



# TOWN OF KILLINGLY

## PLANNING & DEVELOPMENT OFFICE

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### MEMORANDUM

**TO:** Elizabeth Wilson, Killingly Town Clerk  
**FROM:** Linda Walden, Director of Planning and Development  
**DATE:** September 7, 2011  
**SUBJECT:** Planning and Zoning Commission-Initiated Zone (Text) Change Application #11-1004; Section 900; to add a new Town Medium Density District Section 410.3.1g and a new Borough Residential Medium District Section 410.1E for Home Office Business as a permitted use in both districts. Full text available in the Planning and Development and Town Clerk's offices as well as on-line at [www.killinglyct.gov](http://www.killinglyct.gov).

In accordance with Connecticut General Statutes Section 8-3(a), the Killingly Planning and Zoning Commission notifies you that the commission has initiated Zone Change (Text) Application #11-1004; Section 900; to add a new Town Medium Density District Section 410.3.1g and a new Borough Residential Medium District Section 410.1E for Home Office Business as a permitted use in both districts. A copy of the proposed regulations is attached for your use.

A public hearing has been scheduled for

**Monday, September 19, 2011**

**7:00 PM**

**Town Meeting Room**

**Killingly Town Hall**

**172 Main Street, Danielson**

All interested parties are urged to attend and be heard. Written testimony will also be accepted up through the close of the public hearing. The application file is available for review in the Planning Office, Room 107 at the Town Hall address during regular business hours.

**Please post this notice and the proposed regulations for public notification a minimum of 10 days before the scheduled public hearing, excluding the day of posting and the day of the hearing.**

Any inquiries or questions can be directed to the Planning Office at 860-779-5311. Thank you for your consideration.

**Planning and Zoning Commission-Initiated Zone (Text) Change Application #11-1004**; Section 900; to add a new Town Medium Density District Section 410.3.1g and a new Borough Residential Medium District Section 410.1E for Home Office Business as a permitted use in both districts. Full text available in the Planning and Development and Town Clerk's offices as well as on-line at [www.killinglyct.gov](http://www.killinglyct.gov).

**PROPOSED:**

**To the Town Medium Density District Section, add a new 410.3.1g as follows:**

410.3.1g - Home Office Business:

1. Purpose: The purpose of this regulation is to recognize that the resident of a dwelling in a residential zone has a right to conduct an office (or a similar business use) where such use has no external evidence or creates an impact that alters the residential character of the dwelling, lot or neighborhood.
2. Permits: A Home Office Business use shall be granted a zoning permit only if all conditions below are met.
3. Conditions: To be considered a Home Office Business, the use must meet all of the following conditions:
  - (a) There shall be no outside display, conduct of any business-related activity, or storage of materials, goods, supplies or equipment outside of the dwelling unit; nor is there any exterior change or external visible evidence of Home Office Business use allowed.
  - (b) Only household members residing in the dwelling shall be employed or engaged in the Home Office Business use.
  - (c) No business shall be conducted from the Home Office Business except by mail, computer, telephone, fax or other future electronic communication technology. No in-person sales, conduct of business or customer pick-ups or drop-offs are allowed.
  - (d) There shall be no traffic, noise, or electrical interference associated with the Home Office Business use that exceeds that normally associated with a residence.
  - (e) There shall be no hazardous, flammable or combustible liquids, materials and/or wastes located, stored, used, or displayed in association with uses as a Home Office Business other than in quantities and types that are normally associated with a residence.
  - (f) No business signs may be erected
  - (g) Only one Home Office Business is allowed per dwelling unit.
  - (h) The area devoted to the Home Office Business shall not exceed 25% of the total living area of the dwelling unit or 500 square feet, whichever is less. The Home Business Office shall not be located in garage space; attic and basement area may be used.
  - (i) Vehicles and carriers used for delivery and pickup are limited to those normally servicing residential neighborhoods.
  - (j) The initial zoning permit for a Home Office Business shall be valid for two years and shall be renewed provided that the Home Office Business was conducted in the manner represented and no substantiated complaints were received by the Planning and Development office.

**To the Borough Residential Medium District Section, add a new 410.1E as follows:**

**410.1E - Home Office Business:**

1. Purpose: The purpose of this regulation is to recognize that the resident of a dwelling in a residential zone has a right to conduct an office (or a similar business use) where such use has no external evidence or creates an impact that alters the residential character of the dwelling, lot or neighborhood.
2. Permits: A Home Office Business use shall be granted a zoning permit only if all conditions below are met.
3. Conditions: To be considered a Home Office Business, the use must meet all of the following conditions:
  - (a) There shall be no outside display, conduct of any business-related activity, or storage of materials, goods, supplies or equipment outside of the dwelling unit; nor is there any exterior change or external visible evidence of Home Office Business use allowed.
  - (b) Only household members residing in the dwelling shall be employed or engaged in the Home Office Business use.
  - (c) No business shall be conducted from the Home Office Business except by mail, computer, telephone, fax or other future electronic communication technology. No in-person sales, conduct of business or customer pick-ups or drop-offs are allowed.
  - (d) There shall be no traffic, noise, or electrical interference associated with the Home Office Business use that exceeds that normally associated with a residence.
  - (e) There shall be no hazardous, flammable or combustible liquids, materials and/or wastes located, stored, used, or displayed in association with uses as a Home Office Business other than in quantities and types that are normally associated with a residence.
  - (f) No business signs may be erected
  - (g) Only one Home Office Business is allowed per dwelling unit.
  - (h) The area devoted to the Home Office Business shall not exceed 25% of the total living area of the dwelling unit or 500 square feet, whichever is less. The Home Business Office shall not be located in garage space; attic and basement area may be used.
  - (i) Vehicles and carriers used for delivery and pickup are limited to those normally servicing residential neighborhoods.
  - (j) The initial zoning permit for a Home Office Business shall be valid for two years and shall be renewed provided that the Home Office Business was conducted in the manner represented and no substantiated complaints were received by the Planning and Development office.