

7:00 P.M.

The Berlin Planning and Zoning Commission will meet remotely by video conference call on Thursday, July 16, 2020 at 7:00 p.m. The Town of Berlin invites you to join this webex meeting by video or phone dial-in.

JOIN WEBEX MEETING

<https://townofberlin.my.webex.com/townofberlin.my/j.php?MTID=mf2e6dec52f2fce59eb34a5d6df57e5cd>

Meeting Number (access code): 132 843 6120

Meeting Password: PZCTh7pm (79284776 from phones and video systems)

JOIN BY PHONE

+1-408-418-9388 United States Toll

JOIN BY VIDEO SYSTEM, APPLICATION OR SKYPE FOR BUSINESS

Dial sip:1328436120@webex.com

You can also dial 173.243.2.68 and enter your meeting number.

Berlin Planning and Zoning Commission Regular Meeting Agenda

I Call to Order

II Review of Minutes

- June 4, 2020
- June 18, 2020

III Schedule Public Hearings

- a. Text Amendment of The Metro Realty Group, LTD to amend Berlin Zoning Regulations Section XI.BB Workforce Housing (WFD)
Suggested Date: August 6, 2020
- b. Zone Change Request of 833 Deming Road, LLC and Berlin Remnant Land Parcels, LLC to change the zone of Block 122, Lots 10, 11, 11-2 from Residential 43 and Office Technology to Work Force Housing (WFD)
Suggested Date: August 6, 2020
- c. Special Permit/Site Plan Applications of 833 Deming Road, LLC and Berlin Remnant Land Parcels, LLC to construct 11 residential apartment buildings, total 88 units, at Lots 10, 11-1, 11-2, Block 122, at 0, 823 and 833 Deming Road
Suggested Date: August 6, 2020

IV Commission Business

- a. In accordance with Section 8-24 of the Connecticut General Statutes, review and recommendation regarding an Easement or License for the Portion of the Boulevard to be Constructed on Property of the Connecticut Department of Transportation

Continued...

IV Commission Business

- b. In accordance with Section 8-24 of the Connecticut General Statutes, review and recommendation regarding the granting of an easement to supply electricity to the Boulevard project and to the Steele Center @Farmington Avenue transit-oriented development project
- c. Discussion of retail/self-storage development

V Public Hearing

- a. Proposed amendments to the Berlin Zoning Regulations regarding outdoor storage in industrial zones

VI Old Business

- a. Proposed amendments to the Berlin Zoning Regulations regarding outdoor storage in industrial zones

VII Adjournment

Berlin Planning and Zoning Commission Regular Meeting Minutes

June 4, 2020

I Call to Order

The Berlin Planning and Zoning Commission held a remote access meeting on Thursday, June 4, 2020. The meeting was called to order at 7:00 p.m.

Acting Town Planner/Zoning Enforcement Officer Maureen Giusti and Corporation Counsel Jennifer Coppola were present.

Ms. Giusti conducted a Roll Call for attendance:

Commissioner Jon Michael O'Brien:	not present
Commissioner Curtis Holtman:	present
Commissioner Diane Jorsey:	present
Commissioner Tim Zigmont:	present
Commissioner Brian Rogan:	present
Commissioner Steve Wollman:	present
Alternate Commissioner Steve Biella, Jr.:	present and seated
Chairwoman Joan Veley:	present

II Approval of Minutes

a. May 21, 2020 – Regular Meeting

Commissioner Jorsey moved to accept the minutes, as presented.
Commissioner Rogan seconded the motion.

Ms. Giusti polled the commission:

Commissioner Curtis Holtman:	aye
Commissioner Diane Jorsey:	aye
Commissioner Tim Zigmont:	aye
Commissioner Brian Rogan:	aye
Commissioner Steve Wollman:	aye
Alternate Commissioner Steve Biella, Jr.:	abstain
Chairwoman Joan Veley:	aye

The motion carried with six in favor and one abstention.

b. May 28, 2020 – Special Meeting

Commissioner Zigmont moved to accept the minutes, as presented.
Commissioner Jorsey seconded the motion.

Ms. Giusti polled the commission:

Commissioner Curtis Holtman:	aye
Commissioner Diane Jorsey:	aye
Commissioner Tim Zigmont:	aye
Commissioner Brian Rogan:	abstain
Commissioner Steve Wollman:	aye
Alternate Commissioner Steve Biella, Jr.:	abstain
Chairwoman Joan Veley:	aye

The motion carried with five in favor and two abstentions.

III Commission Business

- a. Façade Application of Michael and Rosemary Cassetta, Dairy Queen, 806 Farmington Avenue (pending revisions, no discussion anticipated)

A revised façade revision is pending. There was no discussion or action.

- b. Review of amended 2020 List of Events for the Berlin Lions Agricultural Fair, Inc., Joseph Dornfried, Esq.

Ms. Giusti stated the applicant had originally requested two additional items – a food truck event and a corporate picnic for Sysco. The food truck event has been withdrawn. The Sysco picnic was originally scheduled for July 11th; however, due to the COVID-19 virus, the date has become tentative. Ms. Giusti stated the approval could be approved without a specific date, but when the date is finalized, the event will need a zoning sign-off and an inter-departmental review.

Commissioner Wollman moved to approve the amended list of events, subject to the Sysco event having staff review, including the Health District, and the State guidelines with regard to the COVID-19 virus.

Commissioner Jorsey seconded the motion.

Ms. Giusti polled the commission.

Commissioner Curtis Holtman:	aye
Commissioner Diane Jorsey:	aye
Commissioner Tim Zigmont:	aye
Commissioner Brian Rogan:	aye
Commissioner Steve Wollman:	aye
Alternate Commissioner Steve Biella, Jr.:	aye
Chairwoman Joan Veley:	aye

c. Discussion of Certificate of Zoning Compliance, Luddy Cremation Care,
453 Christian Lane

Attorney Steve Bonafonte, on behalf of Luddy Cremation Care, stated they were not proposing a change in use of the building, but only allowing human remains to be brought directly to the crematory. Currently, the remains have to first go to a funeral home which causes a burden on crematory operations. The change would allow the crematory to be a “funeral home” but without having wakes or funerals being held there.

Mr. Ben Peterson stated he is the owner of Luddy Cremation Care and also a funeral home at 205 South Main Street, New Britain, CT. He stated the change would make their workload easier. He noted other cities in Connecticut where bodies are allowed to be directly to crematories. He stated there would be no changes to the services at Luddy Cremation Care.

Attorney Bonafonte stated if the change is permitted, there would be no need for bodies to be held at a funeral home to wait for required permits. The change would also mean lower costs for families. At this time because the Luddy Cremation Care does not have a funeral home license.

There was discussion of statutory requirements of funeral homes and types of licenses.

Ms. Giusti stated she had had discussions with Corporation Counsel and a text amendment may be appropriate.

Chairwoman Veley suggested the amendment should consider a change of hands of the business.

Commissioner Wollman suggested a two-year renewal period.

Commissioner Rogan suggested limiting the number of people to perhaps four or five participating in the transfer of the body to the crematory

Attorney Bonafonte stated there would be no calling hours and no change in the use.

Commissioner Zigmont stated it is not feasible to side step state regulations.

Attorney Bonafonte stated they would be in compliance with state regulations.

Commissioner Zigmont stated state regulations are specific to the uses allowed in a funeral home and those in a crematory. He stated his opinion it is not in the power of this commission to change those regulations.

Attorney Coppola stated a text amendment is appropriate and should be pursued. Restrictions could be placed on it, should the commission decide to do that. She stated she is uncomfortable

in having the Certificate of Appropriateness signed for this request. She stated the industry has changed considerably since this business received a use variance.

Ms. Giusti stated currently funeral homes are allowed in commercial zone; crematories are allowed in industrial zones.

Commissioner Jorsey agreed that a Certificate of Zoning Compliance is not appropriate as it leaves too much latitude. A text amendment with Special Permit approval is preferable.

Commissioner Rogan stated a text amendment with a Special Permit use is preferable. There should be no calling houses allowed. He said the text amendment would protect the town and help business.

Commissioner Jorsey discussed definitions for state regulations, noting the definitions are inadequate.

Attorney Coppola stated the commission has shown it is agreeable to consider a proposed amendment to its regulation and a Certificate of Zoning Compliance would not be signed at this time.

Ms. Giusti agreed with Attorney Coppola's conclusion.

Commissioner Wollman moved to have the applicant and town staff work together to develop an amendment.

The motion was seconded by Commissioner Jorsey.

Discussion

Attorney Bonafonte stated he had met with the Funeral Directors Association and the state laws are ambiguous and outdated. He stated he is agreeable to continue working with Attorney Coppola and town staff to develop a proposed amendment.

Ms. Giusti polled the commission to determine if they are in favor of the process of the applicant's continuing to work with Attorney Coppola and town staff to create a text amendment.

Commissioner Curtis Holtman:	aye
Commissioner Diane Jorsey:	aye
Commissioner Tim Zigmont:	aye
Commissioner Brian Rogan:	aye
Commissioner Steve Wollman:	aye
Alternate Commissioner Steve Biella, Jr.:	aye
Chairwoman Joan Veley:	aye

d. Discussion of Outside Food Service

Ms. Giusti stated the zoning regulations limit hours of food truck services to four hours; however due to the COVID-19 virus and the Governor's Executive Order, hours may be extended as modified by the Zoning Enforcement Officer. She asked if the commissioners will convey the authority to her for that matter. She stated breweries have food trucks at their locations and are eager to open. She stated due to the COVID-19 virus, the Recreation Department will have no concession stands at this time, and in case the fields open for recreational activity, mobile food vendors will approach the town.

Commissioner Wollman moved to give Ms. Giusti the authority to extend the hours of food truck services due to the COVID-19 virus and the Governor's Executive Order.

Commissioner Jorsey seconded the motion.

Ms. Giusti polled the commission:

Commissioner Curtis Holtman:	aye
Commissioner Diane Jorsey:	aye
Commissioner Tim Zigmont:	aye
Commissioner Brian Rogan:	aye
Commissioner Steve Wollman:	aye
Alternate Commissioner Steve Biella, Jr.:	aye
Chairwoman Joan Veley:	aye

The motion carried unanimously.

IV Public Hearing

Chairwoman Veley read the Call of the Hearing.

- a. Special Permit/Site Plan Amendment Applications of Superior Heating and Cooling Inc for a contractor's shop at 600 Four Rod Road – Building 9

Mr. Richard Solek, Superior Heating and Cooling, Inc., stated his business will be moving into the building. No changes are proposed. The office will be the same location. Some sheet metal work will be done, as well as service and repair work. He stated he and an administrative staff person will be the only employees.

Ms. Giusti stated there will be no outside storage and the ten parking spaces are adequate. The use and square footage meet the regulations.

Ms. Giusti read a letter of support from Mr. Chris Edge, Director of Economic Development, into the record.

Mr. Chris Edge, Director of Economic Development, spoke in favor of the application.

Commissioner Jorsey moved to close the public hearing.
Commissioner Rogan seconded the motion.

Ms. Giusti polled the commission:

Commissioner Curtis Holtman:	aye
Commissioner Diane Jorsey:	aye
Commissioner Tim Zigmont:	aye
Commissioner Brian Rogan:	aye
Commissioner Steve Wollman:	aye
Alternate Commissioner Steve Biella, Jr.:	aye
Chairwoman Joan Veley:	aye

The motion carried unanimously.

V Old Business

- a. Special Permit/Site Plan Amendment Applications of Superior Heating and Cooling Inc for a contractor's shop at 600 Four Rod Road – Building 9

Commissioner Wollman moved to approve the applications.
Commissioner Jorsey seconded the motion.

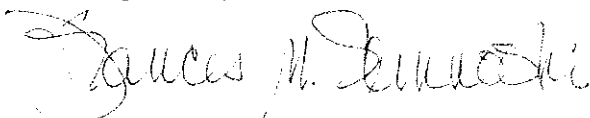
Commissioner Curtis Holtman:	aye
Commissioner Diane Jorsey:	aye
Commissioner Tim Zigmont:	aye
Commissioner Brian Rogan:	aye
Commissioner Steve Wollman:	aye
Alternate Commissioner Steve Biella, Jr.:	aye
Chairwoman Joan Veley:	aye

The motion carried unanimously.

VI Adjournment

Commissioner Jorsey moved to adjourn.
Commissioner Zigmont seconded the motion.
The motion carried unanimously. The time was 8:47 p.m.

Respectfully submitted,



Frances M. Semnoski
Recording Secretary

Berlin Planning and Zoning Commission Regular Meeting Minutes
June 18, 2020

I Call to Order

The Berlin Planning and Zoning Commission met remotely on June 18, 2020. The meeting was called to order at 7:05 p.m.

Ms. Giusti polled the commission:

Commissioner Jon Michael O'Brien:	present
Commissioner Curtis Holtman:	present
Commissioner Tim Zigmont:	present
Commissioner Brian Rogan:	present
Commissioner Steve Wollman:	present
Chairwoman Joan Veley:	present
Alternate Commissioner Steve Biella, Jr.	Joined the meeting for II Executive Session

Acting Town Planner/Zoning Enforcement Officer Maureen Giusti
Corporation Counsel Jennifer Coppola

Excused:

Commissioner Diane Jorsey

II EXECUTIVE SESSION

Commissioner Wollman recused himself from the Executive Session Items 1 and 2.

Commissioner Zigmont moved to go into Executive Session, inviting Acting Town Planner/Zoning Enforcement Officer and Corporation Counsel Jennifer Coppola. The motion was seconded by Commissioner Holtman.

Ms. Giusti conducted a poll of the commissioners:

Commissioner Jon Michael O'Brien:	aye
Commissioner Curtis Holtman:	aye
Commissioner Tim Zigmont:	aye
Commissioner Brian Rogan:	aye
Commissioner Steve Wollman:	aye
Chairwoman Joan Veley:	aye
Alternate Commissioner Steve Biella, Jr.	aye

Chairwoman Veley read the following items 1 and 2 into the record. The time was 7:11 p.m.

1. Discuss the status of the pending litigation of Rio Vista Associates, LLC v. Berlin Planning & Zoning Commission and Town of Berlin, and possible action relating to same.

2. Consider whether to convene in executive session to discuss the status of the pending litigation of Rio Vista Associates, LLC v. Berlin Planning & Zoning Commission and Town of Berlin.

After discussion, Commissioner Zigmont moved to come out of Executive Session.

Commissioner Biella seconded the motion.

Ms. Giusti polled the commission and the motion carried unanimously.

The time was 7:38 p.m.

Commissioner Wollman was re-seated.

III Commission Business

- a. Façade Application of Michael and Rosemary Cassetta, Dairy Queen, 806 Farmington Avenue (pending revisions, no discussion anticipated)

There was no discussion.

IV New Business

- a. Fill Permit Application of The Mattabassett District to fill +/- cubic yards of fill over a three-year period at Lot 2, Block 75H, The Mattabassett District

Mr. Arthur Simonian, P.E., Executive Director, The Mattabassett District, stated the permit has been renewed for a number of years. The landfill was purchased in the 1980's with the Department of Environmental Protection and Inland Wetlands and Watercourses approvals. The ash is tested quarterly by the Department of Environmental Protection. Work will begin this summer for the remaining 3600 cubic yards of the current permit. The estimated remaining life of the site is 120 years. A final grading plan will be submitted. He described the truck route which takes 30 to 45 minutes. The excavation occurs once a year and takes about 3 to 4 weeks. The request for the renewal of the permit is submitted every three years. In response to Commissioner Zigmont's asking if runoff water is tested, Mr. Simonian stated monitoring wells are in place and are tested quarterly by the DEEP. Metal levels are below limits. He offered to submit that testing information.

Ms. Giusti stated the Inland Wetlands and WaterCourses permit is in place. She stated Town Engineer Ahern has stated an as-built survey should be submitted each year to quantify the fill volume.

Mr. Simonian stated his agreement to submit the as-built survey as stated by the Town Engineer.

Commissioner Wollman moved to approve the application, subject to:

- a. Submittal of as-built survey to be each year to quantify the annual fill volume
- b. Adherence to staff comments

The motion was seconded by Commissioner Biella, Jr.

Ms. Giusti polled the commission:

Commissioner Jon Michael O'Brien:	aye
Commissioner Curtis Holtman:	aye
Commissioner Tim Zigmont:	aye
Commissioner Brian Rogan:	aye
Commissioner Steve Wollman:	aye
Chairwoman Joan Veley:	aye

Alternate Commissioner Steve Biella, Jr. aye

The motion carried unanimously.

V Public Hearing

- a. Proposed amendments to the Berlin Zoning Regulations regarding outdoor storage in industrial zones

Ms. Giusti stated Attorney Coppola will re-join the commissioners. She stated the language has not yet been finalized.

Commissioner Zigmont moved to table this agenda item.

Commissioner Holtman seconded the motion which carried unanimously.

Attorney Coppola stated further review is needed and a work session with the commission may be needed.

VI Old Business

- a. Proposed amendments to the Berlin Zoning Regulations regarding outdoor storage in industrial zones

There was no discussion or action.

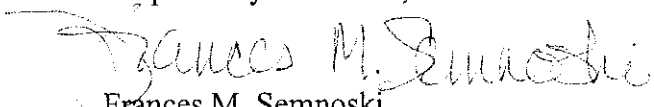
VII Adjournment

Commissioner Zigmont moved to adjourn the meeting.

Commissioner Biella, Jr. seconded the motion which carried unanimously.

The time was 8:06 p.m.

Respectfully submitted,


Frances M. Semnoski
Recording Secretary

METRO REALTY

July 2, 2020

Maureen Giusti
Acting Town Planner & Zoning Enforcement Official
Town of Berlin
240 Kensington Road
Berlin, CT 06037

Re: Amendment of the Workforce Housing Development (WHD) zone – Section XI, Paragraph BB of the Town of Berlin Zoning Regulations

Dear Ms. Giusti:

This letter shall serve as an application by The Metro Realty Group, Ltd. ("Applicant") for amendment to the text of the Workforce Housing Development ("WHD") zone in the Town of Berlin's zoning regulations.

Proposed amendments to the text include an increase in the maximum allowable private outdoor space for each dwelling unit, a reduction in the required parking ratio for a development, a reduction of the front yard setback for parking, and an expansion of the qualifying underlying zone for parcels that meet certain requirements of the WHD zone.

The application proposes additional amendments to the text as well. All of the proposed amendments to the text will be detailed and supported by the applicant via testimony at public hearing.

I can be reached at 860.674.5624 or btripp@metro-realty.com if you have any questions or require anything further.

Very truly yours,

THE METRO REALTY GROUP, LTD.



Benjamin Tripp, Director

**Town of Berlin
Received**

JUL 02 2020

**Planning & Zoning Department
Berlin, Connecticut**

JUL 02 2020

BB. Workforce Housing Development (WHD)

Planning & Zoning Department
Berlin, Connecticut

1. Definition. Workforce Housing Development. A multi-family housing development that qualifies as an "assisted housing" development as defined in Connecticut General Statutes §8-30g (a)(3).

2. Purpose and standards. The purposes of this section are to provide standards for development or redevelopment, on a cooperative basis between the Town and an identified development entity with experience in mixed-income, multifamily workforce housing, on parcels identified by the Town as appropriate for such housing; and to provide dimensional and design standards that will ensure a high-quality residential environment that is compatible with adjacent and neighboring commercial and residential uses.

3. Zoning requirements. A WHD housing site development plan shall be approved only on land that has been zoned and for which a site plan has been filed that complies with Section XIII of these regulations and the following conditions and design requirements:

a. Eligible location. A workforce housing development may be located only on a parcel of land at least five but not more than seven acres; currently zoned BT-1; having access to public water and sewer; having no less than 500 feet of frontage on an existing public street other than the Berlin Turnpike.

b. Density. The number of dwelling units in the development shall not exceed fifteen (15) units per gross acre, with fractional coverage rounded down to a whole number.

c. Accessory building. A WHD site development plan may include one accessory building not to exceed 1,500 square feet, one story/20 feet in height, as a resident services building.

d. Grouping. Each development plan shall group the building in such a manner as to reflect the existing topography and preserve as much of the natural features as possible. The minimum distance between any two residential structures, excluding decks or patios, shall be ~~75~~20 feet.

e. Architectural style. Buildings shall be designed to achieve a residential appearance. All buildings shall have pitched roofs and architectural projections per unit. Vertical and horizontal roof articulation is encouraged. Rooftop mechanical equipment, other than solar energy panels, shall be concealed, inconspicuous, and architecturally integrated into the structure. Buildings shall be designed and located on the site so as to retain the existing topography and natural features of the land to the greatest extent possible. All accessory buildings shall have the same architectural style and character as the principal buildings. The architectural style of the

development shall be approved by the Planning and Zoning Commission.

f. Building size. Each residential building shall contain no more than 16 dwelling units and shall be no more than two stories in height, with the interior dimensions of the footprint not to exceed 20,000 square feet. The exterior elevation of each residential building shall not be continuous horizontal planes and shall be broken with setbacks in all instances, to the satisfaction of the Planning and Zoning Commission.

g. Unit size. The living area of each dwelling unit, inclusive of bathrooms and exclusive of building corridors, if any, shall contain a maximum of 1,200 square feet.

h. Setbacks from interior roads. All residential buildings shall be set back a minimum of 10 feet from the edge of pavement of interior roads, which shall be private. For the purposes of this section, interior roads are those to be constructed within and as part of developments within the WHD zone.

i. Landscaped buffers. A WHD site development plan shall include a plan for landscape buffering within the minimum front yard, side yard, and rear yard set forth in Section XI.BB.3.p. of these regulations, in accordance with Section IX.C of these regulations. The applicant shall demonstrate to the satisfaction of the Commission that the proposed landscaping adequately screens mechanicals, dumpsters, parking and ground-level utilities and lighting glare.

j. Phasing. The Planning and Zoning Commission may approve a development plan to be completed in phases. If so, minimum yard and setback requirements shall not apply to the common line between phases of development.

k. Fire hydrants. Fire hydrants shall be installed in locations acceptable to the Fire Marshal.

l. Parking and circulation requirements.

i. There shall be at least ~~2-25~~1.5 parking spaces for each dwelling unit. ~~No parking shall be allowed within a minimum yard.~~

ii. Interior road standards. All interior roads shall have a minimum paved width of 24 feet.

iii. Adequate pedestrian circulation, including a sidewalk on at least one side, shall be required along the interior roads of the development.

iv. Parking facilities for both passenger and vehicles shall be convenient to building entrances, adequately graded, drained, paved, and maintained in all seasons to prevent dust, excessive

water flow and congestion of driveways, and to promote the safety of residents and visitors.

v. Driveways shall be arranged in a suitable and convenient traffic pattern and adequately graded, drained, and maintained in all seasons to accommodate traffic and to afford satisfactory access to police, firefighting and snow removal equipment.

m. Private open space. Each residential unit shall be provided with a patio or deck with a maximum of ~~150~~175 square feet that is directly accessible to the residential unit.

n. Recreation. A minimum of 10,000 square feet of the total site shall be lawn or landscaping, which may include walking paths, suitable for passive recreation.

o. Workforce housing requirements. With its site plan application, the developer shall file an Affordability Plan that demonstrates how the Workforce Housing Development will qualify as "assisted housing" in compliance with Connecticut General Statutes §8-30g(a)(3) and sets forth:

i. a draft of the covenants and restrictions that will be recorded on the Berlin Land Records and will govern maximum household incomes, maximum rental, and the administration of the Workforce Housing program;

ii. identification of the person or entity responsible for administration of the Workforce Housing program;

iii. standard for tenant eligibility and calculations of rental amounts for the Workforce Housing Units; and,

iv. standards for the issuance of notice of availability of rental units, including an affirmative fair housing marketing plan.

p. Area and bulk requirements: The following area and bulk requirements shall apply to a workforce housing development:

Minimum front yard, excluding patio 50 feet

Minimum side yard 20 feet

Minimum rear yard 25 feet

Minimum parking space setback from property line:

~~20-15~~ feet, in front yard

20 feet ~~and in~~ side yards,

15 feet in rear yard

Maximum building height 35 feet

Maximum building stories 2.0

Minimum building to building separation 20 feet

Maximum building coverage 25 percent

Maximum impervious coverage 60 percent

Minimum street frontage 500 feet
Minimum lot size 5 acres
Maximum lot size 8 acres

q. Approval criteria. In determining whether to approve a WHD site development plan, the Planning and Zoning Commission shall consider the following criteria:

i. The proposed use of the subject site is consistent with the purpose, intent, and provisions of the Town's adopted land use plan, and the proposed use is one which is permitted to be established within the zoning district in which the subject site is located.

ii. The development and its utilities shall be suitably located, adequately designed, and properly installed to serve the proposed uses, and to protect the environment from adverse air, water, or land pollution.

iii. The development of the site shall preserve, to the maximum extent possible sensitive, environmental land features such as steep slopes, wetlands, and large rock outcroppings; shall attempt to preserve public scenic views or historically significant features; and, shall be designed to ensure visual compatibility with structures within view of the site.

iv. The location and size of the use, the nature and intensity of the operations involved in or conducted in connection with it, the size of the site in relation to it, and the location of the site with respect to streets giving access to it, shall be such that it will be in harmony with appropriate and orderly development of the area including all adjacent zoning districts in which it is located.

v. Loading and parking areas shall be of adequate size for the particular use, and attractively screened from adjoining residential uses, and shall be laid out so as to prevent traffic hazards provided that, at a minimum, the specific provisions of Section IX.B shall be met.

vi. As demonstrated by a traffic study, the use shall not have a significant adverse effect on safety in the streets nor unreasonably increase traffic congestion in the area, nor interfere with the pattern of highway circulation.

vii. The subject property is suited environmentally for its intended use.

4. Alternative eligible location and standards. In addition to the foregoing regulation, a WHD housing site development plan may be located on a parcel or contiguous parcels of land at least 11 but not more than 13 acres; currently zoned R-43 or part OT and part R-43; having access to public sewer and water; and having no less than 1000-900 feet of

frontage on State Route 160/Deming Road. On such an eligible parcel, all regulations and requirements set forth in Section XI.BB.3 above shall apply, with the exception that density shall not exceed ~~1.5~~ 8 units per gross acre.

#460 Application
Fee Paid



Town of Berlin
Received

JUL 08 2020

Planning & Zoning Department
Berlin, Connecticut

PLANNING AND ZONING COMMISSION
ZONE CHANGE REQUEST

APPLICANT Name 833 Deming Road, LLC and Berlin Remnant Land Parcels, LLC
Address 6 Executive Drive, #100 - Farmington, CT 06032
Telephone 860.674.5624 Fax 860.677.6919

OWNER (IF NOT THE APPLICANT)

Name Same
Address _____
Telephone _____

WITH THE SIGNING OF THIS APPLICATION, I GIVE MY CONSENT THAT ANY TOWN OFFICIAL AND/OR EMPLOYEE THAT THE TOWN DEEMS NECESSARY MAY ENTER MY PROPERTY TO VERIFY INFORMATION SUBMITTED FOR THIS APPLICATION.

Signature [Signature] Date July 6, 2020

I hereby make application dated July 6, 2020 requesting a zone change from the currently designated zone of R-43 & OT to WHD at

Lot No. 5-4-122- Block No. 10, 11-1, 11-2 Located on the 10, 11-1, 11-2
☐ north ☐ south ☒ east ☐ west side of _____

☐ street ☐ road ☐ avenue ☐ other (_____) 100 feet distant
☐ north ☐ south ☐ east ☐ west side

from the intersection of Deming

☐ street ☒ road ☐ avenue ☐ other (_____) with Bacon
☐ street ☐ road ☐ avenue ☒ other (_____) Lane _____

• Is the subject property within 500' of another municipality? No

Attach fifteen copies of the map of the property and fifteen copies of the deed description.

Berlin Planning and Zoning Commission
Zone Change Request
Page 1 of 2

*Berlin Planning and Zoning Commission
Zone Change Request
Page 2 of 2*

Town of Berlin
Received

JUL 08 2020

Planning & Zoning Department
Berlin, Connecticut

CORRESPONDENCE SHOULD BE DIRECTED TO

Name	<u>Ben Tripp</u>		
Address	<u>The Metro Realty Group, Ltd., 6 Executive Drive #100-Farmington, CT 06032</u>		
Telephone	<u>860.674.5624</u>	Fax	<u>860.677.6929</u>
Email	<u>btripp@metro-realty.com</u>		

FEE: \$250 plus \$60 for the State of Connecticut Solid Waste Management Fund
Note: One check made payable to "Town of Berlin" in the proper amount may be submitted.

Zoning Change Request Fee Paid

\$ 250.-

Received by

State of Connecticut Solid Waste Management Fund Fee Paid

\$ 60.-

Received by

TOWN OF BERLIN, CONNECTICUT									
500' abutters for Application at 0, 823 and 833 Deming Road									
	In relation to	Parcel ID	Site Address	Owner Name	Mailing Address	Mailing City	Mailing State	Mailing Zip	
1	0 Deming	5-4-122-10	0 DEMING RD	BERLIN REMNANT LAND PARCELS LLC	6 EXECUTIVE DR	FARMINGTON	CT	06032-0000	
	823 Deming	5-4-122-10	0 DEMING RD	BERLIN REMNANT LAND PARCELS LLC	6 EXECUTIVE DR	FARMINGTON	CT	06032-0000	
	833 Deming	5-4-122-10	0 DEMING RD	BERLIN REMNANT LAND PARCELS LLC	6 EXECUTIVE DR	FARMINGTON	CT	06032-0000	
2	0 Deming	5-4-122-9	0 DEMING RD	BERLIN TOWN OF	240 KENSINGTON RD	BERLIN	CT	06037-0000	
	833 Deming	5-4-122-9	0 DEMING RD	BERLIN TOWN OF	240 KENSINGTON RD	BERLIN	CT	06037-0000	
3	823 Deming	5-3-123-2B	0 DEMING RD	ROCKY RIVER REALTY C	P O BOX 270	HARTFORD	CT	06141-0000	
	833 Deming	5-3-123-2B	0 DEMING RD	ROCKY RIVER REALTY C	P O BOX 270	HARTFORD	CT	06141-0000	
4	823 Deming	5-3-127-5	0 RIVER'S EDGE	332 DEMING ROAD ASSOC LTD PARTNERSHIP	6 EXECUTIVE DRIVE	FARMINGTON	CT	06032-0000	
	833 Deming	5-3-127-5	0 RIVER'S EDGE	332 DEMING ROAD ASSOC LTD PARTNERSHIP	6 EXECUTIVE DRIVE	FARMINGTON	CT	06032-0000	
5	0 Deming	5-4-130-4-2	0 STONEBRIDGE WAY #2	STONEBRIDGE BERLIN II ASSOC	6 EXECUTIVE DR	FARMINGTON	CT	06032-0000	
	823 Deming	5-4-130-4-2	0 STONEBRIDGE WAY #2	STONEBRIDGE BERLIN II ASSOC	6 EXECUTIVE DR	FARMINGTON	CT	06032-0000	
6	823 Deming	5-1-122-1-7867	107 SELDEN ST	ROCKY RIVER REALTY C	P O BOX 270	HARTFORD	CT	06141-0000	
	833 Deming	5-1-122-1-7867	107 SELDEN ST	ROCKY RIVER REALTY C	P O BOX 270	HARTFORD	CT	06141-0000	
7	823 Deming	5-3-122-13	31 ELM ST	ROCKY RIVER REALTY CORP	P O BOX 270	HARTFORD	CT	06141-0000	
	0 Deming	5-3-124-1	37 BACON LN	FICARA STEVEN M	37 BACON LN	BERLIN	CT	06037-0000	
8	823 Deming	5-3-124-1	37 BACON LN	FICARA STEVEN M	37 BACON LN	BERLIN	CT	06037-0000	
	833 Deming	5-3-124-1	37 BACON LN	FICARA STEVEN M	37 BACON LN	BERLIN	CT	06037-0000	
9	823 Deming	5-3-127-6	643 WETHERSFIELD RD	WINALSKI AGNES	643 WETHERSFIELD RD	BERLIN	CT	06037-0000	
	833 Deming	5-3-127-6	643 WETHERSFIELD RD	WINALSKI AGNES	643 WETHERSFIELD RD	BERLIN	CT	06037-0000	
10	0 Deming	5-4-124-4	675 WETHERSFIELD RD	LAMONTAGNE RONALD M & STEPHANIE A	675 WETHERSFIELD RD	BERLIN	CT	06037-0000	
	823 Deming	5-4-124-4	675 WETHERSFIELD RD	LAMONTAGNE RONALD M & STEPHANIE A	675 WETHERSFIELD RD	BERLIN	CT	06037-0000	
11	823 Deming	5-4-124-3	687 WETHERSFIELD RD	GULICK SUSAN	687 WETHERSFIELD ROAD	BERLIN	CT	06037-0000	
	833 Deming	5-4-124-3	687 WETHERSFIELD RD	GULICK SUSAN	687 WETHERSFIELD ROAD	BERLIN	CT	06037-0000	
12	0 Deming	5-3-122-12A	773 DEMING RD	ROCKY RIVER REALTY CO	PO BOX 270	HARTFORD	CT	06141-0000	
	823 Deming	5-3-122-12A	773 DEMING RD	ROCKY RIVER REALTY CO	PO BOX 270	HARTFORD	CT	06141-0000	
13	823 Deming	5-4-122-11-1	823 DEMING RD	833 DEMING ROAD LLC	6 EXECUTIVE DRIVE SUITE 100	FARMINGTON	CT	06032-0000	
	833 Deming	5-4-122-11-1	823 DEMING RD	833 DEMING ROAD LLC	6 EXECUTIVE DRIVE SUITE 100	FARMINGTON	CT	06032-0000	
14	0 Deming	5-4-122-11-2	833 DEMING RD	833 DEMING ROAD LLC	6 EXECUTIVE DRIVE SUITE 100	FARMINGTON	CT	06032-0000	
	823 Deming	5-4-122-11-2	833 DEMING RD	833 DEMING ROAD LLC	6 EXECUTIVE DRIVE SUITE 100	FARMINGTON	CT	06032-0000	
15	823 Deming	5-4-122-8A	925 DEMING RD	OLSON FILLMORE & SHIRLEY	925 DEMING RD	BERLIN	CT	06037-0000	
	0 Deming	5-4-122-8	937 DEMING RD	TARDIF DEBORAH J & PAUL	937 DEMING RD	BERLIN	CT	06037-0000	
16	0 Deming	5-4-122-7	963 DEMING RD	CHRISTENSEN MICHAEL	963 DEMING RD	BERLIN	CT	06037-0000	
	0 Deming	5-2-122-6-4435	979 DEMING RD	CSBF LLC	979 DEMING ROAD	BERLIN	CT	06037-0000	
17	0 Deming	5-2-122-6-4436	979 DEMING RD	CSBF LLC	979 DEMING ROAD	BERLIN	CT	06037-0000	



Town of Berlin

Planning and Zoning Department

240 Kensington Road
Berlin, Connecticut 06037
www.town.berlin.ct.us

Town of Berlin
Received

JUL 08 2020

Planning & Zoning Department
Berlin, Connecticut

SPECIAL PERMIT APPLICATION

(Any Special Permit Application shall be submitted simultaneously with a Site Plan Application)

Project Name: 833 Deming Road
Property Owner(s): 833 Deming Road, LLC and Berlin Remnant Land Parcels, LLC
Project Address*: 0, 823 & 833 Deming Road
Map: 5-4 Block: 122 Lot: 10, 11-1, 11-2 Zone(s): R-43, OT Lot Area: 11.4 acres

Applicant Information

Name: Ben Tripp Firm Name: 833 Deming Road, LLC & Berlin Remnant Land Parcels, LLC
Street Address: 6 Executive Drive #100 City: Farmington ST: CT Zip: 06032
Email: btripp@metro-realty.com Phone: 860.674.5624
Signature: *Ben Tripp* Date: July 6, 2020

Property Owner(s) Information (If Not the Applicant)

Name: Same Principal: _____
Street Address: _____ City: _____ ST: _____ Zip: _____
Email: _____ Phone: _____

*Letter of Authorization Required

Special Permit required pursuant to section(s):

*Any town official and/or employee that the town deems necessary may enter the property to verify information submitted with this application.

To be completed by P&Z staff only:

Fee Paid \$ 280.- (Refer to current Fee Schedule)

Received by: *fms*

Town of Berlin
Received

JUL 08 2020

NARRATIVE

Site Plan & Special Permit
0, 823 & 833 Deming Road

Planning & Zoning Department
Berlin, Connecticut

The 11.3-acre subject property that is subject to this application consists of three parcels located at 823 and 833 Deming Road in Berlin, Connecticut. Cold Spring Brook Farm abuts the property to the north, an Eversource Energy property lies to the west, and single- and multifamily residential homes are located to the south of Deming Road. The subject parcels are currently zoned R-43 and OT.

The applicant is proposing to develop the property and construct 11 residential apartment buildings totaling 88 units. Each of the proposed buildings are two stories and contain eight apartments (with four one-bedroom and four two-bedroom apartments per building). Access to the site is proposed via a single access driveway off Deming Road.

The site is proposed to be developed under the town's Workforce Housing (WFD) zone. The proposed apartment buildings will be served by municipal water and sanitary sewer. A traffic impact study was completed by Fuss & O'Neil regarding the proposed development's and is included as part of this application.

833 Deming Road, LLC and
Berlin Remnant Land Parcels, LCL



Benjamin Tripp, Director



Town of Berlin

Planning and Zoning Department

240 Kensington Road
Berlin, Connecticut 06037
www.town.berlin.ct.us

Town of Berlin
Received

JUL 08 2020

Planning & Zoning Department
Berlin, Connecticut

SITE PLAN APPLICATION

☒ Site Plan

☐ Site Plan Amendment

Project Name: 833 Deming Road

Property Owner(s): 833 Deming Road, LLC and Berlin Remnant Land Parcels, LLC

Project Address*: 0, 823 and 833 Deming Road

Map: 5-4 Block: 122 Lot: 10,11-1,11-2 Zone(s): Lot Area: 11.4 acres

Please select all relevant items below:

- ☒ Special Permit – Also complete special permit application form
- ☐ Property is within 500 feet of a Municipal Boundary of _____
- ☐ Amendment to Zoning Regulations – Section(s) _____
- ☐ Amendment to Zoning Map – Zone(s) affected _____
- ☐ Zoning Board of Appeals review needed
- ☐ Inland Wetlands and Water Course Commission review needed

Applicant Information

Name: Ben Tripp Firm Name: 833 Deming Road, LLC and Berlin Remnant Land Parcels, LLC
Street Address: 6 Executive Drive #100 City: Farmington ST: CT Zip: 06032
Email: btripp@metro-realty.com Phone: 860.674.5624
Signature: *Ben Tripp* Date: July 6, 2020

Property Owner(s) Information (If Not the Applicant)

Name: Same Principal: _____
Street Address: _____ City: _____ ST: _____ Zip: _____
Email: _____ Phone: _____

*Letter of Authorization Required

*Any town official and/or employee that the town deems necessary may enter the property to verify information submitted with this application.

This Site Plan Involves:

☐ Additions

☐ Alterations

☒ Demolition

☒ New Construction

Description of Project*: See separate narrative

*If more space is needed, then please provide separate narrative document.

SITE PLAN ZONING STATISTICS

	<u>EXISTING</u>	<u>PROPOSED</u>	<u>REQUIRED</u>
USE(S)	R-43 (823)	WHD	
	R-43 (833)	WHD	
	OT (0)	WHD	
COMMERCIAL			
Gross Floor Area	0	0	
Parking Spaces	0	0	
INDUSTRIAL			
Gross Floor Area	0	0	
Parking Spaces	0	0	
RESIDENTIAL			
Number of Units		88	
Number of Bedrooms			
Gross Floor Area		72,490	
Parking Spaces			
OTHER USES			
Gross Floor Area			
Parking Spaces			

To be completed by P&Z staff only:

Fee Paid \$ 2,000.- (Refer to current Fee Schedule)

Received by: fms



Town Of Berlin

240 Kensington Road
Berlin, CT 06037
860-828-7036

Office of the Town Clerk

July 8, 2020

RESOLUTION

TO THE BERLIN PLANNING AND ZONING COMMISSION

I hereby certify the following to be a true and exact copy of a resolution adopted by the Town Council, for the Town of Berlin, at its duly called and held Regular Town Council meeting on July 7, 2020 at which a quorum was present and acting throughout, and that the resolution has not been modified, rescinded, or revoked and is at present in full force and effect:

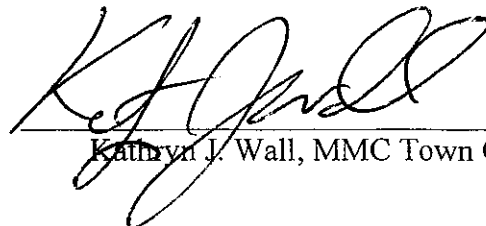
“Refer the obtaining of an easement or license from the Connecticut Department of Transportation for the Boulevard project for a review by the Planning and Zoning Commission pursuant to section 8-24 of the Connecticut General Statutes.”

VOTE 7-0

MOTION CARRIED

IN WITNESS WHEREOF, I have set my hand and affixed the municipal seal of said municipality this 8th day of June 2020.

TOWN OF BERLIN, CONNECTICUT
OFFICE OF THE TOWN CLERK


Kathryn J. Wall, MMC Town Clerk

Attachment (Map)

Agenda Item No. _____
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Aroscha Jayawickrema, Town Manager

DATE: June 25, 2020

SUBJECT: Section 8-24 Referral to the Planning and Zoning Commission regarding an Easement or License for the Portion of the Boulevard to be Constructed on Property of the Connecticut Department of Transportation

Summary of Agenda Item:

A portion of the Boulevard project will be constructed on land owned by the Connecticut Department of Transportation in order to connect Boulevard to the Train Station parking. The Connecticut Department of Transportation has determined that it will grant the Town a license or easement to permit the construction. Before the Town Council can act on accepting the easement or license it needs to refer the obtaining an easement or license from the Connecticut Department of Transportation for a review by the Planning and Zoning Commission pursuant to section 8-24 of the Connecticut General Statutes.

Action

Move to refer the obtaining of an easement or license from the Connecticut Department of Transportation for the Boulevard project for a review by the Planning and Zoning Commission pursuant to section 8-24 of the Connecticut General Statutes.

Attachments:

1. Map showing easement area.

Prepared By:

Chris Edge, Economic Development Director
Jim Mahoney, Economic Development Coordinator 



Town Of Berlin

240 Kensington Road
Berlin, CT 06037
860-828-7036

Office of the Town Clerk

July 8, 2020

RESOLUTION

TO THE BERLIN PLANNING AND ZONING COMMISSION

I hereby certify the following to be a true and exact copy of a resolution adopted by the Town Council, for the Town of Berlin, at its duly called and held Regular Town Council meeting on July 7, 2020 at which a quorum was present and acting throughout, and that the resolution has not been modified, rescinded, or revoked and is at present in full force and effect:

“Refer the granting of an easement to supply electricity to the Boulevard project and to the Steele Center @ Farmington Ave. transit-oriented development project for a review by the Planning and Zoning Commission pursuant to section 8-24 of the Connecticut General Statutes.”

VOTE 7-0

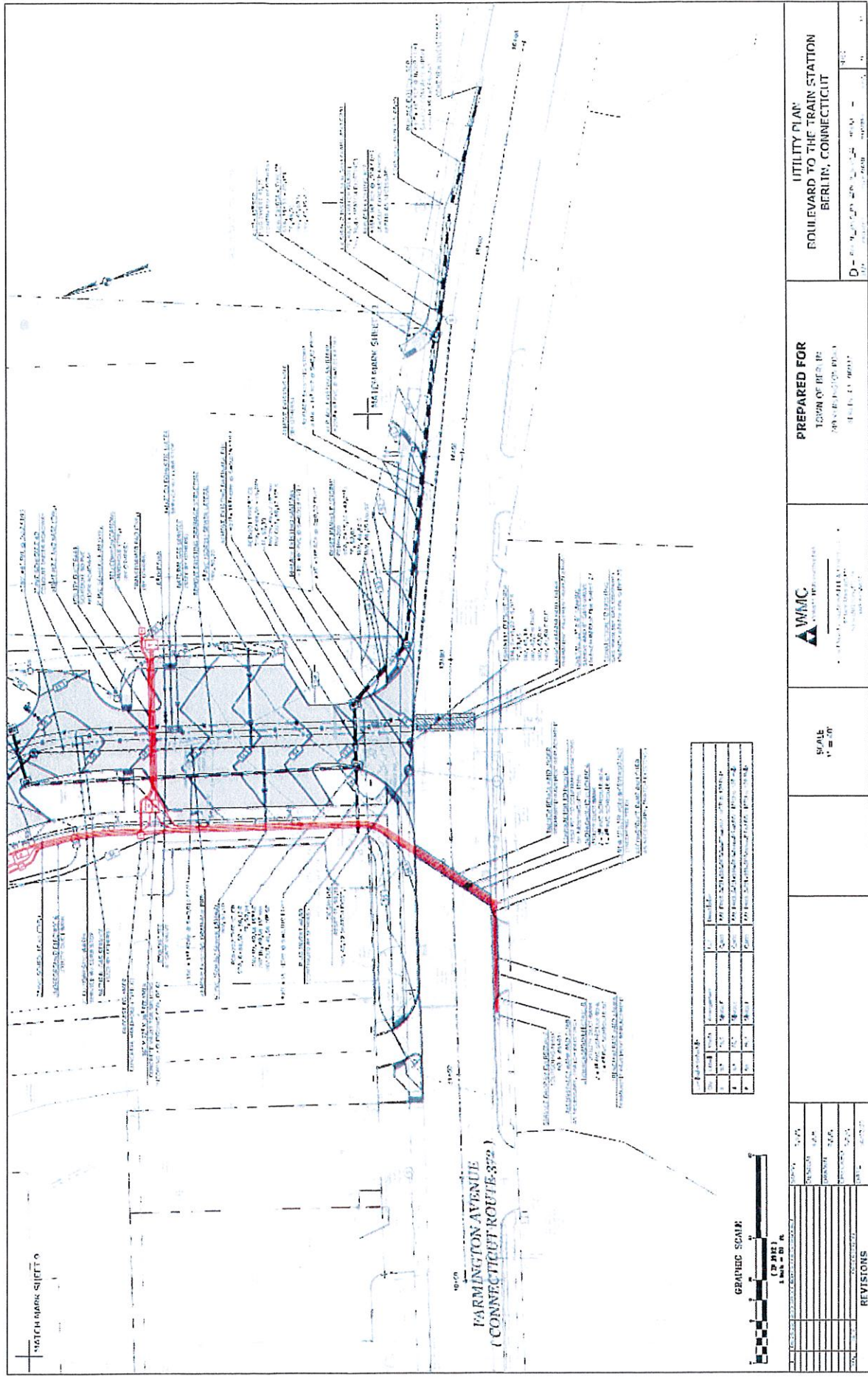
MOTION CARRIED

IN WITNESS WHEREOF, I have set my hand and affixed the municipal seal of said municipality this 8th day of June 2020.

TOWN OF BERLIN, CONNECTICUT
OFFICE OF THE TOWN CLERK

Kathryn J. Wall, MMC Town Clerk

Attachment – 2 Maps



Town of Berlin

Department of Economic Development

July 13, 2020

Joan Veley
Chairwoman
Berlin Planning & Zoning Commission
240 Kensington Road
Berlin, CT 06037

Dear Chairwoman Veley and Ms. Giusti:

I have been in touch with a few different parties which have expressed an interest in looking at the Berlin Turnpike for a self-storage use, but with a twist. The self-storage use would be part of a mixed-use project which could include office, retail and service firms. The way this would work is that the “frontage” would be the retail/commercial use facing the Berlin Turnpike with the self-storage in the rear of the building.

In the past 5 years or so, self-storage developers have targeted visible locations traditionally where retail is located. A quick look in the vicinity of Milford and Stratford, there are about 7 different self-storage facilities on Route 1 or visible from Interstate 95. This follows the nationwide trend away from an industrial park setting to commercial areas. This is likely to grow as more younger professionals are looking to live in Berlin and surrounding towns. Even before COVID-19 hit our state, retail giants have bankruptcies or have closed their doors due to underperformance. This and the Amazon effect have caused space to become vacant as well as shrunk the marketplace for large players.

With this in mind and the need to find ways to diversify our tax base, I would ask that you consider a discussion with me about this concept. Attached to this letter you will find some pictures which include a plan from a development outside of Connecticut, as well as the look of the self-storage within this development (exterior and interior). There is no guarantee what a mixed-use development of this kind might look like, but much like the retail with apartments in the rear of the Berlin Turnpike Development Overlay, it would include multiple uses. This may or may not be the perfect fit in Berlin, but I would ask for your indulgence for a discussion with your Commission.

Thank you very much for your consideration in this matter.

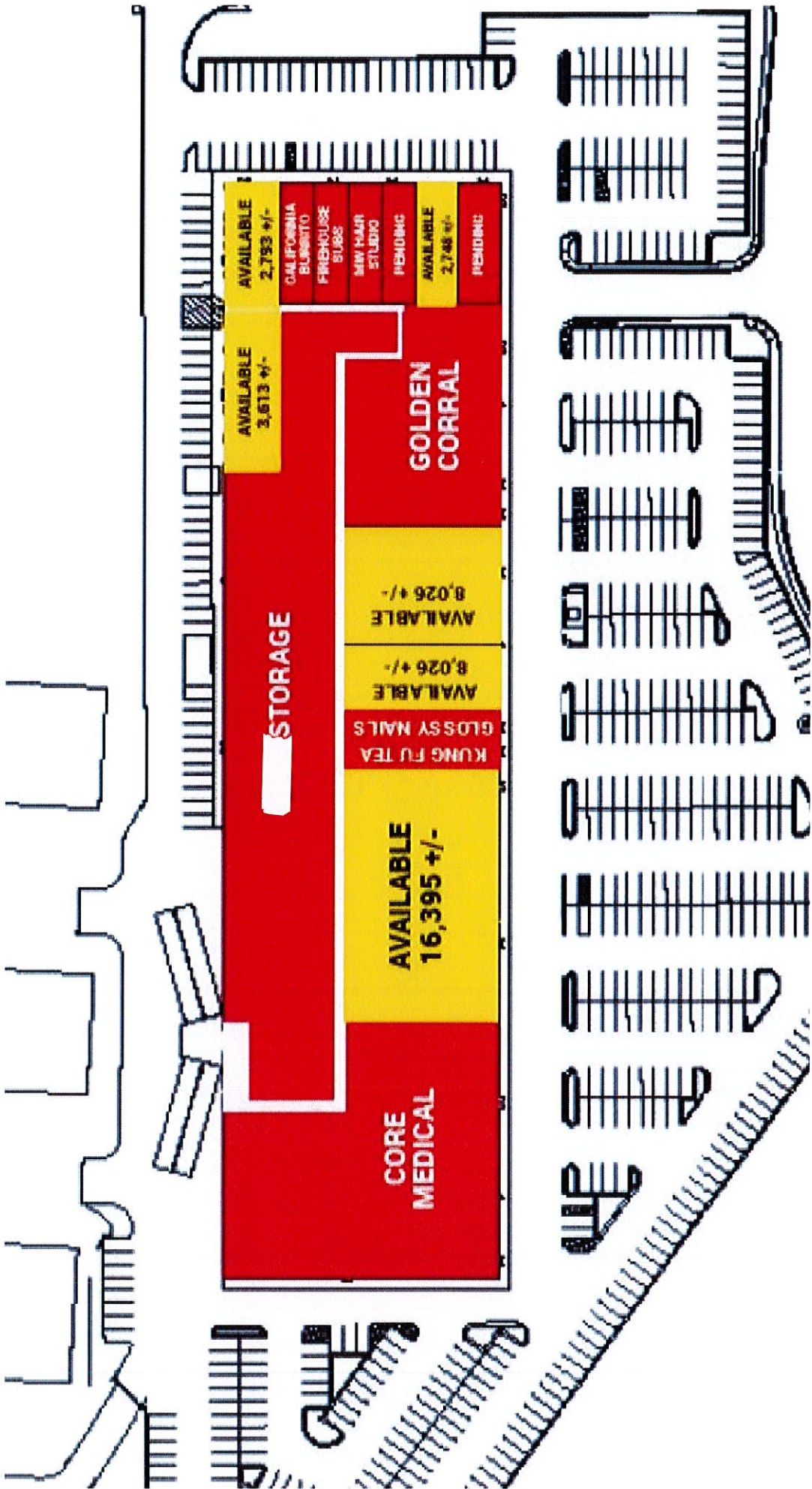
Sincerely,



Christopher Edge

Visit our Web Site <http://www.town.berlin.ct.us>

SPACE BREAKDOWN/SITE PLAN IN A SIMILAR DEVELOPMENT



LOOK OF SELF-STORAGE ENTRANCE AT THE PROPERTY
(WITH GARAGE DOORS FACING REAR)



INTERIOR LOOK OF SELF-STORAGE LOBBY/SALES AREA



To: Planning and Zoning Commission
From: Maureen Giusti
Subject: Parks and Recreation Policy
Date: July 1, 2020

FYI

The Parks and Recreation Department consulted with the zoning regulations to create the attached, adopted policy regarding the use and installation of signage/banners at the park facilities under their purview



TOWN OF BERLIN, CONNECTICUT BANNER/SIGN POLICY

This policy, in conjunction with Town Ordinance Chapter XIII, Part B, Section 13-22, Number 3 addresses the requirements applicable to any banner or sign hung or posted within the Town's parks and fields, excluding Town or state signs. "Within the Town's parks and fields" includes the interior and exterior of all building structures, trees and fences at Town parks/fields.

SECTION I – TOWN PARKS (excluding sports playing fields and lands that fall under Conservation Commission jurisdiction)

A. Park/building/pavilion rentals

- a. If a park or building structure within a Town park is rented, any temporary banner or sign description or photo must be presented with the rental application for approval by the Parks and Recreation Commission. Such banners or signage may include those for showers, birthdays and other celebratory occasions. None shall include any profanity or be offensive as defined by community standards. All such banners or signage are temporary and must be removed before the end of the rental period. The Parks and Recreation Department will request approval by the Planning and Zoning Department, subsequent to the Parks and Recreation Commission approval. The Town of Berlin is not responsible for any damage to or theft of banners or signs.

SECTION II – PLAYING FIELDS (including the interior/exterior of building structures within the sports field)

- A. All banners or signs on any playing fields are temporary and can only be hung or posted during their respective season and must be removed at the end of the season. No banner or signs are to be permanent in nature, except those that are posted and/or required by the Town of Berlin or State of Connecticut, and those comprised of metal or wood material hung on the backstop fence, dugouts or buildings as a memorial sign, league championships, etc. The Parks and Recreation Commission must approve all banners and signs, except those discussed in B below.
- B. Signage permitted for only the day of a game or practice and do not require the approval of the Parks and Recreation Commission:
 - a. Senior Day or a similar one-day event such as playoffs - signage is permitted, but only for that day/game. All such signage must be removed at the end of the game.
 - b. Banners, signs or posters affixed to the interior or exterior of a building structure within the Town's playing fields are permitted, but must be removed after each game and/or practice. Concession stand signage can remain posted for the season once approved through this policy.
- C. Funds collected and payments made for such signage are to be the responsibility of the requesting group, team or sports organization. Any damage to Town property (fencing, etc.) is the responsibility of the requesting group, team or sports organization hanging the signs. The Town of Berlin is not responsible for any damage to or theft of banners or signs.

- D. Banners and signs must be posted, secured or tied to fencing with zip ties in a manner that prevents any wind, etc. from causing such banner or sign to become loose or flapping.
- E. All banners or signs must face inside the field, including those on the exterior of a building structure, except those metal or wood signs facing the outside of the field discussed in Section IIA. Banners or signs are for the benefit of those attending the game and not for the outside public or surrounding neighbors.
- F. Banners and signs are to support the teams playing on the field, to provide school or a sports organization spirit, or provide advertising for area companies. They should be a reflection of good sportsmanship and not be offensive based on community standards.
- G. After the Parks and Recreation Commission approves all banners and signs, the Parks and Recreation Department must present such information to the Planning and Zoning Department to obtain their approval. The Parks and Recreation Department will do so on behalf of the requesting group.
- H. Information required to be presented or provided to the Parks and Recreation Department prior to the start of the season:
 - a. Deadlines (to ensure all approvals received for the start of the season):
 - i. Each team or sports organization must provide the Parks and Recreation Department with the information identified in Section Hb below, by the dates noted (same dates as the Field/Facility Use Policy) effective January 1, 2021. For the Fall 2020 sports season, the deadline to provide the information is one week prior to the Commission's August 2020 meeting, at which, the Parks and Recreation Commission will act on the submissions.
 - 1. Spring and Summer Sports Season – March 1 (to be acted on by the Parks and Recreation Commission in its March meeting)
 - 2. Fall Sports Season – July 1 (to be acted on by the Parks and Recreation Commission in its July meeting)
 - 3. Any other banner or signage information required can be submitted during the year, but due to Commission meeting dates, such required action may not be in time for the posting and may be denied.
 - 4. Each team or sports organization must have a representative present at the Parks and Recreation Commission's 2020 August meeting (2020 fall season) and for all future years, July (fall season) and March (spring and summer season), to ensure fairness in the banner or signage space within the field. If no representation, it is assumed the team or the sport organization does not wish to hang banners or signage during their season. For Berlin High School (BHS), it is strongly suggested that the Athletic Director and BHS Boosters work with the teams' representatives to come to a location agreement for those teams that share a field in season, prior to presenting at a Commission meeting. It is recognized by all that a non-sports organization may have a request for temporary signage that may be approved during the year.
 - b. Information required to be submitted by the requesting group, team and/or sports organization:
 - i. General description of the banners and signs (colors, size, content, etc.);
 - ii. General area banners or signs will be posted;
 - iii. Material to be used to hang or post the banner or sign (rope, zip ties, nails, etc.);
 - iv. Contact information of person responsible if issues or questions;

- v. Confirmation that coordination with the other requesting groups, teams or sports organizations using the field during the same season have agreed to the location of the banner or sign.
- I. The Parks and Recreation Department has full authority to work with the requesting group, team or sports organization to ensure safety, sportsmanship, damage protection, etc.
- J. Should a team or league violate the policy, the team or league's privileges to hang such banners or signs will be revoked for a period to be determined by the Parks and Recreation Commission.
- K. The Town of Berlin shall retain full authority to remove or require the removal of any banner or sign if the Town, in its sole discretion, determines that such removal is in the best interest of the Town.

Town of Berlin
Community, Recreation & Parks Department
230 Kensington Rd.
Berlin Connecticut, 06037
860-828-7009
www.town.berlin.ct.us

Adopted by Parks and Recreation Commission on 06/11/2020
Adopted by Town Council #/##/##