

Berlin Planning and Zoning Commission**AGENDA****June 3, 2021 7:00 p.m.**

The Town of Berlin, CT Planning and Zoning Commission will hold its regular meeting in-person and by remote video conference call on Thursday, June 3, 2021 at 7:00 p.m. Public Hearings will be held at this meeting. This meeting may be attended in person at Town Council Chambers, Berlin Town Hall, 240 Kensington Road, Berlin, CT or remotely by video or telephone as provided below.

Remote access to this meeting is available by Zoom video conference at the following link:

Join Zoom Meeting*

<https://town-berlin-ct-us.zoom.us/j/8140556035?pwd=YU0xb1J2Yyt4RDVLUkRlZFpFTFRuQT09>

Meeting ID: 814 055 6035

Passcode: PZ100

Dial by your location*

+1 929 205 6099 US (New York)

Meeting ID: 814 055 6035

Passcode: 488321

*Data and toll charges may apply.

This agenda and all meeting materials related to the agenda items which have been distributed to the Commission will be posted on the Town's website at: www.town.berlin.ct.us and will be available for viewing before, during and after the meeting as provided for by the Governor's Executive Orders. Members of the public are encouraged to submit materials relevant to the applications to the Planning and Zoning Department no later than 12:00 p.m. on Wednesday, June 2, 2021 for posting prior to, during, and after the meeting.

I. Call to Order**II. Commission Business**

- a. Extension of an approved Site Plan application of Berlin Housing Authority for housing for elderly persons development at 143 Percival Avenue
- b. Façade application of Kern Realty LLC for signage and landscaping improvements for an existing commercial property at 979 Farmington Avenue in the CCD-2 Zone.

III. New Business

- a. Special Event Application of John Mangiafico, Italian Political Independent Club, for a Italian Club Craft Fair with Food Trucks at 16 Harding Street in the General Industrial (GI) Zone on August 8, 2021. (Rescheduled from May 20, 2021)
- b. Site Plan application of Sabrina Griffo-Brandao, Kev Kai Properties, LLC for construction of a 10,000 sq. ft. multi-tenant office/warehouse building and related site

improvements at 239 Christian Lane, property of Occhi Children's Trust, in the General Industrial-2 (GI-2) Zone. *(Continued from May 3, 2021, must decide 6/19/21)*

- c. Site Plan application of 861 Farmington Avenue LLC and Coccomo Brothers Associates LLC for a unified plan for access, parking, and site improvements associated with repairs and additions to existing buildings at 861 and 873 Farmington Avenue in the CCD-2 Zone and Kensington Village Overlay Core-1 Zone.

IV. Commission Business

- a. Discussion of POCD 2023
 - i. Update on POCD consultant selection and background materials
 - ii. POCD committee meeting schedule discussion

V. Adjournment

Extension of Approved Site Plan

Project:	Berlin Housing Authority
Location:	143 Percival Avenue, MBL 8-4-54-63
Zone:	R-11
Owners:	Town of Berlin
Applicant:	Berlin Housing Authority
Purpose:	Extension of approved Site Plan for housing for elderly persons – 50 units in 2 buildings and related site improvements.
Timeline:	Approval date of February 12, 2015. Extensions allowed by Connecticut General Statute up to 10 years (to 2/12/2025)



PROPOSAL

Request for the Site plan approval to be extended.

AUTHORITY

Site plan applications have a 5-year approval. The Planning and Zoning Commission, per Connecticut General Statute §8-3(i) may grant one or more extensions for a total additional 5 years. Therefore, this application approved on February 12, 2015 is allowed to be extended up to February 12, 2025.

BACKGROUND

In 2015 a 50-unit, 2 building complex was heard and approved with conditions by the Planning and Zoning Commission. See attached excerpt from the PZC 2-12-2015 minutes. Associated Inland Wetlands and Watercourse Commission approvals were obtained prior to the PZC decision.

Staff Comments

The Housing Authority continues to work with the Town on their plan for development options including State approvals and financing. Changes to the approved project are anticipated to result in revised site plan and new special permit applications.

1. The approval be extended with associated conditions as permitted by Statute.

EXCERPT of PZC minutes 2-12-2015

PUBLIC HEARING:

- d. Special Permit Application of the Berlin Housing Authority for housing for elderly persons, 50 units in two buildings, 143 Percival Avenue

Mr. Matt White, P.E., stated Town Engineer Simonian's comments have been addressed and Mr. Simonian has written that he is satisfied with the revisions.

Director Riggins confirmed that each of the three story buildings will be less than 40' in height, and the plan will show 150 square feet of open space per tenant. She stated Mr. Simonian did hire a consultant for the project and the response was quick. If the project is approved, she suggested the condition of adherence to all staff comments. She noted the fence on the site is wooden, instead of chain link; there is more than adequate parking; and the photometric plan for this site is good; however, there is no lighting behind the furthest building.

Mr. White responded the back of that building is not lighted as there is no entry from that side. Director Riggins suggested they consider lighting it.

Commissioner Kaczynski moved to close the hearing.

Commissioner Holtman seconded the motion which carried unanimously.

DECISION:

- c. Special Permit/Site Plan Applications of the Berlin Housing Authority for housing for elderly persons, 50 units in two buildings, 143 Percival Avenue

Mr. Joseph Bajorski, Chairman of the Berlin Housing Authority, was present.

Chairman Moore commended the Housing Authority for its ongoing involvement in the community and the importance of the proposed project which will provide a meaningful contribution to Berlin.

Commissioner Kaczynski moved to approve the application, subject to the following conditions:

- a. Show 150 s.f. of open space per unit.
- b. All fencing to be wooden, as shown on the plan.

Commissioner Pac seconded the motion which carried unanimously.

Maureen Giusti

From: Joseph Bajorski <joseph@thebajorskiteam.com>
Sent: Tuesday, May 11, 2021 10:45 PM
To: Maureen Giusti
Subject: Knights of Columbus Housing Project

Maureen:

As you are aware the Berlin Housing Authority is moving forward on the development of the former Knights of Columbus property. This project received special permit, site plan and inland wetlands approval but those approvals have since expired.

I am writing to request that the site plan and inland wetlands approvals be refreshed administratively. We do not plan any changes to what has previously been approved. We are considering changes to exterior finishes and incorporating a geothermal HVAC system however, a final decision has not been made as of the date of this letter. We plan on making a new application for a special permit and going through the special permit process. If we make a decision to change exterior finishes and incorporate the geo thermal concept we can address those changes in the special permit process.

In compliance with the existing cooperation agreement between the Town of Berlin and the Berlin Housing Authority we will be asking fees to be waived on this project. That request has been forwarded to the Town Manager for Council action.

Feel free to call me should you have any questions.

Joseph A. Bajorski
Chairman

Berlin Housing Authority
250 Kensington Road
Kensington, CT 06037

O 860.828.4500
C 860.982.1489

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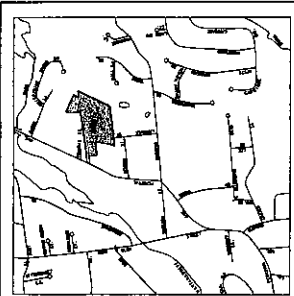
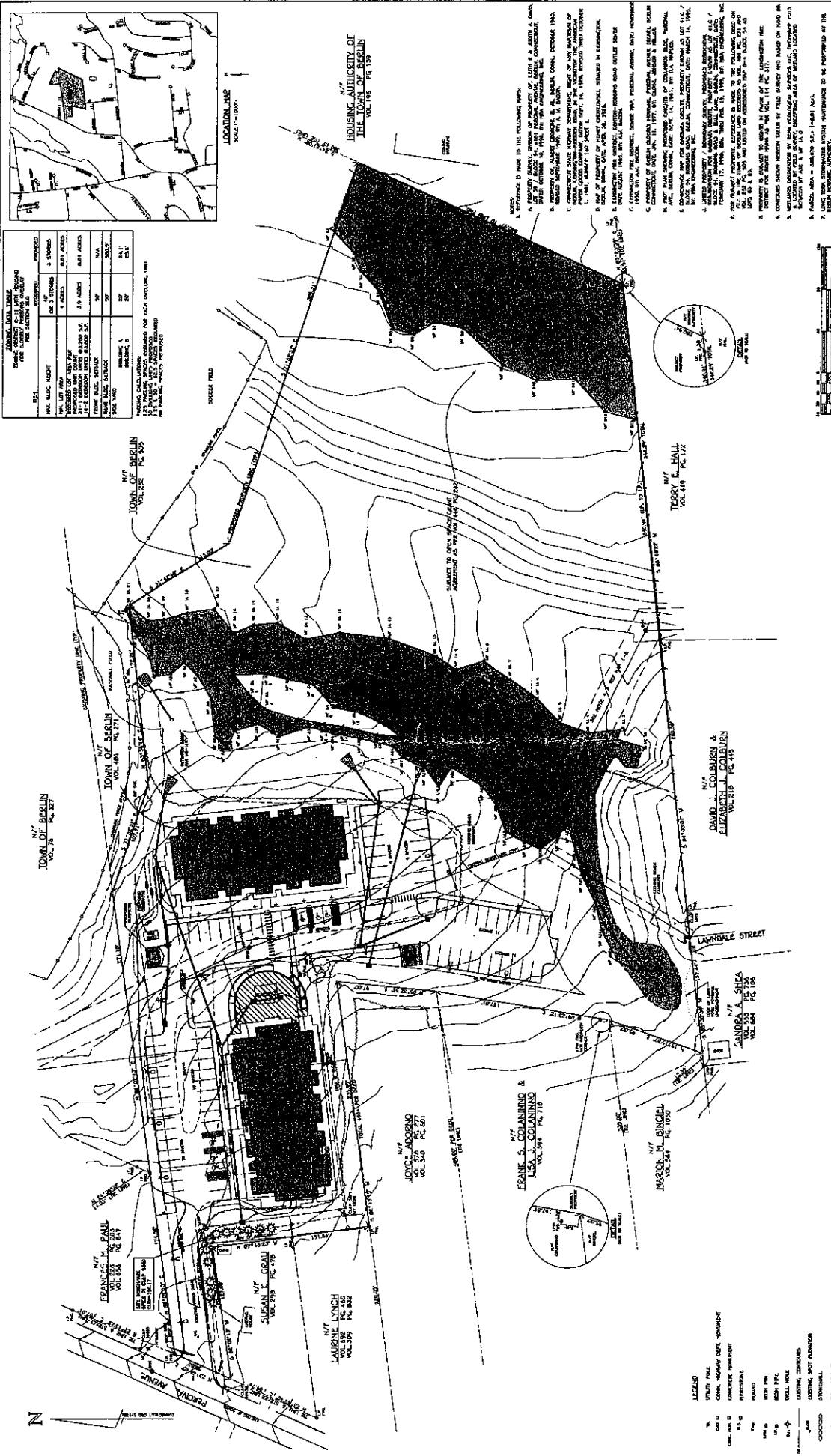
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ADDITIONAL DATA TABLE
THESE DATA ARE FOR INFORMATION ONLY AND ARE NOT TO BE USED FOR ANY OTHER PURPOSE.

ITEM	DESCRIPTION	REMARKS
1. LOT AREA	1.00 ACRES	1.00 ACRES
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OVERALL SITE PLAN
PREPARED FOR
THE BERLIN HOUSING
UNIVERSITY
800 N. CONNOR ROAD
BERLIN, CT 06032
DATE: JULY 17, 2014
DRAWN BY: [Signature]
CHECKED BY: [Signature]
APPROVED BY: [Signature]

ANDRIS McDONALD
CARY STARR
& ASSOCIATES, INC.
SINCE 1984
100 N. MAIN STREET, SUITE 200
BERLIN, CT 06032
TEL: 860.326.1111
FAX: 860.326.1112
WWW.ANDRISANDCARY.COM

LAND & MARINE
SURVEYING
ENGINEERING
PLANNING

CONSTRUCTION NOTES:
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Façade Improvements

Application: Façade Program
Project Name: Kern Realty LLC
Address: 979 Farmington Ave (MBL 9-2/76/65)
Zone: CCD-2
Applicant: Peter Kern
Owner: Kern Realty LLC
Proposal: Signage and Landscaping Improvements



PROPOSAL

The applicant is seeking Planning & Zoning Commission approval for signage and landscaping improvements at an existing building located at 979 Farmington Avenue in the CCD-2 zone. The estimated eligible cost of all improvements for the façade program is \$11,560.25 of which \$5,780.12 can be covered with the grant funding.

STAFF COMMENTS

1. The Farmington Avenue Design Standards encourages landscaping and aesthetic treatments that have year-round interest
2. Signage will require building permits with zoning review for compliance with the Zoning Regulations and the Farmington Avenue Design Guidelines.

ANALYSIS

The 0.42-acre property is in the CCD-2 Zone. It is located between Heritage Plaza and 985 Farmington Avenue (Tracy and Company) which obtained Façade program approval in December of 2019. The property is within the geographic limits of the Farmington Avenue Design Standards. While the landscaping and signage improvements qualify for the Façade Program, the applicant also anticipates other improvements including roofing and gutters.

On May 3, 2021 the Economic Development Commission approved an application for the Façade Improvement Program for façade improvements which include but are not limited to:

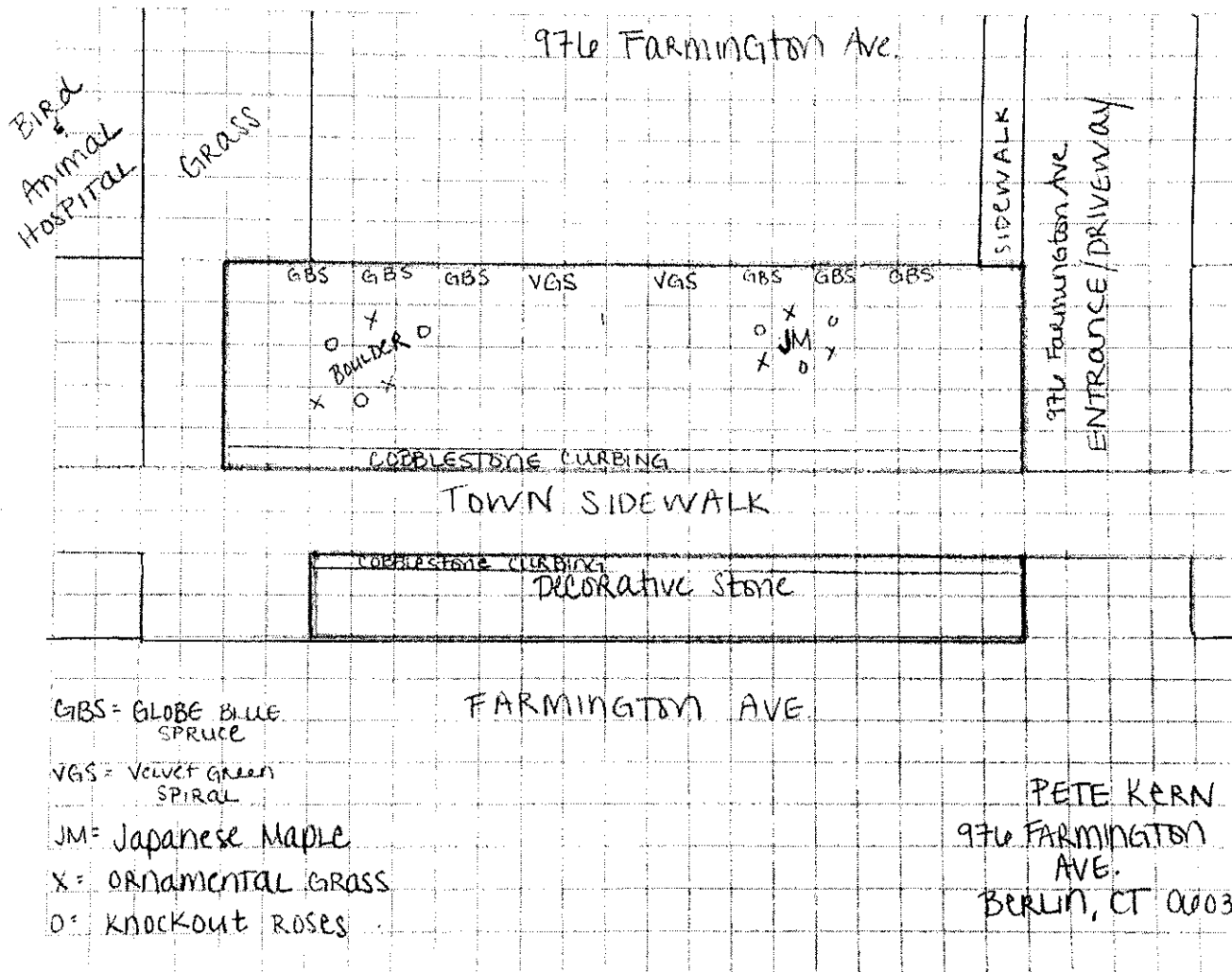
1. Sign and installation
2. Landscaping

EDC minutes:

Kern Mortgage

Peter Kern, the owner of Kern Mortgage, is requesting just over \$15,000 in matching grant funds for the property he now owns at 979 Farmington Avenue. The project would include signage, landscaping as well as a new roof. As we are getting to the end of the façade monies (less than \$40,000 remaining), the Commission stated they wished to help Mr. Kern, but to only do things easily

visible from Farmington Avenue. After some discussion, Commissioner Egazarian made a motion to approved 979 Farmington Avenue for a matching grant of \$5,780.12 for a total project of \$11,560.25. The motion was seconded by Commissioner Campanelli and passed unanimously.



Tracy
Company
EXIT/
Driveway

REDEFINING LANDSCAPE PRODUCTS
Phone 18778524625 | info@techo-bloc.com | techobloc.com



Project Name:	Kern Mortgage				
Project Address:	979 Farmington Avenue				
<i>Item</i>	<i>Vital Signs</i>	<i>National Sign</i>	<i>Marchetti</i>	<i>Shemeth</i>	
Signage	\$3,903.05	\$6,434.78			
Landscaping					
SUBTOTAL	\$3,903.05	\$6,434.78			
LOWEST TOTAL		\$11,560.25			
		\$5,780.12 (50% MATCH)			
ECONOMIC DEVELOPMENT COMMISSION APPROVED A MATCHING GRANT OF \$5,780.12 AT THEIR MAY 2021 MEETING					

They will be redoing the signage, adding landscaping, as well as redoing the roof and the gutters.

**Town of Berlin
Received**

MAY 27 2021

Planning & Zoning Department
Berlin, Connecticut

To Whom it May Concern:

I bought 979 Farmington Ave, Berlin, CT in March of 2020. The building is a 2 story mixed use property that has 2 apartments and 2 commercial unit's. I ran a branch of a federal bank located out of the front commercial unit for about 12 years and the past 2.5 years I have run my own mortgage broker shop from the same front commercial unit. The 2 apartments have been rented the entire time by various people and the back commercial until has been vacant for the past 12 to 13 years. The building was barely maintained by the people I bought it from with the summer the front rocks full of grass and weeds to the roof having shingle issues and the gutters over pouring with rain every stem. The landscaping is all over grown and the building sign for the 2 commercial units is parallel to the road and gives no visibility for any businesses.

My plan is to replace the roof as it has missing shingle and is in roof shape and the height of the building makes it really stick out from multiple angles along the street. I will replace the gutters with larger ones as the old ones have holes and are too small to handle the runoff of water when it rains. This will allow the building to not pour water over the sides every storm and look like the building is well maintained.

The landscaping has to be all removed down to the dirt and re-done with modern low upkeep things that should stay smaller in size and not overgrow the area. I have a sketch that shows what the plan is and will really take the front of the building from a complete eye sour to a modern looking building.

The sign we will be working with the town to either make it perpendicular to the road on the ground to to put in the air off the building so the 2 commercial tenants can get some street vision that presently isn't there.

The back unit has been vacant for over 12 years due to the shape it was in but also the buildings shape and just really an eyesour. Cleaning up the front and the roof will make it more desirable to bring in a small office type of business (1200 to 1300 footprint and also to help my ability for my business to continue to thrive and exist where it is located. Having a nice outside look will also allow me to continue to get solid tenants. The apartments are 1300 or so feet each with 3 bedroom so they are larger size and can maintain small families to maybe some young professionals.

Side note I am in the process of replacing all of the building HVAC and making necessary updates that should be in the 70 to 90 k range as the building really needs massive updating. All of the lighting will be replaced with all energy efficient equipment so this façade grant will really help me fix the external part of the building as I am spending so much on internal issues It could hinder what I can accomplish with the external work. The building really needs the internal work so that has to get done and without this grant it could hinder my ability to clean the front of the building up as well as I am doing internally. I would hate to have to have a large building to continue to be an over grown eve sour on what is really turning into modern updated road.

TOWN OF BERLIN
Economic Development
240 Kensington Road
Berlin CT 06037
Tel: (860) 828-7005

FAÇADE IMPROVEMENT PROGRAM APPLICATION

Instruction: Please complete all items carefully and accurately to the best of your knowledge.

I. Owner Information

Property Owner(s) Name (Titleholder): Kern Realty, LLC

Owner Type: (Check One)

Corporation ☐ Individual ☐ LLC ☒ Partnership ☐ Proprietorship ☐

Mailing Address: P.O. Box 7303

City: Berlin State: CT Zip Code: 06037

Email: Kernpete@gmail.com

Telephone: 860-828-5374 Ext: 10 Fax: 203-413-4399

II. Property Information (to be given as security for Façade Loan)

Address of Subject Property: 979 Farmington Ave, Berlin, CT 06037

Name of Current Business(es) and Business Owner(s) or Merchants(s):

Kern Mortgage Co., Inc Vacant Unit

Total amount of outstanding debt on subject property:

Type	To Whom	Amount	Maturity Date	Balance
1 st Mortgage Holder				
2 nd Mortgage Holder				
Other liens				

III. Principal(s)/Guarantor Information

Name(s): _____

Address(es): _____

IV. Type of Improvements Proposed:

☐ Awning ☐ Canopy ☐ Doors ☒ Gutters
☒ Landscaping ☐ Lighting ☒ New Sign ☐ Painting
☐ Paving ☐ Sign Removal ☐ Sidewalk ☐ Siding ☐ Windows

Exterior 32,407.20 Signage 3,903.05

Other _____

TOTAL 36,310.25

AMOUNT OF GRANT REQUEST: 18,155.13 (Maximum \$50,000)

Sources of Funding for Total Project:

Owner: 18,155.13

Bank: _____

Other: _____

BERLIN FAÇADE GRANT: 18,155.13

Total Project Cost: 36,310.25

V. PLEASE ATTACH THE FOLLOWING AS PART OF THIS APPLICATION:

a. Description of improvements (exterior, signage, landscaping) and how work will be accomplished.

b. Brief company profile.

~~c.~~ If the property owner and business owner are not the same, a letter of support from the property owner is required.

~~d.~~ Copy of lease for current or proposed business location (if applicant is lessee).

e. Estimates for all renovations including itemized material and labor costs.

~~f.~~ Copy of deed to real property.

VI. Facade Improvement(s) Request

Give a brief general description of the type of improvement(s) being requested and an explanation of how the project will meet the program objectives in the Program's Policies and Procedures: _____

See sheet

I certify that the information in this application is true and complete and I agree to participate in the Façade Improvement Program.

The undersigned hereby authorizes the Town of Berlin to independently verify the information contained in this application.


Owner(s) Signature(s) **MUST BE NOTARIZED**


4/8/21
Date

Lessee(s) Signature, if applicant **MUST BE NOTARIZED**

Date

STATE OF CONNECTICUT)
COUNTY OF HARTFORD)

The foregoing instrument was subscribed to and sworn to before me,
this 8TH day of APRIL 2021


ROLAND C. BAIKAL, Notary Public
My Commission Expires: JUNE 30, 2023

ROLAND C. BAIKAL
NOTARY PUBLIC - State of Connecticut
My Commission Expires
June 30, 2023

Please submit the following items along with the application form:

- Copy of deed and mortgage documents for subject property.
- Complete the attached Tax Affidavit showing that all Town taxes due on all property owned by the same owner are paid in full and return to:
Economic Development Director, Berlin CT 06037
- Copy of Certificate of Insurance on subject property.
- Copy of lease(s) between owner and merchant(s) or business person(s), if applicable.

TO BE DETERMINED LATER, If Applicable:

- Evidence of availability of funds for the matching 50% of the total cost of construction as required by the Façade Improvement Program.
- Evidence documenting the mortgages and other encumbrances on the property including the current principal balance.
- Other financial information to support that the applicant will maintain the improvements for a period of five years after completion of the project.
- Final plans and specifications for the work.
- Multiple cost estimates.
- Copy of contract(s) between the property owner/tenant and the contractors and suppliers for the project.

NOTICE:

Funds for the Façade and Landscape Grant Program are being provided through a grant from the State of Connecticut. The Applicant will be required to enter into an agreement with the Town that will include provision that the Applicant will agree not to discriminate and that the applicant will make a good faith effort to use State registered woman owned and/or minority business enterprises. This link on the State of Connecticut Department of Administrative Services web site can help you find small and minority businesses to consider as contractors or supplier for the project. <http://www.biznet.ct.gov/SupplierDiversity/SDSearch.aspx>



"A business with a professional sign, is a sign of a healthy business"

44 Washington Avenue, Suite 5
Berlin, CT 06037
Phone 860.829.SIGN (7446)

Signage@VitalSignsGraphics.com

*New
Address*

DATE: 4/6/2021

TO:

New England Alliance Mortgage
979 Farmington Avenue
Suite 1F
Berlin, CT 06037

SHIP TO:

Peter D. L. Kern
kernpete@gmail.com

COMMENTS OR SPECIAL INSTRUCTIONS: SIGNS

SALESPERSON	P.O. NUMBER	TERMS
		Due on receipt

QUAN	DESCRIPTION	Sides	Height	Width	UNIT \$	TOTAL
1	DS LED Lightbox with interchanging panels (2' x 4') for Kern and one tenant • Top panel – Kern, Bottom panel – blank • Owner is responsible for electrician to connect sign to existing electric	2	4'	4'		
2	Aluminum Posts – cemented in ground	-	8'	4"		
	Sign & posts					3,320.00
	Installation					350.00

SUBTOTAL	3,670.00
SALES TAX	233.05
SHIPPING & HANDLING	-
TOTAL DUE	\$ 3,903.05

Balance due upon receipt of invoice and/or receipt of merchandise.

Make all checks payable to Vital Signs & Graphics, LLC

If you have any questions concerning this invoice, call 860.829.7446

All artwork is the sole property of Vital Signs & Graphics, LLC.

Thank you for your business!

QUOTATION



QUOTE NO: 031821-01
DATE: 3/18/2021
TO: Kern Mortgage Co. Inc.

FROM: Scott McKay

National Sign Corporation proposes to do the following:

Manufacture and install one new double face illuminated monument sign with 4" x 4" x 96" aluminum poles.

Sign and poles cost:	\$	4,270.00
Installation cost:	\$	945.00
Sign permits estimate	\$	750.00

Note: Power to sign and final connection by others

Design, Manufacturing,
Installation & Maintenance
of Regional & National
Sign Programs

Web: www.nationalsign.com

780 Four Rod Road
Berlin, CT 06037
Phone: (860)829-9060
Fax: (860)829-9062

21 Larsen Way
North Attleboro, MA 02763
Phone: (508)809-4638
Fax: (508)809-4639

CT Lic. C7-189960

RI Lic. SCFC0247

S:\Scott\Scott\Vital Signs quotes\Kern Mortgage pylon sign quote.xls

Cost:	\$	5,965.00
6.35 % SALES TAX:	\$	378.78
TOTAL COST:	\$	6,343.78

For the following location: 979 Farmington Ave
Berlin CT

<u>incl</u>	Quoted prices do not include the cost of permits. National Sign Corporation can obtain permits for you if you require. This service is charged at the rate of \$85 per hour (\$150 per hour for evening meetings) plus the permits at cost.
<u>x</u>	Prices do not include power to the sign location or final connection.
<u>x</u>	This quotation is a preliminary budget based on the initial information provided and subject to revision based on final approved shop drawings, engineering, technical site survey, Landlord and municipal approvals.
<u>n/a</u>	Applicable sales & use taxes are the responsibility of the purchaser.

Terms: 50% Deposit - Balance on Completion

Signature for Approval

Date

Landscaping contract

03/14/21

Shemeth Landscaping LLC

Peter Kern

680 Edgewood road

124 Blue Hills rd

Kensington, CT 06037

Kensington, CT 06037

860-828-7491

Jobsite Location: 976 Farmington Ave, Berlin, CT 06037

Description of services: Shemeth Landscaping will purchase, deliver, and apply all materials to complete the job specified in a timely manner. As well as the cleanup thereafter.

Job Description:

Revitalize front garden beds:

- 1) Before excavating, CBYD must ensure no underground utilities
- 2) Remove all debris in front of building, down to 12"
- 3) Grade area and set curbing
- 4) Lay down weed barrier and plant new trees and shrubs
- 5) Add minimum of 3" decorative Connecticut blend stone and larger stones for curb appeal

PAYMENT

A 50% payment (\$4387) is due upon acceptance, and the balance is due upon completion of services

Subtotal..... \$8250

Sales tax.....\$ 524

Total.....\$8774

Acceptance of Contract

I accept this contract as written and will make payments accordingly. You are authorized to do the work described.

MARCHETTI LANDSCAPING
20 LUIS ROAD
KENSINGTON, CT 06037

Lic. # 0629948
860-828-1636
860-280-8706 (Cell)

Date: March 13, 2021

Job Location: 976 Farmington Ave., Berlin, CT 06037

LANDSCAPING CONTRACT

This contract proposal for Landscaping Services is made effective on date of signing by and between:

By: Ronald Marchetti, of 169 Alling St. Berlin, CT 06037 and

Between: Pete Kern, of 124 Blue Hills Road, Berlin, CT 06037

DESCRIPTION OF SERVICES: We hereby propose to furnish all the materials and perform all the labor necessary for the landscaping services as described in the outlined specifications. All material is guaranteed to be as specified and the work to be performed in accordance with the specifications submitted for the described work and completed in a substantial workmanlike manner, according to standard practice.

SCOPE OF WORK: Front Garden Bed Revamp

- 1) Before beginning the excavation, area must be surveyed by CBYD to ensure no underground utilities;
- 2) Excavate area located in front of building at least 12" deep; remove all existing debris;
- 3) Establish the finish grade* and set cobblestone curbing (*note: this is the height the stones and plants will sit in order to ensure landscaping does not wash/shift onto sidewalk);
- 4) Plant new decorative shrubs and trees for clean, low-maintenance look;
- 5) Lay double layer of protective weed barrier fabric to following areas: (a) between sidewalk and road; and (b) between sidewalk and building;
- 6) Provide and spread CT blend decorative stone to same area listed in Section 5;
- 7) Place larger boulders for aesthetic

PAYMENT SCHEDULE: Two payments of \$3828.60; first payment due upon acceptance of contract, second payment due upon completion of services

Subtotal.....\$7,200.00

Sales Tax (6.35%).....\$457.20

Total.....\$7,657.20

ACCEPTANCE OF CONTRACT, PROPOSAL AND PAYMENT SCHEDULE:

The above prices and enclosed specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

Ron Marchetti
Owner, Marchetti Landscaping

Date: March 13, 2021

Name: _____
Signature: _____

Date: _____

Site Plan/Special Event

Application:	Site Plan Special Event
Project Name:	Italian Political Independent Club
Address:	16 Harding Street
Zone:	GI
Applicant:	John Mangiafico
Owner:	Italian Independent
Proposal:	Craft Fair – August 8, 2021

PROPOSAL

The Italian Political Independent Club is seeking approval to have setup vendor tents for a craft fair to be held as shown in the club parking lot on August 8, 2018. The applicant is proposing two layouts: one for 15 tents and the other for 20 tents outside in the parking lot. An additional 10-12 tables will be inside the hall. The Fair is scheduled for 11:00 am – 3:00 pm with set up starting at 9:00 am.

The area of the pavement from the building west to Harding Street will be available for parking. The applicant is pursuing permission for overflow off-street parking on the parcel to the east, adjacent to the train station.

Food will be provided through the IPIC hall kitchen. Coordination is being pursued with Coles Road Brewery where food trucks may be located.

STAFF COMMENTS

1. Coordination with Central Connecticut Health District is required for food service. Contact the CCHD directly.
2. Contact and coordinate with the Police department for any required permitting and traffic impacts
3. Verify with the Building Official and Fire Marshal if any permits or inspections will be necessary
4. On-site traffic barriers be set up to protect pedestrians from vehicles parking in the main lot. Through traffic (from Harding Street through to Coles Road Brewery parking lot) should be prohibited.
5. Applicant should explain how the site will work/flow and update the Commission on the status of availability of adjacent parking or alternatives.
6. Department Comments have not been received as of this writing. Any concerns should be addressed.

EXISTING CONDITIONS

IPIC expanded their parking area a couple of years ago. Vendor tents are proposed to be located to the north of the building and extending along the northerly fence line.



Town of Berlin

Planning and Zoning Department

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

SITE PLAN APPLICATION

☐ Site Plan

☒ Special Event

☐ Site Plan Amendment

Project Name: Italian Club Craft Fair

Property Owner(s): _____

Project Address*: 116 Harding Street Berlin, Ct

Map: _____ Block: _____ Lot: _____ Zone(s): _____ Lot Area: _____

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: John Mangiafico Firm Name: Italian Political Independent Club
Street Address: 16 HARDING ST City: BERLIN ST: CT Zip: 06037
Email: IPIC.BERLINCT.IGMAIL.COM Phone: (860) 883-8065
Signature: John Mangiafico Date: 3/28/21

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

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

*Letter of Authorization Required

Town of Berlin
Received

MAR 31 2021

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

Planning & Zoning Department
Berlin, Connecticut

Maureen Giusti

From: On the Rocks <jesusdrankwinetoo@gmail.com>
Sent: Monday, April 26, 2021 7:45 AM
To: Maureen Giusti
Subject: Fwd: IPIC Craft Fair info.
Attachments: IPIC Craft Fair layout_Page_1.jpg; IPIC Craft Fair layout_Page_2.jpg

Good morning.

I wanted to pass along some information that Fran had requested. Please let me know if you have any questions. Also, how long does the process of approval take and when should I start sending our vendor applications?

Thank you for your time.

Tracy Contino
802-236-7976

----- Forwarded message -----

From: On the Rocks <jesusdrankwinetoo@gmail.com>
Date: Mon, Apr 26, 2021 at 7:39 AM
Subject: IPIC Craft Fair info.
To: <fsemnosk@town.berlin.ct.us>
Cc: <pic.berlinct@gmail.com>, Beverly Ruggiero <bevejerriace@att.net>

Hello!

I am Tracy, the person that dropped of the initial paperwork. I wanted to follow up and include the other information you were looking for.

Event date:
August 8, 2021

Event hours:
11am - 3pm
Set up time: 9am
Tear down time: 3pm

Description of vendors:

Vendors will be a range of artists and crafters. I have reached out to a few food trucks hoping to schedule them for that day as well. There will be food available through the IPIC kitchen.

Anticipated number of Vendors:

15 - 20 outside tents and 10-12 tables in the hall.

Parking and/or traffic pattern:

The main parking would be the front lot of the IPIC. From the flowerbed in the front of the building back to the property line will be blocked off for foot traffic only. There will be additional parking/vendor parking in the back lot. (Permission is pending from Jeff, the property owner/landlord). Please see the attachments for a visual.

Please note:

I have spoken with Coles Road Brewery owners and they would like to open that day to be an "extension" of the fair. The vendors will be on the IPIC property. Food trucks and beer will be on the adjacent property.

Please feel free to reach out if you have any questions.

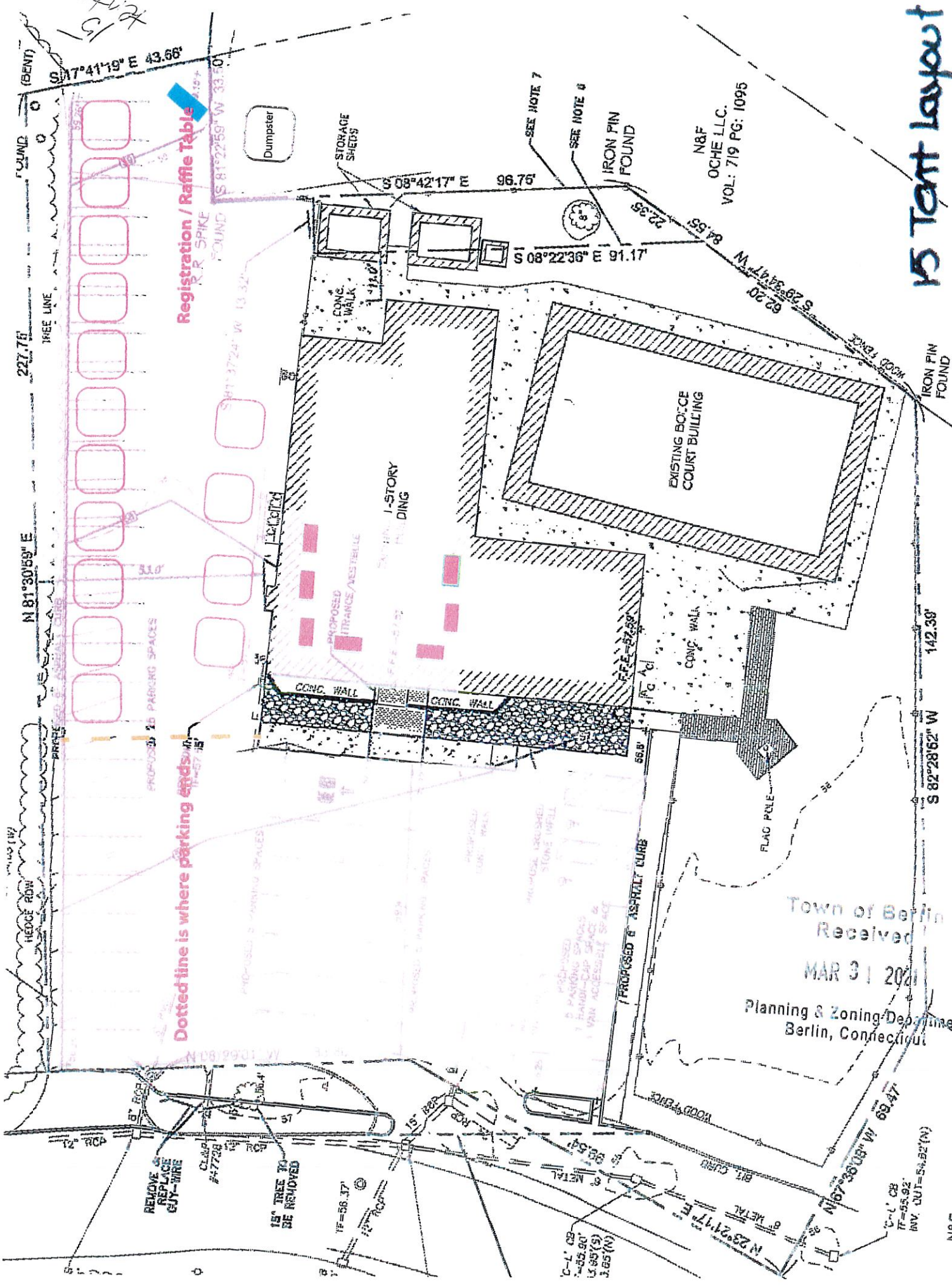
Thank you for your time!

Tracy Contino
802-236-7976



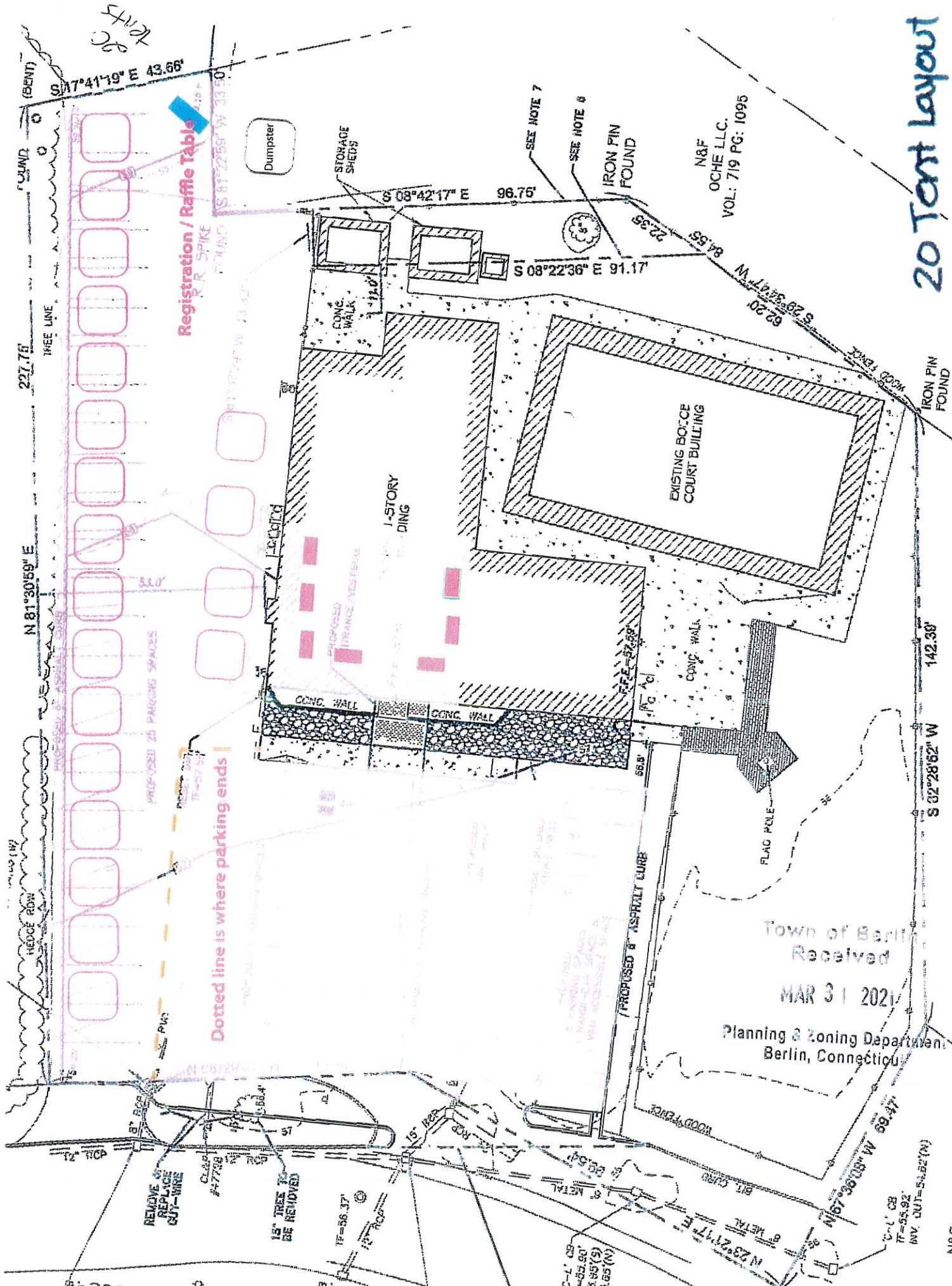
need to check with owner's

157
157



15 Tent Layout

N&F



20 Tent Layout

Town of Berlin
Received
MAR 31 2021
Planning & Zoning Department
Berlin, Connecticut

N&F

Craft fair back entrance

This area blocked off for foot traffic only

Vendor Tents

Additional parking/Vendor parking

Prospective Food Trucks

Entrance to Brewery

Entrance to back lot and Brewery

Entrance to IPIC / vendors

