

# CITY OF TORRINGTON



Land Use Office  
Martin J. Connor, AICP, City Planner  
140 Main Street • City Hall  
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Phone: (860) 489-2221  
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City of Torrington website: [www.torringtonct.org](http://www.torringtonct.org)

To: Planning & Zoning Commission  
From: Martin J. Connor, AICP, City Planner  
Date: July 7, 2021  
Subject: SE# 21-08, Susan Leo-O'Connor, 3 Goshen Rd., Group Day Care Facility

Susan Leo-O'Connor has filed a Special Exception application to open a Group Day Care Facility at the First Congregational Church at 3 Goshen Road. The property is 1.2 acres in size and is located in the R-6 Zone. She proposes to use the existing Church Sunday School classrooms for a pre-school program for up to 12 Children. A Group Day Care Home/Facility is allowed by Special Exception in the R-6 Zone per Section 3.1 Subsection 2.40 of the Zoning Regulations. According to the Zoning Regulations, a Group Day Care Home is defined as:

*Group Day Care Home - a residence or facility which provides a program of supplementary care to not less than seven nor more than twelve children on a regular basis for a part of the twenty-four hours in one or more days of the week.*

The Planning & Zoning Commission approved Site Plan #969, March 17, 2010, to add 3,400 sq. ft. classroom addition, assembly spaces and changes to the parking lot to the Church the applicant proposes to use a portion of for her pre-school. The Site Plan approval was modified 5/17/2011. The Church provided the applicant with a Site Plan Survey submitted in conjunction with their previous approvals titled, "Zoning Location Survey, Showing Proposed Addition Prepared for The First Congregational Church of Torrington, Conn., #3 Goshen Road, (Conn. Route 4) and Riverside Avenue, Torrington, Connecticut," by Berkshire Engineering & Surveying, LLC, dated 5/24/11. Also submitted was a floor plan prepared by Dewright Design, LLC, titled, "Addition for the: First Congregational Church of Torrington, dated 5/9/11.

Ms. O'Connor is proposing no changes to the building or exterior of the Church. Unlike a Child Day Care Facility which is for 13 or more children there are no specific requirements for a Group Day Care Home/Facility. The Commission will review the general requirements for special exception approval per Section 8.2 of the Regulations. The Church property provides ample parking for child drop off during the week when Sunday services are not being held. It is ideally located next door to the Charlene Besse City Park with playground equipment.

## **Other Staff Comments:**

### **Fire Marshal:**

Fire Marshal Ed Bascetta in a letter to me dated 6/29/21 indicated:

1. *The building should be equipped with a complete and compliant fire protection system compatible with the change of use. The fact it will be vacant during non-business hours make it a prime candidate for the delayed discovery of a fire inside.*
2. *Torrington makes use of 'lock boxes' to allow quick access by fire fighters in time of an alarm without causing damage. If not already in existence, a lock box should be installed on the exterior of the building near the main door. The fire department will use its secure master key to open the box and allow the building owner to leave appropriate building access keys inside. This eliminates any delay in entering the building or waiting for a key-holder to arrive in the middle of the night.*
3. *The building and area must comply with all required building and electrical codes and will be inspected by the Fire Marshal for compliance with the Life Safety Code prior to the issuance of a Certificate of Occupancy, and annually thereafter.*

**Building Official:**

Building Official Kevin Gillette reviewed the application 7/6/2021 and indicated a change of use would be required from the Building Department and provided the applicant with a list permits that may be required. She will have to address these comments before a certificate of occupancy is issued.

**WPCA:**

Ray Drew, Public Works Director, in a memo to me dated 6/30/21 indicated:

1. *Applicant shall submit application for Sewer Discharge Permit.*
2. *Additional Information Required*
  - a. *Number of teachers*
  - b. *Number of full time and part time employees.*
  - c. *Number of days to be open*
  - d. *Any food served, and if so what type of meals, i.e. hot or cold*
3. *Capacity Reserve Fee shall be paid prior to commencement of discharge, fee if applicable shall be calculated upon receipt of items #1 and #2.*
4. *Owner shall certify that there are no discharges of storm water either directly or indirectly into the sanitary sewer system from the building. Storm water discharges shall comply with City of Torrington Department of Engineering Standards.*
  - a. *Owner/Applicant shall contact WPCA to inspect building for compliance with chapter 170-14 of Torrington Code. Contact James Hilton 860-485-9166 to schedule inspection.*
5. *Occupants shall use Best Management Practices to minimize the amount of fats, oil and greases that are discharged to the public sewer.*
6. *Occupants shall use Best Management Practices to minimize the use of phosphate containing cleaners and detergents.*
7. *Submit copies of any Federal or State permits related to wastewater discharges.*
8. *For additional information or questions contact WPCA (860) 485-9166.*

**Engineering:**

Paul Kundzins, P.E., Assistant Public Works Director / City Engineer, in a memo to me dated 7/6/2021, stated, "*The Engineering Department does not foresee any issues with regards to this Special Exception Application and therefore endorses this application.*"

**Landscaping, Lighting & Inland Wetlands:**

No exterior changes are proposed. There are no regulated Inland Wetlands Activities proposed. This constitutes a favorable review from the Inland Wetlands Commission.

**Police Traffic:**

No comments were received.

**Conclusion:**

I recommend that the Commission make a finding that the application meets the general standards for Special Exception. I recommend approval of the Group Day Care Facility with the following condition and recommendation:

1. The applicant shall address the comments from Ray Drew, Public Works Director, contained in a memo to the City Planner dated 6/30/21.
2. It is recommended that the applicant follow the advice of Fire Marshal Ed Bascetta contained in his letter to the City Planner dated 6/29/21.

Cc: Susan Leo-O'Connor

# City Of Torrington



WATER POLLUTION CONTROL AUTHORITY  
140 Main Street  
Torrington, CT 06790-5245

Tel: (860) 485-9166  
Fax: (860) 485-0730

## MEMO

TO: Marty Connor, City Planner  
FROM: Ray Drew, Public Works Director  
DATE: 6-30-21  
RE: Pre School Program, 3 Goshen Road

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WPCA Comments:

1. Applicant shall submit application for Sewer Discharge Permit.
2. Additional Information Required
  - a. Number of teachers
  - b. Number of full time and part time employees.
  - c. Number of days to be open
  - d. Any food served, and if so what type of meals, i.e. hot or cold
3. Capacity Reserve Fee shall be paid prior to commencement of discharge, fee if applicable shall be calculated upon receipt of items #1 and #2.
4. Owner shall certify that there are no discharges of storm water either directly or indirectly into the sanitary sewer system from the building. Storm water discharges shall comply with City of Torrington Department of Engineering Standards.
  - a. Owner/Applicant shall contact WPCA to inspect building for compliance with chapter 170-14 of Torrington Code. Contact James Hilton 860-485-9166 to schedule inspection.
5. Occupants shall use Best Management Practices to minimize the amount of fats, oil and greases that are discharged to the public sewer.
6. Occupants shall use Best Management Practices to minimize the use of phosphate containing cleaners and detergents.
7. Submit copies of any Federal or State permits related to wastewater discharges.
8. For additional information or questions contact WPCA (860) 485-9166

# City of Torrington

ENGINEERING DEPARTMENT  
(860) 489-2234



140 Main Street • City Hall  
Torrington, CT 06790-5245  
Fax: (860) 489-2550

## Memorandum

To: Martin Connor, City Planner  
Jeremy Leifert, Zoning and Wetlands Enforcement Officer

From: Paul Kundzins, P.E. - Deputy Director of Public Works - City Engineer

Date: July 6, 2021

**RE: Engineering Review – 3 Goshen Road – Preschool Program**

**Applicant: Susan Leo-O'Connor**

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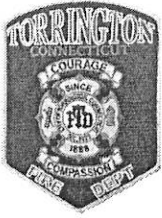
I have reviewed the above application, supporting plans and documentation, and provide the following comments:

1. Submitted supporting document:
  - a. Special Exception Application Via Email
  - b. Map of site and building design plan
2. The applicant has requested a special exception to add a preschool for 12 children.
3. The Engineering Department does not foresee any issues with regards to this **Special Exception Application** and therefore endorses this application.

A handwritten signature in black ink, appearing to read 'PAUL KUNDZINS', with a long horizontal flourish extending to the right.

Paul Kundzins, P.E.  
Deputy Director of Public Works - City Engineer

**Torrington Fire Department  
City of Torrington**



Peter A. Towey  
Chief Fire Services

David A. Tripp Jr.  
Deputy Chief Operations

Robert Shoppey  
Training/Safety Division

Edward Bascetta  
Fire Prevention/Investigation Division



June 29, 2021

Martin Connor, City Planner  
Planning and Zoning  
City of Torrington

Dear Mr. Connor,

I have received and reviewed the application for the construction of a new gas station to be located at 861 New Harwinton Road. The Fire Department would provide the following general recommendations:

The building should be equipped with a complete and compliant fire protection system compatible with the change of use. The fact it will be vacant during non-business hours make it a prime candidate for the delayed discovery of a fire inside.

Torrington makes use of 'lock boxes' to allow quick access by fire fighters in time of an alarm without causing damage. If not already in existence, a lock box should be installed on the exterior of the building near the main door. The fire department will use its secure master key to open the box and allow the building owner to leave appropriate building access keys inside. This eliminates any delay in entering the building or waiting for a key-holder to arrive in the middle of the night.

The building and area must comply with all required building and electrical code and will be inspected by the Fire Marshal for compliance with the Life Safety Code prior to the issuance of a Certificate of Occupancy, and annually thereafter.

We appreciate the opportunity to review these plans. Please feel free to contact me if there are any questions.

Respectfully submitted,

*Edward Bascetta*

Edward Bascetta

*Fire Marshal*

*City of Torrington*

*860-489-2534*

*Edward\_bascetta@torringtonct.org*

***City of Torrington Building Department  
140 Main St. Torrington, CT 06790, (860) 489-2244  
Preliminary Site Plan Review***

**Date:** 7/6/21

**Site Address:** 3 Goshen Road

**Description of work:** Proposed Pre-School Program for 12 children on main level. Change of occupancy classification may be required based on change of use for existing space.

**Building Permit number:** B21- required

**Plumbing Permit number:** P21-

**Mechanical Permit number:** M21-

**Electrical Permit number:** E21-

**Sewer Permit number:** S21-

**Sign Permit number:** Sign21-

***Susan Leo-O'Connor***

***68 Dawes Avenue***

***Torrington, CT 06790***

***860-866-8994***

***susanleoconnor@gmail.com***

***Please provide the following IBC Section 107 information as applicable, prepared by a Registered Design Professional, when applying for your Building Permits:***

- ***Change of Occupancy based on Change of Use***
- ***A complete and detailed floor plan showing the areas of intended use***
- ***A complete Life Safety Plan with occupant load and means of egress details and pathways***
- ***A complete Plan of Accessibility showing accessible routes, entrances, egress, building elements, parking and loading facilities, etc.***
- ***Drinking Fountain(s) details***
- ***Mechanical, Electrical and Plumbing Plans if applicable***
- ***Registered Design Professional to provide IBC Chapter 3 Occupancy Classification based on age of children, hours of operation, education type (religious or other). A-3? E? I-4?***

**Subject to review and on-site correction.**

***It shall be the duty of the permit holder or their agent to notify the Building Official that such work is ready for inspection.***

***The approval of plans and the issuance of permits will in no manner waive the requirements for material quality or code compliance to the 2018 Connecticut State Building Codes. Field inspections are necessary and may require corrective measures for compliance with the Connecticut Building Code and City of Torrington Ordinances.***

## Martin J Connor

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**From:** Jeremy Leifert  
**Sent:** Thursday, July 8, 2021 12:30 PM  
**To:** Martin J Connor; Paul Kundzins  
**Subject:** RE: SE# 21-08, Susan Leo-O'Connor, 3 Goshen Rd., Group Day Care Home

**Follow Up Flag:** Flag for follow up  
**Flag Status:** Completed

Marty,

No comments from me. They will need to come in for signage approvals if they are planning on any separate signage for the school.

Jeremy

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**From:** Martin J Connor <Martin\_Connor@torringtonct.org>  
**Sent:** Tuesday, July 6, 2021 3:50 PM  
**To:** Paul Kundzins <Paul\_Kundzins@torringtonct.org>; Jeremy Leifert <Jeremy\_Leifert@torringtonct.org>  
**Subject:** SE# 21-08, Susan Leo-O'Connor, 3 Goshen Rd., Group Day Care Home

Hi Paul & Jeremy, any comments on this one? No exterior changes. Using existing church school classrooms for pre-school up to 12 children. Thanks, Marty

Martin J. Connor, AICP  
City Planner  
City of Torrington  
140 Main Street  
Torrington, CT 06790  
860-489-2220