

Town of Morris
Planning and Zoning Commission

Legal Notice

The Morris Planning and Zoning Commission will hold a Hybrid Public Hearing on ZOOM Clouding Meetings and in person at the Morris Town Hall at 3 East Street Morris CT, 06763 on February 15th, 2023 at 7:00 PM to update the regulations to add Special Events.

The Call in number for this meeting is **(1 929 205 6099) US (New York)**. The Meeting ID for when you download the app Zoom Cloud Meetings **840 4591 1584** and the password to enter is **977248**. You may also open up your internet browser and type
<https://us02web.zoom.us/j/84045911584?pwd=OC9lc2VOZjFQUWxtS0gvOGVWNXJxdz09>.

The login information will also be provided on the Town Website.

The draft of the regulations changes is in the Zoning Office as well as the Town Clerk in Morris CT. All Documents will be provided via the town website as well.

Jeton Adili, Zoning Enforcement Officer

This amendment is intended to be inserted within Article VI Townwide Requirements as Section 69 to follow the newly adopted Section 68 Agriculture & Agritourism. As of January 18's workshop meeting of the Town of Morris Planning and Zoning Commission, the proposed text is as follows:

SECTION 69 SPECIAL EVENTS

Purpose.

Local zoning regulations are established to protect the health, safety, and welfare of its residents. By regulating temporary special events with a specific and consistent permitting process, the Town of Morris can better govern this temporary use of land that is sometimes the source of noise, traffic, and/or public safety concerns.

Definitions.

Event. A planned occasion or attraction open to the public and often advertised as such.

Approval Process.

The party responsible for the hosting of an outdoor and/or partially outdoor public event on public property or the hosting of an outdoor and/or partially public event on private property will need to apply for a Special Event permit. Special Event Permits are required for events that are open to the general public and are being advertised as such in any zone within the Town of Morris.

A **Special Exception** shall be obtained for all proposed special events unless the setting of the event is owned by the Town of Morris.

All Special Event Special Exception applications must be submitted ninety (90) days in advance of the event start date. Once submitted, the application may be referred to other regulatory agencies which may require additional information to determine compliance. The Town of Morris zoning requirements for temporary special events can be found below.

If a property owner anticipates a series of reoccurring Special Events, they will annually be required to apply for a permit renewal as outlined below.

Application Requirements for a Special Event Permit. The following materials shall be submitted with the application form and Special Exception permit fee:

1. Site Plan. The site plan shall indicate all planned use areas (both interior and exterior), parking, traffic circulation, vehicular/pedestrian movement patterns, and safety measures put in place for the event. The proposed activity shall take into consideration existing site conditions (such as the location of wetlands, watercourses, steep slopes, and other areas of environmental concern).
2. Floor Plan. A floor plan shall accompany a Special Event Permit application that indicates where the planned use areas will take place if activity is to occur indoors.

3. Narrative. A narrative that outlines all operational details associated with the event, shall include:
 - a. a description of the activity including its timing and duration
 - b. the hours of operation and/or hours of the proposed event(s)
 - c. an overview of the sanitary facilities for the subject event and Torrington Area Health District approval (if applicable)
 - d. anticipated number of visitors associated with the event
 - e. traffic flow patterns intended for pedestrians and motorists on the property during this event
 - f. the measures taken to shield neighboring properties from potentially adverse impacts (eg noise, traffic, glare from lighting)
 - g. proposed temporary signage associated with the event including their proposed location(s), property owner permissions, and the duration of the signage display.
 - h. an analysis of impacts that may be associated with this proposed use

Specific Provisions for Special Events:

1. Outdoor events and activities shall take place at a minimum of one-hundred (100) feet from any adjacent residential property.
2. No amplified outdoor sound associated with the event shall take place before 10:00 AM or after 10:00 PM.
3. All outdoor lighting shall not produce a glare which extends beyond the boundaries of the subject property to the maximum extent possible and shall only be illuminated during event hours.
4. Temporary structures associated with any Special Events must be removed no more than one week after the event has occurred unless it is associated with an approved series of Special Events. Temporary structures must adhere to zoning setback requirements of the subject property. Inspections by public officials may be required for these temporary structures.
5. Off-site temporary advertising signage associated with any Special Event shall be limited to eight (8) freestanding signs. Each sign surface shall be no greater than four (4) square feet. The location(s) of the temporary signage shall be notated as a part of the application package. Property owner approval is required for all off-site advertising signs. The property owner name, signature, and street address shall be included with the application.
6. Parking for off-site visitors shall take place on the same lot as the proposed event and in accordance with the information provided on the site plan. Off-site parking is not permitted unless an off-site parking plan with proper safety precautions and property owner permissions have been included and approved as a part of the application packet.
7. Should an applicant wish to utilize more than one (1) lot for the purpose of hosting a Special Event, they shall provide permission from the property owners of the adjacent lots that will be utilized. The use of multiple lots shall also be clearly indicated on the site plan associated with the Special Event application.

8. All refuse generated on-site shall be covered, screened from public view, and promptly removed from the site at the conclusion of the event.
9. Temporary signs advertising special events are not to remain after the event has taken place or the event organizer may be subject to zoning violations/citations.
10. All on-site water and sanitary systems shall be adequately sized and in suitable condition to serve the proposed use(s). A health official's approval shall be included in the application materials (if applicable).
11. All applicable fire and building code requirements associated with the use must be met prior to the event.
12. All activities associated with the Special Event shall comply with all local, state, and Federal regulations and statutes. Approval of plans by other regulatory agencies (Building Official, Fire Marshal, local area health district, Town of Morris Inland Wetlands Commission, and public safety) shall be obtained when applicable.

Approval Criteria for Special Events. The approval criteria for a Special Event Application shall include the following general standards which are applicable for all Special Exception uses (see Section 52):

1. The Commission shall provide for the protection of public health, safety, and welfare
2. The proposed use shall be compatible with the Town's Plan of Conservation and Development.
3. The proposed use(s) shall be in harmony with the orderly development of the Town and compatibility with other existing uses.
4. The nature and the extent of the use shall not undermine environmental quality, or result in adverse impacts to the public health, safety, and welfare. All applicable standards shall be incorporated into the associated plans.

Conditions of Approval. The Commission may grant the application as presented, deny it, or approve it subject to conditions. Additional conditions or safeguards may be necessary to alleviate adverse impacts, protect the area's environmental resources, and promote best practices for site design and use. The conditions for a special event may include, but are not limited to, one or more of the following:

1. Screening or buffering from adjacent/adjoining properties and the public right-of-way
2. Limitations regarding the hours of operations, duration of the event, maximum decibel level of amplified sound, and the duration of amplified sound associated with the event.
3. Limitations of size, occupants, or the extent of the facilities;
4. Regulation of the number, type, and location of signage and parking;
5. Regulation of the number, design, and location of accessways, and other site plan features;
6. Requirements for testing and/or monitoring, including but not limited to, testing of ground water or surface water, air quality testing, noise and lighting level testing, periodic water usage reports, and/or reports on traffic, etc. In accordance with Connecticut General Statutes Section 8-1c and the Town of Morris Code of Ordinances Section 150.26, a municipality may require any person applying to a planning and zoning commission for approval of an application to pay the cost of reasonable fees associated with any necessary review by consultants with expertise in land use of any particular technical aspect of such

application. The policy and procedure for this expense shall be paid in accordance with the Town of Morris Ordinance addressing the Costs of Processing Applications.

7. Any data, plans, or drawings, including architect's or engineer's drawings or other information the Commission finds necessary to consider the application.

Annual Renewal for a Series of Special Events. All permits or renewals for Special Events approved pursuant to this regulation shall expire on April 1 of the year following its date of the issuance. The Commission may renew such Special Exceptions, or renewals thereof, for additional periods of up to one (1) year. In considering any renewal, the Commission may require supplemental information and an updated site plan to verify continued compliance with these regulations and conditions of approval.

2. Renewal applications must be submitted to the Commission at least ninety (90) days prior to the expiration of the existing Special Exception. The renewal application shall include:

1. A Special Exception application & fee
2. The supplemental materials associated with Special Events
 - a. Site plan
 - b. Floor plan (if applicable)
 - c. Narrative
3. Proposed list of scheduled events for the upcoming year (including the estimated time and dates of events)

General Provisions & Administration.

1. Any uncertainty regarding the issuance or renewal of a Special Event Permit shall be resolved by the Town of Morris Planning & Zoning Commission.
2. Upon notice to the property owner, the Zoning Enforcement Officer shall have the right to enter the property at reasonable times to determine compliance.
3. Failure to apply for a Special Event permit and/or comply with the provisions of the Special Event approvals shall be grounds for revocation of the Special Event permit and its subsequent renewals.

Respectfully submitted,

Janell Mullen
Town Planner