

TOWN PLAN AND ZONING COMMISSION
PLANS REVIEW SUBCOMMITTEE
MINUTES OF THE AUGUST 30, 2023 SPECIAL MEETING

The meeting commenced at 9:00AM in Meeting Room A, 2nd floor, Town Hall.

Present: Subcommittee members Bob Zanlungo, Sharon Purtill, and Corey Turner; and Shelley Caltagirone, Director, Planning & Land Use Services and Gary Haynes, Planner

43 NAUBUC AVENUE – proposal for continued historical use of the property as a theater & banquet facility and for a conceptual, consolidated parking plan – Town Center Mixed Use Zone – Meg Hope and Don Vacarro, applicant

Attorney Meg Hope presented the history of the Grange Hall, which includes dinners, vendor events, theater events, etc. No evidence was given of outdoor events. The scale of historical events has been up to 250 people. Meg Hope estimated 20-21 parking spots could be located on the property and the applicant has an email (not signed) agreement with the temple across the street to use 40 parking spaces in the front of their lot in exchange for snow plowing and sidewalk clearing.

The applicant is claiming continuation of a non-conforming use and agrees the Town can reasonably regulate the use but not extinguish the continuation of the non-conforming use. Meg Hope presented a projected “business plan”; applicant will only have one event at a time, 5 events per month, mostly on the weekend, with the potential for children’s theater as a weekday use. The applicant has hosted a comedy event in August with 200 tickets sold, and they are planning for a 60-person event in September, as well as two upcoming comedy shows scheduled for November and March.


Committee members agreed outdoor events should not be allowed. Corey Turner asked the applicant to establish occupancy for the building and come up with an appropriate parking plan to accommodate the scale of the events. The parking plan should include enough spaces to meet the current code requirements (1 space per 3 people) and include on-site parking, parking agreements with adjacent properties, and potentially valet parking for larger events, if needed.

The applicant updated the committee on planned upgrades to the building to include installing an ADA lift, ADA parking spaces, and an updated ADA bathroom in the basement, or lower level. The applicant has already submitted a building permit for a fire alarm, HVAC, lighting, and other electrical improvements.

The applicant and Subcommittee discussed potential next steps, including: documenting the historic use; demonstrating how the proposed use would not be an expansion; presenting a parking plan to include on-site parking, off-site parking agreements, and potential for valet parking if needed; performing a survey to delineate on-site parking, as well as easements that may encumber parking layout, and locations for dumpsters. The Subcommittee expressed concern with the applicant hosting events over 60 people until a parking plan can be approved by the Town Plan and Zoning Commission to show the applicant can accommodate the proposed capacity.

Meeting adjourned at 9:50am.

Respectfully submitted,


Gary Haynes
Planner