



STATE OF CONNECTICUT – COUNTY OF TOLLAND
INCORPORATED 1786

TOWN OF ELLINGTON

55 MAIN STREET – PO BOX 187
ELLINGTON, CONNECTICUT 06029-0187
www.ellington-ct.gov

TEL. (860) 870-3120

TOWN PLANNER'S OFFICE FAX (860) 870-3122

ECONOMIC DEVELOPMENT COMMISSION REGULAR MEETING AGENDA

WEDNESDAY, AUGUST 10, 2022, 7:00 PM

IN-PERSON ATTENDANCE: TOWN HALL ANNEX, 57 MAIN STREET, ELLINGTON, CT

REMOTE ATTENDANCE: VIA ZOOM MEETING, INSTRUCTIONS PROVIDED BELOW

I. CALL TO ORDER:

II. PUBLIC COMMENTS (on non-agenda items):

III. ACTIVE BUSINESS:

1. Report: Tolland County Chamber of Commerce
 - a. 2022 Business Awards Nomination Form
2. Agricultural Initiatives
 - a. 1st Annual Farm Day, Saturday, September 17, 2022, 10AM - 3PM.
3. Connecticut Economic Development Association Best Practices
 - a. Program for Municipal Accreditation List of Potential Action Items
4. Plan of Conservation and Development, Chapter Six - Economic Development, Agriculture as an Economic Sector and Considerations/Strategies (page 95).
 - i. Zoning Regulation Section 3.1.1(6) Related & Agricultural Uses - Residential Zones
 - ii. Zoning Regulation Section 4.1 Agriculture - Related & Non Related Uses ⁽¹⁾ - Commercial & Industrial Zones
 - iii. Zoning Regulation Section 7.14 Agricultural Uses
 - iv. Zoning Regulation Section 10.2 Definition - Agriculturally Related Uses
5. Report: Tax Incentive/Abatement Programs
6. Report: Current Economic Activity

IV. ADMINISTRATIVE BUSINESS:

1. Fiscal Year 2022-2023 Budget & Expenditures update.
2. Approval of the June 8, 2022 regular meeting minutes.
3. Correspondence:
 - a. Goman + York Advisory Services, Connecticut's Shifting Demographics, The Dynamics of Demographics and Economic Development, dated December 9, 2021.

V. ADJOURNMENT:

Next regular meeting is scheduled for September 14, 2022

Instructions to attend remotely via Zoom Meeting listed below. The agenda is posted on the Town's webpage (www.ellington-ct.gov) under Agenda & Minutes, Economic Development Commission.

Join Zoom Meeting via link:

Link: <https://us06web.zoom.us/j/82189650028>

Meeting ID: 821 8965 0028

Passcode: 181959

Join Zoom Meeting by phone:

1-646-558-8656 US (New York)

Meeting ID: 821 8965 0028

Passcode: 181959

COMMISSIONERS: TO ASSIST IN ESTABLISHING QUORUMS REQUIRED TO CONDUCT MEETINGS, PLEASE CONTACT THE PLANNING DEPARTMENT IF YOU ARE UNABLE TO ATTEND A SCHEDULED MEETING.



Nominate a fellow chamber business or your own business for an award!

The Tolland County Chamber is accepting nominations for its annual member awards program! At our annual meeting in October 2022 we will recognize chamber members for one or more of the following four categories: 1) economic development (business growth/job growth); 2) corporate citizen (civic contributions and involvement); 3) beautification (improvement to grounds and facilities); and 4) best new business. (Please note that the award program is for businesses only, and not individuals.)

If you would like to nominate a fellow chamber member or your own business, please complete and return this form to the chamber office by September 9, 2022. The chamber's Economic Development Committee will review all the nominations and select the winners. Please help us get successful local businesses the recognition that they deserve!

Nominee (business name):	
Nominee's address:	
Award category: Economic development; corporate citizen; beautification; best new business	
Provide a short justification for the award (please attach any additional information, such as photos, etc.):	
Your name and business:	
Your business address:	
Your email and business telephone:	

Please fax or mail this form to: Tolland County Chamber of Commerce
30 Lafayette Square
Vernon, Connecticut 06066-4527
(860) 872-0587
Fax: (860) 872-0588
www.tollandcountychamber.org

111. Active Business, #1



**Connecticut Economic Development Association (CEDAS)
Best Practices Program for Municipal Accreditation
List of Potential Action Items**

1. **Community has a plan for communicating effectively across language barriers.**
2. **Works collaboratively with a diverse group of partners, reflecting the diversity of your community (race, ethnicity, gender, unique perspectives, etc.) that informs inclusive growth and equitable economic development.** (Description of organizations town is partnered with or members of and an example of collaboration in no more than one paragraph.)
3. **Publishes a check list or flow chart demonstrating required permit submittals and it is sent to applicants with steps that must be completed in order to proceed.** (Please provide a description or URL of checklist or flow chart and evidence of dissemination (e.g. website or sample communications).

Action complete. Flowcharts approved June 8, 2022, as amended.

4. **Asks applicants to provide feedback on the application process and uses feedback to make process improvements (customer satisfaction survey).** (Provide URL link to survey tool, short narrative description of process and how results are being used.)

BP Strategy: Sample Customer Service Satisfaction Survey distributed June 8, 2022, for review and further discussion at upcoming meetings.

5. **Engages women and minority-owned businesses to determine specific needs and direct them to specialized resources.** (Provide URL or narrative description of evidence, no more than one paragraph.)



Copy of Town of Manchester Planning Department Customer Survey

Now It's Your Turn!

1 / 7 14%

The Town of Manchester recognizes the importance of providing the highest level of service to all residents and visitors to the Town offices and programs. Please fill out the following survey regarding the quality of service you experienced at the Planning Department.

This brief survey will ask for your assessment of office staff and the overall application process.

Your feedback is appreciated. Thank you!

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Copy of Town of Manchester Planning Department Customer Survey

A Little About You

2 / 7 29%

1. I am....

- Residential Property Owner
- Residential Tenant
- Commercial Property Owner
- Commercial Tenant
- Agent or Representative
- Other (please specify)

2. How have you contacted/communicated with the Planning Department? (click all that apply)

- Online
- In-person
- Phone call

3. Did you use the Planning Department's website?

- Yes
- No
- I don't know
- Other (please specify)

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Planning Department Website

3 / 7 43%

4. How would you rate your experience on the website?

	Strongly Disagree	Disagree	Neither Disagree or Agree	Agree	Strongly Agree	N/A
The website was visually pleasing.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I was able to quickly/easily locate what I sought.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

5. If you rated any elements as "Disagree" or "Strongly Disagree", please explain.

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Your Visit and/or Business with the Department

4 / 7 57%

6. What was the purpose of your business with the Planning Department? (click all that apply)

- General Inquiry On: ZONING
- General Inquiry On: PLANNING
- General Inquiry On: WETLANDS
- General Inquiry On: FLOOD INSURANCE
- An Informal Project Discussion
- A Pre-application Conference
- Relating to an APPLICATION for: VARIANCE
- Relating to an APPLICATION for: APPEAL OF AN ORDER
- Relating to an APPLICATION for: ZONE CHANGE
- Relating to an APPLICATION for: ZONE CHANGE & SITE DEVELOPMENT PROPOSAL
- Relating to an APPLICATION for: SPECIAL EXCEPTION or SPECIAL EXCEPTION MODIFICATION
- Relating to an APPLICATION for: SUBVISION
- Relating to an APPLICATION for: WETLANDS
- Relating to an APPLICATION for: FLOOD PLAIN
- Relating to an APPLICATION for: SITE PLAN or SITE PLAN MODIFICATION
- Relating to an APPLICATION for: EROSION & SEDIMENT CONTROL PLAN CERTIFICATION
- Other (please specify)

7. Was your project referred to:

- Planning and Zoning Commission (PZC), Inland Wetlands & Watercourses Agency, Zoning Board of Appeals
- Or decided administratively by the Chariman of PZC and Director of Planning or Wetlands agent.
- I don't know.

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Office Staff

5 / 7 71%

8. Evaluate the following statements.

	Strongly Disagree	Disagree	Neither Disagree Nor Agree	Agree	Strongly Agree	N/A
Staff treated you with courtesy.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Staff was responsive to questions.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Staff was helpful in resolving issues.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Staff was knowledgeable of the application process.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

9. If you rated any elements as "Disagree" or "Strongly Disagree", please explain.

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Copy of Town of Manchester Planning Department Customer Survey

Overall Review Process

6 / 7 86%

10. Evaluate the following statements.

	Strongly Disagree	Disagree	Neither Disagree Nor Agree	Agree	Strongly Agree	N/A
Forms & Instructions were understandable.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The process was well explained.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Phone calls were returned in a timely manner.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Application/issue was processed in a timely manner.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

11. If you rated any element as "Disagree" or "Strongly Disagree", please explain.

12. How familiar were you with the application process?

- Very familiar
- Moderately familiar
- Slightly familiar
- Not at all familiar
- N/A (please specify)

13. What suggestions do you have for improving the process?

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Copy of Town of Manchester Planning Department Customer Survey

Thanks!

7/7 100%

Thank you again for completing our Planning Department Survey. If you have any additional comments or questions regarding this survey, please feel free to contact the Budget & Research Office at 860-647-3010.

14. If you would like a response to your survey, please provide your name and contact information here.

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Done

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Agriculture as an Economic Sector

Agriculture is a meaningful and viable economic sector in Ellington. With many working farms and over 5,000 acres of active agricultural land—approximately 25% of the total land area of Ellington—the agricultural sector must be considered and nurtured as viable means of economic development. In addition, the best way to preserve farmland is to preserve farming and the farmer. Most important, Ellington has some very enthusiastic, creative, and hard-working young farmers—a unique and advantageous circumstance that is not often the case for most communities. Therefore, it is imperative that Ellington work with its agricultural sector to ensure that it remains viable, has the support it needs, and can possibly even grow.

In the context of growing Ellington’s agricultural sector, changes in consumers behaviors, preferences for locally sourced products, and shifts in consumption toward experiential activities has given rise to new opportunities in agriculture, most notably the growth in agritourism. While Ellington have a more robust agricultural sector than most farming communities, it has little in the way of agritourism. The rise of agritourism and Ellington’s lack of agritourism presents an opportunity that should be explored, and if possible, exploit the opportunity. To accomplish this, Ellington should consider the following strategies.

Considerations/Strategies

- The creation of an Agriculture Advisory Commission. The committee should be made up of key stakeholders, including local farmers.
- Review all Town regulations and ordinances with the aim of removing barriers to farming to ensure that the Town is not closing-down opportunities.
- Amend the Zoning Regulations to allow agritourism and specific agritourism uses. This may include banquet spaces or functions, farm-to-table dinners, tasting rooms and restaurants, vineyard, breweries, tours, outdoor activities, bakeries, etc.
- Amend the Zoning Regulations to allow small country inns, and/or other forms of hospitality that may be reasonably associated with farms.
- Create and/or organize harvest events, fairs, and festivals that highlight local farms, their work and products, and draw positive attention to Ellington’s agricultural community.

ARTICLE 3 RESIDENTIAL ZONES

Section 3.1 Permitted Uses

The following table establishes those uses allowed in the residential zoning districts.

P	Permitted Use
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SP	Use Allowed by Special Permit
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3.1.1 AGRICULTURAL USES (See Section 7.14)	Rural Agricultural / Residential	Residential	Lake Residential
1. Agriculture	P	P	P
2. Farm Stand, seasonal	P	P	P
3. Farm Store	SP	SP	SP
4. Farm Brewery, Cidery, Winery, Distillery <i>(Added 11-23-2020, Effective 12-1-2020)</i>	SP	SP	
5. Horse Boarding / Riding Arena	SP	SP	SP
6. Related & Agricultural Uses	SP	SP	SP
7. Dormitories for farm help accessory to an agricultural operation in Ellington	SP		

3.1.2 RESIDENTIAL USES	Rural Agricultural / Residential	Residential	Lake Residential
1. Dwelling - One single family detached dwelling on one lot	P	P	P
2. Dwelling – Two-family on a lot of record		SP	
3. Dwelling - Conversion of pre-1950 dwelling to multi-family (Lot area 30,000 sq ft minimum plus additional 5,000 sq ft for each family in building; fire escapes and outside stairways to be located on rear of building and away from view from streets where practical; must maintain one-family dwelling overall appearance.		SP	
4. Accessory apartment in accordance with Section 7.1	P	P	P

3.1.3 ACCESSORY USES / STRUCTURES	Rural Agricultural / Residential	Residential	Lake Residential
1. Garages for 3 cars or less per family unit	P	P	P
2. Garages (attached) for more than 3 cars per family unit	SP	SP	SP
3. Garages (detached) for more than 3 cars per family unit	SP	SP	SP

ARTICLE 4 COMMERCIAL & INDUSTRIAL ZONES

Section 4.1 Permitted Uses and Uses Requiring Special Permit

The following uses are permitted in Commercial and Industrial Zones:

Table 4.1 Permitted Uses and Uses Requiring Special Permit				
P = Permitted Use, Site Plan Approval SP = Special Permit Blank= Not Permitted				
Uses	C	PC	I	IP
Agriculture ⁽¹⁾ [Amended 12-15-2010]	P	P	P	P
Agriculture - Farm Stand - seasonal ⁽¹⁾ [Amended 12-15-2010]	P	P	P	P
Agriculture - Farm Store ⁽¹⁾ [Added 11-22-2010, Effective 12-15-2010]	SP	SP	SP	SP
Agriculture – Farm Brewery, Cidery, Winery, Distillery (Added 11-23-2020, Effective 12-1-2020)	SP	SP	SP	SP
Agriculture - Horse Boarding / Riding Arena ⁽¹⁾ [Amended 12-15-2010]	SP	SP	SP	SP
Agriculture - Related & Non Related Uses ⁽¹⁾ [Added 11-22-2010, Effective 12-15-2010]	SP	SP	SP	SP
Amusement Enterprise	SP			
Auto, General Repairer License	SP	SP	SP	
Auto, Limited Repairer License	SP	SP	SP	
Auto, Truck, Airplane: Assembling & Remodeling			P	P
Auto, Truck, Boat, Vehicle (New & Used) Sales, and Service (SP for IP Zone Added 1-7-08)	SP	SP	SP	SP
Bicycle Racing Facility - Non Motorized			SP	SP
Bottling Plant	SP		P	P
Brewery, Brew Pub, Distillery	SP	SP	SP	SP
Carpenter & Woodworking Shop	SP	SP	P	P
Communication Tower ⁽²⁾	SP	SP	SP	SP
Community Buildings and other Public Buildings	P	SP	P	
Community Fairs under Local Sponsorship	P	P	P	
Contractor's Equipment - Sales and Storage	SP	SP	SP	SP

ARTICLE 4 COMMERCIAL & INDUSTRIAL ZONES

Table 4.1 Permitted Uses and Uses Requiring Special Permit				
P = Permitted Use, Site Plan Approval SP = Special Permit Blank= Not Permitted				
Uses	C	PC	I	IP
Wholesale, Business ⁽⁸⁾ <i>(Amended: 22 December 2006)</i>	SP	SP	SP	SP
<p>⁽¹⁾ Subject to the restrictions and conditions of Section 7.14</p> <p>⁽²⁾ Subject to the restrictions and conditions of Section 7.3</p> <p>⁽³⁾ Bulk Storage – storage of more than 2,000 gallons aggregate intended for redistribution before it reaches a retail consumer. In conformity with applicable State and Federal regulations <i>(Amended: 9-25-09)</i></p> <p>⁽⁴⁾ Where articles are sold at retail on the premises, and where not more than five persons are employed in such manufacturing. Such manufacturing shall conform to requirements specified for Industrial Zones.</p> <p>⁽⁵⁾ Must be located within property lines a minimum distance in all directions equal to the height of the tallest antenna.</p> <p>⁽⁶⁾ Subject to the restrictions and conditions of Section 7.10</p> <p>⁽⁷⁾ At an airplane landing field or landing strip located in an I-Industrial Zone subject to the requirements of Section 8.3 of these regulations. In addition, the Commission may impose any other reasonable conditions with regard to skydiving or parachute jumping. Such special permit shall expire on the 30th day of June.</p> <p>⁽⁸⁾ No individual retail or wholesale business establishment may exceed thirty thousand (30,000) square feet. The commission may, by vote of 3/4 of its members, increase the maximum store size up to sixty thousand (60,000) square feet not including mezzanines up to 10% of the total square footage, if the applicant meets the following criteria: additional buffering to sensitive areas, allows linkages to abutting properties where appropriate, and gives consideration to special architectural design. Furthermore, the language of this regulation shall not be construed to allow the same business entity to occupy space on opposite sides of a common wall so as to circumvent the intention of this regulation. <i>(Amended: 22 December 2006)</i></p> <p>⁽⁹⁾ A maximum of one (1) licensed medical marijuana production facility and one (1) licensed medical marijuana dispensary is permitted in the Town of Ellington at any one time.</p> <p>⁽¹⁰⁾ No production facility or dispensary shall be permitted within 500 feet of any public or private school, municipal park, public or private recreational facility, daycare facility, place of worship, hospital, veteran's home or camp or military establishment.</p>				

4.1.1 Approval of Other Uses

Other uses may be approved by the Commission when the Commission determines such use to be substantially similar to the uses permitted in Table 4.1. Uses similar to those permitted by Site Plan approval may be allowed by Site Plan approval. Those uses similar to Special Permit uses may be permitted by Special Permit approval.

ARTICLE 7 SPECIAL REGULATIONS

- F. The use of a Cultural Educational Center shall be limited to scheduled, special events and shall not include regularly scheduled daily public activity. The standards for granting Special Permit as contained in **Section 8.3.2** shall apply to any application.

Section 7.14 Agricultural Uses *(Added 11-22-10, Effective 12-15-10; Modifications Effective 6-15-16)*

- 7.14.1 Statement of Purpose.** Agriculture has played and continues to play a significant role in Ellington. It enhances the quality of life for residence and is a strong element of Ellington's diverse community character. It is the purpose of this regulation to promote the economic and operational viability of agricultural businesses, to support programs that preserve farming and farmland, and to allow more flexible farm use regulations.
- 7.14.2 Permitted Uses:** Any reference to minimum or maximum lot size shall be construed to mean contiguous acreage under single ownership and/or leasehold in any zone. Agricultural uses shall not be permitted on common interest properties (e.g. condominium and apartment complexes), unless approved as a permitted accessory use or structure on a site plan approved by the commission.
- A. **Agriculture.** All uses in Section 7.14 shall require a minimum of 3 acres, unless a minimum acreage is specifically defined.
- B. **Agricultural enclosures, buildings, or structures** except farm stores and seasonal farm stands, as long as the setback of the underlying zone is met for the street property line, when located at least 50 feet from any side or rear property line and subject to the issuance of a Zoning Permit. *(Amended 12-30-13, Effective 1-15-14)*
- C. **Seasonal Farm Stand** provided that 70% of gross sales shall be from agricultural goods produced on the owner's farm, or processed products made from raw materials that were produced on the owner's farm, for at least three of the immediately preceding five years; the farm stand shall cease operations for a minimum of six consecutive weeks on an annual basis; and adequate parking with safe ingress and egress is present and is located outside of the public right-of-way.
- D. **Keeping of Horses:** *(Added 5-23-16, Effective 6-15-16)*
- a. **Applicability:** This section shall apply to the keeping of horses, donkeys, ponies, miniature horses, and similar members of the equine family, and any reference to "horse" shall be inclusive of all of these animals.
- b. **Minimum lot size:** A property must have at least 3 contiguous acres in order to keep horses.
- c. **Number of horses and other equine:** A property with at least 3 contiguous acres may keep 2 horses or equine. An additional horse may be kept for each additional acre of contiguous land (e.g., a property with 4 acres may keep 3 horses). For the purposes of calculation, acreage shall be rounded down to the nearest acre (e.g. a property with 5.6 acres may keep 4 horses).
- d. **Structures for the Keeping of Horses:** All structures and enclosures for the keeping of horses shall comply with the requirements of Section 7.14.2.B and/or Section 7.14.3.A, as applicable.

ARTICLE 7 SPECIAL REGULATIONS

E. **Keeping of Backyard Poultry:** *(Added 5-23-16, Effective 6-15-16)*

- a. **Applicability:** Backyard poultry shall include chickens, ducks, turkeys, and other birds of similar mature size, but not guinea hens, peacocks, emus or ostriches. Farms shall have no limit on the number of poultry that may be kept.
- b. **Minimum Lot Size:** A property must be greater than or equal to 20,000 square feet in order to keep backyard poultry.
- c. **Number of Poultry:** A property which meets the minimum lot size may keep up to a maximum of 8 backyard poultry.
- d. **Roosters:** Roosters are not permitted on property which has less than 3 acres.
- e. **Management:** Backyard poultry shall be suitably contained on the premises at all times. Free range backyard poultry are prohibited.
- f. **Setbacks and Permitting Requirements:**
 - i. Structures less than 200 square feet and enclosures (such as fenced areas) for the keeping of backyard poultry shall be a minimum of 20 feet from the side and rear property lines and 50 feet from the front property line, or meet the setbacks of the underlying zone (whichever is greater). These structures and enclosures shall not require a Zoning Permit, but all owners of backyard poultry shall submit a written statement to the Zoning Enforcement Officer certifying compliance to these regulations.
 - ii. Any structure for the keeping of backyard poultry that is greater than or equal to 200 square feet shall require review in accordance with Section 7.14.2.B or Section 7.14.3.A, as applicable.
- g. **Waste Management:** The storage and management of waste (e.g. a combination of manure and bedding) for backyard poultry shall be in accordance with the Public Health Code, as amended. In no case shall waste be located closer to property lines than the minimum setback requirements for structures and enclosures for the keeping of backyard poultry and shall not exceed 2 cubic yards at any given time.
- h. **Site Suitability and Impact:** In order to minimize potential adverse impacts, the following shall apply:
 - i. Sites with slopes greater than 15% shall be avoided or improved to avoid heavy surface water runoff, soil erosion, sedimentation or hazardous conditions for keeping backyard poultry.
 - ii. Structures for the keeping of backyard poultry shall not be permitted directly over land containing an on-site sewage disposal system. Structures and enclosures (such as fenced areas) shall not be permitted directly over wells.
 - iii. Proper drainage shall be provided to avoid collection of water. Water shall be diverted from poultry keeping areas; however, such water shall not pollute surface or subsurface water supplies nor shall runoff be directed to neighboring properties.

F. **Keeping of Bees:** *(Added 5-23-16, Effective 6-15-16)*

- a. **Minimum Lot Size:** The keeping of bees shall be allowed on any property greater than or equal to 30,000 square feet.
- b. **Setbacks and Permitting Requirements:** Beehives shall be a minimum of 10 feet from all property lines or conform to the setback requirements of the underlying zone, whichever is greater and shall be a minimum of 25 feet from any dwelling on abutting properties.

ARTICLE 7 SPECIAL REGULATIONS

- c. **Management:** An adequate on-site source of water for the bees shall be provided.

7.14.3 Special Permit Uses:

The Commission may approve an application for special permit for the following:

- A. **Agricultural enclosures, buildings, or structures** including farm stores and seasonal farm stands when closer than 50 feet from any side or rear property line as long as the setback of the underlying zone is met. *(Amended 12-30-13, Effective 1-15-14)*
- B. **Farm Store** when a minimum of 3 contiguous acres under single ownership and/or leasehold in any zone and subject to the following standards: *(Amended 5-23-16, Effective 6-15-16)*
1. At least 20% of gross product sales shall be from farm products produced on the owner's farm or processed products made from raw materials that were produced on the owner's farm, and an additional 20% of gross product sales from Connecticut-Grown farm products or products made from raw materials produced from Connecticut-Grown farm products. Farm products produced on land owned by the owner of the farm store separate from the farm store land or processed products made from raw materials on other land owned by the owner of the farm store separate from the farm store land shall be counted towards meeting minimum gross product sales.
 2. Adequate off-street parking and safe ingress and egress is provided to ensure public safety. A reasonable parking area not to exceed three square feet for every one square foot of store area (where products are displayed for sale whether inside or outside of a structure), shall be provided. Permeable parking surfaces are recommended.
 3. Farm stores may be used to support farmers' market activities, promote agricultural ideals, and host agricultural related workshops.
 4. Farm stores may include kitchen facilities for the preparation and sale of food for consumption on or offsite and shall be subject to approval from the Health Officer and in accordance with applicable federal, state and local codes.
- C. **Horse Boarding / Riding Arena** if it finds that the proposal will conform to the following standards:
1. A minimum of 10 contiguous acres under single ownership and/or leasehold.
 2. The use is conducted only by the resident of the premises as an accessory use.
 3. The primary and any accessory structures shall not be less than two hundred (200) feet from any street line, side, and rear lot lines.

In considering such special use, the Commission shall weigh the agricultural and rural aspects of the area, as well as the residential or commercial character or potential of the area, and shall find that the granting of such land use shall result in an appropriate use of the land and will not have a detrimental effect on the value or enjoyment of existing residential or other uses in the area. *(Amended: 22 December 2006)*

D. **Farm Brewery, Cidery, Distillery and Winery** *(Approved 11/23/2020, Effective 12/1/2020)*

1. **Permitted uses** include tastings, tours, retail and wholesale sales of products grown or manufactured on the premises, sale of merchandise related to the products grown or manufactured on the premises or sale of merchandise unrelated to the products grown or

ARTICLE 7 SPECIAL REGULATIONS

manufactured on the premises when unrelated merchandise is no more than 40% of all merchandise for sale.

2. **Minimum Lot Size:** 10 contiguous acres under single ownership and/or leasehold in any zone.
3. **Setbacks Requirements:** Buildings and structures shall be located a minimum of 100 feet from all property lines. Areas used for outdoor activities like outdoor seating and tastings shall be located a minimum of 200 feet from all property lines. However, buildings, structures and outdoor activities may be located not less than 10' to a rear yard or a side yard when located adjacent to permanently protected farmland, open space, or forestland.
4. **Parking and Access Requirements:** A reasonable parking area a minimum of one and a half square feet per square foot of retail, tasting and area accessible to the public with the potential to increase to three square feet of parking area per square foot of area accessible to the public shall be provided as required by the commission. Permeable parking surface is recommended.
5. **Refuse areas** shall be properly screened from public view and shall be located adjacent to buildings and at least 100' from adjacent properties.
6. **Buffer Standards:** A vegetated buffer, fencing or combination thereof may be required to reduce disturbance to adjacent residential zones or residences.
7. **Lighting:** Exterior lighting shall be fully shielded, downward directed, and shall not create glare or emit light beyond the property boundary it serves. Exterior lighting, other than the minimum extent required for safety, shall be extinguished beyond the permitted hours of operation.
8. **Sign standards** shall be in compliance with Section 6.3 Signs
9. **Hours of operation** may be permitted on Sunday, 11am to 8pm; Wednesday noon to 8pm; Thursday - Saturday 11am to 9pm.
10. **Food trucks** may be permitted, subject to obtaining all required health department approvals, but shall be subordinate to the farm brewery, cidery, distillery or winery. Establishments may allow visitors to bring prepared food.
11. **Outdoor entertainment** may be permitted by the commission, but shall be subordinate to the farm brewery, cidery, distillery or winery and shall not be amplified.
12. **Deliveries and pick-up** shall not occur between 10pm and 6am, when adjacent to a residence or residential zone.

ARTICLE 10 DEFINITIONS & INTERPRETATION

Section 10.1 INTERPRETATION

Except where specifically defined herein, all words used in these regulations shall carry their customary meanings. Words used in the present tense include the future, and the plural includes the singular; the word "lot" includes the word "plot"; the word "building" includes the word "structure"; the word "shall" is considered to be mandatory; "used" or "occupied" shall be considered as though followed by the words "or intended, arranged or designed to be used or occupied".

Section 10.2 DEFINITIONS

Accessory Apartment. A separate attached or detached dwelling unit that is intended for use as a complete, independent living facility located on the same lot as a primary dwelling and in compliance with the regulations.

Accessory Building or Use. A building or use subordinate to and on the same lot with a principal building or use.

Agriculture. The use of land for agricultural purposes, including farming, the growing of crops, raising of livestock, and the storing, processing and sale of agricultural and horticultural products and commodities, including those defined in Connecticut General Statute Section 1-1q, as incidental to agricultural operations. *(Amended: 12-15-2010)*

Agricultural Buildings and Structures. Buildings, structures and portions thereof, used in connection with agriculture, including shelter for livestock and storage for farm machinery, equipment and supplies; excludes farm stores and seasonal farm stands. *(Added 11-22-2010, Effective 12-15-2010)*

Agriculturally Related Uses. Events of limited duration on a farm that are incidental to agricultural uses, including events such as corn mazes, pick-your-own, harvest festivals, educational demonstrations, hay rides, petting zoos, or other uses. *(Added 11-22-2010, Effective 12-15-2010)*

Amusement Enterprise. Includes arena, bowling, dance hall, pool, skating rink.

Apartment House, Garden Apartment, Multi-Family Dwelling. A building used by three or more families living independently of each other.

Antenna. A device used to receive or transmit electromagnetic waves. Examples include, but are not limited to whip antennas, panel antennas and dish antennas.

Basement. A story partly underground, but having less than half of its clear height below finished grade.

Billboard. A paper, plastic or similar material sign which is posted or otherwise fastened to a surface, the purpose of which is to advertise.

Board. The Board of Selectmen of the Town of Ellington.

Boarding House, Rooming House. The renting of rooms by not more than three unrelated persons, provided that the homeowner permanently reside in the home and no interior or exterior structural changes to the building be made outside of those necessary for ADA requirements or as provided for in the Accessory Apartment section of these regulations. This definition shall not extend to any residential occupancy within a two-family or multi-family configuration where such boarding/rooming use is prohibited. *(Modified 7-15-11)*

TOWN OF ELLINGTON

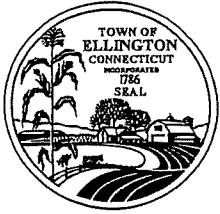
Town Planner Expenditure

Fiscal Year: 2022 - 2023

From Date: 7/1/2022

To Date: 8/31/2022

Account Number	Description	Part Time—Econ Devel Commission	Adj. Budget	Current	YTD	Balance	Encumbrance	Budget Bal	%Bud
1000.02.00220.10.50103			\$1,600.00	\$130.00	\$130.00	\$1,470.00	\$0.00	\$1,470.00	91.88%
Transaction Detail (Maximum)									
<u>Date</u>	<u>Entry</u>	<u>Check No</u>	<u>Deposit No</u>	<u>Invoice No</u>	<u>PO Number</u>	<u>Voucher</u>	<u>Shipment</u>	<u>Memo</u>	<u>Vendor</u>
7/8/2022	31	0	0	0	0	0	0	0 ECON DEV Comm-Part Time	
Detail Total:									
1000.02.00220.20.60221	Advertising Printing—Econ Devel Commission—		\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	100.00%
1000.02.00220.20.60222	Dues & Subscriptions—Econ Devel Commission—		\$750.00	\$0.00	\$0.00	\$750.00	\$0.00	\$750.00	100.00%
1000.02.00220.20.60223	Travel—Econ Devel Commission—		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1000.02.00220.20.60232	Postage—Econ Devel Commission—		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1000.02.00220.20.60233	Education—Econ Devel Commission		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1000.02.00220.20.60234	Professional Development—Econ Devel Commission—		\$100.00	\$0.00	\$0.00	\$100.00	\$0.00	\$100.00	100.00%
1000.02.00220.20.60250	Contracted Services—Econ Devel Commission—		\$1,500.00	\$0.00	\$0.00	\$1,500.00	\$0.00	\$1,500.00	100.00%
1000.02.00220.30.60341	Office Supplies—Econ Devel Commission—		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Department: Econ Devel Commission - 00220									
				\$130.00	\$130.00	\$4,820.00	\$0.00	\$4,820.00	97.37%



TOWN OF ELLINGTON

55 MAIN STREET – PO BOX 187
ELLINGTON, CONNECTICUT 06029-0187

www.ellington-ct.gov

TEL. (860) 870-3120 TOWN PLANNER'S OFFICE FAX (860) 870-3122

ECONOMIC DEVELOPMENT COMMISSION REGULAR MEETING MINUTES WEDNESDAY, JUNE 8, 2022, 7:00 PM

IN-PERSON ATTENDANCE: TOWN HALL ANNEX, 57 MAIN STREET, ELLINGTON, CT
REMOTE ATTENDANCE: VIA ZOOM MEETING

PRESENT: In-Person: Chairman Sean Kelly and Regular Member Jim Fay
Remote Attendance: Vice Chairman Donna Resutek, Regular Member David Hurley, and Alternate Amos Smith

ABSENT: Regular Member Chris Todd, and Alternates Bryan Platt and Sam Chang

STAFF

PRESENT: Lisa M. Houlihan, Town Planner (In-Person) and Nathaniel Trask, Recording Clerk (Remote)

OTHERS

PRESENT: In-Person: David Stavens, Ellington Board of Selectmen Liaison

I. CALL TO ORDER: Chairman Sean Kelly called the Economic Development Commission meeting to order at 7:02 PM.

II. PUBLIC COMMENTS (on non-agenda items): **None**

III. ACTIVE BUSINESS:

1. Report: Tolland County Chamber of Commerce

The Tolland County Chamber of Commerce held their annual golf tournament on Wednesday, June 8, 2022, at Blackledge Country Club in Hebron. There were approximately 80 golfers in attendance. The upcoming Business After Hours events will be held on June 21, 2022, at 5PM at Whispering Brook Farms in Tolland and on July 19, 2022, at a location to be determined. On August 20, 2022, the second annual Food Truck & Brew Festival will be held at CT Golf Land.

Ms. Houlihan still serves on the Board of Directors, the Economic Development Commission, and the Executive Committee for the Tolland County Chamber of Commerce.

2. Report: Agricultural Initiatives

- a. Discussion: Invitation to Participate, April 19, 2022, Town-wide Farm Day, Saturday, September 17, 2022, 10AM - 3PM.

A letter was sent out asking farmers to participate in a Town-wide Farm Day set for September 17, 2022, from 10AM – 3PM. Oakridge Dairy and Moser Farm – Frog Hollow Road - confirmed they will participate. Staff will conduct additional outreach to encourage other farm owners to participate.

3. Report: Connecticut Economic Development Association Best Practices

- a. Notice of award as a 2022 Silver Certified Community in Best Practices in Economic Development and Land Use.

On June 7, 2022, Ellington was awarded the 2022 Silver Certified Community in Best Practices in Economic Development and Land Use. First Selectman Lori Spielman, Town Planner Lisa Houlihan, Chairman Sean Kelly, and Regular Member David Hurley all attended the event at Bear's Smokehouse Barbecue in New Haven. Three municipalities received gold status, eight received silver and one received bronze.

The goal of the commission is to achieve gold status by the next certification period which is in three years.

- b. Discussion: Program for Municipal Accreditation List of Potential Action Items

- i. Review Draft General Application Review Flowcharts.

Ms. Houlihan introduced draft flowcharts for the Ellington Regulatory Land Use Commission General Application Process. The flowcharts include the different processes for applications when there is a public hearing or no public hearing involved. Commissioner Hurley asked if there was a design review process for certain applicants. Ms. Houlihan answered that there is a design process, however it is not relevant for all applications. Ms. Houlihan will add a disclaimer on the flowchart about the design review process which applies to commercial, industrial, and multi-family developments and some non-residential uses in residential zones.

- ii. Customer Satisfaction Survey

Ms. Houlihan indicated the Town of Manchester has a customer satisfaction survey and asked the commission if they would like to implement such a survey for Ellington. The survey inquires patrons about the customer service they received from the Planning and Zoning Commission or the Zoning Board of Appeals. Ms. Houlihan said the survey would be sent to an applicant once they have completed the application process.

Chairman Kelly said the survey would help the town fulfill another best practices criterion.

- c. Discussion: Economic Development Considerations/Strategies - Chapter Six Economic Development, Plan of Conservation and Development (2019 - 2029).

Commissioners were encouraged to review chapter six and identify goals and objectives they would like to accomplish.

4. Report: Tax Incentive/Abatement Programs

Earthlight Technologies, LLC, sold 88-92 West Road and is moving into a newly built headquarters at 128 West Road. The 2014 Tax Abatement Agreement for 88-92 West Road allowed for a 2,100 sq. ft. addition for offices, retail, and warehouse, and granted 50% reduction in increased assessment for three years. The abatement agreement acknowledges a requirement to operate from the location for 10 years, however the signed agreement only included a recapture clause for the first two years of the agreement. Earthlight Technologies, LLC, sold 88-92 West Road to a new business and the Planning Department received a zoning permit for a change in use for Soapstone Media, Inc., who will use the space as an office for service, sales, and marketing of events. The Tax Abatement Policy was amended in 2021 so that recapture is a standard requirement regardless of agreement terms and 2021 changes also acknowledge the ability to transfer the agreement to a new tenant with proper town approval.

5. Report: Current Economic Activity

The Planning and Zoning Commission approved 60, 10ft x 10ft personal storage units at 162 Maple Avenue. The storage units will make up three buildings and include fencing and plantings.

Double M Yard Supply, LLC, which is currently located in front of the new headquarters for Earthlight Technologies, LLC, was approved to relocate to 103 Sadds Mill Road.

Big Y Express, Phase I construction at 140 West Road includes a rear building which will be about 2,300 sq. ft. The tenants of the building will be a window treatment store called The Kellner Store.

A zoning permit was approved for D&D Foods for production of sauce at 408 Somers Road.

IV. ADMINISTRATIVE BUSINESS:

1. Fiscal Year 2021-2022 Budget & Expenditures update.

There is \$3,347 left in the commission's budget. Chairman Kelly said some of that would go toward the Town-wide Farm Day event and the rest would be used toward the Shop Ellington event that occurs during the holiday season. Chairman Kelly mentioned that it would be a good idea to advertise the commission's sponsorship of Shop Ellington. The last time signs were made for the event, they were printed by Ellington Printery.

2. Approval of the April 13, 2022 and May 11, 2022 regular meeting minutes.

MOVED (FAY) SECONDED (RESUTEK) AND PASSED UNANIMOUSLY TO APPROVE THE APRIL 13, 2022 MEETING MINUTES AS WRITTEN.

MOVED (HURLEY) SECONDED (RESUTEK) AND PASSED UNANIMOUSLY TO APPROVE THE MAY 11, 2022 MEETING MINUTES AS WRITTEN.

3. Correspondence:

- a. Goman + York Advisory Services, Connecticut's Shifting Demographics, The Dynamics of Demographics and Economic Development, dated December 9, 2021.

This agenda item was tabled until the July meeting.

V. ADJOURNMENT:

**MOVED (HURLEY) SECONDED (SMITH) AND PASSED UNANIMOUSLY TO ADJOURN
THE ECONOMIC DEVELOPMENT COMMISSION MEETING AT 7:50 PM.**

Respectfully submitted,

Nathaniel Trask, Recording Clerk