

Elizabeth A.B. Suchy
Partner
Main: 203-425-4200
Direct: 203-252-2656
Fax: 203-325-8608
esuchy@carmodylaw.com

707 Summer Street
Stamford, CT 06901-1026

August 25, 2020

Via Email: skleppin@norwalkct.org; dwilson@norwalkct.org

Steven Kleppin, director
Dori Wilson, senior planner
Department of Planning & Zoning
City of Norwalk
125 East Avenue
Norwalk, CT 06851

Re: #8-20SP – The Norwalk Housing Authority – 164 West Cedar Street, Norwalk, CT

Dear Mr. Kleppin & Ms. Wilson:

As you are aware, this firm represents the Norwalk Housing Authority in connection with its proposal to develop the vacant 7± acres of property at 164 West Cedar Street in Norwalk, CT. We are in receipt of preliminary comments from Ms. Wilson and offer the following responses. Please note that since we have not yet received comments from the CEAC agencies to which the application and supporting documentation were submitted, we will not be revising and resubmitting plans until we receive comments from those departments. This will be a more efficient and cost-effective process for my client and reduce the number of revisions that may emerged through CEAC agency reviews.

1. **CEAC sign-offs:** Provide plans and reports needed for review of this application to Public Works, Transportation Mobility & Parking, Water Pollution Control Authority, Conservation Commission, Fire Marshal and any other required departments or agencies. It is the applicant's responsibility to follow up with city departments and to arrange for required sign-offs in advance of the public hearing.

Response: Per my cover letter to Mr. Kleppin dated July 28, 2020, copies of the application, plans and reports were referred to Public Works, Fire Department, Health Department, Traffic, Mobility & Parking, WPCA and SNEW. Follow-up emails were sent to these agencies on August 12, 2020. The Health Department and Fire Department sign-offs were sent to you via email on August 13, 2020. As noted on page 1 of the narrative that accompanies the special permit application, an application for significant regulated

activity was simultaneously filed with the Conservation Commission on July 28, 2020 and is scheduled for receipt and preliminary review on September 1, 2020.

2. **Neighbor notifications:** Send notifications to abutting and across the street property owners by Friday August 7; provide evidence of certificates of mailing to staff as soon as possible after mailing occurs.

Response: Notification to neighbors was sent by certificate of mailing on August 5, 2020. The original certificate of mailing was delivered to the Planning & Zoning drop box on August 5, 2020 and a copy was emailed to you on that date, both of which you have acknowledged receipt.

3. **Zoning Location Survey:** Provide a zoning location survey for Parcel 1 (the existing housing development) to confirm compliance with zoning. Both Zoning location surveys (Parcel 1 and 2) should show required/proposed setback lines, building area and building and parking area calculations (for each lot separately), recreation area calculations and locations, etc. and should provide calculations to show how building area % was derived; building area calculations should include all exterior structures including any generators, dumpster enclosures, accessory buildings, building overhangs, etc.

Response: The lot line revision proposed does not impair height and bulk requirements, and the calculations for both lots have been provided. Since the parcels are not to be consolidated, it is not necessary to provide a Zoning Location Survey for Parcel 1.

4. **Cross easements:** Since these parcels are not proposed for consolidation, the applicant must provide draft easements to allow access across each parcel and to show details of any shared facilities (e.g. parking, recreation area, etc.) between the two parcels.

Response: These documents will be provided at a future date.

5. **Realignment Survey:** Before this survey can be approved, the zoning location surveys as revised with a zoning data chart for each parcel (as noted above) must be provided for review by the zoning officer.

Response: To be provided.

6. **Learning Center Operations Plan:** Submit an operations plan to describe the daily operations of the Learning Center; including brief program description, proposed days and hours of week that the center will be open, the estimated number of employee & number of students on a daily basis, transportation arrangements (if any), a description of any special events to be held, etc.

Response: The Colonial Village Learning Center will offer year-round programming for elementary school aged public housing youth including academic support, enrichment exposure, and social-emotional learning. During the school year (September through June) the center will generally be open Monday through Friday from 3:45pm-7:00pm. During the summer (July & August), the center will typically be open Monday through Thursday from 9:30am-2:45pm.

There can be up to 50 students in attendance at the Colonial Village Learning Center each day. It is estimated that there will be an average of 35 students per day with 5 staff. These numbers could fluctuate. The Norwalk Public School bus drops off students who live at the Colonial Village complex in front of the Learning Center door. Students will occasionally ride the Norwalk Housing Authority vans during program hours for enrichment activities that take place outside of the center. Students either walk home (3rd-5th grade) or are picked up (kindergarten-2nd grade) by their caregivers at 7pm every day. The Colonial Village Learning Center will also be used periodically for special programming, parent classes and staff meetings and workshops. Within the Colonial Village Learning Center there will also be a new management office with 1-2 FTE staff. Their duties will include leasing, rent collection, taking and closing maintenance work orders, re-certification of income, data collection (application processing), maintaining the waiting list, determining eligibility, marketing, and liaison with their attorney on various legal issues.

7. **Traffic Report:** The counts used for this report are outdated (2017) and were generated from alternative sources (count data was assembled from Street Light Data that obtains mobility information through smartphone data). Provide more current (2020) and accurate traffic counts and revised report as needed.

Response: Neil Olinski, PE, of Milone & MacBroom conferred with Mike Yeosock, PE of Traffic, Mobility & Parking in April 2020 about this project and the traffic analysis that would be required. Mr. Yeosock did not have any objection to the use of StreetLight Data, which was from 2019. Milone & MacBroom then calibrated that data with 2017 ConnDOT traffic volume data from the area to make sure intersection data was appropriate. If another developer had counted the study intersections within the past few years, Milone & MacBroom would have used that information, but no such counts had been taken. Further, the COVID-19 pandemic has resulted in fewer motorists on the roadways, so counts may not be normal or “accurate.” We suggest that Planning & Zoning confer with Traffic, Mobility & Parking to discuss further, should you have additional concerns about the use of StreetLight Data.

8. **Sidewalks:** Sidewalks must have a minimum of 5 ft clearance with no obstructions. The recycling bin enclosure in front of the existing units along West Cedar Street (parcel 1) should be relocated as it encroaches in the public ROW and obstructs the sidewalk.

Response: New sidewalks will have a minimum of 5ft clearance on Parcel 2. The condition of sidewalks on Parcel 1 regarding clearance/no obstructions are existing legally nonconforming conditions, and since parcels 1 and 2 are not to be consolidated, the conditions on Parcel 1 should remain unchanged.

9. **Parking layout:** Layout must have back-up aisles sized to match parking space dimensions with no obstructions. Show clear dimensions for all parking spaces, aisles & back-ups. Provide details on proposed changes to on street parking along West Cedar Street including the number of parking spaces to be removed.

Response: Back-up aisle dimensions and parking dimensions are noted on Sheets C-101 and C-102 prepared by Tighe & Bond. The proposed changes to on-street parking on West Cedar Street, suggested by Mike Yeosock, PE of Traffic, Mobility & Parking, are detailed in the summary of the traffic report.

10. **Architectural plans:** Provide dimensions on all floor plans; show the gross floor area (GFA) of each floor and provide a roof plan showing any new roof mounted equipment. Provide a summary of on-site buildings by GFA and parking required and include this information on the zoning data chart.

Response: Floor area and square footage calculations for all unit types are set forth on Sheet G-01 prepared by Stull & Lee, Inc., as are parking calculation for the units and community center. There are more parking spaces proposed than required by the regulations. Per the plans and elevations, there is no roof-mounted equipment (see Sheets A-1, A-4, A-7, A-10, A-13, A-16).

11. **Renderings/materials board:** Provide a board with colored renderings labeled with materials/colors for new buildings; provide handout copies for distribution to the Commission. (11 X 17 copies are fine)

Response: We will provide reduced sized copies of Sheets A-19, A-20, A-21 and A-22 prepared by Stull & Lee, Inc. for distribution to the Commission. Exterior materials are depicted on Sheet A-21.

12. **HVAC/Generator:** Provide details on all proposed HVAC equipment and confirm that any equipment is fully screened with architecturally compatible screening. Provide sound report/decibel information and spec sheet for proposed generator (if any).

Response: Per Sec. 118-360B(4)(n) of the zoning regulations, rooftop equipment must be screened. No rooftop equipment is proposed, so no screening is required. No generators are proposed, so no acoustical analysis is required.

13. **Low impact development:** Consider additional green design features such as adding solar panels, green roof, rain garden, permeable pavers for low intensity driveways, etc. Confirm that stormwater improvements comply with DPW standards.

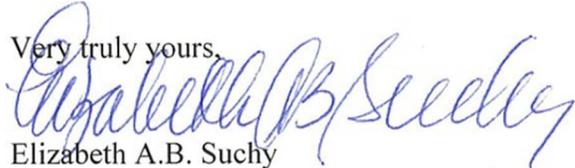
Response: Low impact development features are proposed including a rain garden as noted on Sheet L1.01 prepared by Environmental Land Solutions, and porous pavement for the walking trail and some parking areas, as noted on Sheet -121 prepared by Tighe & Bond. In addition, the stormwater improvements comply with DPW standards, as noted on the Tighe & Bond plans and as referenced in Sec. 1 at page 1-1 of the Engineering Report by Tighe & Bond, submitted with the application.

14. **Landscape and lighting plans:** Confirm that street trees 30 ft on center are provided along West Cedar St frontage for both parcels; street trees should be 3.5 - 4-inch caliper in size. Provide details/cut sheets for any new lighting fixtures including any new wall mounted fixtures. Reduce the height of any new pole lights to 14 feet or less to top of pole to prevent spill-over on adjacent properties.

Response: “Property & Topographic Survey (Sheet 2 of 2)” prepared by Redniss and Mead depict existing street trees approximately 20’ on center along West Cedar Street. Tree caliper size meets requirements and need not be increased. Details on light fixtures are provided on the Lighting Plan prepared by Environmental Land Solutions, LLC, which were submitted with the application. Photometric calculations on “Footcandle Plan (L1.04)” submitted, confirm 0 footcandles at the property lines so there is no “spillover” and therefore, there is no need to reduce the light poles. Moreover, the light source is at 14.’ Reducing the pole height would require the installation of additional poles. Manufacturer cut sheets for the pole lights were emailed to you on August 13, 2020.

As soon as we receive comments from the CEAC agencies, we will incorporate those and your comments into revised plans and send four (4) revised sets to you and to all CEAC agencies. Any CEAC sign-offs received will be forwarded to you upon receipt as well.

Very truly yours,


Elizabeth A.B. Suchy

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