To: New Canaan Planning and Zoning Commission  
Date: May 13, 2020  
Re: Permissions Needed to Reopen The Glass House Site in Concert with State of CT Guidelines

The Glass House seeks to reopen under the Guiding Principles/Sector Rules for May 20th reopening issued by Governor Lamont on May 8, 2020, as applies to Outdoor Museums and Zoos. We recognize that these rules may be updated at any time and will comply with any such updates in order to prioritize the health and safety of our visitors and staff. The Glass House can meet those Sector Rules only if granted some temporary relief from provisions of its existing Fifth Revised Special Permit approved on September 24, 2019 and recorded on October 3, 2019.

One of the main conditions of re-opening is to achieve social distancing. The Glass House proposes the following:

- Sell tickets online only, in advance of the event date to minimize interaction between staff and visitors.
- Online tickets will be made available for no more than 1 month at a time to allow for monitoring and adjustment, if needed.
- As the buildings must remain closed, we will sell a “grounds pass” that provides access at a stipulated time, and for a stipulated duration.
- Although the site contains 49 acres, visitation will be restricted to the upper 13 acres.
- The grounds passes will be limited to a total of 25 visitors at any time, with no group larger than 5 individuals.
- As social distancing cannot be achieved in a shuttle bus from the downtown Visitor Center to the site, the Glass House proposes that, for a finite period of time, visitors be allowed to drive to the site. On-site parking would be limited to 10 cars. Any overflow would be parked at West School. This portion of the protocol requires explicit permission of New Canaan Planning and Zoning as it conflicts with condition 5c of our existing permit which states “All visitors shall be transported to The Glass House property by a van designed to carry no more than twenty (20) persons including driver, guides and visitors.”
- The proposed on-site parking of vehicles would be along the upper driveway which is not visible from the neighboring properties.
- A parking attendant will be provided at either parking location.
- No guided tours will be conducted until CT guidance allows such occurrences, however,
The Annual Fundraiser scheduled and approved by Planning and Zoning for Saturday, June 13, 2020, will not occur on that date. The Glass House plans to reschedule the event for Saturday, August 15, 2020. The rescheduled event parameters remain as previously approved, except for the number of persons permitted to attend. This will be determined based on CT Guidelines as we get closer to the event date. The Glass House asks Planning and Zoning to grant approval of this rescheduled event subject to guidance from the State of Connecticut in effect as we get closer to the event date.

Respectfully submitted,

[Signature]

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