

1. Tentative Agenda

Documents:

[TENTATIVE - 01-28-20.PDF](#)

2. Final Agenda

Documents:

[FINAL - 01-28-20.PDF](#)

3. Action Agenda

Documents:

[ACTION AGENDA - 01-28-20.PDF](#)

START: _____
END: _____

TENTATIVE AGENDA

FINAL AGENDA

ACTION AGENDA

TOWN OF GREENWICH PLANNING AND ZONING COMMISSION

Town Hall Meeting Room
101 Field Point Road, Greenwich, CT

January 28, 2020

TENTATIVE AGENDA

REGULAR MEETING 7:00 PM

1. **Stephen P. & Maria R. Musante**; application PLPZ 2019 00482, for a final coastal site plan, to demolish existing dwelling and construct a new two-story residence on a 12,072 sq. ft. property located at 30 Sunset Road in the R-12 and COZ zones. (Staff: JP) (Must decide by 1/30/2020) (Maximum extension to decide available to 4/4/2020.)
2. **Mena Liu**; application PLPZ 2019 00500, for a final subdivision, to subdivide the existing 17,816 sq. ft. parcel into two (2) parcels with two (2) open space parcels, totaling 1,482 sq. ft. (equal to 8.3% of the total lot area to be subdivided) at the property located at 22 Sound Beach Avenue in the R-7 zone. (Staff: BD/MA) (Must decide by 2/3/2020) (Maximum extension to decide available to 4/3/2020.)

PUBLIC HEARING 7:15 PM

3. **Mill Street LLC**; applications PLPZ 2019 00487 and PLPZ 2019 00488, for a final site plan and special permit, to enclose an open area underneath an elevated patio and increase the interior floor space to be used for retail uses on a 4,708 sq. ft. property located at **244 Mill Street** in the LBR-2 zone. (Staff: MA) (Must open by 1/30/2020) (Maximum extension to open available to 4/4/2019.)
4. **Second Congregational Church of Greenwich**; for a Zoning Map Amendment, PLPZ 2019 00381, to re-zone **48 Maple Avenue** from the R-20 to the R-20-HO zone (as shown on a re-zoning map on file in the Town Clerk's Office). (Staff: JP) (Must close by 1/29/20. Extension to closed granted to 1/29/20. Maximum extension to close available to 2/6/2020) (Opened at the 10/29/19 meeting, left open at the 11/26/19 meeting.) (Seated: Alban, Macri, Levy, Goss (for Fox), and Yeskey (for Hardman.))

5. **Second Congregational Church of Greenwich;** applications PLPZ 2019 00379 and PLPZ 2019 00380, for a final site plan and special permit, to make additions to the Mead House in order to provide handicap accessibility, as well as a change of use to use a portion of the first floor of the Mead House as a vocational training program for people with developmental disabilities, the applicant is also proposing to re-zone the property into the Historic Overlay Zone, which is subject to a separate text amendment (application PLPZ 2019 00381) on a 2.9404-acres property located at **48 Maple Avenue** in the R-20 (but proposed to be R-20-HO) zone. (Staff: JP) (Must close by 1/29/20. Extension to closed granted to 1/29/20. Maximum extension to close available to 2/6/2020) (Opened at the 10/29/19 meeting, left open at the 11/26/19 meeting. (Seated: Alban, Macri, Levy, Goss (for Fox), and Yeskey (for Hardman.))
6. **Greenwich Country Day School, Inc.;** applications PLPZ 2019 00503 and PLPZ 2019 00504, for a final site plan and special permit, to permit building and site plan improvements to accommodate renovations to Greenwich Country Day School's athletic fields, including: upgrading existing grass athletic fields to synthetic turf; construction of a field house with spectator seating; installation of a new storage building; site improvements including driveway, parking, and landscape modifications and improvements to Cardinal Road, as authorized by the Greenwich Skating Club, Incorporated, which, along with GCDS, owns said road. The subject parcels are a 41.5-acres property located at **23 and 47 Fairfield Road** in the RA-1 zone. (Staff: JP) (Must open by 2/13/2020) (Maximum extension to open available to 4/18/2020.)
7. **The Field Club of Greenwich, Inc.;** applications PLPZ 2019 00496 and PLPZ 2019 00497, for a final site plan and special permit, to modify to modify final site plan and special permit PLPZ 2014 254/255 for construction of a new tennis building with attached Paddle House, replacement of an existing maintenance garage, and related site and landscaping improvements pursuant to Sections 6-12(e), 6-13, 6-15, 6-16(b), 6-17, 6-17(b)(4), 6-94(a)(2), 6-101 and 6-205(a) of the Greenwich Building Zone Regulations on an 11.1-acre property located at **276 Lake Avenue** in the RA-2 zone. (Staff: BD) (Must open by 1/30/2020) (Maximum extension to open available to 4/4/2020.)
8. **240 GA, LLC.,** applications, PLPZ 2019 00443 and PLPZ 2019 00444, for a final site plan and special permit, to: renovate the existing bank and office building, in-filling part of the building that is located in the CGBR Zone and to convert a portion of the legally non-conforming bank use, located on the first floor and in the basement, into new retail space on a 1.3217-acre property located at 240 Greenwich Avenue in the CGB, CGBR, CGIO zones (Staff: MA) (Must open by 3/07/2020) (Maximum extension to open granted).

9. **500 WPA LLC, and Putnam 600 Acquisition LLC**, applications , PLPZ 2019 00445 and PLPZ 2019 00446, for a final site plan and special permit, to combine the properties at 500 West Putnam Avenue and 600 West Putnam Avenue and construct on the eastern side of the 500 West Putnam Avenue a parking garage and a thirty-five (35) unit multi-family residential building with 20% of those proposed units (equal to 8 of the proposed units) to be Moderate Income Units as defined under Sec. 6-110 of the Town of Greenwich Building Zone Regulations and requests permission to add parking within the front yard setback of the GBO Zone. The existing office building at 500 West Putnam Avenue and the existing mixed use commercial building at 600 West Putnam Avenue would remain on properties located at **500 and 600 West Putnam Avenue** in the GBO zone. *(Staff: PL) (Must open by 3/07/2020) (Maximum extension to open granted).*

10. **585 West Putnam LLC and Putnam 600 Acquisition LLC**, applications PLPZ 2019 00452 and PLPZ 2019 00453, for a final site plan and special permit, to merge the parcel at 581 and 585 West Putnam Avenue, demolish all buildings and site improvements on the 581 Parcel and construct a new 67,074 square feet, four (4) story, 44-unit residential building where nine (9) of the units (20%) would be "Moderate Income" as defined by Section 6-110 of the Town's Regulations and a lower level parking garage with onsite parking for 82 vehicles. The existing commercial office building located on the 585 Parcel would remain and no work is proposed for the 585 Parcel at this time. The subject action is on properties located at **581 and 585 West Putnam Avenue** in the GBO zone. *(Staff: PL) (Must open by 3/07/2020) (Maximum extension to open granted.)*

REGULAR MEETING CONTINUED

11. **Greenwich Park LLC**; application PLPZ 2019 00454, for a final site plan, to address the connection of the Office Park Parcel interior roadway system to the driveway of the 581 West Putnam Avenue Parcel, in relation to PLPZ 2019 00452 and PLPZ 2019 00453 on an 18.1-acres property located at **51 Weaver Street** in the GBO zone. *(Staff: PL) (Must decide by 3/23/2020) (Maximum extension to decide granted.)*

12. **Greenwich Park LLC**; application PLPZ 2019 00455 for a final site plan, to connect with the driveway of the 581 West Putnam Avenue Parcel, in relation to PLPZ 2019 00452 and PLPZ 2019 00453 and drop off lane on Valley Drive on a 1.83-acres parcel located at 18 Valley Drive in the GBO Zone. *Staff: PL) (Must decide by 3/23/2020) (Maximum extension to decide granted.)*

13. **Greenwich Park LLC**; application PLPZ 2019 00456 for a final site plan, to connect with the driveway of the 581 West Putnam Avenue Parcel, in relation to PLPZ 2019 00452 and PLPZ 2019 00453 and revised the West Putnam Ave and Valley Drive driveways on a 0.940-acres parcel located at 0 West Putnam Avenue in the GBO Zone. *Staff: PL) (Must decide by 3/23/2020) (Maximum extension to decide granted.)*

14. DECISION ITEMS:

15. DISCUSSION ITEMS:

16. APPROVAL OF MINUTES:

November 26, 2019

December 10, 2019

17. OTHER:

- a. Executive Session on pending litigation or personnel matters.
- b. Other items as may properly come before the Commission.

**APPLICATIONS HEARD PREVIOUSLY
THAT WILL BE HEARD ON SUBSEQUENT MEETINGS:**

1205 East Putnam Avenue LLC., David Rodgers, applications PLPZ 2019 00420 and PLPZ 2019 00421, for preliminary site plan and special permit, to remove the existing structures and construct a twenty (20) unit residential building, where four (4) units (equal to 20% of the total unit count) would be "Moderate Income" units as defined under Sec. 6-110 of the Town of Greenwich Building Zone Regulations, off-street parking for forty (40) vehicles, stormwater and site improvements on a 26,121 sq. ft. property located at **1205 East Putnam Avenue** in the LB and PRIOZ zones. (Staff: KD) (Must close by 2/22/2020.) (Maximum extension to close granted) (Opened at the 11/14/19 meeting. Left open from the 12/10/19 meeting.) (Seated: Alban, Lowe (for Macri), Levy, Goss (for Fox), Hardman)

146-148 Sound Beach Avenue, LLC & John M. Downing c/o Joel Paul Berger, applications PLPZ 2019 00484 and PLPZ 2019 00485, for final site plan and special permit, to request a change of use from a retail food establishment to a school use contemplating student drop-off. on a 29,316 sq. ft. property located at **146 Sound Beach Avenue** in the LBR-2 Zone. (Staff: PL) (Must open by 4/4/2020. Maximum extension to open granted.) (Postponed at the 12/10/2019 meeting.)

Fried and Taylor LLC., applications PLPZ 2019 00450 and PLPZ 2019 00451, for a preliminary site plan and special permit, to construct a mixed use, Moderate Income Housing Development of three (3) stories with twenty-two (22) units where five (5) of the units (20% of the total) would be "Moderate Income" units as described in Section 6-110 of the Greenwich Building Zone Regulations; 4,288 sq. ft. of commercial space, for two tenants on the first floor, and parking for 52 vehicles and 3 ADA parking spaces on a 33,077 sq. ft. property located at **100 East Putnam Avenue** in the LBR-2 and PRIOZ zones. (Staff: KD) (Left open at the 1/7/2020 meeting) (Must close by 2/11/2020) (Extension to close available to 4/16/2020) (Seated: Alban, Macri, Levy, Fox, Hardman)

21 Calhoun Drive, LLC., application PLPZ 2019 00474, for a zoning map amendment, to re-zone **21 Calhoun Drive** from the RA-1 to the RA-1-HO zone (as shown on a re-zoning map on file in the Town Clerk's Office). (Staff: PL) (Left open at the 1/7/2020 meeting.) (Must close by 2/11/2020. Maximum extension to close available to 4/16/2020) (Seated: Alban, Macri, Levy, Fox, Hardman)

21 Calhoun Drive, LLC., applications PLPZ 2019 00472 and PLPZ 2019 00473, for a final site plan and special permit, to: remove a detached garage; construct a new single-family dwelling; and provide a façade easement to preserve and protect the exterior of the existing dwelling on the site, known as "Park Hill" on a 1.8-acres property located at **21 Calhoun Drive** in the RA-1 Zone (but proposed to be in the RA-1-HO zone under application PLPZ 2019 00474.) (Staff: PL) (Left open at the 1/7/2020 meeting.) (Must close by 2/11/2020. Maximum extension to close available to 4/16/2020) (Seated: Alban, Macri, Levy, Fox, Hardman)

Dunwoodie LLC., application PLPZ 2019 00468, for a zoning map amendment, to re-zone **102 through 118 Sheephill Road** from the R-12 to the R-12-HO zone (as shown on a re-zoning map on file in the Town Clerk's Office) (Staff: PL) (Left open at the 1/7/2020 meeting.) (Must close by 4/16/2020. Maximum extension to close available to 4/16/2020) (Seated: Alban, Macri, Levy, Fox, Hardman)

Dunwoodie LLC., application PLPZ 2019 00469, for a preliminary re-subdivision, to merge the subject parcels into one, 96,780 sq. ft. parcel. The subject properties are located at **102 through 118 Sheephill Road** in the R-12 zone. (Staff: PL) (Must decide by 3/5/2020) (Maximum extension to decide granted.) (Seated: Alban, Macri, Levy, Fox, Hardman)

Dunwoodie LLC., applications PLPZ 2019 00466 and PLPZ 2019 00467, for a preliminary site plan and special permit, to create a campus and rezone property from R-12 to R-12-HO. The combined lot area of the subject action would equal 96,780 sq. ft. of property and located at **102 through 118 Sheephill Road** in the R-12 zone. (Staff: PL) (Left open at the 1/7/2020 meeting.) (Must close by 4/16/2020. Maximum extension to close granted) (Seated: Alban, Macri, Levy, Fox, Hardman)

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Postponed by applicant. Extension granted.

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TOWN OF GREENWICH PLANNING AND ZONING COMMISSION

Town Hall Meeting Room
101 Field Point Road, Greenwich, CT

January 28, 2020

ACTION AGENDA WITH DECISIONS

*Regular Members Present and Seated: Margarita Alban, Peter Levy, and Andy Fox.
Regular Members Absent: Nicholas Macri and Dave Hardman.
Alternate Member Present: Dennis Yeskey, Victoria Goss, and Peter Lowe.
Staff Members Present: Katie DeLuca, Director Planning and Zoning/Zoning
Enforcement Coordinator/Town Planner, and Patrick LaRow, Deputy Director
Planning and Zoning/Assistant Town Planner*

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5. **Second Congregational Church of Greenwich**; applications PLPZ 2019 00379 and PLPZ 2019 00380, for a final site plan and special permit, to make additions to the Mead House in order to provide handicap accessibility, as well as a change of use to use a portion of the first floor of the Mead House as a vocational training program for people with developmental disabilities, the applicant is also proposing to re-zone the property into the Historic Overlay Zone, which is subject to a separate text amendment (application PLPZ 2019 00381) on a 2.9404-acres property located at **48 Maple Avenue** in the R-20 (but proposed to be R-20-HO) zone. (Staff: JP) (Must close by 1/29/20. Extension to closed granted to 1/29/20. Maximum extension to close available to 2/6/2020) (Opened at the 10/29/19 meeting, left open at the 11/26/19 meeting.) (Seated: Alban, Macri, Levy, Goss (for Fox), and Yeskey (for Hardman.))

Closed. No Action Taken.

6. **Greenwich Country Day School, Inc.;** applications PLPZ 2019 00503 and PLPZ 2019 00504, for a final site plan and special permit, to permit building and site plan improvements to accommodate renovations to Greenwich Country Day School's athletic fields, including: upgrading existing grass athletic fields to synthetic turf; construction of a field house with spectator seating; installation of a new storage building; site improvements including driveway, parking, and landscape modifications and improvements to Cardinal Road, as authorized by the Greenwich Skating Club, Incorporated, which, along with GCDS, owns said road. The subject parcels are a 41.5-acre property located at **23 and 47 Fairfield Road** in the RA-1 zone. *(Staff: JP) (Must open by 2/13/2020) (Maximum extension to open available to 4/18/2020.)*

Left Open.

7. **The Field Club of Greenwich, Inc.;** applications PLPZ 2019 00496 and PLPZ 2019 00497, for a final site plan and special permit, to modify to modify final site plan and special permit PLPZ 2014 254/255 for construction of a new tennis building with attached Paddle House, replacement of an existing maintenance garage, and related site and landscaping improvements pursuant to Sections 6-12(e), 6-13, 6-15, 6-16(b), 6-17, 6-17(b)(4), 6-94(a)(2), 6-101 and 6-205(a) of the Greenwich Building Zone Regulations on an 11.1-acre property located at **276 Lake Avenue** in the RA-2 zone. *(Staff: BD) (Must open by 1/30/2020) (Maximum extension to open available to 4/4/2020.)*

Left Open.

8. **240 GA, LLC.,** applications, PLPZ 2019 00443 and PLPZ 2019 00444, for a final site plan and special permit, to: renovate the existing bank and office building, in-filling part of the building that is located in the CGBR Zone and to convert a portion of the legally non-conforming bank use, located on the first floor and in the basement, into new retail space on a 1.3217-acre property located at **240 Greenwich Avenue** in the CGB, CGBR, CGIO zones *(Staff: MA) (Must open by 3/07/2020) (Maximum extension to open granted).*

Left Open.

9. **500 WPA LLC, and Putnam 600 Acquisition LLC**, applications , PLPZ 2019 00445 and PLPZ 2019 00446, for a final site plan and special permit, to combine the properties at 500 West Putnam Avenue and 600 West Putnam Avenue and construct on the eastern side of the 500 West Putnam Avenue a parking garage and a thirty-five (35) unit multi-family residential building with 20% of those proposed units (equal to 8 of the proposed units) to be Moderate Income Units as defined under Sec. 6-110 of the Town of Greenwich Building Zone Regulations and requests permission to add parking within the front yard setback of the GBO Zone. The existing office building at 500 West Putnam Avenue and the existing mixed use commercial building at 600 West Putnam Avenue would remain on properties located at **500 and 600 West Putnam Avenue** in the GBO zone. *(Staff: PL) (Must open by 3/07/2020) (Maximum extension to open granted).*

Left Open.

10. **585 West Putnam LLC and Putnam 600 Acquisition LLC**, applications PLPZ 2019 00452 and PLPZ 2019 00453, for a final site plan and special permit, to merge the parcel at 581 and 585 West Putnam Avenue, demolish all buildings and site improvements on the 581 Parcel and construct a new 67,074 square feet, four (4) story, 44-unit residential building where nine (9) of the units (20%) would be "Moderate Income" as defined by Section 6-110 of the Town's Regulations and a lower level parking garage with onsite parking for 82 vehicles. The existing commercial office building located on the 585 Parcel would remain and no work is proposed for the 585 Parcel at this time. The subject action is on properties located at **581 and 585 West Putnam Avenue** in the GBO zone. *(Staff: PL) (Must open by 3/07/2020) (Maximum extension to open granted.)*

Left Open.

REGULAR MEETING CONTINUED

11. **Greenwich Park LLC**; application PLPZ 2019 00454, for a final site plan, to address the connection of the Office Park Parcel interior roadway system to the driveway of the 581 West Putnam Avenue Parcel, in relation to PLPZ 2019 00452 and PLPZ 2019 00453 on an 18.1-acres property located at **51 Weaver Street** in the GBO zone. *(Staff: PL) (Must decide by 3/23/2020) (Maximum extension to decide granted.)*

POSTPONED.

12. **Greenwich Park LLC**; application PLPZ 2019 00455 for a final site plan, to connect with the driveway of the 581 West Putnam Avenue Parcel, in relation to PLPZ 2019 00452 and PLPZ 2019 00453 and drop off lane on Valley Drive on a 1.83-acres parcel located at **18 Valley Drive** in the GBO Zone. *Staff: PL) (Must decide by 3/23/2020) (Maximum extension to decide granted.)*

POSTPONED.

13. **Greenwich Park LLC**; application PLPZ 2019 00456 for a final site plan, to connect with the driveway of the 581 West Putnam Avenue Parcel, in relation to PLPZ 2019 00452 and PLPZ 2019 00453 and revised the West Putnam Ave and Valley Drive driveways on a 0.940-acres parcel located at **0 West Putnam Avenue** in the GBO Zone. *Staff: PL) (Must decide by 3/23/2020) (Maximum extension to decide granted.)*

POSTPONED.

14. **DECISION ITEMS:**

15. **DISCUSSION ITEMS:**

16. **APPROVAL OF MINUTES:**

November 26, 2019

December 10, 2019

No Action taken on Minutes

17. **OTHER:**

- a. Executive Session on pending litigation or personnel matters.
- b. Other items as may properly come before the Commission.

**APPLICATIONS HEARD PREVIOUSLY
THAT WILL BE HEARD ON SUBSEQUENT MEETINGS:**

1205 East Putnam Avenue LLC., David Rodgers, applications PLPZ 2019 00420 and PLPZ 2019 00421, for preliminary site plan and special permit, to remove the existing structures and construct a twenty (20) unit residential building, where four (4) units (equal to 20% of the total unit count) would be “Moderate Income” units as defined under Sec. 6-110 of the Town of Greenwich Building Zone Regulations, off-street parking for forty (40) vehicles, stormwater and site improvements on a 26,121 sq. ft. property located at **1205 East Putnam Avenue** in the LB and PRIOZ zones. *(Staff: KD) (Must close by 2/22/2020.) (Maximum extension to close granted) (Opened at the 11/14/19 meeting. Left open from the 12/10/19 meeting.) (Seated: Alban, Lowe (for Macri), Levy, Goss (for Fox), Hardman)*

146-148 Sound Beach Avenue, LLC & John M. Downing c/o Joel Paul Berger, applications PLPZ 2019 00484 and PLPZ 2019 00485, for final site plan and special permit, to request a change of use from a retail food establishment to a school use contemplating student drop-off. on a 29,316 sq. ft. property located at **146 Sound Beach Avenue** in the LBR-2 Zone. (Staff: PL) (Must open by 4/4/2020. Maximum extension to open granted.) (Postponed at the 12/10/2019 meeting.)

Fried and Taylor LLC., applications PLPZ 2019 00450 and PLPZ 2019 00451, for a preliminary site plan and special permit, to construct a mixed use, Moderate Income Housing Development of three (3) stories with twenty-two (22) units where five (5) of the units (20% of the total) would be "Moderate Income" units as described in Section 6-110 of the Greenwich Building Zone Regulations; 4,288 sq. ft. of commercial space, for two tenants on the first floor, and parking for 52 vehicles and 3 ADA parking spaces on a 33,077 sq. ft. property located at **100 East Putnam Avenue** in the LBR-2 and PRIOZ zones. (Staff: KD) (Left open at the 1/7/2020 meeting) (Must close by 2/11/2020) (Extension to close available to 4/16/2020) (Seated: Alban, Macri, Levy, Fox, Hardman)

21 Calhoun Drive, LLC., application PLPZ 2019 00474, for a zoning map amendment, to re-zone **21 Calhoun Drive** from the RA-1 to the RA-1-HO zone (as shown on a re-zoning map on file in the Town Clerk's Office). (Staff: PL) (Left open at the 1/7/2020 meeting.) (Must close by 2/11/2020. Maximum extension to close available to 4/16/2020) (Seated: Alban, Macri, Levy, Fox, Hardman)

21 Calhoun Drive, LLC., applications PLPZ 2019 00472 and PLPZ 2019 00473, for a final site plan and special permit, to: remove a detached garage; construct a new single-family dwelling; and provide a façade easement to preserve and protect the exterior of the existing dwelling on the site, known as "Park Hill" on a 1.8-acres property located at **21 Calhoun Drive** in the RA-1 Zone (but proposed to be in the RA-1-HO zone under application PLPZ 2019 00474.) (Staff: PL) (Left open at the 1/7/2020 meeting.) (Must close by 2/11/2020. Maximum extension to close available to 4/16/2020) (Seated: Alban, Macri, Levy, Fox, Hardman)

Dunwoodie LLC., application PLPZ 2019 00468, for a zoning map amendment, to re-zone **102 through 118 Sheephill Road** from the R-12 to the R-12-HO zone (as shown on a re-zoning map on file in the Town Clerk's Office) (Staff: PL) (Left open at the 1/7/2020 meeting.) (Must close by 4/16/2020. Maximum extension to close available to 4/16/2020) (Seated: Alban, Macri, Levy, Fox, Hardman)

Dunwoodie LLC., application PLPZ 2019 00469, for a preliminary re-subdivision, to merge the subject parcels into one, 96,780 sq. ft. parcel. The subject properties are located at **102 through 118 Sheephill Road** in the R-12 zone. (Staff: PL) (Must decide by 3/5/2020) (Maximum extension to decide granted.) (Seated: Alban, Macri, Levy, Fox, Hardman)

Dunwoodie LLC., applications PLPZ 2019 00466 and PLPZ 2019 00467, for a preliminary site plan and special permit, to create a campus and rezone property from R-12 to R-12-HO. The combined lot area of the subject action would equal 96,780 sq. ft. of property and located at **102 through 118 Sheephill Road** in the R-12 zone. (*Staff: PL*) (*Left open at the 1/7/2020 meeting.*) (*Must close by 4/16/2020. Maximum extension to close granted*) (*Seated: Alban, Macri, Levy, Fox, Hardman*)

The Town complies with all applicable federal and state laws regarding non-discrimination, equal opportunity, affirmative action, and providing reasonable accommodations for persons with disabilities. If you require an accommodation to participate, please contact the Commissioner of Human Services at 203-622-3800 or alan.barry@greenwichct.org as soon as possible in advance of the event.