Establish a dog daycare in a 5370 sq. ft. tenant space to include grooming, boarding, training, and sale of pet products.

### Location:
- 1340 East Putnam Avenue

### Zone:
- LB

### Lot size:
- 0.51 acres

### Tax ID:
- 06-2587/S

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<th>EXISTING</th>
<th>PROPOSED</th>
<th>PERMITTED/REQUIRED</th>
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<td><strong>Gross Floor Area:</strong></td>
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APPLICATION SUMMARY:
Final Site Plan and Special Permit, PLPZ 202100277, have been submitted to request approval of a dog daycare establishment in a 5370 sq. ft. tenant space, to include boarding, grooming and training services along with the sale of pet products, on a property located at 1340 East Putnam Avenue in the LB zone. The applicant seeks Planning & Zoning Commission approval under Sections 6-5, 6-13 to 6-15, 6-17, 6-100, 6-104, 6-158, and 6-205 of the Town of Greenwich Building Zone Regulations (BZR).

The applicant submitted a pre-application which was reviewed by the Commission at the June 7th Briefing and the June 8th meeting, during which the following questions/concerns were discussed:
  - Parking/peak times/overlap with dry cleaners and restaurant;
  - Clear plan for drop off pick up;
  - Waste management;
  - Designating appropriately sized recreation areas based on standards;
  - DPW Engineering input from Scott or Jim.

ISSUES AND RECOMMENDATIONS:
1. **Zoning** – comments dated 7-14-21 indicate that the project meets the requirements of the Building Zone Regulations, excluding sections 6-15 and 6-17, and is Ok for Zoning Permit Sign-off.
2. **DPW Engineering** – Scott Marucci submitted an email dated 6-14-21 indicating that no review is required since no outside work is taking place and therefore no site plan /survey is required.
3. **Sewer comments have not been submitted yet.**
4. The Commission should decide if parking and pick up/ drop off areas are sufficient per Section 6-158. The applicant should clarify how many parking spaces are on site and how those spaces are allocated to each use.
5. Based on the State website, a license is required from the CT Dept. of Agriculture.

EXISTING CONDITIONS
The property is located on the south side of East Putnam Avenue in Old Greenwich within the Local Business (LB) zone. According to the tax card and Site Plan application the commercial building on site has a gross floor area of 8324 sq. ft. The rest of the site is paved driveway / parking areas. Other tenants in the building include a dry cleaner and a restaurant.

Various signage applications have been reviewed for this property along with Zoning permits. According to records, the building was approved to be built in 1975.
PROPOSED IMPROVEMENTS:
The applicant is proposing to establish a dog daycare to include boarding, grooming and training services along with a retail area for sale of pet related goods. The tenant space comprises 5370 sq. ft. of the existing 8324 sq. ft. building.

Floor plans submitted with the application designate specific areas for different functions such as a Spa area, a Zen area, Train-Play area, lobby, waiting room and retail space. There are larger fenced off areas noted as “Dog Area” and “Dog Area – Fetch”. Based on the ASPCA website, the organization does not set specific standards for dog boarding facilities regarding recreation area, but other organizations note a standard of about 75-100 sq. ft. per dog. The business plan notes the following: a maximum of 45 dogs permitted for this facility, and the facility has room for 6 dogs in overnight suites.

Section 6-100 of the BZR lists Animal Grooming Establishments as a Use Group 4 use and lists Veterinary and Kennels as a Use Group 9 use. Both of these Use Groups are permitted, subject to certain caveats, in the LB zone. Section 6-158, Customer or Patron Parking, does not include a specific line item for these uses, so they would be appear to fall under the 1 per 250 sq. ft. (usable floor area) requirement.

The application notes 15 parking spaces are present on site, but in another area notes 12. Based on 1 per 250 sq. ft. of usable floor area, this use would technically require 16 spaces. However, if the previous use was a retail use in this tenant space, the dog daycare use may have a lower parking requirement and therefore be “less non-conforming.” The applicant should clarify how many spaces are located on site. Are the parking spaces specifically designated to each use? Was the previous use a retail use?

The business plan provided by the applicant explains that there is a drop off/pick up system aided by scheduling software so many clients can drop off and pick up directly to staff without parking. Further, drop off is limited to the hours of 7am – 9pm and pick up limited to 5pm to 7pm. There is also a valet service that transports clients’ dogs between their home and the facility. These systems would appear to alleviate some need for clients to park on site.

The business plan details the waste management protocol which utilizes odor barriers in the trash receptacles and commercial waste disposal service. It is not clear how often the waste will be removed from site – perhaps the applicant can provide that detail. The Sewer Department has not submitted comments yet.

Zoning comments dated 7-14-21 indicate that the project meets the requirements of the Building Zone Regulations, excluding sections 6-15 and 6-17, and is Ok for Zoning Permit Sign-off.

Scott Marucci submitted an email dated 6-14-21 indicating that no DPW Engineering review is required since no outside work is taking place and therefore no site plan /survey is required.
Based on the State of CT website, a license is required from the CT Dept. of Agriculture.

**APPLICABLE REGULATIONS:**
Sections 6-5, 6-13 to 6-15, 6-17, 6-94(a), 6-100, 6-104, 6-158, and 6-205

**6-5**
2.1) Animal day care establishments are not permitted in any residential zone nor the retail zones of the CGBR and LBR zones, but are allowed in the LB, CGB, GB and GBO zones subject to site plan and special permit approvals, and licensing from the state. Animal Grooming facilities are not permitted in the CGBR zone, but are permitted in the LBR, LB, CGB, GB and GBO zones. These facilities are not considered kennels, but may require licensing from the state or local Health Dept. (4/14/2010)

**DEPARTMENT COMMENTS:**
Zoning – Attached
DPW Engineering – Attached
Sewer – Not Received
 Reviewed for Planning and Zoning Commission.

TITLE OF PLAN REVIEWED: Paws

LOCATION: 1340 East Putnam

PLAN DATE:

ZONE: LB

☐ Ok for Zoning Permit Sign-off with the following revisions:

☐ Resubmit the following prior to Site Plan/ Subdivision approval:

☒ The subject site plan/subdivision meets the requirements of the Building Zone Regulations, excluding sections 6-15 and 6-17, and is Ok for Zoning Permit Sign-off.

Reviewed by: Jodi Couture
Date: 7/14/2021

Note: These comments do not represent Building Inspection Division approval. Plans subject to review by ZEO at time of building permit application.
TO: Town of Greenwich, Planning & Zoning  
Date: June 13, 2021

Our Services
- Dog Daycare
- Puppy Academy & Training
- Boutique Boarding
- Grooming & Retail

Hours of Operation
- Hours of operations: 7 AM - 7 PM, Daily
- Client Drop Off: 7 AM - 9 AM | Client Pick Up: 5 PM-7 PM
- PAWS Valet will offer safe transportation of dogs to and from the facility. Based on our data, we suspect 40-60% of all clients will use this service, which will alleviate any additional parking issues.
- State of the art client software will allow for quick “scan and go” check-in & curbside pickup
- Limited overnight care in 6 luxury suites will be available. An employee will be on-site 24-7 during all boarding stays for safety & optimal care

Location & Parking

PAWS of Greenwich occupies 5,370 SF FT - of the entire 8,536 SF FT building. The two other building tenants include: a Dry Cleaners, open 8-5 PM and a to-go restaurant, which opens at 11:30 AM. Both of these businesses are mainly drop off or to-go, needing very nominal parking.

Parking: There are currently 15 parking spots available at 1340 E. Putnam. Additional public street parking is located immediately to the left of the building on Boulder Ave.

- We have set times for client drop off and pickup, which will minimize traffic flow during the day. Client Drop Off: 7 AM - 9 AM | Client Pick Up: 5 PM-7 PM During drop off/pick up hours - a PAWS team member will always be present at the entrance of the lobby to facilitate a seamless client experience.
• **Valet Transport** will be offered and encouraged. Based on our data, 40-60% of all clients will use this service, which will alleviate any additional parking issues.

• Many clients will take advantage of our “curbside pickup” offering. This scheduling feature is managed through our client app. Parents can specify *exact drop off and pick up* times and communicate directly with our team about their arrival time.

• Each member will have their own key fob connected to their dog's profile and their club account. When scanned, the fob allows for efficient client identification and sales processing.

• Grooming services **by appointment only**. Dog parents drop and depart, then pick up. Our on-site daycare clients will fill most appointments

**Client Flow**

**Dog Drop Off (7 am to 9 am)**
• Client will park and walk their dog to the front door/lobby OR drive up to the lobby door and use our curbside pick up feature
• PAWS staff will greet client & dog will be checked in via mobile app or front desk
• The client will depart & the dog will be escorted into a secure dog daycare area

**Dog Pick Up (5 pm - 7 pm)**
• All daycare dogs will be prepared and ready for pick up, before parent arrival
• Client messaging feature will alert staff of their ETA
• Upon arrival, PAWS attendant will check out dog and escort to owner, or owner will park and retrieve the dog
• The dog will be securely leashed and returned to the owner for departure

**Facility Design & Safety**

*In preparation of this special permit application, PAWS met with Contractor, Plumber, HVAC, Electrician and the Fire Department, to discuss the current building, our special needs and best practices, all based on the State of CT Commercial Kennel recommendations and pet resort industry standards.*

• **4 Dog Park Areas** enclosed using hygienic Vinyl Fencing & Gates (industry standard)
• Flooring selections include innovative slip resistant safety flooring that is eco-friendly, hygienic and easy to maintain & disinfect. The flooring is also safe on PAWS and used in hospitals, veterinary facilities and top dog resorts worldwide.
• Walls will be surfaced with non-toxic, hygienic, easy to clean, and water impervious materials including FRP
• **HVAC:** Installation of UV Sanitation Lights in our HVAC systems, are proven to reduce animal to animal transmission of viruses and bacteria. Various mobile Air Filters will also function throughout the space, as needed.
● **Noise**: PAWS is an indoor facility. However, in order to control noise, front facing windows will be frosted to break the dogs “line of sight” of people - who may trigger barking. Noise reduction panels and soundproofing insulation will also be installed as necessary.

● **Waste & Cleaning**:
  - Stringent daily cleaning protocol will include: using veterinary-approved & pet safe cleaners, disinfectants & sanitizers; as well as the use of commercial Floor Cleaning Machine(s).
  - Commercial sanitizing washer/dryer & dishwasher will also be in use
  - Dog areas will be cleaned and maintained throughout the day and all areas will be washed down with hot water and disinfectant cleaner nightly
  - Dog waste will be promptly collected in sealed trash receptacles with an odor barrier and disposed of by commercial waste management, as suggested by State of CT Kennel regulations

● **Security & Emergency**: PAWs of Greenwich met with the Town of Greenwich Fire Department at the building to discuss creation of a Fire Evacuation Plan. Security and video surveillance system will also be installed throughout the space. **Staff members will be present for any/all overnights.**

**Employees**

We currently plan to have **four employees at the facility full-time**. The optimal industry standard is one employee per 10 dogs. Additional part-time staff will include a Groomer and Cleaning Staff as needed. Overnight employees will be onsite during boardings.

All employees must participate in our PAWPack Training Program: Dog CPR & First Aid, Canine Body Language, Dog Handling Skills, and more.

**Number Of Dogs:**
- How many dogs can be in a facility at one time: 45 max
- 1 Canine Coach per 10 dogs - an optimal industry standard
- How many dogs can be boarded in your facility? 6 dogs in luxury 4x6 suite accommodations

**Club Membership Requirements**

**Age:**
- Full Daycare & Boarding: All dogs must be fully vaccinated to participate in open group play. Generally, this is around 12-14 weeks of age.
- Puppy Day Academy: 10-12 weeks of age & second set of vaccinations with a clean fecal
Vaccination & Medical Requirements:
Up to date vaccinations are required for all canines. Our software tracks the due dates and prompt client to update/upload proof of vaccination
- Rabies, Distemper/Parvo, Bordetella
- Negative Fecal Test (within last six months)
- Monthly Flea & Tick Preventative & Heartworm Preventative
- Canine Influenza
- Spay/Neuter: Generally, all dogs must be spayed or neutered by eight months of age to participate in group play

Canine Behavior Requirements:
- **Canine Wellness Consultation (15 Mins)**
  Learn about you, your family, lifestyle and discuss your canine and discuss their behavior and wellness. Consultation is required for all services.
- **Behavior Evaluation (Two, ½ Days of Daycare)**
  Required for daycare & boarding. Two half-days of structured day care is required to evaluate a dog's sociability with other canines and humans, their play style, manners and overall behavioral mind set. All dogs must participate to qualify for membership. Dogs must be friendly and sociable to participate in group play. Based on the evaluation and consultation, we will recommend a wellness plan individualized to the dog's specific needs

Company Narrative

PAWS of Greenwich “Canine Club”
Luxury Pet Care Unleashed

PAWS of Greenwich is a premier canine club featuring a structured dog daycare, boutique overnight boarding, grooming, training & education for Greenwich-area residents and their loyal companions. Our goal is to provide exceptional pet care services to our community canines in a safe, loving, and enriching environment.

Each dog is an individual, and through the guidance of our comprehensive Wellness Consultation & Social Behavior Evaluation, we will craft a pet care plan personalized to each dog's specific social, physical, and behavioral needs - always with the owner at the top of mind.

Our programs include integrating socialization, enrichment, exercise, obedience training, and coaching and education - for parents! Our goal is to enrich the lives of canines and strengthen the canine-to-owner connection.

The club is supervised by a staff of passionate and attentive “Canine Coaches” trained in animal body language & behavior and certified in canine first aid and CPR.
From passion to profession. PAWS of Greenwich was founded by Greenwich resident Jessica DelGuercio, who turned a local community dog park initiative into a thriving pet care business. She currently services dozens of canine clients and their paw-rents in the Greenwich area by providing training and coaching services and dog walking and sitting. Business Partner Brian Levinson is also a Greenwich resident and local pet care professional. Brian lives in Indian Harbor with his two lovable Golden Retrievers.

PAWS is proud to call Greenwich home and looks forward to serving their neighborhood paws at their first Greenwich location!

Your dog... our family.
Ms. Katie DeLuca  
Town Planner/Director of Zoning  
Town of Greenwich  
101 Field Point Road  
Greenwich, CT 06830

June 15, 2021

Re: PAWS of Greenwich: 1340 East Putnam Avenue: Final Site Plan Special Permit Application

Dear Katie:

On behalf of PAWS of Greenwich, prospective tenant, and 1340 East Putnam Avenue, LLC, owner of property known as and located at the same address, I am hereby making a submission for final site plan and special permit approval for the use of a 5370 square foot portion of the existing 8324 square foot building as a facility for the grooming, day care, training and boarding of canines and the sale of related pet products, as permitted under BZR Sections 6-5 and 6-100.

As you know, this application was previously reviewed by the Commission as a pre-application, at which time the Commission indicated that the same materials submitted for the pre-application could be used for this application and that a zoning location survey need not be prepared and submitted provided the engineering division of DPW agreed to the same, which it has, as indicated in the attached email from Scott Marucci.

The facility as proposed will be open from 7 a.m. to 7 p.m. with day care drop-off and pick-up from 7 a.m. to 9 p.m. and 4 p.m. to 7 p.m., respectively. All services will be offered by prior appointment only. Valet transportation will be offered, which will reduce traffic to and from the facility, and ease any demand on the existing twelve parking spaces, which are shared by the neighboring dry cleaner and take out restaurant. All industry, local and state standards, as applicable, for sound reduction, waste
disposal, HVAC and area per dog will be met or surpassed.\(^1\) Staff will be on hand at all times when a dog is boarded and the facility will be monitored 24/7 with security and video surveillance.

We look forward to presenting this application at the next available hearing. If you have any questions or comments or if you require additional information, please do not hesitate to contact me.

Sincerely,

[Signature]

W.I. Haslun II

Enclosures:
Site Plan Application & Checklist
Special Permit Application
Tax Cards
GIS Maps
Aerial Screen Shot
Survey
Floor Plans
Area dedicated to Recreation
Affidavit of Notice
Note from Scott Marucci
IWWA Sign-Off
Filing Fee

\(^1\) Of the 5370 sq ft, 4340 sq ft (+-) is dedicated to dog recreation (or 96 sq ft per dog with the stated maximum of 45 dogs, well within the ASPCA recommended area of 75-100 sq ft per dog). The remaining 1030 sq ft is dedicated to the lobby and office, bathroom, storage, spa and kennel. Please see attached.
TOWN OF GREENWICH
Town Hall ~ 101 Field Point Road ~ Greenwich, CT 06830
Planning & Zoning Department ~ 203-622-7894 ~ Fax.203-622-3795

Site Plan Application

Property Address: 1340 East Putnam Avenue
Property Owner: 1340 East Putnam Ave, LLC
Address: 74 West Park Place, Stamford, CT 06901
Email: lgargano@scglease.com
Cell Phone: 203-324-9495
Applicant: PAWS of Greenwich
Address: 82 Indian Harbor Drive, Greenwich 06830
Email: jessica@pawsofgreenwich.com
Cell Phone: 917-359-0515
Authorized Agent: W.I. Haslun II
Address: 21 Sherwood Place, Greenwich 06830
Email: chaslun@jhh-law.com
Cell Phone: 
Other Phone:

Select One: □ Pre-Application ✔ Final
Lot Area: .51 Acres

Select One:
✔ Special Permit – Complete special permit application form
□ Coastal Overlay Zone
□ Property is within 500 feet of a Municipal Boundary of ____________ (for notification)
□ Amendment to Building Zone Regulations – Section(s)
□ Amendment to Building Zone Map – Zone(s) affected
□ Health Department review needed
□ Sewer Department review needed
□ Architectural Review Committee Application attached or Review needed
□ Planning & Zoning Board of Appeals review needed
□ Inland Wetlands and Watercourses Agency Review / Approval Required
□ Scenic Road Designation

To be completed by P&Z staff only:
Check # __________________ Check Amount: $__________
Application # ________________________________
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Site Plan Review Checklist

Property Address: 1340 East Putnam Avenue, Greenwich
Tax ID: 062587
Anticipated Type of Application: Site Plan/Special Permit

All applications for preliminary and final site plan approval shall be made on the appropriate forms as provided by the Planning Staff. The following items must also be provided with the application. If any of the following items are not filed at the time of application, the application may be returned to the applicant in order that it may be filed in the entirety at an appropriate future date. Required Items: (Sec. 6-14)

Please check the items submitted below: WANTED FOR P&Z AND DPW

☐ 1. Fifteen copies of a survey, folded to 9" x 12", showing existing conditions, including:
   a. Locations and dimensions of all existing buildings, structures, fences, retaining walls, utility facilities, trees of six (6) inches or more in diameter at breast height, and other similar features.
   b. Existing contours at no more than a two-foot vertical interval, unless waived by the commission Staff in circumstances where such contours may not be necessarily pertinent. The survey shall indicate topographic conditions of property immediately adjoining the subject parcel.
   c. The location of all existing watercourses, intermittent streams wetlands as required by IWMA, Flood Hazard Lines as determined by FEMA, springs and rock outcrops or a note indicating that none exist, with the sources of information listed.
   d. The zone in which the land to be developed falls and the location of any town and zone boundary lines within or adjoining the tract, and yard dimensions to existing buildings. Lot area, by zone, shall be indicated.
   e. The title of the development, date, revision date if any and nature of revision, north arrow, scale, and the name and address of owner and names of owners of adjacent land.
   f. Street and property lines, curbs, edges of pavement, sidewalks, easements, right-of-way, covenants, and deed restrictions.
   g. Traffic lights and controls, public trees, catch basins, hydrants, and power and telephone lines in adjacent streets.
   h. Certification with the signature and seal or registration number of a registered land surveyor licensed in the State of Connecticut that the drawing is substantially correct to A-2 Standards, and that the property is in a designated zone under the zoning regulations.

☐ 2. Fifteen sets of a detailed Site development plan, at a readable scale, folded to 9" x 12", prepared in accordance with all applicable Town standards including the Roadway Design and Drainage Design Manuals, and signed by a professional architect, land surveyor, or engineer licensed in the State of Connecticut, showing:

   a. Location, dimension, and elevation of all proposed buildings, structures, walls, fences.
   b. Location dimensions and surface treatment of all existing and proposed parking and loading spaces, traffic access and circulation drives, and pedestrian walks. Sidewalks are to be provided as required by the Building Zone Regulations.
   c. Approximate location of proposed utility lines, including water, gas, electricity, sewer and the location of any transformers.
   d. Note specifying source of water supply and method of sewage disposal.
   e. Existing and proposed contours at units of no more than a two-foot interval unless waived by the Commission’s staff. Cuts and fills and estimates of blasting to be submitted at time of final site plan.
   f. Location, size and type of proposed landscaping and buffer planting and the designation of those areas of natural vegetation not to be disturbed.
   g. Any other similar information determined by the Commission staff to provide for the proper enforcement of the Building Zone Regulations.
   h. Zoning statistics including: Gross Floor Area, Floor Area Ratio, Usable Floor Area, Required Parking, Actual Parking

pzSitePlanChecklist 2020
Provided, Building Height, Building Footprint, and Area Devoted to Surface parking, Building and Drives.

□ i. Provisions for compliance with Americans with Disabilities Act (Handicap Access) and State Building Code.

□ j. Coastal Area Management Application for projects within the Coastal Overlay Zone.

□ 3. Eight sets of architectural plans, signed and sealed by an architect registered in the State of Connecticut, of all floors, all exterior elevations showing existing and proposed grade conditions. Elevations are to detail architectural elements by labeling materials, color and dimensions. Each architectural elevation shall show the absolute building height as well as building height for zoning purposes. All HVAC facilities are to be shown on architectural elevations.

□ 4. Three copies of Floor Plan Work Sheets with the dimensions and calculated floor areas for each floor prepared in accordance with Sec. 6-5(22). Consult Commission Staff for required format.

□ 5. Three copies of “building coverage” computation sheets.

□ 6. Three copies of “area devoted to surface parking, building, and drives” worksheets.

□ 7. Five copies of sight distance certification reports when required by a preliminary site plan review or when advised by the commission staff pursuant to item 2(g) of this checklist.

□ 8. Three copies of Volume calculations per 6-101.

□ 9. Completed Traffic Impact Evaluation Form if applicable. Submission requirements are defined on the form, available at the Commission office. A traffic report may be required.

□ 10. Two copies of completed application form signed by applicant or authorized agent, owners and contract purchasers, as applicable.

□ 11. Two copies of completed Special Permit form, if required by Building Zone Regulations.

□ 12. Fifteen copies of detailed, inclusive narrative description of the proposed project. For those projects involving amendments to the Building Zone Regulations and/or amendments to the Building Zone Regulation Map, the narrative description must provide the section number and text for the proposed amendments(s) to the BZR and an explanation providing justification for the proposal. For map changes, a scaled drawing at 1” to 400’ needs to be provided for affected area(s).

□ 13. Eight copies of reductions in, 11 x 17 size, or other appropriate size, providing a readable, clear plan of proposed site development and architectural plans.

□ 14. A showing that an adequate source of potable water is available to satisfy the needs of the proposed development as per Sec. 6-15(a) (5), signed by C.A.W.C.

□ 15. An affidavit certifying that all abutting property owners have been notified, as evidenced by the submission of a certificate of mailing or certified or registered mail receipts about said application. A schedule of names, addresses, shown on a GIS map with lot lines indicating the location of the notified property owners. Owners of lots, or portions of lots, which are across a public or private street shall be deemed to be abutting property owners. For projects which require the preliminary review by the Conservation Commission, the notice shall be sent by the applicant to abutting owners two weeks prior to any scheduled hearing date of the Conservation Commission.

□ 16. Authorization for the agent and contract purchasers to act on behalf of the certified property owner(s). Signatures.

□ 17. A separate schematic plan at a scale no larger than 1”-100” indicating buildings, parking and drives on the site and all adjoining properties, including those across the street, and the nearest cross street.

□ 18. Five copies of a Drainage Summary Report as per Department of Public Works and the Town Drainage Design Manual. The summary report must be prepared in accordance with the following formats: PRELIMINARY: Existing and proposed storm water distribution, existing and proposed runoff rates, capability of off-site drainage facilities to accommodate proposed runoff, capability of off-site soils to accommodate percolation or detention if proposed, and identification of proposed drainage structures. FINAL: Final structure design details, prior approval from IWWA, Engineering Division and Conservation Commission as appropriate, and all information required by the preliminary report or two copies of drainage exemption forms.

□ 19. In accordance with Sec. 6-183.1 to 6-183.10 of the Building Zone regulations, tree protection and sedimentation and erosion control plans shall be submitted with all site plan applications.

□ 20. All applications for final site plans shall be in the form of a survey prepared by a registered Connecticut land surveyor having metes and bounds, dimensions of all buildings, parking and drives, setbacks of all structures from property lines, setbacks between buildings, and certification that building dimensions shown thereon are the same as the approved architectural plans. Architectural and drainage plans are to be references by title, date(s) and sheet numbers.

□ 21. Required fee submitted at time of application (see fee schedule).

□ 22. "It is the belief of the PZC staff that this application is incomplete because of the failure of the applicant to provide the materials

pzSitePlanChecklist 2020
referred to above. This application will be reviewed by the PZC and a decision made as to whether it is complete or incomplete at its public meeting to be held in the PZC office."

All applicants must make an appointment to submit this application with the Applications Coordinator, Peter Mangs, who can be reached by (email) Peter.Mangs@greenwichct.org or (phone) 203-622-7894.

NOTE: Any new documentation presented at Planning and Zoning Meetings shall be submitted to staff so that they can be made part of the record. Please ensure all documents can easily be removed from presentation boards.
Special Permit Application

Property Address: 1340 East Putnam Avenue, Greenwich
Property Owner: 1340 East Putnam Ave, LLC
Address: 74 West Park Place, Stamford, CT 06901
Email: lgargano@scglease.com
Cell Phone: 203-324-9495
Applicant: PAWS of Greenwich
Address: 82 Indian Harbor Drive, Greenwich 06830
Email: jessica@pawsofgreenwich.com
Cell Phone: 917-359-0515
Authorized Agent: W.I. Haslun II
Address: 21 Sherwood Place, Greenwich 06830
Email: chaslun@jhh-law.com
Cell Phone: Other Phone:

Zone(s): LB
Lot Area: .51 Acres

PLEASE SELECT ALL RELEVANT ITEMS BELOW:

A Section 6-17 — Special Permit standards and procedure
A Section 6-30 — Conservation Zone special provisions
A Section 6-94(b) — Non-residential Uses and Group Living Facilities permitted in Residential Zones including Resident Medical Professional Office
A Section 6-98 — RMF Zone
X Section 6-100 — Use Groups for Business Zones
X Section 6-101, 107 — Buildings over 40,000 c.f. in Central Greenwich Impact Overlay Zone, Post Road Impact Overlay Zone, WB, LB or LBR Zones; and over 150,000 c.f. in all other zones
A Section 6-103.1 — Parking deficient uses in CGBR
A Section 6-104 — Parking Structures incl. underground in LB Zone and Height exceptions
A Section 6-105, 106 — Front Yard Parking in GB or GBO Zone
A Section 6-109 — HO & HRO Zones
A Section 6-110 — Dwellings under special requirements for Business Zones
A Section 6-112 — IND-RE Zone applications
A Section 6-113 — In Hospital Zones: certain accessory uses, expansions exceeding 4,000 s.f. or interior alterations or changes of use exceeding 20,000 s.f. (cumulative within 2 years)
A Section 6-114 — CCRC (Continuing Care Retirement Community)
A Section 6-118.1 — Uses within railroad rights of way
A Section 6-123 — Setbacks from Connecticut Turnpike in Business Zones
A Section 6-140.1 — Satellite Earth Stations that emit microwaves
A Section 6-141 — Changes in non-conforming uses, buildings
A Section 6-205 — Historic structures in CBG Zone exceeding FAR And Notes 7, 8 & 9

To be completed by P&Z staff only:
Check # Check Amount: $
Application # ___________________________________________
pzSpecialPermitApp 2020
Application Signature Page

Property Address: 1340 East Putnam Avenue, Greenwich CT 06
Tax ID: 06-2587/S

Property Owner 1: 1340 East Putnam Ave LLC
Address: 74 West Park Place, Stamford 06901
Email: lgargano@scglease.com
Cell Phone: 203-324-9495
Other Phone: 
Signature: [Signature]
Date: 4/26/21

Property Owner 2:
Address:
Email:
Cell Phone:
Other Phone:
Signature:
Date:

Property Owner 3:
Address:
Email:
Cell Phone:
Other Phone:
Signature:
Date:

Property Owner 4:
Address:
Email:
Cell Phone:
Other Phone:
Signature:
Date:

Applicant: PAWS of Greenwich LLC
Address: 82 Indian Harbor Drive, Greenwich 06830
Email: jessica@pawsofgreenwich.com
Cell Phone: 917-359-0515
Other Phone:
Signature: [Signature]
Date: 5-13-2021

Authorized Agent: W.I. Haslun II
Address: 21 Sherwood Place, Greenwich 06830
Email: chaslun@jhh-law.com
Cell Phone:
Other Phone: 203-983-6750
Signature: [Signature]
Date: 3/25/21

pzSignaturePage 2020
TOWN OF GREENWICH

AFFIDAVIT OF MAILING FOR
SITE PLAN and SPECIAL PERMIT

STATE OF CONNECTICUT) ss: Greenwich       June 16, 2021
COUNTY OF FAIRFIELD )

I, William I. Haslun, II, being first duly sworn, do hereby certify that on June 16, 2021, I caused to be mailed, postage prepaid, to those persons whose names are set forth on Exhibit A attached hereto a copy of the notice attached hereto as Exhibit B. Said persons were the record owners, as shown on the Town Tax Assessor’s Office records of property abutting (as said term is defined in §6-14(a)(3) of the Greenwich Building Zone Regulations) the property belonging to 1340 East Putnam LLC and located at 1340 East Putnam Avenue, Greenwich, Connecticut, for which applications for Final Site Plan and Special Permit have been filed with the Greenwich Planning & Zoning Commission.

Subscribed and sworn to before me this 16th day of June, 2021.

Commissioner of the Superior Court
LUCIA VIGO
ANOTARY PUBLIC OF CONNECTICUT
MY COMMISSION EXPIRES 02/28/22
EXHIBIT A

(See Attached)
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<td>Mr. George Drossakis</td>
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Name and Address of Sender:

William I. Haslun II, Esq.
Johnson, Haslun & Hogeman, LLP
21 Sherwood Place
Greenwich, Connecticut 06830

TOTAL NO. of Pieces Listed by Sender: 5
TOTAL NO. of Pieces Received at Post Office™: 5

Affix Stamp Here
Postmark with Date of Receipt.

JUN 16 2021
# Certificate of Mailing — Firm (Domestic)

**Name and Address of Sender**

William I. Haslun II, Esq.
Johnson, Haslun & Hogeman, LLP
21 Sherwood Place
Greenwich, Connecticut 06830

**TOTAL NO. of Pieces Listed by Sender:** 2

**TOTAL NO. of Pieces Received at Post Office™:** 2

**Postmaster, per (name of receiving employee):**

**Affix Stamp Here**

Postmark with Date of Receipt.

**USPS® Tracking Number**

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June 15, 2021

To Whom It May Concern:

PAWS of Greenwich, LLC has filed an application for Final Site Plan and Special Permit approval with the Planning & Zoning Commission to occupy and use 1340 East Putnam Avenue, Greenwich, Connecticut as a dog grooming, training, day care and boarding facility.

Further information concerning this application may be obtained by contacting the undersigned attorney for the applicant at 203-983-6750 or the Town of Greenwich Planning & Zoning Commission, 101 Field Point Road, Greenwich, CT at 203-622-7894.

W.I. Haslun II
Chip Haslun

From: Marucci, Scott <Scott.Marucci@greenwichct.org>
Sent: Monday, June 14, 2021 11:01 AM
To: Chip Haslun
Cc: Michel, James
Subject: RE: PAWS 1340 East Putnam

Chip,
Since no work is proposed outside the building the Engineering Division will not be reviewing the project and has no issue with not providing a zoning location survey or site plan.
Regards,
Scott

Scott Marucci
Senior Civil Engineer
Town of Greenwich-DPW
Engineering Division
101 Field Point Road
Greenwich, CT 06830
(203) 622-7767

From: Chip Haslun [mailto:chaslun@ihh-law.com]
Sent: Monday, June 14, 2021 10:40 AM
To: Marucci, Scott <Scott.Marucci@greenwichct.org>
Subject: PAWS 1340 East Putnam

[EXTERNAL]
Hi Scott thanks for the call! This is the pre-app for PAWS (doggy day care, overnight boarding, grooming) for which I'm about to file for final site plan/special permit. I asked P&Z if OK to not do a ZLS inasmuch as existing conditions would go unchanged, just a change of use (and clients very cost and time sensitive). They said ask Jim, (now you!) I'll call you a little later in morning.

Best.

W.I. “Chip” Haslun II
Johnson, Haslun & Hogeman, LP
21 Sherwood Place
Greenwich, CT 06830
Tel: 203-983-6750
Email chaslun@ihh-law.com

CAUTION: This email originated from outside the Town email system. Do not click links or open attachments unless you have verified the sender and know the content is safe.
Inland Wetlands & Watercourses Agency  
Town Hall, 101 Field Point Road, Greenwich, CT 06830  
Phone 203 622-7736

PERMIT NEED DETERMINATION QUESTIONNAIRE  
[This form is NOT an IWWA Application]

PROJECT: Street Address 1340 EAST PUTNAM AVENUE  
GW CC RIV OG

PARCEL ID: 06-2587 Has there ever been an IWWA application for this site? YES NO

ACTIVITY: (Circle) Addition Demolition Deck Garage Interior renovations New residence Pool Tennis court  
Generator Site Work/Landscaping Septic Other (please specify)

Will this activity require an addition to the septic system or B100a? YES NO

FEE: $65 for reviews requiring a site visit or further in office analysis

Owner's full name [please print] 1340 EAST PUTNAM NO, LLC Phone (203) 324-9495  
Mailing address 74 WEST PARK PLACE Town STAMFORD Zip 06901  
Authorized Agent's name [please print] W. I. KAMMEN II Phone (203) 983-6750  
Mailing address 21 SHOREWOOD PLACE Town GREENWICH Zip 06830

A PLOT PLAN IS REQUIRED SHOWING THE PROPOSED ACTIVITY IN RED.  
Staff cannot review your proposal without a plan.

IWWA staff will review this questionnaire to determine if regulated activities are associated with the proposal and whether an IWWA permit is required. Do not apply for a Building Permit until this review is complete.

If your project does not require an IWWA permit, we will sign off on this questionnaire, which you will need if you are obtaining permits from other departments.

If an IWWA permit is required, we will supply you with a permit application packet. You must obtain an IWWA permit prior to the commencement of your project. No work may begin until you receive an IWWA permit. The issuance of a building permit alone does not constitute an authorization to proceed.

If you do not receive notice regarding your questionnaire within two weeks of submission, please contact the IWWA office.

As the property owner or authorized agent [check one] I believe that the information I have submitted is correct.  
Signature  Date 06/15/21

If mailing, return completed form.  
If a site visit is required, you will be notified and asked to remit a $65 fee (payable to "Town of Greenwich") to the Greenwich Inland Wetlands & Watercourses Agency.  
The site visit will not take place until this fee is received.

STAFF NOTES

Office Rev Date ______/____/____ Field Inv Date ______/____/____  WET/WC? YES NO TIDAL □  
Action Required? YES NO If yes, DR AA AR SIA Staff ____________________________

Soils Report Date ______/____/____ Author ______/____/____ Soils ____________________________
Comments: ____________________________________________________________

Fee Received: YES NO Comment: ________________________________

Received Date Stamp

IWWA Questionnaire Revised 9/21/17
Inland Wetlands & Watercourses Agency  
Town Hall, 101 Field Point Road, Greenwich, CT 06830  
Phone 203 622-7736

PERMIT NEED DETERMINATION QUESTIONNAIRE  
[This form is NOT an IWWA Application]

PROJECT: Street Address 1340 EAST PUTNAM AVE, LLC  
GW□ CC□ RIV□ OG□

PARCEL ID: 06 3537  
Has there ever been an IWWA application for this site? YES□ NO□  
Appl. # ______________________

ACTIVITY: (Circle) Generator Demolition Deck Garage  
Site Work/Landscaping Septic Other (please specify)  
Interior renovations New residence Pool Tennis court

Will this activity require an addition to the septic system or Biocat? YES□ NO□

FEE: $65 for reviews requiring a site visit or further in office analysis

Owner's full name [please print] 1340 EAST PUTNAM AVE, LLC  
Phone (203) 324-9495

Mailing address 74 WEST PARK PLACE  
Town STAMFORD  
zip 06901

Authorized Agent's name [please print] L.J. WASCALA II  
Phone (203) 983-6250

Mailing address 21 SHOREWOOD PLACE  
Town GREENWICH  
zip 06830

A PLOT PLAN IS REQUIRED SHOWING THE PROPOSED ACTIVITY IN RED.  
Staff cannot review your proposal without a plan.

IWWA staff will review this questionnaire to determine if regulated activities are associated with the proposal and whether an IWWA permit is required. Do not apply for a Building Permit until this review is complete.

If your project does not require an IWWA permit, we will sign off on this questionnaire, which you will need if you are obtaining permits from other departments.

If an IWWA permit is required, we will supply you with a permit application packet. You must obtain an IWWA permit prior to the commencement of your project. No work may begin until you receive an IWWA permit. The issuance of a building permit alone does not constitute an authorization to proceed.

If you do not receive notice regarding your questionnaire within two weeks of submission, please contact the IWWA office.

As the property owner or authorized agent (check one) I believe that the information I have submitted is correct.

Signature ___________________________ Date 06/15/21

If mailing, return completed form.

If a site visit is required, you will be notified and asked to remit a $65 fee (payable to "Town of Greenwich") to the Greenwich Inland Wetlands & Watercourses Agency. The site visit will not take place until this fee is received.

STAFF NOTES

Office Rev Date 6/16/21  Field Inv Date / /  WET/WC? YES□ NO□ TIDAL □

Action Required? YES□ NO□  If yes, DR AA AR SIA Staff __________

Soils Report Date / /  Author ___________ Soils ___________

Comments: NO EXTERIOR WORK PROPOSED

Fee Received: YES□ NO□ Comment: □A

RECEIVED

INLAND WETLANDS AND WATERCOURSES AGENCY

Received Date Stamp JUN 16 2021

IWWA Questionnaire Revised 9/21/17