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, MAY 10, 2023, 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. 31st Annual Golf Tournament, June 14, 2023, Blackledge Country Club, Hebron, CT
2. Agricultural Initiatives.
    a. Plan of Conservation and Development, Chapter Six - Economic Development, Agriculture as an Economic Sector and Considerations/Strategies (page 95).
    b. Ellington Farm Day 2023
3. Connecticut Economic Development Association Best Practices
    a. Revised Customer Service Satisfaction Survey – Google Forms
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 April 12, 2023, Regular Meeting Minutes.
3. Correspondence/Discussion:

V. ADJOURNMENT:

Next regular meeting is scheduled for June 14, 2023.

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

Join Zoom Meeting via link:
Link: https://us06web.zoom.us/j/82464054883
Meeting ID: 824 6405 4883
Passcode: 677602

Join Zoom Meeting by phone:
1-646-558-8656 US (New York)
Meeting ID: 824 6405 4883
Passcode: 677602

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

31ST ANNUAL GOLF TOURNAMENT

TOLLAND COUNTY CHAMBER of COMMERCE

It's profitable to participate.

WEDNESDAY | JUNE 14, 2023

BLACKLEDGE COUNTRY CLUB, HEBRON CT

Registration begins at 8:30 a.m.

Shotgun start promptly at 10:00 a.m.

Regular Package:
Registration fee is $160 per golfer, which includes:
Buffet Breakfast, Greens Fees, Cart and a Barbecue Dinner

Bundle Package:
Registration fee is $200 per golfer, which includes:
Buffet Breakfast, Greens Fees, Cart and a Barbecue Dinner
Entry into the "Best Hand" Poker Game
Raffle Tickets
2 Mulligans
(Value $210, Yours for $200 per golfer)

Course Contests
Closest to the Pin (2)
Closest to the Line
Longest Drive

50/50 Raffle
Poker Run
Raffles

HOLE IN ONE
(Sponsorship info to come on the Hole In One)

If you don’t golf but would like to join us for dinner, the cost is only $45.
Dinner will be served at approximately 4:00 p.m.

ELLINGTON TOWN PLANNER'S OFFICE - CUSTOMER SERVICE SATISFACTION SURVEY

The Ellington Town Planner's Office 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.
Thank you for your time and feedback!

* Indicates required question

1. Please tell us a little about you. *

Check all that apply.

- [ ] I am an Ellington resident.
- [ ] I am a developer, appraiser, real estate agent, surveyor, engineer, or other design professional.
- [ ] Other: _____

2. What was your primary form of contact during your recent interaction? *

Check all that apply.

- [ ] In person
- [ ] By phone
- [ ] Email/Online
- [ ] Other: _____

3. What was the primary purpose for visiting/contacting the Town Planner's Office? *

Check all that apply.

- [ ] To ask a general question about local zoning, subdivision, and/or wetlands regulations.
- [ ] To apply for a zoning permit for a new home or improvement to an existing one.
- [ ] To apply for a zoning permit for a new commercial/industrial building or improvement to an existing one.
- [ ] To apply for a home occupation permit.
- [ ] To discuss a potential new residential development proposal.
- [ ] To discuss a potential new commercial/industrial development project or modification to an existing one.
- [ ] To inquire about the status of a pending zoning permit application.
- [ ] To review a file and/or ask a question about an application pending before a land use commission.
- [ ] To obtain a copy of a map, regulation, or other official town record.
- [ ] To inquire about tax abatement or incentive programs.
- [ ] Other: _____

4. Was your inquiry or application referred to one of the following? *

Mark only one oval per row.

	Planning and Zoning Commission	Zoning Board of Appeals	Inland Wetlands and Watercourses Agency	Conservation Commission	Economic Development Commission	Coordination Committee	Processed by staff	Unsure
Row 1	◯	◯	◯	◯	◯	◯	◯	◯

5. Did staff explain the process and timeframe involved? *

Check all that apply.

- [ ] Yes
- [ ] No
- [ ] Other: _____

6. Was your initial contact responded to within one business day? *
(Office hours are Monday through Thursday with the exception of official holidays or emergency closings.)

Check all that apply.

- [ ] Yes
- [ ] No
- [ ] Other: _____

7. How would you rate your overall satisfaction with your experience. *

Mark only one oval per row.

	Very Satisfied	Satisfied	Unsatisfied	Very Disatsified
Row 1	◯	◯	◯	◯

8. Please share suggestions you have for how the Town Planner's Office may improve service or any other feedback you would like to share. If inclined, please provide your contact information (name & phone/email) so staff may follow-up with you.

_____

_____

_____

_____

_____

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Google Forms

Town of Ellington

General Ledger - On Demand Report

Fiscal Year: 2022-2023 From Date:7/1/2022 To Date:5/1/2023

Account Mask: ??????00220???????? **Account Type:** All ☐ Print Detail ☐ Include PreEncumbrance

☑ Print accounts with zero balance ☐ Include Inactive Accounts ☐ Filter Encumbrance Detail by Date Range

Account Number / Description	Budget	Range To Date	YTD	Budget Balance	Encumbrance	% Remaining Bud
1000.02.00220.10.50103	$1,600.00	$1,040.00	$1,040.00	$560.00	$0.00	$560.00
Part Time---Econ Devet Commission--						35.00%
1000.02.00220.20.60221	$1,000.00	$375.00	$375.00	$625.00	$0.00	$625.00
Advertising Printing---Econ Devet Commission--						62.50%
1000.02.00220.20.60222	$750.00	$730.00	$730.00	$20.00	$0.00	$20.00
Dues & Subscriptions---Econ Devet Commission--						2.67%
1000.02.00220.20.60223	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Travel---Econ Devet Commission--						0.00%
1000.02.00220.20.60232	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Postage---Econ Devet Commission--						0.00%
1000.02.00220.20.60233	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Education---Econ Devet Commission--						0.00%
1000.02.00220.20.60234	$100.00	$0.00	$0.00	$100.00	$0.00	$100.00
Professional Development---Econ Devet Commission--						100.00%
1000.02.00220.20.60250	$1,500.00	($244.50)	($244.50)	$1,744.50	$0.00	$1,744.50
Contracted Services---Econ Devet Commission--						116.30%
1000.02.00220.30.60341	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Office Supplies---Econ Devet Commission--						0.00%
Fund: 1000	$4,950.00	$1,900.50	$1,900.50	$3,049.50	$0.00	$3,049.50

General Ledger - On Demand Report

Fiscal Year: 2022-2023 From Date:7/1/2022 To Date:5/1/2023

Account Mask: ??????00220???????

Account Type: All ☐ Print Detail ☐ Include PreEncumbrance

☑ Print accounts with zero balance ☐ Include Inactive Accounts ☐ Filter Encumbrance Detail by Date Range

Account Number / Description	Budget	Range To Date	YTD	Budget Balance	Encumbrance	% Remaining Bud
Grand Total:	$4,950.00	$1,900.50	$1,900.50	$3,049.50	$0.00	$3,049.50

End of Report

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ECONOMIC DEVELOPMENT COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, APRIL 12, 2023, 7:00 PM

IN-PERSON ATTENDANCE: TOWN HALL ANNEX, 57 MAIN STREET, ELLINGTON, CT
REMOTE ATTENDANCE: VIA ZOOM MEETING
(ATTENDEES BELOW WERE REMOTE UNLESS OTHERWISE NOTED)

PRESENT: Chairman Sean Kelly (In-Person), Vice Chairman Donna Resutek, Regular Members Jim Fay and David Hurley, and Alternate Amos Smith

ABSENT: Regular Member Chris Todd, and Alternate Sam Chang

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

I. CALL TO ORDER: Chairman Sean Kelly called the meeting to order at 7:00 PM.

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

III. ACTIVE BUSINESS:

1. Report: Tolland County Chamber of Commerce

   The Chamber of Commerce is working to plan the annual golf tournament which will be held in June. The cost of participation will be approximately $140.

2. Agricultural Initiatives

   a. Plan of Conservation and Development, Chapter Six - Economic Development, Agriculture as an Economic Sector and Considerations/Strategies (page 95).

   b. Review Agritourism Regulations from Simsbury, South Windsor, and Stafford and Discuss Potential Regulation Amendments for the Ellington Zoning Regulations.

      The commission members received examples of zoning regulations for agritourism from the towns of Simsbury, South Windsor, and Stafford. Chairman Kelly said that Simsbury most closely mirrors Ellington's agritourism preferences, however Simsbury has seen some of its agriculture disappear recently. Based on what she read from the other towns regulations, Vice Chairman Resutek said she liked what the regulations covered when it came to lighting. She asked Chairman Kelly if Ellington had a limit on size by acreage. He said the commission has not specified a minimum acreage for agritourism events. South Windsor said there was a maximum size of five acres. Vice Chairman Resutek noted that Stafford has regulations saying small scale farm events are limited to ten events per year while large scale farm events are not limited. Small scale farm events in Stafford are events of 20 vehicles or fewer, while large scale farm events are events with more than 20 vehicles.

Commissioner Hurley said the regulations need to be written in such a way where there is distinction between the types of events being held, which is what Vice Chairman Resutek said the town of Stafford is doing. Chairman Kelly said the other regulations the group was talking about, such as setbacks from abutters and road and hours of operation, will eliminate the need to have an acreage statute. Ms. Houlihan said, in accordance with town regulations, the land would need to be at least three contiguous acres. Commissioner Hurley also noted that the setback would need to account for parking, and Vice Chairman Resutek said lighting should not shine outside the property of the event.

Ms. Houlihan noted that there are already good regulations in place, but nothing directly related to agritourism use. The Plan of Conservation and Development suggests that the commission clarifies that in the regulations by saying that banquet spaces or functions, farm-to-table, tasting rooms, and restaurants, stores, outdoor activities, or bakeries, are considered agriculture-related other uses. Chairman Kelly said the Simsbury regulations do not define agritourism but do define the purpose. Commissioner Hurley suggested doing some research about events being held by farms in Simsbury, such as weddings, beer tastings or farm-to-table events.

Chairman Kelly asked the commission to consider a regulation for agritourism events. He suggested a setback of 100 feet to road or abutters, and that events must be held between the hours of 9AM and 9PM Sunday through Wednesday, and between the hours of 9AM and 10PM on Thursday, Friday, and Saturday each week. Commissioners agreed with these rules. Chairman Kelly asked if the commission wanted to put a limit on the number of events to be held each year. Commissioner Smith said any limitations should be business friendly. Vice Chairman Resutek indicated it might be a good idea to limit events each year among small farms, and Commissioner Smith said limitations could be made according to the size of the farm. Commissioner Hurley asked if the regulations should limit the number of events with amplified music, such as the music one might hear at a wedding. He also said the regulations need to accommodate the parking on the property since some farms have problems with offsite parking.

Commissioner Hurley asked if existing regulations address traffic problems. Chairman Kelly said South Windsor has a regulation saying the lot must have frontage access from a public road that has adequate line of sight for entering and exiting the property, according to Connecticut Department of Transportation standards about accommodating anticipated traffic volumes. This process would require a site plan review. In Stafford, a small event would require a site plan review but not a public hearing. A large event would require a site plan and a public hearing, such as the four-wheeler events that are held on Lower Butcher Road annually. Commissioner Hurley said the traffic problems need to be addressed in the regulations.

Chairman Kelly said a small-scale farm event should consist of any event with twenty or fewer vehicles, and a large-scale event consists of twenty or more. Commissioner Fay noted the regulations should clarify if that is number of vehicles at one time or not. Chairman Kelly said Simsbury has a limit on temporary structure size and asked if the commission wanted to do the same. Ms. Houlihan suggested that temporary structures be limited to how long they can be in place over the course of a year. The temporary structure would include a tent. Vice Chairman Resutek said Simsbury has a limit on tent floor size of 4,800 sq. ft. and can be standing six months out of the calendar year. Commissioner Hurley said it needs to be considered that farms might put up temporary structures for other purposes outside of agritourism events, such as to cover equipment. The regulations cannot limit a use that is permitted through other existing regulations. Speaking to the time limit for a temporary structure, Chairman Kelly said seven months would be appropriate. Ms. Houlihan suggested eight months. Commissioner Smith suggested the dates of March 28 to December 1 as the

time frame for when a temporary structure can be standing. Chairman Kelly agreed with the dates and agreed that keeping the definition of a temporary structure like how it is written in the Simsbury regulations makes sense.

Chairman Kelly brought up the noise regulations stated in the South Windsor regulations. Commissioner Hurley noted the regulation required a special permit, which he said can get difficult. Ms. Houlihan clarified that once a farm goes through the special permit process, they would then be approved for noise levels for multiple events instead of just one. Commissioner Smith asked about the crowd size of a small event versus a large event since people can take large vehicles, such as buses, to events, or businesses can transport patrons from an offsite parking lot. Chairman Kelly said the regulation can require 20 or fewer passenger vehicles at one time for small events and more than 20 for large events. This would exclude buses or midsize vans as passenger vehicles.

Vice Chairman Resutek asked if there was a town noise ordinance. Ms. Houlihan said there was none. The commission already discussed prohibiting amplified music on a small scale and regulating amplified music on a large scale. Chairman Kelly noted that Stafford has a regulation where only low volume music is allowed during farm events. Vice Chairman Resutek asked what a wedding DJ should be referred to as in terms of low volume or amplified music. Commissioner Smith noted an amplifier makes speakers even louder, instead of music simply playing over speakers. The commission is anticipating there will be events where amplified music will be played. Vice Chairman Resutek said the rules about hours of operation help with maintaining noise levels already. Chairman Kelly wanted to leave flexibility in the regulations to manage noise levels according to the surrounding area of events without directly outlining noise level regulations.

Commissioner Hurley stated South Windsor limits impermeable surfaces, such as pavement. Ms. Houlihan said there is a blanket regulation on impermeable surfaces for residential zones in Ellington, which is limited to 25%. This applies to properties such as single-family homes and farmland.

What the commission wants to put into a regulation is a definition and a purpose for agritourism. Agritourism is incidental to the activities on the farm. The purpose is to maintain the agricultural character of Ellington and protect and preserve farmland. The purpose is to also give the opportunity to the agricultural community to provide educational and promotional incentives to themselves and the community related to farming. The regulations would first state the hours allowed for these events, which would be Sunday through Wednesday, 9AM to 9PM, and Thursday through Saturday, 9AM to 10PM. A lighting regulation would state that no ambient light should penetrate beyond the property line. A parking regulation would state that parking must be set back at least 100 feet from abutting residential property lines and prohibit street parking while also maintaining line-of-sight and frontage access on to a main road. A small-scale farm event would be determined to be any event with 20 or fewer passenger vehicles, excluding busses and midsize vans, at any one time during the event. A large-scale farm event would have to go through the special permit process and would be defined as an event with 21 or more passenger vehicles. Temporary structures, such as tents, would only be permitted from March 28 to December 1 each calendar year. The commission would also set restrictions on entertainment according to the location of events.

The commission will review the proposed regulations again at the next meeting before sending the regulations to the Planning and Zoning Commission (PZC).

3. Connecticut Economic Development Association Best Practices
   a. Customer Service Satisfaction Survey

Discussion of the customer satisfaction survey was tabled to the next meeting.

4. Report: Tax Incentive/Abatement Programs

   Nothing new to report currently.

5. Report: Current Economic Activity

   A proposal for a new retail restaurant building for 135 West Road, north of McDonald's, will be reviewed by the PZC at the end of April.

IV. ADMINISTRATIVE BUSINESS:

1. Fiscal Year 2022-2023 Budget & Expenditures update. There are no new account charges.

2. Approval of the February 8, 2023, regular meeting minutes.

   MOVED (SMITH) SECONDED (FAY) AND PASSED UNANIMOUSLY TO APPROVE FEBRUARY 8, 2023, MEETING MINUTES AS WRITTEN.

3. Correspondence/Discussion:

   a. March 30, 2023, Notice of Public Hearing for May 18, 2023, Connecticut Siting Council for Petition 1558 - Request for Declaratory Ruling for a 4 MW Photovoltaic Facility, 24 Middle Road, Ellington.

      A request for a declaratory ruling for a four-megawatt photovoltaic facility has been received by the Connecticut Siting Council. Commission members were informed of the public hearing to be held on May 18, 2023, at 2PM, with a public comment session to follow at 6:30PM. Those who want to attend the meeting need to register in advance by May 17, 2023. Chairman Kelly noted that the town asked for the public hearing, which is why it is being held, and abutters are almost universally opposed to the petition. The land is currently being leased by Oakridge Dairy, LLC., however their lease expires at the end of the year. Commissioner Hurley said the land might be better used for housing instead of a solar farm. Ms. Houlihan said the solar farm will be connected to the electrical grid in Middle Road if the project were to proceed. Commissioner Smith asked if the commission should be discussing if the town should be more aggressive in protecting retiring farms. Ms. Houlihan said the Conservation Commission is responsible for managing that, and Commissioner Hurley said that commission's priorities for selecting the properties are different than the Economic Development Commission. Vice Chairman Resutek asked what makes the noise from the solar farms. Commissioner Hurley and Chairman Kelly said it was the voltage inverters that make the noise. The town has requested the applicant store the inverters underground to avoid the noise.

V. ADJOURNMENT:

MOVED (HURLEY) SECONDED (RESUTEK) AND PASSED UNANIMOUSLY TO ADJOURN THE ECONOMIC DEVELOPMENT COMMISSION MEETING AT 8:28 PM.

Respectfully submitted,

_____

Nathaniel Trask, Recording Clerk