

TOWN OF MANSFIELD
OFFICE OF PLANNING AND DEVELOPMENT

GREGORY J. PADICK, DIRECTOR OF PLANNING

Memo to: Regulatory Review Committee Participants
From: Gregory Padick, Director of Planning
Date: 8/13/10
Re: 8/18/10 Regulatory Review Committee Meeting



Please find attached an agenda for next Wednesday's meeting and minutes from 4/27, 5/11 and 5/25 RRC meetings. These minutes summarize discussions on potential revisions that could be brought to public hearing this fall. Please read over these minutes prior to Wednesday's meeting and be prepared to confirm/discuss the findings referenced in the minutes. I will be using these minutes as a starting point for drafting potential revisions. More specifically, please note that in the May 25th minutes, it is noted that members will review the Town's village areas with an orientation toward selecting one or more for consideration of special village zoning.

Since the May 25th RRC meeting, the PZC has referred the issue of directional signage to the RRC (for-sale sign issue at Russet Lane), and a number of members have expressed support for Coventry's proposed new design guidelines, which have been distributed. I also added one new item involving the new definition of family and its potential impact on multi-family student housing project that I would like to discuss with the Committee.

AGENDA

PLANNING & ZONING COMMISSION REGULATORY REVIEW COMMITTEE

2:00 p.m., Wednesday, August 18, 2010

Conference Room B

- I. Call to Order
- II. Minutes: May 11, 2010; May 25, 2010
- III. Consideration of potential revisions to the Zoning Regulations/Zoning Map
 - a. Previously Identified Regulation Issues
 - 1. Agricultural Regulations
 - 2. Common Driveway Regulations
 - 3. Application Submission, Review/Referral/Revisions/Post-Approval Requirements
 - 4. Refine Specimen Tree Inventory/Preservation Requirements
 - 5. Historic Preservation Requirements Including Stone Walls
 - 6. Lighting Requirements
 - 7. Loading/Waste Disposal Area Requirements
 - 8. Design Standards for Major Projects
 - 9. Road and Drainage Standards
 - 10. Notification Provisions
 - 11. Setbacks for Patios, Tennis Courts, etc.
 - 12. Subdivision Requirements for Digital Mapping
 - 13. Walkway, bikeway/trail improvement requirements
 - b. Zoning Map Issues
 - 1. Refine Institutional Zone (including deletion of RDLI Zone)
 - 2. King Hill Road Area Zoning
 - 3. Village District Zoning
 - 4. Other
 - c. Additional Regulatory Issues
 - 1. Directional Signs (“For-Sale”, etc)
 - 2. New Definition of Family/Student Apartments
 - 3. Other
- IV. Future Meetings- Next meeting is scheduled for 7/1/10 at 2pm in Room B
- V. Adjournment

DRAFT MINUTES
PLANNING & ZONING COMMISSION REGULATORY REVIEW COMMITTEE
Tuesday, May 25, 2010
Conference Room C, Audrey P. Beck Municipal Building

Members present: M. Beal, R. Favretti, K. Holt (arrived at 2:14 and departed at 3:00), K. Rawn
Others present: G. Padick, Director of Planning

I. Call to Order

Chairman Beal called the meeting to order at 2:02 p.m.

II. Minutes

4-27-10- Favretti MOVED, Rawn seconded that the 4-27-10 Minutes be approved as distributed.
MOTION PASSED UNANIMOUSLY.

5-11-10- The draft minutes were distributed and tabled until the next meeting.

III. Consideration of potential fall 2010 revisions to the Zoning Regulations/Zoning Map

Padick related that the focus of the meeting would be on potential zone changes and any associated regulation revisions. Making direct reference to the current Zoning map and the Planned Development Areas map from the 2006 POCD, the following potential rezonings were discussed:

A. Institutional Zone/RDLI Zone

Padick pointed out that State owned land between UConn's developed Storrs campus area and Route 44 is still zoned Research and Development/Limited Industrial (RDLI). This zone was created in association with the Connecticut Technology Park project and is no longer appropriate for this State owned land. He also noted that State land between Dog Lane and Willowbrook is zoned RAR-90 but contains two dormitories, the Bishop Center and UConn's President's House. After discussion it was decided to propose rezoning both the RDLI zone and the State land North of Dog Lane to Institutional. Padick also agreed to revisit the current permitted use provisions for the Institutional zone with a particular focus on uses identified for UConn's North Campus. The North Campus area could be developed in association with a planned extension of North Hillside Road which could occur in 2011.

B. King Hill Road Area

Padick pointed out that currently approximately 20 acres of land along North Eagleville and King Hill Roads are zoned Planned Business, but the 2006 Plan of Conservation and Development recommends a Neighborhood Business/Mixed Use zone. Noting that this area is immediately adjacent to the UConn Campus, committee members indicated their support for higher density multi-family housing which currently is not authorized in existing neighborhood business zones. It also was noted that commercial uses should be oriented toward serving the UConn campus area and not be of a size and scale that could conflict with commercial initiatives for the Storrs Center and Four Corners areas. Padick noted that a new zone would need to be established with separate permitted use provisions and appropriate references throughout the Zoning Regulations. Committee members supported Padick's work on this rezoning proposal.

C. Four Corners Area

Padick and Rawn briefly updated the other Committee members on the current status of the Four Corners sewer and water initiative. It was agreed that the existing Zoning for the planned sewer and water service area need to be reviewed and that if public sewer and water becomes available, permitted uses need to be revised to allow higher density commercial and residential development. Special Design Guidelines for the area also need to be considered. After discussion, it was agreed to postpone working on this issue until additional progress has been made on providing public water and sewer.

D. Area east of Storrs Road south of Willimantic Water Works

Padick noted that the 2006 Plan of Conservation and Development recommends Professional Office/Mixed Use Zoning for land between Riverview Road and the Willimantic Water Works property adjacent to the Willimantic Reservoir. Noting that the Plan indicates that this area should be

developed as a unified project and that there currently are 6 or 7 separate parcels with single family homes in this area, it was agreed not to initiate any rezoning at this time.

E. **Planned Business area along Route 32 and Route 31**

Padick noted that an area along the easterly side of Route 32 south of Mansfield Auto Parts is zoned RAR-90 but designated in the 2006 Plan as Planned Business. After discussion, it was agreed that any rezoning of this area should be initiated by the subject property owners. This approach was supported due to the existence of two small lots in this area and a desire to promote coordinated development and not lot by lot development.

F. **Village Area Zoning**

Padick noted that numerous village areas are identified in the Plan of Conservation and Development and the Plan recommends consideration of special village zoning to help protect the character of these areas. It was noted that all or part of three of the designated village areas have protection through the Historic District Commission and that some of the village areas no longer have special character or have little or no undeveloped land. It was agreed that members would review the identified village areas with an orientation toward selecting one or more for consideration of special village zoning. Current statutory provisions for village zoning also need to be reviewed further.

IV. **Review of Potential Regulation Revisions**

Padick related that in association with his work on a regional effort to promote healthy communities, he planned to review subdivision and zoning Regulations with respect to walkway, bikeway and trail improvement requirements. Committee members expressed support for this initiative and it was generally agreed that in areas designed for development and for areas adjacent to schools, parks and public facilities, walkway/bikeway/trail improvements should be required unless specifically waived. Padick agreed to add this issue to the listing of higher priority regulation revisions that may be considered at fall 2010 public hearings.

V. **Future Meetings**

After discussion it was agreed to postpone the next committee meeting until July. As appropriate, Padick agreed to email information and any draft regulations to Committee members prior to the next meeting.

VI. **Adjournment**

The meeting was adjourned at 3:25 p.m.

Respectfully submitted,

Katherine Holt, Secretary

DRAFT MINUTES
PLANNING & ZONING COMMISSION REGULATORY REVIEW COMMITTEE
Tuesday, May 11, 2010
Conference Room B, Audrey P. Beck Municipal Building

Members present: M. Beal, R. Favretti, K. Holt
Others present: G. Padick, Director of Planning

I. Call to Order

Chairman Beal called the meeting to order at 2:05 p.m.

II. Minutes

4-27-10- The draft minutes were distributed and tabled until the next meeting.

III. Consideration of potential fall 2010 revisions to the Zoning Regulations/Zoning Map

Padick briefly presented an overview of a variety of issues that have been raised and should be considered by the Committee for potential revisions to be presented during the fall of 2010. The balance of the meeting was spent reviewing the agenda items 5 through 12. Padick agreed to draft potential revisions based on Committee discussion.

A. Specimen Tree Inventory/Preservation

After discussion members agreed that a number of revisions to existing provisions should be considered. These potential revisions include: changing "specimen" to "significant" and revising the definition; revising the minimum diameter of trees that need to be surveyed individually within street rights of way and proposed DAE's to 9 inches; and clarifying requirements for identifying stands containing trees 9 inches in diameter and larger. It also was agreed that tree inventories need to be addressed in preliminary site analysis requirements.

B. Historic Preservation/Stone Walls

Committee members discussed, but did not resolve, how to distinguish between intact stone walls and wall remnants. It was agreed that stones removed for driveway and other site work should be used to enhance adjacent walls and not simply used on site. It also was agreed that state statutes regarding lot boundary walls needed to be referenced and that walls should be used for lot delineation wherever possible. More specific reference to sluiceways, mill races, former dams and foundations needed to be added to the regulations. Favretti agreed to assist with providing information for potential regulation revisions.

C. Lighting

After discussing a range of potential submission requirements, it was agreed to proceed with an approach that required adequate information to determine the appropriate spacing of lighting fixtures and to ensure compliance with approval criteria regarding safety and neighborhood impact and light spill. The regulations need to authorize more complete lighting plans on an application by application basis. Manufacturer's installation charts should be provided.

D. Loading/Waste Storage Areas

It was agreed to work with the Town's Recycling Coordinator to prepare more specific provisions for waste storage areas.

E. Design Guidelines (particularly for major projects)

After discussion, committee members agreed that current design guidelines in the Subdivision Regulations need to be coordinated better with a preliminary site analysis, particularly with respect to the use of a landscape architect. Additionally, Article X, Section R of the Zoning Regulations needs to be better integrated with the submission process. The design focus should be oriented toward size, scale and continuity elements. Proper attention also needs to be given to health, welfare and safety considerations. A clear intent needs to be documented in the regulations and more specific design provisions can be added on a zone by zone basis.

F. Road and Drainage Standards

Padick noted that the ongoing Eagleville Brook TMDL Study will produce suggested stormwater

management guidelines by next fall. It was agreed to await the recommendations from this study. It also was noted that the Town's Road Standards and Specifications Ordinance should be updated.

G. Notification Provisions

Padick reported that recent state statute revisions regarding notification of abutting property owners have not yet been incorporated into Zoning and Subdivision Regulations. It was agreed that Statutory provisions needed to be addressed.

H. Setbacks-Patios, Tennis Courts, etc

After discussion, it was agreed that there should be specific setback provisions for recreational courts and patios due to potential impacts on neighbors.

I. Zoning Map Issues

This item was tabled until the next meeting.

IV. Digital Mapping Requirements

Padick distributed a recent ruling by the State Board of Examiners for Engineers and Surveyors regarding distribution of digital mapping data. It was agreed that the Town's regulations should be consistent with the State licensing provisions.

V. Future Meetings

The next meeting is scheduled for 5/25/10 at 2pm in Room C.

VI. Adjournment

The meeting was adjourned at 3:46 p.m.

Respectfully submitted,

K. Holt, Secretary

MINUTES
PLANNING & ZONING COMMISSION REGULATORY REVIEW COMMITTEE
Tuesday, April 27, 2010
Conference Room C, Audrey P. Beck Municipal Building

Members present: M. Beal, R. Favretti, R. Hall (until 3:45), P. Plante (arrived at 2:23), K. Rawn

Others present: G. Padick, Director of Planning

I. Call to Order

Chairman Beal called the meeting to order at 2:02 p.m.

II. Minutes

4-13-10- Hall MOVED, Favretti seconded, to approve the 4/13/10 minutes as amended (revised reference to next meeting 4/27/10). MOTION PASSED with all in favor except Rawn who disqualified himself.

III. Consideration of potential fall 2010 revisions to the Zoning Regulations/Zoning Map

Padick briefly presented an overview of a variety of issues that have been raised and should be considered by the Committee for potential revisions to be presented during the fall of 2010. The balance of the meeting was spent reviewing the first four agenda items. The other listed items will be discussed at subsequent meetings.

A. Agricultural Regulations

Padick noted that a number of Connecticut Towns are working on their agricultural regulations and that staff is compiling data for consideration by the RRC and Agriculture Committee. Favretti noted that the Committee's orientation should be on health and safety issues and management practices developed by state and regional agencies. He suggested that the local focus should not be on specific standards that would be difficult to enforce. Members discussed current provisions regarding on-site sales and it was suggested that the existing regulations may not appropriately address common exchange arrangements between farmers, regional factors and local business opportunities. Concern also was expressed that small farming operations need to be protected. Padick related that staff expected to work on draft regulations in August.

B. Common Driveway Regulations

Members reviewed with Padick a 4/27/09 draft revision that was represented at public hearing but not adopted and letters from the Fire Marshal, Open Space Preservation Committee and Conservation Commission. After discussion, there was general agreement that existing provisions for common driveways should be revised to provide appropriate opportunities for serving more than 3 house lots. Staff agreed to prepare a revision of the 4/27/09 draft that addresses some of the technical issues raised in the review letters. It was indicated that consideration should be given to mandating common driveways or private roads as an alternative to cul-de-sac development.

C. Subdivision Review Process; Role of Landscape Architect

Members reviewed the recent suggestion by the Open Space Preservation Committee that the subdivision regulations be reviewed to require an initial site analysis review prior to submittal of a formal subdivision application. Members

expressed support for this idea and indicated that the projects landscape architect should take primary responsibility for documenting site features and suggesting an overall development approach. Padick related that the current regulations need to be reorganized to move some of the design provisions of Section 7 to an earlier pre-application section. Members agreed that the entire organization of the subdivision regulations and associated review process should be reviewed with the objective of receiving more complete and appropriate applications. This will lead to less revision, fewer approval conditions and fewer post approval issues. Padick agreed to work on this issue over the summer months.

The remaining agenda items were tabled until the May 11th meeting.

IV. Future Meetings

The next meeting is scheduled for 5/11/10 at 2pm in Room B.

V. Adjournment

The meeting was adjourned at 3:53 p.m.

Respectfully submitted,

K. Holt, Secretary