

TOWN PLAN AND ZONING COMMISSION  
PLANS/REGULATIONS REVIEW SUBCOMMITTEE  
MINUTES OF JUNE 10, 2020 SPECIAL MEETING

*The meeting commenced at 8:00 AM through Zoom Video Conferencing*

**Present:** Subcommittee Members Sharon Purtill and Robert Zanolungo;  
Khara C. Dodds, AICP, Director of Planning and Land Use Services and  
Jonathan E. Mullen, AICP, Planner

**119 GRISWOLD STREET – proposal for a change of use from retail to short and long term offices with coffee service – Planned Travel Zone – James Kask, Project Manager – Cheryl Newton Architects LLC – Aeschliman Land Surveying P.C. – Joseph Tomkievich, applicant**

Attorney Meghan Hope oriented the Commissioners to the site plan and explained the proposal, which is to convert the former retail space at 119 Griswold Street to short and long term office space. She stated that the proposal meets all the requirements of the Planned Travel Zone and the parking layout met the requirements of Section 9 of the Building-Zone Regulations.

Attorney Hope then presented the landscape plan that included two new patios and a water feature at the northeastern corner of the site. She indicated that the plan would be reviewed at the June 10, 2020 Community Beautification Committee meeting.

Architect Cheryl Newton presented the exterior architectural changes proposed for the building. New windows and lights will be added to the west elevation of the building to match the windows on the east elevation. Ms. Newton then explained the proposed interior layout for the building, which includes enclosed office space, open meeting areas and a coffee bar. Chairman Zanolungo asked if the coffee bar would be run locally or if it would be part of a national chain. Project Manager Jim Kask responded that he prefers to have a local business owner run the coffee bar.

Chairman Zanolungo then asked if there was enough on-site parking. Attorney Hope stated that there was adequate on-site parking for all uses. Vice Chairman Purtill disclosed that she represented the property owner in the past but there would be no conflict. She then asked about the dumpster location and site lighting. Attorney Hope explained that there were building lights, and that the applicant would be working with a lighting consultant on replacing the existing light poles. She then stated that the dumpster was located at the northwest corner of the site. Vice Chairman Purtill then asked if the parking lot was striped. Attorney Hope responded that the lot was not currently striped but would be when the project was finished.

Chairman Zanolungo and Vice Chairman Purtill inquired how the parking for the coffee bar was being calculated. Attorney Hope stated that they were using the same formula as for restaurant seating (1 space/3 table seats and 1 space/2 counter seats).

**109-117 NEW LONDON TURNPIKE – revisions to the proposal for the Chase Bank**

**branch – Town Center Zone - Alter & Pearson, LLC – Bohler Engineering – TPG  
Architecture, LLP - Ferfeldt Investments LLC, applicant**

Attorney Peter Alter presented revised plans for the proposed Chase Bank at 109 – 117 New London Turnpike. He indicated that the revised plans incorporated the recommendations from the March 11, 2020 Plans Review Subcommittee meeting. The changes included more open space on the New London Turnpike and Hebron Avenue building frontages, relocation of mechanicals from the west to the east side of the building, and landscaped screening of the relocated mechanicals.

Attorney Alter then presented the proposed building elevations and went over the building materials. He also went over site elements including the parking area, dumpster location and the drive-up ATM. Vice Chairman Purtill asked if the walkway on Hebron Avenue leads to an entrance door. Attorney Alter stated that the door on Hebron Avenue was egress only. Chairman Zanlungo asked if the “Eyebrow Dormers” were on previous plans. Ki Salehi of Chase Bank stated that the dormers were functional and had always been part of the design however they were not shown on the previous plans. Chairman Zanlungo and Vice Chairman Purtill stated that they liked the design.

Meeting adjourned at 8:40 a.m.

Respectfully submitted,

Jonathan E. Mullen, AICP