument, and acknowledged the same to be his free act and deed and the free act and deed of said limited liability company, before me.


Notary Public

My Commission Expires:

LUCIA VIGO
A NOTARY PUBLIC OF CONNECTICUT
MY COMMISSION EXPIRES 02/28/22

STATE OF CONNECTICUT)
) ss.: Greenwich
COUNTY OF FAIRFIELD)

On this 25 day of February 2018, before me personally appeared Marc V. Johnson, a Member of Stone Harbor Land Holdings, LLC, hereunto duly authorized, signer and sealer of the foregoing instrument, and acknowledged the same to be his free act and deed and the free act and deed of said limited liability company, before me.


Notary Public

My Commission Expires:

LUCIA VIGO
A NOTARY PUBLIC OF CONNECTICUT
MY COMMISSION EXPIRES 02/28/22

46 MILBANK AVENUE

SCHEDULE A

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PLANNING & ZONING
COMMISSION

ALL THAT CERTAIN tract, piece or parcel of land, with the buildings and improvements thereon, situated in the Town of Greenwich, County of Fairfield and State of Connecticut, and bounded and described as follows:

BEGINNING at the point formed by the intersection of the division line between the premises hereby conveyed and land now or formerly of The Putnam Land Improvement Company with the westerly side of the highway, Milbank Avenue, which point is 175 feet north of the intersection of the westerly side of Milbank Avenue with the northerly side of the highway, Lenox Drive, running thence southerly along the westerly side of Milbank Avenue 100 feet to land now or formerly of Mary and Susan Talbot, thence westerly along land now or formerly of Mary and Susan Talbot 165.12 feet to land now or formerly of Mulford, thence northerly along land now or formerly of Mulford 100.95 feet to land of said The Putnam Land Improvement Company, thence easterly along land of said The Putnam Land Improvement Company 151.3 feet to the point and place of beginning.

TOGETHER WITH and SUBJECT TO an Easement by and between Rosamond S. Shannon f/k/a Rosamond S. Pickering and Michael J. Tortora dated November 14, 1991 and recorded November 15, 1991 in Volume 2181 at Page 230 of the Greenwich Land Records.

Property Owner: MILBANK LAND COMPANY LLC
Property Location: 46 MILBANK AVENUE
Greenwich, CT
Permit paid for by: Matthew Petrizzi
Plumber/Contractor Name: Jim Morris #283997

Side of Street:
Structure Usage: Dwelling
Number of Families: 1

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COMMISSION

You are HEREBY given permission to perform sewer work as noted below under "REMARKS:" between your building or lot on MILBANK AVENUE in greenwich.

NOTICE:

Connection will be from a 'Y' of the main trunk line sewer running through above said highway, with SIX (6") INCH CAST IRON OR PLASTIC PIPE to within FIVE FEET (5' 0") of foundation wall where the same is to be connected on to iron pipe.

When connecting a duplex or two-family dwelling to the sewer line, two separate six inch (6") sewer lines/laterals must be installed and they must be at least five feet (5') apart.

Sewer permit for sewer cap/demolition must be issued and the sewer cap/demolition has to be inspected and approved by the Inspector before a Building permit for demolition can be issued.

NO SURFACE, ROOF, or DRAINAGE WATER is to be connected to the same or any sewer line.

The sewer line must be not less than four feet (4') deep if located in a driveway or traveled road; joints in pipes to be rubber gasketed.

The connection from the house to the Y in the main trunk line sewer is to be made in as straight a line as possible. All angles in sewer lines to be made with 1/8 or 1/16 bends. In all instances the Y connection is to be encased in concrete. If a chimney is used special directions will be given. Minimum gradient one-quarter inch (1/4") per one foot; in exceptional circumstances one-eighth inch (1/8") per one foot will be permitted.

After the trench is opened and ready for pipe laying the Sewer Division of the Department of Public Works MUST be notified. The work MUST be inspected by a representative of the Division during the laying of the pipe and before the trench is filled. No STONE is to be filled over pipe nearer than ONE FOOT SIX INCHES (1' 6") from the top of the hubs. The contractor shall provide all the facilities and assistance necessary to enable the inspector to make sure tests as he considers necessary to insure tight joints and that there will be no infiltration. Contractor must follow OSHA regulations and use a trench box where necessary.

NO trench shall be excavated before Y location is obtained and the Y is uncovered. If unstable bottom is found, the pipe shall be supported by piles, broken stone, plank, or other means, all as approved by the inspector. In regard to tapping into manhole, see the Sewer Inspector or Sewer Superintendent. This permit requires that the proposed sewer connection to the property meet the sanitary requirements of the Town of Greenwich and in no way gives the owner permission to install such a system unless he had the legal right to do so.

This Permit Does Not Confirm the Legal Right Upon the Holder to Connect With Any Privately Owned Sewer.

This Permit does not grant the permittee or the permittee's contractor permission to excavate on the Town right-of-way. A Highway Permit must be obtained for that purpose.

If some of the plumbing facilities are to remain connected to a septic tank, permission must be obtained from the Health Department.

Otherwise the septic tank must be abandoned following Town of Greenwich Health Department standards (203-622-7838).

Applicant is responsible for thoroughly researching any and all sewer easements as they pertain to the subject property. Construction work must stay at least five feet (5') away from each side of the sewer line.

Sewer permits are non-transferable. They are only valid for the homeowner they are issued for and who paid for the sewer permit.

Sewer permit is only valid for the plans submitted and approved. Any change in the plans must be submitted for review and approval by the Sewer Division.

Sewer Permits expire two years from date of issuance. Sewer work and Sewer Permit Conditions must be completed and a Sewer Final issued before the Sewer Permit expires. If this is not done the Sewer Permit will be voided and a new Sewer Permit must be obtained.

REMARKS: Please read the attached regarding Inspections and Sewer Act Sections 34, 39, and 40.

- CCTVING/DVD REVIEW. MUST FOLLOW AND COMPLETE ATTACHED SHEET OF SEWER PERMIT CONDITIONS BEFORE A SEWER FINAL CAN BE ISSUED.

This acknowledges receipt of \$ 85.00 for this permit, inspection, processing.

This acknowledges receipt of \$ for connection charge, usage.

\$ 85.00 Total Payment by: Card * 7761

DEPARTMENT OF PUBLIC WORKS - SEWER DIVISION

Sewer Inspector # 622-0963 Ext. 5

By Rlf /cm
Richard C. Feminella, Wastewater Division Mgr.

THIS IS TO CERTIFY that I, the undersigned, connected the above property in accordance with this permit, using _____ pipe.

Signed _____
Contractor

THIS IS TO CERTIFY that the above property has been connected at station _____
by _____ in accordance with this permit and inspected on _____, 20 _____

Gravity sewerline
Low pressure pump (# _____)

Signed _____
Sewer Q.C. Inspector

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COMMISSION

STORMWATER MANAGEMENT STANDARDS - DRAINAGE REPORT EXEMPTION

Project Name COMMERCIAL RENOVATION
Project Address 46 MILBANK AVENUE
Project Lot Number(s) LOT No. 2, W3
Property Owner(s) MILBANK LAND COMPANY LLC
Tax Account Number(s) 01-1742/S Zone(s) HRO (R-6) Lot Area 15,817 S. F.

1. Check all that apply to the proposed project:

- ☒ This is a new development or redevelopment project,
- ☐ The project will result in an increased amount of stormwater runoff and/or water pollutants flowing from a parcel of land (prior to the application of stormwater Best Management Practices),
- ☐ The project will alter the drainage characteristics of a parcel of land (prior to the application of stormwater Best Management Practices).

Categorical Exemptions:

2. Does the proposed project meet one of the following categorical exemptions? Check all that apply:

- ☐ Normal maintenance and improvement of land in agricultural use (as defined by Connecticut General Statutes), provided such activity conforms to acceptable management practices for pollution control approved by the Connecticut Department of Energy and Environmental Protection and the Greenwich Inland Wetlands and Watercourses Commission. This exemption does not apply to construction activities that are not directly related to the farming or agricultural operation.
- ☐ Routine maintenance of existing landscaping, gardens (excluding structural modifications to stormwater BMPs including rain gardens) or lawn areas including those maintained by the Town of Greenwich Parks and Recreation Department and Board of Education.
- ☐ Resurfacing of an existing impervious area on a non-residential lot such as repaving an existing parking lot or drive with no increase in impervious cover.
- ☐ Routine maintenance to existing town roads that is performed to maintain the original width, line, grade, hydraulic capacity, or original purpose of the roadway.
- ☐ Customary cemetery management.
- ☐ Emergency repairs to any stormwater management facility or practice that poses a threat to public health or safety, or as deemed necessary by the approving authority.
- ☐ Any emergency activity that is immediately necessary for the protection of life, property, or the environment, as determined by the approving authority.
- ☐ Repair of an existing septic system.
- ☐ Construction of utilities (gas, water, electric, telephone, etc.), other than drainage, which will not permanently alter terrain, ground cover, or drainage patterns.
- ☐ Repair or replacement of an existing roof of a single-family dwelling.
- ☐ Construction of a second (or higher) floor addition on an existing building.
- ☐ Construction of a maximum 12 foot x 12 foot shed. The construction must include the installation of a 1 foot wide x 1 foot deep crushed stone trench along the sides of the shed that discharge the roof runoff.
- ☐ The repair of an existing wood, composite, or plastic deck with no proposed enlargement of the deck surface.

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Town of Greenwich
Department of Public Works - Engineering Division
Town Hall - 101 Field Point Road, Greenwich, CT 06836-2540
Phone 203-622-7767 - Fax 203-622-7747

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- ☐ The reconstruction or construction of a wood, composite, or plastic deck with the decking boards spaced at least 3/16 of an inch and a pervious surface below the deck. The pervious area below the deck must have the soil tilled 12 to 16 inches and finished with grass seed, sod, or crushed stone. The minimum depth for the crushed stone is 4 inches. A site plan showing the proposed location of the deck and construction details for the deck must be submitted.
- ☐ The construction of any fence that will not alter existing terrain or drainage patterns.

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

OWNERS' CERTIFICATION

Owners' Name MILBANK LAND COMPANY LLC

Street Address P.O. Box 441 City GREENWICH State CT Zip 06836-441

Phone 203-253-1248 FAX MVJ@STONEHARBORLAND.COM

Owners' Signature _____ Date _____

CONTRACTOR'S CERTIFICATION

Company Name _____

Street Address _____ City _____ State _____ Zip _____

Phone _____ FAX _____

Contractor's Signature _____ Date _____

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Conditional Exemptions Requiring Certification from a Professional Engineer:

3. For projects adding up to 500 square feet of impervious surfaces¹:

The project design, including the proposed drainage design, if any, will not have an adverse effect on offsite properties or offsite drainage infrastructure, as certified by a professional engineer.

At least one of the following measures shall be implemented on the project site to help mitigate the effects of site disturbance and new impervious surfaces within its on site watershed and point of concern:

- ☒ Disconnection of roof down spouts that meet the Simple Disconnection standards in the Town of Greenwich Drainage Manual February 2012 as amended
- ☐ A zero increase in peak flow to all points of concern for the 1, 2, 5, 10, and 25-year design storms
- ☐ The runoff volume from the new impervious surfaces shall be infiltrated for the 10-year design storm
- ☐ Constructing a bioretention area for the Water Quality Volume of the contributing watershed of the project area. The design standards in the Town of Greenwich Drainage Manual February 2012 as amended must be met
- ☐ Creating a buffer with a length greater than or equal to the length of the project area and a minimum width of 10 feet planted as a meadow
- ☐ Restoring a riparian buffer (may require IWWA permit)

For projects that meet the above criteria, the project proponent shall submit Pages 1, 2, 3, 5, and 8 of this exemption request form and all computations and any additional drainage documents (Soil Evaluation Test Results, Watershed Maps, Etc.), in lieu of a Stormwater Management Report. The application of the Greenwich Stormwater Management Standards is still strongly encouraged.

For projects that meet the above criteria, the project proponent needs to submit construction plans as required on the Checklist for Projects Submitting a Stormwater Management Standards - Drainage Report Exemption - Form CL-101.

For projects that meet the above criteria, the project proponent needs to submit the items on the Checklist for Operations and Maintenance Plan Report - Form CL-104.

For projects that meet the above criteria, the project proponent needs to submit the Certificate of Occupancy documents on the Checklist for Projects Submitting a Stormwater Management Standards - Drainage Report Exemption - Form CL-101.

Residential teardowns are not exempt unless the project meets the Conditional Residential Teardown Exemption Requirements.

Commercial teardowns are not exempt.

PROFESSIONAL ENGINEER

Company Name Rocco V. D'ANDREA, INC
Street Address P.O. Box 549 City RIVERSIDE State CT Zip 06878
Phone 203-637-1779 FAX ALD@RVDI.COM
Professional Engineer's Name ANTHONY L. D'ANDREA PE #LS

Town of Greenwich
Department of Public Works - Engineering Division
Town Hall - 101 Field Point Road, Greenwich, CT 06836-2540
Phone 203-622-7767 - Fax 203-622-7747

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**PLANNING & ZONING
COMMISSION**

PROFESSIONAL - EXEMPTION CERTIFICATION

I hereby declare that the proposed project will add the following amount of impervious surfaces to the project site (check the box that applies):

- ☒ 0 to 500 square feet (conditionally exempt with Professional Engineer's Certification)
☐ 500 to 1,000 square feet (conditionally exempt with Professional Engineer's Certification)

It is my professional opinion that the project design, including the proposed drainage system, if any, will not have an adverse effect on offsite properties or offsite drainage infrastructure.

I further declare that at least one of the following measures shall be implemented on the project site to help mitigate the effects of site disturbance and new impervious cover for 0 to 1,000 square feet (check all that apply):

- ☒ Disconnection of roof down spouts that meet the Simple Disconnection standards in the Town of Greenwich Drainage Manual February 2012 as amended
☐ A zero increase in peak flow to all points of concern for the 1, 2, 5, 10, and 25-year design storms
☐ The runoff volume from the new impervious surfaces shall be infiltrated for the 10-year design storm
☐ Constructing a bioretention area for the Water Quality Volume of the contributing watershed of the project area. The design standards in the Town of Greenwich Drainage Manual February 2012 as amended must be met
☐ Creating a buffer with a length greater than or equal to the length of the project area and a minimum width of 10 feet planted as a meadow
☐ Restoring a riparian buffer (may require IWWA permit)

I further declare that at least one of the following measures shall be implemented on the project site to help mitigate the effects of site disturbance and new impervious cover for 500 to 1,000 square feet (check all that apply)

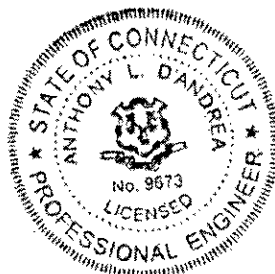
- ☐ A zero increase in peak flow to all points of concern for the 1, 2, 5, 10, and 25-year design storms
☐ The runoff volume from the new impervious surfaces shall be infiltrated for the 10-year design storm

Professional Engineer's Signature

Antley O'Quinn

Date

11-9-17



Professional Engineer's Seal

Town of Greenwich
Department of Public Works - Engineering Division
Town Hall - 101 Field Point Road, Greenwich, CT 06836-2540
Phone 203-622-7767 - Fax 203-622-7747

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IMPERVIOUS AREA WORKSHEET

This worksheet shall be used to quantify impervious surfaces¹ associated with existing and proposed construction on your site. Please complete columns 1, 2, and 3 below listing the first floor or ground level square footage of each existing or proposed structure or site amenity. Each point of concern shall use a separate worksheet.

POINT OF CONCERN

	(1) Existing Conditions Impervious Surfaces (sq ft)	(2) Proposed Conditions Impervious Surfaces (sq ft)	(3) Proposed New Impervious Surfaces (sq ft) [Column 2 minus column 1]
House/Buildings	2830	2663	- 167
Driveways	5175	5841	+ 666
Sidewalks/Paths	264	294	+ 30
Swimming Pool BSMT ACCESS	56	56	0
Patios GARAGE	406	0	- 406
Tennis Court/Sport Court			
Other			
TOTALS:	8731	8854	+ 123

MILBANK LAND COMPANY LLC
46 MILBANK AVENUE
11-9-17

¹ Refer to the glossary in the Town of Greenwich Drainage Manual for a definition of "impervious surface."

KATIE DELUCA, AICP
DIRECTOR PLANNING AND ZONING/ZONING
ENFORCEMENT COORDINATOR/TOWN PLANNER



PATRICK LAROW, AICP
Deputy Director Planning and Zoning/Assistant
Town Planner
MARISA ANASTASIO, Planner II
SHANICE BECKER, Planner I
LAUREN LOCKWOOD, Applications Coordinator

PLANNING AND ZONING - LAND USE DEPARTMENT

CERTIFIED MAIL

February 13, 2018

William I. Haslun, Esq.
Johnson, Haslun and Hogeman
21 Sherwood Place
Greenwich, CT 06830

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RE: Milbank Land Company; application **PLPZ 2017 00551 and 552** for a final **COMMISSION** **PLANNING & ZONING** and special permit to convert the existing mixed use medical office and residence to a general office (2a) use, demolish existing garage, construct new retaining walls and walkway, parking improvements, and façade modifications resulting in a total of 4124 sq. ft. of gross floor area on a 15,817 sq. ft. property located at 46 Milbank Avenue in the HRO zone (underlying zone of R-6).

Dear Mr. Haslun:

At a regular meeting held on January 30, 2018 the Planning and Zoning Commission considered the above referenced application and took the following action:

Upon a motion to approve the final site plan and special permit made by Ms. Alban and seconded by Mr. Yeskey (for Fox who was recused), the following resolution was unanimously adopted. (Voting in favor of this item: Maitland, Alban, Levy, Yeskey and Macri).

WHEREAS the Commission held public hearings on January 9, 2018 and January 30, 2018 and took all testimony required by law; and

WHEREAS a final site plan and special permit were submitted to convert the existing mixed use medical office and residence to a general office (2a) use, demolish existing garage, construct new retaining walls and walkway, parking improvements, and façade modifications on a property located at 46 Milbank Avenue in the HRO zone; and

WHEREAS the Commission finds that this final site plan and special permit applications are subject to Sections 6-5, 6-13 - 6-17, 6-109, 6-158, 6-177 and 6-205 of the Town of Greenwich Building Zone Regulations; and

WHEREAS the subject property contains 15,817 sq. ft. (.36 acres); and

WHEREAS this lot has conforming lot area, lot shape and frontage on Milbank Avenue in the HRO (underlying zone of R-6); and

WHEREAS the site development plan shows conversion of the existing mixed use medical office and residence to a general office (2a) use, demolition of a detached garage, new retaining walls and walkway, parking improvements, façade modifications and ADA improvements, on a 15,817 sq. ft. property located in the HRO zone; and

WHEREAS the proposed construction will result in 4124 sq. ft. of gross floor area on site; and

WHEREAS FAR, calculated to be 0.26 where 0.55 is the maximum, and lot coverage, calculated to be 57%, where 60% is the maximum, shall be confirmed by Zoning Enforcement; and

WHEREAS 21 parking spaces are required based on the proposed use of the site; and

WHEREAS 14 spaces plus 1 handicapped space are proposed; and

WHEREAS the applicant has submitted a parking agreement with the neighboring business at 30 Milbank Avenue, and proposed a new walkway for pedestrian cross access to each site; and

WHEREAS such parking agreement shall be endorsed by both parties prior to Zoning Permit sign off; and

WHEREAS the site shall be limited to an employee count of 1.2 per parking space ($1.2 \times 14 = 17$ total employees); and

WHEREAS the HDC issued a Certificate of Appropriateness for the project; and

WHEREAS any changes to the signage requires review by the Architectural Review Committee; and

WHEREAS a DPW exemption from submittal of a full Storm Water Drainage Report was submitted by the applicant's engineer; and

WHEREAS the Sewer Department has issued comments that require updates prior to the Zoning Permit sign off; and

WHEREAS the Commission received a staff report as well as department comments from DPW Engineering, the Sewer Dept., the Conservation Dept., and the Zoning Dept. and the Historic District Commission; and

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**PLANNING & ZONING
COMMISSION**

THEREFORE be it resolved the applications of W. I. Haslun II, Esq., authorized agent, for Milbank Land Company LLC, record owners, for a final site plan and special permit, PLPZ 2017 00551, PLPZ 2017 00552, to permit the conversion of a mixed use medical/office and residence to a general office (Use Group 2a) use, per Sections 6-13 through 6-15, 6-17, 6-109, 6-158, and 6-205 of the Town of Greenwich Building Zone Regulations on a 15,817 sq. ft. property located at 46 Milbank Avenue in the R-6 HRO zone as shown on a site plan prepared by Rocco V. D'Andrea, Inc., last revised 01/23/18 and architectural plans prepared by Shoreline Design Group, last revised 10/25/17 are hereby approved with modifications.

Prior to any activity on site or Zoning Permit issuance, the applicant shall make an appointment with Planning and Zoning staff to submit documentation to address the Commission's decision. This submittal shall include a) four (4) sets of revised engineering plans, b) three (3) sets of architectural plans consisting of floor plans, building elevations, and building sections, c) two (2) copies of appropriate DPW Engineering documentation based on requirements of the Town Drainage Manual, d) a (1) CD of digital copies if DPW Engineering review is required, and any other pertinent documentation necessary to address the Commission's decision including the following:

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1. Address Sewer comments dated 12/29/17.
2. Parking agreement to be endorsed by both parties.
3. Confirm employee count will be limited to 1.2 employees per parking space (x 14 parking spaces).
4. Any changes to signage shall be reviewed by the Architectural Review Committee.
5. Zoning to confirm compliance with applicable Building Zone Regulations including FAR and lot coverage calculations.
6. All necessary sedimentation and erosion controls shall be utilized during site work.

**PLANNING & ZONING
COMMISSION**

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, failure to complete all approved work under this approval within five years of the January 30, 2018 date of approval will result in expiration of the approval. The Commission may grant one or more extensions of time to complete work not to exceed ten years from the date of approval.

The contents of this letter have been reviewed by members of the Commission and reflect the decision the Commission made at its meeting on January 30, 2018.

Sincerely,

Marisa Anastasio
Planner II

GREENWICH COMMERCIAL ZONE PARKING REGULATIONS

FITZGERALD & HALLIDAY INC.



TOWN OF GREENWICH

BUILDING ZONE REGULATIONS



March 2017

Adopted February 1, 1926
Revisions through March 7, 2017

AGENDA

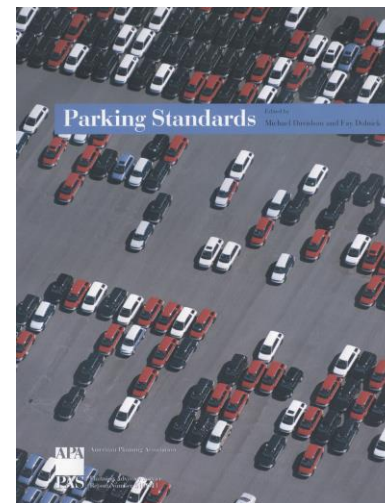
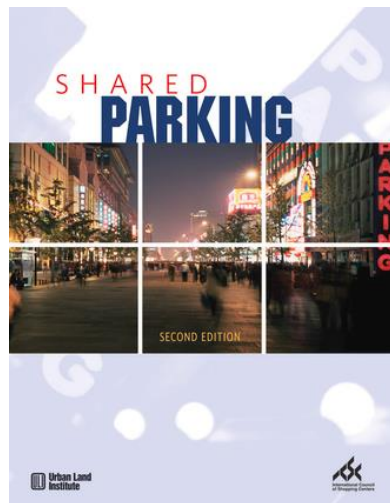
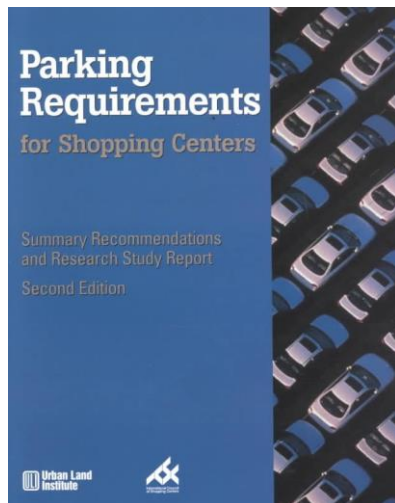
- Review project objectives
- Review work to date
 - State of the art parking demand resources
 - Analysis of existing zoning
 - Demonstration of parking demand calculator
- Next Steps

OBJECTIVES

- Review state-of-the-art parking generation requirements so as to establish accurate and up-to-date parking requirements for Greenwich's commercial zones
- Adequately and properly define commercial land uses
- Ensure that uses are appropriately grouped
- Clarify and codify review process for changes of use as related to parking requirements
- Ensure consistency throughout regulations
- Reduce or eliminate exceptions as feasible
- Clarify and codify process by which a special permit, administrative site plan is required
- Clarify regulations regarding use of basements in CGBR zone
- Explore incentives for “pooled” or “shared” parking
- Update “Statement of Purposes” for Business Zones

WORK TO DATE

- Review of state-of-art parking requirements
 - Institute for Transportation Engineers
 - Urban Land Institute
 - American Planning Association



WORK TO DATE

- Distinguished between what the parking requirements should be and how they should be measured
- Identified the following for each commercial land use:
 - Peak period parking demand by time of day
 - Peak period parking demand by weekday vs weekend
 - Peak period parking requirement by 1,000 square feet (ksf), unit, or seat. This shifts requirements away from headcounts.

WORK TO DATE

- Developed Calculation methodology for determining parking requirement

Use	Quantity	Units	Weekday			Weekend		
			Morning	Afternoon	Evening	Morning	Afternoon	Evening
Select a use <input type="checkbox"/>	<input type="text"/>	-	-	-	-	-	-	-
Select a use <input type="checkbox"/>	<input type="text"/>	-	-	-	-	-	-	-
Select a use <input type="checkbox"/>	<input type="text"/>	-	-	-	-	-	-	-
Select a use <input type="checkbox"/>	<input type="text"/>	-	-	-	-	-	-	-
Select a use <input type="checkbox"/>	<input type="text"/>	-	-	-	-	-	-	-
Total Parking Demand			0	0	0	0	0	0

Total On-site Parking	<input type="text"/>
On-Street Parking (abutting site)	<input type="text"/>
Total Parking Supply	-

NEXT STEPS

- Complete parking generation profiles for all uses identified in use groups, incorporate into parking generation calculator
- Assess use groups and recommend revisions and/or reorganization as necessary
- Update and refine definition of uses

§6-100

GREENWICH MUNICIPAL CODE

§6-100

SUBDIVISION 3. BUSINESS ZONES.

Sec. 6-100. USE GROUPS FOR BUSINESS ZONES.

In order to carry out the purposes and provisions of these regulations, the uses of all non-residential buildings and structures have been classified into Use Groups.

Any use not specifically listed in the following Use Groups shall be prohibited, unless allowed under Use Group 5 by Special Exception. (9/15/86).

USE GROUP 1 (9/28/2010)

Assembling, processing or any light mechanical operation clearly incidental to the conduct of a retail business or personal service shop provided that such use is not larger than 750 square feet gross floor area, and, in the opinion of the Zoning Enforcement Officer, is not offensive or obnoxious or detrimental to the neighborhood by reason of emission of odor, dust, smoke, fumes or noise. (9/15/86)

Banks (including drive-ins) when authorized by special permit (4/14/2010)

Dry cleaning establishments, subject to the following:

Dry cleaning establishment using non-flammable solvents and employing not more than ten persons, provided that the local Fire Marshall shall have approved that solvent to be used as non-flammable under the State Rules and Regulations concerning Dry Cleaning and Dry Dyeing, and also shall have approved the location and installation of the equipment, and provided that the Commissioner of Public Works shall have approved the method of disposal of waste materials from the cleaning process; and provided that odors and fumes from the establishment are sufficiently dissipated so that they are not offensive or detrimental to neighboring property.

Emergency Youth Shelters

Fitness Clubs (Note D) (9/28/2010, 9/20/2013)

Group Fitness Centers (Note D) (9/28/2010, 9/20/2013)

Gyms (Note D) (9/20/2013)

Group Living Facility for the Elderly, permitted by Special Permit pursuant to Sec. 6-17. (see Sec. 6-94(b)(2) for standards and requirements) (2/25/88)

Indoor theaters, of minimum 200 seats

Libraries, museums and art galleries

Municipal uses

Non-profit, multi-service, social work agency

Outdoor dining facilities, ancillary and contiguous to an eating establishment (restaurant, or retail food establishment), operating on a seasonal (seven month) basis starting on April 1st and concluding on November 1st in any calendar year and subject to the following: (11/25/2008, 3/25/2014)

(1) Proof of the availability of adequate parking shall be submitted at the time of application for final site plan approval guaranteeing said availability for the period the use is to function.

(2) Proof of adequate liability insurance shall be provided. Outdoor dining areas located on Town sidewalk(s) will be required to carry additional liability insurance and/or policies in such an amount as determined by the Town's Risk Management Office. Proof of liability insurance shall be disclosed on an Acor form entitled, "Certificate of Liability Insurance", and be in the amount as required by the Town's Risk Management Office. The Town of Greenwich shall be named as an additional insured. If alcohol is being served, the Certificate of Liability Insurance certificate must disclose that liquor liability insurance is in place for the same amounts of the required general and umbrella liability policies and the applicant will be

§6-158 GREENWICH MUNICIPAL CODE §6-158

- (b) The following are standards for determining parking requirements. These standards may be modified as determined by the Planning and Zoning Commission.
- (1) Required handicapped parking shall be in addition to the parking requirements as set forth in these standards as set forth below: (5/4/2005)

USE	REQUIRED PARKING SPACES
Auto dealership	1 space per 7,000 sq. ft. of outdoor display areas plus one for 250 sq. ft. of usable indoor space, plus five spaces for each service bay. (5/4/2005)
Business, Office, Laboratory (in business acreage zones)	2 per 3 employees
Car Wash, Auto Detailing	1 per employee, plus 5 reserve spaces. (5/4/2005)
Club (golf, tennis, swimming or other sport)	1 per member for max. membership or as determined by the Commission based on type of facility, and membership use pattern. (5/4/2005)
Commercial Recreation	1 space for each 4 seats or 4 person capacity or as determined by the Planning and Zoning Commission. (5/4/2005)
Community Center	1 space for 200 sq. ft. of usable floor area. (5/4/2005)
Convalescent hospital, sanitariums, homes for the aged or children	2 per 3 beds (9/15/86)
Dance and Music Schools	1 space for each staff member (5/4/2005)
Drive In/Up Establishment	One (1) per employee plus five (5) reservoir (queuing) spaces per operating window or stall. (10/24/07)

Move definition to definitions

Determine if uses within uses groups are comparable

Identify specific uses

Move towards physical standards

Use consistent units of measure (ie. per 1,000 sf)