

TOWN PLAN AND ZONING COMMISSION
PLANS REVIEW SUBCOMMITTEE
MINUTES OF JANUARY 13, 2021 SPECIAL MEETING

The meeting commenced at 8:00 AM via Zoom Video Conferencing.

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

113 HEBRON AVENUE – proposal for a (already existing) takeout window at Giovanni's Brickoven Pizzeria - Gary Delbon, applicant

The restaurant owner, Gary Delbon, explained to the Subcommittee customers had expressed concerns about coming into the building during the COVID-19 pandemic. In response to those concerns, he installed the takeout window to allow customers to pick up their orders outside. He stated that he did not know he needed approval from the Town to install the takeout window. Vice Chairman Purtill asked what would be required to approve the installation of the takeout window. Khara Dodds said that the Subcommittee could approve the project administratively with a 12.10 Insignificant Change. Vice Chairman Purtill asked if the signage on the awning complied with the regulations. Ms. Dodds said they would check to see if the signage was in compliance. Commissioner Botelho asked if the applicant would remove the signage if necessary to which Mr. Delbon replied yes. Chairman Zanolungo stated that he was in favor of approving the takeout window through a Section 12.10 Insignificant Change and Commissioners Purtill and Botelho agreed.

529 WOODLAND STREET – proposal for extension of retail sales area – Rural Residence Zone – Joe & Sandy Dondero, applicants

Sandy Dondero explained that the proposal was to add a 12-foot wide by 24-foot deep, expansion to the east side of the existing farm market at 529 Woodland Street. Ms. Dondero added that the expansion was necessary to allow customers to maintain adequate distance in compliance with COVID-19 guidelines. Ms. Dodds asked if they were working with an architect. She stated that Country Carpenter designed the expansion to match the existing store. There was discussion among the group about the size of the expansion and the process to approve the expansion. Jonathan Mullen explained that the Building-Zone Regulations state that any expansion of a farm market shall be approved with a Section 12.9 Minor Change. The subcommittee was in agreement that the expansion needed to go to the next meeting of the full Commission.

2639 MAIN STREET – proposal for CVS temporary COVID19 rapid test kiosk – Town Center Zone – Kevin Nelson, Senior Project Manager, CVS Health – Lizette Vargas, applicant

Kevin Nelson, Senior Project Manager for CVS Health, explained the proposal to the Subcommittee. He stated that the COVID-19 testing kiosk is an 8-foot deep by 12-foot wide,

prefabricated building with electricity, heat and air conditioning in which patients will receive COVID-19 tests. Mr. Nelson explained the interior layout of the kiosk and testing procedures. Chairman Zanolungo ask how long the kiosk would be at the location. Mr. Nelson responded that the kiosk would be located at the site for up to a year. Ms. Dodds asked if the kiosk would also be used as a vaccination site to which Mr. Nelson replied yes. There was a discussion among the group about testing procedures and health and safety protocols for the kiosk. Ms. Dodds brought up concerns raised by Town staff regarding queueing and traffic congestion. Mr. Nelson stated that he did not anticipate any queueing or congestion because patients will schedule their tests in advance, there would only be four tests an hour and the kiosk had dedicated parking spaces. Ms. Dodds stated that this could be approved as a Section 12.10 Insignificant Change and the Subcommittee agreed. Vice Chairman Purtill recommended that approval be conditioned such that the kiosk could only be at the location for one year.

Meeting adjourned at 8:58 a.m.

Respectfully submitted,

Jonathan E. Mullen, AICP