FINAL SITE PLAN
PLPZ 2021 00148

Greenwich Audubon Center
Seasonal Tent approval to install a tent on the premises for several events over a six month period,

| LOCATION: | 613 Riversville Road |
| ZONE:     | RA-4 zone            |
| LOT SIZE: | 273 +/- acres        |

APPLICATION SUMMARY:
The applicant is requesting final site plan approval per section 6-13(d) of the Building Zone Regulations for a seasonal tent installation at the Greenwich Audubon Center. The proposal seeks to install a 15-meter x 25-meter tent, over existing lawn area, behind the center, to host events between May and the fall of 2021. The length of time proposed for the Tent requires approval of the Commission per Sections 6-13(d)(3) of the Town of Greenwich Building Zone Regulations. The Greenwich Audubon Center is a 273 +/- acres property located at 613 Riversville Road in the RA-S zone.

ISSUES/RECOMMENDATIONS:
1. The proposed activities do not appear to take up existing parking;
2. If being considered, the applicant should detail any parking and traffic control plans that do, or intend to use to handle large events. The Applicant should provide the Commission with their event contingency plan so we have it in our records;
3. The applicant should indicate if this is a single year event, or if they intend to install a tent, annually, to handle seasonal events. Staff recommends that, if approved, the Commission approves a set number of weeks and/or events permitted during this 6-month period rather that fixed dates. This could then be renewed annually by Staff, Zoning Enforcement and the Building Department; and
4. Staff would also recommend, if approved, that the Commission notes the size of the tent as a maximum sq. ft. permitted to permit the Applicant to install smaller tents if needed during the six-month approval period.

BACKGROUND:
The Greenwich Audubon Center is an educational nature center and hosts nature programs, educational exhibits, as well as a store, and staff offices. The surrounding acreage serves as an outdoor classroom with 7 miles of hiking trails, hardwood forests, lake, vernal pool, and other natural features.

APPLICABLE REGULATIONS:
Sections 6-13 through 6-15, 6-93, 6-94 and 6-205

DEPARTMENT COMMENTS:
Staff has not sought comments from other Departments as this tent would: appear to be within setbacks; be installed over an existing lawn area and temporary in nature.
TOWN OF GREENWICH
Town Hall ~ 101 Field Point Road ~ Greenwich, CT 06830
Planning & Zoning Department ~ 203-622-7894 ~ Fax 203-622-3795

Site Plan Application

Property Address: GREENWICH AUDUBON CENTER, 613 RIVERSVILLE ROAD, GREENWICH, CT 06831
Tax ID: __________________________

Property Owner: ____________________________ Address: ____________________________

Email: ____________________________ Cell Phone: ____________________________ Other Phone: ____________________________

Applicant: THE GREENWICH TENT COMPANY/ YASMIN THORNTON Address: 459 IRANISTAN AVENUE, BRIDGEPORT, CT 06605
Email: ythornton@greenwichtent.com Cell Phone: ____________________________ Other Phone: 203.930.4021

Authorized Agent: ELI SCHAEFFER; CENTER DIRECTOR Address: GREENWICH AUDUBON CENTER, 613 RIVERSVILLE ROAD, GREENWICH, CT 06831
Email: ELI.SCHAFFER@AUDUBON.ORG Cell Phone: ____________________________ Other Phone: ____________________________

Select One: Pre-Application □ Final □

Zone(s): ____________________________ Lot Area: ____________________________

Please select all relevant items below:

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

To be completed by P&Z staff only:
Check # ________________ Check Amount: $__________
Application # ____________________

pzSitePlanApp 2020
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**THIS SITE PLAN INVOLVES:**
- □ Additions
- □ Alterations
- □ Demolition
- □ Re-Construction
TOWN OF GREENWICH
Town Hall ~ 101 Field Point Road ~ Greenwich, CT 06830
Planning & Zoning Department ~ 203-622-7894 ~ Fax.203-622-3795

Application Signature Page

Property Address: GREENWICH AUDUBON CENTER, 613 RIVERSVILLE ROAD, GREENWICH, CT 06831

Property Owner 1: ___________________________________________ Address: ___________________________________________

Email: ___________________________ Cell Phone: ___________________________ Other Phone: ___________________________

Signature: ___________________________ Date: ___________________________

Property Owner 2: ___________________________________________ Address: ___________________________________________

Email: ___________________________ Cell Phone: ___________________________ Other Phone: ___________________________

Signature: ___________________________ Date: ___________________________

Property Owner 3: ___________________________________________ Address: ___________________________________________

Email: ___________________________ Cell Phone: ___________________________ Other Phone: ___________________________

Signature: ___________________________ Date: ___________________________

Property Owner 4: ___________________________________________ Address: ___________________________________________

Email: ___________________________ Cell Phone: ___________________________ Other Phone: ___________________________

Signature: ___________________________ Date: ___________________________

Applicant: THE GREENWICH TENT COMPANY/ YASMIN THORNTON
Email: ythornton@greenwichtent.com

Address: 459 IRANISTAN AVENUE, BRIDGEPORT, CT 06605

Email: ___________________________ Cell Phone: ___________________________ Other Phone: ___________________________

Signature: ___________________________ Date: 4/12/2021 3:34 PM PDT

Authorized Agent: ELI SCHAFFER; CENTER DIRECTOR
Email: ELI.SCHAFFER@AUDUBON.ORG

Address: GREENWICH AUDUBON CENTER, 613 RIVERSVILLE ROAD, GREENWICH, CT 06831

Email: ___________________________ Cell Phone: ___________________________ Other Phone: ___________________________

Signature: ___________________________ Date: 04/13/2021
a. Will the event be located in a parking lot that provides required parking?
   No. Event is happening in open grassy area behind center.

b. Are there specific site plans, special permit, special exception or other zoning requirements that must be satisfied?
   We are filing a special events/tents building and electrical permit with the Building Department and Fire Marshal.

c. What arrangements have been made for parking lost for the entire time that the required parking is unavailable?
   No special arrangements are needed as current parking lot accommodates event guests.

d. How many attendees will there be at the event & what arrangement has been made for parking during the event?
   This tent will be up for the season so attendees per event will vary. There is a parking lot to accommodate all guests.

e. Will valet parking be necessary?
   No.

f. All arrangements for parking must be in writing and if parking will be located at other locations, it must not displace the required parking from those other locations. The owners of the off-site parking must provide written permission for the exact number of spaces and period of time that parking will be provided.
   The parking lot is large enough to accommodate all guests.

g. Will Town Police be needed to direct traffic? These arrangements must be made well in advance and approved by the Town Police Traffic Division.
   No.

h. Has the Fire Marshall reviewed and approved the plans for the event?
   Yes.

i. Has GEMS reviewed emergency access and will an ambulance be on stand-by at the event?
   n/a

j. Has the Health Department reviewed and approved any arrangements for food service during the event?
   There will not be any cooking under the tent.

k. Is this a one-time event or will it be repeated annually or seasonally? Repeat events can be reapproved much easier after the initial approval, provided that all circumstances remain the same.
   This tent will be holding repeat events throughout the season. The tent will be installed in April/May 2021 (upon permit approval) and will be removed at a date TBD in late fall 2021.
This map was produced from the Town of Greenwich Geographic Information System. The Town expressly disclaims any liability that may result from the use of this map. Aerial: 4/15/03. Data: 10/1/04. Map: [5/4/2005]. Copyright © 2000 by the Town of Greenwich.
15MX25M LOSBERGER
QTY. 5- 15MX5M WHITE ROOF PANELS
QTY. 2- 15M CLEAR GABLE PANELS
QTY. 16- 3.4MX5M CLEAR SIDEWALLS

EMERGENCY LIGHTS
WALL/CEILING MOUNTED:
EMERGENCY EXIT SIGN
NO SMOKING SIGN
FIRE EXTINGUISHER SIGN
FIRE EXTINGUISHER
TOWN OF GREENWICH
Town Hall ~ 101 Field Point Road ~ Greenwich, CT 06830
Planning & Zoning Department ~ 203-622-7894 ~ Fax 203-622-3795

Affidavit of Notification of Application for Rezoning / Special Permit /
Site Plan / Subdivision Applications

(STATE OF CONNECTICUT) 
(COUNTY OF FAIRFIELD) : GREENWICH - Stratford

4.13.21

1 (name), being first duly sworn, do hereby certify that on (date), I caused to be mailed, postage prepaid, to those
persons whose names are set forth on Exhibit A attached hereto a copy of the notice attached hereto as Exhibit B.
Said persons were the record owners, as of (date) as shown on the Town Tax Assessor’s Office records of property
abutting (as said term defined in Sec. 6-14 (a)(3) of the Greenwich Building Zone Regulations) the property belonging
to (owner name) for which an application for (type of application) has been filed with the Greenwich Planning and
Zoning Commission.

Subscribed and sworn to Before me on April 13th, 2021

SABRINA RAMIREZ
NOTARY PUBLIC
My Comm. Exp. Oct. 31, 2025

4.13.21

GREENWICH AUDITON CENTRAL

pzAffidavitNotification 2020
To Whom It May Concern:

Notice is hereby given that Greenwich Audubon Center has filed an application with the Town of Greenwich Planning and Zoning Commission for a Special Event/Tent approval for 613 Riversville Road, Greenwich, CT 06831.

Further information concerning this application may be obtained by contacting the Planning and Zoning Commission at 203.622.7894.

Sincerely,

Greenwich Audubon Center

Yasmin Thornton, The Greenwich Tent Company
10-1954
622 RIVERSVILLE ROAD LLC
163 JOHN STREET
GREENWICH, CT 06831

10-3451
BLUE CREEK HOLDINGS LLC
3 HEKMA ROAD
GREENWICH, CT 06830

10-3112
CLOSES BROOK LLC
65 JOHN STREET
GREENWICH, CT 06831

10-1774
DEMBITZER DAVID & LEAH
354 MAMARONECK ROAD
SCARSDALE, NY 10583

10-9052
GLR MAP 6591 - R-O-W

10-1973
GRAYSON NEIL S
678 RIVERSVILLE ROAD
GREENWICH, CT 06831

10-1775
KESSLER SARA A
67 JOHN ST
GREENWICH, CT 06831

10-3514
MCKENZIE RICHARD C JR TR
118 JOHN STREET
GREENWICH, CT 06830

10-4019
NATIONAL AUDUBON
225 VARICK ST 7TH FL
NEW YORK, NY 10014

10-4137
NATIONAL AUDUBON
225 VARICK ST - 7TH FLOOR
NEW YORK, NY 10014

10-2103
BALIDEMAJ RAMA & SELVUE
652 RIVERSVILLE RD
GREENWICH, CT 06830-0000

10-3542
CASSOLI PETER & CASSOLI
50 PARTRIDGE HOLLOW RD
GREENWICH, CT 06830

10-2092
RUBIN STEVEN A & EMILY K
636 RIVERSVILLE ROAD
GREENWICH, CT 06831

10-9051
SATRA DEVELOPMENT CORP
JOHN STREET
GREENWICH, CT 06831

10-3492
SEVEN BRIDGES
114 JOHN STREET
GREENWICH, CT 06831

10-4011
QUAKER RIDGE CEMETERY
606 RIVERSVILLE RD
GREENWICH, CT 06831

10-1953
RIVERSVILLE REALTY
681 MOUNTAIN LAUREL DR
ASPEN, CO 81611

10-1700
RUKEYSER ROBERT J & LEAH
35 STERLING RD
GREENWICH, CT 06830

10-3515
SEVEN BRIDGES
114 JOHN ST
GREENWICH, CT 06831

10-2210
SANTIZ JONATHAN S TR ET
628 RIVERSVILLE ROAD
GREENWICH, CT 06831

10-2325
STONE LOUISA HASKELL
17 STERLING RD
GREENWICH, CT 06831

10-3541
WESTHUS TODD T
48 PARTRIDGE HOLLOW
GREENWICH, CT 06831

10-3066
BULAZEL DIMITRI TR ET AL
78 JOHN STREET
GREENWICH, CT 06831

10-9042
CLOSES BROOK LLC
289 SELLECK ST
STAMFORD, CT 06902

10-3074
FEUERMAN JOSHUA &
100 JOHN STREET
GREENWICH, CT 06831

10-2089
GLUCKMAN DAVID I & GAIL
717 RIVERSVILLE ROAD
GREENWICH, CT 06831

10-4140
GREENWICH LAND TRUST INC
370 ROUND HILL ROAD
GREENWICH, CT 06831

10-2492
KLAUSENRENEN LLC
607 RIVERSVILLE ROAD
GREENWICH, CT 06830

10-4058
NATIONAL AUDUBON
225 VARICK ST 7TH FL
NEW YORK, NY 10014

10-4132
NATIONAL AUDUBON
225 VARICK ST - 7TH FLOOR
NEW YORK, NY 10014

10-4133
NATIONAL AUDUBON
225 VARICK ST - 7TH FLOOR
NEW YORK, NY 10014

10-1726
OLSTEIN ROBERT ALAN
640 RIVERSVILLE ROAD
GREENWICH, CT 06831-2650

10-2217
PANTANO EDWINA REVOC
660 RIVERSVILLE ROAD
GREENWICH, CT 06831
Hello Yasmin,

A wetlands permit would not be required for a temporary tent. Attached is the signed greensheet. The building department is copied here as well.

Best,

Jenn Urena

Assistant Wetlands Compliance Officer
Inland Wetlands and Watercourses Agency
Town of Greenwich
101 Field Point Road
Greenwich, CT 06830
Jennifer.Urena@greenwichct.org
(203) 622-7736

Hi there!

We are installing a tent over at the Greenwich Audubon Center and Peter Mangs in Zoning instructed me to send you the attached. If you could sign off and let me know if an IWWA permit is required, I would appreciate it. Zoning is having a meeting tomorrow so I was hoping to have your approval by the morning.

Thank you,

Yasmin
**PERMIT NEED DETERMINATION QUESTIONNAIRE**

[This form is NOT an IWWA Application]

**PROJECT:** Street Address
GREENWICH AUDUBON CENTER, 613 RIVERSVILLE ROAD,
GREENWICH, CT 06831

**PARCEL ID.**

Has there ever been an IWWA application for this site? YES NO X Appl. #

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

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

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

Owner's full name [please print] GREENWICH AUDUBON CENTER, ELI SCHAFFER,
CENTER DIRECTOR Phone (____) ___________
Mailing address 613 RIVERSVILLE ROAD Town GREENWICH Zip 06831

Authorized Agent's name [please print] TH GREENWICH TENT COMPANY Phone (203) 930.4021
Mailing address 459 IRANISTAN AVENUE Town BRIDGEPORT Zip 06605

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

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

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

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

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

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As the property owner or, authorized agent [check one] I believe that the information I have submitted is correct.

[Signature]
BIC DECICF32/B2418

Date 4/13/2021 11:17 AM PDT

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

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**STAFF NOTES**

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IWWA Questionnaire Revised 9/21/17