

AGENDA

- 1. CALL TO ORDER AND ROLL CALL**
- 2. APPROVAL OF MINUTES**
 - A. December 19, 2019 Special Meeting** 2 - 3
[12-19-2019 Special Meeting Minutes-Not Yet Approved](#)
- 3. UPDATE ON CONSULTANT NEGOTIATIONS/SCOPE OF WORK FOR ZONING/SUBDIVISION REGULATION REWRITE**
- 4. REVISIONS TO ZONING AND SUBDIVISION REGULATIONS**
 - A. Phasing of Rewrite: Phase 1 Priorities** 4 - 5
[Phase 1 Priorities](#)
 - B. Potential Short Term Amendments (In Advance of Phase 1)** 6 - 7
[Short Term Amendments](#)
- 5. OTHER BUSINESS**
- 6. COMMUNICATIONS**
- 7. FUTURE MEETINGS**
 - A. Correction to 2020 Meeting Calendar** 8
The adopted meeting calendar inadvertently had the committee meeting two weeks in a row in July (2nd and 9th). The correct dates are the 9th and 23rd. A revised calendar is provided for your approval.

Move to adopt the revised July 2020 meeting dates as presented at the February 7, 2020 RRC meeting.
[2020 Meeting Calendar RRC-CORRECTED](#)
- 8. ADJOURNMENT**

MINUTES (NOT YET APPROVED)

SPECIAL MEETING OF THE CONSULTANT SELECTION COMMITTEE

RRC Members Present: P. Aho, K. Rawn, L. Cooley, V. Ward (Arrived 8:40 a.m.)

Staff Members Present: L. Painter, J. Kaufman, J. Woodmansee

CALL TO ORDER AND ROLL CALL

Aho called the meeting to order at 8:38 a.m.

MINUTES

Rawn MOVED, Cooley seconded approval of the 12/9/2019 and 12/10/2019 minutes. Motion approved unanimously.

EXECUTIVE SESSION IN ACCORDANCE WITH CGS SEC. 1-200(6)(E)

Review and discussion of information provided in confidence by Horsley Whitten, FHI, Planimetrics, Goman+York, and CME in accordance with CGS §§ 1-200(6)(E), 1-210(b)(5)(A).

Cooley MOVED, Rawn seconded to go into Executive Session at 8:39 a.m. for review and discussion of information provided in confidence by Horsley Whitten, FHI, Planimetrics, Goman+York, and CME in accordance with CGS §§ 1-200(6)(E), 1-210(b)(5)(A). Those invited into the Executive Session included members present Aho, Rawn, and Cooley; members Hall and Ward (in case they were delayed in their arrival); L. Painter, J. Kaufman, staff members/consultant selection committee members; and J. Woodmansee, staff. Motion PASSED unanimously.

Aho MOVED, Cooley seconded to exit the Executive Session at 10:08 a.m. Motion PASSED unanimously.

CONSULTANT SELECTION

Painter and Kaufman participated in these motions as members of the consultant selection committee.

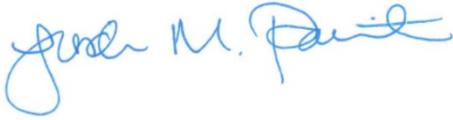
Rawn MOVED, Cooley seconded to rank the top three firms as follows: (1) CME (2) Planimetrics (3) Horsley and Whitten. Motion PASSED unanimously.

Cooley MOVED, Rawn seconded to authorize staff to negotiate a scope and contract with the top-ranked firm and if not successful to move to next firm per the official rankings. Such authorization extends to the top three ranked firms. Motion PASSED unanimously.

ADJOURNMENT

Aho adjourned the meeting at 10:09 a.m. Motion PASSED unanimously.

Respectfully Submitted:



Linda M. Painter, AICP
Director of Planning and Development

MEMO

To: Regulatory Review Committee
CC: Jennifer Kaufman, AICP, Senior Planner; Jillene Woodmansee, Planning Specialist/ZEO
From: Linda Painter, AICP, Director
Date: February 7, 2020
Subject: Phase 1 Priorities

In developing the initial scope of work for the consultant assisting with the rewrite project, staff recommends splitting the project into two phases, with the first phase focused on reorganization and addressing top priorities to the best extent possible. The following break-down is a suggested list of Phase 1 and Phase 2 priorities for discussion by the RRC, and ultimately the PZC. Items may shift from one phase to another as the project moves forward.

PHASE 1

Organization

- New framework/organization to improve usability
- Expand use of tables and illustrations

Administration and Enforcement

- Organization
- Update procedures and requirements
- Definitions/Measurements

Resource Protection

- Riparian Corridor/Water Resource Protection
- Updated Agricultural Regulations

Districts and Uses

- Permitted Uses (All Districts)
- Commercial/Mixed Use Districts (mapping, review procedures, dimensional requirements)
- Creation of Small Lot Residential Districts (regulations and mapping)
- Multi-family Districts (?)

Development Standards

- General Requirements
- Signs
- Site Development (parking, landscaping, lighting etc.)
- Design Standards (Building Types)

PHASE 2

Districts and Uses

- Agriculture District (Mapping, Uses, Requirements)
- Open Space District (Mapping, Uses, Requirements)
- Institutional District (Mapping, Requirements)
- PVRA/PVCA (Mapping, Requirements)
- Re-introduction of R-40 district (mapping, uses, requirements)
- Natural Resource Protection Zone (mapping, uses, requirements)
- Residential Districts-Add concept of dwelling units per acre to control density instead of solely relying on minimum lot area

Subdivision Regulations

- Integrate into Zoning Regulations (?)
- Update design review process
- Update regulations

MEMO

To: Regulatory Review Committee

CC: Jennifer Kaufman, AICP, Senior Planner; Jillene Woodmansee, Planning Specialist/ZEO

From: Linda Painter, AICP, Director

Date: February 7, 2020

Subject: Short-Term Zoning Regulation Amendments

As staff works with the Committee and selected consultant to identify priorities for Phase 1 of the Zoning Rewrite, staff has identified some amendments that we would like to see addressed in the short-term given questions and issues that frequently arise during the permitting and enforcement process. In some cases, we already have draft language that could be adjusted for inclusion in the existing regulations. For others, staff would prioritize drafting language for review at the Committee's next meeting. This list is what staff has identified to-date; additional items could be added as needed.

SUGGESTED CHANGES RELATED TO PERMITTING/ENFORCEMENT FAQ

Efficiency Units

We have had countless requests over the last few years as well as two requests in the last month regarding the potential for establishing efficiency units in detached structures. The most recent requests were both related to helping residents age in place. As part of work done on the zoning rewrite, there is draft language that would:

- Change the term from efficiency unit to Accessory Dwelling Unit (ADU)
- Change the review process from Special Permit to Zoning Permit
- Allow ADU's in detached structures
- Establish specific design standards for ADU's to compensate for the change from special permit to zoning permit review

Home Occupations

- As this is an even-numbered year, we are once again in the process of renewing home occupation permits. One of the ideas raised as part of the zoning rewrite process was changing the renewal period for home businesses from every even-numbered year to years ending in a 0 or 5.
- Staff also recommends changing the term "bed and breakfast" operations to "transient overnight accommodations" which includes both B&B as well as Airbnb operations. This change would formally codify the interpretation under which we currently operate.

- Recent review of the permit section of the regulations indicates that some renumbering may be needed; there appear to be some sections listed under revocation that are broader in nature and should not be shown as a subset of revocation.

Accessory Structures

- Article 8, Section B.1.d provides an exception to principal building setbacks for storage sheds provided they do not exceed certain size requirements and are not used as a garage or to house humans or motor vehicles. As this exception is limited to sheds, other accessory structures of similar size (pergolas, gazebos, pavilions) as well as 1-car garages are required to meet principal building setbacks. Staff would recommend that this provision be revised to be more general in nature.
- The Connecticut Building Code currently exempts swimming pools accessory to one-family dwellings that are no more than 24" deep and one-story accessory structures that are 200 square feet or smaller from obtaining a building permit. However, our regulations still require zoning permits for such structures. Staff recommends that the RRC consider exempting these structures from the need to obtain a zoning permit. The structures would still be subject to setback requirements; enforcement of setbacks would be handled through enforcement if setbacks are violated instead of through the permitting process.

Administration and Enforcement

- When the Town retained CME to provide Zoning Agent services, one of the recommendations from Mike D'Amato was that we replace the term Certificate of Compliance with Certificate of Completion to clarify that the Certification was being issued based on conformance of construction with approved plans.
- The current organization of Article 11 is confusing; additionally, the procedures for Site Plan Review and Special Permit are currently located in Article 5 and the procedures for Amendments to the Zoning Map and Regulations are located in Article 13. As part of the short-term amendments, staff would like to explore the possibility of replacing these three articles with a different breakdown/organization based on the framework for the new regulations that we will be reviewing with the consultant team. Current options include:
 - Combining all administration, enforcement and procedures into one chapter
 - Combining procedures (zoning permits, site plans, special permits, variances, reg/map amendments) in one article and general administration (ZEO, enforcement, etc. in a separate article)

Parking

Article 10, Section D.11 specifies that the required cross-hatch area be located on the right-hand side of each accessible space. This requirement is not consistent with state or federal requirements, which offer more flexibility. Staff recommends that this section be amended to require that accessible spaces conform to state statutes and regulations with regard to number, design and location.

Signs

While the entire section needs significant work, one minor fix recommended by staff is clarification regarding public/governmental signs.

**2020 Regular Meeting Schedule
Planning and Zoning Commission
Regulatory Review Committee**

Adopted by the Regulatory Review Committee on November 15, 2019; Revised on January 17, 2020

The following table identifies the dates and times of regular meetings for the Planning and Zoning Commission Regulatory Review Committee. This schedule is subject to change and special meetings may be scheduled to accommodate additional business. Agendas will be posted 24 hours before each meeting. All meetings will be held in Conference Room A at the Audrey P. Beck Municipal Building unless otherwise noted.

	Day	Date	Time
January	Friday	17	9:00 AM
February	Friday	7	9:00 AM
	Friday	21	9:00 AM
March	Friday	6	9:00 AM
	Friday	20	9:00 AM
April	Friday	3	9:00 AM
	Friday	17	9:00 AM
May	Friday	1	9:00 AM
	Friday	15	9:00 AM
June	Thursday	11	5:30 PM
	Thursday	25	5:30 PM
July	Thursday	9	5:30 PM
	Thursday	23	5:30 PM
August	Thursday	13	5:30 PM
	Thursday	27	5:30 PM
September	Thursday	10	5:30 PM
	Thursday	24	5:30 PM
October	Friday	2	9:00 AM
	Friday	16	9:00 AM
November	Friday	6	9:00 AM
	Friday	20	9:00 AM
December	Friday	4	9:00 AM
	Friday	18	9:00 AM