

TOWN PLAN AND ZONING COMMISSION
PLANS REVIEW SUBCOMMITTEE
MINUTES OF THE MARCH 13, 2024 SPECIAL MEETING

The meeting commenced at 8:15AM in Meeting Room A, 2nd floor, Town Hall.

Present: Subcommittee members Sharon Purtill and Corey Turner; Shelley Caltagirone, Director of Community Development and Gary Haynes, Planner

18 CONCORD STREET – proposed change of use from office to catering/pre-made meal takeout – Town Center Zone – Nick Riccardo, applicant

The applicant explained the building located at 18 Concord Street was previously used as an insurance office. The applicant would like to lease the space for pre-made meal takeout. The hours during the week would be 3-6pm, when customers would be allowed to pick up pre-made meals. Dinners would be offered on the weekends during the hours of 6-8pm; seating would be limited to 20 to 25 table seats. The applicant has 11 parking spaces available, which would be enough parking spots to accommodate the limited seating and would meet the town's parking regulations. Subcommittee members asked about exterior lighting and potential dumpster location. The Subcommittee agreed the applicant could apply for 12.10 insignificant change with a parking analysis, proposed floorplan, and site plan/aerial showing dumpster location. Staff noted they could do night inspection to ensure the outdoor lighting is adequate.

931 MAIN STREET – proposed barbershop and parking plan– Village Commercial Zone – Carlos Vazquez, applicant

The applicant is looking to lease the 1st floor (approximately 1,100 square feet) to open a barbershop. There is limited parking on-site, but on-street parking is allowed on High Street. The personal service use of a barbershop requires 1 parking spot per every 150 square feet. The applicant believes the property owner has a parking agreement with the church next door. Subcommittee members agreed the applicant could apply for 12.10 insignificant change with a parking agreement/parking analysis, proposed floorplan, site plan/aerial showing dumpster location. Parking analysis and parking agreements should cover all tenant uses currently in the building.

The meeting was adjourned at 9:35am.

Respectfully submitted,


Gary Haynes
Planner