



**TOWN OF KILLINGLY, CT
PLANNING AND ZONING COMMISSION**

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Elizabeth M. Wilson

MONDAY – MARCH 20, 2023

**Workshop Meeting - In Person
6:00 PM**

**TOWN MEETING ROOM – 2ND FLOOR
Killingly Town Hall
172 Main Street
Killingly, CT**

WORKSHOP AGENDA

- I. **CALL TO ORDER/ROLL CALL**
- II. **WORKSHOP DISCUSSION** Review / Discussion / Action
 - 1) Draft Regulations for Business Park
 - 2) Draft Regulations for Event / Wedding Venue Facilities
 - 3) Draft Regulations for Borough of Danielson
- III. **MOTION TO ADJOURN**

NOTE: Must end meeting before 7:00 pm – so Planning Zoning Commission can start their regular meeting.

Proposed Text Amendment to the Killingly Zoning Regulations

Section 310 – definitions:

Event / Wedding Venue Facilities: A facility or facilities open to the public where weddings or events shall take place.

410.1.2 Permitted Uses with Special Permit Approval by the Commission

410.1.2q Event / Wedding Venue Facilities, subject to Article VII provided:

- a. Statement of use: A statement of use shall be submitted describing in detail the nature and scope of the Event / Wedding facility and the maximum number of attendees proposed for the site.
- b. Lot Size: The Minimum Lot size required is 5 acres.
- c. Access: The facility shall have access from a state, municipal or private road.
- d. Attendance: Maximum number of attendees per event shall be based upon available parking and applicable fire code requirements.
- e. Use Separation: Outdoor event / wedding areas and reception building shall be located a minimum of 300' feet from any residential building on adjacent properties. Parking areas shall be located a minimum of 100' from the street line and a minimum of 175' from any residential building on adjacent properties.
- f. Event hours: shall be limited to between 10:00 a.m. to 10:00 p.m. Sunday thru Thursday and 10:00 AM to 11:00 PM Fridays and Saturdays.
- g. Health Department: The event / wedding facility shall require approval from the State and / or Local Health department as required.
- h. Noise: Music for any event or reception shall take place indoors, if a temporary tent is used for the indoor space, it shall be classified as a "soundproof" tent. Only low-level background music may be allowed outdoors during the ceremony. Noise at the property boundary shall not exceed 45 decibels at the property boundary after 10:00 PM per Section 22a-69-1.1 of the Connecticut General Statutes.
- i. Lighting: Lighting shall be certified dark sky compliant and shall not "bleed" onto adjacent properties.
- j. Traffic Safety: All driveway entrances to the site shall be designed to ensure safety and ease of access to the public street or highway, taking into account, grades and line of sight for vehicles entering and / or existing the site. All access and egress driveways from state roads shall be approved by the Connecticut Department of Transportation.
- k. On-site parking: Shall be provided at one space per 3 attendees plus 1 space per each staff member or employee, permanent parking surface shall not be required; Parking is not permitted in the public right-of-way of the road.
- l. To minimize impact on adjacent property owners, the commission may limit the maximum number attendees, limit the event hours, and limit the number of events per week or event days, and may require increased setbacks, screening and buffers.
- m. Signage: Facility signs shall meet the requirements of Section 540.

Addressing Residential Unit Options

Borough of Danielson

With some simple updates to the Boroughs Zoning the Town of Killingly as a whole can increase its potential housing options. Allowing for centralized growth with existing infrastructure and creating a livable community for all.

Residential Medium Zone – Existing

Section 410.1

- A. Single-family dwelling and accessory uses on lots of 11,000 square feet or more. Single-family dwelling and accessory uses shall be permitted by right on interior lots if said interior-lot contains at least 30,000 square feet.
 - 1. No building, structure, on-site sewage disposal system, grading, excavation, or dumping of fill or other material shall be allowed within 200 feet of any wetland shown on the Official Wetlands Map of the Town unless a permit for such activity has been issued by the Killingly Inland Wetlands Commission.
 - 2. The Zoning Enforcement Officer may require that an erosion and sedimentation control plan be submitted and carried out where necessary to protect water quality.
 - 3. No building, structure, on-site sewage disposal system, grading, excavation, or dumping of fill or other material shall be allowed on slopes of greater than 15% unless a special permit is obtained. A sedimentation and erosion plan must be included in the special permit application.
- B. Two-family dwellings and accessory uses on lots in excess of 30,000 square feet. Single- and Two-family dwellings and accessory uses on interior lots of at least 40,000 square feet and where a right-of-way of at least 20 feet in width is provided to an accepted town road.

Residential Medium Density Zone – Proposed

Section 410.1

- A. **Single-family dwellings** and accessory uses on lots of 10,000 square feet or more. Interior lots are permitted provided said interior lot contains 20,000 square feet or more.
- B. **Two-family dwellings** and accessory uses on lots of 10,000 square feet or more. Interior lots are permitted provided said interior lot contains 20,000 square feet or more.

Residential High Zone – Existing

Section 420.1

- A. Single-family, two-family, and multi-family dwellings' and accessory uses, provided:
 - 1. Minimum lot area shall be 7,000 square feet for the first unit, 3,500 square feet for the second unit, 3,500 square feet for the third unit, and 10,000 square feet for every unit thereafter.
 - 2. Parking shall be provided at a rate of two (2) spaces per dwelling unit.
 - 3. Parking spaces shall be a minimum of 20 feet by 10 feet in size and constructed in accordance with Section 530.1 of these regulations.

Residential High Zone – Proposed

Section 420.1

- A. Single-family, two-family, and multi-family dwellings and accessory uses on lots of 7,000 square feet, provided:
 - 1. Multi-family dwelling of 10 (ten) or more units require site plan approval.
 - 2. Off street parking shall be provided at 1 space per unit min.

Section 530 – Off-Street Parking and Loading – Existing

530.1 PARKING AND LOADING SPACE STANDARDS

Notwithstanding other requirements of these regulations, off-street parking facilities shall satisfy the following minimum requirements with regard to number of spaces and location. Parking may be located on a lot separate from that of the facility. Parking requirements may be lessened by the Commission where the applicant can prove that adequate municipal parking already exists.

1. Dwellings:
 - a. two spaces for each dwelling unit and located on the same lot with the dwelling.

Section 530 – Off-Street Parking and Loading – Proposed

530.1 PARKING AND LOADING SPACE STANDARDS

Notwithstanding other requirements of these regulations, off-street parking facilities shall satisfy the following minimum requirements with regard to number of spaces and location. Parking may be located on a lot separate from that of the facility. Parking requirements may be lessened by the Commission where the applicant can prove that adequate municipal parking already exists.

1. Dwellings:
 - a. One space for each dwelling unit and located on the same lot with the dwelling.

Section 470 – Dimensional Requirements – Existing

Table A

	Residential Medium Density	Residential High Density
Minimum Lot Area	1 unit – 11,000 sq ft 2 units – 30,000 sq ft	1 unit – 7,000 sq ft 2 units – 10,500 sq ft 3 units – 14,000 sq ft 4 units – 24,000 sq ft (+10,000 sq ft for each additional unit)
Interior Lots	1 unit – 30,000 sq ft 2 units – 40,000 sq ft	1 unit – 11,000 sq ft 2 units – 14,500 sq ft 3 units – 18,000 sq ft 4 units – 28,000 sq ft (+10,000 sq ft for each additional unit)

470.5 Minimum Space Requirements for Dwelling Units

Efficiency unit – 600 sq. ft.

1 Bedroom unit – 750 sq. ft.

2 Bedroom unit – 900 sq. ft.

3 Bedroom unit – 1050 sq. ft.

Section 470 – Dimensional Requirements – Proposed

Table A

	Residential Medium Density	Residential High Density
Minimum Lot Area	10,000 sq ft	7,000 sq ft
Interior Lots	20,000 sq ft	14,000 sq ft

Remove Section 470.5

Section 600 – Administration & Enforcement – Existing

Repeal and replace entire section with below.

Section 600 – Administration & Enforcement - Proposed

Section 600 Intent

It is the intent of these Regulations that all questions arising in connection with the enforcement or the interpretation of these Regulations (except as otherwise expressly provided herein) shall be first presented to the Zoning Enforcement Officer, who may confer with the Commission, and that such questions or actions shall be presented to the Zoning Board of Appeals only on appeal from the Zoning Enforcement Officer, and that from the decisions of the Zoning Board of Appeals, recourse may be taken to the courts as provided by law.

Section 610 Enforcement Officer

These regulations shall be enforced by the Zoning Enforcement Officer, who shall be appointed in accordance with the Killingly Town Charter & Borough of Danielson subject to the supervision and appropriate direction of the Planning and Zoning Commission and/or the Director of Planning & Development. The Zoning Enforcement Officer is authorized to cause any building, structure, premise or use to be examined and to order in writing the remedying of any condition found to exist in violation of any provision of these regulations. The Enforcement Officer shall review with the Commission any action of his which is disputed.

In the absence of the Zoning Enforcement Officer, the Director of Planning and Development shall be authorized to act in the capacity of Zoning Enforcement Officer. In the absence of the Zoning Enforcement Officer and the Director of Planning and Development, other staff enrolled in the Connecticut Association of Zoning Enforcement Officers (CAZEO) Training shall be authorized to act in the capacity of the Zoning Enforcement Officer. In the absence of the Zoning Enforcement Officer, Director of Planning and Development and other certified staff, the Chairman of the Planning and Zoning Commission shall be authorized to act in the capacity of the Zoning Enforcement Officer. Where in the opinion of the Zoning Enforcement Officer the Director of Planning and Development is more familiar with a particular Zoning Permit Application, or similarly, the Director of Planning and Development is more familiar with a particular Zoning Violation, the Zoning Enforcement Officer may authorize the Director of Planning and Development to act in the capacity of the Zoning Enforcement Officer.

Section 610.1 Reasonable Accommodation

The Zoning Enforcement Officer may provide a Reasonable Accommodation for applicants' seeking relief from a Zoning Regulation under, Fair Housing Act (FHA) and / or American with Disabilities Act (ADA). The Reasonable Accommodation will be written per the applicant and shall expire when the applicant no longer needs such accommodation. The purpose of such accommodation will be to grant a person a modification or exception from zoning laws when such accommodations may be necessary to afford a person with a disability an equal opportunity to use and enjoy a dwelling, property, business, etc.

Section 610.2 Reasonable Accommodations – Application

A request for Reasonable Accommodation may be made by any person with a disability, the person's representative, or any entity, when such accommodations may be necessary to afford a person with a disability an equal opportunity to use and enjoy a dwelling, property, business, etc.

Request for Reasonable Accommodation shall be submitted in writing to the Planning and Development Office for review by the Zoning Enforcement Officer.

A Zoning Permit shall also be applied for any work or modifications to the property that would require a Reasonable Accommodation. The applicant may request a fee waiver, which may be granted at the discretion of the Zoning Officer.

Section 610.3 Reasonable Accommodation – Issuance

The Reasonable Accommodation will be granted to the applicant and shall expire when the applicant no longer requires or needs such accommodation. At such time any work or modifications to the property that required the Reasonable Accommodation shall be dismantled within 30 days. An example of this would be a handicap ramp inside a setback no longer being used by the person who was issued the Reasonable Accommodation. A Reasonable Accommodation is granted to an applicant not to the property.

Section 620 Zoning Permit Required

No land shall be used (except for agricultural purposes) and no building or structure shall be used, erected, moved enlarged, or structurally altered, and no building permit shall be issued until a zoning permit for the proposed work or use has been issued by the Zoning Enforcement Officer. A Zoning Permit is not required for repairs or alterations to existing buildings or structures, provided that such work does not increase the floor area of any building or structure and does not change the actual use thereof. A Zoning Permit shall also be required for signs as specified in Section 540. (See Article III, Definitions, "actual use"), and satellite dish antennas (See Article III, Definitions, "accessory use").

Section 620.1 Applications

An application for a permit shall be filed with the Zoning Enforcement Officer in triplicate on a form to be provided by the Commission. For new buildings or structures or changes increasing the floor area of an existing building or structure, the application shall include a site plan of the premises showing the location and size of existing and proposed buildings, structures, driveways, and parking, dimensions of the lot, setbacks, wetlands, and watercourses. Other information may be required by the Enforcement Officer to determine that the proposed project complies with the Regulations.

Section 620.2 Time limits

A permit shall be void if the work described therein is not commenced within a period of one year from the date of issue and diligently prosecuted to completion.

Section 620.3 Structures to have access

Every building hereafter erected or moved shall be on a lot with frontage on an accepted public street, a proposed public street, or an approved private street or shall have an unobstructed access strip in fee simple (an unobstructed easement of access or an unobstructed right-of-way are acceptable substitutes) not less than fifty (50) feet in width to an accepted public street, a proposed public street, or an approved private street, provided no more than two (2) principal buildings shall use such access strip. No two (2) or more access strips, serving interior lots, shall abut each other.

Section 630. Violations

Any person, firm or corporation violating any provision of these regulations shall be subject to the remedies and penalties prescribed by the Connecticut General Statutes as amended.

