

AGENDA

Meeting will start upon completion of the preceding Inland Wetlands Agency (IWA) Meeting.

1. CALL TO ORDER AND ROLL CALL

2. APPROVAL OF MINUTES

- A. **January 6, 2020 Draft Minutes** 4 - 7
[01-06-2020 PZC MINUTES - Draft](#)

3. ZONING AGENT REPORT

4. PUBLIC HEARINGS

- A. **6:35 P.M.** 8 - 9
Application of the Mansfield Non-Profit Housing Development Corporation (owner/applicant) to amend the Zoning Map to change the zoning of property located at 113-121 South Eagleville Road (Parcel ID 16.57.5) from Rural Agriculture Residence 90 (RAR-90) to South Eagleville Road Housing Opportunity Zone (SER-HO) pursuant to Sec. 8-30g, C.G.S. (PZC File 1364-1)

As the corresponding site plan application is still under review, the public hearing on this item will be opened and continued to March 2, 2020.

[Public Hearing Legal Notice](#)

- B. **6:40 P.M.**
Site plan application of the Mansfield Nonprofit Housing Development Corporation (owner/applicant) for a 42 unit multi-family residential development at 113-121 So. Eagleville Road (Parcel ID 16.57.5) pursuant to Sec. 8-30g, C.G.S. (PZC File 1364-2)

As the site plan application is still under review, the public hearing on this item will be opened and continued to March 2, 2020.

5. OLD BUSINESS

- A. **Modification to Special Permit: Application of Wendy and Dudley Hamlin (owner/applicant) of Holiday Hill Day Camp & Recreation** 10 - 16

Center, 41 Chaffeeville Road, Mansfield Center to convert existing vacant home on property to Airbnb lodging for wedding and party venue customers. (PZC File 0056)

[P-0056 Agenda Item Report-Modification for Short Term Rental](#)

[P-0056 2009 Holiday Hill Site Plan](#)

[P0056 41 Chaffeeville Rd Site Mod Application](#)

B. Interpretation of Zoning Regulations: Article 10, Section T, Agricultural Uses

The Agriculture Committee discussed this item at their January 15, 2020 meeting. Meeting minutes were not available at the time this agenda and packet was published. The minutes as well as a staff memo will be added to the packet prior to the meeting for Commission discussion on January 21, 2020.

C. PZC-Initiated Amendments to Articles 7, 8 and 10 of the Mansfield Zoning Regulations related to owner-occupancy requirements for two-family and efficiency dwelling units and setback requirements for parking associated with parks, preserves and playgrounds. (P907-47)

Due to the short time frame between the adoption of the amendments and the effective date as well as other project deadlines, staff was unable to complete the codification of the regulation updates by January 15th. Accordingly, it is recommended that the PZC revise the effective date to February 1, 2020.

MOVE to change the effective date from January 15, 2020 to February 1, 2020 for the amendments to Articles 7, 8 and 10 of the Mansfield Zoning Regulations related to owner-occupancy requirements for two-family and efficiency dwelling units and setback requirements for parking associated with parks, preserves and playgrounds that were adopted on January 6, 2020.

D. Application of the Mansfield Non-Profit Housing Development Corporation (owner/applicant) to amend the Zoning Map to change the zoning of property located at 113-121 South Eagleville Road (Parcel ID 16.57.5) from Rural Agriculture Residence 90 (RAR-90) to South Eagleville Road Housing Opportunity Zone (SER-HO) pursuant to Sec. 8-30g, C.G.S. (PZC File 1364-1)

Tabled to March 2, 2020 Public Hearing.

- E. Site plan application of the Mansfield Nonprofit Housing Development Corporation (owner/applicant) for a 42 unit multi-family residential development at 113-121 So. Eagleville Road (Parcel ID 16.57.5) pursuant to Sec. 8-30g, C.G.S. (PZC File 1364-2)**

Tabled to March 2, 2020 Public Hearing.

- F. Application for Site and Building Modifications to the Spring Hill Inn on property located at 957 Storrs Road (Parcel ID 23.59.12), Lee Lambert, owner/applicant.**

Tabled at the request of the applicant.

- G. Application of the Taylor Family Trust (owner/applicant) to amend the Zoning Map to change the zoning of a portion of property located on the north side of Storrs Road, between 9 Timber Drive and 1768 Storrs Road (Parcel ID 2.5.22) from Rural Agriculture Residence 90 (R-90) and Professional Office 1 (PO-1) to Planned Business 3 (PB-3). (PZC File 1365)**

Tabled to February 18, 2020 Public Hearing.

6. NEW BUSINESS

7. REPORTS FROM OFFICERS AND COMMITTEES

- A. Chairman's Report**
- B. Regional Planning Commission**
- C. Regulatory Review Committee**
- D. Planning and Development Director's Report**
- E. Other Committees**
- F. Other**

8. COMMUNICATIONS AND BILLS

9. ADJOURNMENT

MINUTES (NOT YET APPROVED)

Members Present:	S. Accorsi, P. Aho, B. Chandy, C. Cotton, D. Plante, K. Rawn (arrived 6:41 pm), V. Ward
Members Absent:	L. Cooley, R. Hall
Alternates Present:	K. Fratoni, J. DeVivo
Staff Present:	L. Painter, Director of Planning and Development; J. Kaufman, Senior Planner/Inland Wetlands Agent; J. Woodmansee, Planning Specialist; E. Galbraith, Administrative Assistant

CALL TO ORDER AND ROLL CALL

Chair Aho called the meeting to order at 6:40 PM. Alternates Fratoni and DeVivo were seated for absent members.

APPROVAL OF MINUTES

Ward noted two corrections to the December 16, 2019 Minutes: 1) Members present need to be stated in the Public Hearing portion and 2) the adjournment time should be listed as 7:01 PM. Chandy and Accorsi stated that they viewed the recording of the December 16, 2019 meeting. Ward MOVED, Chandy seconded, to approve the December 16, 2019 Minutes with corrections. Motion PASSED unanimously.

Aho noted the December 12, 2019 Field Trip Notes.

ZONING AGENT REPORT

Woodmansee presented new format for the monthly zoning report showing permits and active citations issued from the zoning department.

PUBLIC HEARINGS

PZC-Initiated Amendments to Articles 7, 8 and 10 of the Mansfield Zoning Regulations related to owner-occupancy requirements for two-family and efficiency dwelling units and setback requirements for parking associated with parks, preserves and playgrounds. (P907-47)

Aho opened the public hearing at 6:47 PM. Members present were Cotton, Rawn, Accorsi, Aho, Ward, Plante, and Chandy. Alternates Fratoni and DeVivo were seated.

Painter read the legal notice which was published in *The Chronicle* on December 24, 2019, and December 31, 2019. Painter read the SECOG referral response, CRCOG referral response and the Town Attorney's legal opinion into the record.

Kaufman commented that although proposed amendments to the zoning regulations are not commonly referred to the Parks and Natural Resources Committee (PNRC), she felt it appropriate to take an informal poll of the PNRC due to the potential impact of the proposed amendments. Kaufman reported that all members of the PNRC were in favor of the proposed amendments.

Aho invited members of the public to comment and there was none.

Rawn MOVED, Plante seconded, to close the public hearing at 7 PM.

OLD BUSINESS

A. PZC-Initiated Amendments to Articles 7, 8 and 10 of the Mansfield Zoning Regulations related to owner-occupancy requirements for two-family and efficiency dwelling units and setback requirements for parking associated with parks, preserves and playgrounds. (P907-47)

Chandy MOVED, Ward seconded, to approve amendments to Articles Seven, Eight and Ten of the Mansfield Zoning Regulations dated October 17, 2019 (File #907-47) related to owner occupancy requirements for two-family dwellings and efficiency units and setback requirements for parking associated with parks, playgrounds and preserves. The subject Zoning Regulation amendments were presented at Public Hearing on January 6, 2020 and filed prior to the hearing with the Mansfield Town Clerk. These amendments shall become effective on January 15, 2020.

In approving the amendments to the Zoning Regulations, the Planning and Zoning Commission has reviewed and considered all public hearing testimony and communications, including reports from the SECCOG and CRCOG Regional Planning Commissions, Mansfield's Director of Planning and Development and the Mansfield Town Attorney. The Commission makes the following findings in approval of these amendments:

- The amendments help to implement Goals 7.3 and 3.3 of the Mansfield Tomorrow Plan of Conservation and Development related to maintaining high-quality living conditions throughout the Town and providing access to the Town's system of parks and preserves, respectively.
- The amendments are consistent with the statutory goals identified in Section 8-2 of the Connecticut General Statutes and other zoning purposes cited in Article One of Mansfield's Zoning Regulations.
- The amendments are appropriately worded, legally sound and suitably coordinated with other provisions in the Mansfield Zoning Regulations.
- The amendments will promote the public's health, safety, property values and general welfare.

Furthermore, the amendments are adopted for the following reasons:

- The amendments related to owner-occupancy requirements will improve consistency between the Zoning Regulations and the Town's Code of Ordinances with regard to what constitutes an owner-occupant.

- The amendments related to parking area setbacks will enable the Town and other organizations to improve access to parks, playgrounds and preserves while reducing the disturbance to natural areas and maintaining an adequate buffer between parking areas and adjacent uses.

Motion PASSED unanimously.

B. Application of the Mansfield Non-Profit Housing Development Corporation (owner/applicant) to amend the Zoning Map to change the zoning of property located at 113-121 South Eagleville Road (Parcel ID 16.57.5) from Rural Agriculture Residence 90 (RAR-90) to South Eagleville Road Housing Opportunity Zone (SER-HO) pursuant to Sec. 8-30g, C.G.S. (PZC File 1364-1)

Tabled to January 21, 2020 Public Hearing.

C. Site plan application of the Mansfield Nonprofit Housing Development Corporation (owner/applicant) for a 42 unit multifamily residential development at 113-121 So. Eagleville Road (Parcel ID 16.57.5) pursuant to Sec. 8-30g, C.G.S. (PZC File 1364-2)

Tabled to January 21, 2020 Public Hearing.

D. Application of the Taylor Family Trust (owner/applicant) to amend the Zoning Map to change the zoning of a portion of property located on the north side of Storrs Road, between 9 Timber Drive and 1768 Storrs Road (Parcel ID 2.5.22) from Rural Agriculture Residence 90 (R-90) and Professional Office 1 (PO-1) to Planned Business 3 (PB-3). (PZC File 1365)

Tabled to February 18, 2020 Public Hearing.

E. Application for Site and Building Modifications to the Spring Hill Inn on property located at 957 Storrs Road (Parcel ID 23.59.12), Lee Lambert, owner/applicant.

Tabled at the request of the applicant.

F. Interpretation of Zoning Regulations: Article 10, Section T, Agricultural Uses

Tabled pending receipt of comments from Agriculture Committee.

NEW BUSINESS

Application of Wendy and Dudley Hamlin (owner/applicant) of Holiday Hill Day Camp and Recreation Center, 41 Chaffeeville Road, Mansfield Center to convert existing vacant home on property to Airbnb lodging for wedding and party venue customers. (PZC File 0056)

Ward MOVED, Plante seconded, to receive the application of Wendy and Dudley Hamlin to modify the Special Permit for Holiday Hill Day Camp and Recreation Center at 41 Chaffeeville Road and to refer said application to staff for review and comment.

REPORTS FROM OFFICERS AND COMMITTEES

Chairman's Report

None.

Regional Planning Commission

None.

Regulatory Review Committee

None.

Planning and Development Director's Report

The previously appointed selection committee interviewed five candidates for the position of consultant for a zoning and sub-division re-write. CME was selected and the scope of work is currently being negotiated.

Other Committees

None.

Other

None.

COMMUNICATIONS AND BILLS

None.

ADJOURNMENT

Aho adjourned the meeting at 7:07 PM.

Respectfully Submitted:



Vera S. Ward
Secretary

CHRONICLE MEDIA LLC
P. O. BOX 229
WILLIMANTIC CT 06226
(860)423-8466
Fax (860)423-7641

ORDER CONFIRMATION

Salesperson: Laurie Moulthrope Printed at 01/10/20 12:11 by lmoul-cm

Acct #: 3141 Ad #: 173397 Status: New

MANSFIELD PZC/IWA Start: 01/11/2020 Stop: 01/16/2020
ATTN: EMMY GALBRAITH Times Ord: 2 Times Run: ***
4 SOUTH EAGLEVILLE RD. LEG 2.00 X 4.61 Words: 157
STORRS CT 06268 Total LEG 9.22
Class: 0005 LEGAL NOTICES
Rate: LEG Cost: 483.12
Affidavits: 1

Contact: EMMY GALBRAITH Ad Descrpt: LEGAL NOTICE THE MANSFIEL
Phone: (860)429-3330 Given by: *
Fax#: (860)429-6863 P.O. #:
Email: GalbraithEA@mansfieldct.org Created: lmoul 01/10/20 12:03
Agency: Last Changed: lmoul 01/10/20 12:05

COMMENTS:
COPIED from AD 172936

PUB ZONE EDT TP RUN DATES
CHR A 97 S 01/11,16

AUTHORIZATION

Under this agreement rates are subject to change with 30 days notice. In the event of a cancellation before schedule completion, I understand that the rate charged will be based upon the rate for the number of insertions used.

Name (print or type)

Name (signature)

(CONTINUED ON NEXT PAGE)

CHRONICLE MEDIA LLC
P. O. BOX 229
WILLIMANTIC CT 06226
(860)423-8466
Fax (860)423-7641

ORDER CONFIRMATION (CONTINUED)

Salesperson: Laurie Moulthrope

Printed at 01/10/20 12:11 by lmoul-cm

Acct #: 3141

Ad #: 173397

Status: New

LEGAL NOTICE

The Mansfield Planning and Zoning Commission will hold the following Public Hearings on Tuesday, January 21, 2020, in the Council Chamber, A.P. Beck Bldg., 4. S. Eagleville Rd., Mansfield, CT to hear comments regarding the following applications;

6:35 PM Application of the Mansfield Non-Profit Housing Development Corporation (owner/applicant) to amend the Zoning Map to change the zoning of property located at 113-121 South Eagleville Road (Parcel ID 16.57.5) from Rural Agriculture Residence 90 (RAR-90) to South Eagleville Road Housing Opportunity Zone (SER-HO) pursuant to Sec. 8-30g, C.G.S. (PZC File 1364-1)

6:40 PM Site plan application of the Mansfield Nonprofit Housing Development Corporation (owner/applicant) for a 42 unit multifamily residential development at 113-121 So. Eagleville Road (Parcel ID 16.57.5) pursuant to Sec. 8-30g, C.G.S. (PZC File 1364-2)

No information from the public shall be received after the close of the Public Hearings. Additional information is available in the Planning Office.

P. Aho, Chair
V. Ward, Secretary

MEMO

To: Planning and Zoning Commission
From: Linda Painter, AICP, Director
Date: January 16, 2020
Subject: Modification to Special Permit (PZC File Number 0056)
Holiday Hill Day Camp and Recreation Center, 41 Chaffeeville Road
Wendy and Dudley Hamlin, applicants; The Estate of Lloyd T. Duff, Owner

BACKGROUND

The subject property was granted special permit approval on January 25, 1960 for recreational uses. As described in an April 29, 2002 memo to the PZC regarding a minor modification for the addition of workshop and storage space, the property (now known as Holiday Hill Day Camp and Recreation Center) has been very active as a day camp as well as a recreational facility for private group events. The subject property is zoned RAR-90.

PROJECT DESCRIPTION

Wendy and Dudley Hamlin have requested a modification to the special permit to authorize use of a vacant home on the property as lodging for wedding clients as well as a short-term rental (Airbnb) when the day camp is not in operation. Due to the location of the home (see attached site plan) and the fact that it is attached to the business office for the day camp, it is not feasible to rent out as a year-round residence. The home was previously the residence of the camp's founder, Lloyd Duff, until his passing in 2016. No alterations to the site plan or building are proposed. The statement of use submitted with the modification requests includes several commitments related to the proposed short-term rental use, including:

- Short-term stays will be contracted with only one client/family at a time; the rooms will not be rented out separately.
- Summer guests would only be accepted on weekends in association with a wedding or party rental.
- No rental guests would be present on weekdays during summer months when the day camp is in operation.
- Rental of the home outside of the summer season would be limited to dates when the property directors are present at their home at 61 Chaffeeville Road or when a property manager is available to supervise the site.

ANALYSIS

Article 5, Section B.9 of the Zoning Regulations requires commission approval for any changes in use for an approved special permit. The Commission has the authority to approve the revision without the submission of a new application; or, where the proposed change is considered to be

a significant alteration, the Commission may require the submission of a new special permit application.

Based on the existing use of the property as well as the prior use of the subject building as a single-family home, the proposed use of the house as a short-term rental associated with events held on site as well as a stand-alone rental during off-seasons is not anticipated to create any significant land use impacts.

RECOMMENDATION

If the Commission concurs that the proposed request does not constitute a major modification requiring submission of a new special permit application, the following motion would be in order:

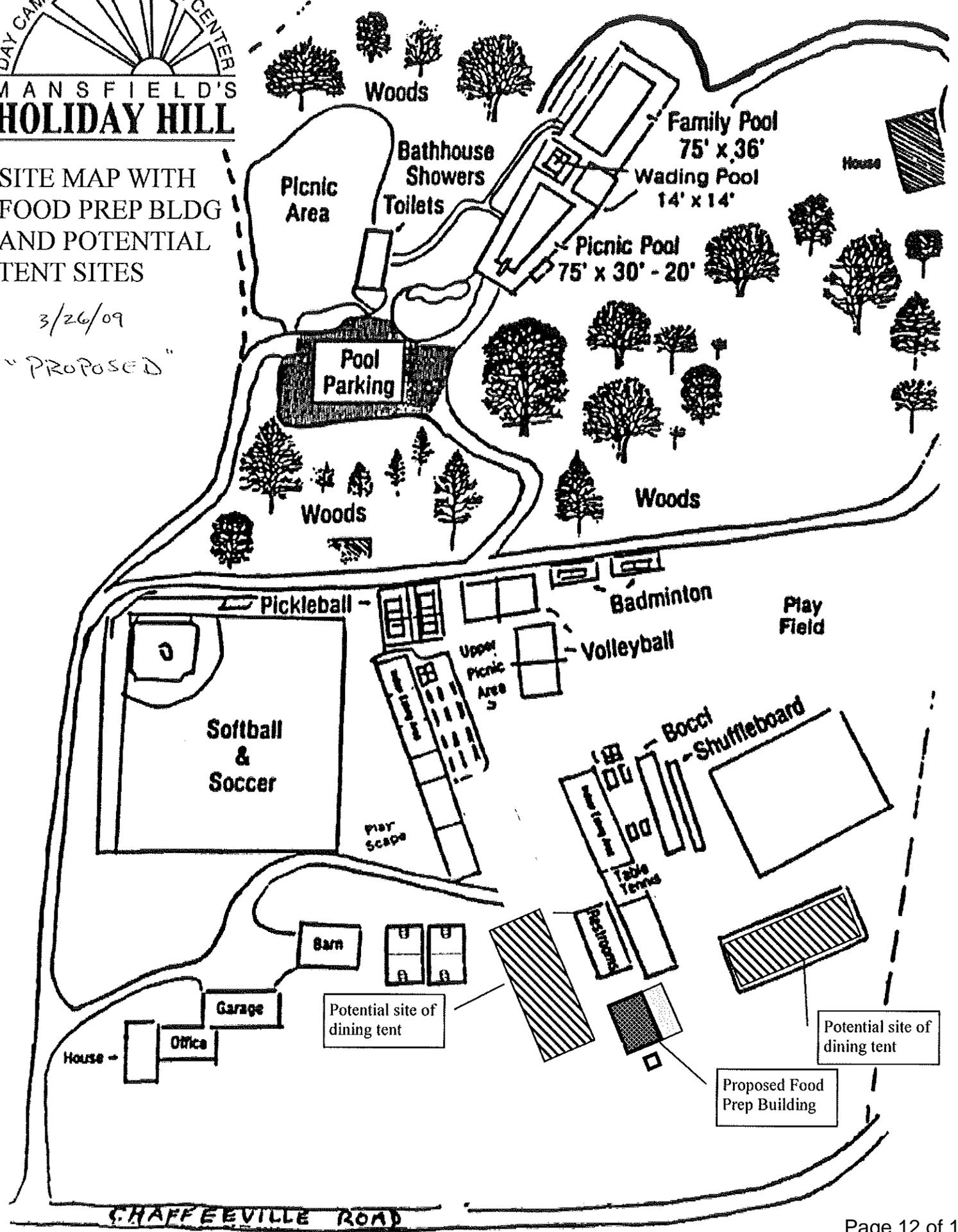
MOVE to authorize the Zoning Agent and PZC Chair to approve the application of Wendy and Dudley Hamlin to modify the Special Permit for the Holiday Hill Day Camp and Recreation Center at 41 Chaffeeville Road for use of a house on the property as a short-term rental as described in application materials. This approval is granted subject to the condition that the owners obtain and maintain a rental certificate pursuant to Chapter 130 of the Mansfield Code of Ordinances.

DAY CAMP & RECREATION CENTER
MANSFIELD'S HOLIDAY HILL

SITE MAP WITH
 FOOD PREP BLDG
 AND POTENTIAL
 TENT SITES

3/26/09

"PROPOSED"



PZC file 0056
\$ 250

REQUEST FOR SITE/BUILDING MODIFICATIONS
(see Article XI, Section D of the Mansfield Zoning Regulations)

APPLICANT/OWNER SECTION

1. Owner(s) The Estate of Lloyd T. Duff Telephone 860-423-1375
(please PRINT)
Address 41 Chaffeeville Road Town Mansfield Center Zip 06250-1112

2. Applicant(s) Wendy and Dudley Hamlin Telephone 860-208-1502
(please PRINT)
Address 61 Chaffeeville Road Town Mansfield Center Zip 06250-1112

3. Site Location Holiday Hill Day Camp & Recreation Center, 41 Chaffeeville Road, Mansfield Center

4. Reference any approved map(s) that would be superseded if this request is approved:
NA

5. Reference any new map(s) submitted as part of this request:
NA

6. Itemize and describe the modification(s) being requested, using separate sheet where necessary. The description must be adequate to determine compliance with all applicable land use regulations: -
See attached description.

7. _____ date _____
Applicant's signature

(over)

ZONING AGENT'S SECTION

After reviewing this application with respect to provisions of the Mansfield Zoning Regulations, including Article XI, Section D and Article V, Sections A.8 and B.9, the following determination has been made:

1. The subject modification request does not contain adequate information and is therefore denied. Applicable comments are listed below.
2. The subject modification is denied for reasons listed below.
3. The subject modification request has been reviewed with the PZC Chairman and we have concurred that the requested modification is minor in nature. Subject to any special conditions or comments noted below, the subject modification request is approved.
4. The subject modification request has been reviewed with the PZC and, in accordance with PZC action on _____, the subject modification request is approved, subject to any special conditions or comments noted below.
5. The subject modification request has been reviewed with the PZC and, in accordance with PZC action on _____, the subject modification request is considered a significant alteration of the approved plans and/or site, and shall require the submittal and processing of a new site plan or special permit application.
6. Other (see comments below)

Special conditions/comments/reasons for denial:

Zoning Agent's signature

date _____

PZC Chairman's signature (items 3 and 4 above)

date _____

REQUEST FOR SITE/BUILDING MODIFICATIONS

Mansfield Zoning Regulations

Holiday Hill Day Camp & Recreation Center, 41 Chaffeeville Road, Mansfield Center, CT 06250

As an extension of our existing modifications as a summer day camp, recreation center, and wedding and party venue, we would like to offer a vacant home on the property as lodging for our wedding clients and as an Airbnb in seasons when our day camp is not in operation. From 1960 until the passing of our patriarch in 2016, the building was the home for the family of Lloyd and Gwen Duff. It is attached to an apartment that serves as the Holiday Hill Day Camp and Recreation Center business office. This location—at the heart of our summer camp—precludes us from considering converting the home to a year-round residential rental unit. We intend to contract for short-term stays with one client or family at a time; not to multiple guests not of acquaintance. There are four bedrooms with beds for up to seven guests and a pullout sofa for a potential of two more. Summer guests would be accepted only on weekends in conjunction with a wedding or party rental. We would not have rental guests on the property at any time on weekdays when our summer youth campers were present, mid-June to late August. In seasons outside of summer we would limit availability to dates when the directors would be present in their home on the same property at 61 Chaffeeville Road, or when our property manager was available to supervise the site. There is ample parking behind the house, out of sight of Chaffeeville Road. The septic system is serviced annually as a part of our seasonal camp operation and has served the family home and our summer camp operation for decades. Our wells are private and tested quarterly and the property is inspected annually by the town Fire Marshal as required by Connecticut's Office of Early Childhood Youth Camp regulations.

