



STATE OF CONNECTICUT – COUNTY OF TOLLAND  
INCORPORATED 1786

## TOWN OF ELLINGTON

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[www.ellington-ct.gov](http://www.ellington-ct.gov)

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**TOWN PLANNER'S OFFICE**

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### **ECONOMIC DEVELOPMENT COMMISSION REGULAR MEETING AGENDA**

**WEDNESDAY, FEBRUARY 8, 2023, 7:00 PM**

**REMOTE MEETING - INSTRUCTIONS TO JOIN MEETING PROVIDED BELOW**

#### **I. CALL TO ORDER:**

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

#### **III. ACTIVE BUSINESS:**

1. Report: Tolland County Chamber of Commerce.
  - a. Business Showcase Event, March 28, 2023, Georgina's, Bolton, 4pm-7pm
2. Agricultural Initiatives.
  - a. Plan of Conservation and Development, Chapter Six - Economic Development, Agriculture as an Economic Sector and Considerations/Strategies (page 95).
3. Connecticut Economic Development Association Best Practices
  - a. Customer Service Satisfaction Survey
  - b. CT Office of Tourism – CTVisit.com Content Guidelines
4. Report: Tax Incentive/Abatement Programs.
5. Report: Current Economic Activity.

#### **IV. ADMINISTRATIVE BUSINESS:**

1. Fiscal Year 2022-2023 Budget & Expenditures Update.
2. Approval of the January 11, 2023, Regular Meeting Minutes.
3. Correspondence/Discussion:

#### **V. ADJOURNMENT:**

*Next regular meeting is scheduled for March 8, 2023.*

The February 8, 2023, meeting will be conducted solely by electronic equipment using the online video conferencing service provider Zoom, unless written request for in-person accommodation is received by the Ellington Planning Department not less than 24 hours prior to the meeting date. As provided by statute, members of the public attending electronic meetings will be provided the same opportunity to participate as in-person meetings. Meeting attendance details (below) are provided on the agenda and posted on the Town of Ellington webpage ([www.ellington-ct.gov](http://www.ellington-ct.gov)), Agenda & Minutes, Economic Development Commission.

#### **Join Zoom Meeting via link:**

**Link:** <https://us06web.zoom.us/j/82798327040>

**Meeting ID:** 827 9832 7040

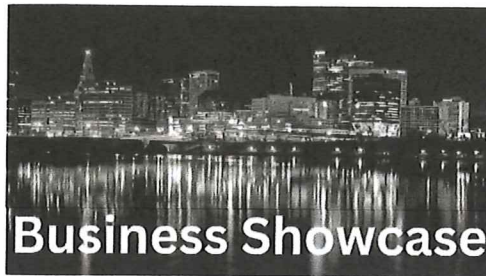
**Passcode:** 066144

#### **Join Zoom Meeting by phone:**

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

**Meeting ID:** 827 9832 7040

**Passcode:** 066144



## Tolland County Chamber of Commerce

**Tuesday, March 28, 2023**

**4pm to 7pm**

**Georgina's Banquet Facility  
275 Boston Turnpike, Bolton, CT**

### **Exhibitor Application**

**BE AMONG OTHER EXHIBITORS! YOUR RESERVATION INCLUDES:**

- **5 & 6 foot skirted table for table top display (includes 1 chair)**
- **Electricity available on first come, first serve basis**
- **Reach new customers**
- **Demo and sell your product**
- **Promote your business**



- ☐ **I would like to be a Platinum Sponsor: \$1500 – Limited to 4 (first come first serve)**  
**(Includes table, electricity, business name and logo on website, logo on chamber email signatures & weekly social media posts)**
- ☐ **I would like to be a Gold Sponsor: \$750**  
**(Includes table, logo on chamber email signatures and weekly social media posts)**
- ☐ **I would like to be a Silver Sponsor: \$375**  
**(Includes table and weekly social media posts)**
- ☐ **I would like a Display Table: \$150 / Member**
- ☐ **Display Table: \$200 / Future Member**
- ☐ **I will require electricity (Limited –first come, first serve basis)**

**Company Name:** \_\_\_\_\_  
**Street Address/City:** \_\_\_\_\_  
**Contact Person:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_  
**Email:** \_\_\_\_\_  
**Payment Method: Check#:** \_\_\_\_\_ **\$:** \_\_\_\_\_

*Or you can call us with your credit card information to be entered on our secure merchant services site.*

*Make checks payable to: TCCC, 30 Lafayette Square – Vernon, CT 06066*

*For more information call the Tolland County Chamber @ 860-872-0587 or email us at [tccc@tollandcountychamber.org](mailto:tccc@tollandcountychamber.org).*

# Town of Ellington Planning Department

55 Main Street, PO Box 187, Ellington, CT 06029/Phone: 860-870-3120/ Email: lhoulahan@ellington-ct.gov



DATE: February 1, 2023

TO: Economic Development Commission

FROM: Lisa M. Houlihan, AICP, Town Planner

RE: February 2023 Agenda Active Business - Agriculture Initiatives, 2019 Plan of Conservation and Development, Chapter 6 Economic Development, Agriculture as an Economic Sector

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Chapter Six of the 2019 Plan of Conservation and Development (POCD) includes considerations and strategies for agriculture as an economic sector (page 95, copy enclosed) and includes the following statement.

- 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.

The Ellington Zoning Regulations allow “related & agricultural uses” in residential zones and “agriculture-related & non-related uses” in commercial/industrial zones by special permit subject to the provisions of Section 8.3 Special Permit Standards and Procedures and Section 7.14-Agricultural Uses. In addition, the regulations define “agriculturally related uses” as “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, hayrides, petting zoos, or other uses.”

Do you feel the zoning regulations adequately allow a path to approval for banquet spaces or functions, farm-to-table, tasting rooms and restaurants, tours, outdoor activities, or bakeries as “other uses” or do you support presenting a text amendment to the Planning and Zoning Commission to add the underlined uses to existing definitions and/or Section 7.14-Agricultural Uses?

I look forward to discussing this with you at the upcoming meeting.

## **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.

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

<b>3.1.2 RESIDENTIAL USES</b>	<b>Rural Agricultural / Residential</b>	<b>Residential</b>	<b>Lake Residential</b>
1. Dwelling - One single family detached dwelling on one lot	<b>P</b>	<b>P</b>	<b>P</b>
2. Dwelling – Two-family on a lot of record		<b>SP</b>	
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.		<b>SP</b>	
4. Accessory apartment in accordance with Section 7.1	<b>P</b>	<b>P</b>	<b>P</b>

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



# 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 <sup>(1)</sup> [Amended 12-15-2010]	P	P	P	P
Agriculture - Farm Stand - seasonal <sup>(1)</sup> [Amended 12-15-2010]	P	P	P	P
Agriculture - Farm Store <sup>(1)</sup> [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 <sup>(1)</sup> [Amended 12-15-2010]	SP	SP	SP	SP
Agriculture - Related & Non Related Uses <sup>(1)</sup> [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 <sup>(2)</sup>	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 <sup>(8)</sup> <i>(Amended: 22 December 2006)</i>	SP	SP	SP	SP
<p><sup>(1)</sup> Subject to the restrictions and conditions of Section 7.14</p> <p><sup>(2)</sup> Subject to the restrictions and conditions of Section 7.3</p> <p><sup>(3)</sup> 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><sup>(4)</sup> 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><sup>(5)</sup> Must be located within property lines a minimum distance in all directions equal to the height of the tallest antenna.</p> <p><sup>(6)</sup> Subject to the restrictions and conditions of Section 7.10</p> <p><sup>(7)</sup> 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><sup>(8)</sup> 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><sup>(9)</sup> 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><sup>(10)</sup> 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 10 DEFINITIONS & INTERPRETATION

### Section 10.1 INTERPRETATION

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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

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**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)*



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

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**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.

- 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.



# Town of Ellington Planning Department

55 Main Street, PO Box 187, Ellington, CT 06029/Phone: 860-870-3120/ Email: lhoulahan@ellington-ct.gov



DATE: February 1, 2023

TO: Economic Development Commission

FROM: Lisa M. Houlihan, AICP, Town Planner

RE: February 2023 Agenda, Active Business - Connecticut Economic Development Association Best Practices - Customer Service Satisfaction Survey

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During the last meeting a draft Customer Service Satisfaction Survey was reviewed, modified, and approved (copy enclosed). Survey Monkey software was used to create the questionnaire via free services, however, as approved, two questions include paid features (#5 and #9). The options are to revise the survey to remove paid functions or approve payment for one of Survey Monkey's paid plans.

There are four different paid plans to choose from ranging from \$22 to \$119 per month (copy enclosed). The Commission's Contracted Services Account can be used for Survey Monkey paid plans and has an available balance of just over \$500. Based on plan offerings and intended survey outcomes, the Advantage Annual plan is suitable if you decide to include paid features in the survey.

I look forward to discussing the path forward with you at the upcoming meeting.

/Enclosures

## Town of Ellington Planning Department - Customer Service Survey

The Ellington Planning Department wants to provide the highest level of customer service. Please fill out the following survey and help us learn about the quality of service you experienced during your recent visit and ways we can improve.

Your feedback is appreciated. Thank you!

\* 1. Please tell us a little about you. (CHECK ALL THAT APPLY)

- ☐ I'm an Ellington resident.
- ☐ I'm an Ellington business owner.
- ☐ I'm a developer, appraiser, real estate agent, surveyor, engineer, or other design professional.

Other (please specify).

\* 2. What was your primary form of contact with the Planning Department during your recent visit?  
(CHECK ALL THAT APPLY)

- ☐ In-person
- ☐ Phone
- ☐ Email/Online
- ☐ Other (please specify).

\* 3. What was the primary purpose for visiting/contacting the Ellington Planning Department? (CHECK ALL THAT APPLY)

- |  |   |
|--|---|
| <input type="radio"/> To ask a general question about local zoning, subdivision or wetlands regulations.                           | <input type="radio"/> To inquire about the status of a pending zoning permit application.                               |
| <input type="radio"/> To apply for a zoning permit to construct a new home or improve an existing home.                            | <input type="radio"/> To review a file and/or ask a question about an application pending before a land use commission. |
| <input type="radio"/> To apply for a zoning permit to construct a new business or improve an existing business.                    | <input type="radio"/> To obtain a copy of a map, regulation, or other official town record.                             |
| <input type="radio"/> To discuss a potential new residential development proposal.   | <input type="radio"/> To inquire about tax abatement or incentive programs.   |
| <input type="radio"/> To discuss a potential new commercial or industrial development proposal or modification to an existing one. |   |
| <input type="radio"/> Other (please specify)   |   |

4. Was your inquiry or application referred to one of the following? (CHECK ALL THAT APPLY)

- |  |  |
|--|--|
| <input type="checkbox"/> Planning and Zoning Commission          | <input type="checkbox"/> Economic Development Commission |
| <input type="checkbox"/> Zoning Board of Appeals                 | <input type="checkbox"/> Processed by staff              |
| <input type="checkbox"/> Inland Wetlands and Watercourses Agency | <input type="checkbox"/> Unsure                          |
| <input type="checkbox"/> Conservation Commission                 |  |
| <input type="checkbox"/> Other (please specify)                  |  |

5. Did staff treat you with courtesy?

Very Dissatisfied

Unsatisfied

Neutral

Satisfied

Very Satisfied

Comments:

6. Were instructions from staff understandable?

☐ Yes

☐ No

☐ If no, please explain why.

7. Were phone calls returned and/or follow-up actions processed in a timely manner?

☐ Yes

☐ No

☐ If no, please explain why?

8. Was your application or question processed in a timely manner?

☐ Yes

☐ No

☐ If no, please explain.

9. Please list below any suggestions you have for improving service.



# SURVEY MONKEY

## Your survey includes paid features

Choose a plan to keep your added features. Or [return to your survey](#) and remove paid features to send for free.

We offer discounted pricing for students and educators. [See pricing →](#)

Individual plans ☒ Team plans

### PREMIER ANNUAL

**\$119**

/ month  
Billed \$1,428 annually

SELECT

#### Paid features in your survey

- ✓ Comment box question
- ✓ Rating question

#### Also included in PREMIER ANNUAL

- ✓ Unlimited number of surveys
- ✓ Unlimited questions per survey
- ✓ 40,000 responses per year\*
- ✓ Phone support and 24/7 email support
- ✓ Custom colors & survey URL
- ✓ Advanced data exports
- ✓ Skip logic
- ✓ Question & answer piping
- ✓ File upload
- ✓ A/B test text and images
- ✓ Multilingual surveys
- ✓ Hide SurveyMonkey footer
- ✓ Click map data visualization

### ADVANTAGE ANNUAL

**\$39**

/ month  
Billed \$468 annually

SELECT

#### Paid features in your survey

- ✓ Comment box question
- ✓ Rating question

#### Also included in ADVANTAGE ANNUAL

- ✓ Unlimited number of surveys
- ✓ Unlimited questions per survey
- ✓ 15,000 responses per year\*
- ✓ 24/7 expedited email support
- ✓ Custom colors & survey URL
- ✓ Advanced data exports
- ✓ Skip logic
- ✓ Question & answer piping
- ✓ File upload
- ✓ A/B test text and images
- ✗ Multilingual surveys
- ✗ Hide SurveyMonkey footer
- ✗ Click map data visualization

### STARTER ANNUAL

**\$22**

/ month  
Billed \$264 annually

SELECT

#### Paid features in your survey

- ✓ Comment box question
- ✗ Rating question

#### Also included in STARTER ANNUAL

- ✓ Unlimited number of surveys
- ✓ Unlimited questions per survey
- ✓ 2,500 responses per year
- ✓ 24/7 customer support via email
- ✓ Data exports (CSV, PDF, PPT, XLS)
- ✓ Skip logic

### STANDARD MONTHLY

**\$99**

/ month  
Billed monthly

SELECT

#### Paid features in your survey

- ✓ Comment box question
- ✓ Rating question

#### Also included in STANDARD MONTHLY

- ✓ Unlimited number of surveys
- ✓ Unlimited questions per survey
- ✓ 1,000 responses per month\*
- ✓ 24/7 customer support via email
- ✓ Custom colors & survey URL
- ✓ Data exports (CSV, PDF, PPT, XLS)
- ✓ Skip logic
- ✗ Question & answer piping
- ✗ File upload
- ✗ A/B test text and images
- ✗ Multilingual surveys
- ✗ Hide SurveyMonkey footer
- ✗ Click map data visualization



## Content Guidelines

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### **Property Listings**

LISTINGS are defined as the following:

- Listings are complimentary.
- All attractions and accommodations are included at the discretion of the Connecticut Office of Tourism, which reserves the right to edit, verify and remove any information.
- Properties will be listed under their official name, as registered with the Connecticut Department of Revenue Services.
- Properties will be listed in the zip code area (town or city) in which their property is physically located.
- Business must conform to all state and local codes and regulations.
- Business must be located in the State of Connecticut.

### **Attractions: Museums, Galleries, Historic Sites, and Theaters**

*Criteria for Listing:*

- Primary purpose of the attraction is to educate and/or entertain.
- Is a venue for regularly scheduled exhibitions and performances, rather than, a specific artist or performing groups.
- Enhances and supports the image of Connecticut as defined in the Connecticut Office of Tourism Marketing Strategy.
- Visiting hours easily accessible to the public.
- Available to many audience sizes - both groups and individuals.
- Museums, historic sites, and galleries must be open to the public at least 15 hours per week throughout the major tourism season (Spring to Fall).
- Must enter hours and dates of operation.
- Theaters must offer an on-going schedule of performances.
- Conforms to all state and local codes and regulations.
- Located in the State of Connecticut.

### **Accommodations: Hotels, Motels, Inns, and B&B's**

*Criteria for Listing:*

- Conforms to all state and local codes and regulations.
- Offers accommodations for overnight lodging.

- Must be registered with the Connecticut Department of Revenue Services and collect and pay state lodging tax, or other taxes as required by law.
- Short term rentals, i.e. AirBNB or Vrbo, properties shall not be listed unless they are registered with the Connecticut Department of Revenue Services and collect and pay state lodging tax, or other taxes as required by law.
- Must be located in the State of Connecticut.

### **Accommodations: Campgrounds and Marinas**

#### *Criteria for Listing:*

- Campgrounds must conform to all state and local codes, and regulations, including Public Health Code 19a-2a-29.
- Marinas must offer overnight slips/moorings to the public.

### **Party/Charter Fishing Vessels**

#### *Criteria for Listing:*

- Conforms to all federal and state codes, and regulations, including proper registration with the U.S. Coast Guard, the Connecticut Department of Energy and Environmental Protection and the Connecticut Department of Motor Vehicles.
- Home port located in the State of Connecticut.

### **Restaurants**

#### *Criteria for Listing:*

- Conforms to all state and local codes and regulations including all Public Health Code (food service).
- Must have a Qualified Food Operator on staff.
- License by the local health district/town, as required.
- Open to the public for two meals each day and at least 5 days a week.
- Must have a permanent physical location that is accessible to the public

### **Shopping**

#### *Criteria for Listing:*

The following types of businesses/associations may be listed as an "attraction":

- Shopping districts, encompassing and naming multiple retailers on the one listing page.
- An association covering multiple retailers as long as the association has its own website (i.e. Blue Back Square and Downtown Mystic).
- Outlet malls.
- A single specialty retailer that is a tourism destination offering an educational and/or entertainment experience
- All others have the option to be listed on their city or town attraction page, which may include a link to the retailers' website.
- Must have a permanent physical location

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- Visiting hours easily accessible to the public.
- Conforms to all state and local codes and regulations.
- Located in the State of Connecticut.

### **Connecticut Antiques Trail**

#### *Criteria for Listing:*

- Must be primarily engaged in the business of buying and selling items collected or desirable due to age, rarity, condition or some other unique feature.
- Antique dealers and multi-venue centers must be accessible to the public with regular hours of operation.
- Available to many audience sizes - both groups and individuals.
- Antiques dealers must offer high quality merchandise and expertise.
- Multi-venue centers must have antique and collectible dealers on-site.
- Auction houses must have an annual sale in excess of one million dollars.

#### **The following do not qualify for an antique trail listing**

- Art dealers, defined as primarily engaged in buying and selling fine art and decorative paintings, drawings, photographs, prints, sculptures or other works in the graphic or plastic arts, or decorative or artistic objects.
- Consignment shop operator, means a person who is primarily engaged in the business of selling personal property as the agent of another person who has placed such property in the physical possession of the agent when such other person has not been paid for such property.
- Flea markets (or swap meets), a type of bazaar that rents space to vendors that offer used goods, low and high quality items at low prices.

#### **The following do not qualify for a property listing**

- Farmer's markets and Flea markets: These should be listed under events.
- Chambers of Commerce: These should not be listed individually. They can be listed under the site's Resource & Links Page.
- Properties open by appointment only.
- Art Councils: These should not be listed individually. They can be listed under the site's Resource & Links Page.

#### **The following may qualify for a listing**

- Libraries: only if they have a permanent exhibit.
- Churches: only if they are historic and provide tours or are architecturally historic and are available to the public.
- Meeting and wedding venues located in the State of Connecticut.



## **Events**

### *Criteria for listing:*

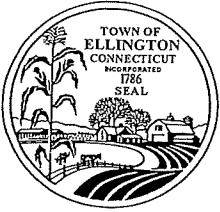
- Eligible events include community festivals, street fairs, sporting events, antique shows, maritime festivals, arts and crafts shows, flea markets, film festivals, any one-time special events. Also included are summer concert series, major seasonal/holiday performances, dance companies' performances, symphony orchestras, traveling theater companies' performances, guest artists' performances in performing art venues.
- Must have confirmed date(s).
- All events must be available to the general public.
- All events must be at least two hours in length of time.
- Each event listed must note available space for spectators.
- Provides entertainment and recreation which will be of interest to the general public.
- Age restrictions must be noted.
- Events must be held in the State of Connecticut.

### **The following do not qualify for a listing**

- No conventions, conferences, workshops or classes, camp programs, seminars, contests, call for artists, award ceremonies, annual/monthly meetings, trade shows, dinners and galas, high school theatrical productions, club activities, symposiums, regular events and exhibits in restaurants, standard library events other than special art events, student exhibitions, student recitals, daily-run movies at cinemas, religious events, political events, and regularly scheduled weekly events.

### **Please Note:**

Organizations requesting to be included on CT Tourism Content Collaborative properties, including CTvisit.com, must comply with all governmental regulation concerning nondiscrimination. Participating organizations are prohibited from discrimination in employment and the provision of services because of race, color, religious creed; age, sex, marital status, national origin, sexual orientation, ancestry, learning disability; physical disability or blindness, present or past history of mental disability, mental retardation, genetic history or criminal record.



# TOWN OF ELLINGTON

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[www.ellington-ct.gov](http://www.ellington-ct.gov)

TEL. (860) 870-3120

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

**ECONOMIC DEVELOPMENT COMMISSION  
REGULAR MEETING MINUTES  
WEDNESDAY, JANUARY 11, 2023, 7:00 PM  
ZOOM MEETING**

**PRESENT:** Chairman Sean Kelly, Vice Chairman Donna Resutek, and Regular Members Jim Fay and David Hurley

**ABSENT:** Regular Members Chris Todd, and Alternates Amos Smith and Sam Chang

**STAFF**

**PRESENT:** Lisa M. Houlihan, Town Planner and Nathaniel Trask, Recording Clerk

**I. CALL TO ORDER:** Chairman Sean Kelly called the meeting to order at 7:03 PM.

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

**III. ACTIVE BUSINESS:**

**1. Report: Tolland County Chamber of Commerce**

Ms. Houlihan said the Tolland County Chamber of Commerce will hold a legislative breakfast on Wednesday, February 15, 2023, from 8:30AM – 11:30AM at Goodwin University. The Chamber will hold the event jointly with other chambers. Anybody can attend, but registration is required. Ms. Houlihan said she is unsure which legislators will be there but elected Dr. Jeff Gordon confirmed attendance.

**2. Agricultural Initiatives**

Ms. Houlihan said Oakridge Dairy has a pending application for 116 acres to be permanently protected through the Farmland Preservation Program that is expected to close soon. This application encompasses 80 Meadow Brook Road, two other properties on Meadow Brook Road, and a portion of 76 Jobs Hill Road. The Conservation Commission will send out a letter of interest to see if other farms in town want to participate in the preservation program.

Chairman Kelly said a portion of a barn at 80 Meadow Brook Road is being converted into more production area for The Modern Milkman.

**3. Connecticut Economic Development Association Best Practices**

**a. Program for Municipal Accreditation List of Potential Action Items**

Ms. Houlihan made the recommended revisions to the Customer Service Satisfaction Survey. The commission went over the survey and recommended additional changes. The intent is to share the survey via URL link and in paper form. Ms. Houlihan said she would make the recommended changes to the draft survey for further review next month.

4. Discussion: Plan of Conservation and Development, Chapter Six - Economic Development, Agriculture as an Economic Sector and Considerations/Strategies (pg 95).

Chairman Kelly said some events the commission has participated in recently promote agriculture as an economic sector, such as the Town-Wide Farm Day. He asked for additional ideas to promote farming, like adding a slogan or banner to the commission's webpage. Vice Chairman Resuthek recommended adding links to businesses in town. Commissioner Hurley asked how much traffic there was on the commission's website. Chairman Kelly indicated that there wasn't a lot. Commissioner Fay recommended promoting events that farms or other businesses hold by putting them on the town's event calendar and sharing the calendar on Facebook. Ms. Houlihan said she shares information about events the commission holds with the First Selectman's office to post on social media. Commissioner Hurley recommended promoting local events with the Connecticut Office of Tourism. Ms. Houlihan will investigate how to get local information on the state's tourism site.

Commissioner Hurley noted the Plan of Conservation and Development (POCD) recommends the Planning and Zoning Commission (PZC) allow farm breweries and wineries. Ms. Houlihan said the commission drafted a text amendment and PZC adopted it one or two years ago. Chapter six of the POCD has a section that promotes more agritourism opportunities, which includes things like farm-to-table dinners and tasting rooms. Ms. Houlihan recommended that this provision be spelled out more clearly in the zoning regulations. Commissioner Hurley said the farming community should be aware of the new agrotourism regulations and Chairman Kelly suggested sending information to the farms in town to inform them of the changes.

5. Report: Tax Incentive/Abatement Programs

Nothing new to report currently.

6. Report: Current Economic Activity

Ms. Houlihan said there may be some applications for development along West Road submitted this coming spring. The Windermere School renovation will eventually come before the Planning and Zoning Commission. Commissioner Hurley asked if there were any plans to renovate the shopping center near the Vernon town line on Route 83, to which Ms. Houlihan explained a proposal for a change of use for existing interior space is under review that may require striping of the parking surface, but she was unaware of plans to make improvements to the outside of the building.

#### **IV. ADMINISTRATIVE BUSINESS:**

1. Fiscal Year 2022-2023 Budget & Expenditures update.

Chairman Kelly said the commission is in the process of organizing a business visit at the new Earthlight facility. A portion of the budget may be needed for this meeting. Commissioner Hurley and Vice Chairman Resuthek indicated they would not attend in February due to COVID-19 concerns. Commissioner Hurley asked if the business visit could be moved to a different month during warmer months. Chairman Kelly said the business visit would tentatively be scheduled for February, but a final decision of whether to change it would be made closer to the scheduled date after monitoring activity with COVID cases.

2. Approval of the November 9, 2022, and December 14, 2022, regular meeting minutes.

**MOVED (RESUTEK) SECONDED (FAY) AND PASSED UNANIMOUSLY TO APPROVE THE NOVEMBER 9, 2022, MEETING MINUTES AS WRITTEN.**

**MOVED (RESUTEK) SECONDED (FAY) AND PASSED UNANIMOUSLY TO APPROVE THE DECEMBER 14, 2022, MEETING MINUTES AS WRITTEN.**

**3. Election of Officers.**

**CHAIRMAN POSITION:**

**MOVED (FAY) SECONDED (RESUTEK) TO NOMINATE COMMISSIONER (KELLY) FOR CHAIRMAN OF THE ECONOMIC DEVELOPMENT COMMISSION FOR 2023.**

**COMMISSIONER (KELLY) ACCEPTED THE NOMINATION.**

**HEARING NO FURTHER NOMINATIONS, NOMINATIONS WERE CLOSED.**

**MOVED (HURLEY) SECONDED (RESUTEK) TO ELECT COMMISSIONER (KELLY) FOR CHAIRMAN OF THE ECONOMIC DEVELOPMENT COMMISSION FOR 2023.**

**VICE-CHAIRMAN POSITION:**

**MOVED (KELLY) SECONDED (FAY) TO NOMINATE COMMISSIONER (RESUTEK) FOR VICE CHAIRMAN OF THE ECONOMIC DEVELOPMENT COMMISSION FOR 2023.**

**COMMISSIONER (RESUTEK) ACCEPTED THE NOMINATION.**

**HEARING NO FURTHER NOMINATIONS, NOMINATIONS WERE CLOSED.**

**MOVED (KELLY) SECONDED (FAY) TO ELECT COMMISSIONER (RESUTEK) FOR VICE-CHAIRMAN OF THE ECONOMIC DEVELOPMENT COMMISSION FOR 2023.**

**4. Correspondence/Discussion:**

- a. Copy of Thank you for Participation Shop Ellington 2022 document.

There were 230 customer visits to local businesses during Shop Ellington 2022. Chairman Kelly said it was the best event so far. He said he appreciates the effort that everyone put into the event and that it is something to be proud of.

- b. Copy of Economic Development Commission 2023 meeting schedule.

Ms. Houlihan provided the commission with a copy of the approved 2023 meeting schedule.

**V. ADJOURNMENT:**

**MOVED (HURLEY) SECONDED (FAY) AND PASSED UNANIMOUSLY TO ADJOURN THE ECONOMIC DEVELOPMENT COMMISSION MEETING AT 7:51 PM.**

Respectfully submitted,

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Nathaniel Trask, Recording Clerk