

MEMORANDUM

Town of Mansfield
Town Manager's Office
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To: Town Council
From: Derrick M. Kennedy, Town Manager
Cc: Town Employees
Date: December 10, 2018
Re: Town Manager's Report

Below, please find my report concerning various items of interest to the Town Council, staff, and the community:

Departmental Reports

- *Public Works* -
 - Four Corners: The Town will issue a Notice to Proceed to the contractor on January 1, 2019. The majority of the project, i.e. all piping and the two pump stations, will be completed by November of 2019. The final touchups, landscaping, and paving of the State roads will be completed in the spring of 2020.
 - Eastwood: Due to the rain and cold weather last month, the project will shut down for the remainder of the winter. Resurfacing of Eastwood Road and the final course of the sidewalk will be completed in the spring. This delay will ensure better asphalt quality. The walkway and road will be useable throughout the winter.

Public Comment Follow Up

- The Planning and Development staff has submitted a response to public comment and questions regarding occupancy restrictions on single-family homes. (see attached) In reference to the question regarding valuation of a 6 room single family home, the Assessor's office stated that the cost approach and market sales approach are utilized to derive the assessed value. The income approach is typically not applicable in valuation for a residential dwelling, but is used for commercial income producing properties. All properties in town will be reassessed for the 10/2019 Grand List Revaluation

Upcoming Events

- *Storrs Farmers Market* – The Winter Market began on December 1st in the Buchanan Auditorium at the Mansfield Public Library. The Winter Market will be run every Saturday from 3:00PM – 5:00PM through April 2019. Learn more at: storrsfarmersmarket.org.
- *Mansfield Parks & Recreation and Miss Kelly Productions* – presents “The Nutcracker” on December 15th at 2:00PM (preview show) and December 16th at 12:00PM. Both shows will be held at the Mansfield Middle School, with advance tickets on sale at the Mansfield Community Center. A limited number of tickets will be available at the door beginning one hour before each show. Child and Senior tickets (ages 3-17 & 62+) are \$5.00, Adult tickets (ages 18 – 61) are \$10.00, Pre-show and story time tickets (all ages) are \$5.00. Come watch this holiday tradition unfold – a beautiful culmination of the hard work of our local youth.

Upcoming Meetings*

All meetings are in Audrey P. Beck Building unless noted otherwise

CC – Council Chamber; CR B – Conference Room B; CR C – Conference Room C

- Youth Services Advisory Board, December 11, 2018, 12:00PM, CRB
- Town-University Relations Committee, December 11, 2018, 4:00PM, CC
- Solid Waste Advisory Committee, December 11, 2018, 5:30PM, CRC
- Human Services Advisory Committee, December 12, 2018, 3:25PM, CRB
- Sustainability Committee, December 12, 2018, 5:30PM, CRC
- Mansfield Downtown Partnership Finance Committee, December 13, 2018, 3:00PM, CRB
- School Building Committee, December 13, 2018, 4:30PM, CC
- Economics Development Commission, December 13, 2018
- Special Traffic Authority Meeting, December 17, 2018, 3:00PM, CRB
- Inland Wetlands Association/Planning and Zoning Commission, December 17, 2018, 5:30PM, CC
- Personnel Committee, December 17, 2018, 5:30PM, CRB
- Committee on Committees, December 18, 2018, 6:00PM, CRC
- Parks and Natural Resources Committee, December 18, 2018, 7:00PM, CRB
- Conservation Commission, December 19, 2018, 7:00PM, CRB
- Traffic Authority, December 26, 2018, 9:00AM, CRB
- Economics Development Commission, December 27, 2018, 5:15PM, CRB
- Mansfield Downtown Partnership Board Meeting, January 3, 2019, 4:30PM, CC
- Inland Wetlands Association/Planning and Zoning Commission, January 7, 2019, 5:30PM, CC
- Town-University Relations Committee, January 8, 2019, 4:00PM, CC
- Arts Advisory Committee, January 8, 2019, 5:00PM, CRB
- Agriculture Committee, January 8, 2019, 7:00PM, CRB
- School Building Committee, January 10, 2019, 4:30PM, CC
- Finance Committee, January 14, 2019, 5:30PM, CC
- Town Council, January 14, 2019, 7:00PM, CC

**Meeting dates/times are subject to change. Please view the [Town Calendar](#) or contact the Town Clerk's Office at 860-429-3302 for a complete and up-to-date listing of committee meetings.*

INTEROFFICE MEMORANDUM

TO: DERRIK KENNEDY, TOWN MANAGER
FROM: LINDA PAINTER, DIRECTOR OF PLANNING AND DEVELOPMENT
SUBJECT: ZONING DEFINITION OF FAMILY
DATE: DECEMBER 6, 2018

Zoning Definition of Family. At the last meeting, the Council received public comment and questions regarding occupancy restrictions on single-family homes. By definition, a dwelling unit provides living facilities for one family. The Zoning Regulations, and by extension, the Town's Housing Code, limit the number of unrelated individuals that can live in a dwelling unit pursuant to the following definition of family:

A. Family. A person living alone, or any of the following groups living together as a single non-profit housekeeping unit and sharing common living, sleeping, cooking and eating facilities. Occupancy in a dormitory, fraternal organization, club, rooming or boarding house, group home or similar group occupancy shall not be construed to be a family.

1. Any number of people related by blood, marriage, civil union, adoption, foster care, guardianship or other duly authorized custodial relationship, gratuitous guests, domestic help and not more than one (1) additional unrelated person. (Related by blood shall include only persons having one of the following relationships with another individual(s) residing within the same dwelling unit: parents, grandparents, children, sisters, brothers, grandchildren, stepchildren, first cousins, aunts, uncles, nieces and nephews);
2. Two (2) unrelated persons and any children related to either of them;
3. A cumulative total of up to three (3) adult persons. More than three (3) adult persons may qualify as a family pursuant to other categories of this definition;
4. Persons living together as a functional family as determined by the criteria listed below. For the purpose of enforcing these regulations, it shall be assumed (presumptive evidence) that students enrolled at a college or university and groups of more than three (3) persons living together, who do not qualify as a family based on categories one or two of this definition, do not constitute a functional family. To qualify as a functional family, the following criteria shall be met:

A. The occupants must share the entire dwelling unit and live and cook together as a single housekeeping unit. A unit in which the various occupants act as separate roomers may not be deemed to be occupied by a functional family;

B. The group shares expenses for food, rent or ownership costs, utilities and other household expenses;

C. The group is permanent and stable and not temporary or transient in nature. Evidence of such permanency and stability may include:

1. The presence of minor dependent children regularly residing in the household who are enrolled in local schools;
2. Members of the household have the same address for purposes of voter's registration, driver's license, motor vehicle registration and filing of taxes;
3. Members of the household are employed in the area;

4. The household has been living together as a unit for a year or more whether in the current dwelling unit or other dwelling units;

5. There is common ownership of furniture and appliances among the members of the household; and

6. Any other factor reasonably related to whether or not the group is the functional equivalent of a family.

5. Any group protected by the “reasonable accommodation” criteria of the Federal Americans with Disabilities Act or Fair Housing Act in that group members are the functional equivalent of a family sharing and in continued pursuit of their common commitment to rehabilitation or recovery from chronic drug or alcohol addiction or abuse, evidenced by substantial compliance with the following criteria, listed in order of importance:

A. The residence facility is certified by the Department of Mental Health and Addiction Services as congregate sober housing.

B. Collectively, the residents lease the entire residence rather than any particular room.

C. Residents may remain indefinitely, but are required to leave the residence if they use drugs or alcohol.

D. Residents share equally most household expenses, including rent, a single household budget, most household chores, including cleaning, shopping and cooking, and the work of maintaining the premises.

E. Weekly meetings are used to discuss household, financial, logistical or interpersonal issues, and household safety, including fire safety.

F. Residents prepare food and eat together on a frequent basis and there is shared food in the refrigerator.

Linda M. Painter, AICP
Director of Planning and Development
Town of Mansfield

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