

TOWN PLAN AND ZONING COMMISSION  
MEETING MINUTES

January 28, 2019

Present were Commissioners Grabulis, Pogson, Donald and Alternate Commissioners O'Brien, Ogan and Nowakowski and Assistant Town Planner and Clerk. The meeting was called to order at 7:00 p.m.

Upon a motion made and seconded (Pogson/Donald) it was unanimously

VOTED: To appoint Commissioner Grabulis as Acting Chair for tonight's TPZ and APA meetings.

**PLEDGE OF ALLEGIANCE** (Led by Acting Chair Grabulis)

Alternate Commissioner O'Brien was appointed to vote on behalf of Commissioner Brenneman. Alternate Commissioner Ogan was appointed to vote on behalf of Commissioner Tucker. Alternate Commissioner Nowakowski was appointed to vote on behalf of Commissioner Doeg.

**NEW BUSINESS**

**5 Corners – Farmington Associates LLC – 345 Colt Highway**

Request for approval of rooftop screening. Chris Millard, Phase Zero Design, provided handouts of the proposed screening for the rooftop unit. He explained that when the original building was designed the intent was that the rooftop unit would tuck inside the notch-out in the roof. The tenant occupying this space requires a larger unit and does not fit inside space provided. Mr. Millard is proposing a wall structure with siding and trim to match the building as screening. An opening on the western wall will provide access to the unit. No roof is proposed to allow for ventilation of the unit. There was some discussion about siding material, possible roof design, incorporating similar features from the tower and the style of the proposed wall structure. The Commission also asked for a photo or rendering of the view of building from Mountain Road. Mr. Millard will mock up the drawing addressing comments for the next meeting. In the near future the owner may be seeking a Certificate of Occupancy for one tenant space. Assistant Town Planner Rutherford asked if the Commission is amenable to granting staff the authority to issue one C.O. since they are still working with the architect on the final screening design. The alternative is making them wait until after the next meeting.

Upon a motion made and seconded (Pogson/Donald) it was unanimously

VOTED: To grant staff the authority to approve a Certificate of Occupancy for one tenant. The architect shall return to the Commission February 11, 2019 to further address rooftop unit screening.

**CRCOG**

2019 Appointment to CRCOG Regional Planning Commission. Alternate Commission Nowakowski was the 2018 appointed TPZ member to the CRCOG Regional Planning

Commission. After a brief discussion Commissioner Donald volunteered to be the 2019 representative for the Commission.

## **PLANNER'S REPORT**

### **Food Truck Festival**

Henry Mitchell is requesting permission to hold the food truck festival again this year. The festival will be held Memorial weekend in the same location, 20 Waterside Drive. There were no complaints with last year's event and Mr. Mitchell is proposing the same format, hours and days. He will apply for the required Event Permit with the Town. The Commission agreed that the matter does not have to come before them again unless there is a change to the scale and scope of the request in future years.

## **MINUTES**

### **January 14, 2019 Meeting Minutes**

Upon a motion made and seconded (Pogson/Donald) it was

VOTED: To approve the minutes of the January 14, 2019 meeting.

The meeting adjourned at 7:30 p.m.

*SJM*