

# Zoning Regulations

## Town of Windham, Connecticut

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**THESE REGULATIONS REPLACE ALL REGULATIONS PREVIOUSLY ADOPTED AND  
AMENDED BY**

**THE TOWN OF WINDHAM  
PLANNING & ZONING COMMISSION**

As revised effective February 15, 2025

**For more information, please contact the  
Planning and Development Department at 860-465-3070**

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**DATE .....SECTION**

JANUARY 1, 1986	21.7, 22.7, 31.9, 34.7, 34.9, 35.8, 41.7, 41.9, 42.3.3, 43.9.5, 45.8
FEBRUARY 11, 1986	61.4, 62.2, 62.3, 62.4, 75.3, 75.4, 76.2, 77.5.1
MARCH 11, 1986	92.2
MARCH 19, 1986	71.2
MARCH 10, 1987	22.3, 23.3, 24.4, 25.4, 74.8, 76.1
APRIL 12, 1988	22.2.3, 24.3.7, 24.3.8, 24.4, 25.4, 61.5.3, 71.3.2, 71.10, 72.2.1, 72.2.2, 72.3.6, 72.3.7, 72.3.8, 72.7.1, 72.9, 73.1.2, 78.3.1
AUGUST 23, 1988	23.2.13
APRIL 11, 1989	41.5, 42.6, 43.7, 44.6
APRIL 21, 1989	46
MAY 3, 1992	41.4.3, 41.6.1
NOVEMBER 13, 1993	35.2.2, 35.3.2
NOVEMBER 27, 1993	4.2, 31.2.10, 31.3.1, 32.3.2, 34.2.4, 62.6.4
OCTOBER 31, 1994	61.1, 61.2.1, 61.2.2a.1, 61.2.21.2, 61.2.2n, 61.5.1, 61.5.2, 61.5.3, 62.0, 62.1, 62.2, 62.2.3, 62.5.3, 62.3, 62.5, 62.6, 62.7, 62.8, 71.2, 71.4, 71.5, 71.7, 71.8, 71.9, 74.7, 74.8, 74.9, 75.2.1, 75.2.3, 75.5.5, 75.5.7, 75.5.11, 75.8, 91.1, 91.4, 91.5, 91.8
MAY 14, 1995	76.6
MAY 28, 1995	31.9, 33.9, 34.9, 35.8, 41.9, 42.9, 43.9.5, 44.8, 46 (DELETE), 52, 62.5.4, 62.5.5, 62.3, 72.7, 72.7.1, 72, 78
JUNE 10, 1996	2.2.2, 3.2.1, 3.3, 3.9, 4.1, 4.2, 21.0, 21.2.2, 21.2.3, 21.2.4, 21.2.5, 21.2.6, 21.2.7, 21.2.8, 21.2.9, 21.3, 21.4.4, 21.4.6, 21.6, 21.8, 22.0, 22.2, 22.3, 22.4, 23.0, 23.2, 23.4, 24.0, 24.2.2, 24.2.3, 24.2.4, 24.2.5, 24.3, 24.4, 24.4.6, 24.5, 24.7, 25.1, 25.3, 25.3.1, 25.4.4, 25.4, 25.6, 26.1, 26.2.1, 26.3.3, 26.3, 26.3.1, 26.3.2, 26.4, 27.1,
JUNE 10, 1996	27.2.2, 27.2.3, 27.3, 27.3.1b, 27.3.2, 27.3.7, 27.4, 27.4.2, 27.4.6, 27.5, 27.6, 27.7, 27.8, 27.10, 62.0, 62.6.7, 62.6.8, 74.11, 80.2, 80.3, 80.3.2, 80.3.3, 80.3.4, 80.3.5, 80.3.6, 80.4, 80.4.1, 80.4.2, 80.6, 80.7, 80.8, 81 (delete), 92
JULY 23, 1996	31.4.1 (delete), 31.4.3, 72.5.1b, 92.4
NOVEMBER 1, 1996	3.10, 4.1
JUNE 1, 1997	5 (add), 31.0, 31.2.2, 31.2.8, 31.3, 31.3.5, 31.3.6, 31.3.7 (delete), 31.3.8 (delete), 31.3.9 (delete), 31.5.1, 31.5.3, 31.8.2, 31.8.3 (delete), 31.8.4 (delete), 31.9, 32.1, 32.2.5, 32.2.6, 32.3, 32.3.1, 32.3.2, 32.3.3, 32.3.4 (delete), 32.3.5 (delete), 32.4.3, 32.5, 32.6.2, 32.6.3 (delete), 32.9.1, 32.9.2 a and b (delete), 32.9.3, 33.1, 33.2.5, 33.2.7, 33.2.8, 33.2.9, 33.2.10 (delete), 33.3.2, 33.3.3, 33.3.4, 33.4, 33.5.3, 33.9, 34.1, 34.2.1, 34.2.4, 34.2.6, 35.2.7, 35.2.8, 35.5.3, 35.8, 41.1, 41.2.1, 41.2.2, 41.2.5, 41.2.6, 41.2.7, 41.2.8, 41.3, 41.4, 41.4.4, 41.5 a and b (delete) 41.8, 41.9, 42.1, 42.2.1, 42.2.4, 42.2.6, 42.2.7, 42.2.8, 42.2.9, 42.2.10 (delete), 42.3.3 (delete), 42.3.2, 42.5, 42.5.3, 42.6 a and b (delete), 42.9, 42.9.2 (delete), 43.1, 43.2.5, 43.2.6, 43.2.7, 43.3, 43.3.1, 43.3.2, 43.3.3 (delete), 43.4.4, 43.4.5, 43.4.6, 43.6.3, 43.7, 43.7a and b (delete), 43.9.2, 43.9.3 (delete), 43.9.4 (delete), 43.9.5, 44.6 a and b (delete), 44.8, 44.10; 45 (deleted)
MAY 17, 1998	COMPLETE REVISION OF SECTION 75
DECEMBER 11, 1998	52.4, 52.5.1, 52.5.10c, 52.8.1
MARCH 31, 1999	2.2

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<b>DATE .....</b>	<b>SECTION</b>
NOVEMBER 18, 1999	35.2.7, 35.7
JULY 1, 2000	72.3.5, 72.4.1
NOVEMBER 1, 2000	4.2, 62.6.5
NOVEMBER 29, 2001	51.3.4, ADDED NEW SECTION 55 ARTSPACE PDD
MARCH 1, 2002	73.1, 73.1.1, 73.1.2, 73.1.3, 73.1.4, 73.2, 73.2.1, 73.2.2, 73.2.3, 73.2.4, 73.2.5, 73.2.6, 73.2.7, 73.2.8, 73.2.9, 93.2.10, 73.3 (NEW)
MARCH 21, 2002	34.2.7
MAY 16, 2002	32.4.2, 32.3.4
NOVEMBER 22, 2002	21.2.6, 24.3, 25.3, 26.3, 27.3, 31.3, 32.3, 33.2.9, 34.2.8., 34.2.9, 43.4
APRIL 17, 2003	62.5, 62.5.1, 62.5.2
DECEMBER 16, 2004	31.0, 31.2.4, 31.3.1, 31.4.4
MAY 19, 2005	62.2.4, 62.4, 62.5.8, 62.5.10,
SEPTEMBER 15, 2005	31.8, deleted certain provisions in Sign regulations of Section 72
June 22, 2006	Revise Section Rear Lot Provisions in Section 78.3.1
December 13, 2006	Revise Section 72 on signs
June 21, 2007	Added New Section 56 Cedar Woods Planned Development District
September 2007	Added New Section 57 Frog Bridge Planned Development District
June 5, 2008	Added new provisions on enforcement by denial to sections 61, and 62
August 13, 2008	Revised definitions of Family, and Rooming House
August 5, 2009	Revised M-3 District
JUNE 10, 2009	Revised Sections 3.3.6 general provisions on Buildable Envelope, & provisions on the division of property requiring a Plot Plan; 3.3.7 exceptions to frontage requirements on a curve, and 3.9.1 on Temporary Emergency Trailer/Mobile Home; Section 4 Definitions; Section 21.2.2 allowing in-law dwellings by Special Exception through ZBA,: Sections 21.3, 22.3, 23.3 Lot Area, Shape and Frontage by increasing minimum lot area to 2 acres with 200 feet of frontage unless lot has off-site sanitary facilities; 21.4 increasing Setbacks for new lots; adding 21.4.4 setbacks for existing lots; 21.6 lot coverage include maximum impervious surfaces; adding new section 28 on Flexible Design Subdivisions; Delete part of Section 62.4 on Special Permit for Clustered Developments and 62.6.7 Clustered Development; and revising Section 78 Rear Lot Development.
February 17, 2011	Adopted new Section 36 Health Care District – B-4, along with definition of service area
June 23, 2011	Revised Sections 61.4, 62.4, 76.4 deleted reference and referral to Planning Commission; 3.1, 3.2.1 changed various general provisions relating to certificates of zoning compliance from ‘application’ to ‘request’; all of Section 3.10 on Non-conformities to comply more closely with State Law; revised Sec. 52 on Special Flood Hazard Area to clarify procedures for filling within flood zone; revised 3.16 reference to State Erosion & Sediment Control provisions, and deleted outdated provisions in Section 77 in their entirety; revised Section 80 on Home Occupations to expand Zoning Administrators authority to approve and set conditions for use, and to expand range of opportunities for residents to qualify; added Section 91.10 outlining Violation of Approval procedures; Revised Section 74 on Performance Standards and Section 71 on Off Street Parking and Loading in their entirety;

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<b>DATE .....</b>	<b>SECTION</b>
July 11, 2011	Revised Section 31 on the Downtown Business District; added a new section General Downtown Business District B-1A, and revised Section 73 on Alcoholic Beverages in B-1 and B-1A Districts to expand opportunities for businesses serving alcohol, and the Zoning Administrator's authority to approve and set conditions.
July 28, 2011	Established new Section 39 North Windham Retail-East C-4
April 26, 2012	revised Section 73 on Alcoholic
September 27, 2012	revised Section 39, Section 61 – Site plan, Section 62 Special Permits ; relocated Special uses from 62.6 to Section 84 (new), and modified related references in 25.3.3 and 34.2.9d
October 25, 2012	Revised Sections Section 32 & 35 complete revision; and added new sections 32 A & 35A, and various Zoning map revisions; also added new section 58 – Windham Mills Planned Development District
August 22, 2013	complete revision of Section 72 signage, and adoption of Section 77 Lighting regulations, and Section 30 Incentive Housing Overlay Zones (effective Sept. 12, 2013
June 26, 2014	complete revision of Manufacturing Districts, Sections 41, 42, 43, & 44; also revisions to definitions to add 'road' to definition of 'abutting'; also revised Reserved Land District to change 'educational use', to Municipal use' - all changes to take effect July 16, 2014.
June 1, 2017	Miscellaneous changes - adding section 3.19 regulations on Donation Bins, and Section 4 definition for same; Section 54 complete revision of aquifer protection district, and updating map; section 71. 3 revising parking requirements for multi-family dwellings; Section 71.5.1 adding setback and landscaping requirements for parking areas; Section 72 - clarifying that the Town's sign regulations are content neutral; Section 84.4 revising separation requirements for sexually oriented adult uses, and requiring visual screening.
July 1, 2017	revise 3: General Provisions on keeping of hens, and Section 4: Definitions - Mobile Food Vendor
APRIL 12, 2018	Revise Section 31 - B1 District for height of buildings, lot coverage and general language changes; B1A for general language changes.
December 1, 2018	Comprehensive revisions of Section 1 - Title and Jurisdiction, Section 2 - Districts, Section 3 - General Provisions, Section 4 – Definitions and other revisions to Section 74.2, Section 73.1.4, Section 61.1b, and Section 91.4
AUGUST 1, 2020	Revise Sections 31 – B1 and B1A general language changes; Revise Section 22 – R-2 and add Section 84.8 Recovery and Wellness Centers.
JUNE 15, 2022	Revisions resulting from 2021 State Legislature changes including Section 1, Statutory Purpose; various sections to address minimum dwelling size; add Section 32A.4 Cannabis dispensary facility, retailer or hybrid retailer, add Section 3.2.8 to prohibit certain Cannabis uses; add Section 21.2.2 Accessory Dwelling Unit; and, to delete the word 'character' from various sections.
JANUARY 15, 2024	Revisions to Section 3.2.1, add Section 3.2.9, Revise Section 32A to remove gasoline filling stations as a permitted use, add Section 72.14 Municipal Signage, add Section 74.7 Site Work Completion Required, and add Section 79 Outdoor Storage.
APRIL 15, 2024	Adopted new Section 29 - Residential Village District and new Section 86 Adaptive Mixed-Use Village Development
AUGUST 1, 2024	Adopted new Section 59 – Windham Road Planned Development District
FEBRUARY 15, 2025	Adopted new Section 84.9 – Event/Wedding Facilities in Residential District; Revised Section 80 – Home Occupations

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## **ARTICLE I**

### **SECTION 1 - TITLE AND JURISDICTION** *(REVISED 12/1/18 AND 6/15/22)*

#### **1.1 Authority**

These Regulations are adopted under the authority of Chapter 124 of the Connecticut General Statutes (CGS), as amended (CGS Section 8-1 et seq.).

#### **1.2 Statutory Purpose**

These Regulations are adopted for the purposes set forth in CGS Section 8.2, as amended, including:

1. To promote the orderly growth and development of the Town in accordance with the adopted Plan of Conservation and Development;
2. To promote the health, safety and general welfare of the community, lessening congestion in the streets, prevent the overcrowding of land, avoid undue concentration of population, provide for light and air, and to facilitate the adequate provision for transportation, water, sewerage, schools, parks and other public improvements;
3. To divide the Town into districts with considerations as to the physical characteristics of each district and its suitability for particular uses, so as to conserve the value of property and buildings and promote the most appropriate use of land throughout the Town;
4. To protect state's historic, tribal, cultural and environmental resources including both public and ground drinking water;
5. To assure that proper provision is made for sedimentation control and the control of erosion caused by wind or water;
6. To affirmatively further the purposes of the Federal Fair Housing Act which prohibits housing discrimination based on race, color, national origin, religion, sex, familial status, or disability;
7. To address significant disparities in housing needs and access to educational, occupational and other opportunities;
8. To promote efficient review of land use applications;
9. To give reasonable consideration as to the physical site characteristics of the district and its peculiar suitability for particular uses;
10. To expressly allow the development of housing which will meet the housing needs identified in the state housing plan;
11. To consider the impact of permitted land uses on contiguous municipalities and on the planning region, and
12. To encourage: energy efficient patterns of development; the use of solar and other renewable forms of energy; and energy conservation.

### **1.3 Interpretation of Regulations**

1. Unless otherwise allowed by Section 3.10 Non-Conformity of these Regulations, any use of land, buildings or structures not expressly permitted by these Regulations in a particular district is prohibited in that district. Unless it is expressly permitted by these Regulations, any use of land, buildings or structures is prohibited.
2. Accessory uses which are not expressly permitted by these Regulations but which are customarily incidental and subordinate to a permitted principal use shall be permitted subject to any conditions as may be imposed by these Regulations.
3. In their interpretation and application, the provisions of these Regulations shall be held to be the minimum requirements for the promotion of the public health, safety, comfort, convenience, and general welfare, unless the context clearly indicates that such provision is intended to be a maximum limitation.
4. In the event that there are found to be conflicting requirements within these Regulations, the most restrictive provision shall be applied.

### **1.4 Conformity Required**

1. Use. Unless otherwise allowed by Section 3.10 Non-Conformity of these Regulations, no land and improvements thereon shall be used or occupied except in conformity with these Regulations.
2. Construction. Unless otherwise allowed by Section 8.10 Non-Conformity of these Regulations, no building, structure or other improvements or part thereof shall be constructed, moved, replaced, reconstructed, extended, enlarged, or altered except in conformity with these Regulations.
3. Parcel Changes. No land shall be sold or divided in a manner which results in either:
  - a. A use of all or a part thereof ceasing to conform to these Regulations or conforming to a lesser extent than prior to such sale or division; or
  - b. A dimensional standard or any other standard that does not conform to the requirements of these Regulations or conforms to a lesser extent than prior to such sale or division.

### **1.5 Separability**

If any provision of these Regulations is ruled by a court of competent jurisdiction to be invalid, the effect of such decision shall be limited to the provision expressly stated in the decision to be invalid, and all other provisions of these Regulations shall continue to be valid and fully effective.

### **1.6 Effective Date**

These Regulations, and any amendment or change hereto, shall be in full force and effect from the date established by the Commission in accordance with the CGS.

**SECTION 2 – DISTRICTS**

**2.1 Districts:** For the purpose of these Regulations, the Town of Windham is hereby divided into the following classes of Districts:

DISTRICT	ZONING MAP	CODE
RESIDENCE R-1 DISTRICT	R-1	
RESIDENCE R-2 DISTRICT	R-2	
RESIDENCE R-3 DISTRICT	R-3	
RESIDENCE R-4 DISTRICT	R-4	
RESIDENCE R-5 DISTRICT	R-5	
RESIDENCE R-6 DISTRICT	R-6	
RESIDENCE NPR-1 DISTRICT	NPR-1	
RESIDENCE NPR-2 DISTRICT	NPR-2	
DOWNTOWN BUSINESS DISTRICT	B-1	
GENERAL DOWNTOWN BUSINESS DISTRICT	B-1A	
GENERAL BUSINESS DISTRICT	B-2	
GENERAL BUSINESS DISTRICT	B-2A	
BUSINESS DISTRICT	B-3	
HEALTH CARE DISTRICT	B-4	
GENERAL COMMERCIAL DISTRICT	C-1	
COMMERCIAL DISTRICT	C-2	
COMMERCIAL DISTRICT	C-2A	
INCENTIVE HOUSING OVERLAY ZONES	IHZ A-D	
• THREE PROPERTIES IN HISTORIC DOWNTOWN	IHZ A	
• RIPE FOR REDEVELOPMENT	IHZ B	
• RIGHT ON THE RIVER	IHZ C	
• NEED FOR NEIGHBORHOOD INFILL	IHZ D	
NORTH WINDHAM RETAIL-EAST	C-4	
GENERAL COMMERCIAL/INDUSTRIAL DISTRICT	M-1	
BUSINESS PARK AND LIGHT MANUFACTURING DISTRICT	M-2	
NEIGHBORHOOD MANUFACTURING DISTRICT	M-3	
MANUFACTURING / INDUSTRIAL DISTRICT	M-4	
PLANNED DEVELOPMENT DISTRICTS	PDD	
• ART-SPACE-WINDHAM PLANNED DEVELOPMENT DISTRICT		
• CEDARWOODS PLANNED DEVELOPMENT DISTRICT		
• FROG BRIDGE PLANNED DEVELOPMENT DISTRICT		
• WINDHAM MILLS PLANNED DEVELOPMENT DISTRICT		
SPECIAL FLOOD HAZARD AREA	SFH	
RESERVED LAND DISTRICT	RL	
AQUIFER PROTECTION ZONE	APZ	
VILLAGE RESIDENTIAL DISTRICT	VRD	

## **2.2 Zoning Map**

1. To accomplish the purposes of these Regulations, the Town of Windham is divided into different districts as enumerated within these Regulations.
2. The location and boundaries of zoning districts shall be as shown on the official Zoning Map, as may be amended from time to time, which is on file in the Office of the Town Clerk.
3. The official Zoning Map is hereby declared to be a part of these Zoning Regulations.
4. Any facsimile of the official map is intended for the convenience of the public only and shall not be considered to be the official Zoning Map of the Town.

## **2.3 Interpretation of Map**

If not clearly delineated on the official Zoning Map, district boundaries shall be construed in the following sequence:

1. following the center line of a street, railroad, right-of-way, or easement;
2. following property lines of record at the time of adoption of these Regulations or relevant amendments hereto;
3. where district boundaries are set back from street lines, they shall be considered as running parallel thereto, at distances shown or measured; or
4. following the lines of a particular physical feature including brooks, streams, flood plains, or steep slopes.

In the case of any remaining uncertainty regarding district boundaries on the official Zoning Map, the location of the district boundary shall be determined by the Commission by resolution.

**SECTION 3 - GENERAL PROVISIONS** (*ENTIRE SECTION REVISED 12/1/18*)

**3.1 Compliance with Regulations.** The use of land, buildings and other structures, wherever located, shall be established and conducted in conformance with these Zoning Requirements, including signage, parking, lighting and other standards and requirements.

No lot, building or other structure, or part thereof, shall be constructed, reconstructed, enlarged, extended, moved, diminished, reduced in size or structurally altered until a Certificate of Compliance with zoning has been approved by the ZEO. See Section 91 – Administration and Enforcement.

**3.2 Prohibited Uses** To further assist in the interpretation of permitted uses, certain uses are listed as prohibited in a district even though this listing of prohibited uses is not intended to be exhaustive; any use not expressly permitted is prohibited.

The following uses are specifically prohibited:

3.2.1 The outdoor storage on any lot in a Residence District of:

- more than one (1) unregistered motor vehicle, or
- more than one (1) recreational vehicle over twenty (20) feet in length, or
- the storage of large quantities of used, spare, or discarded parts of motor vehicles, the sum of which shall be equal in bulk to one motor vehicle, or
- construction equipment, except on a site with an open building permit, or a home occupation permit under section 80.4
- the parking of any commercially licensed vehicle in excess of 11,000 Gross Vehicle Weight without an approved home occupation permit (*effective 1/15/2024*)
- the idling of any motor vehicle for longer than 15 minutes between 10:00 PM and 6:00 AM (*effective 1/15/2024*)
- The placement of and/or the use of shipping containers, Quonset-type huts, trailer bodies and the like for storage outbuilding (*effective 1/15/2024*)

3.2.2 In a Residential District, the display of more than one vehicle (car, boat or other vehicle) for sale on a residential lot, and no more than two different vehicles in a calendar year.

3.2.3 The use of a recreational vehicle or trailer for living, sleeping or housekeeping purposes; there shall be no connections to any utility service including electric, heat, water and sewage disposal.

3.2.4 Junkyards as defined in Section 4: Definitions

3.2.5 Landfills for household or commercial refuse disposal, or ash dumps

3.2.6 Hookah bars

3.2.7 Outdoor Furnaces on parcels less than 20 acres in area (See Section 3.6)

3.2.8 Cannabis establishments as defined in the June 2021 Connecticut Public Act Concerning Responsible and Equitable Regulation of Adult-Use Cannabis (Public Act No. 21-1, Senate Bill No. 1201), the following uses are prohibited in all zones: producer, cultivator, micro-cultivator, food and beverage manufacturer, product manufacturer, product packager, delivery service or transporter. Dispensary facility, retailer, or hybrid retailer, are permitted in the B2A zone, and prohibited in all other zones.

3.2.9 Sale of Fireworks (*effective 1/15/2024*) *Note: sparklers and fountains are not considered fireworks*

### **3.3 Area, Setback and Height Standards.**

Each zoning district has regulations for the area, shape and frontage of lots and the location and height of buildings and other structures.

3.3.1 **Lot Area, Shape and Frontage** Each lot shall have at least the minimum area, shape and street frontage as specified for the district, except as provided in Section 78: Rear Lots.

- a. **Lot Area and Shape.** In determining compliance with minimum lot area requirements of these Regulations, land subject to easements for drainage facilities and underground public utilities may be included, but not street or highway, easement for vehicular access, private right-of-way for vehicles or easement for above ground public utility transmission lines.

The minimum lot area shall contain a contiguous buildable area that is at least seventy-five percent (75%) of the minimum lot area for that district, with a minimum width, in any direction, of eighty percent (80%) of the frontage required for that district. The contiguous area shall be free of watercourses, lakes, ponds, swamps, marshes, wetlands, exposed ledge; and, areas of slopes greater than 20% that are more than 2500 square feet in area. Land in two or more zoning districts may be used to satisfy a minimum lot area requirement, provided that the requirement of the district requiring the largest lot area is met, but no land in a Residence District shall be used to satisfy a lot area requirement in any other district.

- b. **Frontage.** Frontage is a continuous boundary line along a town or state road, or a private way of an approved subdivision, that is capable of accommodating a driveway for access to a building on that lot. No lot shall be used or occupied for a building or other structure, except a farm building not used for human occupancy, unless such lot has a frontage of twenty (20) feet or more on a street.

3.3.2 **Setback.** No building or other structure shall extend within the minimum setback requirements as specified for the zoning district in which the lot is located, subject to the following exceptions.

- a. **Fences, walls and terraces.** In residential districts, the required setback distances shall not apply to fences or walls that are six (6) feet or less in height nor to necessary retaining walls or to unroofed terraces or patios; no fence, wall, terrace or patio shall be located within the right-of-way of any street nor interfere with traffic visibility. In non-residential districts, the required setback distance shall not apply to fences or walls that are nine (9) feet or less.
- b. **Architectural features.** Pilasters, belt courses, sills, cornices, marquees, canopies, awnings, eaves and similar architectural features and open fire escapes may project into the area required for setback from a street line, property line for a distance not to exceed two feet.
- c. **Accessory structures in Residential Zones.** Accessory structures less than 200 sq.ft. in area, less than fifteen (15) feet in height, and located on a property with a residential use, and in a residential zone, if located in rear yard the minimum required side/rear setback for that zone may be reduced by 50%.
- d. **Railroad right-of-way.** In non-residential districts no setback is required from a railroad right-of-way.

3.3.3 **Height.** No building or other structure shall exceed the number of stories and/or the maximum height, whichever is less, as specified in the district.

### **3.4 Dwelling Requirements.**

3.4.1 No dwelling shall be occupied unless a Certificate of Zoning Compliance has been issued.

3.4.2 No trailer, camper, camp-car or other similar vehicle or trailer shall be used as a dwelling for more than twenty-four (24) hours in any calendar year.

3.4.3 Mobile homes are permitted as dwelling units in an approved mobile home park.

3.4.4 In cases of extenuating circumstances while a residence is being repaired or rebuilt after fire or other casualty, the Zoning Enforcement Officer may issue a temporary Certificate of Zoning Compliance for the use of a mobile home as a dwelling, the temporary Certificate shall be valid for up to twelve (12) months, with no extension. The mobile home shall be located on the property of the damaged residence, and to be occupied, its sanitary facilities must have written approval of the Director of Health of the Town of Windham prior to the issuance of the temporary Certificate, and it may be occupied by only one (1) family, at least one (1) member of which shall be either the owner of the lot or related by blood, marriage or legal adoption, to the owner of the lot. The mobile home shall be removed before a Certificate of Compliance may be issued for the repaired/rebuilt residence. Additional restrictions may be made a part to the conditions of approval by the ZEO.

### 3.5 Driveways

3.5.1 General Requirements. The following standards shall apply.

- a. Runoff from Driveways. Driveways shall be designed 1) to prevent runoff onto Town property unless the Town has approved such design and 2) to prevent runoff from Town property onto private property. Privately owned and maintained drainage diversion swales, detention areas and/or dry wells shall be utilized to the greatest extent possible. Where private drainage features are utilized, it shall be noted in the land records that maintenance of such features is the responsibility of the lot owner and that, subject to proper notification by the Town, the Town may undertake any necessary maintenance and bill the cost to the property owner.
- b. Construction Standards. Driveways shall be constructed of a durable, non-erodible, load bearing material capable of supporting emergency equipment up to 50,000 pounds. Sub base shall be gravel with minimum depth of 8 inches. Base material shall be processed gravel with minimum depth of 4 inches. Culverts in the Town right-of-way shall be a minimum 15 inches in diameter. Use of Asphalt-Coated Corrugated Metal Pipe (ACCOMP) is prohibited.
- c. Grading Standards. Driveway grades shall not exceed 15%, and driveways with grades exceeding 10% shall be paved. Driveway grade shall not exceed 5% over the first 20 feet from the road. Driveway side slopes shall not exceed a slope of three horizontal to one vertical (3:1) unless retaining walls or other stabilizing measures are provided.
- d. Width. Driveway width shall be a minimum of 12 feet. Driveways shall have sufficient radius at curves to accommodate emergency equipment.
- e. Vertical Clearance. To avoid damage to emergency equipment, a minimum vertical clearance of 14 feet shall be maintained over the entire driveway.
- f. Sightline. Minimum sightline distances at the intersection of the driveway with the public road shall conform to the requirements of the Connecticut Department of Transportation. This distance may be increased where the Town Engineer determines that the rate of traffic requires a higher standard for safety.
- g. Angle of Intersection. Driveways shall intersect with the public road at an angle of approximately ninety degrees for at least the first 20 feet adjacent to the public road.
- h. Work in Town Right of Way. A permit is required for any work in the Town right-of-way, including tree trimming or removal. Any disturbance of the Town right-of-way shall be repaired by the permittee. Any trees damaged by construction shall be removed at the permittee's expense and may be required to be replaced.
- i. Turnaround. A turnaround area shall be provided on each lot to avoid backing into the street, except that this requirement may be waived where it is determined that lot topography or shape make this requirement impracticable. A turnaround area of sufficient size and load-bearing capacity to accommodate emergency equipment shall be provided where driveway length exceeds 200 feet.
- j. Passing areas. Pullouts to accommodate two- way traffic, measuring at least 8 feet by 50 feet, may be required. Passing areas shall generally be provided at 300 foot intervals, depending on site conditions.
- k. Liability. The property owner and the permittee shall be responsible for all claims of damage resulting from the construction or alteration of the driveway.
- l. Completion of Work. No Certificate of Zoning Compliance shall be issued unless the driveway installation is completed or bonded.

### **3.6 Alternative Energy**

**3.6.1 Solar Panels.** The installation of solar panels shall comply with the following:

- a. Roof mounted solar panels on an existing structure may be permitted as an accessory use in all districts with approval from the Zoning Enforcement Officer. The panel shall not extend more than three (3) feet above the ridge line of a pitched roof, or five (5) feet above a flat roof.
- b. Ground-mounted or pole-mounted solar panels in a residential district meeting the following requirements may be permitted as an accessory use with approval from the Zoning Enforcement Officer:
  - Located a minimum of twenty-five (25) feet from side and rear property lines, and not located between a line parallel to the front façade of the principal structure(s) and the front property line, or 100' whichever is less. The maximum lot coverage requirement for the applicable district shall be met.
  - Not exceed twenty-five (25) feet in height.
- c. Ground-mounted or pole-mounted solar panels in a non-residential district meeting the following requirements may be permitted as an accessory use with approval from the Zoning Enforcement Officer:
  - Meet the lot coverage (measured as maximum shadow created) and setbacks of the applicable district.
  - Not exceed twenty-five (25) feet in height.
  - Not be located between a line parallel to the front façade of the principal structure(s) and the front property line or within one hundred (100) feet of an abutting residential district or a property with a residential use.
- d. Ground-mounted or pole-mounted solar panels as a primary use in any district may be approved by Special Permit in accordance with the provisions of Section 62.

**3.6.2 Small Wind Energy System.** A small wind energy system consists of a wind turbine, a tower, associated controls, a rated capacity of not more than one hundred (100) kW and primarily intended for on-site energy usage. Small wind energy systems may be permitted as an accessory use by Special Permit in accordance with the provisions of Section 52 and subject to the following requirements:

- a. Small wind energy system shall:
  - Be limited to one-hundred (100) feet in total height,
  - Be set back from the primary building, all property lines, public right of ways and public utility lines by a distance at least five (5) feet greater than the total height of the system. Guy wires and other support devices shall be setback five (5) feet from all property lines,
  - Provide a minimum ground clearance of fifteen (15) feet for the movement of any blade,
  - Not be lighted,
  - Be so constructed to prevent unauthorized climbing,
  - Not exceed a 45 dBA sound level as measured as the property line, with the exception of during short-term events beyond the owner's control such as utility outages and/or severe wind storms.
- b. The construction and operation of a Small Wind Energy System shall be consistent with all applicable local, State and Federal requirements, including but not limited to all applicable safety, construction, environmental, electrical, communications and Federal Aviation Administration (FAA) requirements.

- c. As part of any application to establish a small wind energy system, the applicant shall submit:
  - Wind system specifications, including manufacturer and model, rotor diameter, dbA levels, tower type and total height of system,
  - Foundation and design plans signed by a professional engineer licensed to practice in Connecticut,
  - Information showing how the facility shall be designed to prevent unauthorized access,
  - A letter indicating that the small wind energy system will be removed if it has reached the end of its useful life, or fails to operate for a one year period, or has been abandoned.

### **3.7 Outdoor wood-burning furnace**

The installation of an outdoor wood-burning furnace, as defined by CT State Statute 22a.174k, as revised, may be permitted as an accessory use in all districts with approval from the Zoning Enforcement Officer, subject to the following conditions:

- a. The furnace shall be located on a parcel greater than twenty (20) acres.
- b. All applicable CT State Statutes and regulations regarding such furnaces shall be met. The applicant shall submit a signed statement affirming compliance with the State's requirements.
- c. The application shall include a sketch plan indicating the location of the proposed furnace and all residences within 1,500' along with the height of each roof peak; the Zoning Enforcement Officer may also require a site plan prepared by a licensed surveyor to determine compliance. The furnace shall meet the required yard setbacks for the applicable zone.
- d. The furnace shall be set back a minimum of 1,000 feet from all property lines.
- e. The furnace shall not be operated between May 1 and September 30.
- f. To maximize the furnace's efficiency and minimize impacts to the environment, the Applicant is strongly encouraged to:
  - Use a right-sized furnace that will operate at maximum efficiency during most of the winter and plan for supplemental heating for unusually cold weather;
  - Reduce heat loss in water transfer lines by placing pipes below frost level and using proper insulation;
  - Burn wood efficiently by only using wood with a moisture level no greater than 20%; and manage your wood supply to keep moisture below 20%.
  - The following items as listed, but not limited to, should not be burned: household garbage, plastic or cardboard, painted, coated or pressure-treated wood, or wet, rotted, diseased or moldy wood.
- g. Permits for outdoor wood-burning furnaces shall be issued for a period of 3 years and may be renewed upon request from the owner if the Zoning Enforcement Officer, upon inspection, finds that the furnace remains in compliance with applicable Connecticut Statutes and regulations and Windham zoning regulations regarding such furnaces.
- h. The CT Statutes and these Regulations shall be enforced by the Commissioner of Environmental Protection and the Town of Windham, and fined for violations per CT State Statute Sec. 22a-174k.

### **3.8 Donation Bins** (previously Section 3.19)

A donation bin may be permitted as an accessory use to an existing established non-profit or commercial use by zoning permit. For the purpose of this permit application, the property owner shall be the applicant.

#### **3.8.1 Donation bin zoning permit application required information:**

- a. Applicant: Property owner's name, address, email, telephone number.
- b. Operator of the donation bin: Operator's name, address, email, telephone number.
- c. Written proof shall be provided to establish that the operator of the donation bin is qualified to solicit charitable donations of salvageable personal property and is registered as a 501 (c) 3 organization.
- d. The physical address of the proposed site and a drawing sufficient to indicate the proposed location of the donation bin on the lot, as well as the size and color of the proposed unattended donation box.
- e. A color photograph of the lot showing the location where the donation bin shall be located.
- f. A schedule for the regular emptying and maintenance of the proposed donation bin.

#### **3.8.2 General Requirements:**

- a. The property owner and operator shall be individually and severally responsible for operating and maintaining, or causing to be operated and maintained, the donation bin.
- b. Donation bins shall be maintained in good condition and appearance with no structural damage, holes, or visible rust, and shall be free of graffiti.
- c. Donation bins shall be locked or otherwise secured.
- d. Donation bins shall contain the following contact information in two-inch type visible from the front of each donation bin: the name, address, e-mail, and phone number of both the property owner or their agent and the operator.
- e. Donation bins shall be serviced and emptied as needed, but at least once per month, or within five business days of a request by the Zoning Enforcement Office.
- f. The property owner and operator shall be individually and severally responsible for maintaining, or causing to be maintained, the area surrounding the unattended donation bins free of any junk, garbage, trash, debris or other refuse material.
- g. Maximum size of a donation bin is seven (7) feet high, and thirty-six (36) square foot footprint.
- h. The property owner and operator shall be individually and severally responsible for abating and removing all junk, garbage, trash, debris and other refuse material in the area surrounding the donation bins within 24 hours of written or verbal notice from the Zoning Enforcement Officer, Fire Marshall, Director of Health or the Office of the Town Manager.
- i. No donation bin shall be placed within 400 feet from another donation bin on the same lot.
- j. No unattended donation bin shall be placed on required parking spaces or so as to restrict road or highway visibility, interfere with the safe and orderly movement of vehicular or pedestrian traffic or otherwise pose a hazard to traffic.

### **3.9 Keeping of Hens** (previously Section 3.20)

3.9.1 Purpose and Intent. This regulation is intended to make provision for the limited keeping of female chickens or other fowl, henceforth referred to as hens, on certain residential properties for the health, convenience and personal enjoyment benefits afforded by such use, in a manner which preserves the quality of life of the surrounding neighborhood.

#### 3.9.2 General Provision

- a. No more than six (6) hens may be kept on any property lot located in a residential zoning district as a non-commercial accessory use.
- b. Property must be owner occupied or a rented single family dwelling with property owner approval.
- c. The hens shall be confined to a fenced enclosure of no more than 200 square feet in area, located in the rear yard. The fenced enclosure shall be at least 25 feet from any street line, at least 15 feet from any residential dwelling and at least five feet from any property line. In the instance that more than one distance requirement shall apply, the greater distance requirements shall apply.
- d. Any portion of the enclosure located closer than ten feet to a property boundary or directly visible from a street line at any distance shall be screened by either a fence or a landscaped buffer of at least four feet in height.
- e. An enclosure or coop shall be required for the hens, and shall be located at least ten feet from any lot line.
- f. All animal waste shall be located at least 10 feet from any lot line, and controlled so as to prevent offensive odors and the presence of pests and predators.
- g. No hens may be kept inside any structure used for residential purposes.
- h. No rooster shall be kept on any property.
- i. The keeping of hens shall be conducted in a manner consistent with and in compliance with applicable State or Town Health Codes.
- j. It shall be unlawful for any person to keep hens in any location or condition deemed by the director of health to be detrimental to the public health or offensive to the neighborhood.

### **3.10 Non-Conformity**

#### **3.10.1 Applicability.**

Within the districts established, and amended, by Windham Zoning Regulations there exist:

- **Lots** that do not conform to the lot area and/or lot dimension standards for the district in which they are located,
- **Uses** of structures that do not conform to the permitted uses of the district in which they are located, and
- **Structures** that do not conform to the height, setbacks or lot coverage for the district in which they are located.

Any nonconforming lot, structure or use that lawfully existed as of the effective date of Windham's Zoning Regulations, as amended, is permitted to continue.

Alterations to nonconforming lots, structures or uses, that lawfully existed as of the effective date of Windham's Zoning Regulations, as amended may be permitted subject to the following regulations.

#### **3.10.2 Development of a Vacant or Unimproved Nonconforming Lot.**

Definition: A vacant or unimproved nonconforming lot is a lot that is described by a deed filed on the Windham Land Records on or before the effective date of the specific zoning requirements which made the lot nonconforming for lot area, lot shape and/or frontage for the district in which it is located.

A vacant or unimproved lot created by a subdivision or resubdivision is permitted to conform to the setbacks and lot coverage that were required when the lot was created, per State Statutes Section 8-26a.

Any other vacant or unimproved nonconforming lot may be developed with a structure for a use that is permitted in the district in which it is located if approved for subsurface sewage disposal and private water supplies and the development meets all other requirements of these Regulations. An application for a variance of yard requirements or lot coverage may be submitted to the Zoning Board of Appeals.

**3.10.3 Nonconforming Uses.** A nonconforming use of structures or land lawfully existing at the time of adoption of these regulations (as amended) may be continued as a nonconforming use subject to the following:

**3.10.3.1 Change of Use.**

- a. A nonconforming use may be changed to a conforming use subject to the approval process of the Windham Zoning Regulations.
- b. Any change from one nonconforming use to another nonconforming use requires approval after a determination that that the proposed change of use will not adversely affect the physical characteristics or property values of neighboring properties or adversely affect the general health, welfare or safety of the Town. If the ZEO can make that determination, s/he may approve the change; otherwise, the Commission may approve the change after a determination per Section 62 of these Regulations.
- c. Once a nonconforming use is changed to a more conforming use, the use cannot be changed to a less conforming use.

**3.10.3.2 Alterations to a building or structure containing a nonconforming use.**

- a. May be repaired or reconstructed as made necessary by wear and tear, or altered as required by law or ordinance or such as may be required for safety.
- b. May be restored if damaged by fire, explosion, accident, force majeure, act of nature, or act of a public enemy. Such restoration and repair shall not enlarge, extend or increase the volume of the structure. Repair shall be initiated within twelve (12) months, and completed within twenty-four (24) months, of the date of such damage. The Commission may, upon written application made by the owner of the lot, extend the time period for initiation and/or completion for one or more additional one-year period.

**3.10.3.3 Expansion or Relocation of a nonconforming use.**

- a. **Expansion.** The Commission may approve a Special Permit Application for expansion of the structure containing a non-conforming use, or the addition or expansion of an accessory structure, if the Commission determines that the proposed expanded nonconforming use will not adversely affect the physical characteristics or property values of neighboring properties or adversely affect the general health, welfare or safety of the Town per Section 62 of these Regulations; expansion of the non-conforming use is limited to a maximum of 20% of the structure footprint, land area, vehicular and visitor use on the site on 1/1/18.
- b. **Relocation.** The Commission may approve a Special Permit Application for relocation of a use that is nonconforming because of regulation revisions, if the Commission determines that the proposed location of the nonconforming use is not a prohibited use in that zone and will not adversely affect the physical characteristics or property values of neighboring properties or adversely affect the general health, welfare or safety of the Town per Section 62 of these Regulations; relocation of the use will result in the abandonment of that use at the previous location.

**3.10.3.4 Discontinuance or Abandonment.** A nonconforming use shall be deemed terminated if:

- a. Such use has been discontinued for more than one year, and
- b. Upon a finding by the Planning & Zoning Commission, in accordance with Section 8.2 of the Connecticut State Statutes, that it was the intent of the property owner to abandon such use.

**3.10.4 Nonconforming Structures on Conforming or Nonconforming Lots.** Any structure lawfully existing at the time of adoption of these regulations (as amended) that does not meet requirements of the current regulations is permitted to continue.

**3.10.4.1 Nonconforming Structure.** A nonconforming structure may be repaired, restored, rebuilt or replaced provided such repair, restoration, rebuilding or replacement:

- a. Does not extend or expand the previously existing nonconformity;
- b. If due to destruction or damage, shall be initiated within twelve (12) months of the date of such destruction or damage; and shall be completed within twenty-four (24) months of the date of such destruction or damage. The Commission may, upon written application made by the owner of the lot to the Commission, extend the time period for initiation and/or completion for one or more additional one-year period.

**3.10.4.2 Structures on Nonconforming Lots in a Non-residential District.**

Structures on nonconforming lots in a non-residential district may be enlarged provided such enlargement complies with all applicable area, dimension, and use requirements of these regulations for the district in which the lot is located. An application for a variance of yard requirements may be submitted to the Zoning Board of Appeals.

**3.10.4.3 Moving a nonconforming structure.**

No nonconforming structure shall be moved without Commission approval, except if the result of such moving is to reduce or eliminate its nonconformity, approval may be by the ZEO.

## **SECTION 4 – DEFINITIONS** (*ENTIRE SECTION REVISED 12/1/18*)

### **4.1 Use of Terms**

#### **4.1.1 Definitions to be Applied**

For the purposes of these Regulations, the terms, phrases and words used in these Regulations shall be construed as defined in this section, unless the Commission finds that the term, phrase, or word is otherwise clearly qualified by its context.

#### **4.1.2 General Terminology.** When consistent with the context, the following rules apply:

1. The word “shall” is mandatory.
2. The word “may” is permissive.
3. Words used in the present tense include the future and vice versa.
4. Words in the singular include the plural and vice versa.
5. Words in the masculine include the feminine, neuter and vice versa.
6. The words “parcel”, “property”, “lot”, “plot”, and “premises” have the same meaning.
7. The words “zone”, “zoning district”, and “district” have the same meaning.
8. The words “used for” include “arranged for,” “designed for,” “intended for,” “maintained for,” or “occupied for” have the same meaning.
9. The word “person” includes “individual”, “corporation”, “partnership”, “limited liability company”, “incorporated association” or any other similar entity.
10. Whenever a section number is referenced in these regulations, it shall be presumed to reference these regulations unless some other document is expressly indicated.

#### **4.1.3 Text to Control.** In the case of any difference of meaning between the text of a regulation and any caption, illustration, or table, the text shall prevail.

#### **4.1.4 Terms Not Defined.** For the purpose of these Regulations, words not defined in this section shall be interpreted by the Commission so as to:

1. Give them the meaning they may typically have in land use regulation usage after consulting one or more of the following, where such sources define terms for relevant and comparable purposes:
  - a. CGS, as amended;
  - b. State Building Code, as amended;
  - c. Black’s Law Dictionary; and/or
  - d. The Illustrated Book of Development Definitions (Rutgers University, Center of Urban Policy Research, Piscataway, NJ), as amended.
2. Give them the meaning they have in common usage; or
3. Give the regulation, in the sole opinion of the Commission, its most reasonable application.

## 4.2 Defined Terms

**Accessory** – See “*Principal and Accessory Related Terms*”

**Acre** – An area containing 43,560 square feet

### **Adult Business Related Terms**

**Adult Bookstore** - An establishment in which more than ten percent (10%) of the inventory, whether for sale or rental, is adult material as defined in these Regulations.

**Adult Cabaret** - An establishment that features live performances that are characterized by the exposure of specific anatomical areas or the depiction or description of specified sexual activities, specified anatomical areas, or obscene activity.

#### **Adult Material -**

- (1) Books, magazines, periodicals, films and any other form of media that visually depict specified sexual activities and/ or specified anatomical areas; and
- (2) Live entertainment featuring exposure of specified anatomical areas.

**Adult Mini-Motion-Picture-Theater** - An enclosed building or part thereof with a capacity of fewer than fifty (50) persons, used for presentation of films, slide shows or other visual projections, 80 percent or more of which constitute adult material, or any of which depict obscene activities.

**Adult Motion Picture Theater** - An enclosed building or part thereof with a capacity of fifty (50) or more persons, used for presentation of films, slide shows or other visual projections, 80 percent or more of which constitute adult material, or any of which depict obscene activities.

**Lingerie Modeling Studio** – An establishment that provides the services of live models modeling lingerie to one or more individuals.

**Obscene Activity** – Patently offensive representations or descriptions of specified anatomical areas, or specified activities, normal or perverted, actual or simulated and/ or patently offensive representations or descriptions of masturbation, excretory functions, and lewd exhibitions of the genitals.

**Sexually Oriented Retail Store** - An establishment in which more than ten percent (10%) of the inventory, whether for sale or rental, is from: (a) adult material; (b) media or novelty items, gag gifts, toys, and paraphernalia that depict sexual activity, semi-nude bodies or specified anatomical areas; or (c) novelty items, gag gifts, toys, and paraphernalia that are designed or marketed for stimulating human genital organs, sexual arousal or sadomasochistic use; except for medical films or publications or art or photographic publications that devote at least 25% of the lineage of each issue to articles and advertisements dealing with subjects of art or photography.

### **Agriculture Related Terms**

**Agriculture** - The growing of crops; raising of livestock; and, the storing processing and sale of agricultural and horticultural products and commodities, including those defined in CGS § 1-1q as incidental to agricultural operations.

**Agricultural Buildings and Structures** - Buildings or structures used in connection with agriculture, including greenhouses, shelter for livestock and storage for farm machinery, equipment and supplies.

**Farm** - A parcel, or parcels, of land containing not less than three (3) acres under single ownership and/ or leasehold and used for agriculture.

**High Intensity Agriculture** – An agriculture use with a level of activity that may be incompatible with neighboring residential uses, including but not limited to a slaughter house, feed lot, composting and soil manufacture, poultry in excess of 200 fowls, non-family employees in excess of 10, and average daily commercial trucks in excess of 5.

**Hobby Farm** - A parcel of land of less than 3 acres under single ownership or leasehold and used for agriculture.

**Livestock** - Grazing animals kept either in open fields or structures including cattle, horses, sheep, goats, llamas, alpacas and poultry.

**Farm Stand, General** – A structure located on a farm, for the seasonal display and sales of agricultural products. Products sold shall have been grown on such farm or purchased from other farms or farmers markets.

**Farmers Market** – A seasonal public market use, the primary purpose of which is for farmers to offer for sale produce, vegetables, flowers, orchard products, breads and similar agricultural products directly to consumers. Additional vendors, demonstrations and presentations are permitted as being accessory to such market, however such vendors, or booths, in aggregate shall not account for more than 50% of the market.

**Affordable Housing** – See “*Housing Related Terms*”

**Alteration** - Any change, addition or modification in construction or occupancy of an existing structure.

**Alteration, Structural** - Any change in the supporting members of a building or structure, such as bearing walls, columns, beams or girders; provided, however, that the application of any exterior siding to an existing building for the purpose of beautifying and modernizing shall not be considered a structural alteration.

**Aquifer**: A geologic unit of stratified drift capable of yielding usable amounts of water as a drinking supply.

**Basement**: A story partly underground and having at least one-half of its height above the average adjoining grade. A basement shall be termed a cellar when more than one-half of its height is below the average adjoining grade. A basement or cellar shall be counted as a story if the vertical distance from the average adjoining grade to the ceiling is over five feet.

**Bed and Breakfast Inn**: An owner-occupied dwelling unit that contains guest rooms where transient or temporary lodging, with or without meals, is provided for compensation.

**Bedroom** - A room meeting the State Building Code or local regulations for use as a bedroom.

**Berm** - An earthen bank used to provide a visual or noise buffer, or to provide other separation between uses, structures, or parcels.

- Boarding Stable, Public** - A building or land where animals are kept for remuneration, hire, sale, boarding, riding or show.
- Buffer Area** - A landscaped area intended to separate and partially obstruct the view of two adjacent land uses or properties from one another.
- Building** – Any structure having a roof supported by walls or columns and resting on its own foundation and intended for shelter, housing or enclosure of persons, animals or property.
- Caliper, Tree Size Measurement** – The diameter of a tree trunk measured five (5) feet from the top of the root ball.
- Camping Area:** An area or tract of land on which accommodations for temporary occupancy are located or may be placed, including cabins, tents, and major recreational equipment, which is primarily used for recreational purposes and retains an area of open space or natural habitat.
- Cemetery** – Land used or dedicated to the burial of the dead, including mausoleums, and any accessory maintenance facilities, but excluding crematoriums and mortuaries.
- Car Wash** - See *“Vehicle Related” definitions*
- Certificate of Zoning Compliance** - A certificate issued by the Zoning Enforcement Officer certifying that a proposed (or existing) use of land or buildings constructed thereon conform to the requirements of these Regulations and that the same may be occupied and used as permitted herein.
- Certificate of Occupancy (CO)** - A document issued by the Building Official which allows the occupancy or use of a building and certifies that the structure has been constructed in compliance with applicable codes and ordinances.
- CGS** – the Connecticut General Statutes, as may be amended.
- Clear-cutting** - The indiscriminate removal of trees, shrubs or undergrowth with the intention of preparing real property for non-agricultural development purposes.
- Club** - An organization catering exclusively to members and their guests, provided that the purpose of the club is not conducted primarily for gain and that there are no commercial activities except as required generally for the membership and purpose of the club.
- Commercial Vehicle** – A vehicle that requires a commercial registration, or a combination registration where the vehicle is used for commercial purposes, regardless of the gross vehicle weight of such vehicle, or a vehicle which requires a commercial license to operate.
- Common driveway** - A driveway serving more than one lot with a written agreement or easement describing maintenance responsibilities and recourses.
- Commercial Use** - An occupation, employment or enterprise that is carried on for profit by the owner, lessee or licensee. For the purpose of clarification, an accessory home occupation shall not be classified as a commercial use under these definitions.
- Commission** – The Planning and Zoning Commission of the Town of Windham.
- Conservation Restriction** - A limitation, whether or not stated in the form of a restriction, easement, covenant or condition, in any deed, will or other instrument executed by or on behalf of the owner of the land described therein, including, but not limited to, the State or any political subdivision of the State, or in any order of taking such land whose purpose is to retain land or water areas predominantly in their natural, scenic or open condition or in agricultural, farming, forest or open space use.
- Convalescent Home** – See *“Housing Related Terms” - Nursing Home*

**Convenience Store** - Any retail establishment offering for sale pre-packaged food products, household items, and other goods commonly associated with the same and having a gross floor area of less than 5,000 square feet.

**Coverage Related Terms**

**Coverage, Building** - The total area of a parcel covered by buildings, roofed areas and decks, as measured along the outside wall at ground level.

**Coverage, Lot** - The total area of a parcel covered by buildings, structures and other impervious surfaces.

**Impervious Surface** – A surface that has been compacted or is covered with a layer of material so that it is highly resistant to infiltration by water (has a percolation rate slower than 120 minutes per inch). Based on the submission of appropriate information by a professional engineer, the Commission may consider the following areas to be less than 100 percent impervious:

- Graveled areas which are driven on; and
- Porous pavement, porous pavers and other permeable hard surfaces.

**Day Care Related Terms**

**Day Care** - The care of people on a regularly recurring but part-time basis (non-24 hour basis) in a place other than the person's own residence and which may require a license from the State Department of Health in accordance with CGS Section 19a-77, as amended.

**Day Care Center** – A facility, other than a public or private school, which offers or provides a program of day care to more than twelve (12) related or unrelated people.

**Family Day Care Home** - Day care provided in a single-family home for not more than six (6) people and where the principal provider of the services resides on the premises.

**Group Day Care**– Day care provided in a single-family home for more than six (6) people but not more than twelve (12) people and where the principal provider of the services resides on the premises.

**Density** - The number of dwelling units per acre.

**Disturbed Area** – an area where the ground cover is destroyed or removed leaving the land subject to accelerated erosion.

**Donation Bin** - Any container or receptacle used for the temporary holding of charitable, not for profit, or other donations.

**Drive-Thru Facility** - An establishment that by design, physical facilities, service, or packaging procedures encourages or permits customers to receive services, or obtain goods while remaining in their vehicles.

**Dwelling** – See “*Housing Related Terms*”

**Earth Material** - Topsoil, sand, loam, gravel, peat, stone or any other earth product.

**Easement** – A grant of one or more property rights by the property owner to and/or for use by the public, a corporation, or another person or entity.

- Enlarge, Enlargement** - Any addition to the floor area of an existing building, an increase in the size of any other structure, or an increase in that portion of a tract of land occupied by an existing use. "To enlarge" is to make an enlargement.
- Erosion** –The wearing away of land surface by the action of wind, water, gravity, ice, natural action or man-made activities or any combination thereof.
- Excavation**- Fill or removal in accordance with Section 75 of these Regulations
- Facade** - The front face of an exterior wall of a building exposed to public view or a wall of a building facing a street or courtyard.
- Family** - A Family is any number of persons related by blood, adoption, foster care marriage or civil union together; no more than five (5) unrelated persons shall be considered a family.
- Farm, Farm Stand, Farmers Market** - See “Agriculture Related Terms”
- Fence or Wall** - Any structure of wood, metal, stone, brick or other materials delineating or separating an area within a parcel of land or along property lines. A wire or other material carrying an electrical current or barbs for the purposes of enclosing or creating a barrier between separate areas shall be considered a fence. A hedge or other trees, shrubs, or other plants serving a similar function shall not be deemed to constitute a fence or a wall.
- Fill** - Earthen material brought to a site from a non-contiguous location so as to create a higher finished elevation anywhere on the site. Any artificially constructed barrier of any material or combination of materials erected to enclose or screen areas of land.
- Flexible Design Subdivisions** - A subdivision where the required land, lot or unit standards are adjusted under an approved subdivision plan to permit design flexibility, such as concentrating lots, reducing required lot size, shapes and other minimum criteria. *(Effective 10/1/09)*
- Flood Plain** - Flood plain or flood-prone area means any land area susceptible to being inundated by water from any source as identified by FEMA. (See Section 52 -Special Flood Hazard District for other definitions)
- Floor Area** - The sum of the areas defined by exterior horizontal dimensions of the several floors of a building or structure that meet State Building Code requirements for living space. Cellars, basements and attics used only for storage or for heating or cooling equipment and unenclosed porches, decks, patios or common area of multi-family building shall not be included in computing Floor Area.
- Floor Area, Gross** - The total floor area contained within a building, outdoor storage area or outdoor display area, whether covered or not, as measured to the outside surface of the exterior walls or outside perimeter of the display or storage area.
- Footprint** – The surface space occupied by a building or structure, including porches, decks, outdoor kitchens, garages, or any other impervious area, not including patios.
- Garage** - A detached accessory building or portion of a principal building for the parking and storage of automobiles.
- Glare** - A sensation of brightness within the visual field that causes annoyance, discomfort, or loss in visual performance and visibility.
- Grade, Existing** - The elevation of the ground level before development, construction, filling or excavation.
- Grade, Finished** – The actual or proposed elevation of the land surface after development. “Finished grade” shall be construed as that excavation or filling which is incidental to construction of the building on the site, and not excavation or filling for the purposes of obtaining greater building height.

**Grading** – Any excavating, grubbing, filling (including hydraulic fill) or stockpiling of earth materials or any combination thereof, including the land in its excavated or filled condition.

**Group Day Care Home** – See “*Day Care Related Terms*”

**Group Home** – See “*Housing Related Terms*”

**Height** - The height of a structure shall be measured as the vertical distance of a line drawn at the center line of the principal front, from the established street grade to the highest roof or highest feature of the structure; or, shall be measured from the average ground plane within ten (10) feet of the building or other structure to the average level of the highest main roof or highest feature of the structure, whichever is greater.

The following is excluded from the height measurement when not for human occupancy: spires, ornamental cupolas, towers, chimneys, flagpoles and silos as well as features such as tanks and heating, ventilation, air conditioning, railings, and elevator equipment, that are located on the roof of a building and do not occupy more than 25 percent of the area of the roof.

**Home Occupation** - An accessory use conducted on a residential property by the residents of that property and which does not change the residential physical characteristics of the dwelling.

**Hotel and/or Motel** - A facility offering transient lodging accommodations to the general public and may provide additional services, such as restaurants, meeting rooms, and recreational facilities.

### **Housing Related Terms**

**Affordable Housing** - As defined in CGS Section 8-39a, housing for which persons and families pay thirty percent or less of their annual income, where such income is less than or equal to the area median family income for the Hartford Primary Metropolitan Statistical Area (PMSA), as determined by the United States Department of Housing and Urban Development

**Assisted Living** - A facility that provides living units together with areas for communal dining, kitchen, meeting room, laundry and similar support area or persons desiring assistance with basic “daily living” functions (e.g., dressing, dining, bathing).

**Boarding House** – A dwelling unit where, for compensation and by prearrangement, rooms are provided for not more than XX (5-8 ??) people. Meals may or may not be provided, but there exists one common kitchen facility. The term does not include hotels, motels, extended stay lodgings, short-term rentals, nursing homes or assisted living residences. Boarding houses are sometimes referred to transitional or recovery housing.

**Emergency Shelter/Mission** - A facility providing temporary housing for one or more individuals who are otherwise homeless.

**Dorm, Dormitory** - A building owned and/or operated by an educational institution as an accessory use to provide living accommodations for individuals associated with the institution.

**Dwelling** - A building or portion thereof used for residential occupancy.

**Dwelling Unit** - A dwelling unit is a building or part of a building designed for occupancy, and so occupied, by one family. A room or group of rooms located within a dwelling forming a habitable unit for one family.

**Dwelling, Accessory Unit** - A secondary dwelling unit, accessory to the principal dwelling unit on the same parcel.

**Housing Related Terms cont.**

**Dwelling, Single-family** - A detached dwelling unit for one family; an attached private garage or other accessory structure shall be consider as a part thereof.

**Dwelling, Two-family** - A building designed for and occupied exclusively as a residence for two families living independently of each other.

**Dwelling, Multi-family** - A building with three or more dwelling units.

**Group Home** - A community residence as defined in CGS Section 17a-220 which is licensed under the provisions of CGS Section 17a-227, or a child-care residential facility and which is licensed under CGS Section 17a-145 to 17a-151, inclusive

**Halfway House** - A licensed home for inmates on release from more restrictive custodial confinement or initially placed in lieu of such more restrictive custodial confinement, wherein supervision, rehabilitation, and counseling are provided to mainstream residents back into society, enabling them to live independently. Such placement is pursuant to the authority of the State Department of Corrections. Occupancy limited to six tenants.

**Incentive House Development** – see Section 85: Incentive Housing for incentive housing related terms.

**Nursing /Convalescent Home, Extended Care, Immediate Care and/or Long Term Care Facilities** - A facility that provides primarily in-patient care, treatment and/or rehabilitation services for persons recovering from illness or injury and/or persons who require regular assistance in personal care, including dressing, eating and health related matters but do not require the degree of care that is provided by a hospital

**Impervious Coverage** – See *“Coverage Related Terms”*

**Junk** - Any scrap, waste, reclaimable material, or debris, whether or not stored, for sale or in the process of being dismantled, destroyed, processed, salvaged, stored, baled, disposed of, or for other use of disposition

**Junk Yard** – A area containing junk.

**Kennel** – See *“Pet/Animal Facility Related Terms”*

**Lighting/Illumination** – See *Section 77- Lighting Regulations for lighting related terms*

**Livestock** - See *“Agriculture Related Terms”*

**Loading Space** - An off-street space or berth used for the loading or unloading of cargo, products, or materials from vehicles

### **Lot Related Terms**

**Lot** - A tract of land owned and recorded, and described within the recorded document, as a separate piece of land.

**Lot, Corner** - A lot located at the intersection of two public and/or private streets.

**Lot, Frontage** - A lot which has the required frontage on a street.

**Lot, Rear** - A lot which has less than the required frontage on a street and of which the buildable area is located generally to the rear of other lots having frontage on the same street as said lot and having access to the street via an access way or a private right-of-way.

**Lot Area** – The horizontal area within the lot lines. See Section 3.3.1a Lot Area and Shape.

**Lot Frontage** - The length measured along the front lot line. In the case of a corner lot, frontage may be measured along both front lot lines. Lot Frontage for a lot on a cul-de-sac curve with an average lot width exceeds the frontage requirement for the district may be measured along the front yard setback line.

**Lot Line** - The property lines bounding a lot as defined herein.

**Lot Line, Front** - A lot line separating a lot from a street.

**Lot Line, Rear** - A lot line which is most generally opposite the longest front lot line except that, on a pie-shaped lot or a corner lot, any lot line adjacent to the front lot line shall not be considered to be a rear lot line. All lot lines of a Rear Lot are rear lot lines.

**Lot Line, Side** - Any lot line which is not a front lot line or a rear lot line, as defined herein.

**Massage Therapy** - The manipulation of body muscle or tissue by range of motion, nonspecific stretching, rubbing, stroking, kneading, or tapping, by hand or mechanical device. Massage therapy may include the use of oil, ice, hot and cold packs, tub shower, steam, dry heat, or cabinet baths for the purpose of maintaining good mental and/ or physical health and condition.

**Massage Therapy Establishment /Parlor** - Any building, room, place, or establishment other than a regularly licensed hospital or dispensary where nonmedical and nonsurgical manipulative exercises are practiced on the human body for other than cosmetic or beautifying purposes with or without the use of mechanical or bathing devices by anyone not a physician or surgeon or similarly registered status.

**Mobile Home** - A single-family dwelling capable of being relocated

**Mobile Food Vendor** – A licensed and operable vehicle or concession trailer which is enclosed and self-contained, independent with respect to water, sewer, power utilities, that contains equipment for the preparation and sale or service of food or beverages with or without charge which are designed for immediate consumption. Mobile Food Vendor may be permitted in certain districts with zoning and health department approval for a specific location, and may be open between the hours of 6:00 am and 11:00 pm at the approved location, and shall not remain at that location when not open.

**Motel** - See “Hotel”

**Nightclub** - An establishment where a dance floor or entertainment is the main attraction.

**Non-Conforming** - Any structure, parcel or use that legally exist at the time it was established, and which does not conform to the provisions of these Regulations.

**Open Space** - Land protected from development by legislation, dedication, conservation or other legal

means, which shall be used only for recreational, conservation, educational, agricultural, or other similar purposes.

**Open Space (Clustered) Subdivision** - A subdivision or resubdivision concentrating lots on a particular portion of a parcel so that at least one-third of the parcel remains as open space to be used exclusively for recreational, conservation, educational, agricultural or other similar purposes except that nothing herein shall prevent the commission from requiring more than one-third open space in any particular open space subdivision.

**Outdoor Storage** - The keeping, in an unenclosed area, of any goods, junk, material, equipment, merchandise, or vehicles in the same place for more than 24 hours.

**Outdoor Storage Container** – Any portable container, other than a vehicle, manufactured or constructed, and used for outdoor storage of personal property, goods, equipment, or inventory.

**Outdoor Display** - The display of merchandise or products outside of a building or structure, including sidewalk sales and sidewalk displays.

**Parcel** - See “Lot”

**Parking Garage/Facility** - A building designed and used for the storage of vehicles generally with a fee for use.

**Parking Lot Area** - The aggregate area of all parking spaces, parking rows, parking bays, driveways servicing parking spaces, access drives, landscaped islands (including end islands, interior islands, and corner islands), and buffer strips between bays of parking. Paved areas that primarily access service areas are excluded.

**Parking Space/Stall** - A unit of parking accommodating one parked vehicle.

**Permit** - Written governmental permission issued by an authorized official, empowering the holder thereof to do some act not allowed without such authorization.

### **Pet/Animal Facility Related Terms**

**Household Pet** – Domestic animals that are customarily kept by the owner within their dwelling. Household pets shall include but not be limited to domestic dogs, domestic cats, domestic tropical birds, and rodents. Household pets are distinguished from customary farm animals, which are housed in a barn, stable, paddock, barnyard or stable yard.

**Kennel/Commercial Kennel** - An establishment licensed by the State to operate a facility housing dogs, cats or other household pets.

**Pet Training, Grooming and Day Care Facility** - A commercial establishment at which common household pets are kept, maintained, or trained for monetary remuneration, and shall not include overnight boarding. A pet training or day care facility shall not include a kennel, pet store or veterinary hospital

**Veterinary Hospital** – A place where animals are given medical care and the boarding of animals is limited to short-term care accessory to the hospital use.

**Place of Worship** - A building or group of buildings primarily used for the conduct of religious services and accessory uses and that is controlled by a religious body organized to sustain public worship and recognized as such for non-profit status by the Internal Revenue Service.

**Planned Development** - Land under unified control to be planned and developed as a whole in a single development operation or a definitely planned series of development operations or phases.

**Principal and Accessory Related Terms**

**Principal Building** – The primary or predominant building on a parcel.

**Principal Use** – The primary or predominant use of a parcel.

**Accessory Building** – A building or structure subordinate and clearly incidental to the principal building or structure on the same parcel.

**Accessory Dwelling Unit** - A secondary dwelling unit, accessory to the principal dwelling unit on the same parcel. See *“Housing Related Terms”*

**Accessory Use** – A use customarily incidental and clearly subordinate to a principal use on the same parcel.

**Professional Office** - The office of recognized professions, such as doctors, lawyers, dentists, physical therapists, accountants, architects, engineers, artists, musicians, designers, teachers, and others who through training or experience are qualified to perform services of a professional nature.

**Property** – See *“Lot”*.

**Recreational Facility** – A municipal or commercial facility designed and equipped for the conduct of sports and leisure-time activities.

**Recycling Facility** - Land and structures where recycling of glass, metals, paper products, batteries, household hazardous waste, fertilizers and other items are removed from the waste stream for recycling or reuse.

**Residential Summer Camp** – A recreational camp operation including overnight and daytime camping in which the participants: a. live in "cabins" or other structures temporarily; and b. engage in customary youth camping activities such as, sports, water-based recreational activities, "arts and crafts", team-building activities, outdoor pursuits, adventure type activities, group activities, communal eating, and other activities associated with recreational camping.

**Restaurant** - An establishment used principally for the preparation and service of food and beverages primarily to persons seated on the premises.

**Retail Establishment** - Any establishment with sixty percent (60%) or more of the gross floor area devoted to the sale or rental of goods or merchandise to the public.

**Recreational Vehicle** – *“See Trailer Related Terms”*

**Right-of-Way** - An area of land occupied or intended to be occupied by a street, crosswalk, railroad, electric transmission line, oil or gas pipeline, water main, sanitary or storm sewer main, or other special use.

**Rooming House** - See *“Housing Related Terms” - Boarding House.*

**Seating Capacity** - The actual seating capacity of an area based upon the number of seats or one seat per twenty-four (24) inches of bench or pew length. For other areas where seats are not fixed, the seating capacity shall be determined as indicated by the State Building Code.

**Self-storage Facility** - A building consisting of individual, small, self-contained units that are leased or owned for the storage of business and household goods or contractors supplies.

**Service Area** - The area of a site or building customarily used for the loading and/or unloading of product, and for the collection and temporary storage of refuse commonly enclosed in dumpster units or compacting units.

**Service Businesses** – Establishments primarily engaged in providing services rather than the sale of products

to individuals, business, industry, government, and other enterprises. Examples include but are not limited to personal, business, repair, and amusement services; educational services; and membership organizations.

**Personal Service Business** -- A service business whose principal use is the provision of services of a personal nature relating to the repair, adjustment, alteration, cleaning or servicing of items owned by or being provided to an individual customer including: barbershops; beauty salons; nail salons; tattooing; day spas not including massage therapy; dry cleaning establishments; clothing rental; photographic studios; garment repair; tailoring; shoe repair; or other businesses primarily engaged in the provision of services of a personal and/ or domestic nature rather than the sale of products. (Day care, massage therapy, and any other uses specifically referenced elsewhere by the name of such use, shall not be included as a personal services business.)

**Setback /Yard** – The required minimum horizontal distance required between a structure, building or outdoor storage and the related front, side or rear lot line;

**Front Setback/Yard** – The area extending across the full width of a lot measured from the front lot line.

**Rear Setback/Yard** – The area extending across the full width of a lot measured from the rear lot line.

**Side Setback/Yard** – The area extending across the full depth of a side lot line.

**Screening** - The method by which a view of one site from another adjacent site is shielded, concealed or hidden. Screening may include fences, walls, hedges, berms or other features.

**Sidewalk Display** – The outdoor display of merchandise for sale by a business use. *See “Outdoor Displays”*

**Sign** – See Section 72: Sign Regulations for *Sign related definitions*

**Sexually Oriented Retail Store** - *See “Adult Related Terms”*

**Soil Erosion and Sediment Control Plan** – An overall approach that minimizes soil erosion and sedimentation resulting from development and includes, but is not limited to, a map and narrative.

**Special Permit** – A permit that, upon approval by the Commission, allows a property owner to put his property to a use under conditions specified in these Regulations.

**Story** - That portion of a building included between the surface of any floor and the surface of the next floor above it, or if there be no floor above it, the space between such floor and the ceiling above it. A basement shall be counted as a story if its ceiling is over five feet above the average level of the finished ground surface adjoining the exterior walls of such story, or if it is used for business or dwelling purpose.

**Street** – Any way which is an existing town or state highway or any way shown as a proposed public highway on a recorded subdivision map duly approved by the Planning Commission or Planning and Zoning Commission, which subdivision or portion thereof has not expired or otherwise been determined to be void.

**Street Line** – The dividing line between the street right of way and the parcel of land. Where such line has not been established, it is deemed for the purposes of these Regulations to be a line parallel to and twenty-five feet distant from the centerline of the traveled way or paved surface except at cul-de-sacs, turnarounds, and intersections where this distance may be increased by the Commission.

**Structure** – Anything constructed or erected which requires location on the ground or attachment to something having location on the ground; including but not limited to buildings, garages, decks, outdoor above / in-ground swimming pools, freestanding signs, pergolas, gazebos and hoop-framed buildings. The term structure shall not include retaining walls, flag poles or utility poles for distribution lines.

**Subdivision** - As set forth in the Connecticut General Statutes, shall mean the division of a tract or parcel of land into three or more parts or lots made subsequent to the adoption of subdivision regulations by the Commission, for the purpose, whether immediate or future, of sale or building development expressly excluding development for municipal, conservation or agricultural purposes, and includes re-subdivision.

**Temporary Use** - A prospective use, intended for limited duration, to be located in a zoning district not permitting such use, and not continuing a non-conforming use or building.

**Trailer Related Terms**

**Travel Trailer** – a vehicular, portable structure built on a chassis, designed to be used as a temporary dwelling for travel, camping, recreational and vacation uses, and when equipped for the road shall be eligible to be licensed/registered and insured for highway use.

**Pick-up Coach or Pick-up Camper** – a structure designed primarily to be mounted on a pick-up or truck chassis and with sufficient equipment to render it suitable for use as a temporary dwelling for travel, camping, recreational and vacation uses only, and which shall be eligible to be licensed/registered and insured for highway use.

**Motorized Camper/ Recreational Vehicle** – a portable dwelling designed and constructed as an integral part of a self-propelled vehicle to be used as a temporary dwelling for travel, camping, recreational and vacation uses, and which shall be eligible to be licensed/registered and insured for highway use.

**Tent Trailer** – a folding structure, mounted on wheels to be used as a temporary dwelling for travel, camping, recreational and vacation uses, and which is eligible to be licensed/registered and insured for highway use.

**Utility Trailer** – a box, boat, horse or flat trailer designed to be towed by a non-commercial vehicle.

**Commercial Trailer** – is of a larger and heavier type trailer and shall include mobile office trailers, and trailers used as part of a business operation.

**Transient Lodging** - Any commercial or private building offering sleeping accommodations to guests for a daily or weekly rental fee.

**Use** – The purpose or activity for which land or buildings are designed, arranged, intended, occupied and/or maintained

**Vehicle Related Terms**

**Filing Station** - Any premises where gasoline and other products are sold and/or electric charging, and/or light maintenance activities performed such as engine tune-ups, lubrication and minor repairs. Filing stations shall not include premises where heavy automobile maintenance activities such as engine overhauls, automobile painting and body fender work are conducted.

**Motor Vehicle** – a motor vehicle as defined per CGS 14-1 as amended

**Trailer** – See *“Trailer Related Terms”*

**Vehicle Repair** - Any premise where vehicle repair activities are performed such as major engine or transmission repairs, body work, painting, or upholstery.

**Vehicle Display Area** - An open area other than a right-of-way or public parking area, used for display, sale or rental of new or used vehicles in operable condition and where no repair work is performed.

**Vehicle Washing Facility:** Any facility, including structures and accessory uses operated wholly or partly to wash and clean vehicles open to the general public to use for a fee, including automatic, semi-automatic and self-serve facilities.

**Veterinary Hospital** – See *“Pet / Animal Facilities”*

**Yard / Setback** – See *Setback/Yard*

**Watercourse** – As defined in CGS Section 22a-38, as amended.

**Wetland** – As defined in CGS Section 22a-38, as amended.

## SECTION 5 - WIRELESS COMMUNICATIONS

- 5.0 DESCRIPTION AND PURPOSE: (*entire Section added 06/01/97*) The purpose and intent of these Regulations is to protect neighborhoods, minimize conflict with adjacent uses, and to assure the health and safety of the public. The Town recognizes the quasi-public nature of wireless communications systems, and has determined that these Regulations are necessary to protect the ecological, scenic, historical and recreational values of the Town in order to prevent any adverse visual and operational effects that may contribute to blight or deterioration of the surrounding neighborhood. More specifically, the purposes are:
- a. To accommodate the need for wireless communications antennae while regulating their location and number.
  - b. To minimize adverse visual effects of wireless communications antennae or wireless site towers through proper design, siting and vegetative screening.
  - c. To avoid potential damage to adjacent properties from the collapse of antenna or wireless site towers (i.e. from falling ice), through proper siting and engineering controls.
  - d. To encourage the joint use of any new antenna or wireless site tower in order to reduce the number that may be needed in the future.

- 5.1 DEFINITIONS: When used in this Section, the following words or phrases shall have the meaning defined below:

Antenna: A device used to collect or transmit telecommunications or radio signals. Examples include panels, microwave dishes, single pole devices and whips.

Antenna Height: The vertical distance measured from the base of the antenna support structure at grade to the highest point of the structure. If the support structure is on a sloped grade, then the average between the highest and lowest grades shall be used in calculating the antenna height.

Tower: A structure that is intended to support equipment used to transmit and/or receive telecommunications or radio signals. Examples of such structures include monopoles and lattice constructions steel structures.

Wireless Site: The equipment and structures involved in receiving or transmitting telecommunications or radio signals from a mobile radio communications source and transmitting those signals to another wireless site, another communications source or receiver, or to a central switching computer which connects the mobile unit with land-based telephone lines.

- 5.2 GENERAL POLICIES: Wireless sites should be located in the following order of preference:

1. On existing structures, such as: buildings, communications towers and smokestacks.
2. In locations where the existing topography, vegetation, buildings or other structures provide the greatest amount of screening.
3. On new towers on bare ground with visual mitigation in business, commercial and industrial districts.
4. On government or institutional structures in residential districts.
5. On new towers with visual mitigation in residential districts.

### 5.2.1 Use Regulations

Application Required: All applications for wireless sites and antennas shall be filed with the Town of Windham Planning Department, concurrently with the Connecticut Siting Council filing if it is required.

The filing shall include a map showing the extent of planned coverage within the Town, as well as the approved locations of the applicant's other wireless sites in the area, and the location and service area of the proposed wireless site.

If the antenna is to be mounted on an existing structure or antenna tower site, a site plan shall be submitted.

#### 5.2.2 Location Constraints

As-of-Right: Any antenna that is attached to an existing communications tower, smoke stack, water tower, government or institution building, or other tall structure is permitted in all zoning districts, subject to the following maximum height provisions:

- a. Omni-directional or whip antennas shall not exceed six (6) meters or twenty (20) feet in height or eighteen (18) centimeters or seven (7) inches in diameter, and shall be of a material or color which matches the background.
- b. Directional or parallel antennas shall not exceed 1.8 meters or six (6) feet in height or sixty (60) centimeters or two feet in width and shall be of a material or color which matches the background.
- c. Satellite and microwave dish antennas shall not exceed one meter or 1.1 yard in diameter; and when mounted on buildings or rooftops, they shall be located or screened so as not to be visible from abutting public streets.

5.2.3 Special Permit: An antenna that is not mounted on an existing structure or a new antenna or tower may be permitted by Special Permit from the Planning & Zoning Commission in all districts, subject to the general standards, and those outlined under Section 84.6(relocated standards from former 62.6.6). *(revised 09/27/12)*

5.3 GENERAL STANDARDS: The application shall include a Site Justification Statement, including a description of the process that eliminated other potential sites.

5.3.1 If a proposed antenna tower is within a radius of 2.275 kilometers or a 1 ½ mile radius of the Windham Airport, the applicant must provide evidence that notice of the proposed construction has been filed with the Federal Aviation Administration, and the Connecticut Department of Transportation Aviation Division.

5.3.2 Antenna Height: The applicant shall demonstrate that the antenna is the minimum height required to function satisfactorily. No antenna that is taller than this minimum height shall be approved.

5.3.3 Antenna Tower Setback: If a new tower which is anchored with guy wires is constructed (as opposed to mounting the antenna on an existing structure), the minimum distance between the base of the tower and any guy wire anchors or any property line shall be the largest of the following:

- Fifty (50) percent of antenna height.
- The minimum setback in the underlying zoning district
- Twelve (12) meters or forty (40) feet.

5.3.4 Roof Mounted Antenna: If the equipment is located on the roof of a building, the area of the equipment building and other equipment structures should be designed in a manner to minimize the height and prominence of the antenna, equipment or structures from the street view.

5.3.5 Antenna Tower Safety: The antenna tower shall be designed and constructed to all applicable standards of the American National Standards Institute, ANSI/EIA-222-E manual, as amended.

5.3.6 Site Soil Report: A soil report complying with Appendix I: Geotechnical Investigations, ANSI/EIA-222-E manual standards, as amended, shall be submitted to verify the design specifications of the foundation for the tower and anchors for the guy wires, if used.

5.3.7 Fencing: Unless the antenna is mounted on an existing structure, a fence shall be required around the tower and other equipment or as required by FCC regulations.

5.3.8 Landscaping may be necessary to soften the appearance of a wireless site involving screening as much of the tower as possible, as well as fencing surrounding the tower and other ground level features such as a building. As specified under Section 74.9, any combination of existing

vegetation, topography, walls, decorative fences or other features may be used instead of landscaping, if the same degree of screening occurs which is determined to be satisfactory by the Commission. Otherwise, the following standard shall be used as a guide:

- An evergreen screen shall be required to surround the site. The evergreen screen shall be a minimum height of 1.8 meters or six (6) feet at planting, and shall be a type that shall grow to a minimum height of 4.5 meters or fifteen (15) feet at maturity.
- Existing vegetation on and around the site shall be preserved to the greatest extent possible, and all plantings shall be maintained in good condition in order to serve the general purpose of screening.

- 5.3.9 Commercial Advertising shall not be permitted on an antenna or antenna tower.
- 5.3.10 Signal Lights or Illumination shall not be permitted unless required by the Federal Communications Commission (FCC), the Federal Aviation Administration (FAA), or the Connecticut Siting Council.
- 5.3.11 In residential areas, all other uses that may be ancillary to the antenna and associated equipment (such as business office, maintenance depot, vehicle storage, etc.) are prohibited.
- 5.3.6 Joint Use Accommodated: To minimize the number of antenna or wireless site towers in the community, the proposed support structure
- 5.3.7 shall be designed in a manner to accommodate other users where practical, unless it is determined to be technically infeasible based on information submitted by the applicant. These include: other wireless communication companies, police, fire and ambulance companies.
- 5.3.8 The related unmanned equipment and/or building(s) shall not exceed the lot coverage and bulk restrictions of the underlying district; and shall be designed in a manner to minimize its appearance by appropriate screening.

Where such structure exceeds an area of seventy-one (71) square meters or 750 square feet in size, it should be designed to resemble single-family house in any residential district. Emergency generators shall be designed with suitable noise suppression devices, to avoid creating a nuisance to neighbors.

- 5.4 STANDARDS for Special Permit Approval: Using technological evidence, the applicant shall demonstrate that the proposed location is necessary to satisfy its function in the company's grid system. Specific locations will be evaluated using the following criteria (not listed in any order of priority):
- a. Availability of suitable structures for antenna mounting.
  - b. Topography as it relates to line of sight transmission for optimum service efficiency.
  - c. Other potentially feasible lands and willing landlords.
  - d. Screening potential of existing vegetation, structures and topographic features.
  - e. Compatibility with adjacent land uses.
  - f. Least number of sites to cover desired areas.
  - g. Greatest coverage consistent with physical requirements.
  - h. Opportunities to mitigate possible visual impact.
  - i. Availability of sites not located within an established residential neighborhood.
  - j. Preservation of view corridors, vistas.
  - k. Potential for preservation of pre-existing physical characteristics of site.
  - l. Minimal impact on residential area surrounding commercial or industrial zoned sites including efforts to suppress noise from emergency generators.
  - m. Selection of sites which lend themselves to visual mitigation.
  - n. Availability of road access.

- o. Availability of electric power.
- p. Availability of land based telephone lines or microwave link capability.

5.4.1 If a tower is proposed, the application shall include supporting materials that identify the location of tall structures within one-quarter mile radius of the site proposed. Further, the applicant shall provide information on the survey of the owners of those locations regarding the viability of installing the antenna on those structures. This would include smokestacks, water towers, tall buildings, antenna or towers of other wireless communications companies, other communication towers (fire, police, etc.) or any other tall structures. The Planning & Zoning Commission may deny an application to construct a new tower if the applicant has not made a good faith effort to mount the antenna on an existing structure.

5.5 ABANDONMENT: The applicant shall provide a decommissioning plan to be implemented when the antenna and/or tower are no longer needed.

## ARTICLE II

### SECTION 21 - RESIDENCE R-1 DISTRICT

- 21.0 PURPOSE AND INTENT: The purpose of this District is to maintain the existing rural area, and to promote self-sufficient low density residential and agricultural uses in order to limit the need for major capital improvements in the District. *(added 06/10/96)*
- 21.1 GENERAL: The following regulations shall apply to the use of land, buildings and other structures, and the location and bulk of buildings and other structures in any Residence R-1 District.
- 21.2 PERMITTED USES: Land, buildings and other structures shall be used for one or more of the following purposes:
- 21.2.1 A single detached dwelling for one family and not more than one such dwelling per lot.
- 21.2.2 Accessory Dwelling Unit: One accessory dwelling unit may be added to a parcel with a singlefamily residence with a zoning permit from the Zoning Enforcement Officer, provided the following conditions are met:
- a. The accessory dwelling unit shall not exceed 30% of the habitable floor area of the primary dwelling unit, except that primary dwelling units having less than 1150 square feet of habitable floor area may have an accessory dwelling unit which does not exceed 350 square feet;
  - b. No structural alterations can be made to alter the appearance of the dwelling as viewed from the street(s) as a single-family dwelling; for example, no multiple entrances on any one exterior wall, no visible fire escapes, and no additional driveways to serve the accessory dwelling unit;
  - c. The accessory dwelling unit shall meet all building codes and be approved by the Windham Health Department;
  - d. Off-street parking is available on the parcel;
  - e. An accessory dwelling unit meeting the above conditions may be added to an accessory building, such as a barn or garage, or as a separate accessory building; only one accessory dwelling unit is permitted on a single parcel.
- 21.2.3 Buildings, uses and facilities of the Town of Windham, State of Connecticut and Federal Government.
- 21.2.4 Low intensity general farming uses provided that the lot is at least five acres in size. Where any structure is used to house animals, it shall be located not less than 100 feet from any neighboring residence (exclusive of the farm owner's house) or street line. *(added 06/10/96)*
- 21.2.5 Railroad rights-of-way including customary accessory services therein but not including switching, freight yards, freight terminals or storage sidings.
- 21.2.6 SPECIAL USES: *(entire Section amended 06/10/96)* The following uses are permitted by Special Permit in accordance with Section 62 by the Planning & Zoning Commission *(amended 11/22/02)*:
- a. churches, cemeteries, places of worship and parish halls;
  - b. private schools or colleges;
  - c. private museums, libraries, membership clubs, charitable institutions, excluding drug or alcohol addiction treatment facilities or a halfway house;
  - d. day care centers and facilities for more than six (6) children or adults;
  - e. nursing and rest homes;

- f. public utility substations;
- g. bed and breakfast inns within existing buildings limited to six (6) rooms;
- h. camping areas;
- i. private clubs and non-profit recreational facilities;
- j. commercial kennels, veterinary hospitals and commercial boarding stables;
- k. commercial radio, communications or television towers;
- l. high intensity agricultural uses; and,
- m. Nurseries, truck gardens and commercial greenhouses, provided that such use is located on a lot of at least five acres and not less than 100 feet from any residential property or street,
- n. Private Event/Wedding Venue Facilities in Residential District. (Effective 2/15/25)

21.2.7 ACCESSORY STRUCTURES AND USES PERMITTED: (*entire Section amended 06/10/96*) Permitted accessory uses include, but are not limited to, the following:

- a. An attached or detached private garage or carport.
- b. Private greenhouse, vegetable, fruit or flower garden and shed for the storage or maintenance of recreation and yard equipment used on the premises.
- c. Roadside Stands for Farm Produce: Stands for the purpose of displaying and selling agricultural or farming products which are grown or produced on the owners premises on which said stand is located. Said stand shall not exceed ground coverage of 300 square feet, and limited to one stand per parcel of property. Such stand shall be limited in its operation to daylight hours only. Further, the stand shall not be located closer than twenty (20) feet from a street, and access to the stand shall be from an entrance to the farm or residence.
- d. Children's playhouse and playground equipment.
- e. Structures for the shelter of household pets except kennels. Private kennels may be permitted provided that any such kennel occupied by more than three dogs, and any run connected therewith, is located not less than 100 feet from any property or street line. Commercial kennels as defined may only be permitted by the Planning & Zoning Commission by Special Permit in accordance with Section 62. (*Revised June 23, 2011*)
- f. Barbecue pits, flagpoles, trellises, statuary, arbors and gazebos.
- g. Tennis courts, lighted or unlighted, accessory to a residential building and limited to use by the occupants thereof and their guests subject to the setback requirements of the District and the performance requirements for lighting.
- h. A private swimming pool and bathhouse accessory to a residential building and limited to use by the occupants thereof and their guests.
- i. Fences, retaining walls and hedges subject to Section 3.3.2.
- j. Outdoor storage of no more than one boat and boat trailer and no more than one camping trailer or recreational vehicle per dwelling unit; provided no part of such storage area shall be located in a front yard setback area and provided such boat and camping trailer or recreational vehicle shall not be used for living, sleeping or housekeeping purposes.

- k. The leasing of rooms in a dwelling to not more than three persons or the taking of not more than three boarders; the person or persons leasing rooms or providing board shall reside in the dwelling.
- l. A satellite dish antenna provided it is located in the rear yard; or where a large lot exists, it should be placed at least fifty (50) feet from the street.
- m. Community fairs sponsored by a local charitable or benevolent organization and then for a period not to exceed three days.
- n. Permitted signs as specified in these Regulations.
- o. Home occupations as specified in these Regulations and provided that no home occupation shall be permitted in which there is associated therewith:
  - 1. Any commodity sold upon the premises except that which is produced thereon or is accessory to the home occupation conducted on the premises.
  - 2. Any disturbance such as noises, vibration, smoke, dust, odor, heat or glare beyond the confines of the dwelling unit or accessory building.
  - 3. Any house calls after 9:00 p.m. or before 8:00 a.m., or other indication from the exterior that the dwelling unit or accessory building is being used in part for any use other than that of a dwelling or accessory building for purely residential purposes.
  - 4. Any exterior displays, or exterior storage of materials, except as expressly permitted.
- p. Radio and television antennas subject to the height restrictions of the district in which they are located.
- q. Off-street parking subject to the provisions of these Regulations.
- r. Roadside bus shelters may be permitted provided said shelter does not exceed fifty (50) square feet in area or ten (10) feet in height. Its location shall be no closer than one foot from the owner's front or side property line subject to Section 3.3.4 and shall not be placed on a permanent foundation. Shelters may be located within the road right-of-way with written approval of the Connecticut Department of Transportation, as applicable. In no case shall the shelter be located closer than ten (10) feet of the traveled portion of the road. Said shelter shall be removed by the owner if not used for its intended purpose for one year, or upon order of the Superintendent of Public Works or the Board of Selectmen if the building interferes with road right-of-way.
- s. Farm buildings and structures such as windmills, silos, buildings or shelters for farm equipment and machinery, water wells, water reservoirs and storage tanks.
- t. Buildings or structures required to house, nurture or for the confinement or storage of animals, products or other uses lawfully produced or permitted on the property.
- u. Livestock and Poultry: These Regulations are not intended to prevent the keeping and raising of a limited supply of livestock and poultry on a lot at least two acres in size for the owner's personal use, except roosters over six (6) months of age. However, any outdoor fenced or enclosed area for such use shall be no less than ten (10) feet from the property line abutting a residence. Buildings or structures housing such animals shall be placed no less than 100 feet from any abutting residence.

- v. Horses or Large Animals: The keeping of horses or large animals for non-commercial purposes is permitted as an accessory use to a permitted principal residential use, subject to the following conditions and standards:
  1. No horse or large animal shall be maintained on any parcel of land less than two acres in area. Horses or large animals shall be allowed at the rate of one for the first two acres, and one for each one half (1/2) acre in addition thereto exclusive of any wetland area or steep slope in excess of fifteen (15) percent in grade.
  2. All outdoor areas for the pasturing of horses or large animals shall be enclosed with a fence capable of confining the horse(s) or large animal(s) to the property, which fence shall be no less than three feet from any abutting property line exclusive of a street line.
  3. In addition, when more than three horses or large animals are kept, the following conditions and standards shall apply:
  4. A stall or other space in a suitable, dry, weather tight shelter, by a barn, stable or other permanent structure, shall be provided for each and every horse or large animal excluding a garage where a vehicle or flammable liquids are stored to be maintained on the property. Horses or large animals shall not be housed in trailers, tents, or other mobile or temporary shelters.
  5. No stable, barn or other structure housing horses or large animals, nor any feed or watering trough shall be established or maintained within 100 feet of any dwelling on an adjacent property. Any outdoor fenced or enclosed area for the pasturing of horses or other large animals shall be no less than three feet from the property line abutting a residence in order to prevent the animals from eating a neighbor's vegetation.
  6. Best management practices shall be employed to control odor and insects, especially where abutting a neighboring residence.

21.2.8 ACCESSORY USE RESTRICTIONS: (*entire Section amended 06/10/96*) The following is a list of restrictions on accessory uses and structures:

- a. There shall be no parking of trucks, buses or other vehicles with a manufacturer's rating of more than two tons, except on a farm, unless a Special Exception is granted by the Zoning Board of Appeals in accordance with Section 92.
- b. On corner lots, accessory structures and uses shall conform to the setback requirements on both street frontages.
- c. Vision clearance areas shall be free of obstructions as specified under Section 3.3.4.
- d. Accessory buildings and structures shall not cover more than thirty (30) percent of any rear yard and shall abide by all setback requirements unless otherwise specified.
- e. Maximum Height: Accessory buildings and structures shall not exceed a height of twenty (20) feet unless for a farm use or when attached to the principal building, then it shall not exceed the height limits for the district.
- f. Attached Accessory Buildings: Attached accessory buildings shall be located pursuant to the requirements for principal buildings.

21.2.9 SPECIAL USE REGULATIONS: (*entire Section amended 06/10/96*) The following regulations shall be used as a guideline for certain special uses:

- a. Farm Labor Quarters: The Zoning Board of Appeals may grant a Special Exception in accordance with Section 92 to the owner or operator of a farm for farm laborer(s) quarters employed on the premises. Such Special Exception shall be limited to the following conditions:
  1. The farm shall be a bona-fide farming operation and the owner or operator shall reside in a permanent dwelling on the farm.
  2. The dwelling shall be occupied only by a person who is employed on the premises, and may include the family of such person
  3. There shall be not more than one additional dwelling for each ten- (10) acres of land on a bona-fide farming operation.
  4. The use of two or more dwellings on a farm under this Section shall not be construed as a camp and the requirements applicable to such use shall not apply.
  5. The number, size, occupancy and other characteristics of the dwellings allowable under this Section shall be such as to constitute an accessory use, as that term is defined in these Regulations, to the principal farming use.
  
- b. Commercial Kennels, Commercial Boarding Stables and Veterinary Hospitals: The Planning & Zoning Commission (*Revised June 23, 2011*) may approve the use of a property for these uses by Special Permit in accordance with Section 62.
  1. Minimum Parcel Size: Commercial kennels, commercial boarding stables, and veterinary hospitals shall not be permitted on a parcel less than five acres in area.
  2. Setback: No building, run, pen or other structure or enclosure designed or intended for occupancy by dogs and no stable, paddock or other structure or enclosure designed or intended for overnight occupancy or exercise by horses shall be less than 100 feet from any neighboring residence. The foregoing shall not apply to pasture areas or other large, open areas for the grazing of horses, provided, however, that any such areas abutting private property under separate ownership shall be no less than three feet from the property line.
  3. Noise Control: All runs, pens or other enclosures designed or intended for occupancy by dogs shall be surrounded by walls or earthen berms no less than eight (8) feet in height. All buildings or structures for occupancy by dogs shall be fully enclosed, with walls, roof and windows, and shall be ventilated by louvered or baffled openings or by mechanical ventilation equipment to control noise.
  4. Waste Control: All fecal waste shall be enclosed in a watertight enclosure designed to prevent the escape of odor or access by insects or other pests. Such container shall be emptied regularly or otherwise disposed, so as to control odor or risks to the public health.
  
- c. Camping Areas: (*Revised June 23, 2011*) For the establishment or expansion of a camping area, the following regulations shall apply:
  1. No camping areas may be established or operated unless a Special Permit for such purposes has been issued by the Planning & Zoning Commission in accordance with Section 62. Any existing campground may continue to operate, but any changes to the property shall be reviewed in accordance with these Regulations, and/or the provisions for non-conforming properties under Section 3.10 as applicable for minor modifications or Section 62 for substantial changes by Special Permit.
  2. Applications for the establishment or expansion of a camping area shall be accompanied by a site plan showing: lot lines, dimensions of the lot, setback dimensions; location and

description of shelter and toilet facilities; location and capacity of parking facilities; general layout of campsites including overflow field, access and egress roads; and such other information as may be required by the Planning & Zoning Commission to determine that the proposed facility complies with these Regulations. The site plan shall also show the names of the owners of land abutting the property for which a camping area permit is being requested.

3. The following guidelines will be used in evaluating the proposed camping area:
  - i. Minimum Area of Lot: Twenty (20) acres
  - ii. Maximum Density: Eight (8) seasonal campsites per acre. Each campsite for recreational vehicles shall have a minimum area of thirty (30) feet by fifty (50) feet in size, excluding the area of any wetland. Such campsite shall not be converted to year round residency, unless satisfying the standard lot requirements of the district.
  - iii. Minimum Toilet Facilities: One men's room and one ladies room for each twenty-five (25) campsites or fraction thereof.
    - a. Each men's room shall include at least: a shower room; two lavatories; a utility sink; and two water closets; and two urinals. Each ladies room shall include at least: a shower room; two lavatories; a utility sink; and four water closets. Each toilet facility shall have adequate provisions for the supply of running hot and cold water to corresponding fixtures. All toilet facilities proposed shall meet the approval of the Town Health Officer.
    - b. In those camping areas where the use is restricted to self-contained camping vehicles with full sanitary facilities, the above requirements shall not apply, but sanitary facilities shall be as required by the public health code of the State of Connecticut, as to the number, location, physical features and construction. A self-contained camping vehicle means a camping vehicle equipped with a sink, shower and toilet, a water supply tank and a holding tank or tank for sink, shower and toilet waste.
      - i. Refuse Disposal: The site plan shall also indicate areas designated for the location of refuse containers. Said containers shall be rodent and odor proof, and located within suitable visual barriers away from campsites.
      - ii. Shelter: All weather shelter structures shall be provided. Said shelter shall be of adequate size and design and located within walking distance from the camping site.
      - iii. Buffer Zone/Strip: Each camping area shall be provided with a buffer zone/strip of at least 100 feet around its boundaries. If natural vegetation does not exist, said buffer zone/strip shall be properly planted with evergreen trees and/or shrubbery of no less than six (6) feet in height in order to provide adequate year round screening.
      - iv. Open Space Recreational Area: Each camping area shall be provided with open space recreational areas (excluding overflow fields, campsites, and circulation spaces) at the rate of no less than twenty (20) percent of the total area of the lot.
4. Camping areas shall be provided with driveways of adequate design and paving and shall be in accordance with the Town's Public Improvement Specifications.
5. Permittee of camping areas shall maintain an up-to-date register indicating the names of campsite occupants including number of license plates on all motor vehicles in the

campground. A copy of said register shall be available for inspection by the Planning & Zoning Commission or its authorized agent.

- 21.3 LOT AREA, SHAPE AND FRONTAGE: Each lot shall have a minimum area of 2 acres, shall be consistent with Section 3.3.1 regarding lot area and shape as specified under Section 3.3 will fit on the lot and shall have a frontage of 200 feet or more on a street. The only exceptions shall be as provided in these Regulations for flexible design subdivisions, and rear lots or as otherwise authorized.
- 21.4 SETBACKS: No building or other structure shall extend within thirty (30) feet of any street line or within thirty (30) *(Effective 10/1/09)* feet of any property line, except as follows:
- 21.4.1 The required setback from a street line shall be increased to fifty (50) feet from the street line of Plains Road, Back Road, Jerusalem Road, Tuckie Road and any state highway.
- 21.4.2 Permitted signs, as specified in Section 72, may extend within lesser distances of a property or street line.
- 21.4.3 Marquees, canopies, eaves, open fire escapes, ground story unenclosed porches and similar projections without projecting walls may project not more than two feet into the area required for setback from a property or street line.
- 21.4.4 Any property of record created prior to October 1, 2009 would be subject to a twenty foot building line setback along any side and rear property line. *(Effective 10/1/09)*
- 21.4.5 Roadside stands, permitted under Paragraph 21.2.6, may extend to within twenty-five (25) feet of a street line.
- 21.4.6 Fences and Terraces: The installation of these features shall be guided by the general provisions of Section 3.3 of these Regulations. *(added 06/10/96)*
- 21.5 HEIGHT: No building or other structure shall exceed a height of three stories or thirty-five (35) feet, whichever is less.
- 21.6 COVERAGE AND BULK: The aggregate lot coverage of impervious surfaces of all buildings and other structures on any lot shall not exceed fifteen (15) percent of the area of the lot. The total floor area of all buildings and other structures on any lot, excluding basements, shall not exceed forty (40) percent of the area of the lot. *(Effective 10/1/09)*
- 21.7 MINIMUM FLOOR AREA FOR DWELLING: Each dwelling unit shall have a minimum floor area as established by CGS or the following, whichever is less: 750 square feet. *(Effective 10/1/09; revised 6/15/22)*
- 21.8 DRIVEWAYS: Each lot shall be served by a driveway or common driveway. *(Effective 10/1/09)*

## **SECTION 22 - RESIDENCE R-2 DISTRICT**

- 22.0 PURPOSE AND INTENT: The purpose and intent of this District is to provide an area for moderate density residential development in rural areas where the public facilities and infrastructure support such development. *(added 06/10/96)*
- 22.1 GENERAL: The following regulations shall apply to the use of land, buildings and other structures, and the location and bulk of buildings and other structures in any Residence R-2 District.
- 22.2 PERMITTED USES Any principal or accessory uses permitted in the R-1 District.
- 22.3 SPECIAL USES
- a. Special Uses permitted in the R-1 District
  - b. Recovery and Wellness Centers (See Section 84.8) *(added 8/1/2020)*
- 22.4 LOT AREA, SHAPE AND FRONTAGE: Each lot that is served by public sanitary sewers shall have a minimum area of one-half acre, and shall be of such shape as specified in Section 3.3, will fit on the lot and shall have a frontage of 100 feet or more on a street. Each lot that is not served by public sanitary sewers shall have a minimum area of 2 acres, shall be of such shape as specified under Section 3.3 will fit on the lot and shall have a frontage of 200 feet or more on a street. The only exception shall be as provided in these Regulations for flexible design subdivisions, and rear lots or as otherwise authorized.
- 22.5 GENERAL PROVISIONS: The general provisions regulating setbacks, height, coverage and bulk, minimum floor area, and driveways shall be as specified in the R-1 District. *(added 06/10/96)*

## **SECTION 23 - RESIDENCE R-3 DISTRICT**

- 23.0 PURPOSE AND INTENT: The purpose and intent of this District is to provide an area for development to maintain the existing rural area, and to promote self-sufficient low density residential uses in order to limit the need for major capital improvement in the District. *(Effective 10/1/09)*
- 23.1 GENERAL: The following Regulations shall apply to the use of land, buildings and other structures, and the location and bulk of buildings and other structures in any Residence R-3 District.
- 23.2 PERMITTED USES: Any principal or accessory uses permitted in the R-1 District including special uses as prescribed. *(amended 06/10/96)*
- 23.3 LOT AREA, SHAPE AND FRONTAGE: Each lot shall have a minimum area 2 acres, shall be consistent with Section 3.3.1 regarding lot area and shape as specified under Section 3.3 will fit on the lot and shall have a frontage of 200 feet or more on a street. The only exception shall be as provided in these Regulations for flexible design subdivisions, and rear lots or as otherwise authorized.
- 23.4 GENERAL PROVISIONS: The general provisions regulating setbacks, height, coverage and bulk, minimum floor area, and driveways shall be as specified in the R-1 District. *(added 06/10/96)*

## SECTION 24 - RESIDENCE R-4 DISTRICT

- 24.1 PURPOSE AND INTENT: The purpose and intent of this District is to provide an area of relatively moderate densities appropriate to the public facilities available in the Willimantic Service District. *(added 06/10/96)*
- 24.2 PERMITTED USES: Land, buildings and other structures shall be used for one or more of the following purposes:
- 24.2.1 A single detached dwelling for one family and not more than one such dwelling per lot.
- 24.2.2 The Zoning Board of Appeals is authorized to permit an in-law/accessory apartment within an owner occupied single family dwelling or accessory structure by Special Exception in accordance with Section 92, provided the unit is integrated into the existing structures and designed to appear as a single family residence. If a separate entrance is planned, it shall be placed on the side or rear of the dwelling. Use of separate in-law quarters may not be used as an accessory apartment unit unless approved by the Zoning Board of Appeals as a Special Exception in accordance with Section 92. *(amended 06/10/96)*
- 24.2.3 Building, uses and facilities of the Town of Windham, State or Federal Government. *(amended 06/10/96)*
- 24.2.4 ACCESSORY Structures and USES Permitted: *(entire Section amended 06/10/96)* Accessory uses and structures may be permitted in any Zoning District provided such uses or structures conform to the definition (of accessory uses). Permitted accessory uses and structures include but are not limited to the following:
- a. An attached or detached private garage or car-port for not more than three vehicles limited to 600 square feet in floor area or 9,000 cubic feet in size, unless for a farm or multi-family development, and subject to the standard setback requirements. The Zoning Board of Appeals may grant a Special Exception in accordance with Section 92 for a structure which houses more vehicles provided the purpose is not for a use that is not permitted in the District.
  - b. Private greenhouse, vegetable, fruit or flower garden and shed for the storage or maintenance of recreation and yard equipment used on the premises.
  - c. Roadside Stands: Stands for the purpose of displaying and selling agricultural or farming products which are grown or produced on the owners premises on which said stand is located. Said stand shall not exceed ground coverage of 300 square feet, and will be limited to one stand per parcel of property. Further, the stand shall not be located less than twenty (20) feet from a street, and access to the stand is from an entrance to the farm or residence.
  - d. Children's playhouse and playground equipment.
  - e. Structures for the shelter of household pets except kennels to house more than three adult dogs.
  - f. Barbecue pits, flagpoles, trellises, statuary, arbors and gazebos.
  - g. Tennis courts, lighted or unlighted, accessory to a residential building and limited to use by the occupants thereof and their guests subject to the available setback requirements of the District and the performance requirements for lighting.
  - h. A private swimming pool and bathhouse accessory to a residential building and limited to use by the occupants thereof and their guests.
  - i. Fences, walls and hedges subject to Section 3.3.3.

- j. Outdoor storage of no more than one boat and boat trailer and no more than one camping trailer or recreational vehicle per dwelling unit; provided no part of such storage area shall be located in a front yard setback area and provided such boat and camping trailer or recreational vehicle shall not be used for living, sleeping or housekeeping purposes.
- k. Community fairs sponsored by a local charitable or benevolent organization and then for a period not to exceed three days.
- l. Satellite dish antenna provided they are located in the rear yard, or where a large lot exists, they should be placed at least fifty (50) feet from the street line.
- m. Permitted signs as specified in these Regulations.
- n. Home occupations as specified in these Regulations and provided that no home occupation shall be permitted in which there is associated there with:
  - 1. Any commodity sold upon the premises except that which is produced thereon or is accessory to the home occupation conducted on the premises.
  - 2. Any disturbance such as noises vibration, smoke, dust, odor, heat or glare beyond the confines of the dwelling unit or accessory building.
  - 3. Any house calls after 9:00 p.m. or before 8:00 a.m., or other indication from the exterior that the dwelling unit or accessory building is being used in part for any use other than that of a dwelling or accessory building for purely residential purposes.
  - 4. Any exterior display, or exterior storage of materials, except as except as expressly permitted.
- o. Radio and television antennas subject to the height restrictions of the district in which they are located.

24.2.5 ACCESSORY USE RESTRICTIONS: (*entire Section amended 06/10/96*) The following is a list of restrictions on accessory uses and structures:

- a. There shall be no storage or overnight parking of trucks, buses or other vehicles with a manufacturer's rating of more than two tons.
- b. On corner lots, accessory structures and uses shall conform to the setback requirements on both street frontages.
- c. Vision clearance areas shall be free of obstructions.
- d. Accessory buildings shall not cover more than thirty (30) percent of any rear yard and shall be at least five feet from lot lines and provided there are no structures within ten (10) feet on an abutting property and that the rear yard is not subject to front yard setback requirements.
- e. Accessory buildings shall not exceed a height of fifteen (15) feet, unless for a farm use or when attached to the principal building, then it shall not exceed the height limits for the district.
- f. Attached accessory buildings shall be located pursuant to the requirements for principal buildings.

24.3 SPECIAL USES: (*entire Section amended 06/10/96*) The following uses are permitted by Special Permit in accordance with Section 62 by the Planning & Zoning Commission: (*Revised June 23, 2011*)

- a. churches, cemeteries, and places of worship;
- b. private schools or colleges;

- c. private museums, libraries, membership clubs, recreational facilities, charitable institutions limited in floor area to 2,500 square feet in size, excluding any drug or alcohol treatment or counseling facilities or half-way houses;
- d. day care centers for more than six (6) children or adults;
- e. mortuary;
- f. leasing of rooms in an owner occupied dwelling to not more than five persons or the taking of not more than five boarders; and,
- g. Bed and breakfast inn within an existing structure.

24.4 LOT AREA, SHAPE AND FRONTAGE: The standard lot requirement for a lot which has public water and sewer connections is an area of 10,800 square feet with a frontage on a suitably improved public street of ninety (90) feet, and shall be consistent with Section 3.3 for lot area and shape. However, where public sewers are not connected, the minimum lot area shall be 30,000 square feet with a frontage of 110 feet on a suitably improved public street, and shall be consistent with Section 3.3 for lot area and shape. Where neither public water nor sewers are readily available, a lot area of 40,000 square feet shall be required with a frontage of 125 feet on a suitably improved public street and lot area and shape as specified in Section 3.3. *(amended 06/10/96)*

24.5 SETBACKS: No building or other structure shall extend within twenty (20) feet of any street line or rear property line or within ten (10) feet of any side property line, except as follows:

24.5.1 Permitted signs, as specified in Section 72, may extend within lesser distances of a property or street line.

24.5.2 Marquees, canopies, eaves, open fire escapes, ground story unenclosed porches and similar projections without projecting walls may project not more than two feet into the area required for setback from a property or street line.

24.5.3 Fences and Terraces: The installation of these features shall be guided by the general provisions of Section 3.3 of these Regulations.

24.6 HEIGHT: No building or other structure shall exceed a height of 2 ½ stories or thirty-five (35) feet, whichever is less.

24.7 COVERAGE AND BULK: The aggregate lot coverage of all buildings and other structures on any lot shall not exceed twenty (20) percent of the area of the lot. The total floor area of all buildings and other structures on any lot shall not exceed forty (40) percent of the area of the lot. *(amended 06/10/96)*

24.8 MINIMUM FLOOR AREA FOR DWELLINGS: Each dwelling unit shall have a minimum floor area as established by CGS or the following, whichever is less: 900 square feet if one story; each split level dwelling or dwelling with two or more floors shall have a total minimum floor area of 1,200 square feet.

## SECTION 25 - RESIDENCE R-5 DISTRICT

- 25.1 PURPOSE AND INTENT: The purpose and intent of this District is to provide an area permitting a more intensive level of development than that permitted in the R-4 District with the same development standards and uses, on smaller lots; and in special circumstances multi-family developments. *(amended 06/10/96)*
- 25.2 PERMITTED USES: Any use permitted in the Residence R-4 District subject to any conditions as may be required.
- 25.3 SPECIAL USES: *(entire Section amended 06/10/96)* The following uses are permitted by Special Permit in accordance with Section 62 by the Planning & Zoning Commission: *(Revised June 23, 2011)*
- 25.3.1 Any use permitted by Special Permit in the R-4 Residence District subject to any conditions as may be required. *(amended 06/10/96)*
- 25.3.2 Dwellings containing two dwelling units and not more than one such dwelling per lot, provided that any such dwelling shall be located on a lot of at least 10,000 square feet.
- 25.3.3 Dwellings containing three or more dwelling units may be approved in accordance with Section 84.7(relocated standards from former 62.6.8) for multi-family developments and provided the following conditions are satisfied: *(revised 09/27/12)*
- i. Special Lot Requirements: In addition to the provisions of Section 25.3.2, there shall be 2,000 square feet of land provided for each additional dwelling unit in excess of two. *(amended 06/10/96)*
  - ii. Yard Requirements: All dwellings shall observe a minimum twenty-five (25) foot setback from all lot lines. Any dwelling exceeding twenty-five (25) feet in height shall be set back an additional foot for each foot it exceeds twenty-five (25) feet in height. All interior drives, parking facilities, and loading areas shall observe a minimum fifteen- (15) foot setback from all lot lines except for necessary access drives.
- 25.4 LOT AREA, SHAPE AND FRONTAGE: Each lot shall have a minimum area of 9,000 square feet and shall be consistent with Section 3.3.1 for lot area and shape and shall have a frontage of seventy-five (75) feet or more on a street. *(amended 06/10/96)*
- 25.5 SETBACK, HEIGHT, COVERAGE AND BULK: As required in the Residence R-4 District.
- 25.6 MINIMUM FLOOR AREA FOR DWELLING: Each dwelling unit shall have a minimum floor area as established by CGS or the following, whichever is less: 750 square feet if one story; each split level dwelling or dwelling with two or more floors shall have a total minimum floor area of 1,000 square feet. Each dwelling unit shall have a minimum floor area of 750 square feet unless as otherwise approved under Section 84.7for a clustered multi-family development. *(revised 09/27/12; revised 6/15/22)*

## **SECTION 26 - RESIDENCE R-6 DISTRICT (RPO)**

- 26.1 PURPOSE AND INTENT: The purpose and intent of this District is to provide an area for an intensity of development similar to that of the R-5 District. In addition, office uses may be permitted under special circumstances where they will not impair the existing residential uses of the District. *(amended 06/10/96)*
- 26.2 PERMITTED USES: Those uses permitted in Section 24.2 of the R-4 Residence District.
- 26.2.1 Accessory uses and structures as specified in the R-4 District. *(added 06/10/96)*
- 26.2.2 For hospitals, health care institutions, and educational institutions after site plan approval *(added 06/10/96)*:
- a. staff quarters;
  - b. laundry, incidental to principal use;
  - c. cafeteria;
  - d. day care facilities;
  - e. office and conference centers;
  - f. heating plants;
  - g. off-street parking facilities;
  - h. classrooms;
  - i. dormitories;
  - j. fraternity & sorority houses;
  - k. library.
- 26.3 SPECIAL USES: The following uses are approved by the Planning & Zoning Commission: *(Revised June 23, 2011)*
- 26.3.1 Uses permitted by Special Permit as detailed in Section 25.3 of the R-5 Residence District and clustered multi-family developments as specified in the R-5 District under Section 25.3.
- 26.3.2 PROFESSIONAL OFFICES provided the following special requirements are met:
- a. The minimum lot size shall be 20,000 square feet. The Commission may permit the use of an existing lot having an area less than 20,000 square feet for office use provided the lot was legally in existence on or before January 1, 1979, and further provided that, in the opinion of the Commission, it can be developed for office use without impairing the residential uses on adjacent lots. *(amended 06/10/96)*
  - b. The location of parking facilities, access drives and other uses necessary to the development of a lot for office use shall be so located as to minimize any adverse impact on adjacent residential properties. *(amended 06/10/96)*
  - c. All required setback yards shall be suitably landscaped and maintained in a sightly manner. *(amended 06/10/96)*
  - d. Use of any lot for offices shall not substantially alter the residential appearance of the lot or substantially impair the residential use of the surrounding neighborhood.
- 26.4 THE GENERAL PROVISIONS for lot area, shape, frontage and minimum floor area shall be as specified in the R-5 District. The provisions for accessory uses, structures and setbacks, height, coverage and bulk shall be as specified in the R-4 District. *(amended 06/10/96)*

## **SECTION 27 NEIGHBORHOOD PRESERVATION DISTRICT – NPR 1 & 2**

- 27.1 PURPOSE AND INTENT: The purpose and intent of this District is to encourage the preservation and improvement of neighborhoods of architecturally historic buildings and to ensure that new and expanded uses are compatible, the Neighborhood Preservation Residence District is hereby created subject to the following Regulations. *(Revised June 23, 2011)*
- 27.2 PERMITTED USES: Land, buildings and other structures shall be used for one or more of the following purposes:
- 27.2.1 A single detached dwelling for one family and not more than one such dwelling per lot.
  - 27.2.2 Principal and accessory uses as specified in the R-4 District. *(amended 06/10/96)*
  - 27.2.3 Signs as specified in these Regulations, limited by the following requirements:
    - a. Only one sign shall be permitted on each lot.
    - b. No sign shall exceed ten (10) square feet in area. No ground sign shall exceed six (6) feet in height.
- 27.3 SPECIAL USES: The following uses are permitted by Special Permit in accordance with Section 62 by the Planning & Zoning Commission: *(Revised June 23, 2011)*
- 27.3.1 Conversion of an existing building, including accessory buildings, to not more than three dwelling units provided the following standards are met:
    - b. The owner of record shall have his primary residence in one of the units.
    - c. The minimum floor area of each unit shall be as specified in Section 84.7(relocated standards from former 62.6.8) *(revised 09/27/12)*
    - d. No more than three dwelling units will be present on a lot after such conversion.
  - 27.3.2 Reserved.
  - 27.3.3 Museums, libraries, parish halls.
  - 27.3.4 Private non-profit schools, churches, public and private non-profit universities and colleges.
  - 27.3.5 Day nurseries.
  - 27.3.6 Public schools, offices of the Town of Windham.
  - 27.3.7 NEIGHBORHOOD BUSINESS USES, PROFESSIONAL AND OFFICE USES: As permitted in the B-3 District provided they are within existing buildings, and are limited to 2,500 square feet of floor area, and the hours of operation do not exceed twelve (12) hours per day, with a closing time of not later than 10:00 p.m. Also, professional and business offices where an existing structure has its principal frontage on Main Street, Windham Road, Pleasant Street, Mountain Street, High Street, Jackson Street, Valley Street Windham Street or Mansfield Avenue south of Quarry Street. *(amended 06/10/96)*
- 27.4 SPECIAL REGULATIONS: Changes to site conditions shall be subject to design review by the Planning & Zoning Commission or Zoning Board of Appeals in accordance with Section 61. *(Revised June 23, 2011)*
- 27.4.1 An addition to any existing structure shall be permitted provided it shall have floor area not to exceed fifty (50) percent of the floor area of the existing structure
  - 27.4.2 The parking provisions of Section 71 shall apply except that where strict adherence to the required schedule of parking spaces would result in damage to the landscape setting of buildings in the district, the Commission may waive the parking requirements, where there is an excess of parking

available in the neighborhood and subject to a fee in lieu of parking as provided under Section 71.5.a.

- 27.4.3 No parking or loading facilities may be located in front of the front building line and no parking facility may be closer than six (6) feet to any lot line.
- 27.4.4 Where fire safety stairs must be constructed, they shall be enclosed within the present exterior wall of the building and shall be located on the rear elevation of the building.
- 27.4.5 The applicant shall submit exterior architectural details of all elevations of proposed additions and of any elevation of the existing structure proposed to be altered to accommodate the proposed use. Proposed detailed interior layout shall be submitted for any area proposed to be altered within any existing structure.
- 27.4.6 In reviewing an application for a design review under this Section, the Commission shall be specifically guided by the following:
  - a. The proposed use and any alteration required to existing structures and landscape environments necessary to accommodate that use shall not damage or harm the historic and architectural physical characteristics of the neighborhood.
  - b. The lot shall be large enough to accommodate the uses proposed and the parking necessary without negatively affecting the physical characteristics of the neighborhood.
  - c. Any new construction shall be, in scale, height and construction materials used, in harmony with neighboring historic structures.

27.5 LOT AREA, SHAPE AND FRONTAGE:

- a. The standard lot in an NPR-1 Zone shall have 9,000 square feet in area, where both public water and sewer connections are provided, with a frontage of seventy-five (75) feet on a suitably improved public street.
- b. The standard lot in an NPR-2 Zone shall have 7,200 square feet in area where both public water and sewer connections are provided, with a frontage of sixty (60) feet on a suitably improved public street.
- c. Where the proposed lots do not have public water and sewer connections, the lot must be 40,000 square feet in area with a frontage of 100 feet on a suitably improved public street. The lot area and shape shall be consistent with Sections 3.3

27.6 SETBACKS: The front yard setback shall be ten (10) feet unless the remaining block is non-conforming. Where the neighborhood is non-conforming, the front yard building line setback shall be the average of all existing buildings on the block within 250 feet on either side of the front of the subject property. The side yard setback shall be ten (10) feet except that in the rear yard, the setback shall be three feet from any property line for an accessory structure provided such structure is not located within ten (10) feet of any street line or another structure on a neighboring lot, and is limited in total floor area to no larger than 300 square feet and fifteen (15) feet in height. Otherwise, the standard setbacks shall apply.

27.7 HEIGHT: A minimum height of twenty (20) feet or 1-½ stories shall be required. No building or other structure shall exceed a height of 2 ½ stories or thirty-five (35) feet, whichever is less, except that where an addition is proposed to an existing structure exceeding such height.

27.8 COVERAGE AND BULK: The aggregate lot coverage of all buildings and other structures on any lot shall not exceed fifty (50) percent (amended 06/10/96) of the area of the lot. The total floor area of all buildings on any lot shall not exceed seventy (70) percent of the area of the lot.

- 27.9 MINIMUM FLOOR AREA FOR DWELLING: Each dwelling unit in an NPR-1 or NPR-2 District shall have a minimum floor area as established by CGS or the following, whichever is less: 900 square feet if one story; each dwelling with two or more floors shall have a total minimum floor area of 1,200 square feet. Each one story dwelling in an NPR-2 District shall have a minimum floor area of 750 square feet; each dwelling with two or more floors shall have a total minimum floor area of 1,000 square feet. *(Revised 6/15/22)*
- 27.10 ALTERNATIVE ARCHITECTURE: The Planning & Zoning Commission may consider construction of a one story, ranch, raised ranch, modern contemporary or split level building by Special Permit on a property where it can be sufficiently demonstrated that it will not be incompatible with the neighborhood of all principal buildings within a radius of 250 feet of the subject property.

**SECTION 28 - REQUIREMENTS FOR LAND USED AS A FLEXIBLE SUBDIVISION**

- 28.1 Notwithstanding anything herein to the contrary, land used as a flexible subdivision within the R-1, R-2 and R-3 districts, and the lots or units created therein, shall meet the specifications in Section 3.3.1 and shall meet the following minimum criteria:

Minimum Lot Standards for Flexible Design Subdivision *(Effective 10/1/09)*

Zone	Lot Size	Frontage	Front Setback	Rear & Side Setback	Maximum Impervious Surfaces	Rear Lots	Rear Lot Setbacks
R – 1	1 acre	100'	20'	20'	25%	2 acres	40'
R – 2 with on-site sewer	1 acre	100'	20'	20'	25%	1 acres	40'
R – 2 with off-site sewer	0.25 acre	75'	20'	20'	25%	0.5 acres	30'
R – 3	1 acre	100'	20'	20'	25%	2 acres	40'

## **SECTION 29 – RESIDENTIAL VILLAGE DISTRICT - RVD**

29.1 Purpose and Intent: The purpose of the Residential Village District is to protect and enhance the distinctive characteristics and scale of the villages of Windham and to provide an area for moderate density residential development with compatible business uses as recommended in the Town of Windham Plan of Conservation & Development.

These Regulations are intended to ensure that new development or redevelopment of land or the modification of buildings to accommodate a non-residential use is compatible with existing streetscape characteristics and is consistent with the following goals:

- a) Maintain the existing village scale by discouraging buildings which are noticeably larger than, or out of harmony with, the residential scale buildings which predominate the village;
- b) Respect the historic and significant structures within the village;
- c) Encourage pedestrian activity; and
- d) Provide a mix of residential uses and compatible business uses in the village.

29.2 Permitted Uses: Land, existing buildings and structures may be used for one or more of the following purposes:

- a) Single family dwelling
- b) Two family dwelling
- c) Home Office with visitors by appointment only; there shall be no change to the residential appearance of the home
- d) Municipal uses

29.3 Other Permitted Uses. The following uses are permitted with Certificate of Zoning Compliance:

- a) Home Artisan Studio - including the creation and sale of the products of arts and crafts on the subject premises, such as sewing, painting, wood carving, cabinet making, jewelry, writing, sculpture, watchmakers and similar studio skills; and antique restorers and sellers.
- b) Professional Office - including architects, accountants, lawyers, engineers, psychotherapists, real estate and insurance agents, and other recognized professionals.
- c) Required Standards and Criteria:
  - 1. The lot shall contain a single or a two-family home
  - 2. The use shall be clearly secondary to the residential use of the property, the use may be located in the residence or in an accessory building, and shall not change the residential appearance of the lot
  - 3. There shall be no change to the exterior of the residence, no outside display or storage of materials, goods, supplies or equipment
  - 4. On-site parking shall provide sufficient parking needs for the residents, on-site employee(s) and customers/clients, the maximum number of on-site parking spaces associated with the business shall not exceed four (4) parking spaces
  - 5. The total floor area that is utilized for the non-residential use shall not exceed 30% of the floor area of the residence
  - 6. No more than one non-resident employee may work on site
  - 7. Customer or other guest visits shall be by appointment only
  - 8. Signage as permitted in Section 72.10 for “All other permitted non-residential uses”

9. The hours of operation is limited to between 8AM and 7PM
  10. There shall be no traffic, noise, or electrical interference associated with the Home Artisan Studio/Professional Office that exceeds that normally associated with a residence. There shall be no hazardous, flammable or combustible liquids, materials and/or wastes located, stored, used or displayed in association these uses other than that normally associated with a residence
  11. There shall be no commercially registered motor vehicles or other commercial equipment located on the property
- d) A Certificate of Zoning Compliance for one year may be issued by the Zoning Enforcement Officer, the Certificate may be renewed annually provided the requirements and intent of this Section is met. The Certificate of Zoning Compliance will expire on June 30 of each year; initial Certificates dated January 1 to June 30 may be issued for a period up to 18 months for renewal to coincide with July 1. Notice of renewal, as specified by ZEO, shall be prominently posted on the property for at least 10 days prior to the renewal date. Certificate shall not be transferable to any new owner or resident of the property.

29.4 Permitted Uses by Site Plan Approval. The PZC may approve the following by Site Plan approval Per Section 61 within existing buildings.

- a) Home Artisans Studios and Professional Offices not requiring appointments or have two or more non-resident employees.
- b) Service Business primarily engaged in providing services to other businesses rather than the sale of products.
- c) Personal Service Businesses - limited to the repair, adjustment, alteration, cleaning or servicing of items owned by or being provided to an individual customer including: nail salons; tattooing; day spas not including massage therapy; photographic studios; garment repair; tailoring; shoe repair; or other businesses primarily engaged in the provision of services of a personal and/ or domestic nature rather than the sale of products. (Day care, massage therapy, and any other uses specifically referenced elsewhere by the name of such use, shall not be included as a personal services business.)
- d) Business activities outside of the principal or permitted accessory structures.
- e) Art gallery or museum.
- f) All uses shall conform to the required standards of Section 86.3.c, excepting items 6 and 7.

29.5 Special Permit Uses: The PZC may approve the following uses by special permit approval per Section 62.

- a) Churches and other places of worship.
- b) Uses listed in Section 86.3 that exceed 30% of the residential use on the lot.
- c) Changes to any portion of the exterior of a pre-1920s building that is visible from a street in order to add a nonresidential use.
- d) Adaptive Mixed-use Development per Section 86.

29.6 Prohibited Uses:

- a) Dog groomer, dog kennel, dog day care or veterinarian
- b) Hair dresser
- c) Storage facilities
- d) Junk yards

29.7 Lot Area, Shape and Frontage:

- a) Each lot shall have a minimum area of one-third acre with a frontage of seventy-five feet. A lot not served by a public sanitary sewer system shall have an on-site septic system.
- b) Each lot shall be of such shape as specified under Section 3.3

29.8 Setbacks: The following are the required setbacks:

- a) Front setbacks: 20 feet
- b) Side and rear setbacks: 20 feet

29.9 Height: No building or other structure shall exceed a height of 2-1/2 stories or thirty-five (35) feet whichever is less.

29.10 Lot coverage and bulk: The total lot coverage of all buildings and other structures on any lot shall not exceed fifty (50) percent of the area of the lot. The total floor area of all buildings on any lot shall not exceed seventy (70) percent of the area of the lot.

29.11 Design Standards: All exterior alterations to a pre-1920's building for the purpose of adding a nonresidential use cannot significantly change the appearance of the building as visible from the street.

## ARTICLE III

### SECTION 31 - DOWNTOWN BUSINESS DISTRICT B-1 (Adopted 7/14/11; Revised 4/12/2018; Revised 8/1/2020)

**31.1 Purpose and Intent:** The purpose and intent of this District is to encourage and permit a high-density urban environment catering to retail businesses with an emphasis on arts and entertainment, and with a pedestrian orientation.

**31.2. Permitted Uses:** Land, buildings and other structures shall be used for one or more of the following purposes:

- 31.2.1. Businesses selling goods at retail and associated inventory; individual retail business footprint limited to 10,000 square feet.
- 31.2.2. Restaurants, and other food service establishments, where customers are served only when seated at tables or counters.
- 31.2.3. Businesses providing personal and professional services including, but not limited to, banking and other financial services, insurance, hair care, legal, medical and dental.
- 31.2.4. Museums, recreation facilities.
- 31.2.5. Temporary carnivals or community fairs.
- 31.2.6. Customary accessory uses.
- 31.2.7. Municipal uses.

**31.3. Other Uses.** Notwithstanding any other provisions in these regulations to the contrary, the following uses are permitted exclusively in the B1 and B1A Districts and are not to be considered permitted by right in any other district:

- 31.3.1. Alcoholic beverages for consumption on the premises under a restaurant permit or dinner theater permit, and subject to Section 73 of these regulations.
- 31.3.2. Restaurants primarily serving food for takeout.
- 31.3.3. Seasonal out-door seating area contiguous and ancillary to a restaurant that offers indoor seating, the operating hours shall be based on proximity and use of neighboring properties determined by the Zoning Enforcement Officer; outside amplified sound shall be prohibited from 12:00am to 10:00am; permit issued annually.
- 31.3.4. Art galleries, art studios, artisan studios.
- 31.3.5. Indoor theaters, entertainment venues, night clubs, and assembly halls.
- 31.3.6. Off-street parking facilities and parking lots setback a minimum of 15' of any property line abutting Main Street, and screened with landscaping.
- 31.3.7. Dwelling units in any existing building that is listed as contributing to the National Registers' Main Street Historic District
  - a) may be located on the street level no closer than 30' from the building facade of the primary street and/or Riverside Drive.

b) no more than 75% of the total dwelling units in the building shall be a minimum of 450 square feet; units with more than two-bedrooms are not permitted.

31.3.8. Dwelling units located in any existing building that is not listed as contributing to the National Registers' Main Street Historic District

a) shall have a mix of unit sizes:

- no more than 60% of the units shall be studio or one-bedroom units at a minimum of 500 square feet, ADA compliant units may be a minimum of 450 square feet.
- at least 30% of the units shall be a minimum of 650 square feet, as studio, one or two-bedroom units.
- if more than 10 units in the building, 10% of the units shall be a minimum of 850 square feet.
- units with more than two-bedrooms are not permitted unless the developer can demonstrate that the existing building's floor layout prohibits redevelopment, then the Commission may permit up to 5% of the total units as three-bedroom units.

b) may be located on the street level no closer than 30' from the building facade of the primary street and/or Riverside Drive.

31.3.9. Customary accessory uses.

**31.4. Special Uses:** Under certain conditions, the Commission will permit the following uses by Special Permit in accordance with Section 62 of these Regulations.

31.4.1. Hotels.

31.4.2. Public and private schools.

31.4.3. Sale of alcoholic beverages as a bar or tavern or similar outlet subject to Section 73 of these regulations.

31.4.4. Dwelling units located in any newly constructed building

a) shall have a mix of unit sizes:

- no more than 60% of the units shall be studio or one-bedroom units at a minimum of 500 square feet, ADA compliant units may be a minimum of 450 square feet.
- at least 30% of the units shall be a minimum of 650 square feet, as studio, one or two-bedroom units,
- if more than 10 units in building, 10% of the units shall be a minimum of 850 square feet.
- units with more than two-bedrooms are not permitted.

b) may be located on the street level no closer than 50' from the building facade of the primary street and/or Riverside Drive.

c) the building shall be consistent with the historic physical characteristics as outlined in the Design Guidelines for Willimantic Downtown, materials used on lowest 12' of the façade as measured from the sidewalk, and contiguous sidewall if visible from a street, shall be in brick and wood materials consistent with details depicted in Section 31.12, materials on the façade above the lowest 12 feet shall be consistent in appearance.

d) If a building that is listed on the National Register as contributing to the Main Street Historic District must be demolished, and the new construction's façade and fenestration materials and style are fully consistent with the Design Guidelines for Willimantic Downtown and the material in Section 31.12 then dwelling sizes may follow standards outlined in Section 31.3.7 above.

31.4.5. Park owned and operated by a non-profit 501(c)3.

31.4.6. Municipal high-resolution digital signage.

31.4.7. Other business uses of a similar nature provided they are not expressly prohibited in Section 31.5 or any other section of these Regulations and further that such uses are in keeping with the intent of the B-1 Downtown Business District.

**31.5. Prohibited Uses:** The above permitted uses shall not be construed to include the following uses, and no land, building or other structure shall be used for any of the following purposes:

31.5.1. Gasoline filling stations; vehicular repair, painting, upholstering and washing facilities; sale or leasing of new or used vehicles, junk yards, fuel storage or fuel distribution.

31.5.2. Manufacturing or industrial uses; self-storage units, warehousing; freight and materials; trucking businesses and terminals; building contractors' plants or storage yards; metal or woodworking shops employing more than one persons; stone yard or monument works; veterinary hospitals; convalescent hospitals; commercial kennels and feed grain sales and storage.

31.5.3. Businesses that require permanent on-street parking space along Main Street.

31.5.4. Restaurant drive-thru.

31.5.5. Churches and other places of worship.

31.5.6. Adult businesses as defined in the Windham Zoning Regulations are prohibited in this District.

31.5.7. Vape shops, smoke shops and similar establishments.

**31.6. Lot Area and Frontage:** There is no minimum lot size or minimum frontage.

**31.7. Setbacks:** The following are the required setbacks:

31.7.1. Front setback: no minimum; the maximum setback is 10 feet; except where permanent public seating space is provided, the setback may be 20 feet.

31.7.2. Side and rear setback: 10 feet.

a) Providing the distance between buildings is no greater than fifteen (15) feet, setbacks between the buildings may be reduced to a minimum of five (5) feet with a permanent right of way that provides for free and unobstructed access for at least the length of the buildings and inure to the benefits of both parties. The right of way must be in written and legal form, duly executed and recorded, as a condition of the issuance of any certificate of zoning compliance in connection with the subject buildings and properties.

b) Where existing buildings share a common wall along the boundary line of abutting properties, no side or rear yard minimum setback is required along that wall. However, for new construction, or for substantial reconstruction, of a building containing or proposing to contain such a common wall, the setback shall be as set forth above unless there is, for

the benefit of the properties sharing the wall, a permanent lateral support agreement establishing the rights and obligations of the parties to maintain and repair the said common wall. Such agreement shall be in written and legal form, duly executed and recorded, as a condition of the issuance of any certificate of zoning compliance in connection with the subject buildings and properties.

**31.8. Height:**

- a) Buildings on lots with frontage on the north side of Main Street between North and Walnut Streets shall not exceed six stories or sixty feet as measured from the adjacent Main Street sidewalk,
- b) Buildings on lots with frontage on the south side of Main Street between 760 and 872 Main, -shall not exceed six stories or sixty feet, provided:
  - 1) The lot is vacant on January 1, 2018, or
  - 2) The building has been damaged by fire, explosion, accident or act of nature and certified that it cannot be restored, the certification shall be by two independent licensed structural engineers that have been approved by the Commission.
- c) All other buildings in the district shall not exceed a height of four stories or forty feet;
- d) The minimum height for new buildings with frontage on Main Street is three stories; the minimum height for all other buildings in the district is two stories.

**31.9. Coverage and Bulk:** The aggregate lot coverage of all impervious surfaces on any lot shall not exceed ninety (90) percent of the area of the lot. No building footprint can exceed 25,000 sq.ft. If new construction, the façade shall be designed as separate and unique buildings, with no one façade more than 60 linear feet.

**31.10. Standards:** The development standards of Section 74 of these regulations shall be met; in addition, the development, or renovation, must maintain and enhance the physical characteristics and historic value of the B-1 Business District as further described in the Design Guidelines for Willimantic Downtown.

**31.11. Special Regulations:**

- 31.11.1. Changes to the exterior of any building in this District require a Certificate of Zoning Compliance including, but not limited to new business signs, windows, doors, brickwork, and trim.
  - a) Sign permit. All new or changes to existing signs requires a Certificate of Zoning Compliance. See Section 72 of these Regulations and the Design Guidelines for Willimantic Downtown
  - b) Building renovations. Proposed changes or alterations to the façade or a sidewall visible from the street shall be submitted to the Commission for Design Review to determine compliance with the Design Guidelines for Willimantic Downtown; submission shall be in the form of a site development plan that details all change in material.
- 31.11.2. All buildings in the B-1 District shall be exempt from the off-street parking and loading facility requirements of Section 71, except that any ancillary parking which exists and is available to the property, shall be preserved and maintained.

31.11.3. No parking facility, parking lot, loading area or outdoor storage space shall be located between the street line and the building line of the facade facing the principal street upon which the lot fronts. Where a lot fronts on more than one street, the Commission shall determine which street is the principal street. The Commission may waive this requirement upon the demonstration by the applicant that an alternate site development plan in greater harmony with adjacent land uses and the intent of this district is thereby achieved.

**31.12. Historic Material Examples**

Downtown Willimantic’s historic architecture has many examples of brick and wood details, below are examples of some of those details.



**SECTION 31A- GENERAL DOWNTOWN BUSINESS DISTRICT B-1A** (Adopted 7/14/11; Rev.4 /12/18; Rev 8/1/2020)

**31A.1. Purpose and Intent:** The purpose and intent of this District is to encourage and permit an urban environment similar to the B-1 District but at a lesser density and scale as a transition between surrounding zones.

**31A.2. Permitted Uses:** Land, buildings and other structures shall be used for one or more of the following purposes:

31A.2.1. Any use permitted in the Downtown Business District B-1 under Sections 31.2 and 31.3.

31A.2.2. Residences on the first floor if existing at the time of the adoption of these regulations.

31A.2.3. Mobile food vendor carts with approval by Zoning Code Officer.

31A.2.4. Laundromats

**31A.3. Special Uses:** Under certain conditions, the Commission will permit the following uses by Special Permit in accordance with Section 62 of these Regulations.

31A.3.1. Churches and other places of worship.

31A.3.2. Building supply store.

31A.3.3. Manufacturing or woodworking, or other artisan worker-space employing no more than five persons.

31A.3.4. Educational facilities.

31A.3.5. Transportation station or bus stop.

31A.3.6. Other business uses of a similar nature provided they are not expressly prohibited in Section 31A.4 or any other section of these Regulations and further that such uses are in keeping with the intent of the B-1A General Downtown Business District.

**31A.4. Prohibited Uses:**

31A.4.1. Gasoline filling stations; vehicle repair, painting, upholstering; and washing facilities; sale or leasing of new or used vehicles, junk yards, fuel storage or fuel distribution, restaurant drive-thru.

31A.4.2. Manufacturing or Industrial Uses; warehousing; self-storage units; freight and materials; trucking businesses and terminals; building contractors' plants or storage yards; stone yard or monument works; veterinary hospitals; convalescent hospitals; commercial kennels and feed grain sales and storage.

31A.4.3. Adult businesses as defined in the Windham Zoning Regulations are prohibited in this District.

**31A.5. Lot Area, Shape and Frontage:** Each lot shall have a minimum area of 5,000 square feet and shall have a frontage of 35 feet or more on a street.

**31A.6. Setbacks:** The following are the required setbacks:

31A.6.1. Front setback: 10 feet.

31A.6.2. Side and rear setback:

- a) 10 feet where the property line does not abut a residential district.

Providing the distance between buildings is no greater than fifteen (15) feet, setbacks between the buildings may be reduced to a minimum of five (5) feet with a permanent right of way that provides for free and unobstructed access for at least the length of the buildings and inure to the benefits of both parties. The right of way must be in written and legal form, duly executed and recorded, as a condition of the issuance of any certificate of zoning compliance in connection with the subject buildings and properties.

- b) 30 feet where the property line abuts a residential district, screening shall be provided per Section 74.2.4

**31A.7. Height:** No building or other structure shall exceed a height of 2 ½ stories or thirty-five (35) feet, whichever is less.

**31A.8. Coverage:** The aggregate lot coverage of all impervious surfaces on any lot shall not exceed ninety (90) percent of the area of the lot.

**31.9. Standards:** Development standards of Section 74 of these regulations shall be met, in addition, the development, or renovation, must maintain and enhance the physical characteristics and historic value of the district as further described in the Design Guidelines for Willimantic Downtown.

**31A.10. Special Regulations**

31A.10.1. Parking. Parking lots can overlap lot lines with appropriate easement provisions and maintenance agreements between property owners. Parking is not permitted within a setback abutting a residential district.

31A.10.2. Building renovations. Proposed changes or alterations to the façade or a sidewall visible from the street shall be submitted to the Commission for Design Review to determine compliance with the Design Guidelines for Willimantic Downtown, submission shall be in the form of a site development plan that details all change in material. This requirement shall not apply to any new use of property to be housed within an existing building with sufficient parking on the lot to satisfy the regulations, and where no changes are proposed for the exterior of the site, provided a Certificate of Zoning Compliance is secured prior to use and occupancy

## **SECTION 32 - GENERAL BUSINESS DISTRICT B-2**

**32.1 Purpose And Intent:** *(entire section revised 10/25/12)* The purpose and intent of this District is to encourage and permit a variety of businesses, at a lower density than the Downtown districts, oriented to vehicular transportation and providing pedestrian connectivity.

**32.2 Permitted Uses:** Land, buildings and other structures shall be used for one or more of the following purposes subject to the approval process in Section 61 of these Regulations:

32.2.1 Businesses selling goods at retail and the indoor storage of a reasonable quantity of merchandise inventory; the maximum footprint is 10,000 square feet per business.

32.2.2 Restaurants, and other food service establishments, where customers are served only when seated at tables or counters.

32.2.3 Restaurants, including the sale of alcoholic beverages for consumption on the premises subject to Section 73 of these regulations; and including incidental entertainment.

32.2.4 Businesses providing personal and professional services including, but not limited to, banking and other financial services, insurance, hair care, dry cleaning, dog grooming, Laundromat, legal, funeral home, medical or dental office, out-patient services, day care.

32.2.5 Mixed used development with permitted business use on the ground floor and residential use on 2nd floor. Dwelling units shall be a minimum of 700 sq. ft. unless ADA compliant which may be a minimum of 500 square feet.

32.2.6 Mobile food carts

32.2.7 Museum, library, civic, lodge or non-profit org

32.2.8 Customary accessory structures and uses subject to the following:

a) outdoor storage shall be identified as such on an approved site plan, shall not be located within any setbacks and shall be screened so as not to be visible from any street or residential property.

b) outdoor merchandise display area shall be identified as such on an approved site plan, shall not be located within any setbacks and is limited in total square feet to 3 times the lineal feet of principal road frontage for that business.

32.2.9 Dwellings legally in existence on the date of the adoption of these regulations.

32.2.10 Municipal and other governmental uses.

**32.3 Other Permitted Uses:** Land, buildings and other structures shall be used for one or more of the following purposes, subject to Site Plan Approval by the Commission.

32.3.1 Drive-thru areas for food service, banking and other services.

32.3.2 Restaurants primarily serving food for take-out.

32.3.3 Restaurant outdoor seating.

32.3.4 Churches and other places of worship

32.3.5 Veterinary hospital.

32.3.6 Indoor recreational uses such as bowling, billiard, pool, fitness.

**32.4 Special Uses:** The Commission will permit the following uses after Site Plan Review and Public Hearing in accordance with Section 62 of these Regulations.

32.4.1 Movie and live performance theaters; nightclubs.

32.4.2 Hotel.

32.4.3 Juice bars serving patrons under the age of twenty-one (21) provided such use shall be separated by a radial distance of 250 feet from each premises from: (1) any sexually oriented adult use as specified under Section 84.4(relocated standards from former 62.4); and, (2) any use selling alcoholic beverages, other than a restaurant or grocery store which sells alcoholic beverages.

**32.5 Prohibited Uses:** The above permitted uses shall not be construed to include the following uses, and no land, building or other structure shall be used for any of the following purposes:

32.5.1 Manufacturing or industrial uses; warehousing; freight and materials; trucking businesses and terminals; building contractors' plants or storage yards; metal or woodworking shops employing more than one persons; stone yard or monument works; convalescent hospitals; commercial kennels, and feed grain warehouse.

32.5.2 Warehouse or self-storage facility.

32.5.3 Vehicular related businesses including, but not limited to, gasoline filling stations; repair facilities, painting and upholstering; washing; sale or leasing of new or used vehicles, junk yards, fuel storage or fuel distribution.

32.5.4 Adult Uses as defined in Section 4 of the Windham Zoning Regulations are prohibited in this District.

**32.6 Lot Area, Shape And Frontage:** Each lot shall have a minimum area of 20,000 square feet, and shall have a frontage of 100 feet or more on a public street. If the lot is sharing access with an adjacent lot, the required frontage may be reduced to no less than 50'. The frontage of two (2) or more lots which share a single joint entrance and a single joint exit to a public street may be computed as a single frontage.

**32.7 Setbacks:** The following are the required setbacks:

32.7.1 Front setback:

- a) 30 feet, except properties abutting Main Street between High St and Mansfield Ave, minimum setback is that of existing building or 10 feet.
- b) Double frontage lots shall have the same setback on each frontage.

32.7.2 Side and rear setback:

- a) 20 feet where the property line does not abut a residential district.
- b) 75 feet where the property line abuts a residential district; no parking area is permitted within 35 feet of a residential district, screening and landscaping is required.

32.7.3 All setbacks abutting Main Street or West Main Street shall be landscaped and include no structures and no parking areas; approved free-standing signage may be placed in the setback.

32.7.4 Reductions in dimensional requirements will be considered by the Commission only in special instances when it will improve overall compatibility of the site to surrounding and/or connecting property and with special attention to one or more of the following criteria: landscaping, building orientation, architecture, linkages to abutting properties and other site amenities.

- a) Side setbacks on a common side lot line may be omitted where two (2) or more lots containing no residential uses share a single joint entrance and single joint exit to a public street.

- b) The side setbacks for parking areas and driveways may be reduced depending on the nature of the adjacent land-uses and the proposed landscaping/screening plan; minimum separation between buildings shall be 20 feet, unless sharing a common wall.
- c) The minimum distance from residential district may be reduced to no less than 50 feet due to existing or proposed evergreen buffer or other circumstances that would provide sufficient screening and landscaping of the setback area shall be required by the Commission.

32.7.5 The Zoning Board of Appeals is authorized to grant a reduction of up to twenty-five(25) percent of the setback requirements by Special Exception as specified under Section 92.

**32.8 Height:** No building or other structure shall exceed a height of 2 ½ stories or thirty-five (35) feet, whichever is less.

**32.9 Lot Coverage:** The lot coverage shall not exceed eighty (80) percent of the area of the lot.

32.9.1 Higher lot coverage will be considered under certain circumstances:

- a) The Commission may permit lot coverage up to eighty-five (85) percent. This increased coverage shall be permitted only in special instances where special attention has been given to access management through linkages to abutting properties, special provisions for non-motorized transportation or site sensitivity; or
- b) The Commission may permit lot coverage up to ninety (90) percent, not including the area of public access management roadways. This increased coverage shall be permitted in unique circumstances where a public roadway will be provided to link abutting properties to promote public safety and that may limit lot development design.

**32.10 Standards:** Development standards of Section 74 of these regulations shall be met.

## **SECTION 32A - GENERAL BUSINESS DISTRICT B-2 A**

**32A.1 Purpose And Intent:** *(entire section added 10/25/12)* The purpose and intent of this District is to encourage and permit a variety of businesses, at a lower density and larger footprint than the B-2 district.

**32A.2 Permitted Uses:** Land, buildings and other structures shall be used for one or more of the following purposes subject to the approval process in Section 61 of these Regulations:

32A.2.1 Any use permitted in the General Business District B-2.

32A.2.2 Businesses selling goods at retail and the indoor storage of a reasonable quantity of merchandise inventory; maximum footprint is 20,000 sq.ft. per business.

**32A.3 Other Permitted Uses:** Land, buildings and other structures shall be used for one or more of the following purposes, subject to Site Plan Approval by the Commission.

32A.3.1 Any other permitted in the General Business District B-2.

**32A.4 Special Uses:** The Commission will permit the following uses by Special Permit in accordance with Section 62 of these Regulations.

32A.4.1 Any special use permitted in the General Business District B-2.

32A.4.2 A 25% expansion of an existing retail businesses with a footprint greater than 20,000.

32A.4.3 Adult Uses that are defined under Section 4.2. These include adult arcade, adult bookstore, adult cabaret, adult motion picture Theater, adult theater, and massage parlors. Cannabis dispensary facility, retailer or hybrid retailer

**32A.5 Prohibited Uses:**

32A.5.1 Gasoline filling stations and any prohibited use in the General Business District B-2.

**32A.6 Lot Area, Shape And Frontage:** Each lot shall have a minimum area of 30,000 square feet, and shall have a frontage of 100 feet or more on a public street. If the lot is sharing access with an adjacent lot, the required frontage may be reduced to no less than 50'. The frontage of two (2) or more lots which share a single joint entrance and a single joint exit to a public street may be computed as a single frontage.

**32A.7 Setbacks:** The following are the required setbacks:

32A.7.1 Front setback: 30 feet. Double frontage lots shall have 30 feet setback on each frontage.

32A.7.2 Side and rear setback:

a) 20 feet where the property line does not abut a residential district.

b) 75 feet where the property line abuts a residential district; no parking area is permitted within 35 feet of a residential district, screening and landscaping is required.

32A.7.3 All setbacks abutting West Main Street shall be landscaped and include no structures and no parking areas; approved free-standing signage may be placed in the setback.

32A.7.4 Reductions in dimensional requirements will be considered by the Commission only in special instances when it will improve overall compatibility of the site to surrounding and/or

connecting property and with special attention to one or more of the following criteria: landscaping, building orientation, architecture, linkages to abutting properties and other site amenities.

- a) Side setbacks on a common side lot line may be omitted where two (2) or more lots containing no residential uses share a single joint entrance and single joint exit to a public street.
- b) The side setbacks for parking areas and driveways may be reduced depending on the nature of the adjacent land-uses and the proposed landscaping/screening plan; minimum separation between buildings shall be 20 feet, unless sharing a common wall.
- c) The minimum distance from residential district may be reduced to no less than 50 feet due to existing or proposed evergreen buffer or other circumstances that would provide sufficient screening and landscaping of the setback area shall be required by the Commission.

32A.7.5 The Zoning Board of Appeals is authorized to grant a reduction of up to twenty-five(25) percent of the setback requirements by Special Exception as specified under Section 92.

**32A.8 Height:** No building or other structure shall exceed a height of 2 ½ stories or thirty-five (35) feet, whichever is less.

**32A.9 Lot Coverage:** The lot coverage shall not exceed seventy (70) percent of the area of the lot.

32A.1.2 Higher lot coverage will be considered under certain circumstances:

- a) The Commission may permit lot coverage up to seventy-five (75) percent. This increased coverage shall be permitted only in special instances where special attention has been given to access management through linkages to abutting properties, special provisions for non-motorized transportation or site sensitivity; or
- b) The Commission may permit lot coverage up to eighty (80) percent, not including the area of public access management roadways. This increased coverage shall be permitted in unique circumstances where a public roadway will be provided to link abutting properties to promote public safety and that may limit lot development design.

**32A.10 Standards:** Development standards of Section 74 of these regulations shall be met.

## SECTION 33 - BUSINESS DISTRICT B-3

- 33.1 Purpose and Intent:** The purpose and intent of this District is to encourage and permit neighborhood businesses with some low-density residential development in an urban environment. *(added 06/01/97)* The following regulations shall apply to the use of land, buildings and other structures, and the location and bulk of buildings and other structures in any Business District B-3.
- 33.2 Permitted Uses:** Land, buildings and other structures shall be used for one or more of the following purposes:
- 33.2.1 Retail stores for antiques, art supplies, bakery products, books, clothing, dressmaking, drugs, dry goods, flowers, furniture and interior decorating, garden and farm supplies and equipment, gifts, groceries, fruits, vegetables and meats, hardware, household appliances, jewelry, music, notions, shoes and shoe repairing, stationary, tailoring and toilet articles.
  - 33.2.2 Barber shops and beauty parlors.
  - 33.2.3 Business and professional offices, financial institutions and medical and dental clinics.
  - 33.2.4 Self-service cleaning establishments or cleaning agency, including clothes pressing and cleaning with non-flammable liquids; laundry agency or self-service laundry not using steam.
  - 33.2.5 Package stores for the sale of alcoholic liquors, beer, ale or wine.
  - 33.2.6 Customary accessory uses and structures on the premises of the principal use. *(added 06/01/97)*
  - 33.2.7 Uses permitted in the R-5 District subject to the same requirements. *(added 06/01/97)*
  - 33.2.8 Governmental uses of the Town of Windham, State of Connecticut, or United States Government. *(added 06/01/97)*
  - 33.2.9 Special Uses: Under certain conditions, the Commission will permit the following uses by Special Permit in accordance with Section 62 of these Regulations, unless existing, then Section 61 shall apply. *(amended 11/22/02)*
    - a. Restaurants and other food service establishments where customers are served only when seated at tables or counters and at least three-quarters of the customer seats are located within the enclosed building. Such uses may include a food take-out service incidental to the primary permitted use but shall not include establishments where customers are served in motor vehicles or served primarily at food take-out counters.
    - b. Undertaker's establishments.
- 33.3 Prohibited Uses:** The above permitted uses shall not be construed to include the following uses, and no land, building or other structure shall be used for any of the following purposes:
- 33.3.1 The manufacture, processing or assembly of goods except when clearly accessory and incidental to a permitted use on the premises, when located within an enclosed building and when occupying on all floors not more than one third of the floor area of the premises containing and occupied by the permitted use.
  - 33.3.2 Establishments for motor vehicle washing; an establishment for the sale of new or used automobiles, trucks, trailers, or farm equipment. *(added 06/01/97)*
  - 33.3.3 Bottling plants; warehousing (except storage of retail merchandise and supplies in accordance with Paragraph 33.2.6) *(added 06/01/97)*; wholesale businesses; freight and materials trucking businesses and terminals; motor vehicle or other junk yards; lumber and building materials supply yards; building contractors' plants or storage yards; metal or woodworking shops; veterinary hospitals; convalescent hospitals; theaters and assembly halls; tanks for commercial

storage and distribution of fuel; hotels and motels; printing and publishing establishments; bowling alleys and billiard or pool halls.

33.3.4 The manufacture of ammonia, bleach, chlorine, animal black, bone black, lamp black, fertilizer, paint, oil, varnish, turpentine, shellac, enamel, starch, glucose, dextrin or acid; the distribution of coal, petroleum, refuse, grain, wood or bones; petroleum refining; refining or recovery of products from animal refuse or offal; grease, lard, fat or tallow rendering or refining; grain drying or food manufacture from refuse or marsh; incineration, reduction, storage or dumping of slaughterhouse refuse, rancid fats, dead animals or offal; manufacture and storage of fireworks and explosives except small arms ammunition; tanning, curing, cleaning or storage of raw hides or skins; stock yard; commercial slaughtering; the killing or dressing of poultry; blast furnaces except cupolas as converters used in foundries; and coke ovens. *(added 06/01/97)*

**33.4 Lot Area, Shape and Frontage:** Each lot shall have a minimum area of 9,000 square feet, shall have a lot area and shape consistent with Section 3.3, and shall have a frontage of seventy-five (75) feet or more on a street. Each lot to be used for a combined dwelling and business use shall have an area, shape and frontage as required for the dwelling plus an area equal to four times the floor area occupied by the business use.

**33.5 Setbacks:** No building or other structure shall extend within twenty (20) feet of any street line, rear property line or Residence District boundary line or within ten (10) feet of any side property line, except as follows:

33.5.1 Permitted signs, as specified in Section 72, may extend within lesser distances of a property or street line.

33.5.2 Marquees, canopies, eaves, open fire escapes, ground story unenclosed porches and similar projections without projecting walls may project not more than two feet into the area required for setback from a property or street line.

33.5.3 The Zoning Board of Appeals is authorized to grant a reduction of up to fifty (50) percent of the setback requirements by Special Exception as specified under Section 92. *(added 06/01/97)*

**33.6 Height:** No building or other structure shall exceed a height of three stories or forty (40) feet, whichever is less.

**33.7 Coverage and Bulk:** The aggregate lot coverage of all buildings and other structures on any lot shall not exceed twenty-five (25) percent of the area of the lot. The total floor area of all buildings and other structures on any lot, excluding basements, shall not exceed fifty (50) percent of the area of the lot.

**33.8 Minimum Floor Area for Dwelling:** Each dwelling unit shall have a minimum floor area as established by CGS or the following, whichever is less: 750 square feet if one story; each split level dwelling or dwelling with two or more floors shall have a total minimum floor area of 1,000 square feet *(Revised 6/15/22)*.

**33.9 A site development plan** as specified in Section 61 of the Regulations shall be submitted for any new development, or use of an existing site for which an addition to the floor area is sought exceeding *(added 06/01/97)* ten (10) percent of the gross floor area of the site or 1,550 square feet whichever is greater, or the provision of more than ten (10) off-street parking spaces. This requirement shall not apply to any new use of property to be housed within an existing building with sufficient parking on the lot to satisfy the regulations, and where no changes are proposed for the exterior of the site or the historic appearance of the building where applicable, provided a Certificate of Zoning Compliance is secured prior to use and occupancy. *(amended 05/28/95)*

## SECTION 34 - GENERAL COMMERCIAL DISTRICT C-1

**34.1** **PURPOSE AND INTENT:** The purpose and intent of this District is to encourage and permit general commercial development in a rural area which is harmonious with residential surroundings, and to allow more intensive development where public utilities and infra-structural support exist. *(added 06/01/97)*The following Regulations shall apply to the use of land, buildings and other structures and the location and bulk of buildings and other structures in any General Commercial District C-1.

**34.2** **PERMITTED USES:** Land, buildings and other structures shall be used for one or more of the following purposes:

34.2.1 Any use permitted in the Residence R-1 District, subject to any conditions and the securing of any Special Exception/Permit *(added 06/01/97)*as specified.

34.2.2 Stores and other buildings and structures where goods are sold or service is rendered primarily at retail.

34.2.3 Business and professional offices, financial institutions and medical and dental clinics.

34.2.4 Indoor theaters and assembly halls, specifically excluding adult uses. *(amended 06/01/97)*

34.2.5 Hotels and motels.

34.2.6 Restaurants and other food service establishments.

34.2.7 Self-storage. *(amended 03/21/02)*

34.2.8 *(entire Section added 06/01/97)* Accessory structures and uses on the same lot as the principal use as defined, including but not limited to the following:

- a) Off-street parking and loading facilities.
- b) Signs as specified under these Regulations
- c) Satellite dish antennas subject to height, and setback requirements and provided they are not located in the front yard unless placed at least fifty (50) feet from the street line.
- d) Uses incidental to permitted hotels or motels such as clubs, gift shops, restaurants, etc.
- e) For retail stores, outdoor display of merchandise, where permitted, shall be setback from street right-of-way lines not less than one half (1/2) the distance of the required building setback.
- f) Drive up/through facilities in accordance with Section 74.11.
- g) For church, chapel, temple, synagogue or other recognized place of worship:
  1. Parish house or residence for the clergymen of the congregation.
  2. Religious education building.
  3. Convent, monastery or lay teacher's quarters.
  4. Dining halls.
- h) For golf and country clubs:
  1. Dwelling for caretaker.
  2. Maintenance equipment storage shed.
  3. Pro shop.
  4. Lounge and dining area.

34.2.9 **SPECIAL USES:** Under certain conditions, the Commission will permit the following uses by Special Permit in accordance with Section 62 of these Regulations, unless existing, then Section 61 shall apply. *(amended 11/22/02)*

- a. Bottling plant; warehousing; wholesale businesses; freight and materials trucking businesses and terminals; lumber and building materials supply yards; sawmills; building contractors' plants and storage yards; stone yard or monument works; veterinary hospitals; outdoor theaters; commercial storage and distribution of fuel; bowling alleys; public utility maintenance facilities; commercial kennels; commercial radio and television antenna.
- b. Where public sewers are available, self-service cleaning establishments or cleaning agency, including clothes pressing and cleaning with non-inflammable liquids; laundry agency or self-service laundry not using steam; funeral home; and wholesale printing establishments. *(amended 06/01/97)*
- c. Manufacture, processing or assembly of goods. *(added 06/01/97)*
- d. Sexually oriented adult uses, (relocated to Section 84.4 Oct. 25, 2012) which are defined under Section 4.2. These include adult arcade, adult bookstore, adult cabaret, adult motion picture Theater, adult theater, and massage parlors. *(added 06/01/97)*
- e. Juice bars serving patrons under the age of twenty-one (21) provided such use shall be separated by a radial distance of 250 feet from each premises from: (1) any adult use as specified under Section 84.4(relocated standards from former 62.6.4); and, (2) any use selling alcoholic beverages, other than a restaurant or grocery store which sells alcoholic beverages. *(revised 09/27/12)*

34.2.10 Railroad rights-of-way including customary accessory services.

**34.3** **LOT AREA, SHAPE AND FRONTAGE:** The standard lot requirement for lots having both public water and sewer connections shall have an area of 40,000 square feet, with lot area and shape as specified in Section 3.3 and shall have a frontage of 125 feet or more on a suitably improved street. Where public water and/or public sewers are not available for connection, lots shall be designed in accordance with those specified for the R-1 District under Section 21.3. *(added 06/01/97)*

**34.4** **SETBACKS:** No building or other structure shall extend within forty (40) feet of any street line or within twenty (20) feet of any property line, and for uses permitted under Paragraph 34.2.2 through 34.2.11, within fifty (50) feet of any Residence District boundary line, except as follows:

34.4.1 Permitted signs, as specified in Section 72, may extend within lesser distances of a property or street line.

34.4.2 Marquees, canopies, eaves, open fire escapes, ground story unenclosed porches and similar projections without projecting walls may project not more than two feet into the area required for setback from a property or street line.

34.4.3 The Zoning Board of Appeals is authorized to grant a reduction of up to fifty (50) percent of the setback requirements by Special Exception as specified under Section 92. *(added 06/01/97)*

**34.5** **HEIGHT:** No building or other structure shall exceed a height of three stories or forty (40) feet, whichever is less.

**34.6** **COVERAGE AND BULK:** The aggregate lot coverage of all buildings and other structures on any lot shall not exceed twenty-five (25) percent of the area of the lot. The total floor area of all buildings and other structures on any lot, excluding basements, shall not exceed fifty (50) percent of the area of the lot.

- 34.7** **MINIMUM FLOOR AREA FOR DWELLING:** Each dwelling unit shall have a minimum floor area as established by CGS or the following, whichever is less: of 750 square feet on the main floor. *(amended 01/01/86 and 6/15/22)*
- 34.8** **A SITE DEVELOPMENT PLAN** as specified in Section 61 of the Regulations shall be submitted for any new development or use of an existing site for which an addition to the floor area is sought exceeding ten (10) percent of the gross floor area of the site or 5,000 square feet whichever is greater, or the provision of more than ten (10) off-street parking spaces. This requirement shall not apply to any new use of property to be housed within an existing building with sufficient parking on the lot to satisfy the regulations, and where no changes are proposed for the exterior of the site or the historic appearance of the building where applicable, provided that a Certificate of Zoning Compliance is secured prior to use and occupancy. *(amended 05/28/95)*

## **SECTION 35 - COMMERCIAL DISTRICT C-2**

**35.1 PURPOSE AND INTENT:** *(entire section revised 10/25/12)* The purpose and intent of this District is to encourage and permit general commercial development, at a lower density than other districts, oriented to vehicular transportation.

**35.2 PERMITTED USES:** Land, buildings and other structures shall be used for one or more of the following purposes subject to the approval process in Section 61 of these Regulations:

35.2.1 Businesses selling goods at retail and the indoor storage of a reasonable quantity of merchandise inventory; the maximum footprint is 20,000 sq. ft. per retail business.

35.2.2 Businesses providing personal and professional services including, but not limited to, banking and other financial services, insurance, hair care, dry cleaning, Laundromat, legal, medical or dental office, out-patient services, and day care.

35.2.3 Veterinary hospital, dog grooming, animal day care and boarding, animal training facility, and kennel.

35.2.4 Mobile food cart.

35.2.5 Indoor and outdoor recreational areas, bowling alley, billiard and pool halls, other commercial recreation halls.

35.2.6 Club, civic, lodge or non-profit organization.

35.2.7 Contractor office; contractor garage, workshop and equipment storage shall be screened from any public street or residential area.

35.2.8 Churches and other places of worship.

35.2.9 Customary accessory structures and uses subject to the following:

a) outdoor storage shall be identified as such on an approved site plan, shall not be located within any setbacks and shall be screened so as not to be visible from any street or residential property.

b) outdoor merchandise display area shall be identified as such on an approved site plan, shall not be located within any setbacks and is limited in total square feet to 3 times the lineal feet of principal road frontage for that business.

35.2.10 Dwellings legally in existence on the date of the adoption of these regulations.

35.2.11 Municipal and other governmental uses.

**35.3 OTHER PERMITTED USES:** Land, buildings and other structures shall be used for one or more of the following purposes, subject to Site Plan Approval by the Commission.

35.3.1 Restaurants, and other food service establishments, where customers are served only when seated at tables or counters including the sale of alcoholic beverages for consumption on the premises subject to Section 73 of these regulations.

35.3.2 Drive-thru areas for food service, banking and other services.

35.3.3 Restaurants primarily serving food for take-out.

35.3.4 Restaurant outdoor seating.

**35.4 SPECIAL USES:** The Commission will permit the following uses by Special Permit in accordance with Section 62 of these Regulations.

- 35.4.1 Businesses selling goods at retail and the indoor storage of a reasonable quantity of merchandise inventory with a maximum footprint of 30,000 sq. ft. per business.
- 35.4.2 Movie and live performance theaters; nightclubs.
- 35.4.3 Vehicular related businesses including fueling stations, service, repair, washing, painting and upholstering; sales, rental, leasing including an outdoor vehicular display area.
- 35.4.4 Warehouse; self-storage facilities and facilities with outdoor storage as the primary use screened so as not to be visible from any street or residential property.
- 35.4.5 Manufacture, processing or assembly of products; printing and publishing.
- 35.4.6 Automotive recycling facility, subject to the following:
  - a) automobiles and automotive parts in any impoundment area, or outdoor storage area shall be screened so as not to be visible from any street or abutting property,
  - b) any crushing operations and related activity shall be done in such a way as to minimize noise, shall only occur between the hours of 8am and 5pm, and shall be in an area setback a minimum of 150' from all property lines,
  - c) and may have additional conditions imposed per Section 62.
- 35.4.7 Public utility substations.
- 35.4.8 Railroad rights-of-way.

**35.5 PROHIBITED USES:** The above permitted uses shall not be construed to include the following uses, and no land, building or other structure shall be used for any of the following purposes:

35.5.1 Adult Uses as defined in Section 4 of the Windham Zoning Regulations are prohibited in this District.

**35.6 LOT AREA, SHAPE AND FRONTAGE:** Each lot served by public water and sewer shall have a minimum area of 10,000 sq. ft. and shall have a frontage of 75 feet or more on a public street; each lot not served by public water and sewer shall have a minimum area of 40,000 sq. ft., and shall have a frontage of 100 feet or more on a public street. If the lot is sharing access with an adjacent lot, the required frontage may be reduced to no less than 50'. The frontage of two (2) or more lots which share a single joint entrance and a single joint exit to a public street may be computed as a single frontage.

**35.7 SETBACKS:** The following are the required setbacks:

35.7.1 Front setback: 30 feet. Double frontage lots shall have 30 feet setback on each frontage.

35.7.2 Side and rear setback:

- a) 20 feet where the property line does not abut a residential district.
- b) 75 feet where the property line abuts a residential district; no parking area is permitted within 35 feet of a residential district, screening and landscaping is required.

35.7.3 All setbacks abutting a State road shall be landscaped and include no structures and no parking areas; approved free-standing signage may be placed in the setback.

35.7.4 Reductions in dimensional requirements will be considered by the Commission only in special instances when it will improve overall compatibility of the site to surrounding and/or connecting property and with special attention to one or more of the following criteria: landscaping, building orientation, architecture, linkages to abutting properties and other site amenities.

- a) Side setbacks on a common side lot line may be omitted where two (2) or more lots containing no residential uses share a single joint entrance and single joint exit to a public street.
- b) The side setbacks for parking areas and driveways may be reduced depending on the nature of the adjacent land-uses and the proposed landscaping/screening plan; minimum separation between buildings shall be 20 feet, unless sharing a common wall.

35.7.5 The minimum distance from residential district may be reduced to no less than 50 feet due to existing or proposed evergreen buffer or other circumstances that would provide sufficient screening and landscaping of the setback area shall be required by the Commission.

35.7.6 The Zoning Board of Appeals is authorized to grant a reduction of up to twenty-five (25) percent of the setback requirements by Special Exception as specified under Section 92.

**35.8 HEIGHT:** No building or other structure shall exceed a height of 2 ½ stories or thirty-five (35) feet, whichever is less.

**35.9 LOT COVERAGE:** The lot coverage shall not exceed seventy (70) percent of the area of the lot.

35.9.1 Higher lot coverage will be considered under certain circumstances:

- a) The Commission may permit lot coverage up to eighty (80) percent. This increased coverage shall be permitted only in special instances where special attention has been given to access management through linkages to abutting properties, special provisions for non-motorized transportation or site sensitivity; or
- b) The Commission may permit lot coverage up to eighty-five (85) percent, not including the area of public access management roadways. This increased coverage shall be permitted in unique circumstances where a public roadway will be provided to link abutting properties to promote public safety and that may limit lot development design.

**35.10 STANDARDS:** Development standards of Section 74 of these regulations shall be met.

## **SECTION 35 A - GENERAL COMMERCIAL/AIRPORT C-2A**

**35A.1 PURPOSE AND INTENT:** *(entire section added 10/25/12)* The purpose and intent of this District is to encourage and permit a variety of businesses, at a lower density and larger footprint than the C2.

**35A.2 PERMITTED USES:** Land, buildings and other structures shall be used for one or more of the following purposes subject to the approval process in Section 61 of these Regulations:

35A.2.1 Any use permitted in the General Commercial District C-2.

35A.2.2 Airport related uses including, but not limited to, maintenance, storage, airfreight transfer and forwarding, aircraft research and testing.

**35A.3 OTHER PERMITTED USES:** Land, buildings and other structures shall be used for one or more of the following purposes, subject to Site Plan Approval by the Commission.

35A.3.1 Any other permitted in the General Commercial District C-2.

**35A.4 SPECIAL USES:** The Commission will permit the following uses by Special Permit in accordance with Section 62 of these Regulations.

35A.4.1 Any special use permitted in the General Commercial District C-2.

35A.4.2 Businesses selling goods at retail and the indoor storage of a reasonable quantity of merchandise inventory, and a footprint greater than 30,000 sq. ft. per business.

**35A.5 PROHIBITED USES:** The above permitted uses shall not be construed to include the following uses, and no land, building or other structure shall be used for any of the following purposes:

35A.5.1 Adult Uses as defined in Section 4 of the Windham Zoning Regulations are prohibited in this District.

**35A.6 LOT AREA, SHAPE, FRONTAGE, SETBACKS, HEIGHT, AND LOT COVERAGE:** All dimensional requirements of the C-2 District shall apply to the C-2A.

**35A.7 STANDARDS:** Development standards of Section 74 of these regulations shall be met.

## SECTION 36 - HEALTH CARE DISTRICT B-4

- 36.1 Purpose And Intent:** The purpose and intent of this District is to encourage and permit a variety of medical related services and businesses at a higher density than other business districts. The following regulations shall apply to the use of land, buildings and other structures, and the location and bulk of buildings and other structures. *(entire Section added 2/17/2011)*
- 36.2 Permitted Uses:** Land, buildings and other structures shall be used for one or more of the following purposes:
- 36.2.1 Hospital
  - 36.2.2 Nursing home
  - 36.2.3 Offices providing medical services
  - 36.2.4 Offices providing dental services
  - 36.2.5 Supporting retail businesses such as pharmacy, florist and gift shop
  - 36.2.6 Medical supply
  - 36.2.7 Accessory uses to a hospital or nursing home, such as heating plant, laundry, ambulance service, offices, classrooms, meeting rooms and other customary health care support services.
  - 36.2.8 Accessory uses to a hospital or nursing home to provide staff services such as cafeteria, recreation facility, or on-call housing.
  - 36.2.9 Health care teaching facility
  - 36.2.10 Emergency Shelter/Mission
  - 36.2.11 Halfway House
  - 36.2.12 Child or Adult Day Care
  - 36.2.13 Municipal Uses
- 36.3 Special Uses:** Under certain conditions, the Commission will permit the following uses by Special Permit in accordance with Section 62 of these Regulations, unless existing, then Section 61 shall apply.
- 36.3.1 Hotels
  - 36.3.2 Other professional services
  - 36.3.3 Conference facility
- 36.4 Prohibited Uses:** All other uses are prohibited
- 36.5 Lot Area And Frontage:** Each lot shall have a minimum area of 25,000 square feet, shall have a frontage of 50 feet or more on a public or private street.
- 36.6 Setbacks:** No building or other structure shall extend within fifteen (15) feet of any public or private street line, within ten (10) feet of any side or rear property line within this district, or thirty (30) feet of any RPO or Residential District boundary line, except as follows:
- 36.6.1 Marquees, canopies, eaves, open fire escapes, ground story unenclosed porches and similar projections without projecting walls may project not more than two feet into the area required for setback from a property or street line.
  - 36.6.2 The Zoning Board of Appeals is authorized to grant a reduction of up to twenty-five (25) percent of the setback requirements by Special Exception as specified under Section 92.
- 36.7 Height:** No building or other structure shall exceed the height of 3 stories or forty (40) feet if located 100' or less from Valley Street's right of way, 200' or less from Mansfield or Quarry Street's

right of way or another district; or 6 stories or eight-four (84) feet if located in excess of 100' of Valley Street's right of way, 200' of Mansfield or Quarry Street's right of way or another district.

**36.8 Coverage:** The aggregate lot coverage of all buildings and other structures, excluding surface parking and parking structures, on any lot shall not exceed forty (40) percent of the area of the lot.

**36.9 Standards:** Performance Standards of Section 74 of these regulations shall be met.

**36.10 Special Regulations**

36.10.1 A site development plan as specified in Section 61 of the Regulations shall be submitted for any new development, or use of an existing site for which an addition to the floor area is sought. This requirement shall not apply to any new use of property to be housed within an existing building with sufficient parking on the lot to satisfy the regulations, and where no changes are proposed for the exterior of the site, provided a Certificate of Zoning Compliance is secured prior to use and occupancy.

36.10.2 Existing Private Streets. Existing private streets are exempt from Standards for Streets as set out in 61.2.2c1 of these regulations and Section 7 of the Windham Subdivision Regulations. The minimum travel width for all existing private streets shall be 20', the developer shall provide a statement from a Civil Engineer licensed to practice in the State of Connecticut that the existing private street substantially meets construction standards suitable for the intended volume of traffic. The street line and right-of-way shall be a minimum of 12.5' from the center line of all existing and previously approved private streets.

36.10.3 Parking. Shared parking is encourage. Parking lots can overlap lot lines with appropriate easement provisions and maintenance agreements between property owners. Parking is not permitted within a setback abutting a residential use. The perimeter and interior islands of parking lots shall be landscaped.

36.10.4 Buffers. Land abutting RPO and residential districts shall have effective screening using evergreen trees in combination with earth berms, privacy fencing and shrubs, consistent with other materials used in the development. Buffer will be maintained in a condition that assures their continued effectiveness.

36.10.5 Service Areas

- a) Locate all service areas at the side or rear of the principal building.
- b) Separate the service area and its vehicular access from internal walkways, parking areas or other pedestrian areas by landscaped islands, grade changes or other devices.
- c) Screen the service area to minimize visibility from public and private streets, main entrances, abutters, and public areas. Use building materials that complements the main building and landscaping to create a visual screen.

36.10.6 Stormwater Systems. Design the stormwater system as an integral and attractive component of the landscape; use an open stormwater system whenever possible to increase groundwater recharge and avoid impacts to natural stream flows and be designed consistent with the Connecticut Department of Environmental Protection, entitled, 2004 Connecticut Stormwater Quality Manual, as the same may be amended from time to time. Any detention or retention basins shall be designed and landscaped with appropriate plant material.

## **SECTION 39 - NORTH WINDHAM RETAIL - EAST C-4**

- 39.1. Purpose And Intent:** The purpose and intent of this District is to encourage and permit general retail/commercial development with flexibility allowing the zone to be responsive to market trends, and help the Town to realize optimum economic returns. *(section added July 28, 2011)*
- 39.2. Permitted Uses:** Land, buildings and other structures shall be used for one or more of the following purposes subject to the approval process in Section 61 of these Regulations *(Rev. 9/27/12)*:
- 39.2.1. Retail sales and directly related inventory, and accessory uses.
  - 39.2.2. Restaurants, including the sale of alcoholic beverages for consumption on the premises subject to Section 73 of these regulations; and including incidental entertainment;
  - 39.2.3. Financial services, institutions and agencies, professional and business offices
  - 39.2.4. Mobile food vendors with approval by Zoning Code Officer.
  - 39.2.5. Hotel, multi-story
  - 39.2.6. Mixed used development with commercial use on the 1st floor and residential use on 2nd floor.
  - 39.2.7. Those facilities legally in existence on the date of the adoption of these regulations, including existing residences.
- 39.3. Special Uses:** The Commission will permit the following uses by Special Permit in accordance with Section 62 of these Regulations *(Rev. 9/27/12)*:
- 39.3.1. Contracting businesses, including but not limited to plumbing, heating, electrical mechanical, and general contracting, located consistent with the requirements for a service area.
  - 39.3.2. Movie Theaters and other indoor and outdoor recreational and athletic facilities
  - 39.3.3. Multi-family residential dwellings, which may include studio, one-bedroom and two-bedroom units provided that the minimum lot size shall be fifteen acres, the habitable stories shall not exceed two, and the density shall be no greater than seven dwelling units per acre.
- 39.4. Prohibited Uses**
- 39.4.1. Gasoline filling stations; vehicular repair, painting, upholstering and washing facilities; sale or leasing of new or used vehicles, junk yards, fuel storage or fuel distribution.
  - 39.4.2. Mini-warehouses/self-storage facilities; warehouse and distribution centers; wholesale sales.
  - 39.4.3. Manufacturing, processing, packaging and assembly of components or goods.
  - 39.4.4. Stand-alone convenience stores.
  - 39.4.5. Motels that are single story, mortuaries, funeral and internment services.
  - 39.4.6. Nightclubs, taverns, social clubs and similar uses where the primary purpose of the business is the serving of alcoholic beverages.
  - 39.4.7. Residences/residential uses on the ground floor.
  - 39.4.8. Churches and other places of worship.
  - 39.4.9. Adult Use businesses as defined in the Windham Zoning Regulations.
- 39.5. Lot Area, Shape And Frontage:** Each lot shall have a minimum area of 20,000 square feet and shall have a frontage of 100 feet or more on a public or private street. If the lot is sharing access with an adjacent lot, the required frontage may be reduced to no less than 50'. The frontage of two (2) or

more lots which share a single joint entrance and a single joint exit to a public street may be computed as a single frontage.

**39.6. Setbacks:** The following are the required setbacks:

39.6.1. Front setback: 20 feet

39.6.2. Side and rear setback:

- a) 20 feet where the property line does not abut a residential district.
- b) 75 feet where the property line abuts a residential district

39.6.3. Reductions in dimensional requirements will be considered by the Commission only in special instances when it will improve overall compatibility of the site to surrounding and/or connecting property and with special attention to one or more of the following criteria: landscaping, building orientation, architecture, linkages to abutting properties and other site amenities.

- a) Side setbacks on a common side lot line may be omitted where two (2) or more lots containing no residential uses share a single joint entrance and single joint exit to a public street.
- b) The side setbacks for parking areas and driveways may be reduced depending on the nature of the adjacent land-uses and the proposed landscaping/screening plan; minimum separation between buildings shall be 20 feet, unless sharing a common wall.
- c) The minimum distance from residential district may be reduced to no less than 35 feet due to existing or proposed evergreen buffer or other circumstances. Screening and landscaping of the setback area shall be required by the Commission. The Commission shall require screening and landscaping of the setback area.

**39.7. Height:** No building or other structure shall exceed a height of 2 ½ stories or thirty-five (35) feet, whichever is less.

**39.8. Coverage:** The lot coverage shall not exceed seventy (70) percent of the area of the lot. *(Rev. 9/27/12)*

39.8.1. Higher lot coverage will be considered under certain circumstances *(Rev. 9/27/12)*:

- a) The Commission may permit lot coverage up to eighty (80) percent. This increased coverage shall be permitted only in special instances where special attention has been given to access management through linkages to abutting properties, special provisions for non-motorized transportation or site sensitivity; or
- b) The Commission may permit lot coverage up to eighty-five (85) percent, not including the area of public access management roadways. This increased coverage shall be permitted in unique circumstances where a public roadway will be provided to link abutting properties to promote public safety and that may limit lot development design.

**39.9. Standards:** Development standards of Section 74 of these regulations shall be met.

**39.10. Special Regulations**

39.10.1. Pre-Application Discussion.

Applicants are encouraged to initiate a pre-application conference with the Commission to discuss the conceptual aspects of the proposed development and to prepare and present a conceptual plan for informal consideration by the Commission. Neither the pre-application

conference, the informal review of the concept plan, nor the Commission's suggestions shall be deemed to constitute approval or denial of any portion of the application.

- 39.10.2. A site development plan as specified in Section 61 of the Regulations shall be submitted for any new development, or use of an existing site for which an addition to the floor area is sought. This requirement shall not apply to any new use of property to be housed within an existing building with sufficient parking on the lot to satisfy the regulations, and where no changes are proposed for the exterior of the site, provided a Certificate of Zoning Compliance is secured prior to use and occupancy.
- 39.10.3. Connection to the East Coast Greenway trail. Site plans for all property abutting the trail must incorporate a conceptual pathway connection to the trail to facilitate future connections.
- 39.10.4. Parking.
  - a) Requirements of Section 71 of these regulations must be met.
  - b) On-street parking abutting the frontage may be included in meeting the required number of parking spaces.
  - c) Shared parking is encourage.
  - d) Parking lots can overlap lot lines with appropriate easement provisions and maintenance agreements between property owners.

## ARTICLE IV

### SECTION 41 - MANUFACTURING DISTRICT M-1 *(entire section revised effective 7/16/14)*

- 41.1 Purpose And Intent:** The purpose and intent of this District is to permit manufacturing in harmony with surrounding commercial and residential development.
- 41.2 Permitted Uses:** Land, buildings and other structures shall be used for one or more of the following purposes subject to the approval process in Section 61 of these Regulations:
- 41.2.1 Professional offices, business and corporate offices.
  - 41.2.2 Manufacturing, compounding, processing packaging and assembling materials and products; metal fabrication, machine and blacksmith shops.
  - 41.2.3 Warehouse and self-storage facilities.
  - 41.2.4 Municipal and other governmental uses.
  - 41.2.5 Customary accessory structures and uses including those associated with uses listed in 41.3 and 41.4.
  - 41.2.6 Mobile Home Parks legally in existence on the date of the adoption of these regulations.
  - 41.2.7 Dwellings legally in existence on the date of the adoption of these regulations.
- 41.3 Other Permitted Uses:** Land, buildings and other structures shall be used for one or more of the following purposes, subject to Site Plan Approval by the Commission.
- 41.3.1 Health and sports clubs, golf driving ranges.
  - 41.3.2 Golf courses including accessory uses for restaurants, banquet facilities and golf-related retail.
  - 41.3.3 Facilities with outdoor storage as the primary use.
  - 41.3.4 Wholesale businesses.
  - 41.3.5 Plumbing, heating, electrical, mechanical and general contracting establishments and storage yards.
  - 41.3.6 Retail sales of products manufactured on site.
- 41.4 Special Uses:** The Commission shall permit the following uses by Special Permit in accordance with Section 62 of these Regulations.
- 41.4.1 Airfreight transport, aircraft research and testing.
  - 41.4.2 Printing, publishing, graphic arts processes and sign painting.
  - 41.4.3 Motor vehicle repair.
  - 41.4.4 Veterinary hospital and boarding kennels.
  - 41.4.5 Club, civic, lodge or non-profit organization
  - 41.4.6 Wholesale/commercial laundries, dry cleaners, cleaning or dyeing works and carpet and rug cleaning.
- 41.5 Prohibited Uses:** The above permitted uses shall not be construed to include the following uses, and no land, building or other structure shall be used for any of the following purposes:
- 41.5.1 Adult Uses as defined in Section 4 of the Windham Zoning Regulations are prohibited in this District.

41.5.2 Earth excavation as defined in Section 75 of these Regulations; except earth excavations legally in existence of the date of the adoption of this regulation.

**41.6 Lot Area, Shape And Frontage:** Each lot shall have a minimum area of 40,000 sq. ft. and shall have a frontage of 75 feet or more on a public or private street.

**41.7 Setbacks:** The following are the required setbacks:

41.7.1 Front setback: 50 feet. Parking is not permitted within 25 feet of the front property line.

41.7.2 Side and rear setback:

- a) 25 feet where the property does not abut property zoned residential or containing a residential use; parking is not permitted within 10 feet of the property line.
- b) 100 feet where the property abuts property zoned residential or containing a residential use. Parking is not permitted within 50 feet of property zoned residential or containing a residential use.

41.7.3 The Zoning Board of Appeals is authorized to grant a reduction of up to twenty-five (25) percent of the setback requirements by Special Exception as specified under Section 92.

**41.8 Buffers:** Visual buffers are required in areas abutting a state road and when abutting a conflicting use. Buffers shall use evergreen trees in combination with earth berms, privacy fencing and shrubs. The type of buffer selected shall be based on the site conditions, distances to property lines, intensity of the proposed use and the degree of conflict with abutting use:

41.8.1 Front setback areas abutting a State road shall have a year-round opaque visual barrier for 75% of the length of the frontage.

41.8.2 Property lines abutting a business, commercial or residential zone, or a residential use, shall have a visual buffer area of such width, height, and physical characteristics to provide a year-round opaque visual barrier to parking and storage areas, buildings and activities on the site.

41.8.3 Buffers shall be maintained in a condition that assures their continued effectiveness.

**41.9 Height:** No building or other structure shall exceed a height of 40 feet; additional height may be permitted by Special Permit.

**41.10 Lot Coverage:** The lot coverage shall not exceed 70 percent of the area of the lot.

**41.11 Aquifer Protection:** Development within the Aquifer Protection Zone shall meet the requirements of Section 54 of these regulations.

**SECTION 42 - BUSINESS PARK AND LIGHT MANUFACTURING DISTRICT M-2** *(entire section revised effective 7/16/14)*

**42.1 Purpose And Intent:** The purpose and intent of this District is to permit a business park with light manufacturing and to encourage the use of rail lines.

**42.2 Permitted Uses:** Land, buildings and other structures shall be used for one or more of the following purposes subject to the approval process in Section 61 of these Regulations:

42.2.1 Permitted uses within the M-1 District.

42.2.2 Veterinary hospital.

42.2.3 Plumbing, heating, electrical, mechanical and general contracting offices and storage yards.

42.2.4 Wholesale businesses.

42.2.5 Commercial nurseries and greenhouses.

42.2.6 Customary accessory structures and uses including those associated with uses listed in 42.3.

**42.3 Special Uses:** The Commission will permit the following uses by Special Permit in accordance with Section 62 of these Regulations.

42.3.1 Motor vehicle repair.

42.3.2 Airfreight transport, aircraft research and testing.

42.3.3 Printing, publishing, graphic arts processes, sign painting.

42.3.4 Cutting, sawing and storage of lumber.

42.3.5 Boarding kennels.

42.3.6 Earth excavation per Section 75 of the Windham Zoning Regulations.

42.3.7 Research laboratories.

42.3.8 Public Utility substations and maintenance facilities.

**42.4 Prohibited Uses:** The above permitted uses shall not be construed to include the following uses, and no land, building or other structure shall be used for any of the following purposes:

42.4.1 Adult Uses as defined in Section 4 of the Windham Zoning Regulations are prohibited in this District.

**42.5 Lot Area, Shape And Frontage:** Each lot shall have a minimum area of 40,000 sq. ft. and shall have a frontage of 100 feet or more on a public or private street.

**42.6 Setbacks:** The following are the required setbacks:

42.6.1 Front setback. 50 feet. Parking is not permitted within 25 feet of the front property line.

42.6.2 Side and rear setback:

a) 25 feet where the property does not abut property zoned residential or containing a residential use; parking is not permitted within 10 feet of the property line.

b) 100 feet where the property abuts property zoned residential or containing a residential use. Parking is not permitted within 50 feet of property zoned residential or containing a residential use.

42.6.3 The Zoning Board of Appeals is authorized to grant a reduction of up to twenty-five (25) percent of the setback requirements by Special Exception as specified under Section 92.

**42.7 Buffers:** Visual buffers are required in areas abutting a state road and when abutting a conflicting use. Buffers shall use evergreen trees in combination with earth berms, privacy fencing and shrubs. The type of buffer selected shall be based on the site conditions, distances to property lines, intensity of the proposed use and the degree of conflict with abutting use:

42.7.1 Front setback areas abutting a State road shall have a year-round opaque visual barrier for at least 75% of the length of the frontage.

42.7.2 Property lines abutting a business, commercial or residential zone, or a residential use, shall have a visual buffer area of such width, height, and physical characteristics to provide a year-round opaque visual barrier to parking and storage areas, buildings and activities on the site.

42.7.3 Buffers shall be maintained in a condition that assures their continued effectiveness.

**42.8 Height:** No building or other structure shall exceed a height of 2 ½ stories or forty feet, whichever is less; additional height may per permitted by Special Permit.

**42.9 Lot Coverage:** The lot coverage shall not exceed 70 percent of the area of the lot.

**42.10 Aquifer Protection:** Development within the Aquifer Protection Zone shall meet the requirements of Section 54 of these regulations.

**SECTION 43 - NEIGHBORHOOD MANUFACTURING M-3** *(entire section revised effective 7/16/14)*

**43.1 Purpose And Intent:** The purpose and intent of this District is to permit light manufacturing within existing structures that would be compatible with nearby residential development.

**43.2 Permitted Uses:** Existing buildings shall be used for one or more of the following purposes subject to the approval process in Section 61 of these Regulations:

43.2.1 Professional offices, business and corporate offices.

43.2.2 Packaging and assembling materials and products.

43.2.3 Research laboratories

43.2.4 Recreation facilities

43.2.5 Museums

43.2.6 Manufacturing of products; wholesale businesses subject to the following

a) delivery/pickup limited to between 8am to 8pm

b) noise limited to standards of Section 74.1.3

43.2.7 Municipal and other governmental uses.

43.2.8 Customary accessory structures and uses.

43.2.9 Dwellings legally in existence on the date of the adoption of these regulations.

**43.3 Special Uses:** The Commission will permit the following uses by Special Permit in accordance with Section 62 of these Regulations.

43.3.1 Restaurants less than 2000 sq ft and limited to the hours of 6am to 8pm; the sale of alcoholic beverages is not permitted.

43.3.2 Artist studios including live/work units.

43.3.3 New buildings, or additions to existing building in excess of 10% increase in gross floor area, to be used for a Permitted Use listed in 43.2

**43.4 Prohibited Uses:** The above permitted uses shall not be construed to include the following uses, and no land, building or other structure shall be used for any of the following purposes:

43.4.1 Adult Uses as defined in Section 4 of the Windham Zoning Regulations are prohibited in this District.

**43.5 Lot Area, Shape And Frontage:** Each lot shall have a minimum area of 10,000 sq. ft. and shall have a frontage of 50 feet or more on a public street.

**43.6 Setbacks:** The following are the required setbacks for additions to existing buildings or for new construction:

43.6.1 Front setback: 25 feet. Parking is not permitted within 10 feet of the front property line.

43.6.2 Side and rear setback:

a) 20 feet where the property line does not abut property zoned residential or containing a residential use.

b) 75 feet where the property line abuts property zoned residential or containing a residential use. Parking is not permitted within 35 feet of property zoned residential or containing a residential use.

43.6.3 The Zoning Board of Appeals is authorized to grant a reduction of up to twenty-five (25) percent of the setback requirements by Special Exception as specified under Section 92.

**43.7 Buffers:** The following are required for additions to existing buildings or for new construction, and strongly recommended for changes in use.

43.7.1 Visual and sound buffers are in areas abutting a conflicting use. Buffers shall use evergreen trees in combination with earth berms, privacy fencing and shrubs. The type of buffer selected shall be based on the site conditions, distances to property lines, intensity of the proposed use and the degree of conflict with abutting use:

a) Property lines abutting a residential zone, or a residential use, shall have a visual buffer area of such width, height, and physical characteristics to provide a year-round opaque visual barrier to parking and storage areas, buildings and activities on the site. To the extent possible, buffers shall also be in place to contain sound on site.

b) Buffers shall be maintained in a condition that assures their continued effectiveness.

**43.8 Height:** No building or other structure shall exceed a height of 2 ½ stories or thirty-five (35) feet, whichever is less.

**43.9 Signage:** Signage shall be as for home occupations, or as approved by the Commission.

**43.10 Lot Coverage:** The lot coverage shall not exceed 80 percent of the area of the lot.

**SECTION 44 - MANUFACTURING/INDUSTRIAL DISTRICT M-4** *(entire section revised effective 7/16/14)*

**44.1 Purpose And Intent:** The purpose and intent of this District is to permit manufacturing and industrial development.

**44.2 Permitted Uses:** Land, buildings and other structures shall be used for one or more of the following purposes subject to the approval process in Section 61 of these Regulations:

44.2.1 Permitted uses within the M-1 and M-2 Districts.

44.2.2 Customary accessory structures and uses including those associated with uses listed in 44.3 and 44.4.

**44.3 Other Permitted Uses:** Land, buildings and other structures shall be used for one or more of the following purposes, subject to Site Plan Approval by the Commission.

44.3.1 Crematorium.

44.3.2 Cutting, sawing and storage of lumber.

44.3.3 Generation and sale of electricity by solar, wind, hydro or fuel cell.

44.3.4 Public Utility substations and maintenance facilities.

**44.4 Special Uses:** The Commission will permit the following uses by Special Permit in accordance with Section 62 of these Regulations.

44.4.1 Asphalt and concrete manufacture, treatment and storage.

44.4.2 Automotive recycling facility; salvage yard.

44.4.3 Earth excavation per Section 75 of these Regulations.

44.4.4 Bulk storage of fuel oil or petroleum.

44.4.5 Truck and freight terminals.

44.4.6 Pharmaceuticals, beauty preparations, perfumes and similar products.

44.4.7 Garbage and refuse processing; solid waste, recycling, transfer station.

44.4.8 Research laboratories.

**44.5 Prohibited Uses:** The above permitted uses shall not be construed to include the following uses, and no land, building or other structure shall be used for any of the following purposes:

44.5.1 Adult Uses as defined in Section 4 of the Windham Zoning Regulations are prohibited in this District.

**44.6 Lot Area, Shape And Frontage:** Each lot minimum area of 40,000 sq. ft., and shall have a frontage of 100 feet or more on a public street.

**44.7 Setbacks:** The following are the required setbacks:

44.7.1 Front setback: 50 feet. Parking is not permitted within 25 feet of the front property line.

44.7.2 Side and rear setback:

a) 25 feet where the property does not abut property zoned residential or containing a residential use; parking is not permitted within 10 feet of the property line.

- b) 100 feet where the property abuts property zoned residential or containing a residential use. Parking is not permitted within 50 feet of property zoned residential or containing a residential use.

The Zoning Board of Appeals is authorized to grant a reduction of up to twenty-five (25) percent of the setback requirements by Special Exception as specified under Section 92.

**44.8 Buffers :** Visual buffers are required in areas abutting a state road and when abutting a conflicting use. Buffers shall use evergreen trees in combination with earth berms, privacy fencing and shrubs. The type of buffer selected shall be based on the site conditions, distances to property lines, intensity of the proposed use and the degree of conflict with abutting use:

44.8.1 Front setback areas abutting a State road shall have a year-round opaque visual barrier for at least 75% of the length of the frontage.

44.8.2 Property lines abutting a business, commercial or residential zone, or a residential use, shall have a visual buffer area of such width, height, and physical characteristics to provide a year-round opaque visual barrier to parking and storage areas, buildings and activities on the site.

Buffers shall be maintained in a condition that assures their continued effectiveness.

**44.9 Height:** No building or other structure shall exceed a height of 50 feet; additional height may be permitted by Special Permit.

**44.10 Lot Coverage:** The lot coverage shall not exceed 70 percent of the area of the lot.

**44.11 Aquifer Protection:** Development within the Aquifer Protection Zone shall meet the requirements of Section 54 of these regulations.

## ARTICLE V

### SECTION 51 - PLANNED DEVELOPMENT DISTRICTS - PDD

- 51.1 PURPOSE: A planned development may be established by the Planning & Zoning Commission in accordance with the procedures herein after specified and when found necessary and appropriate for the following purposes (*revised June 23, 2011*):
- 51.1.1 To allow tracts of land to be developed, redeveloped and improved as integrated and harmonious design units, consistent with the physical characteristics of the neighborhood and consistent with any Comprehensive Plan of Development adopted by the Windham Planning & Zoning Commission, when such tracts are of sufficient size to accommodate such design units and when another existing zoning district could not be appropriately established to accomplish such purposes; and/or,
  - 51.1.2 To allow the use of land, buildings and other structures for purposes that would be beneficial to and consistent with the physical characteristics of the Town and the long range improvement of the neighborhood and consistent with any Comprehensive Plan of Development adopted by the Windham Planning & Zoning Commission, when such uses are located on tracts of sufficient size to accommodate integrated and harmonious design of buildings, structures, and facilities in connection with the use and when another existing zoning district could not be appropriately established to accomplish such purpose.
- 51.2 PETITION: A petition for establishment of a Planned Development shall be submitted in writing to the Planning & Zoning Commission, shall be signed by the owner or owners of all lots within the proposed district, and shall be accompanied by the following:
- 51.2.1 Statement: A written statement specifying in detail the particular provisions of these Regulations which are proposed to be applicable or inapplicable and the special or additional provisions which are proposed to be applicable to the use of land, buildings and other structures, the location and bulk of buildings and other structures, and the area, shape and frontage of lots within the District. Ten (10) copies shall be submitted.
  - 51.2.2 Development Plans: A development plan for the proposed development, including site plans, architectural plans, and other drawings as relevant, in sufficient detail to show the precise boundaries of the proposed district and physical characteristics and location of the existing and proposed contours, uses, buildings, and other structures, signs, outdoor illumination, streets, driveways, off-street parking and loading spaces,
  - 51.2.3 outside storage areas, water courses, storm drainage, sewage disposal facilities, water supply facilities and landscaping. Six (6) copies shall be submitted to each Commission.
  - 51.2.3 Fee: A petition fee shall accompany the application.
- 51.3 PROCEDURE AND FINDINGS: After receipt of complete petitions for a Planned Development District, the Planning & Zoning Commission may meet with the petitioner and may request additional information. The Planning & Zoning Commission may adopt the Planned Development District, thereby amending these Regulations and the Zoning Map, upon due notice and public hearing as required for amendment of these Regulations and only after such Commission makes the following findings in addition to other findings necessary for amendment of these Regulations:
- 51.3.1 The Planned Development District and the standards and development plan applicable therein will accomplish the purposes set forth in Paragraph 51.1;

- 51.3.2 The Planned Development District and the standards and development plan applicable therein will be consistent with any Comprehensive Plan of Development adopted by the Windham Planning & Zoning Commission and will be in accord with the comprehensive plan of zoning;
- 51.3.3 Another existing zoning district could not be appropriately established to accomplish such purposes; and,
- 51.3.4 The Planned Development District encompasses a tract of land of not less than five (5) acres, unless there is an existing building of at least 50,000 square feet; then the tract of land must encompass at least one (1) acre, and the building(s) must be improved and utilized as part of the Planned Development District. *(amended 11-29-01)*

If the Planned Development District is adopted by the Planning & Zoning Commission, notice of such adoption shall be given as required for amendment of these Regulations, and the Planned Development District, appropriately numbered, shall be shown on the Zoning Map. Before or after adoption of the Planned Development District and prior to approval of any application for a Certificate of Zoning Compliance by the Zoning Enforcement Officer, the Commission may require the petitioner to submit detailed specifications for particular aspects of the proposed development in order that such specifications may be reviewed and may be approved by the Planning & Zoning Commission after finding that they are consistent with the standards and Development Plan and are made a part of the conditions under which an application for a Certificate of Zoning Compliance is approved.

- 51.4 ADDITIONAL LIMITATIONS: Adoption of a Planned Development District by the Planning & Zoning Commission shall constitute authorization to establish the uses, buildings, structures and site development in accordance with the standards and Development Plan adopted by the Commission for the District and in accordance with detailed specifications approved by the Commission. The Development authorized by the district shall be completed within five (5) years from the effective date of the district, except that the Commission may extend the time for completion for one year periods after public hearing for good cause demonstrated to the satisfaction of the Commission; otherwise the Commission shall be deemed authorized by the owner of land within the district to amend these Regulations and the Zoning Map, deleting the Planned Development District and establishing for such land the previous or another zoning district.

## SECTION 52 - SPECIAL FLOOD HAZARD AREA - SFH

- 52.1 GENERAL: The following Regulations shall apply to the use of land, buildings, and other structures, and the location and bulk of buildings and other structures in any Special Flood Hazard Area.
- 52.1.1 Accessory Structure: means an unfinished structure of less than 401 square feet, the use of which shall be subordinate to the principal structure on the parcel. (added 05/28/95)
- 52.2 PURPOSE: It is the purpose of this Regulation to promote the health, safety and general welfare, and to minimize public and private losses due to flood conditions in specific areas by provisions designated:
- To protect human life and health;
  - To minimize expenditure of public money for costly flood control projects;
  - To minimize the need for rescue and relief efforts associated with flooding and general undertaken at the expense of the general public;
  - To minimize prolonged business interruptions;
  - To minimize damage to public facilities and utilities such as water and gas mains, electric, telephone and sewer lines, streets and bridges located in areas of Special Flood Hazard;
  - To insure that potential home buyers are notified that property is in an area of Special Flood Hazard;
  - To help maintain a stable tax base by providing for the sound use and development of areas of special flood hazard in such manner as to minimize future flood blight areas; and,
  - To ensure that those who occupy the areas of Special Flood Hazard assume responsibility for their actions.
- 52.3 METHODS OF REDUCING FLOOD LOSSES: In order to accomplish its purposes, this ordinance includes methods and provisions to:
- Restrict or prohibit uses which are dangerous to health, safety, and property due to water or erosion, or which increase flood heights or velocities;
  - Require that uses vulnerable to floods, including facilities which serve such uses, be protected against flood damage at the time of initial construction;
  - Control the alteration of natural flood plains, stream channels, and natural protective barriers, which are involved in the accommodation of flood waters;
  - Control filling, grading, dredging and other development which may increase erosion or flood damage; and,
  - Prevent or regulate land use activities and the construction of flood barriers which will unnaturally divert floodwaters of which may increase flood hazards to other lands.
- 52.4 BASIS FOR ESTABLISHING THE AREAS OF SPECIAL FLOOD HAZARD: The areas of Special Flood Hazard identified by the Federal Insurance Administration in a scientific and engineering report entitled "The Flood Insurance Study for the Town of Windham Connecticut" dated November 6, 1998, and any revisions thereto, with accompanying Flood Insurance Rate Maps and Flood Boundary-Floodway Maps are hereby adopted by reference and declared to be a part of this ordinance. The Flood Insurance studies are on file at the Office of the Windham Planning Department and Town Clerk's Office. (amended 12/11/98)
- 52.5 DEFINITIONS: For the purpose of this Section and any related section, certain words and phrases shall, whenever used, have the meanings defined as follows:
- 52.5.1 Area of Special Flood Hazard: The land in the flood plain within a community subject to a one- percent or greater chance of flooding in any given year. The areas of Special Flood

Hazard contain all A Zones (*amended 12/11/98*), as designated on the Flood Insurance Rate Map, and contain all lands within the Special Flood Hazard Area.

- 52.5.2 Base Flood: The base flood is the flood having a one- percent chance of being equaled or exceeding in any given year. (*amended 05/28/95*)
- 52.5.3 Development: Any man made change to improved or unimproved real estate, including but not limited to buildings or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations or storage of equipment or materials located within the area of Special Flood Hazard. (*amended 05/28/95*)
- 52.5.4 Flood Insurance Rate Map (FIRM): The official map on which the Federal Insurance Administration has provided flood profiles, as well as the Flood Boundary-Floodway Map and the water surface elevation of the base flood.
- 52.5.5 Flood Boundary and Floodway Map: The official map on which the Federal Emergency Management Agency has delineated the boundaries of the floodway. (*amended 05/28/95*)
- 52.5.6 Floodway: The channel of a river or other water course and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than a designated height.
- 52.5.7 Special Flood Hazard Area (SFH): The zoning district within the Town of Windham whose area and boundaries correspond to the areas of Special Flood Hazard. The SFH Area shall be an overlay district and shall modify the existing underlying zoning in accordance with this and related sections. (*amended 05/28/95*)
- 52.5.8 Structure: For the purposes of this section, structure shall have the same definition as given in Section 4 and any revisions, and shall also include mobile/manufactured homes or recreational vehicles as defined (*amended 05/28/95*) and gas or liquid storage tanks.
- 52.5.9 Substantial Damage means damage of any origin sustained by a structure whereby the cost of restoring the structure to its before-damaged condition would equal or exceed fifty (50) percent of the market value of the structure before the damage occurred. (*amended 05/28/95*)
- 52.5.10 Substantial Improvement: (*See Note below*) Any combination of repairs, reconstruction, alteration or improvements to a structure taking place over a five year period, in which the cumulative cost equals or exceeds fifty (50) percent of the market value of the structure. The market value of the structure should be: (1) the appraised value of the structure using the cost approach

to value method, prior to the start of the initial repair or improvement; or, (2) in the case of damage, the value of the structure prior to the damage occurring. (*added 05/28/95*)

*NOTE: This specifies the method to be used to determine the market value, based on the value of the depreciated replacement cost of the structure using current rates for materials, equipment and labor. It generally results in the highest market value for the property.*

- a. Lowest Floor means the lowest floor of the lowest enclosed area (including basement or cellar). (*added 05/28/95*)
- b. Mean Sea Level means for the purposes of the National Flood Insurance Program, the National Geodetic Vertical Datum (NGVD) of 1929 or other datum, to which base flood elevations on a community's Flood Insurance Rate Map are referenced. (*added 05/28/95*)

- c. New Construction means structures for which the “start of construction” commenced on or after the effective date of the initial FIRM dated November 6, 1998 (*amended 12/11/98*), and includes any subsequent improvements to such structures. (*added 05/28/95*)
- d. Start of Construction includes substantial improvement, and means the date the building permit was issued, provided the actual start of construction, repair, reconstruction, rehabilitation, addition, placement or other improvement was within 180 days of the permit date. The actual start means either the first placement of permanent construction of a structure on a site, or any work beyond the stage of excavation. For a substantial improvement, the actual start of construction means the first alteration of the building, whether or not that alteration affects the external dimensions of the building. (*added 05/28/95*)

52.5.11 Violation means the failure of a structure or other development to be fully compliant with the community’s flood plain management regulations. A structure or other development without the elevation certificate, other certifications, or other evidence of compliance required is presumed to be in violation until such time as that documentation is provided. (*added 05/28/95*)

52.6 MANAGEMENT OF THE SPECIAL FLOOD HAZARD AREA: A Certificate of Zoning Compliance, as hereinafter provided, shall be required in conformance with the provisions of this Regulation prior to the commencement of any activities within the Special Flood Hazard Area as follows: (*added 05/28/95*)

- a. Compliance: No structure or land shall hereafter be located, extended, converted, structurally altered, clear cut, or re-graded without full compliance with the terms of this Regulation and other applicable regulations.
- b. Abrogation and Greater Restrictions: This Regulation is not intended to repeal, abrogate or impair any existing easements, covenants, or deed restrictions. However, where this Regulation and another conflict or overlap, whichever imposes the more stringent restrictions shall prevail
- c. Interpretation: In the interpretation and application of this Regulation, all provisions shall be:
  - 1) considered as minimum requirements;
  - 2) liberally construed in favor of the Town; and,
  - 3) deemed neither to limit nor repeal any other powers granted under State Statutes. (*added 05/28/95*)

52.7 PROCEDURE: Prior to the commencement of any development in designed Flood Hazard Area for all A Zones, an application for site plan review as specified under Section 61 shall be submitted to the Commission for its review unless such development is performed for or by the Town, State, or Federal government. Upon receipt of the application, the Commission shall review the proposal and determine whether the plan for the proposed activity is in compliance with these Regulations.

- a. If the proposal involves a minor land disturbing activity, accessory structure, or minor addition, which is clearly consistent with the approval criteria contained in this Regulation, the Commission may authorize the issuance of a Certificate of Zoning Compliance.
- b. Where more substantial development or disturbance is proposed (i.e. disturbance of one acre or more, removal or addition of more than 1,000 cubic yards, but not more than 5,000 cubic yards of material), the Commission may require more detailed information on the likely impacts of the proposed development on flood flow and the effect on abutting properties within the Flood Hazard Area. (*revised 6/23/11*)
- c. Where the proposed development may result in a substantial change in conditions (i.e. disturbance of more than five acres, the removal or addition of more than 5,000 cubic yards of

material...), the Commission shall process the application as a Special Permit in accordance with Section 62. (revised 6/23/11)

- d. Where such substantial development occurs in riverine situations, the Commission shall notify adjacent communities and the State coordinating office prior to any alteration or relocation of a watercourse. Copies of such notification shall be submitted to the Federal Insurance Administrator. (added 05/28/95)

52.7.1 Application Requirements: Applications shall include a site plan showing property lines, existing and proposed contours, existing and proposed structures and floor elevations, where applicable, base flood information, appropriate engineering certifications, appropriate construction plans and other data necessary to accurately review the proposal with respect to approval criteria. Specific base flood elevation data shall be provided for proposals greater than fifty (50) lots or five acres, whichever is the lesser, for that portion within the Flood Plain District. Please note that any necessary permits from those government agencies from which approval is required by Federal or State Law shall be obtained prior to construction. (added 05/28/95)

52.7.2 Flood Hazard Area/Base Flood Information: Where base flood elevation data or floodway data have not been provided, the Commission shall obtain, review and reasonably utilize any base flood elevation and floodway data available from a Federal, State or other source in order to administer the provisions of this Section. (added 05/28/95)

52.7.3 Approval Criteria: In reviewing and authorizing any development in an 'A' Zone designated Flood Hazard Area, the Commission shall determine that the public's health, welfare and general safety have been protected and that the following specific criteria have been met to the Commission's satisfaction:

- a. That all appropriate approval criteria has been satisfied.
- b. That all new construction and substantial improvements, including prefabricated or manufactured buildings or structures shall have the lowest floor, including the basement, elevated to or above the base flood level (100 year flood level).
- c. Non-residential structures located in all A-Zones may be flood-proofed in lieu of being elevated provided that together with all attendant utilities and sanitary facilities, the areas of the structure below the required elevation are water tight with walls substantially impermeable to the passage of water, and structural components are used which have the capability of resisting hydrostatic and hydrodynamic loads and the effect of buoyancy. A registered professional engineer or architect shall review and/or develop structural design specifications, and plans for the construction, and shall certify that the design and methods of construction are in accordance with acceptable standards of practice for meeting the provisions of this Section. Such certification shall be provided to the Commission.
- d. New construction or substantial improvements of elevated buildings that include fully enclosed areas formed by foundation and other exterior walls below the base flood elevation shall be designed to preclude finished living space. Further, such construction or substantial improvement shall be designed to allow for the entry and exit of floodwaters to automatically equalize hydrostatic flood forces on exterior walls. Designs for complying with this requirement must either be certified by a professional engineer or architect or meet the following minimum criteria:
  - 1. Provide a minimum of two openings having a total net area of not less than one square inch for every square foot of enclosed area subject to flooding;
  - 2. The bottom of all openings shall be no higher than one foot above grade; and,
  - 3. Openings may be equipped with screens, louvers, valves or other coverings or devices provided they permit the automatic flow of floodwaters in both directions.

- e. All development proposals, including utilities and drainage, shall be located and designed to be consistent with the need to minimize flood damage. More specifically (see following page):
  - 1. All public utilities and facilities such as sewer gas, electrical and water systems shall be located and constructed to minimize or eliminate flood damage.
  - 2. New or replacement water supply systems and/or sanitary sewer systems shall be designed to minimize or eliminate infiltration of flood waters into the systems and discharges from the systems into flood waters.
  - 3. On-site waste disposal systems shall be located to avoid impairment of their essential function or contamination of other properties during flooding. Adequate drainage shall be provided to reduce exposure to flood hazards, and access to proposed developments shall not be impaired due to flood hazards.
  - 4. Electrical, heating, ventilation, plumbing, air conditioning equipment and other service facilities shall be designed and/or located so as to prevent water from entering or accumulating within the components during conditions of flooding.
- f. An engineering certification shall be submitted with the application demonstrating that the flood carrying capacity is maintained within any altered or relocated portion of any watercourse.
- g. Any new construction, including prefabricated buildings and manufactured homes, and substantial improvements shall be designed and anchored to prevent flotation, collapse or lateral movement and constructed with flood-resistant materials and methods. The placement of manufactured homes or manufactured home parks and subdivisions shall be prohibited within any Special Flood Hazard Area of an 'A' or 'B' zone. New construction and substantial improvements shall be constructed using methods and practices that minimize flood damage. (added 05/28/95)

52.8 Due to the velocity of flood waters within the floodway which carry debris, potential projectiles, and erosion potential, the following provisions shall apply:

- a. Any development or activity within a floodway must be capable of conveying the base flood without increasing the water surface elevation more than one foot at any point.
- b. Encroachments, including fill, new construction, substantial improvements and any other development is prohibited unless certification (with supporting technical data) is provided by a registered professional engineer demonstrating that such encroachments will not result in an increase in flood levels during occurrence of the base flood discharge. (added 05/28/95)

52.8.1 If the proposal involves development within an 'A' Zone (*amended 12/11/98*), and a floodway has not been identified, no new construction, substantial improvements to existing structures, or other development (including fill) shall be permitted unless it is demonstrated by the applicant that the cumulative effort of the proposed development, when combined with all other existing and anticipated development, will not increase the water surface elevation of the base flood more than one foot at any point in the Town. (*added 05/28/95*)

52.8.2 The Town may request floodway data of an applicant for watercourses without FEMA-published floodways. When such data is provided by an applicant or when ever such data is available from any other source (in response to the Town's request or not), the Town shall adopt a regulatory floodway based on the principle that the floodway must be able to convey the waters of the base flood without increasing the water surface elevation more than one foot at any point along the water course. (added 05/28/95)

52.9 AS BUILT PLANS REQUIRED: Prior to issuance of any Certificates of Use and Compliance for any approved development activities in designated Flood Hazard Area, the Planning and Engineering Departments shall determine that approved plans and evaluation requirements have been satisfied. To verify compliance, “as built plans” for the first floor and/or basement elevations, and final ground elevations shall be prepared and certified by a Registered Professional Engineer or Land Surveyor

As built plans shall be submitted for authorized primary structures, major additions, and major land disturbing activities or any other development activity where plan certification is necessary. Where flood-proofing measures have been utilized or watercourses altered appropriate documents shall be prepared by a Registered Professional Engineer, or Surveyor certifying the “as built” or “as constructed” plans. (added 05/28/95)

52.9.1 Subdivisions

- a. All subdivision proposals shall be consistent with the need to minimize flood damage;
- b. All subdivision proposals shall have public utilities and facilities such as sewer, gas, electrical and water systems located and constructed to minimize flood damage;
- c. All subdivision proposals shall provide adequate drainage to reduce exposure to flood hazards; and,
- d. Base flood elevation data shall be provided for all subdivision proposals and other proposed development (including manufactured home parks and subdivisions) which are located in Zone A.

52.9.2 Variances

- a. Variances shall not be issued within any designated floodway if any increase in flood levels during the base flood discharge would result.
- b. Variances shall be processed in accordance with Section 92 of these Regulations and in accordance with State Law; further, variances shall only be issued upon a determination that the variance is the minimum necessary, considering the flood hazard, to afford relief. In the instance of an historical building, a determination shall be made that the variance is the minimum necessary to maintain the historic physical characteristics and design of the building.
- c. Variances may only be issued for the following (see following page):
  1. A showing of good and sufficient cause.
  2. A determination that the granting of a variance will not result in increased flood heights, additional threats to public safety, extraordinary public expense, create nuisance, cause fraud on, or victimization of the public, nor shall it be in conflict with existing local laws or ordinances.
- d. Any applicant to whom a variance is granted shall be given written notice specifying the difference between the base flood elevation and the elevation to which the structure is to be built, and stating that the cost of flood insurance will be commensurate with the increased risk resulting from the reduced lowest flood elevation.
- e. The Planning/Zoning Department shall maintain the records of all appeal actions and report any variances to the Federal Emergency Management Agency upon request. (added 05/28/95)

## **SECTION 53 - RESERVED LAND DISTRICT - RL**

- 53.1 General:** To ensure the planned and orderly use and development of public lands intended for open space, recreational and other specified extensive public uses, the Reserved Land District is established.
- 53.2 Permitted Uses:** Land and buildings shall be used for one or more of the following purposes after the issuance of a Special Exception by the Commission:
- 53.2.1 Parks and playgrounds.
  - 53.2.2 Golf courses.
  - 53.2.3 Municipal Uses (*effective 7/16/14*)
  - 53.2.4 Cemeteries.
  - 53.2.5 Non-profit outdoor recreational facilities.
  - 53.2.6 Community centers.
  - 53.2.7 Sewage treatment facilities, water supply wells.
  - 53.2.8 Public utility transmission lines.
- 53.3 Special Regulations**
- 53.3.1 All development within the Reserved Land District shall be consistent with the maximum protection and enhancement of the natural resources and open space of the site.
  - 53.3.2 Parking and other service facilities shall be the minimum necessary to serve the uses intended and shall be of such location, design and scale to minimize their impact on the district in general.
- 53.4 Setbacks:** No building or other structure, parking lot or storage area shall extend within twenty (20) feet of any street or property line. The Commission may require an equal or greater setback for any recreational or other use, which in the opinion of the Commission may unduly disturb adjacent residential or other uses.
- 53.5 Height:** No building or other structure shall exceed a height of two and one half- (2 ½) stories or thirty-five (35) feet whichever is less.
- 53.6 Coverage:** The ground floor area of all structures and paved areas used for vehicular parking and access shall not exceed fifteen (15) percent of the area of the lot.

## **SECTION 54 - AQUIFER PROTECTION ZONE - APZ (REVISED 06/01/17)**

**54.1 Purpose:** The purpose of the Aquifer Protection Overlay Zone (APZ) is to protect the public's health by reducing or minimizing the potential contamination and degradation of groundwater resources in certain locally identified stratified drift aquifers, in order to ensure a present and future supply of safe and healthy drinking water for present and future generations.

The APZ is an overlay zone to other zones, and the regulations, restrictions and requirements contained herein shall be in addition to those applicable in the underlying zone.

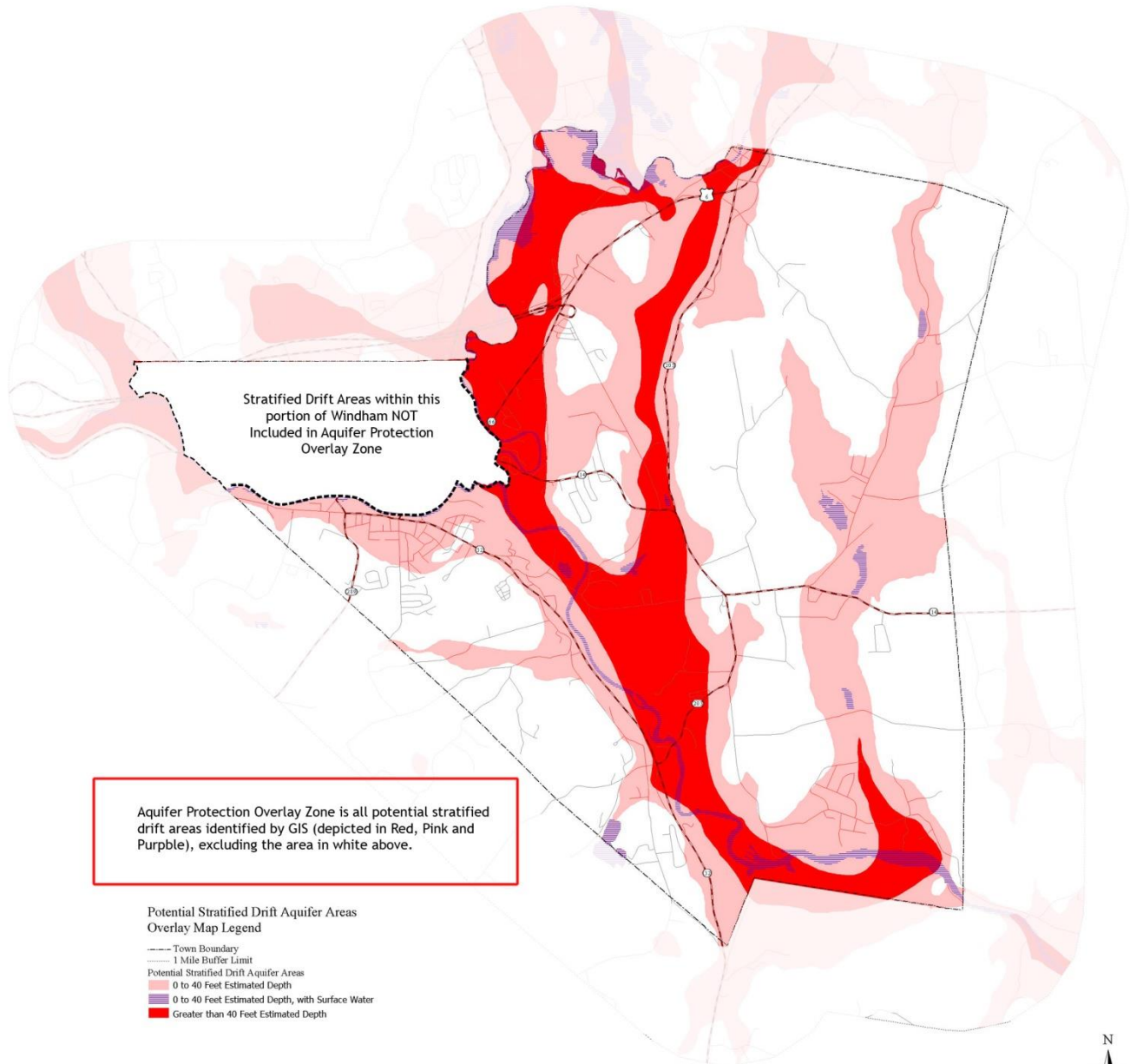
The locations and boundaries of the APZ are derived from GIS mapping of stratified drift aquifers and is shown on the Windham Zoning Map.

**54.2 Permitted Uses:** Land and buildings shall be used as regulated for the underlying district, with the exceptions given in Section 54.3.

**54.3 Prohibited Uses:** The following uses shall be prohibited in the Aquifer Protection Zone:

- a) Road salt storage and loading facilities.
- b) Disposal of solid and liquid wastes to the ground in sanitary landfills or dumps of any kind.
- c) Septage lagoons and the disposal or spreading of septage on the ground.
- d) Disposal of toxic substances or hazardous waste materials to the ground, including wetlands, surface water and groundwater.
- e) In-ground storage tanks, pipelines, or distribution systems for gasoline, fuel oil, solvents, herbicides, or other hydrocarbons, fuels or chemicals.
- f) Any activity which involves the manufacture, use, generation, storage, transportation of toxic substances or hazardous materials, as identified and listed in accordance with Section 3001 of the Resource Conservation and Recovery Act of 1976, in quantities greater than that for normal, single household use.
- g) Sanitary wastewater disposal to on-site septic systems in an Aquifer Protection Zone shall not average more than 350 gallons per acre per day. Septic systems for multifamily residences shall be approved by the Connecticut Department of Energy and Environmental Protection as consistent with maintenance of the quality of groundwater in the Aquifer Protection Zone.
- h) Dry cleaners and furniture stripping businesses.

**54.4 Exemption:** Where it can be determined through on-site investigation, meeting the standards of the United States Geological Survey, that a parcel of land within the Aquifer Protection Overlay Zone is not within a direct recharge area, the restrictions in 54.3 shall not apply.



NOTE: The term "Estimated Depth" in the map legend refers to the estimated depth of stratified drift deposits.



Section 55 - ARTSPACE WINDHAM PLANNED DEVELOPMENT DISTRICT (revised 6/23/11)

- 55.1 GENERAL: The following are regulations which are intended to permit the adaptive reuse, improvement and vertical expansion of the existing vacant factory building known as Mill No. 1, Building 8, situated on Parcel 1A of the Windham Mills Complex, so as to create a multi-family residential community comprised of units of living/studio space designed for occupancy by (but not restricted to) members of the arts and technology communities, together with additional uses ancillary and incidental thereto. The site plans entitled "ArtSpace Windham", submitted to the Planning & Zoning Commission with these regulations, are hereby made a part of this Article V-A. Any changes to the plan shall require review and approval in accordance with Section 61 for Final Site Development.
- 55.2 PERMITTED USES: Land, buildings and other structures shall be used for one or more of the following purposes:
- 55.2.1 Multi-family, residential dwellings which may include studios for use by the residents in connection with the arts and/or computer technology.
  - 55.2.2 Art galleries and studios for artists.
  - 55.2.3 Customary accessory uses to the above permitted uses, including but not limited to laundry and drying facilities, refuse collection, lounges, rental offices, and day care facilities.
  - 55.2.4 Stores and other facilities where retail goods are sold or services are rendered.
  - 55.2.5 Storage of reasonable quantity of retail merchandise and supplies necessary for the operation of a retail establishment located within the PDD ArtSpace Windham District.
  - 55.2.6 Businesses and professional offices.
  - 55.2.7 Museums, recreation facilities, charitable institutions and public utility substations.
  - 55.2.8 Off-street parking facilities.
  - 55.2.9 Tanks for storage and distribution of fuel as an accessory use for on site development.
  - 55.2.10 Wireless communications antennae, subject to the provisions of Article I Section 5 of these Zoning Regulations.
  - 55.2.11 Operation and maintenance of hydroelectric generating facilities at the dams in and adjacent to the property located within the PDD ArtSpace Windham District.
- 55.3 PROHIBITED USES: The above permitted uses shall not be construed to include the following uses, and no land, building or other structure shall be used for any of the following purposes:
- 55.3.1 Gasoline filling stations; automobile repair garages including automobile, trailer and farm equipment repairing, painting and upholstering except when clearly accessory and subsidiary to a permitted use on the same premises; establishment for motor vehicle washing; establishments for the sale of new or used automobiles, trucks, trailers or farm equipment.
  - 55.3.2 The manufacture of ammonia, bleach, chlorine, animal black, bone black, lamp black, fertilizer, paint, oil, varnish, turpentine, shellac, enamel, starch, glucose, dextrin or acid; the distillation of coal, petroleum, refuse, grain, wood or bones; petroleum refining; refining or recovering of products from fish, animal refuse or offal; grease, lard, fat or tallow rendering or refining; grain drying or food manufacture from refuse or mash; incineration, reduction, storage or dumping of slaughterhouse refuse, rancid fats, dead animals or offal; manufacture and storage of fireworks and explosives except small arms ammunition; tanning, curing, cleaning or storage of raw hides or skins; stock yard; commercial slaughtering; the killing or dressing of poultry; blast furnaces except cupolas as converters used in foundries; and coke ovens.
- 55.4 LOT AREA, SHAPE AND FRONTAGE: Each lot shall have a minimum area of one (1) acre and shall have a frontage of 50 feet or more on a street.

55.5 HEIGHT:

- 55.5.1 No building or other structure shall exceed a height of eighty-five (85) feet unless approved as a Special Exception.
- 55.5.2 Allowable height limits may be increased after the issuance of a Special Exception by the Planning & Zoning Commission in accordance with Section 62.

55.6 COVERAGE AND BULK: The aggregate lot coverage of all buildings on the lot shall not exceed ninety (90) percent of the area of the lot. The total floor area of all buildings and other structures on the lot, excluding basements, shall not exceed three times the area of the lot.

55.7 SPECIAL REGULATIONS:

55.7.1 Parking lot landscaping: Parking lots serving more than ten (10) cars shall be suitably landscaped.

55.7.2 Parking Exemption: All buildings in the PDD ArtSpace Windham District shall be exempt from the off-street parking and loading facility requirements of Section 71, provided the Planning & Zoning Commission is satisfied that there is adequate parking, either on-site or off-site, for the intended use of the property.

55.7.3 Standards for Multi-Family Residential Development:

- a) Rubbish disposal: Each multi-family building shall be provided with facilities of sufficient size to accommodate all trash and waste stored on the premises.
- b) Floor area of accessory uses: Permitted floor area for allowable non-residential uses shall not exceed thirty (30) percent of the floor area for residential uses as defined herein.
- c) Walkways: Adequate pedestrian walkways shall be provided for all multi-family dwellings to provide safe and convenient access.
- d) Dwelling unit size: The minimum floor areas shall be as established by CGS or the following, whichever is less:

<u>UNIT TYPE</u>	<u>MIN. NET FLOOR AREA</u>
Efficiency/Studio	450 square feet
One bedroom	700 square feet
Two bedroom	950 square feet
Three bedroom	1100 square feet

## **SECTION 56 - CEDARWOODS PLANNED DEVELOPMENT DISTRICT**

- 56.1 GENERAL: The following regulations are intended to provide an opportunity to establish a supportive living complex containing a supportive housing community consisting of individuals at risk for homelessness and or low to moderate incomes. The complex will include treatment, counseling and supportive services for the residents, which may include opportunities for on-site social service counseling, consulting and life-skills training. (Added 6-21-07)
- 56.2 PERMITTED USES: Land, buildings and other structures shall be used for one or more of the following purposes:
- 56.2.1 those uses permitted in Section 24.2 of the R-4 Residence District.
- 56.2.2 Supportive Living Complex of no more than 74 units
- 56.3 USES PERMITTED BY SPECIAL PERMIT: Supportive Living Complex in excess of 74 units not to exceed a density of five (5) units per gross acre
- 56.3.1 ACCESSORY STRUCTURES AND USES PERMITTED: Permitted accessory uses include, but are not limited to, the following:
- a. Customary accessory uses to the above permitted uses, including but not limited to laundry and drying facilities, refuse collection, lounges and rental offices.
  - b. On-site social service and psychological counseling, consulting and life skills training for dwelling unit occupants.
  - c. Public utility and security substations.
  - d. Off-street parking facilities.
  - e. Tanks for storage and distribution of fuel as an accessory use for on site development.
  - f. Communications antennae, subject to the provisions of Article I Section 5 of these Zoning Regulations.
  - g. Private greenhouse, vegetable, fruit or flower garden and shed for the storage or maintenance of recreation and yard equipment used on the premises.
  - h. Barbecue pits, flagpoles, trellises, statuary, arbors and gazebos.
  - i. Appropriate recreational facilities and recreational uses as approved by the Commission.
  - j. Fences, retaining walls and hedges subject to Section 3.3.3.
  - k. Permitted signs as specified in these Regulations.
  - l. Roadside bus shelters.
- 56.4 LOT AREA, SHAPE AND FRONTAGE: Each lot shall have a minimum area of five (5) acres and shall have a frontage of 50 feet or more on a street or on a paved private road or access-way that intersects a street.

56.5 HEIGHT:

56.5.1 No building or other structure shall exceed a height of sixty (60) feet unless approved as a Special Exception.

56.5.2 Allowable height limits may be increased after the issuance of a Special Exception by the Planning & Zoning Commission in accordance with Section 62. *(revised June 23, 2011)*

56.6 COVERAGE AND BULK: The aggregate lot coverage of all buildings on the lot shall not exceed fifty (50) percent of the total area of the lot. The total floor area of all buildings and other structures shall not exceed forty (40) percent of the area of the lot. The rear setback shall be 20 feet, the side yards 50 feet, and the front yard 15 feet.

56.7 OTHER GENERAL PROVISIONS:

56.7.1 All provisions of the Town's Subdivision Regulations and Public Improvement Specifications shall apply for the development of any and all streets, interior drives, water and sewer systems, unless waived by the Commission.

56.7.2 Parking requirements: All buildings in the Cedarwoods Planned Development District shall be required to provide at least one off-street parking space per living unit, and sufficient parking for full-time staff as determined by the Commission, and a loading facility as set forth in Section 71. Durable porous surfaces may be used to reduce drainage problems, consistent with Connecticut Stormwater Quality Manual.

56.7.3 Open Space and Recreation: A minimum of sixty six (66) percent of the land shall be devoted to recreation or open space uses so located as to enhance or help preserve the appearance of the development, protect important natural features and provide appropriate recreation for the residents. The location and content of all open space and recreation facilities shall be subject to the approval of the Commission. Such open space land shall include the northeast corner of land located at 87 & 87R Roanoke Ave. The open space area may include utilities and essential environmental control features such as drainage structures, or detention facilities.

56.7.4 Buffers: The Commission may require the provision of adequate buffers between all dwellings, parking and loading facilities, recreational facilities and uses on adjacent lots. Such buffered areas may be provided through existing vegetation, new landscaping, earth mounds or appropriate opaque fencing. The material used and its location shall be approved by the Commission under Section 74.9.

56.7.5. Rubbish Disposal: Each building shall be provided with an enclosed waste pen of sufficient size to accommodate all trash and recyclable waste stored on the premises. The waste pen and all utility areas shall be properly screened and buffered from all buildings and property lines.

56.7.6 Floor Area of Accessory Uses: Permitted floor area for allowable accessory uses shall not exceed fifty (50) percent of the floor area for residential uses as defined herein.

56.8 DEFINITIONS

- a. For purposes hereof, a “Supportive Living Complex” shall mean: an integral building or group of buildings, and grounds, containing units of which no less thirty (30%) are supportive living units, combined for the purpose of advancing and housing individuals and treating them or counseling them to adapt or continue to live congruently with the community, independently, safely and with gainful employment. Said use may include spaces offices for emotional and financial counseling, medical and psychological treatment, security, administration, and for accessory uses. Space must be provided for tenant services.
- b. A “unit” means a living or supportive living area containing no less than 500 square feet *including* space for no more than one bedroom, one full bathroom and a kitchen area.

56.9 FINAL SITE Final site plans shall require review and approval in accordance with Section 61 for Final Site Development Plans

56.10 Upon the consent of the Commission, the Zoning Enforcement Officer, Town Planner or Town Engineer may permit minor changes in an approved final site development plan which may include technical aspects of drainage, slight alterations of location of buildings, sidewalks and roads due to unforeseen topographic or geologic features, minor alteration of finished grades, slight rearrangement of light standards, etc.

## **SECTION 57 - FROG BRIDGE DISTRICT PLANNED DEVELOPMENT DISTRICT**

- 57.1 GENERAL: (Entire Section added 9/27/07) The following are regulations which are intended to permit the adaptive reuse and improvement of the existing warehouse building known as 560 Main Street, formerly owned by American Thread Company, so as to create a multi-family residential community comprised of units of living/studio space designed for occupancy by singles, retired individuals and couples, empty nesters and others wanting in-town apartments with easy access to downtown. The purpose of the District is to provide in-town housing consistent with State and Federal Fair Housing Laws, encouraging pedestrian traffic and reducing the need for automobiles and the associated traffic. The site plans entitled 560 Main Street submitted to the Planning & Zoning Commission with these regulations are hereby made a part of this District. The Final Site Development plan shall require review and approval in accordance with Section 61 for Final Site Development. *(Revised June 23, 2011)*
- 57.2 PERMITTED USES: Land, buildings and other structures for one or more of the following purposes:
- 57.2.1 Multi-family, residential dwellings, which may include studios, one-bedroom and two-bedroom units, including units at the basement level. There shall be no three-bedroom units.
  - 57.2.2 Exercise facilities for residents.
  - 57.2.3 customary accessory uses to the above permitted uses, including but not limited to laundry and drying facilities, refuse collection, lounges, rental offices, day care facilities and on-site storage for use by tenants.
  - 57.2.4 Stores and other facilities where retail goods are sold or services are rendered, including but not limited to suitably sized restaurants, banks and markets, on the main floor of the building or on a pad site, which will provide accessory amenities to the residential component of the District.
  - 57.2.5 Storage of reasonable quantity of retail merchandise and supplies necessary for the operation of such stores and other establishments located within the PDD Frog Bridge District, as provided in Section 57.2.4.
  - 57.2.6 Businesses and professional offices on the first floor above the basement (main floor of the building) and offices for on-site management.
  - 57.2.7 Museum, recreation facilities, charitable institutions and public utility substations.
  - 57.2.8 Off-street parking facilities.
  - 57.2.9 Tanks for storage and distribution of fuel as an accessory use for on site development.
  - 57.2.10 Wireless communications antennae, subject to the provisions of Article I Section 5 of these Zoning Regulations.
  - 57.2.11 Operation and maintenance of hydroelectric generating facilities at the dams in and adjacent to the property located within PDD Frog Bridge District.
- 57.3 PROHIBITED USES: The above permitted uses shall not be construed to include the following uses, and no land, building or other structure shall be used for any of the following purposes:
- 57.3.1 Gasoline filling stations; automobile repair garages including automobile, trailer and farm equipment repairing, painting and upholstering except when clearly accessory and subsidiary to a permitted use on the same premises; establishment for motor vehicle washing; establishments for the sale of new or used automobiles, trucks trailers or farm equipment.
  - 57.3.2 The manufacture of ammonia, bleach, chlorine, animal black, bone black, lamp black, fertilizer, paint, oil, varnish turpentine, shellac, enamel, starch, glucose, dextrin or acid; the distillation of coal, petroleum, refuse, grain, wood or bones; petroleum refining; refining or

recovering of products from fish, animal refuse or offal; grease, lard, fat or tallow rendering or refining, grain drying or food manufacture from refuse or mash; incineration, reduction, storage or dumping of slaughterhouse refuse, rancid fats, dead animals or offal; manufacture and storage of fireworks and explosives except small arms ammunition; tanning, curing, cleaning or storage of raw hides or skins; stock yard; commercial slaughtering; the killing or dressing of poultry; blast furnaces except cupolas as converters used in foundries: and coke ovens.

57.4 LOT AREA, SHAPE AND FRONTAGE: Each lot shall have a minimum area of one (1) acre and shall have a frontage of 50 feet or more on a street.

57.5. HEIGHT:

57.5.1 No building or other structure shall exceed the existing height of the current building at 560 Main Street, of seventy (70') feet, unless approved by the Zoning Board of Appeals.

57.5.2 Allowable height limits may be increased with approval of the Zoning Board of Appeals in accordance with Section 92.

57.6 COVERAGE AND BULK: The aggregate lot coverage of all buildings on the lot shall not exceed ninety (90%) percent of the area of the lot. The total floor area of all buildings and other structures on the lot, excluding basements, unless there is to be habitable space in the basement, shall not exceed three times the area of the lot.

57.7 SPECIAL REGULATIONS:

57.7.1 Parking lot: Parking lots serving more than ten (10) cars shall provide for safe ingress and egress and be appropriately landscaped.

57.7.2 Parking Requirements: All buildings in the PPD Frog Bridge District shall be subject to the off-street parking and loading facility requirements of Section 71, provided they have available one parking space for every bedroom (studios being considered a one-bedroom apartment). Such parking may be on site or within five hundred feet of the property by easement, license or otherwise. For the purposes of this Section, Municipal Parking shall be considered as available parking.

57.7.3 Standards for Multi-Family Residential Development:

- a) Rubbish disposal: Each multi-family building shall be provided with facilities of sufficient size to accommodate all trash and waste stored on the premises.
- b) Floor area of accessory uses: Permitted floor area for allowable non-residential uses shall not exceed twenty (20%) percent of the floor area for residential uses as defined herein.
- c) Walkways: Adequate pedestrian walkways shall be provided for all multi-family dwellings to provide safe and convenient access. Walkways shall be provided on the site plan to allow for river views by pedestrians.
- d) Dwelling unit size: The minimum floor areas shall be as established by CGS or the following, whichever is less:

<u>UNIT TYPE</u>	<u>MIN. NET FLOOR AREA</u>
Efficiency/Studio	600 square feet
One Bedroom	900 square feet
Two Bedroom	1,300 square feet
There shall be no three-bedroom units.	

## **SECTION 58 – WINDHAM MILLS PLANNED DEVELOPMENT DISTRICT**

- 58.1 GENERAL: The following are regulations which are intended to permit the adaptive reuse and improvement of the existing Windham Mills Business Center property 322 Main Street, formerly owned by the American Thread Company. The intention of these regulations is to create a mixed use community with a residential multifamily component. The residential component, not to exceed 40% of the existing floor area of the entire property, is designed for occupancy by singles, retired individuals and couples, empty nesters and others wanting apartments with easy access to Downtown, encouraging pedestrian traffic and the need for automobiles and associated traffic. An opportunity will be provided for artists and other craftsman who may wish to reside in work/live units. The addition of residential units is intended to support existing business and the University. The site plans entitled, "Windham Mills Parcel 2A, 322 Main Street," submitted to the Planning & Zoning Commission is hereby made part of this District. (added Oct. 25, 2012)
- 58.2 PERMITTED USES: Land, buildings and other structures for one or more of the following purposes:
- 58.2.1 Manufacturing, processing or assembling of goods
  - 58.2.2 Warehousing and wholesale businesses
  - 58.2.3 Research Laboratories
  - 58.2.4 Town of Windham State of Connecticut and United States Government offices and uses
  - 58.2.5 Museums, recreation facilities, parks and public utility substations
  - 58.2.6 Professional office uses, medical and dental clinics
  - 58.2.7 Professional counseling services
  - 58.2.8 Financial services
  - 58.2.9 Educational uses
  - 58.2.10 Retail sales
  - 58.2.11 Personal service uses
  - 58.2.12 Exercise facilities
  - 58.2.13 Adult and child day care centers
  - 58.2.14 Artist studios
  - 58.2.15 Restaurants including establishments serving alcoholic beverages and incidental entertainment, theatre, assembly or auditorium uses with live entertainment
  - 58.2.16 Hotels and conference centers
  - 58.2.17 Contracting businesses, including but not limited to plumbing, heating, electrical mechanical, and general contracting, located consistent with the requirements for a service area.
  - 58.2.18 Parking structures
  - 58.2.19 Accessory structures and accessory uses to principal uses on the premises
  - 58.2.20 Other commercial or industrial uses of a similar nature provided they are not specifically prohibited and are in keeping with the spirit and intent of the district
  - 58.2.21 Residential uses in the Windham Mills Planned Development District provided no more than 40% of the gross floor area may be devoted to residential use. Multi-family residential

dwelling may include studio, one bedroom and two bedroom units. There shall be no three bedroom units.

58.2.22 Customary accessory uses to the residential uses including but not limited to laundry and drying facilities, refuse collection, lounges, rental offices, indoor or covered parking and on-site storage for residences.

58.2.23 Home occupations in accordance with Section 80 of the Zoning Regulations

58.2.24 Pedestrian walkways and trails

58.2.25 Live/work dwelling units

58.3 LOT AREA, SHAPE AND FRONTAGE: Each lot shall have a minimum area of one (1) acre and shall have a frontage of 50 feet or more on a street.

58.4 HEIGHT: No building or other structure shall exceed the existing height of the current building at 322 Main Street, of seventy (85') feet, unless approved by the Zoning Board of Appeals. Allowable height limits may be increased with approval of the Zoning Board of Appeals in accordance with Section 92.

58.5 COVERAGE AND BULK: The aggregate lot coverage of all buildings on the lot shall not exceed ninety (90%) percent of the area of the lot.

58.6 STANDARDS FOR MULTI-FAMILY RESIDENTIAL DEVELOPMENT: The following standards are required for multifamily development:

58.6.1 Multi-family residential uses shall only be permitted in Buildings 2 West, 2A, 4 & 5 within the existing Windham Mills Business Center.

58.6.2 Rubbish disposal: Each multi-family building shall be provided with facilities of sufficient size to accommodate all trash and waste stored on the premises.

58.6.3 Dwelling unit size: The minimum floor areas shall be as established by CGS or the following, whichever is less:

<u>UNIT TYPE</u>	<u>NET FLOOR AREA</u>
Studio	600 square feet
One Bedroom	900 square feet
Two Bedroom	1,300 square feet

**SECTION 59 – WINDHAM ROAD PLANNED DEVELOPMENT DISTRICT** (section added 8/1/2024)

- 59.1 GENERAL: The following regulations are intended to provide an opportunity to enhance existing commercial opportunities along Windham Road which cater to the surrounding neighborhood in a manner which is harmonious with residential surroundings, where public utilities and infra-structural support exist, and which is primarily oriented to vehicular traffic with occasional pedestrian activity.
- 59.2 PERMITTED USES: Land, buildings and other structures for one or more of the following purposes:
- 59.2.1 Businesses selling goods at retail and the indoor storage of a reasonable quantity of merchandise inventory
- 59.2.2 *Section Reserved*
- 59.2.3 Food service establishments, including the sale of alcoholic beverages for consumption on the premises
- 59.2.4 Accessory structures and uses on the same lot as the principal use as defined, including but not limited to the following:
- a) Off-street parking and loading facilities
  - b) Signs as permitted under Section 72.6 of these Regulations
  - c) Outdoor seating
  - d) For retail stores, outdoor storage subject to the requirement that any outdoor storage shall be identified as such on an approved site plan, shall not be located within any setbacks, and shall be screened so as not to be visible from any street or residential property
- 59.3 PROHIBITED USES: The above permitted uses shall not be construed to include the following uses, and no land, building or other structure shall be used for any of the following purposes:
- 59.3.1 Adult Uses as defined in Section 4 of the Windham Zoning Regulations are prohibited in this District.
- 59.4 LOT AREA, SHAPE AND FRONTAGE: Each lot shall have a minimum area of one (1) acre and shall have a frontage of 50 feet or more on a street.
- 59.5 SETBACKS: The following are the required setbacks:
- 59.5.1 Front setback: 50 feet to Windham Road, otherwise 10 Feet
- 59.5.2 Side and rear setback: 10 Feet
- 59.6 HEIGHT: No building or other structure shall exceed a height of three stories or thirty-five (35) feet, whichever is less.
- 59.7 COVERAGE AND BULK: The aggregate lot coverage on the lot shall not exceed eighty (80%) percent of the area of the lot.

59.8 SPECIAL REGULATIONS:

- 59.8.1 Maximum building footprint. The maximum footprint of any building in the district shall be 25,000 sq. ft.
- 59.8.2 Nonconforming structures. Pre-existing nonconforming structures may be extended or expanded provided that such new portion of a structure complies with all applicable area, dimension, and use requirements of these regulations.
- 59.8.3 Parking lots. Recognizing a unique site configuration and the strict requirements for off-street parking design of Section 71, the initial parking layout and design, and any future modifications, shall be approved by the Planning & Zoning Commission per Section 61, to ensure that the parking lots shall provide for safe ingress, egress and internal function and are appropriately landscaped.
- 59.8.4 Performance Standards. The provisions of Section 74 shall be used to guide future development.
- 59.8.5 Signage: The provisions of Section 72 shall be meet
- 59.8.6 Final Site Plan. The final Site Plan, and any future modifications thereto, shall be approved in accordance with Section 61.

## ARTICLE VI

### SECTION 61 - SITE PLAN STANDARDS AND PROCESS

**61.1 Purpose:** To better assess the impact of the proposed development on the site and the neighborhood and to determine their compliance with the requirements of these Regulations and the intent of these Regulations, a site plan shall be required. The site plan shall be submitted to the Office of the Town Planner for review and comment; the site plan may be referred to other departments for their review and comment.

The proposal shall be reviewed by the Planning & Zoning Commission for their approval as per these Regulations, and under the following situations:

- a) Where such plan is for the development of an undeveloped site;
- b) Where a plan is proposed for the expansion of an existing footprint in excess of 20% or 3,000 square feet, or more than twenty-five parking spaces will be added to the site (*revised 1/1/18*); or,
- c) Where a new use is proposed which may have a negative effect on the exiting uses or the area or may have some unusual characteristics (i.e. traffic generation) or some other potentially negative attribute.

#### **61.2 Application**

Prior to submission of a formal site plan application, the proponent is encouraged to meet with Town Staff and/or with the Commission to discuss the proposal. Neither the proponent nor the Staff/Commission shall be in any way bound by any statement made in such informal discussions, as the purpose is to minimize delay, expense, and inconvenience to the public, the proponent, and the Commission upon the future receipt, if any, of a formal application for site plan.

Site plan applications shall be made on a form prescribed by the Town. For site plan applications requiring Commission approval, complete applications shall be made one week prior to a regular meeting; the date of receipt shall be the day of the next regularly scheduled meeting. A complete application shall include all the plans and information necessary as outlined in Section 61.3. A minimum of twelve copies of the supporting information shall be submitted with an application. Applications that do not contain information listed in Section 61.3 at the time of the filing will be considered incomplete, unless the requirement for such information has been waived by the Commission or its Agent as specified in the regulations.

#### **61.3 Site Plan Information**

61.3.1 Except as provided below, site plans shall be based upon and include a Class A-2 survey prepared by a land surveyor licensed to practice in the State of Connecticut.

All plans shall be on a sheet(s) not to exceed 25" x 37" drawn by a professional engineer, architect or landscape architect, as appropriate, registered in the State of Connecticut

- a) **Submission:** Each sheet of the survey and plans shall contain the embossed seal and original signature of each professional, and shall show:
  1. All revision dates and necessary definitions and legends, and the true scale of the survey, in which one inch (1") shall be equal to no more than forty feet (40').
  2. The direction of true north.
  3. The Assessor's map, block and lot numbers for the subject property and all the names and addresses of the owners of record according to the Assessor's Office of all properties adjacent to (exclusive of the proponent's property), or across any street from, the subject

property, or properties within a radius of 200 feet of the perimeter of the site to be developed.

4. A description of any existing deed restrictions, covenants, easements, rights-of-way, or similar encumbrances which run with the land, the volume and page of the Windham Land Records where the same are recorded, and the date upon which they will expire, if any.
5. All necessary approval signature blocks.

b) Existing Site Plans: The following information shall be shown on a plan:

1. The actual shape and dimensions of the lot to be used; provided, however, that if the lot is substantially larger than the area to be developed, the Commission or its authorized agent may allow the applicant to submit a zoning plan showing the lot as an insert on the map at a scale in which one inch (1") shall be equal to no more than one hundred feet (100').
2. The exact size and location on the lot of existing buildings, structures, driveways and off-street parking and loading areas, and type and location of all utilities including wells and septic.
3. The location of all required setbacks and of all easements.
4. The location and name of all Town or State streets, roads, or highways that pass through or adjoin the lot or, if no such street, road, or highway passes through or adjoins the lot, the entire route of vehicular access to the lot from such a street, road, or highway.
5. Principal features on the site and within 200' of the site including stone walls, sites listed on the National Register of Historic sites, soil classifications as determined by the Soil Conservation Service, inland-wetlands and water courses as regulated by the Town of Windham Inland Wetlands Commission, species and diameter for all trees with trunk caliper of 12" or more at BH, densely wooded areas and open spaces.
6. Existing contours, at an interval not to exceed ten (10) feet and spot elevations to convey an accurate picture of current topographic conditions. Where necessary, the Commission or its Agent may require the presentation of contours at an interval of two feet or less.
7. Boundaries of the Special Flood Hazard Area; Channel Encroachment Lines; Base Flood Elevation, as determined by the best available information.

c) Proposed Development Plans: The following information on the proposed development is required; the plans shall show how the Standards for development per Section 74 of these Regulations shall be met:

1. A demarcation line denoting the limit of construction activity.
2. Contours and spot elevations at two-foot or fewer intervals for all areas proposed to be re-graded.
3. Where a proposal will disturb more than one-half (1/2) acre, an erosion and sedimentation control plan in accordance with these Regulations.
4. Location and dimensions of buildings and other proposed uses, tabulations of land coverage for buildings and other uses, identification of required yard and setbacks, proposed floor elevation for all buildings. Dimensional plans of floors and elevations of all proposed or existing structures, and specifications to indicate the size, kind, and quality of the proposed construction.
5. Location, dimensions, and construction details of all public and private streets and access drives, pedestrian walkways and paths, and all parking and loading facilities and approaches including the number and dimensions of parking spaces; and snow storage areas for all hard surfaces.

6. Landscaping plan including identification of areas to remain natural and undisturbed, areas to be professionally landscaped including the types, size and number of trees, shrubs and grassed areas.
7. Location, type and height of proposed fences, screens and buffer areas.
8. Location and construction details of proposed water, sewer, and gas mains, electrical transmission lines and other utilities necessary to service the development. Anticipated flows through utilities, where appropriate, shall be provided.
9. Location and construction details of proposed service areas including access ways, buffering and screening.
10. Location, dimensions and construction details of proposed storm drainage.
11. Lighting plan that shows the location, intensity, size, and design of all proposed exterior lights, and shall be in compliance with Section 77 of these Regulations.
12. Signage plan that shows the location, size, height, design details and content of all proposed signs, including street signs, and shall be in compliance with Section 72 of these Regulations.
13. Preliminary plan and elevation drawings of proposed, or expanded or improved existing structures, including generalized interior layout, indicating size, orientation, uses, and design of structures and the materials used. All detail shall be shown at a scale not to exceed 1/8" - 1'0".
14. Locations and description of all covenants, easements and any provisions for construction and maintenance of any public improvements.

d) Phasing. If the proposal includes a phasing of the development over time, the following information is required:

1. The area to be included in each phase, the uses to be proposed for each phase, and the time of completion of each phase.
2. If approval is being sought for only a portion of the applicant's land, an indication of the anticipated or likely nature of development in the remaining portion of the site shall be provided including uses, densities, circulation and possible phasing.
3. Where the applicant intends to subdivide the property, it should be so indicated on the site plan and final approval of such subdivision plan from the Commission may be made a condition of final approval of the site plan.
4. Where the effect on the existing conditions of the site and its surroundings will result in a major change in conditions, the Commission may require a public hearing to consider the impact on the public and may request the applicant to present additional information.

61.3.2 Site plans need not be based upon an A-2 survey if the proposed activity (i) does not involve the construction or alteration of a principal building, full foundation or frost wall, and (ii) is not located within five (5) feet of any required minimum setback. However, an applicant who does not submit an A-2 survey is acting at his or her own risk; the site plan shall contain the following note:

"All information, technical or otherwise, presented on these plans and in the application, was presented by the applicant as accurate, and neither the Town nor any of its agents, agencies, employees or officials have independently verified this information. Neither the Town, its agents, agencies, employees or officials have, nor may be imputed or charged with, any responsibility or liability for any inaccuracy, nor suffer any liability for damages, claims, inconvenience or losses, whatsoever, which may result from any inaccuracy"

61.3.3 Where these Regulations do not require a site plan to accompany an application to the Zoning Agent or the Commission for a permit or certificate, the Zoning Agent or Commission, as the case may be, may require the applicant to prepare and submit a site plan to assist in the review of the application. Notwithstanding, should the Zoning Agent or Commission require a site plan in these circumstances, the Zoning Agent or Commission may require such information, or may waive, without notice or writing, the presentation of any information, set forth for site plans in Section 61.

#### **61.4 Additional Application Requirements**

61.4.1 The Commission or its designated agent may require the applicant to submit additional information if it finds that such information is necessary or would be helpful in determining whether the proposed building, structure, or use conforms to these Regulations. Such additional information may include, but is not limited to, the following:

- a) A key map at a scale of one inch (1") equal to not more than one thousand feet (1,000') to assist in locating the property.
- b) The location of all test pits, test borings, and percolation test holes, together with copies of any data gathered with respect to such pits, borings, holes and tests.
- c) Where any hazardous materials or wastes to be produced, used, stored, or disposed of on the lot a statement that they are/will be managed according to State and Federal laws and regulations. .
- d) The location of natural features including, but not limited to, rock outcroppings, slopes in excess of fifteen percent (15%), soil types, forested areas, and vegetation types.
- e) A report from a CT State Forester on the health and condition of a specific tree or trees.
- f) The location and a description of all proposed surface or subsurface drainage improvements, facilities, or structures.
- g) The locations and numbers of all existing monuments, iron pins, reference marks, and proposed monuments or iron pins.
- h) Existing topographic contour lines of the premises and proposed final contour lines resulting from intended excavation, removal or filling, shown on a map drawn to scale of not more than forty (40) feet to the inch, and with contour intervals no greater than five (5) feet. Where feasible, contour lines must be shown for all areas within the site and on any adjacent properties within (50) feet of the site of the proposed excavation, removal or filling.

### **61.5 Waiver Of Certain Requirements For Applications**

The Commission or its designated agent may waive any of the requirements for a zoning site plan if the applicant requests such a waiver in writing, specifying the subsections proposed to be waived and the reasons for such waiver(s), and the Commission or its designated agent determines that the information is not needed to determine whether the proposed use or structure conforms with the requirements of these Regulations.

### **61.6 Review Of Applications By The Zoning Agent**

In situations in which these Regulations do not require the approval of a site plan by the Commission, the Zoning Agent shall approve the site plan if the proposed use, as depicted on the site plan, complies with all applicable provisions of these Regulations, or shall deny the site plan if it does not comply. The Zoning Agent shall not employ the standards set forth in Section 61.8 in reviewing a site plan; those standards are to be employed solely by the Commission when the regulations require review of a site plan by the Commission.

### **61.7 Approval Of Applications By The Commission**

In situations in which these Regulations require the approval of a site plan by the Commission, the Commission may:

- deny an incomplete application, or
- approve the site plan if the proposal, as depicted on the site plan, complies with all applicable provisions of these Regulations, or
- deny the site plan if it does not comply, or
- modify and approve, or approve with conditions, a proposed site plan if it determines that such modifications or conditions would cause the proposed building, use or structure to better comply with the provisions of these Regulations and in consideration of the items set forth in Section 61.8.

The Commission may seek assurance of completion of any public improvements as permitted by Connecticut General Statutes applicable at the time of approval.

### **61.8 Site Plan Review Considerations For Commission Review**

In reviewing a Site Plan Application, the Commission shall take into consideration the health, safety and welfare of the public in general and the immediate area, in particular, and may prescribe reasonable conditions and safeguards to insure the accomplishment of the following general objectives.

Public Safety: All buildings, structures, uses, equipment, or material are readily accessible for fire and police protection.

Public Health: That all utility systems are suitably located, adequately designed, and properly installed to serve the proposed uses, and to protect the environment from adverse air, water, and land pollution.

Traffic and Pedestrian Access: All proposed traffic and pedestrian access ways do not create traffic hazards and are: adequate, but not excessive in number; adequate in width, grade, alignment, and visibility; adequate in distance from street corners, places of public assembly and other access ways; and adequate in design for other similar safety considerations.

Circulation and Parking: Adequate parking and loading spaces are provided to prevent congestion; that all parking spaces and maneuvering areas are suitably identified; that entrances and exits are suitably identified and designed with sufficient turning radii; that the interior circulation system is

adequately designed to provide safe and convenient access to all structures, uses, and/or parking spaces; that parking areas are provided with suitable bumper guards, guard rails, islands, crosswalks, speed bumps and similar safety devices when deemed necessary by the Commission to adequately protect life and property; and that provision is made for safe pedestrian movement within and adjacent to the property by the installation of sidewalks.

Environmental Features: That the development of the site will preserve sensitive environmental land features, such as steep slopes, wetlands, and large rock outcroppings and will attempt to preserve public scenic views or significant features.

That the excavation, filling, grading and removal of earth materials and the removal of existing vegetation is limited to the extent necessary to reasonably accommodate the needs of the proposed or existing uses while avoiding substantial and unnecessary changes to the landscape.

Water Quality and Quantity: The design of stormwater drainage systems minimizes soil erosion and maximizes absorption of pollutants by the soil. Runoff from impervious areas shall be attenuated to reduce peak flow volume and sediment loads to pre-development levels. Practices as outlined in the 2004 Stormwater Quality Manual of the Connecticut DEP (as updated), shall be followed.

Soil Erosion and Sediment Control: The design of soil erosion and sediment control plans are such as to reduce the danger from storm water run-off, minimize non-point sediment pollution from land being developed and conserve and protect the land, water, air and other environmental resources of the Town and is consistent with the Connecticut Erosion & Sedimentation control Guidelines as updated.

Landscaping and Screening: The general landscaping of the site complies with the purpose and intent of the Performance Standards outlined in Section 74 of these regulations; that existing trees are preserved to the maximum extent possible; and that parking, storage, refuse and service areas are suitably screened during all seasons from the view of adjacent residential areas and public rights-of-way.

Lighting: Lighting of the site is adequate at ground level for the protection and safety of the public in regard to pedestrian and vehicular circulation. Glare from the installation of outdoor lights and illuminated signs are properly shielded from the view of adjacent property and public rights-of-way, and the general lighting of the site complies with the purpose and intent of Section 77 of these regulations.

Utilities: That the placement of electric, telephone, or other utility lines and equipment are underground where possible and so located and coordinated with other utilities to avoid adverse impact on groundwater.

Compatibility: The location and size of any proposed use, building or structure, as well as the nature and intensity of operations involved or conducted in connection therewith, will be in general harmony with the surrounding uses and will not be hazardous or otherwise detrimental to the appropriate and orderly development or use of any adjacent land, building, or structure. The Commission may consider the proper functional, visual, and spatial relationships of all structures, buildings, landscaped elements, and paved areas.

Natural and Historical Resources. The site plan minimizes any damage or destruction to locally significant natural or historical resources.

## **61.9 After Approval Of Site Plans**

### **61.9.1 Filing Requirements.**

- a) If approved by the Zoning Agent, the site plan shall be filed with the Zoning Office.
- b) If approved by the Commission, the applicant shall submit six copies of the approved Site Plan, showing any required revisions. Any conditions of approval shall be so noted.

**61.9.2 Conformance to Approved Plans.** Site development shall proceed in accordance with plans approved by the Commission or its Agent. Any deviations proposed by an applicant to an approved Site Plan shall be submitted to the Zoning Enforcement Officer for review and approval by the staff or by the Commission, as required. Any deviations made prior to such review and approval shall constitute a violation of the permit.

**61.9.3 Suspension.** Any authorized Site Plan shall be subject to suspension through a Cease and Desist Order if any condition or safeguard imposed by the Commission upon buildings, structures, land or uses for said permit is not strictly adhered to by the applicant(s), user(s) and/or owner(s).

**61.9.4 Amendments.** The Zoning Agent shall determine whether a proposed deviation from an approved Site Plans requires a Minor or a Major Amendment.

- a) Major amendments to approved Site Plans shall be considered for approval by the Commission. Major amendments are those that may result in additional impact to the appearance and/or intensity of use of a site.

The request for a Major Amendment to a Site Plan shall not subject the entire application to review by the Commission, only that portion necessary to allow the Commission to rule on the specific issue requiring relief.

- b) Minor amendments to approved Site Plans may be approved by the Zoning Agent if such deviations are the result of site conditions or a change in circumstances, and provided such deviation shall have no additional impact and complies with all appropriate zoning standards.

**61.9.5 Certificate of occupancy.** Prior to a certificate of occupancy being issued by the Building Official, the Zoning Agent shall issue a certificate of zoning compliance indicating that the site improvements have been completed in accordance with the approved site plan. The Commission or its agent may require an "As-Built" certified plot plan and any other information which may be necessary to make a determination as to compliance with these regulations.

**61.9.6 Abandonment/Renewal.** If the building(s), structure(s), use(s) or work for which the site plan was approved is not commenced within two (2) years after the date of approval, or authorized work is suspended or abandoned for a period of 6 months after the time of commencing the work, the site plan shall become null and void, unless a request for an extension is sought and granted.

## **SECTION 62 – SPECIAL PERMIT/SPECIAL EXCEPTION PROCESS**

**62.1 Purpose:** The purpose of the special exception/permit regulations is to provide a comprehensive review of the proposed plan for the layout of the building(s), structure(s) or use(s) in relationship to the topographical, geological and other natural features of the land, and of the impact of the use(s) upon the environment, health, safety, welfare, and convenience of the members of the community. It is intended to insure that the design and layout of the site and the proposed use(s) will constitute suitable and appropriate development in the neighborhood and will not result in an unreasonable decrease in property values or a detriment to the present and potential use of the area in which it is to be located. Special exception/permit procedures are also intended to assure that proposed buildings, structures and uses will provide for the maintenance of air, surface-water, and groundwater quality and will not be detrimental to existing sources of potable water or other natural or historic resources. *(entire section revised 9/27/12)*

The term 'special permit' shall be used in this Section of the Regulations in place of the term 'special exception/permit' unless reference is made to the granting of a Special Exception by the Zoning Board of Appeals in accordance with Section 92.

In addition to any other civil or criminal remedies or penalties available to the Commission or the Town under any regulation, charter, law, statute or ordinance, the Commission may deny an application for a Special Permit (or any modification, change or amendment thereto), or, in lieu of denial, provide for conditions, when the Commission finds, after the public hearing, that the property subject to the application, any improvement thereon, or any use thereof, is in substantial violation of one or more of the provisions of these regulations. Should the Commission decide to impose conditions hereunder when issuing a permit, the conditions may include those conditions prescribed generally under these regulations and one or more of the following:

1. That the applicant take affirmative and complete measures to cause the property to come into compliance, prior to the issuance of a certificate of zoning compliance for some of all the activities allowed under the special permit to commence, and in doing so may provide for incremental compliance under a time schedule which, if not strictly met, will result in an expiration of the special permit;
2. That the applicant supply a bond, letter of credit, or other security, to ensure the due and proper execution or the measures set forth in subparagraph 1 hereof, and their strict completion, in an amount which may be up to 150% of the costs estimated to cause compliance. The estimate shall be based upon the cost estimate of the Town staff, or, at the election of the Commission, by way of an independent qualified cost estimators, at the sole expense of the applicant;
3. That the applicant permit access to the property to the Commission and/or its agents to inspect and confirm the compliance, and, to permit its contractors, agents, employees and other officials to access the property and to use the security money so as to conduct work and otherwise cause compliance. In addition, the Commission may make provision that when any Town official, employee, contractor or agent does any work on or inspects said property, or both, the applicant shall provide, at the applicant's sole cost and expense, a general liability insurance policy in customary terms and amount naming the Town, its agents, contractors and officials, as additional insured. The failure to timely provide such insurance shall allow the Town to use the security money to purchase the said insurance. In furtherance of such a condition, the Commission may require that the insurance policy be provided at the time of the posting of the security with the Town, and that the applicant provide a license or easement to the Town, together with releases of general liability in such form and content as are approved by the Commission and/or its agents.

4. Nothing herein shall in any way limit or waive any of the Town's rights to enforce the regulations allowed by law nor in any forum or proceeding, nor limit or waive any of the remedies the Town may seek for an existing or future violation, including fines and penalties; nor may any denial or condition imposed herein be used as any defense or plea in abatement in any court or administrative proceeding in which the Town seeks to enforce its regulations as aforesaid. Nothing herein, nor any condition imposed upon a permit, shall require the Commission or the Town to perform any work, nor, if in performing it, to complete it nor to perform it to any standard of quality whatsoever .

## **62.2 When Required**

A Special Permit shall be required for all uses specifically listed in these Regulations, or any material change to a previous approved special permit use, building or its site. When the use of land or a building or structure existed prior to the adoption of these regulations which is only allowed hereafter upon approval as a Special Permit, such existing use shall be considered a permitted use, provided the provisions of this section shall apply to all proposed changes to such existing use.

Where two or more Special Permit uses apply to the same premises, the minimum requirements shall be the minimum requirements for each use as specified in these regulations, or in case of two or more Special Permit uses in the same building, whichever requirements shall be more restrictive.

## **62.3 Application Procedures**

Prior to the submission of a formal application, any proponent of a use permitted only by Special Permit may request the opportunity to place such proposal on the agenda of a meeting of the Commission for the purpose of presenting preliminary plans or concepts and receiving preliminary comments, observations, questions, or identifying areas of concern. Neither the proponent nor the Commission shall be in any way bound by any statement made in such informal discussions, as the purpose is to minimize delay, expense, and inconvenience to the public, the proponent, and the Commission upon the future receipt, if any, of a formal application for Special Permit. Following any informal discussion, the Commission may suggest that the proposal, or certain aspects thereof, be referred to other municipal, State, or Federal agencies for review and comment, or may suggest that additional information is, or will be required prior to action on a formal application for Special Permit

62.3.1 Need for site plan approval Any special permit approved by the Commission shall require a site plan application to be submitted and approved in accordance with the provisions of Section 61. The applicant may submit the site plan concurrent with the special permit application; or, the applicant may submit a conceptual site plan with the special permit application.

62.3.2 Applications/Rev 6/1/17: Applications for special permits shall be filed with the Commission on a form provided by the Commission one week prior to a regular meeting; the date of receipt shall be the day of the next regularly scheduled meeting. If the applicant is not the owner of the property on which the activity is proposed, the relationship of the applicant to the owner shall be described on the application form. The application shall contain a written statement by the owner of the property or his/her authorized agent giving consent for the Commission and its agent(s) to inspect the property, upon reasonable prior notice to the landowner, for purposes of determining compliance with the applicable regulations. Twelve (12) copies of each application shall be submitted, accompanied by twelve (12) copies of a special permit site plan, which shall be based upon and include a Boundary Survey to Class A-2 horizontal accuracy, stamped and sealed by a Connecticut-licensed surveyor, showing all revision dates and necessary definitions and legends, at a scale of one inch (1") equal to no more than forty feet (40'), and also showing:

- a) The items specified for a zoning site plan under Section 61.3 of these Regulations.

- b) A key map at a scale of one inch (1") equal to not more than one thousand feet (1,000') to assist in locating the property.
- c) The location of all test pits, test borings, and percolation test holes, together with copies of any data gathered with respect to such pits, borings, holes and tests.
- d) The nature and amount of all hazardous materials or wastes to be produced, used, stored, or disposed of on the lot, and the manner in which such production, use, storage, or disposal will be carried out.
- e) The location of all slopes in excess of fifteen (15) percent, soil types, rock outcroppings, and forested areas on the lot.
- f) The location and a description of all measures to be used to prevent soil erosion and sedimentation.
- g) The location and a description of all proposed surface and subsurface drainage improvements, facilities and structures.
- h) The location and a description of all existing and proposed exterior lighting and signs.
- i) The volume and nature of any material to be used as fill and of any material to be excavated.
- j) Each application for a special permit shall also be accompanied by twelve (12) copies of the schedule for all construction or other development activities, including, but not limited to, erection of or other work on any buildings or structures, grading, removal of vegetation, landscaping, and drainage improvements.
- k) A Notification List, prepared by the applicant, of the names and mailing addresses of the owners of all properties within 500 feet of the applicant's property as shown in the most recent records on file in the Town Tax Assessor's Office (or the actual owner of record if otherwise known to the applicant).

#### **62.4 Waiver of Certain Requirements for Special Permits**

62.4.1 The Commission may waive any of the requirements for special permit site plans under Section 62.3 of these Regulations if, and only if, the Commission determines that the requirements sought to be waived are not reasonably necessary to a proper disposition of the application. Any request for a waiver under this section shall be submitted to the Commission, in writing, at the time of and together with the submission of the application. Such request for a waiver shall specify the requirements the applicant seeks to have waived and the reasons why the applicant believes those requirements should be waived. The Commission shall render a decision on any timely filed request for waiver within 35 days after the day of receipt of the application to which it pertains. Applications that include requested waivers, when approved shall presume the granting of the waivers unless specifically declared not to be waived.

#### **62.5 Additional Requirements For Applications**

62.5.1 The Commission may require the applicant to submit additional information if the Commission finds that such information is necessary or would be helpful in determining whether the proposed buildings, structures or uses conform to these Regulations. Such information may include, but is not limited to, the following:

- a) Chemical analyses of existing surface water and groundwater.
- b) Hydrological analyses of runoff and peak flows, both before and after development.
- c) Analyses of local air quality, both before and after development.
- d) Depths to seasonal high groundwater levels and bedrock.

- e) Analyses of wildlife habitats on and near the site and the impact of the proposed use on such habitats.
- f) A description of vegetation types, including any rare or endangered species, on the lot to be used under the application.
- g) A list of all other federal, state or municipal permits or licenses the applicant will need to implement the uses applied for and the status of any applications for such permits or licenses.
- h) Architectural or engineered drawings of any proposed buildings or structures.
- i) Existing and proposed (finished grade) contours at intervals of no less than two (2) feet.
- j) A description of proposed lighting fixtures, including illumination levels.
- k) A traffic report indicating existing traffic conditions at normal and peak travel times for, at a minimum, all streets abutting or passing through the property affected by the application, and also indicating the projected impact of the proposed use on such traffic conditions.

**62.6 Standards For Special Permits** All buildings, structures and uses for which a special permit is required under these Regulations must meet the applicable standards set forth throughout these Regulations, including, but not limited to, the considerations set forth in Section 61.8. In addition, the following standards shall apply to special permit uses:

- Relation of Buildings to Environment The size and intensity, as well as the design, of the proposed project or development shall be related harmoniously to the terrain and to the use, scale, and siting of existing buildings in the vicinity of the site. The use shall not create a nuisance to neighboring properties, whether by noise, air, or water pollution; offensive odors, dust, smoke, vibrations, or lighting; or other effects.
- Neighboring Properties The proposed uses shall not unreasonably adversely affect the enjoyment, usefulness and value of properties in the general vicinity thereof, or cause undue concentration of population or structures.

**62.7 Conditions** The Commission may place on any special permit such conditions that are necessary to assure that any proposed building, structure, or use (i) will conform to the standards and limitations set forth in these Regulations, including, but not limited to, the Health and Environmental Standards; (ii) will protect the rights of individuals and the health, safety, welfare, and convenience of local residents and the community; (iii) will protect local property values; and (iv) will meet the specific standards set forth in Section 84 (relocated standards from former 62.6) and other applicable sections of these Regulations. The conditions may relate to, without limitation, the architectural and spatial design and layout of buildings, structures and uses; provisions for lighting, parking, loading, surface and subsurface drainage, sanitary facilities, waste disposal, vehicle and pedestrian circulation, landscaping, screening, and protection of the environment and of natural and historic resources; construction or other development schedules; and hours of operation of the proposed building, structure, or use. The Commission may also condition the issuance of any special permit on the posting of a bond or other security, in an amount and with surety satisfactory to the Commission, to secure the performance of all conditions and the completion of all improvements required under such special permit. *(revised 09/27/12)*

**62.8 Special Permit Procedures** *(\*Rev 6/1/17)*

62.8.1 Public Hearing The Commission shall hold a hearing on all applications for a Special Permit per Connecticut State Statutes requirements.

**62.8.2 Notice of Public Hearing.**

- a) The Commission shall publish a notice of the public hearing per the procedures outlined in Connecticut General Statutes 8-7d.
- b) Each applicant for a Special Permit shall provide notice of such hearing to the public using the following methods:

- i. The applicant shall erect or cause to have erected a sign(s) on the subject property at least 10 days prior to the public hearing. The signs shall be acquired from the Office of the Planner for a specified fee. Each sign shall be securely fastened or staked, be perpendicular to the street and be clearly visible from all streets abutting the property and be maintained as such until three days following the close of the public hearing. For purposes of this section only, street shall include unaccepted streets for which the Town has no maintenance responsibility and shall include any streets shown on a subdivision plan approved by the Commission on which the bond for required public improvements has been posted and on file in the Town Clerk's office.

A report from the Zoning Enforcement Officer attesting to whether the above described sign was erected and maintained as required shall be made part of the record at the public hearing.

- ii. The applicant shall send by mail the public hearing notice provided by the Commission to the owners listed on the Notification List submitted with the Application. The mailing shall be sent no sooner than fifteen (15), and no later than ten (10) days before the hearing date.

Evidence of such mailing, in the form of United States Post Office Certificates of Mailing, shall be submitted to the Planning Office along with the above said list of property owners, not less than five (5) calendar days prior to the hearing date.

- iii. A property which does not abut a street must comply with section ii only.

If the applicant fails to comply with these notification requirements, the Commission may deem that failure as a valid basis for denial of the Special Permit request.

**62.8.3 Decision:** Within sixty-five (65) days after the completion of the public hearing, the Commission shall either: (i) approve the special permit and the special permit site plan as submitted; (ii) approve the special permit and special permit plan site with conditions or modifications, as provided under these Regulations; or (iii) deny the special permit and special permit site plan. The applicant may agree to an extension of time for the Commission to render its decision, provided such extension is within the limits established by state law. The Commission shall state the reasons for its decision on its records. Notice of the decision shall be published in the form of a legal advertisement in a newspaper having a substantial circulation in the town of Windham, and also sent by certified mail to the applicant, within fifteen (15) days after the decision has been rendered.

**62.9 After Approval Of Special Permit**

**62.9.1 Filing Requirements**

- a) The applicant shall submit six copies of the approved Site Plan, showing any required revisions. Any conditions of approval shall be so noted.
- b) The applicant shall file a Notice of Action with the Windham Town Clerk per the requirements of Connecticut Statute Section 8-3c.

- 62.9.2 Conformance to Approved Plans Site development shall proceed in accordance with plans approved by the Commission or its Agent. Any deviations proposed by an applicant to an approved Site Plan shall be submitted to the Zoning Enforcement Officer for review and approval by the staff or by the Commission, as required. Any deviations made prior to such review and approval shall constitute a violation of the permit.
- 62.9.3 Suspension Any authorized Special Permit and Site Plan shall be subject to suspension through a Cease and Desist Order if any condition or safeguard imposed by the Commission upon buildings, structures, land or uses for said permit is not strictly adhered to by the applicant(s), user(s) and/or owner(s).
- 62.9.4 Amendments Under these Regulations, a site plan is a separate approval even if approved in one vote as part of a special permit application. Therefore, modifications to a site plan shall not require a modification to a special permit unless, in the discretion of the Commission, the modifications are such a significant change that a public hearing should be held. In those cases, the Commission shall treat the application as a modification to a special permit and the applicant shall submit an application for a special permit. In the event a filed application for a site plan modification shall be treated by the Commission as a special permit modification, the Commission may deny the site plan application for this reason, or the applicant may withdraw and re-file the application as a special permit application.
- 62.9.5 Certificate of occupancy Prior to a certificate of occupancy being issued by the Building Official, the Zoning Agent shall issue a certificate of zoning compliance indicating that the site improvements have been completed in accordance with the approved site plan. The Commission or its agent may require an "As-Built" certified plot plan and any other information which may be necessary to make a determination as to compliance with these regulations.
- 62.9.6 Abandonment If the building(s), structure(s), use(s) or work for which the site plan was approved is not commenced within two (2) years after the date of approval, or authorized work is suspended or abandoned for a period of 6 months after the time of commencing the work, the site plan shall become null and void.
- 62.10 Reapplication** No special permit shall be granted to any applicant for a building, structure or use if a previous application by the applicant, or by a different applicant on behalf of the same party in interest, for substantially the same building, structure or use on the same property has previously been denied by the Commission on its merits within one (1) year prior to the submission of the new application to the Commission.

## ARTICLE VI I

### SECTION 71 - OFF-STREET PARKING AND LOADING

(entire section revised 7/14/11)

**71.1. Purpose And Intent:** The purpose and intent of these parking regulations are to provide sufficient parking facilities to meet actual demand off the street and on the same lot as the building they serve for all existing and proposed uses and to:

- Allow flexibility in addressing vehicle parking, loading and access issues;
- Present a menu of strategies to solve parking issues rather than parking space requirements;
- Maintain and enhance a safe and efficient transportation system that is consistent with environmental goals and clean air;
- Ensure that off-street parking, loading and access demands associated with new development will be met without adversely affecting other nearby land uses and surrounding neighborhoods;
- Provide landscaping in parking areas to improve lot appearance and safety, intercept and manage stormwater runoff and optimize natural infiltration of rainwater;
- Support and promote safe and convenient pedestrian and bicycle movement in parking lots.

For any approved permitted use, parking spaces and loading area shall be provided based on the requirements in this Section of these Regulations.

Any change or expansion in the permitted use shall require approval of compliance with these regulations.

Required off-street parking and loading areas shall be permanently maintained and available for use as approved as long as the approved permitted use exists.

#### **71.2. Definitions:**

Aisle: The driving portion of the parking area. The aisle provides access to each parking space.

Angled: Any parking space that is not parallel to the curb or aisle.

Bikeway: Any road, street, path, or way, which in some manner is specifically designated for bicycle travel, regardless of whether such facilities are designed for the exclusive use of bicycles or are to be shared with other transportation modes.

BMPs (Best Management Practices): structural, vegetative, or managerial practices designed to treat, prevent, or reduce degradation of water quality due to stormwater runoff and snow-melt.

Gross Floor Area: The total floor area of a building.

Impervious Surface: A ground surface such as cement, asphalt, or packed clay or rock through which water cannot penetrate.

Land Uses:

Assembly Hall: Places where people gather at one time, for example places of worship, theaters, funeral homes, assembly halls and stadiums.

Industrial/Manufacturing/Warehouse: Structure or complex of structures used for manufacturing, assembling, fabricating, warehousing, and related activities.

Personal Services: Establishments primarily engaged in providing services to a person, including, but not limited to, such uses as banks, barbershops, beauty salons, shoe repair shops, dry cleaners, insurance, automobile repair, and pet groomer.

- Recreation Facilities, Indoor: Uses such as bowling alleys, billiard parlors, and skating rinks.
- Recreation Facilities, Outdoor: Uses such as golf courses, amusement parks, miniature golf courses, and water slide parks.
- Retail, Free Standing: Single retail sales facility that is situated independently on a building lot and for which associated parking serves exclusively that facility. Merchandise could be general in nature (such as a department or grocery store) or specialty (such as those only selling one facet of merchandise including but not limited to, home improvement, farming, furniture and appliances).
- Retail, Shopping Center: An area that is comprised of three or more commercial establishments, the purpose of which is primarily retail sales, that has a combined gross floor area of 20,000 square feet or more, that is owned or managed as a unit.
- Mixed Use: A development that provides multiple compatible uses in close proximity to one another. And/or a land use pattern that seeks to increase concentrations of population and employment in well-defined areas with a mix of diverse and compatible land uses generally a mix of residential and commercial uses.
- Off-Street Parking: Parking spaces provided outside of the right-of-way of a street or highway.
- On-Street Parking: Parking spaces provided within the right-of-way of a street or highway.
- Parking Area: That portion set aside, marked, posted, or intended for parking, including total of circulation areas, loading and unloading areas, parking spaces and aisles, landscaped areas, bikeways, and walkways.
- Parking Stall or Space: A space in which a single car is parked.
- Parking Supply: The actual number of spaces provided and legally available for that use.
- Pervious Surface: Ground surface, natural or manufactured, that allows precipitation to pass through to the soil below.
- Shared Parking: Parking spaces shared among different structures or uses, or among mixed uses, and can include properties with different owners.
- Sight Distance: The distance visible to a driver from his/her position to other objects or vehicles, when at a point of turning or when stopping a vehicle.
- Walkway: Any path or way, which in some manner is specifically designated exclusively for pedestrian travel.

### 71.3. Required Number Of Parking Spaces

Off-street parking shall be provided and maintained in connection with the use, substantial change in use, construction, conversion, or increase in intensity of use of buildings or structures, such spaces to be provided in the following amounts per 1000 square foot (sq. ft) of Gross Floor Area (GFA):

Land Use	Maximum	Minimum
Assembly Halls	1 space per 3 seats	1 space per 5 seats
Day Care Centers	1 space per 4 children at max. capacity	1 space per 8 children at max. capacity
Hotels, Motels & B&Bs	1.2 space per guest room or suite	1 spaces per guest room or suite
Industrial /Manufacturing/ Warehouse -single shift	1.2 spaces per employee	.75 space per employee
Museums and Libraries	2	1
Nursing Home	3	2
Office Building, General	5	2
Office Building, Medical	9	2
Personal Services	3	2
Recreation Facilities, Indoor	5	5
Recreation Facilities, Outdoor	As determined by the Commission	As determined by the Commission
Residence, Single Family	none	2 exclusive to any garage space
Residence, Multi-Family (Rev 6/1/17)	2.5 per bedroom	1.5 per bedroom
Residence with Home Occupation	4 per dwelling unit plus 1.5 per non-resident employee	2 per dwelling unit plus 1 per non-resident employee
Retail, Free Standing >20,000 sq. ft. for general merchandise	4	2
Retail, Free Standing >20,000 sq. ft. for specialty merchandise	3	1
Retail, Free Standing<20,000 sq. ft.	5	1
Retail, Shopping Center	6	3
Restaurant, Drive-Thru and/or with seating and take-out	10	2
Restaurant, Sit-Down	19	6
School: Elem, Middle and High	1 space per 3 seats in the auditorium	1 space per 5 seats in the auditorium
Social Clubs and Organizations	4	3
Gymnasiums, Physical Fitness Centers, Health Spas, Martial Arts Centers and Dance Studios	4	2

71.3.1. A portion of the required number of parking spaces shall be designated as Handicapped Parking in accordance with the guidelines specified in the Connecticut Supplement of the State Building Code.

71.3.2. Restrictions:

- a) For uses not listed in this section, the minimum and maximum number of parking spaces required shall be comparable to the most similar use as determined by the Commission.
- b) Where two or more different principal or accessory uses are located on the same premises the parking requirements for the different uses shall be computed separately and cumulatively.
- c) When computation of required parking spaces results in a fraction of a car space the required number of spaces shall be increased to the next whole number of spaces.
- d) No area shall be credited as a parking space which is in any part credited or used as a loading space or travel way.
- e) The minimum required parking spaces shall not be used for the sale, storage, or display of goods or for shopping cart storage.

#### **71.4. Waivers And Exceptions**

71.4.1. Intent. It is the intent of these regulations that all structures and land uses be provided with a sufficient amount of off-street vehicle parking, while allowing for some flexibility of site design to accommodate the unique characteristics of individual properties. This section of the regulations is intended to set standards for conditions under which a waiver or exception from the general parking requirements may be allowed.

The Commission may require the submission of a parking demand analysis as part of any request for a waiver or exception from the general parking requirements.

71.4.2. Waivers. Except for buildings or parts of buildings used or occupied for residential use, all or part of the off-street parking requirements may be waived by the Commission where the proposed site planning, design, and construction includes the available parking by:

- a) Sufficient publicly owned parking spaces within 500 feet of the proposed development site.
- b) Access to a regularly scheduled transit stop within 500 feet of the proposed development, with service available during commuting hours.
- c) Direct access from a bikeway to the proposed development.
- d) Provision of a regularly scheduled, municipally supported shuttle bus service from the development to an alternate safe, secure, and convenient parking facility.

71.4.3. Parking Reduction Requests. In the case that an applicant believes that the required parking amounts are in excess of what is needed for the proposed use, the applicant may submit a request with justification for a reduction in parking space requirements. The request will be considered and acted on concurrent with, and as part of, the full development application process.

71.4.4. Parking In The B-1 Downtown Business District.

There are no parking requirements within the B-1 Business District.

#### 71.4.5. Parking For Mixed-Use Developments.

In Mixed-Use developments, or developments where parking is affected by cooperative agreements between different land uses, for any proposed use, substantial change in use, construction, conversion, or increase in intensity of use of any buildings or structures, the applicant shall submit a parking demand analysis that demonstrates parking demand patterns. The parking demand analysis must be approved by the Commission and will serve as the basis for determination of required parking at the mixed-use site.

#### 71.4.6. Parking In Excess Of The Maximum

Parking lots may contain spaces in addition to the allowed maximum, provided all of the spaces above the maximum number are composed of a pervious surface and where adequate stormwater management is provided as specified in Section 71.9 of these regulations.

In the case that an applicant believes that the maximum parking amounts are insufficient for the proposed use, the applicant may submit a request with justification for an increase in parking space requirements. The request will be considered and acted on concurrent with, and as part of, the full development application process.

#### 71.4.7. Parking Space Held On Reserve

For phased developments, the Commission may provide that up to 50 percent of the parking spaces required by this section will not be immediately constructed and may be kept in reserve. Such reserve parking areas must be kept planted and maintained rather than surfaced for parking until such time the additional parking space is necessary to serve completed phases of the associated development. No above ground improvements shall be placed or constructed upon such reserve parking area. The area designated as reserve parking must be clearly depicted on the phased development site plan and the terms and conditions of phasing of the parking area completion as determined by the Commission, must be clearly set forth in notations on the approved site plan.

### **71.5. Parking Lot Design**

Parking lots shall be designed to achieve the greatest efficiency of use of space practicable. In general, the preferred layout should have:

- 90 degree parking, and
- parking provided around the periphery of the site, and
- no parking located between the building and the street.

EXAMPLES OF LOT LAYOUT ARE SHOWN IN FIGURE 1 BELOW.

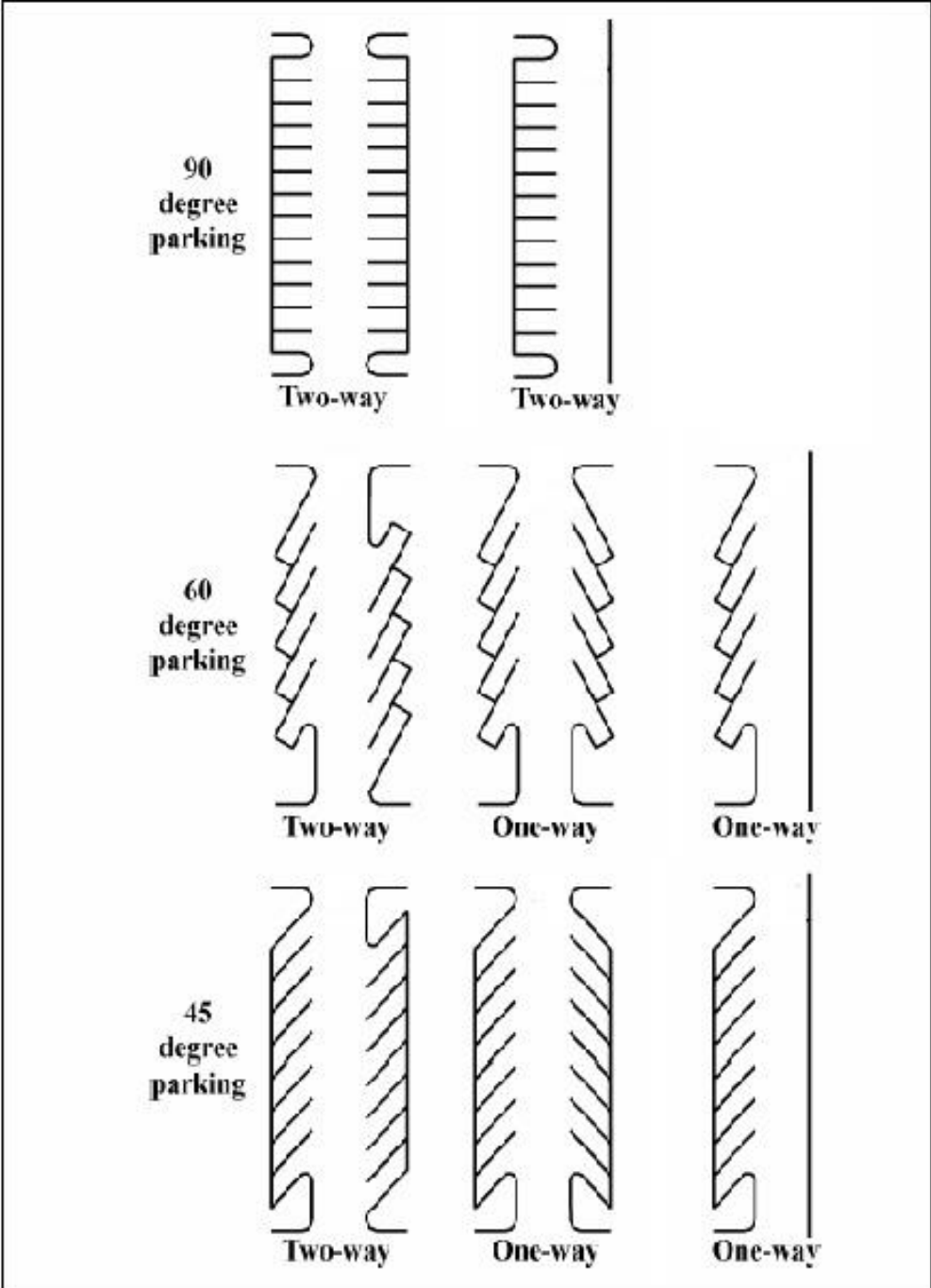


Figure 1. Example of various lot layouts.

71.5.1. Minimum Design Requirements At a minimum, all parking lots shall:

- a) Have a minimum rectangular stall size of 9' wide x 18' deep.
- b) Have aisle widths and parking angles in a minimum ratio as shown as follows:

Parking Angle	Minimum Aisle Width	Direction of Flow
45°	12'3"	One way
50°	12'9"	One way
55°	13'3"	One way
60°	14'3"	One way
65°	15'2"	One way
70°	16'	One way
75°	24'	Two way
90°	24'	Two Way

- c) Have a number and location of access drives compatible with traffic circulation patterns both within the site and on the abutting street system.
- d) Provide sufficient stacking area (area where cars may need to wait in line to exit onto the street or to enter to circulate in the parking lot) for 2 vehicles at the inbound access drives to the site.
- e) Curbing for parking spaces and abutting sidewalk width shall create a minimum of a 5' wide passageway.
- f) Minimize potential conflict points between pedestrians, bicycles, and motor vehicles.
- g) Required off-street parking facilities shall be maintained as long as the use or structure exists for which the facilities are designed to serve.
- h) Where large parking areas are proposed (such as for a shopping center), an internal street system shall be designed exclusive of any parking, in order to provide a direct and safe means of access to any principal building(s) or use(s) for emergency vehicles.
- i) All off-street parking areas must adhere to the construction standards of Section 71.11 of these Regulations.
- j) All parking areas shall have a minimum setback from property lines as follows (*Rev 6/1/17*):
  - Residential parking abutting residential zone or use: at least ten (10) feet with visual screening.
  - Commercial parking abutting residential zone or use: the lesser of fifty (50) feet or as specified in that zone, with visual screening.

- Non-residential parking abutting non-residential parking at least ten (10) feet; excepting on a property line when the two abutting properties provide direct vehicular access to each property, then the minimum setback shall be zero.

Required visual screening shall be as defined in Section 4.2. The setback area shall be suitably landscaped and maintained in an aesthetic manner. Such landscaping shall consist of open areas maintained in lawn, natural vegetation, planting and trees, washed gravel, ornamental bricks or stone paving, and fences and screens where appropriate as specified for landscaping under Section 74.9.

- k) Separate the paved surfaces of parking areas from all buildings preferably by landscaping; planters may be used as an alternative. .
- l) Configure lot layout to facilitate safe vehicular movement throughout; provide sufficient turn-around for single entry lots.
- m) Encourage shared parking, particularly where abutting land uses have differing hours of peak usage.
- n) Provide for snow storage in the design of all parking areas to avoid conflicts with landscaping, visibility, drainage or pedestrian safety.
- o) Break up the scale of large parking areas by incorporating out-parcels for smaller commercial buildings that share the parking area.
- p) Unless otherwise approved by the Connecticut Department of Transportation, access to a lot shall be provided by a driveway opening, designed with the appropriate pitch and approach in order for vehicles to enter and exit in a safe manner. The maximum travel width of a driveway intended for vehicle access to a lot shall be limited to thirty (30) feet unless designed as a separate entrance and exit for four lanes of traffic (i.e. a shopping center). No curb cut for vehicular access may be closer than forty (40) feet to any other curb cut and no such cut may be closer than twenty (20) feet to any street intersection.

**71.6. Fees In Lieu Of Parking.** An applicant may voluntarily agree to pay a fee in lieu of parking to the Town of Windham in accordance with State law provided that the Commission has made a finding and declaration that the number of parking spaces which would be required in connection with such use of land pursuant to these Regulations: (1) would result in an excess of parking spaces for such use of land or in the area surrounding such use of land; or, (2) could not be physically located on the parcel of land for which such use is proposed. A two-thirds vote of the Commission shall be necessary to consent to such payment. A fee of \$500 shall be paid for each space waived by the Commission. Payment must be received by the Town prior to the issuance of the certificate of occupancy.

When an applicant wishes to offer a fee-in-lieu of parking, the applicant must coordinate with the Zoning Administrator and/or Town Engineer to determine how parking for the proposed use will be made available. A statement of the agreed upon plan for a fee-in-lieu of parking and manner of parking provision must be included with the application to the Commission.

Any off-street parking supplied in this manner shall run with the land (not be invalidated by change in ownership), and any subsequent change in use that requires more parking shall require subsequent action by the property owner to satisfy any additional parking requirements. No refund of any fee-in-lieu of parking shall be made when there is a change in use requiring less parking.

**71.7. Shared Parking.** The Commission encourages parking lots for different structures or uses, or for mixed uses, to be shared in any zoning district.

71.7.1. At the applicant's request, shared parking may be provided, subject to the following provisions:

- a) A reciprocal written agreement has been executed by all the parties concerned that assures the perpetual joint use of such common parking, a copy of which has been submitted to and is acceptable to the Commission. The Commission may forward such agreements to the town legal counsel for review.
- b) The Commission may require the applicant to provide a parking study with all information deemed necessary to its decision-making on a shared parking arrangement. This information includes but is not limited to a) the type and hours of operation and parking demand, for each use, b) a site plan displaying shared use spaces in the lot and walking distance to the uses sharing the lot, c) a description of the other land use and parking patterns of adjacent land uses, and d) an estimate of anticipated turnover in parking space use over the course of 12 to 24 hours at the site.
- c) Parking spaces to be shared must not be reserved for individuals or groups on a 24-hour basis.
- d) Uses sharing the parking facility do not need to be contained on the same lot, but shall be a maximum of 500 feet from the closest parking space in the parking lot which is to be used and allow for safe, convenient walking for most parkers, including safe pedestrian crossings, signage, and adequate lighting. A waiver of the maximum allowable distance from the use to the parking may be approved by the Commission with written justification and supporting information provided by the applicant.
- e) If the conditions for shared parking become null and void and the shared parking arrangement is discontinued, this will constitute a violation of zoning regulations for any use approved expressly with shared parking. The applicant must then provide written notification of the change to the Zoning Enforcement Official and, within 60 of that notice, provide a remedy satisfactory to the Commission to provide adequate parking.

71.7.2. Reduction In Parking Space Requirements For Shared Parking:

Where shared parking is provided among a mix of land uses, the Commission may allow the following, at the applicant's request:

- a) Up to 30% of the parking spaces required for the predominant use on a site may be shared with other uses operating during the same time of day and days of the week. The predominant use is considered to be that which requires the most parking of those sharing the parking facilities.
- b) Up to 75% of the parking spaces required for uses such as theaters, public auditoriums, bowling alleys, nightclubs, movie theaters, and similar predominantly evening uses may be shared with uses such as banks, offices, and similar predominantly daytime uses.
- c) Up to 75% of the parking spaces required for uses such as churches and other uses exclusively in operation during the weekend may be shared with uses such as medical offices, banks, and other similar uses predominantly in operation on weekdays.

## **71.8. Pedestrian And Bicycle Accommodations**

71.8.1. Intent. It is the intent of these regulations to promote and support access by bicycle and walking throughout the community. To this end, all parking lots must be designed to provide safe and convenient pedestrian and bicycle access as a part of any parking lot design including safe and convenient pedestrian and bicycle movement to and from public walkways and/or bikeways, streets, or transit stops.

#### 71.8.2. Pedestrian Access Design Standards

Provision for safe and convenient pedestrian access shall be incorporated into site plans for any parking area including to shared parking and to municipal parking areas. This shall be clearly shown on all site plans.

Any parking lot designed, constructed, and maintained, as part of a development must be designed such that the flow of pedestrians can be directed through a system of convenient routes that bring them to central walkways leading to main entrances. All walkways shall be constructed to provide for:

- a) Safe separation or delineation of all walkways from motor vehicle traffic through the use of raised sidewalks and/or landscaping between sidewalks and parking spaces and/or driving aisles
- b) Safe, well-articulated pedestrian crossings demarcated with pavement markings, pedestrian warning signs, and lighting
- c) A minimum of 5 feet in width
- d) Inclusion of plantings, benches, and lighting along walkways and at all pedestrian crossings
- e) Design, construction and maintenance to accommodate disabled individuals per Americans with Disabilities Act (ADA) requirements

#### 71.8.3. Bicycle Access Design Standards

A minimum of one bicycle parking space shall be provided for each 20 off-street automobile parking spaces within the B1A zone. At a minimum, all bicycle parking spaces shall be provided in the form of bicycle racks with locking capability. Bicycle parking facilities shall be designed and installed to include:

- a) Spaces that are a minimum of 2 feet by 6 feet per bicycle
- b) The minimum number possible of potential conflict points between bicycles and motor vehicles
- c) Lighting
- d) Provision for locking of bicycles to the rack or bicycle locker
- e) Adequate spacing for access to the bicycle and locking device when the spaces are occupied.
- f) Where possible, bicycle parking shall be located within view of building entrances or in view of windows, and/or security personnel stations.

### **71.9. Design Standards For Stormwater Management And Landscaping In Parking Lots**

71.9.1. Intent: It is the intent of these regulations to encourage the use of Best Management Practices (BMPs) to minimize, treat, prevent and/or reduce degradation of water quality and flooding potential due to stormwater runoff from parking. In all districts, all developments shall be designed to the extent practicable with the goal of no-net runoff from the site. That is, runoff from the site after development shall not, to the extent practicable, exceed the runoff prior to the proposed development. In addition, the stormwater management system shall be designed, constructed, and maintained with BMPs to minimize run-off volumes, prevent flooding, reduce soil erosion, protect water quality, maintain or improve wildlife habitat, and contribute to the aesthetic values of the project.

71.9.2. Stormwater management systems in parking lots shall be designed in accordance with BMPs as described in the most recent version of the ***Connecticut Stormwater Quality Manual*** (CTDEP), and in accordance with the erosion and sedimentation control requirements and flood protection zone requirements specified in Sections 77 and 52 of these regulations respectively, and to meet the following general standards:

- a) Infiltration of stormwater shall be accommodated to the extent possible through limitation of land disturbance and grade changes, retention of existing natural drainage areas and wetlands, and use or creation of vegetated islands, vegetated medians, and vegetated perimeter buffer strips.
- b) All stormwater detention and conveyance structures shall be constructed to control the post-development peak discharge rates from 10, 25, and 100-year storms to the corresponding pre-development peak discharge rates.
- c) All stormwater detention basin shall be incorporated into the overall design of the site and landscaped.
- d) Site plans must include information regarding all existing and proposed landscaping and stormwater management structures and features.
- e) Natural drainage patterns shall be maintained to the extent practicable. The applicant must demonstrate through information provided on and in association with the proposed site plan, the existing and proposed drainage patterns and calculated flows.
- f) Parking lot drainage shall be designed such that all surface runoff (both piped and overland flow) is conveyed through a vegetated swale, vegetated filter strip, created wetlands, rain gardens, or detention basins with bio-filtration prior to discharge into existing wetlands, streams, ponds, or other waterbodies.
- g) The use of native grasses and small-diameter wood-stemmed shrubs is encouraged as plantings for all vegetated swales, vegetated filter strips, created wetlands, rain gardens, or detention basins with bio-filtration
- h) Direct discharge of untreated stormwater to any natural wetland or waterbody is prohibited.
- i) Stormwater runoff discharged to wetlands must be diffused to non-erosive velocities prior to reaching any natural wetland based on calculations submitted with the application package.
- j) The applicant must demonstrate that any receiving wetlands or waterbodies have sufficient holding capacity, based on calculations submitted with the application package.
- k) The Commission may send any or all information provided on anticipated stormwater flow patterns and volumes and proposed stormwater management system to the Town Engineer and/or other consulting professional or agency for review and advisory comment.
- l) All stormwater BMPs shall be designed in a manner to minimize the need for maintenance and reduce the chances of failure. Design and maintenance guidelines to be followed shall be in accordance with the most recent version of the Connecticut Stormwater Quality Manual (CTDEP).

#### 71.9.3. Landscaping Standards for Parking Lot Stormwater Management:

The landscaping requirements in this section are intended to maximize the natural areas retained in any parking lot in order to optimize natural infiltration of rainwater, intercept and manage stormwater runoff, and provide an aesthetic setting for development. In order to accomplish these goals the following standards shall apply:

- a) Developments with proposed parking areas of 15 spaces or more shall provide a minimum of 10% of the total parking area as landscaped open space. Such landscaped open space may be provided in the form of islands, aesthetic landscape treatments, pedestrian refuge/oasis areas, and may include the perimeter buffer between the parking lot and adjacent streets.

- b) Developments with proposed parking areas of 40 or more spaces shall also provide landscaped islands of a minimum width of 9 feet and 18 feet in length throughout the parking area planted with a mix of shrubs and trees. Such islands shall be located:
- i. At each parking lot entrance.
  - ii. At the ends of each parking aisle.
  - iii. As intermediate islands in long rows of spaces, located every 15 spaces.
  - iv. As separation between pedestrian walkways and parking spaces and/or driving aisles.
  - v. Whenever possible, landscaped islands shall be used as mini-detention basins and situated below the grade of the parking spaces and driving aisles with the appropriate curbing so that stormwater runoff flow is directed to and trapped by such islands
  - vi. A minimum of one deciduous or evergreen tree and two shrubs shall be planted on the parking lot islands for every 10 parking spaces. Trees and shrubs shall conform to the following standards:
    - Deciduous trees shall be planted at 2.5 inches in caliper with a mature height of at least 35 feet.
    - Evergreen trees shall be coniferous species planted at 6 feet in height
    - Shrubs shall be either deciduous species planted at 2 ½ feet in height or evergreen species planted at 2 ½ feet in spread.
    - Trees and shrubs shall be situated such that when at full growth they do not obstruct the vehicle sight lines of the approved plan.

**71.10. Off-Street Loading Space:** All buildings in excess of 4,000 square feet, shall have one off-street loading space for each 40,000 square feet of gross floor area or fraction thereof, excluding basements. No off-street loading space and no vehicle loading bay, ramp or dock shall be designed or arranged in a manner that trucks must use any part of a street for maneuvering. Truck loading areas shall be designed to accommodate the largest anticipated vehicle to be used. At a minimum, one loading space shall constitute an area twelve (12) feet in width and thirty (30) feet in length with a vertical clearance of fifteen (15) feet with such shape, access and slope to accommodate one truck having an overall length of thirty (30) feet.

**71.11. Construction:** All off-street parking and loading spaces shall be suitably improved, graded, stabilized and maintained so as to cause no nuisance or danger from dust or from storm water flow onto any public or private street.

71.11.1. Parking lots shall be either an impervious surface or pervious asphalt or block. The Commission may allow gravel parking lots for temporary parking lots, or overflow parking in areas near wetlands. Driveways for gravel parking lots shall be hard-surfaced from at least 20 feet back from the property line, to the street.

71.11.2. Parking lots shall be constructed with an appropriate base material, scratch and top coat as required by the Town Engineer.

71.11.3. Grades. Maximum parking slopes shall be six percent, preferably a maximum three percent cross slope for parking stalls; minimum slope shall be one percent. The Commission may waive the maximum slope requirement, up to a maximum of 10 percent, if the applicant can demonstrate that an increase in the slope maximum will not result in conditions that may pose a hazard or otherwise endanger the public's health, safety or welfare.

71.11.4. Parking stalls shall be professionally striped with a long lasting paint, and one-way aisles shall have directional arrows paint on the surface, all Handicapped parking stalls shall be painted with the appropriate symbol, all such markings shall be maintained and repainted when needed.

## **SECTION 72 - SIGN REGULATIONS**

### **72.1 Purpose And Intent** *(Rev 6/1/17)*

The purpose of this Section is to:

- Support both businesses and the community by making services and goods easily accessible with clear, legible signage,
- Protect public safety of pedestrians and motorists by regulating location, size, height and number of signs,
- Encourage signs that enhance Windham.

These regulations are intended to create a legal framework for a balanced system of signage that regulates the number, location, size, and height of signs while ensuring the fair and consistent enforcement of sign regulations and to provide for an effective means of communication consistent with constitutional guarantees without restricting or regulating the messages contained on signage in the Town.

### **72.2 Sign Related Definitions**

**Banner**: Any sign of lightweight fabric or similar flexible material that is securely mounted to a building or structure.

**Billboard**: A large outdoor display panel erected permanently or temporarily by the roadside or attached to, or painted on, a building, used for displaying advertisements. Billboards are not permitted.

**Canopy or Awning Sign**: A sign that is part of or attached to an awning, canopy or other structural protective cover.

**Directory Sign**: A sign, generally affixed at a building entrance, which indicates names and/or location of the occupants of the premises on which the sign is located, contains no advertising material of any kind, and is not legible from the street.

**Façade Length**: The length of the side of a building along the primary access road.

**Free-Standing or Ground Sign**: A sign permanently affixed to the ground.

**Hanging or Projecting Sign**: A pedestrian-oriented sign that projects perpendicularly from a structure.

**Identification Sign**: A sign that identifies a site that contains a group of structures or businesses, such as a shopping center, business park or apartment complex.

**Informational Sign**: A sign that is meant for the safety of those using the property. This includes signs for 'entrance', 'entry', 'exit', 'one way', 'no parking', and 'loading area' and shall contain no name, logo, lighting or any other image or text.

**Marquee**: Any permanent roof-like structure projecting beyond a building or extending along and projecting beyond the wall of a building. It is designed and constructed to provide protection from precipitation. The structure over gas pumps is an example of a marquee.

**Menu Sign**: A sign used to inform the public of the list of entrees, dishes, foods, and entertainment available in a restaurant.

**Menu Board**: A permanently mounted sign displaying the bill of fare for a drive-thru restaurant or similar listing of drive-thru services.

**Mural**: A painting not containing any advertisement or announcement on a building or other structure; murals require a permit from the Zoning Enforcement Agent.

**Nonconforming Sign**: Any sign that does not conform to the requirements of this regulation.

Pennant, Feather, Streamer, Flag and Inflatable Signs: Any lightweight object made of plastic, fabric or other material, whether or not containing a message of any kind, designed to move in the wind. Pennant, feather, flag, streamer and inflatable signs are not permitted.

Portable Sign: Any sign not permanently attached to the ground or other permanent structure, or a sign designed to be transported by means of wheels; signs converted to 'A' or 'T' (*shaped*) frames; menu and sandwich board signs; and signs attached to or painted on vehicles parked and arbitrarily or persistently parked or displayed in a manner primarily intended to be viewed from a public right-of-way.

Rear Tenant: A business in a multi-tenant property with its primary entry not located on public way.

Roof Sign: Any sign attached, in part or entirely, to the roof of a building.

Sign: Any device, fixture, placard, or structure that uses any color, form, graphic, illumination, symbol, logo, or writing to advertise, announce the purpose of, or identify the purpose of, a person or entity, or to communicate information of any kind to the public. Flags, banners, streamers, inflatables or any material, rigid or flexible, displayed to convey a message, meaning or attraction to the public, are considered signs in the meaning above.

Sponsorship Sign: A sign that includes a logo or name for a business or company not located at that site.

Street Banner: Any display, other than holiday decorations, attached to utility or light poles including those that extend over a street or sidewalk, or any portion thereof, containing writing and/or graphics thereon, providing not more than 20% of the area of such banner shall pertain to an individual business.

Three-dimensional: Visually having the dimension of depth as well as width and height.

Temporary Sign: Any sign that is not permanently mounted to a building or to the ground. Temporary signs require a sign permit and are limited to two weeks time.

Wall Sign: Any sign attached to a wall, painted on the wall surface of, or erected and confined within the perimeter limits of an outside wall of any building or structure, which is supported by such wall or building, and which displays only one sign surface. A three-dimensional sign is defined as one sign surface for purpose of this definition.

Wall Promo Sign: Signs, affixed to a wall, that are subordinate to the primary wall sign.

Window Sign: Any sign painted or attached to a window and visible from the exterior of the building.

## **72.3 General Regulations**

No sign, except as listed in Section 72.11, shall be established, constructed, reconstructed, enlarged, extended, moved or structurally altered until a Certificate of Zoning Compliance has been issued for the sign(s). The text, body or style of an approved sign cannot be changed without a new Certificate of Zoning Compliance. All signs shall conform to the regulations and standards in this Section. In situations where Planning and Zoning Commission approval is required to authorize a proposed land use or proposed land use modification, a detailed sign plan shall be submitted to the PZC as part of the permit approval process.

72.3.1 For sites with more than one sign, a sign plan showing all existing and proposed signs, developed by design professionals experienced in commercial signage or environmental graphics, shall be submitted for approval and shall meet the following criteria:

- a) All signs shall be coordinated, including color and fonts, to present an effective and harmonious plan.
- b) Each sign shall be designed and located to meet the needs of the intended viewer,
- c) Signs shall be designed in context with the building(s) and its surroundings, and through the use of similar detailing, form, color, lighting and material

d) The shape, trim and detail of the signs shall complement the architectural features on the building,

72.3.2 Signs shall not distract or impair a motorist's line of sight, create a hazard for motorists, vehicles, pedestrians or bicycles, or negatively impact public health or safety.

72.3.3 Signage shall be mounted with concealed hardware, the hardware shall be stainless steel or galvanized to prevent rust and corrosion that could stain or discolor the building or surface below.

72.3.4 Signs shall pertain only to goods sold, services rendered and establishments, persons, organizations or facilities on the lot where the sign is located, unless specifically permitted under Section 72 of these Regulations.

72.3.5 Free-standing and Wall Signs shall follow the United States Sign Council's Standards for sign area of a minimum of 60% as background and a maximum of 40% containing text and/or logo; and shall be limited to name, logo, type of business or principal product; the minimum lettering size for free standing and wall signs shall be six inches in height.

72.3.6 Any sign not expressly permitted in these Regulations is prohibited.

**72.4 Standards for signs** Each individual sign shall meet the following standards and comply with the sign area, height, number and location permitted in the zone.

72.4.1 Free-standing or Ground Signs:

- a) Shall be designed as an integral part of the sign plan. The shape and materials of the sign shall complement the architectural features on the building. Landscaping surrounding the sign is encouraged.
- b) Be supported by a free-standing, self-supporting structure that is erected on the ground and is not attached to a building.
- c) Oriented, when possible, to the center of the building, and not located within the side setbacks for that district; there is no front setback; no part of the sign or its structure shall extend over the property line.

72.4.2 Wall Signs:

- a) The area for wall signs shall be designed as an integral element of the architecture. The shape and materials of the sign shall complement the architectural features on the building.
- b) Signs shall be located to enhance the architectural details on the building and shall not obscure any trim or other details, and be incorporated into the main entrance facade.
- c) Wall signs shall be attached to the face of the building in a place parallel and flush to such face, but shall not extend or project more than fifteen (15) inches from the building and shall not extend higher than the parapet in the case of a one-story building; and in the case of other buildings, they shall not extend above the sill of the windows of the second story.

72.4.3 Hanging or Projecting Signs

- a) A hanging or projecting sign shall project not more than four (4) feet, measured at right angles to the building to which the sign is attached. There shall be at least eight (8) feet of clearance beneath the sign, and shall not extend into any area which is accessible to service or emergency vehicles. The construction and method of securing such signs to the structure shall be approved by the ZEO or building official.

#### 72.4.4 Roof Signs

- a) Roof signs shall be prohibited except in the case of a one-story building having a pitched roof that overhangs the business entryway in such a way as to limit the area for a wall sign to less than three (3) feet in height. In such a case, a roof sign of the same maximum sign area of the wall sign may be substituted for the permitted wall sign; the top of the roof sign shall be a minimum of three (3) feet below the ridge and two (2) feet from the roof edge.

#### 72.4.5 Awning, Canopy and Marquee Signs

- a) All lettering, logos, graphics or distinctive background on awing or canopy shall be included in the maximum sign area calculation for that lot.
- b) Sign shall be built into and forming a part of the structure of the awing, canopy or marquee; signs shall not extend beyond the edge of the marquee.
- c) Backlighting of translucent or transparent material is prohibited.

#### 72.4.6 Multi-tenant / Mall Signage Plan

- a) Hierarchy of Signs. A hierarchy of signage shall be established to facilitate way finding and minimize visual clutter.
- b) Property Identification Signs. One identifying sign in a highly visible location near the main driveway entrance shall be used to convey an overall identity for the property.
  - The identification sign shall incorporate the street address into the sign to facilitate way finding and 911 emergency responses.
  - No tenant name shall be listed on the property identification sign.
  - The sign and the material used on the sign and its supports shall be visually consistent with the materials used on the building.
  - Individual Tenant Signs. The design of each tenant sign shall be coordinated with the design of the principle building(s) in terms of color, materials, detailing, and style.
  - Signs shall conform to a simple color and graphic palette in order to minimize the confusion and visual clutter of the sign.
  - Tenant wall signs shall be placed over or adjacent to the primary business entrance, the height of all tenant wall signs shall be equal, and the length in proportion with the width of the tenant space.
- c) Tenants on Upper Floors or in Rear of Building. Upper floor tenants are permitted one hanging sign, and one window sign. Signage for rear tenants shall meet the dimensional standards for number, size, width and height; if signage is not visible from any public street, sidewalk or residence, rear tenant signage is not included in the maximum sign area calculation for that lot.

#### 72.4.7 Illuminated Signs.

- a) Illumination shall meet the standards set out in Section 77 of these Regulations, and shall be shielded so that the light source is not visible.
- b) No lighting or sign shall oscillate, flash or pulsate; the traditional, rotating, lit “barbershop pole” used only by an establishment licensed by the State of Connecticut to cut hair is exempt from this requirement.
- c) Electronically lighted changeable characters are only permitted in the portion of a bank sign showing the time and temperature and the portion of a gas station sign that lists fuel prices; characters shall be fixed, monochromatic and not exceeding fifteen (15) inches in height.

- d) Interior illumination (back lighting) is permitted for a maximum of 15% of the sign area; at least 85% of the sign area shall be opaque.
- e) All illuminated signs shall be reduced to at least 50% illumination 30 minutes after business closing.
- f) A single illuminated “open” sign up to four (4) sq. Ft. In size may be displayed per business while business is open.
- g) Other illuminated signs may be permitted by Special Permit considering uniqueness of colors, brightness, suitability of location, size and distance from a public street or residential area.

#### 72.4.8 Drive-thru Menu Boards.

- a) One (1) menu board is allowed per business. Such signs may be free standing or wall mounted.
- b) The maximum aggregate area for a menu board shall not exceed 54 square feet; and shall not be included in the maximum sign area calculation if not visible from a public way or residential property.
- c) The maximum sign height shall not exceed 6 feet for freestanding signs.
- d) The sign shall be located so it is not legible from the street; if illuminated it shall not be visible from any residential property.

#### 72.4.9 Non-conforming Signs

- a) A legal, non-conforming sign shall not be permitted to be enlarged under Section 3.10 of these Regulations. No non-conforming sign may be re-lettered, sign face changed, the frame or pylon/pole replaced without a Certificate of Zoning Compliance. Once the sign and/or supporting structure has been abandoned as established by law, it shall be deemed permanently removed and may be replaced only in accordance with the provisions of these Regulations.

### **72.5 Sign Measurement Calculations**

#### 72.5.1 Sign Area Measurement

- a) The sign area shall be measured by drawing an imaginary rectangle around the outside edge of all letters, logos and symbols and shall include the surface between the letters, logos and symbols. The sign area shall include adjacent background material if such material is designed to be an integral part of the sign because of its texture, color or material.
- b) Excluded from the sign area measurement:
  - Supports which affix a sign to the ground or a building shall not be included in the sign area measurement unless such supports are obviously designed to be advertising. When attached to a wall, the area of the sign shall not include the wall itself unless the background is different from the balance of the wall and is designed as an integral part or is obviously related to the sign.
  - Up to 2 sq. Ft. Used for street address number of the property.
  - The second side of a double-faced (back to back, or vee-backed) sign, provided that both sides are equal in area, is excluded from the sign area measurement

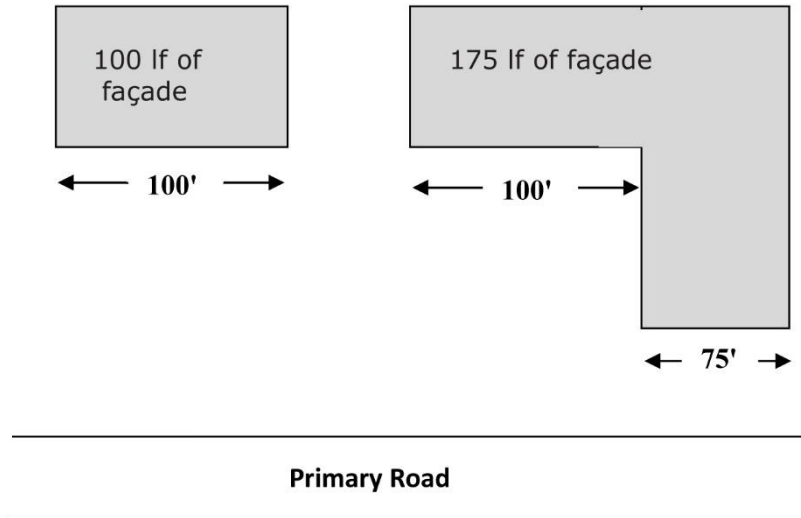
#### 72.5.2 Height Measurement

- a) The height of a sign shall be measured from the average finished grade 5 feet out from the sign support, pylon, structure or wall on which the sign is attached to the highest part of the

sign or supporting structure including finials, decorative cornices and other decorations, numbers or lights associated with the sign. The grade cannot be altered by filling, berming, excavating or other means for the purpose of altering the height of the sign.

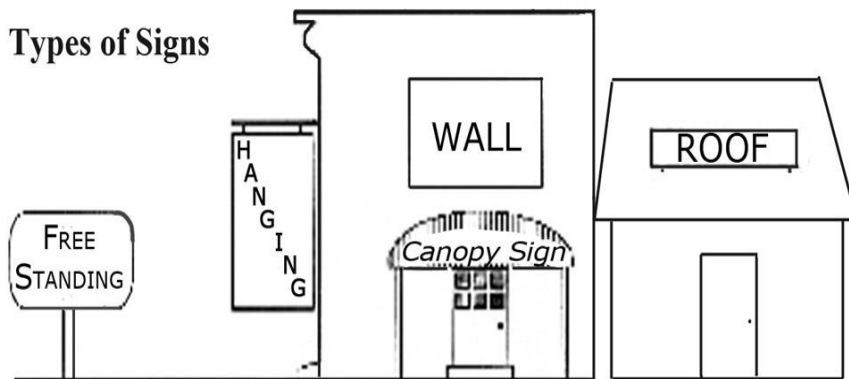
### 72.5.3 Maximum Sign Area Calculation

- a) The maximum square foot area for all signage located on one lot shall be based on building facade length along the primary road, and multiplied by a factor of 2.0.



For a building with a façade length along a primary road of 100', the maximum sign area for that lot would be 200 sq. Ft. . For a building with a façade length of 175', the maximum sign area for that lot would be 350 sq. Ft.

- b) Signs included in the maximum sign area calculation include free standing signs, hanging signs, wall signs, canopy signs, roof signs and window signs. The total of all signage cannot exceed the maximum sign area for that lot.



## 72.6 Signs in Business B1A, B2, B2A, B4 and Commercial Districts

The following signs shall be permitted:

Type of Sign	Maximum Number	Maximum Area and Height	Permit Required	Additional Requirements
Single business on lot: Free Standing Sign	1	36 sq. Ft. 5' Height	Staff	Maximum sign area may be increased by 10% if signage is enhanced per Section 72.6.1.
		28 sq. Ft. 8' Height	Staff	
Single business on lot: Wall Sign (canopy sign may replace wall sign)	1 per lot; or 2 if double frontage	240 sq. Ft. Maximum area; not to exceed 15% of façade facing primary road	Staff	Unless impractical, sign shall be centered over primary entrance Maximum sign area may be increased by 10% if signage is enhanced per Section 72.6.1
Multi-tenants on lot: Free Standing Sign	1 per lot; or 2 if double frontage	3 or fewer businesses: 28 sq. Ft. 5' Height	Staff	Maximum sign area can be increased by 10% if signage is enhanced per Section 72.6.1
		More than 3 businesses: 36 sq. Ft. 8' Height		
Multi-tenants on lot: Wall Sign	1 per ground floor tenant	1 sq. Ft. Per linear foot of tenant frontage	Staff	All tenant signs shall be placed in a consistent manner
Secondary Signs: Hanging Sign	Limited by maximum sign area per lot	3 sq. Ft.	Staff	
Wall Promo Signs		Total less than 40% of major sign		
Window Signs		20% of total window area		

72.6.1 Sign area of individual signs may be increased if enhanced as follows:

- a) Free-standing sign: The maximum sign area may be increased by 10% if the support pole is enclosed as an architectural feature. The width of the enclosed support shall equal at least 40% of the average width of the sign, and shall complement the sign design and the architecture of the building. The support enclosure shall contain no lettering and no logos.
- b) Free-standing and wall signs: The maximum sign area may be increased by 10% if the sign itself is embellished with three-dimensional decorative trim. "Trim" is any decorative sign feature that is not integral to the sign message, logo, or company color scheme but is solely for aesthetic purposes. The embellishment will not be counted toward the maximum height or area.

72.6.2 In multi-tenant buildings, signage for individual commercial tenants not located on the ground floor shall be accommodated, subject to the maximum sign area per lot.

72.6.3 Businesses whose lot only fronts a dead-end street may request the Commission approve an off-site free-standing sign.

- a) The sign location shall have a relationship to the access road to the business,
- b) At least fifty (50) feet from any other free-standing sign,
- c) The off-site sign shall be included in the maximum sign area calculation for the business on the dead-end street, and
- d) Appropriate property easements shall be filed in the land records before the sign permit is issued.
- e) Businesses are encouraged to share signs and/or sign structures.

## 72.7 Signs in Business B1 District

**72.7.1 Building Sign Plan** All buildings with two or more businesses shall have an approved sign plan for the building prior to the approval of any signs permits after (08/22/13). The sign plan shall show the size and placement of all current and future wall and hanging signs for all commercial tenants in the building, and shall comply with 72.4.6 .

**72.7.2** All free-standing signs and all building entranceways shall have the street address number prominently placed for way finding. There is no maximum sign area per lot within the B1 District.

**72.7.3** The following signs shall be permitted:

Type of Sign	Maximum Number	Maximum Area and Height	Permit Required	Additional Requirements
Ground Floor Tenant: Wall Sign	1 per lot; or 2 if double frontage	50 sq. Ft.	Staff	Signs shall be three-dimensional, consistent with building style, and designed to maximize the sign frieze and/or width of business frontage.
Ground Floor Tenant: Hanging Sign	1	4.5 sq. Ft.	Staff	
Ground Floor Tenant: Free-standing Sign	1 per lot if building setback min of 10' from sidewalk ROW	24 sq. Ft. 5' High	Staff	Signs shall be three-dimensional, support pole shall be covered or enhanced and incorporated into design
Upper Floor Tenants: Directory Sign	1	1 sq. Ft.	Staff	Sign shall be consistent with Building Sign Plan (See 72.7.1)
Hanging Sign	1 per tenant	3 sq. Ft.	Staff	
Rear Tenants Hanging Sign on building		3 sq. Ft.	Staff	
Menu Sign: affixed to building at entry	1 per tenant	1 sq. Ft.	Staff	Limited to restaurants
A-frame Sign	1 per tenant	6 sq. Ft.	Staff	Cannot impede pedestrian movement

**72.8 Signs in Business B3 and NPP Districts**

72.8.1 Building Sign Plan. All buildings with two or more businesses shall have an approved sign plan for the building prior to the approval of any signs permits after (08/22/13)as described in Section 72.7.1.

72.8.2 No sign in an NPR district shall be illuminated.

72.8.3 The following signs shall be permitted and all other signs are expressly prohibited:

Type of Sign	Maximum Number	Maximum Area and Height	Permit Required	Additional Requirements
Single business on lot: Free Standing Sign	1 per lot	15 sq. Ft. 4' Height	Staff	
Single business on lot: Wall sign (canopy sign may replace wall sign)	1 per lot	30 sq. Ft. Maximum area	Staff	
Multi-tenants on lot: Free Standing Identification Sign	1 per lot	15 sq. Ft. 4' Height		If lot has 3 or fewer tenants, sign may display business names. If lot has more than 3 tenants, sign shall only convey an overall identity for the property.
Multi-tenants on lot: Ground Floor Tenant Wall Sign	1 per tenant	24 sq. Ft.	Staff	Sign shall be 3 dimensional, consistent with building style, and designed to maximize the sign frieze and/or width of store frontage.
Hanging Sign	1	3 sq. Ft.	Staff	

**72.9 Signs In Manufacturing, Industrial And Planned Development Districts.**

72.9.1 Signage in manufacturing and industrial districts, not associated with retail activity, is for informational purpose only and is not based on building frontage. The signage plan shall be approved by the Commission, or its designee, as part of the Site Plan.

72.9.2 Signage in Planned Development Districts shall require approval by the Commission.

## 72.10 Signs In Residential Districts

The following table describes all signs permitted in Residence Districts. All other signs are expressly prohibited. No sign in a residential district shall be illuminated unless specifically listed below.

Type of Sign	Maximum Number	Maximum Area	Permit Required	Additional Requirements
Rental Property Emergency Contact Information	1 per lot	1 sq. Ft.	None	Affixed to the building easily visible to emergency personnel
Sale, Lease, Rental of Property	1 per lot	6 sq. Ft.	None	Permitted only on the site being marketed. See Sec. 72.11 for additional information.
Subdivision Marketing	1 per street entrance, not to exceed 2	32 sq. Ft.	Staff	Permitted only on the site being marketed. See Sec. 72.11.10 for additional information
Construction, Renovation or Repair	1 per construction	6 sq. Ft.	None	
Elderly Housing, Senior Residence Developments, Day Care Centers	1 for major entrance; 1 per residential dwelling	12 sq. Ft. For major entrance; 1 sq. Ft. For each residential dwelling	Staff	
Licensed Daycare Centers, Home Occupation, Bed and Breakfast	1 per use	4 sq. Ft.	Staff	Bed and Breakfast signs may be illuminated.
Roadside Produce/Vegetable Stands	2 per lot	12 sq. Ft.	Staff	Offsite sign permitted for directing to a farm
All other permitted non-residential uses	1 per entrance	20 sq. Ft. For major entrance; 4 sq. Ft. For secondary entrance	Staff	

## **72.11 Signs Not Requiring A Permit:**

- 72.11.1 Informational and traffic signs, historical markers, authorized or erected by federal, state, or Town agency.
- 72.11.2 Information signs for the safety of those using the site. Such signs shall not exceed a total area of 1.5 square feet each and shall contain no advertising information, name or logo of the business.
- 72.11.3 Display of the national or state flag.
- 72.11.4 Temporary displays or lighting as customary part of holiday decorations.
- 72.11.5 A “For Sale”, “For Lease” or “For Rent” sign within a Residential District, not over 6 square feet in area, within a commercial and industrial districts, not over 32 square feet in area. Signs shall be located on the property being marketed, and shall be removed within 5 days of the property being removed from the market.
- 72.11.6 In residential districts, temporary directional signs in connection with the notification of open houses to be held in connection with the sale or rental of premises. There shall be a limit of not more than 4 signs per open house, not exceeding 4 square feet in area per sign. Such signs shall only be used only on the day of the open house and shall be removed no later than one-half hour after the completion of the open house, but no later than 7:00 p.m. On the same day installed.
- 72.11.7 One flag, no larger than 3' x 5', with only the word 'open', displayed at a retail business' entry door is permitted during the hours that the business is open.
- 72.11.8 A sign not over 1 square feet identifying the name(s) and address of the occupant(s) of a dwelling unit.
- 72.11.9 Bulletin boards not over ten (10) sq. Ft. In area for public charitable or religious institutions when located on the premises of said institutions.
- 72.11.10 Within a business, commercial or industrial district, a sign not exceeding thirty-two (32) square feet in area denoting the professionals, financiers and agencies involved with the project, and other such information and when placed upon the property where work is under construction, and located a minimum of ten (10) feet from the side property lines.
- 72.11.11 One temporary marketing ground sign per new subdivision development, subject to the following:
  - a) Shall be non-illuminated, and not exceed eight (8) feet in total height and thirty-two (32) sq. ft. In area.
  - b) Shall be considered a temporary sign permitted to remain in place for a period of one year from the date of PZC approval of the project; and shall be removed when final CO issued. The Zoning Enforcement Officer may grant up to three (3), one-year extensions.
  - c) Shall only display the name of the development, its owner, its availability for lease and/or sale, and a telephone number.
- 72.11.12 A temporary “help wanted” sign not over 15 square feet; no advertising, logo or symbol is permitted on the sign.

- 72.11.13 One temporary, on-premises sign announcing a tag or garage sale at a residential property shall be permitted for a period not to exceed 3 days, or 9 days in any calendar year. Two off-premises signs announcing the tag or garage sale shall be permitted for a period not to exceed 3 days or 9 days in any calendar year. Signs shall be removed at close of sale.
- 72.11.14 Street banners approved by appropriate Town department and maintained the Town.
- 72.11.15 A sign erected by a fraternal, civic, religious or service organization or club, merely announcing its presence in the town and the time and place of its regular meeting, provided all such signs shall be grouped together with a common support structure and each component shall not exceed 1 square foot in area.
- 72.11.16 Directional signs for educational and religious uses by a non-profit corporation or governmental unit, non-profit health care facility or hospital, or municipal building use; all signs and locations shall be approved by the Town Traffic Commission.
- 72.11.17 One political sign for each candidate or referendum issue not exceeding three (3) square feet in area. Such sign shall not be placed on the property sooner than two months before the election or vote. Such signs should be removed as soon as possible after the election, and at least within one week.

**72.12 Prohibited Signs** The following signs are specifically prohibited:

- 72.12.1 Any moving sign or device designed to attract attention, including fluttering or rotating devices (such as, but not limited to, pennants, steamers, feather signs, balloons, inflatables, flags, propellers, and discs).
- 72.12.2 Any sign or device with flashing, moving, flickering, blinking, illuminated animation, or moving lights.
- 72.12.3 Signs capable of changing image using electronic control.
- 72.12.4 Signs with string or festoon lights; exposed neon, fluorescent, and/or incandescent tubing or lamps, raceways, ballast boxes and transformers or other electrical apparatus.
- 72.12.5 Any signs or devices with LED, LCD, plasma, or functionally equivalent technology to display text or graphics are not permitted. Except approved signs displaying time and temperature at a bank or a price list at a gas station.
- 72.12.6 Signs of a temporary material or purpose, except as provided in Section 72 regardless of the sign material used.
- 72.12.7 Any portable sign, including reader board signs and any sign displayed or painted on vehicles parked and arbitrarily or persistently parked or displayed in a manner primarily intended to be viewed from a public right-of-way.
- 72.12.8 Signs attached to or painted on railroad trestles or bridges except those of the owner of the trestle or bridge.
- 72.12.9 Billboards.
- 72.12.10 Any sign mounted or posted on any tree or utility pole.
- 72.12.11 Traffic signs that are not approved by the appropriate State or Town traffic authority.
- 72.12.12 Any artificial light or light-reflecting device in a location that distracts the attention of users of a public or private street.
- 72.12.13 All signs not expressly permitted by these regulations.

### **72.13 Approval, Enforcement, Sign Removal**

- 72.13.1 When an applicant can demonstrate a unique circumstance with a site, the Commission may grant relief from these regulations for functional value:
- a) The height of a free standing sign may be increased to a maximum of fifteen (15) feet due to unique topography that limits the visibility
  - b) The sign area of a free standing sign may be increased by a maximum of 30% due to unique site limitations limited by the maximum sign area for that lot
- 72.13.2 Signs which become unsafe or in disrepair in the opinion of the Zoning Enforcement Officer, or otherwise in violation of these Regulations shall, upon notice from the Zoning Enforcement Officer, be repaired or replaced by the owner or lessee of the property on which the sign is located within thirty (30) days of notice. Signs that have been abandoned shall be removed or relocated by the owner or lessee of the property on which such sign stands within thirty (30) days following such designation by the Zoning Enforcement Officer; if still remaining, the Zoning Enforcement Officer shall have the sign removed and destroyed.
- 72.13.3 Once a sign is removed in accordance with this provision, it may not be repositioned or replaced unless it is in conformance with the current provisions of the Zoning Regulations.
- 72.13.4 Whenever a proposed change in use or site modification on a subject property necessitates Planning & Zoning Commission/Zoning Board of Appeals approval in accordance with a Special Permit or Special Exception, the applicant shall be subject to conditions by the Commission or Board which may include the removal of any sign in conflict with these Regulations. Failure to abide by the conditions of approval shall render the approval null and void.

### **72.14 Municipal Signage** *(effective 1/15/24)*

- a) Municipal high-resolution digital signage may be placed on municipal school property to be used exclusively to share information specific to that site and for critical town-wide public safety notices. The size of the signage is limited to 40 square feet. All messages to be static for a minimum of 20 seconds, the sign shall be situated so as not to cause glare on abutting properties, if located in a Residential Zone, sign shall be off between 9:00 PM and 6:00 AM. Approval is by Special Permit.

## **SECTION 73 - ALCOHOL**

No sale of alcoholic liquor is permitted without an appropriate Liquor License issued by the Liquor Control Commission of the State of Connecticut. A Zoning Permit from the Town is also required for the sale of alcoholic liquor, and shall meet the following Regulations. *(Entire Section revised 4/26/12)*

### **73.1. Separation Requirements**

- 73.1.1 The sale of alcoholic beverages, to be consumed on or off the premises shall not be located within 500 feet of any public or private school (defined as: the instruction of students, at least 75% of the enrolled students are under 18 years of age, and instruction is given at least 3 days a week for 8 or more months a year), licensed children's daycare center, property owned by a religious institution used for worship services, hospital, convalescent home, or public playground.
- a) The following exceptions are permitted:
- There are no separation requirements for restaurants serving alcohol. Restaurants are defined as containing a commercial kitchen and dining facilities where the primary use is one of selling a full course meal and not the sale of alcoholic beverages. For the purposes of this section, "full course meal" means a diversified selection of food which ordinarily cannot be consumed without the use of tableware and which cannot be conveniently consumed while standing or walking. The hours of business operation shall not exceed the hours for serving alcohol as permitted by Connecticut General Statutes.
  - In addition to the above, excepting Sections 73.1.2 and 73.1.3, within the B1 District there are no separation requirements for the sale of alcohol.
- 73.1.2 A package store, or any retail outlet for the sale of alcoholic beverages to be consumed off the premises, shall not be located within 1,500 feet of another package store or retail outlet selling alcoholic beverages to be consumed off the premises. A store primarily engaged in the sale of groceries, which also sells beer, shall not be regarded as selling alcoholic beverages for the purpose of this Section.
- 73.1.3 The sale of alcoholic beverages at a bar or tavern or similar outlet for consumption of alcoholic beverages on the premises shall not be located within 250 feet of another bar or tavern or similar outlet for consumption of alcoholic beverages on the premises.
- 73.1.4 The sale of alcoholic beverages, to be consumed on or off the premises, shall not be permitted in any residential zones. Restaurants operating in a residential zone prior to 1/1/18 are permitted to serve beer and wine *(revised 12/1/18)*. Clubs and fraternal organizations permitted in a residential zone may apply for a Special Permit for the sale of alcoholic beverages to be consumed on the premises, subject to all the restrictions of this section; approval, if granted, shall apply to the applicant only and shall not be transferable.

## **73.2. Permit Process**

- 73.2.1 If the use is for a restaurant, nonprofit theater or hotel to be located in a zone permitting such use, approval by the Zoning Officer is required; to be located in other nonresidential zones requires a Special Permit considered for approval by the Commission after a Public Hearing.
- 73.2.2 If the use is for a bar or tavern to be located in any zone permitting such use, approval by the Zoning Officer is required.
- 73.2.3 If the use is for a package store to be located in any zone permitting retail, approval by the Zoning Officer is required.
- 73.2.4 If the use is for a brew pub in the B1, B1A or B2 District, approval by the Zoning Officer is required; to be located in any other zone requires a Special Permit considered for approval by the Commission after a Public Hearing.
- 73.2.5 If the use is for manufacturing, wholesaling or distributing alcoholic beverages to be located in an industrial or manufacturing zone, or any zone permitting such activity, approval by the Zoning Officer is required.
- 73.2.6 Any other use requires a Special Permit considered for approval by the Commission after a Public Hearing.

**73.3. Measurements:** All measurements referred to above shall be a radial arc drawn from the exterior boundaries of the property line to the exterior boundaries of the property line of any other premises from which separation is required using the latest Town of Windham Assessor's map, an A-2 Boundary Survey, or an approved subdivision map recorded in the Windham Land Records. Where the use is located within a shopping center or is in the B-1 Downtown Business District, the method of measuring the separation requirement shall be done with a straight line between any customer entrance to the building or premises and the exterior boundaries of the property line of the exterior boundaries of the property line of any other use, or premises from which separation is required.

**73.4.** In the event the use of a building or a portion thereof for the sale of alcoholic beverages for which a Zoning or Special Permit has been granted is abandoned or discontinued for a period of ninety (90) days, the Permit shall be terminated.

**73.5.** No provisions in this section and no provisions elsewhere in these regulations, including Section 3.10.13, shall be interpreted as allowing a nonconforming use to expand the sale of alcoholic liquors or to qualify for a liquor permit different from the class of liquor permit existing at the time of adoption of these regulations.

**73.6.** The Commission, or its Agent, has the right to revoke a Permit for the sale of alcohol for violation of these Regulations as per Section 91.10 of these Regulations.

## SECTION 74 - PERFORMANCE STANDARDS

### 74.1. Public Health, Safety, Welfare and Value and Reasonable Use of Other Lots *(entire section revised 06/23/11):*

- 74.1.1 AIR POLLUTION No dust, dirt, fly ash or smoke and no offensive odors or noxious, toxic or corrosive fumes or gases shall be emitted into the air from any lot so as to endanger the public health or safety, to impair safety on or the value and reasonable use of any other lot, or to constitute a critical source of air pollution.
- 74.1.2 LAND AND WATER POLLUTION No refuse or other waste materials shall be dumped on any lot except with the approval of the Director of Health of the Town of Windham. No refuse or other waste materials and no liquids shall be dumped on any lot or dumped or discharged into any river, stream, water course, storm drain, pond, lake or swamp so as to constitute a source of water pollution.
- 74.1.3 NOISE With the exception of time signals and noise necessarily involved in the construction or demolition of buildings and other structures, no noise shall be transmitted outside the lot where it originates when noise has a decibel level, octave band, intermittent and/or beat frequency which would endanger the public health or safety or impair safety on or the value and reasonable use of any other lot.
- 74.1.4 VIBRATION With the exception of vibration necessarily involved in the construction or demolition of buildings, no vibration shall be transmitted outside the lot where it originates.
- 74.1.5 DANGER No material which is dangerous due to explosion, extreme fire hazard or radioactivity shall be used, stored, manufactured, processed or assembled except in accordance with applicable codes, ordinances and regulations of the Town of Windham, State of Connecticut and Federal Government.
- 74.1.6 RADIO INTERFERENCE No use on any lot shall cause interference with radio and television reception on any other lot, and any use shall conform to the regulations of the Federal Communications Commission with regard to electro-magnetic radiation and interference.
- 74.1.7 DRIVEWAYS All driveways shall meet the standards and requirements of Section 3.5 – Driveways.
- 74.1.8 EROSION, SEDIMENT (E&S) STANDARDS No site plan shall be approved which will cause erosion, flooding or sedimentation on the property being developed, surrounding properties, wetlands or watercourses, or as are defined by the Regulations of the Windham Inland Wetlands Agency or as defined in Section 77 of these Regulations.
- 74.1.9 DRIVE-UP/THROUGH FACILITIES In certain zoning districts, the Commission may approve a drive-up/through facility if the applicant can adequately demonstrate that there will not be any substantial effect on traffic conditions on any public street or neighboring property owner, and that idling vehicles will not affect air quality in the area. At a minimum, there shall be a minimum stacking lane ten (10) feet in width, with a minimum length for six vehicles, or 120 feet. In addition, a by-pass lane shall be provided, in order to allow vehicles to escape, and/or to provide access for emergency vehicles. Entrance and exits onto the street shall be separated by a distance of at least forty (40) feet. Vehicular access shall be separated from pedestrian circulation to minimize conflicts; techniques to increase motorist awareness of pedestrians, such as lighting, raised crosswalks, changes in paving, signage or other devices shall be used.

## **74.2. Site Planning**

Proposed development shall respect the uniqueness of each property, incorporate safe connections for pedestrians and vehicle, encourage connections to abutting commercial development and respect abutting residential properties with sensitive site planning and buffering.

### **74.1.1 VEHICULAR CIRCULATION**

- a. Minimize the number curb cuts, onto town and state roads; whenever possible combine entrances to other commercial properties and provide connection between parking lots of abutting commercial properties.
- b. Locate the majority of the parking area at the rear or sides of the buildings whenever possible. If it is unavoidable that parking must be adjacent to a residential zone, screen with evergreen trees, earth berms, fences or shrubs.
- c. Separate vehicles from pedestrian areas to the greatest extent possible Coordinate the parking with building entrances, lighting and landscaping.
- d. Define circulation pattern with directional arrows, crosswalks, and other ground markings using pavement paint or other suitable material to ensure safe circulation

### **74.2.2 PEDESTRIAN CIRCULATION**

- a. Locate walkways where motorists can anticipate pedestrians and react accordingly and with a full view of oncoming vehicles, with minimal interference from trees, shrubs and parked cars. Avoid walkways that cross drive-through lanes, access and service drives and other high-traffic routes.
- b. Size walkway width a minimum of five feet wide; additional width may be necessary in certain areas such as those with heavy pedestrian traffic or where cars overhang the walkway.
- c. Align walkways within parking lots with the main entry or focal point on the building, whenever possible; provide continuous internal walkways and/or sidewalks to each customer entrance.
- d. Delineate walkways that cross vehicular paths by a change in pavement texture, pattern or color to maximize pedestrian safety. Select the material for crosswalks to be highly durable and low maintenance, and to allow safe bicycle movement across the surface.
- e. Design all walkways to facilitate maintenance by the property owner by coordinating the location of walkways with utilities, plantings, drainage and other site elements that could affect long-term maintenance.
- f. Design building entrances to provide outdoor spaces for seating, displays and aesthetic enhancement to create a pedestrian friendly space.
- g. Avoid the sheet flow of stormwater across walkways; size the stormwater system to limit ponding and icing during winter for uninterrupted use of the walkway.

### **74.2.3 Service Areas**

- a. Locate all service areas at the side or rear of the principal building; avoid locations that face public roadways or abutting residential properties. Separate service drives from internal walkways, parking areas or other pedestrian areas by landscaped islands, grade changes or other devices.
- b. Screen service areas to minimize visibility from public and private streets, main entrances, abutting residential properties and neighborhoods, public open spaces and walkways. Use walls or fences that complement the design of the building for screening, enhance screening with evergreen trees, shrubs and earth berms.

#### 74.2.4 Buffers to Residential Districts

- a. Land abutting residential districts shall have effective screening using evergreen trees in combination with earth berms, privacy fencing and shrubs, consistent with other materials used in the development. Select the proper type of buffer based on a thorough understanding of site conditions, distances to property lines, intensity of the proposed use and the degree of conflict with abutting uses.
- b. Such buffer areas shall be of such width, height, and physical characteristics so as to present an opaque visual barrier to parking and storage areas, buildings or activities on the site.
- c. Maintain buffers in a condition that assures their continued effectiveness.

#### 74.2.5 Multiple-building Development

- a. Design the entire site with a master plan that shows the general location of future buildings, parking lots, vehicular and pedestrian circulation, common open spaces, utilities, service areas, stormwater systems and other components of site development.
- b. Coordinate the signage, lighting, site amenities, landscaping and architecture to unify the development. Orient all buildings to create usable, safe and attractive pedestrian spaces, preserve significant site features and minimize the appearance of parking areas.
- c. Incorporate outdoor use areas such as greens, plazas and courtyards, that are separated from vehicular traffic with landscaping, grade changes or other site feature, and part of an interconnected pedestrian circulation plan.

74.2.6 Stormwater Systems. Surface detention and retention basins are permitted on a minimum five (5) acre lot if located a minimum of 100' from all property lines and fully screened per Section 74.2.3 Service Areas. All other detention and retention basins shall be underground. *(Adopted 12/1/18)*

### 74.3. Buildings

New construction shall be designed to fit the individual characteristics of the site and be influenced by traditional New England patterns while meeting the needs of the intended use and users. National franchises are required to use their New England prototypes. All renovations and additions to existing structures are an opportunity to add visual interest to a building and enhance the original structure. Accessory structures (canopies, storage units, recycling or trash enclosures, cart corrals, and the like) shall coordinate with the primary building through the repetition of form, materials, details and color.

#### 74.3.1 FACADES

- a. Design buildings to have an attractive and human scaled facade to the street, internal drives, parking areas and surrounding neighborhoods, with main entrances that are easy to distinguish, reinforced through site and architectural features, and, wherever possible, clearly visible from the street. Incorporate the proposed facade-mounted sign in the design of the building.
- b. All facades facing public roads, residential neighborhoods or abutting properties shall have similar elements such as windows and roof lines.
- c. For buildings less than 20,000 square feet, include recesses or projections in proportion to the building's height and length that limit the length of the plane of any facade to 40'. Break the plane of all building facades with window and door openings that are in scale with the facade.
- d. Incorporate mechanical and functional elements into the building and locate HVAC and other mechanical equipment and utility connections out of view from the public.

#### 74.3.2 MATERIALS AND DETAILS

- a. Treat building materials as a significant design element in defining the appearance of the building. Limit the number of material types selected.
- b. Design roof lines to provide diversity to the building form, to reduce the mass of large buildings, to emphasize entrances and to add visual interest.

#### 74.3.3 LARGE SCALE AND LINEAR BUILDINGS

- a. Design buildings greater than 20,000 square feet in a manner to break up their mass into smaller visual components through the use of projections, recesses, varied roof line and facade treatments; limit the length of any facade to 70'. Incorporate raised roof line at key entryways. Include display windows on all facades that face a public area or street.
- b. Clearly delineate pedestrian entrances to each tenant to convey a sense of individuality through the use of architectural detailing, roof line breaks, landscaping and lighting.

#### 74.3.4 VEHICULAR-FOCUSED BUILDINGS

- a. Design buildings for service and gas stations, convenience stores, car washes, drive-throughs and the like with facade and roof line elements that reduce their scale and add architectural interest.
- b. Orient the building to face the street; locate all pump islands and canopies in the rear whenever possible, or at the side. Design the facades and roof lines as any other commercial building; incorporate windows or other fenestrations in the facade facing the street.
- c. Design service and drive-through canopies to be visually compatible with the main structure through consistency in roof pitch, architectural detailing, materials and color. Integrate vehicular doors for service bays or car washes into the design of the building and site so they are not directly visible from an adjacent residential area.

### **74.4. Landscape Standards**

Landscaping shall enhance and complement commercial development through the use of properly selected and placed landscaping.

Landscaping shall be used as a component of screening for residential properties and for the less attractive parts of the site.

#### 74.4.1 General Landscaping Standards

- a. Include a landscape plan as part of the site development proposal that is prepared by a licensed landscape architect for all sites in excess of 5 acres or buildings in excess of 15,000 square feet.
- b. Develop a landscape plan to:
  - i) Use plant material and landscape elements that require a low degree of maintenance, are resistant to insect infestations, drought, disease, roadside salt, urban conditions, auto emissions and suitable for the growing conditions,
  - ii) Reuse existing trees and other plantings when possible,
  - iii) Use masses or 'drifts' that emphasize colors and texture to soften edges and to integrate the building into the landscape. Use large rocks as landscape elements and as accents in mass plantings (buried at least half their depth and incorporated into the overall design theme). Use live ground cover such as grass and plantings for large areas and avoids mulch as a substitute for live ground cover.
  - iv) Avoid plants with poisonous fruits, large thorns, or invasive growth patterns, or trees and shrubs that could provide hiding places along walkways or block the view of moving vehicles,

v) Use plant materials and other landscape elements for buffers between residential and commercial properties that have a pleasing appearance from both viewpoints, and uses evergreen plantings that are deer resistant as an effective for year-round buffering,

vi) Require plant material to be installed in the following minimum sizes (unless otherwise required by site conditions):

Canopy Trees 2.5" caliper	Evergreen Shrubs 18" height
Flowering Trees 2" caliper	Perennials 2 gallon container
Evergreen Trees 5-7' height	Ornamental Grasses 3 gallon container
Deciduous Shrubs 24" height	Ground Covers 3" container

Guarantees all plant material for a period of not less than 2 years.

c. A list of recommended plant material for various locations is available in the Planning Department. .

#### **74.5. Landscaping at Entrance Near Buildings and at Other Features**

a. Select plant material to coordinate with the building's facade, length and height. Locate to maintain a clear view of entryways, signs and lighting when plants material is at maturity.

b. Select predominately large shade trees for roadside planting and locate a minimum of 5' from the road right-of-way. Preserve adequate sight lines at intersections and driveway entries as determined by a traffic engineer.

c. In pedestrian areas, avoid trees whose future branching may interfere with pedestrian movement. In outdoor seating area also avoid trees with messy fruit or excessive leaf litter.

#### **74.6. Landscaping Maintenance Standards**

a. Anticipate 3 to 8 years to achieve maturity for shrubs, and a 15-20 years for trees. Maintain site so the landscaping continues to improve as the plant material achieves maturity.

b. Include a written maintenance plan for all landscape elements installed that details initial installation, guarantee period, replacement policy, periodic and seasonal maintenance, special considerations, use of pesticides and fertilizers, irrigation and seasonal displays.

c. Allow all plant material to achieve their natural forms without excessive pruning. Avoid shaping evergreen shrubs into tight geometrical forms.

d. Replace plant materials that do not survive or are damaged.

#### **74.7. Site Work Completion Required (effective 1/15/2024)**

Prior to a final Certificate of Zoning Compliance being issued, the applicant shall submit an as-built survey at the A2 level, prepared by a licensed surveyor, showing the exact placement of the structures on the lot. All site work shall be completed, with lawn areas raked smooth, and grass established; all required landscaping materials installed, and walkways and driveway completed; if not able to be completed due to weather, a performance bond in an amount determined by the Town must be provided. The Zoning Enforcement Officer may waive the as-built survey requirements in cases where it is not needed to determine conformity with these Regulations.

## SECTION 75 - EARTH EXCAVATION

- 75.1 GENERAL: In accordance with the procedure, standards and conditions hereinafter specified, the Planning & Zoning Commission may grant a Special Permit for the excavation, grading or removal of earth, loam, topsoil, sand, gravel, clay or stone on any lot. *(Revised June 23, 2011)*
- 75.2 EXEMPTIONS: The requirements to obtain a Special Permit shall not apply to the following cases: *(amended 05/17/98)*
- 75.2.1 Necessary excavation, grading or the removal of not more than <1,000 cubic yards of material from the site per year *(amended 05/17/98)* in direct connection with the lawful construction on the lot, of buildings, foundations, roads, driveways, parking areas, storm drainage, utility services, fences, walls, swimming pools or other bona fide construction projects provided a detailed site plan is submitted to the Planning & Zoning Commission for approval prior to any earth excavation. A written statement specifying the hours and days of the week when the excavation, grading or removal is to be conducted and estimating the number and kind of trucks and other equipment to be used shall be submitted. *(amended 05/17/98)*
- 75.2.2 Existing Operations: Any lawful existing operation in existence upon the adoption of the Zoning Regulations for Windham, involving the excavation, grading or removal from any lot, of any earth, loam, topsoil, sand, gravel, clay or stone may be continued within present boundaries without the need to secure a Special Permit. However, such operation shall be subject to all other provisions of these Regulations and the approval of a site plan by the Planning & Zoning Commission for each five-year period. *(amended 05/17/98)*
- 75.2.3 Excavation, grading or removal of less than <250 cubic yards of material lot during any twelve- (12) month period. *(amended 10/31/94)*
- 75.2.4 Provided that the excavation, grading or removal authorized under Paragraphs 75.2.1 and 75.2.2 shall be deemed to permit the excavation, grading or removal of only the quantity of material which is necessary to make the lot more suitable for the proposed use, and provided further that excavation, grading or removal authorized under Paragraphs 75.2.1 and 75.2.2 in connection with a project for which an application for a Certificate of Zoning Compliance for such project, then such excavation, grading or removal shall be deemed a violation of these Regulations unless a Special Permit for the excavation, grading or removal has been secured from the Planning & Zoning Commission in accordance with this Section. *(amended 10/31/94)*
- 75.3 APPLICATION: Application for a Special Permit *(amended 10/31/94)* under this Section shall be submitted in writing to the Town Planner, *(amended 02/11/86)* shall be accompanied by an application for a Certificate of Zoning Compliance and by the following:
- 75.3.1 Statement: A written statement specifying the hours and days of the week when the excavation, grading or removal is to be conducted and estimating the number and kind of trucks and other equipment to be used.
- 75.3.2 Maps and Plans: Sufficient copies of maps and plans prepared by a professional engineer or land surveyor licensed to practice in the State of Connecticut, showing all of the following information as applicable to the particular application: *(amended 10/31/94)*

- a. Property lines and streets adjoining the lot and the names of owners of property adjoining the lot;
- b. The location and exterior limits of the area to be excavated or graded;
- c. Existing contour lines on the lot to be excavated or graded, drawn to a scale of not less than 100 feet to the inch and with a contour interval not exceeding five feet;
- d. Proposed contour lines within the area to be excavated or graded, drawn to a scale of not less than 100 feet to the inch and with a contour interval not exceeding five feet;
- e. Existing and proposed drainage on the lot and existing rivers, streams, watercourses, ponds and swamps on or within 200 feet of the lot;
- f. Proposed vehicular access to the lot and any proposed roadways;
- g. The location on the lot of any wooded areas, rock outcrops and existing and proposed buildings, structures and processing equipment; and,
- h. An estimate of the number of cubic yards of material to be excavated, graded or removed.

75.3.3 Other: The Planning & Zoning Commission may request the submission of such additional information that it deems necessary in order to decide on the application.

75.3.3 Fee: All applications shall be accompanied by a fee as required.

75.4 PROCEDURE: Upon receipt of a completed application, the Town Planner shall transmit the application to the Planning & Zoning Commission, which shall hold a public hearing on the application within sixty-five (65) days after receipt as required by law. The applicant shall post on the property in question a notice of the hearing in conformance with Section 72.2. Within sixty-five (65) days of the public hearing, the Planning & Zoning Commission approves, modify and approve or disapprove the Special Permit (*amended 10/31/94*) application. The applicant may consent in writing to any extension of the time of public hearing and action on the application. The reasons for the action of the Commission on the application shall be stated in the records of the Commission. Failure to submit additional information requested by the Commission under Paragraph 75.3.3, within the period for action on the application, shall be grounds for disapproval of the application. (*amended 02/11/86*)

75.5 APPROVAL: After the public hearing, the Planning & Zoning Commission may grant a Special Permit (*amended 10/31/94*) to permit the excavation, grading or removal if it shall find that the following standards and conditions will be met:

75.5.1 The excavation, grading or removal shall be carried out in accordance with the maps and plans as approved by the Planning & Zoning Commission and within the exterior limits shown thereon.

75.5.2 The excavation, grading or removal shall not result in sharp declivity, pits or depressions or soil erosion, drainage or sewage problems or conditions which would impair the reasonable reuse and development of the lot for purposes permitted under these Regulations in the District where the lot is located.

75.5.3 At all stages of the work, proper drainage shall be provided to avoid stagnant water, soil erosion problems, excessive run-off, silting of streams and damage to public property, streets or drainage facilities.

- 75.5.4 Truck access to the lot and the work area shall be so arranged as to minimize traffic hazards on streets and to avoid nuisance to residents of the neighborhood.
- 75.5.5 No excavation, grading or removal which is above or (*amended 10/31/94*) below the elevation of any abutting street or property line shall occur within 100 feet of such line, except that excavation, grading or removal within such distance and below the elevation of an abutting property line may be permitted if written approval from the adjoining owner is received by the Planning & Zoning Commission.
- 75.5.6 Processing of materials, subject to screening, sifting, washing or crushing shall be subject to approval by the Commission based upon the suitability of the site characteristics, and the effect on surrounding properties. (*amended 05/17/98*) All processing machinery located in other than an Industrial District shall be removed from the lot upon termination of the Special Permit (*amended 10/31/94*) or the end of the operation.
- 75.5.7 No building or other structure shall be erected on the lot except as may be otherwise permitted in the District or, as approved by the Planning & Zoning Commission, as a temporary shelter for equipment and field office. Where fueling of vehicles will be performed on site, a fuel pad shall be designed and installed in order to capture and prevent any fuel spillage from contaminating the ground water. (*amended 10/31/94*)
- 75.5.8 The work shall be limited to the hours and days of the week that may be approved by the Planning & Zoning Commission in order to avoid nuisance to residents of the neighborhood.
- 75.5.9 Proper measures shall be taken to minimize nuisance from noise, dust, vibration and flying debris, and suitable fences or other barricades shall be provided around the excavation to protect pedestrians and vehicles to the satisfaction of the Planning & Zoning Commission.
- 75.5.10 Upon completion of the work authorized, the area of excavated or otherwise disturbed ground shall be prepared or restored as follows:
- a. Such area shall be evenly graded to slopes not exceeding one foot of rise or three feet of horizontal distance or to such lesser slope necessary for soil stability, safety and reasonable reuse and development of the lot; in addition, the area shall be evenly graded with sufficient slopes to assure adequate drainage of the area, so that stagnant pools of water will be avoided;
  - b. Adequate drain-ways of gradual slope shall be provided to assure drainage; There shall be no excavation, grading or removal below an elevation of six (6) feet above any ledge;
  - c. All debris and all loose boulders shall be buried or removed from the lot;
  - d. The top layer of any arable soil, to a depth of not less than four inches, shall be retained on the lot and spread over the entire disturbed area with any large stones removed, and the area shall then be seeded with a perennial grass and maintained until the ground shall be completely stabilized with a dense cover of grass and there exists no danger of erosion, but this provision shall not apply to the area of ponds nor to exposed areas of ledge existing prior to the work.
- 75.5.11 Bonding: For any permit (*amended 05/17/98*) approved, the applicant shall file with the Planning & Zoning Commission a cash, saving account or surety bond, in form acceptable to the Commission, an amount of \$500 per acre of disturbed area, or in such amount as the Commission deems sufficient to insure the faithful performance

of the work in accordance with the provisions of this Section.

- 75.5.12 The Planning & Zoning Commission and the Zoning Enforcement Officer, or their authorized agents, shall at all times have reasonable access to the lot for the purpose of inspection and determination of compliance with this Section; the Planning & Zoning Commission may require the applicant to submit periodic reports, prepared by and bearing the seal of a land surveyor or engineer, showing the status and progress of the work
- 75.6 TIME LIMIT: Each Special Permit (*amended 10/31/94*) granted under this Section shall be valid for a period of two years or for such shorter period as may be requested by the applicant or fixed by the Planning & Zoning Commission; the Commission may by resolution renew the Special Permit annually for a total period not to exceed five years when the applicant presents copies of the approved maps and plans, prepared by and bearing the seal of a professional engineer or land surveyor, showing that the excavation, grading or removal is progressing as approved.
- 75.7 INSPECTION FEE: At the time of issuance of a Certificate of Zoning Compliance granted under this Section, the applicant shall pay an inspection fee as required by adopted fee schedule. (*amended 05/17/98*)
- 75.8 RETURN OF BOND: Upon completion of the excavation, grading or removal in accordance with the terms of the permit (*amended 05/17/98*) and after any of the lot required to be seeded has grown in a second growing season a dense cover of grass as required under this Section, the applicant may apply to the Planning & Zoning Commission for return of the bond filed as provided in this Section, and if the Planning & Zoning Commission is satisfied that the work has been completed as required, the bond shall be returned to the applicant, but otherwise the bond shall remain in full force and effect.
- 75.9 MUNICIPAL OPERATIONS: Upon written request by the Board of Selectmen of the Town of Windham, the Planning & Zoning Commission may by resolution waive the application requirements of Paragraph 75.3, the procedure set forth in Paragraphs 75.4 and 75.5, the bond requirements of Paragraph 75.5.11 and the inspection fee required in Paragraph 75.8 in connection with excavation, grading or removal on any lot conducted solely by or on behalf of and for the municipal purposes of the Town of Windham. The excavation, grading or removal, however, shall meet all of the standards and conditions of Paragraphs 75.5.2 through 75.5.10.

## SECTION 76 - MOBILE HOME PARKS

- 76.1 GENERAL: In accordance with the procedures, standards and conditions hereinafter specified, the Planning & Zoning Commission may grant a Special Exception for only the expansion of an existing mobile home park in a Commercial C-1 District or Industrial M-1 District. All requirements of this Section are in addition to other requirements applicable in the District in which the mobile home Park is to be located. *(revised June 23, 2011)*
- 76.2 APPLICATION: Application for a Special Exception under this Section shall be submitted in writing on the form provided to the Town Planner, (amended 02/11/86) including a copy of the application for a Certificate of Zoning Compliance and shall be accompanied by the following:
- 76.2.1 Park Plan: A plan of the mobile home park, drawn to a scale of not less than 100 feet to the inch, showing all of the following information, both existing and proposed, as applicable to the particular application: property lines and lines delimiting the land to be used under the application; contours or ground elevations; buildings, structures, signs and outdoor illumination facilities; mobile home plots and the identification number and area and dimensions of each; streets rights-of-way, driveway and off-street parking and loading spaces; recreation areas; water courses, storm drainage and sewage disposal and water supply facilities; and landscaping (including trees and/or shrubs, lawn and other landscape features and natural terrain not to be disturbed); four copies shall be submitted.
- 76.2.2 Architectural Plans: Architectural plans of all proposed buildings, structures and signs, which plans may be in preliminary form but shall include exterior elevation drawings, generalized floor plans and perspective drawings; four copies shall be submitted.
- 76.2.3 Other: The Planning & Zoning Commission, upon written request by the applicant, may by resolution waive the required submission of 76.2.1 and 76.2.2 if the Commission finds that the information is not necessary in order to decide on the application. The Commission may request the submission of such additional information that it deems necessary in order to decide on the application and may require that the park plan and/or architectural plans be prepared by a professional engineer, architect or landscape architect, whichever may be authorized by law and licensed to practice in the State of Connecticut.
- 76.2.4 Fee: An application fee shall be submitted as required by adopted fee schedule.
- 76.3 PROCEDURE: Upon receipt, the Town Planner shall determine that the application complies with the requirements of Section 76.5 as well as Section 62.2. A complete application will be transmitted to the Planning & Zoning Commission, which shall hold a public hearing within sixty-five (65) days of receipt as required by law. The applicant shall post on the property in question a notice of the hearing in conformance with Section 72.2. A copy of the application shall also be transmitted to the Windham Planning & Zoning Commission. Within sixty-five (65) days after the public hearing, the Commission shall approve, modify and approve or disapprove the Special Exception application. The applicant may consent in writing to any extension of the time for public hearing and action on the application. The reasons for the action of the Commission on the application shall be stated in the records of the Commission. Failure to submit additional information requested by the Commission under Paragraph 76.2.3 within the period for action on the application shall be grounds for disapproval of the application.
- 76.4 RESERVED – *(Referral to Planning Commission deleted 6-23-11)*
- 76.5 APPROVAL: After the public hearing, the Planning & Zoning Commission may grant a Special Exception to permit establishment of a mobile home park if it shall find that the proposed use and the proposed buildings and structures will conform to the General Standards for other Special Exceptions set forth in Paragraph 62.5 of Section 62 in addition to the following special standards:

- 76.5.1 Minimum Lot: Each new mobile home park shall be located on a lot having a minimum area of twenty-five (25) acres.
  - 76.5.2 Minimum Plot: Each mobile home shall be located on a plot having an identification number and there shall be no more than one mobile home on each plot. Each such plot shall have a minimum area of 8,000 square feet, shall be of such shape that a rectangle fifty (50) feet on a right-of-way shown on the park plan.
  - 76.5.3 Grading and Drainage: The mobile home park shall be located on a lot having suitable existing topography and/or proposed grading to allow reasonable and safe use of the park, to ensure adequate surface drainage and to avoid erosion and stagnant water.
  - 76.5.4 Access: Suitable and safe access shall be provided to each mobile home plot by means of a right-of-way having a width of forty (40) feet or more and improved with a travel way twenty-six (26) feet in width, provided with curbs and graded sidewalk areas, six (6) feet in width, on each side, and otherwise meeting the specifications of the Windham Planning & Zoning Commission for local streets under the Subdivision Regulations of the Town of Windham. No mobile home plot shall have access on a public street or highway.
  - 76.5.5 Parking: There shall be at least two parking spaces for each mobile home, and such space shall either be located on the mobile home plot or on a lot not more than 200 feet in a direct line from the plot.
  - 76.5.6 Lighting: Street lights of not less than 2,000 lumens each shall be installed at intervals of not more than 300 feet apart along the right-of-way giving access to mobile home plots.
  - 76.5.7 Electricity: Each mobile home park shall be provided with an approved electrical connection specifically metered.
  - 76.5.8 Water and Sewer: Each mobile home plot shall be served by public water supply and sanitary sewers.
  - 76.5.9 Recreation Area: The mobile home park shall be provided with a suitable, developed outdoor recreation area or areas having an aggregate area of not less than 500 square feet per mobile home plot, and each such area shall contain not less than 10,000 square feet. Such recreation area shall not extend within less than ten (10) feet of the right-of-way specified in Paragraph 76.5.4 nor within less than 100 feet of any street line or property line.
- 76.6 CONDITIONAL APPROVAL: Approval of an application for a Special Exception under this Section shall be subject to such time limits for the commencement or completion of the proposal or phases thereof, as set forth in Section 62 of these Regulations. Special Exceptions previously approved by the Commission may seek the approval of phasing or timing schedules, in accordance with this Section 76.6 in connection with any modification or renewal of such Special Exceptions. All Special Exceptions may be granted subject to appropriate conditions and safeguards necessary to conserve the public health, safety, convenience, welfare and property values in the neighborhood.
- Each Special Exception granted under this Section is automatically subject to the following conditions in addition to any other conditions that may be specified by the Commission.  
(amended 05/14/95)
- 76.6.1 Refuse: The storage, collection and disposal of refuse in the mobile home park shall be subject to the approval of the Director of Health of the Town of Windham and shall be so provided by the management of the park as to create no health hazards, rodent harborage, insect breeding areas, accident hazards or area pollution. At least one refuse can with a tight fitting cover shall be furnished by the management of the park each mobile home plot.

- 76.6.2 Spacing and Preparation: Each mobile home shall be parked on a mobile home plot in such manner as to have twenty (20) feet of clearance from any mobile home on any other plot. Each mobile home shall have the wheels removed and shall be skirted.
- 76.6.3 Maintenance of Access: The right-of-way and travel way giving access to each mobile home plot shall be maintained in good condition so as to provide suitable and safe access.
- 76.6.4 Records: The management of the mobile home park shall keep a written record, subject to the inspection at any reasonable time by the Zoning Enforcement Officer, which shall contain all of the following: The date of arrival of each mobile home; the State and license number of the automobile or vehicle and that of the mobile home; the name of the make, year, serial number and length of the mobile home; and the identification number of the plot where the mobile home is parked.
- 76.6.5 Taxation Information: On or before November 1 of each year, the management of the mobile home park shall provide to the Board of Assessors of the Town of Windham a copy of all of the records specified in Paragraph 76.6.4 and pertaining to all mobile homes in the park on the preceding October 1. Said records shall be sworn to by the duly authorized representative of the management.
- 76.6.6 Method of Departure: The management of the mobile home park shall require each person, whose mobile home was parked or stationed in the park on October 1 of any year, to present or show a receipted tax bill from the Tax Collector of the Town of Windham for taxes to the Town, prior to departure.
- 76.6.7 Renewal: Each Special Exception under this Section shall be granted for a period of one year and shall thereafter be renewed each year by resolution of the Planning & Zoning Commission: a) upon payment of a renewal fee as required by adoption fee schedules by the management; and, b) upon finding by the Commission that the mobile home park has been developed and is being used and occupied in accordance with plans as approved and conditions specified.
- 76.7 EXISTING PARKS: Any mobile home park existing on the effective date of this Section and authorized under the Ordinances of the Town of Windham may continue even though a Special Exception therefore has not been obtained under this Section, provided that: a) a renewal fee as required by adopted fee schedules be paid to the Planning & Zoning Commission each year; and, b) the park is developed, used and occupied in accordance with the provisions of such Ordinances.
- 76.8 REVISIONS AND EXTENSIONS: Any revision of an approved Special Exception for a mobile home park and any extension of a mobile home park approved under this Section shall require submission of a Special Exception application as for the original application.

## SECTION 77 - LIGHTING STANDARDS

**77.1. Purpose and Intent** (entire section added 8/22/13) The purpose of this Section is to:

- Provide specific standards in regard to lighting, in order to maximize the effectiveness of site lighting to enhance public safety and welfare, to raise public awareness of energy conservation, to avoid unnecessary upward illumination and illumination of adjacent properties, and to reduce glare.
- All business, residential, and community roadways, sidewalks and town property luminaires should be planned and installed with the idea of being a “good neighbor” by keeping unnecessary direct light from shining onto abutting properties or roadways, both public and private.

### 77.2. Lighting Related Definitions

Full Cut-Off Type Fixture: A luminaire or light fixture that; by design of the housing, does not allow any light dispersion or direct glare to shine above a 90 degree horizontal plane from the base, or the purpose of the design is defeated, and disability glare will result.

Fully Shielded Lights: Fully shielded luminaire light fixtures allow you to control the glare in any direction.

Glare: Light emitting from a luminaire with intensity great enough to reduce a viewer’s ability to see, and in extreme cases causing momentary blindness.

Height of Luminaires: The height of luminaires shall be the vertical distance from the ground directly below the centerline of the luminaire to the lowest direct-light-emitting part of the luminaire.

Isodiagram: An isodiagram is a graphical representation of points of equal illuminance drawn as single line circular patterns or computer generated spot readings in a grid pattern on a site plan. Lighting designers and manufacturers generate these diagrams to show the level and evenness of a lighting design and to show how light fixtures will perform on a given site.

Lamp: The light source component of luminaires that produces the actual light.

Light, Direct: light emitted directly from the lamp, off of the reflector or reflector diffuser, or through the refractor or diffuser lens, of a luminaire.

Light, Indirect: Direct light that has been reflected or has scattered off of other surfaces.

Lumen/Foot-candle: One-foot candle is one lumen per square foot. For the purposes of this regulation, the lumen-output values shall be the initial lumen output ratings of a lamp.

Luminaire: The lamp, housing, electrical components and support structure.

Outdoor Lighting: The night-time illumination of an outside area or object by any manmade device located outdoors that produces light by any means.

Uplighting: Any light source that distributes illumination above a 90 degree horizontal plane.

**77.3. General Standards** Except as provided in this Section, these regulations shall apply to any non-residential outdoor lighting installed, modified, refurbished, repaired or serviced within the Town. Properties with residential uses shall conceal the source of outdoor lighting (lamp or reflectors contained within the luminaire) so the source of the light is not visible from beyond the boundaries of the property on which they were installed.

**77.4. Lighting Plan** All outside lighting and interior lighting visible outside for non-residential and multi-family uses will be subject to a Site Plan review, unless waived by the Commission or its Agent.

77.4.1 The lighting plan shall:

- a.) Establish a hierarchy of site lighting to provide safety and security throughout the project and complements the buildings, pedestrian amenities and site elements.
- b.) Select poles and fixtures at an appropriate scale for the buildings and surrounding spaces, and the human scale.
- c.) Coordinate the layout of fixtures with the landscaping plan to compliment the spacing and rhythm of plantings, especially large shade trees. Consider the growth pattern of trees and shrubs to avoid future dark areas and deep shadows.
- d.) Position and size fixtures to avoid spillover onto neighboring residential properties or glare on adjacent roadways.
- e.) Design the lighting plan so that all fixtures complement the architecture, landscaping and other elements of the site in terms of form, color and style.
- f.) Use luminaries, including decorative fixtures, classified by Illuminating Engineers Society of North America (IESNA) as full cut-off, preferably with metal halide lamps.
- g.) The plan shall detail
  - The location, height and type of any outdoor lighting luminaries, including building mounted,
  - The luminaire manufacturer's specification data, including lumen output and photometric data showing cutoff angles.
  - The type of lamp, for example metal halide, compact fluorescent, high pressure sodium,
- h.) An isodiagram may be required when more than four luminaries are proposed for the site to demonstrate compliance with c and d above.

**77.5. General Requirements**

77.5.1 All exterior lights and illuminated signs shall be designed, located, installed and directed in such a manner as to prevent light at, and glare beyond, the property lines and glare at any location on or off the property.

The "maintained horizontal illuminance recommendations" set by the Illumination Engineering Society of North America (IES) shall be observed.

77.5.2 Unless otherwise specifically approved by the Commission, based on the lighting engineer's recommendations and adequate screening, direct surface illumination levels shall not exceed the following values as measured by standard light meter in foot candles (lumens/square foot):

	MAXIMUM LUMENS/ SQUARE FOOT
Residential use, parking lot	10
Non-residential use, parking & pedestrian walk	20
Outdoor recreation courts and fields	100
Sign, indirectly illuminated	50
Commercial site, activity area	40

77.5.3 All lighting for parking, streets, roads and pedestrian areas will be full cut-off type fixtures.

77.5.4 Lighting for display, building, security and aesthetics shall be from the top and shine downward, not uplighted, except as otherwise approved by the Commission or its Agent. The lighting must be shielded to prevent direct glare and/or light trespass and must also be, as much as physically possible, contained to the target area.

77.5.5 Floodlighting of a general area is prohibited.

77.5.6 Adjacent to residential property and in all residential zones, no direct light source will be visible at the property line at ground level or above.

77.5.7 Gasoline Service Stations. Maintained illumination recommendations set by the Illuminating Engineering Society of North America will be observed and not exceeded. All area lighting shall be full cutoff. Lighting under canopy shall be recessed so that the lens is recessed or flush with the bottom surface, to reduce off-site glare for roadways.

77.5.8 Outdoor playing areas. Where playing fields or other special activity areas are to be illuminated, lighting fixtures shall be specified, mounted and aimed so that their beams fall within the primary playing area and immediate surroundings, and so that no direct illumination is directed off the site.

77.5.9 Employ soft, transitional light levels, which are consistent from area to area. Minimize contrast between light sources, lit areas and dark surroundings.

77.5.10 In all but the B-1 District, illuminated signs shall be reduced to at least 50% illumination within 30 minutes after business closing. All non-essential lighting will be required to be turned off within 30 minutes of business closing, leaving only the necessary lighting for site security – motion or infrared sensor lighting is encouraged. (“Non-essential can apply

to outdoor display, aesthetic and sign lighting). The Commission may specify hours of lighting.

77.5.11 Lighting designed to highlight flagpoles shall be low level and targeted directly at the flag.

77.5.12 The height of luminaries, except streetlights in public right-of-ways, shall be the minimum height necessary to provide adequate illumination, but shall not exceed a height of 30 feet. Lights mounted on buildings shall be placed below the eave line, properly shielded, and directed downward at a maximum illumination angle of 45 degrees from vertical.

77.5.13 White and natural lighting shall be used. Colored lighting used as advertising is prohibited.

77.5.14 Interior lighting that directed so as to be visible from the exterior, including lighting in windows and doors, shall be subject to these regulations.

77.5.15 Any strobe, pulsing, motion or other flashing lighting used solely to draw attention is prohibited.

77.5.16 Traditional seasonal lighting and lighting used by Police, Fire Department, Emergency services or for public safety are exempt from these regulations.

**77.6. Special Circumstances** The Planning & Zoning Commission may require a Special Permit modifying the requirements of this Section, provided it determines that such modification is consistent with the purpose of these regulations, in the following cases:

77.6.1 where an applicant can demonstrate, by means of a history of vandalism or other objective means, that an extraordinary need for security exists,

77.6.2 where an applicant can show that conditions hazardous to the public, such as steep embankments or stairs, may exist in traveled ways or areas;

77.6.3 where a minor change is proposed to an existing non-conforming lighting installation, such that it would be unreasonable to require replacement of the entire installation;

77.6.4 where special lighting is indicated for historic buildings;

77.6.5 where special consideration is given to maintain uniformity with similar uses in the immediate vicinity.

77.6.6 where ornamental uplighting of sculpture, buildings or landscape features will enhance the area.

## SECTION 78 - REAR LOT DEVELOPMENT

- 78.1 PURPOSE AND INTENT: A rear lot shall provide twice the minimum lot area as is required within the district in which the lot lies. *(Revised June 23, 2011)*
- 78.2 APPROVAL: Such lots may be permitted by the Planning & Zoning Commission in the course of review of a (re-) subdivision for not more than one third (1/3) of the lots, or by the Zoning Board of Appeals for an isolated parcel by Special Exception when the Planning & Zoning Commission would not otherwise exercise authority over the development. *(added 05/28/95)*
- 78.3 STANDARDS: The following standards are the criteria necessary for approval:
- 78.3.1 Except for the frontage requirement, a rear lot shall provide twice the minimum lot area as is required for lots of the Zoning District in which the lot is found, unless otherwise approved in a clustered development. *(amended 06/22/06)*
- 78.3.2 Such lot shall be accessible to a street by way of an access owned as part of the lot, or by a common driveway, and consisting of a strip of land not less than twenty-five (25) feet in width nor more than forty-nine (49) feet in width. The area of the access shall not be included in meeting the minimum. *(Effective 10/1/09)*
- 78.3.3 Such lot(s) shall have a deed restriction prohibiting the owner(s) from petitioning the Town for acceptance of the access road or lane for maintenance as a public street. *(amended 05/28/95)*
- 78.3.4 All principal buildings or other structures shall be placed at least fifty (50) feet from the property line, unless otherwise specified. *(Effective 10/1/09)*
- 78.3.5 No buildings, swimming pool, tennis court, or similar accessory use shall be located on such rear lot closer than seventy-five (75) feet to an existing residence on an adjoining lot.
- 78.3.6 Careful consideration shall be given to the location of a driveway where it intersects with a street and its proximity to other driveways on neighboring properties. Driveways shall be suitably designed to provide access and turn around for emergency vehicles at all times, as well as complying with the requirements under Section 74.8 for driveways with steep slopes. *(amended 05/28/95)*
- 78.3.7 For rear lots exceeding twice the area requirements of the zone in which the rear lot is located, no building permit shall be issued for more than one building in the original rear area until subdivision approval has been granted. *(Effective 10/1/09)*
- 78.3.8 Length of access way shall be limited to 1,000 feet. All access ways shall meet the driveway standards of the Windham Subdivision Regulations. *(Effective 10/1/09)*

**SECTION 79 - OUTDOOR STORAGE** (*entire section added 1/15/2024*)

79.1. Intent. The intent of this section is to recognize the need for outdoor storage for residential and business purposes by allowing outdoor storage containers, as limited below, in order to reduce the impact on neighborhood appearance and property values.

79.2. Accessory Structures used as Sheds in Residential Districts:

79.2.1. Accessory sheds greater than 120 sq.ft. shall not be located on any lot without a Certificate of Zoning Compliance, the maximum total square footage of all sheds on the lot shall not exceed 10% of the primary structure. All sheds shall be placed no less than 50% of the required setbacks of that zone. Shipping containers, Quonset-type huts, trailer bodies and the like are not permitted in a Residential District.

79.3. Accessory Structures for Outdoor Storage in Non-Residential District:

79.3.1. All outdoor storage containers, if located for more than thirty (30) days, require a Certificate of Zoning Compliance.

79.3.2. Temporary outdoor storage containers may be permitted and shall be of a temporary nature for a period of one year, but which can be renewed once, for a total period of not more than two years. The storage container or containers shall not exceed an aggregate total area of 500 sq. ft. and shall be screened from public view.

79.3.3. Permanent outdoor storage containers used by the business located on the lot is permitted if screened from any public street, public trail or residential district by wooden fencing, stone or brick walls, or evergreen trees or shrubs of sufficient height. The number of outdoor storage containers shall not be limited but individual storage containers cannot exceed a total volume of 100 cubic yards each.

79.4. Other Outdoor Storage in Non-Residential District:

79.4.1. Outdoor storage of supplies, machinery, equipment, or materials customarily used by the business located on the lot is permitted if screened from any public street or public trail or residential district by wooden fencing, stone or brick walls, or evergreen trees or shrubs of sufficient height. The maximum combined area of outdoor storage is limited to 20% of the developed portion of the lot, unless a Site Plan detailing the specific location and type of all outdoor storage has been approved by the Commission.

79.4.2. Display of Vehicles and Trailers for Sale. Vehicles and trailers for sale or rent shall be arranged in an orderly manner and located not less than five feet from the edge of any public street pavement, and shall not impair a motorist's line of sight, create a hazard for motorists, vehicles, pedestrians, or bicycles.

There shall be no outdoor storage of dismantled or discarded vehicles and related parts.

79.4.3. Exterior displays of a business's merchandise may be permitted by Site Plan Application to the Commission, the site plan shall detail the type, duration, and location of proposed displays. All other exterior displays of merchandise are prohibited.

## ARTICLE VIII

### SECTION 80 - HOME OCCUPATION *(Revised Effective 2/15/25)*

**80.1 Home Occupations:** The Town of Windham recognizes the need for some of its citizens to use their place of residence for limited activities of a commercial nature. It is the intent and purpose of this section to establish standards through which limited commercial activities are permitted in the Town's residential and mixed-use zones through the process described below, while at the same time protecting the integrity of the underlying zone.

**80.2 Requirements and Standards for all Home Occupations:** The Home Occupation Application shall be signed by the person or persons proposing to conduct the home occupation and shall be accompanied by a detailed description of the proposed use including the number of employees, visitors and estimated maximum number of non-personal vehicles on the site at any one time. The Zoning Permit shall automatically terminate when the applicant no longer resides in the dwelling unit. The following is required for all home occupations.

- a. The home occupation is clearly secondary to the use of the dwelling for dwelling purposes.
- b. The individual(s) conducting the home business shall reside in the dwelling unit.
- c. The home occupation shall be contained wholly within the dwelling or a permitted accessory building. The total floor area for all home occupations permitted on the lot shall not exceed seventy-five hundred (750) square feet or 49% of the total living area, whichever is less.
- d. There shall be no visible evidence or indication of the home occupation as seen from outside any building or structure used for the home occupation, except for a sign as permitted-in Section 72.
- e. Parking on-site shall be provided per Section 61 in an amount sufficient for the approved use.
- f. Screening as required below shall consist of the use of the natural topography, or landscaping, stone walls, fences and/or evergreen trees or shrubs of suitable height to meet this requirement, the screening shall be maintained to ensure its effectiveness for as long as the home occupation exists.
- g. The home occupation does not create noise, odors, smoke, dust, lighting, vibrations, and/or unsightly conditions that are noticeable off the premises; any television, radio and electrical and electronic interference, or significant vehicular traffic in the neighborhood. There shall be no discharge of a hazardous or toxic substance to the air, surface water, ground water or ground.

**80.3 Minor Home Occupation:** The Zoning Agent may issue a Zoning Permit provided the following standards, in addition to the requirements and standards of Section 80.2, are met:

- a. Level of activity for the home occupation is limited to:

Employees in addition to the home's residents	1
Visits per day by customers/clients in passenger vehicles	5
Shipping or receiving per day	1
Commercial vehicles up to 11,000 GVW see 8.5.2c	2
Outdoor storage	none

- b. Minor Home Occupations include, but are not limited to, the production and sale of arts, crafts, home preserves, and knitted, sewn or baked goods; business, professional and personal services, and the offices of plumbers, house painters, electricians, and other persons whose services are not performed at the dwelling.
- c. In addition to homeowner’s personal car, SUV or pickup truck, two (2) commercial vehicles not in excess of 11,000 pounds gross vehicle weight used for the home occupation may be parked on the premises; CT DMV vehicle registration shall be for the Windham address. The commercial vehicles shall be either garaged on the premises or screened so as not to be visible, when standing at ground level, from the boundary of any adjacent property including those properties separated by public or private rights of way.
- d. Sufficient parking is provided on-site for employee and customers/clients not to exceed four (4) parking spaces.
- e. No portion of the home occupation will be conducted outside of the principal or permitted accessory structures.

**80.4 Moderate-impact Home Occupation:** The Commission may approve a Site Plan under Section 61 for a moderate-impact home occupation provided the following standards, in addition to the requirements and standards of Section 80.2, are met:

- a. Level of activity for the home occupation is limited to:

Employees in addition to the home’s residents	2
Visits per day by customers, clients or shipping/receiving trucks	10
Commercial vehicles up to 11,000 GVW see 8.5.3c	2
Outdoor storage see 8.5.3d	100 sq ft

- b. Moderate Impact Home Occupations include, but are not limited to, the same as for a Minor Home Occupation with an additional employee and daily visits, or with outdoor storage.
- c. In addition to homeowner’s personal car, SUV and pickup truck two (2) commercial vehicles not in excess of 11,000 pounds gross vehicle weight used for the home occupation may be parked on the premises; CT DMV vehicle registration shall be for the Windham address. The commercial vehicles shall be either garaged on the premises or screened so as not to be visible, when standing at ground level, from the boundary of any adjacent property including those properties separated by public or private rights of way.
- d. Sufficient parking is provided on-site for employee and customers/clients not to exceed four (4) parking spaces.
- e. One contiguous outdoor area not to exceed 100 square feet for storage if screened from all abutting properties and the street.

**80.5 Major-impact Home Occupation:** The Commission may approve a Special Permit Application for a home occupation with activity in excess of a Moderate-impact home occupation in accordance with the provisions of Section 62, provided the following standards, in addition to the requirements and standards of Section 80.2, are met:

a. Level of activity for the home occupation is limited to:

Employees in addition to the home’s residents	4
Visits per day by customers, or shipping/receiving trucks	10
Commercial vehicles up to 11,000 GVW	2
Pick-up or walk-in van not in excess of 14,000 GVW	1
Outdoor storage	200 sq ft

- f. To be compatible with the surrounding residential use, the minimum lot area is not less than five (5) acres, the home occupation activity areas, including vehicle parking, shall be separated from all abutting property lines by a minimum of one hundred (100) feet.
- g. One contiguous outdoor area not to exceed 200 square feet for storage if screened from all abutting properties and the street.

The Commission shall require such screening as it may determine, in its sole discretion, to be necessary to preserve the residential use of the lot and neighborhood. Such screening shall always include, but shall not to be limited to, vegetative buffers to fully screen commercial-type vehicles and parking areas serving five or more vehicles from abutting roads and properties; the screening shall be maintained to ensure its effectiveness for as long as the home occupation exists.

## **SECTION 84 - OTHER REGULATIONS APPLICABLE TO SPECIFIC USES**

SPECIAL STANDARDS: (added 9/25/12) The proposed use and the proposed buildings and structures shall also conform to the following special standards:

**84.1 Child Day Care Centers/Facilities** (Formerly 62.6.1-revised 09/27/12): Child day care centers/facilities shall conform to the following additional standards (amended 10/31/94):

- a. The use shall be limited to daytime group care programs for children.
- b. The application shall be accompanied by a report from the Director of Health of the Town attesting that the proposed location, site plan, buildings and facilities comply in all respects to applicable Town and State health laws and regulations and will be adequate, safe and suitable for intended use.
- c. The child day care centers/facilities shall be so situated and developed so as to create no nuisance and to avoid a detrimental effect on the privacy, tranquility or value of surrounding properties. (amended 10/31/94)
- d. In order to maintain an adequate buffer between the facility and adjacent property, the Commission may require a larger lot than the maximum required, restrict the number of children served by the facility, restrict its hours of operation, require the construction of special screens and buffers, and/or prohibit the conduct of any activity on the exterior portions of the lot.

**84.2 Hospitals and Homes** (Formerly 62.6.2-revised 09/27/12): Hospitals, sanitarium and convalescent, nursing and rest homes shall conform to the following standards:

- a. The use shall be located on a lot having a minimum area of five acres, and there shall be no more than one patient bed for each 3,500 square feet of lot area. Except that any convalescent, nursing or rest home permitted to Districts R-4 and R-5 shall be located on a lot of at least one acre, and there shall be at least 2,000 square feet of lot area for each bed.
- b. The use shall be served by public water supply and sanitary sewers.
- c. The use shall comply in all respects to applicable laws and regulations of the State of Connecticut.
- d. The application shall be accompanied by a report from the Director of Health of the Town attesting to the adequacy of the proposed location, site plan, buildings and facilities for the intended use.
- e. The application shall be accompanied by a report from the Fire Marshal attesting as to the safety of the proposed location, site plan, buildings and facilities.

**84.3 Public Utility Substations** (Formerly 62.6.3-revised 09/27/12): Public utility substations shall conform to the following additional standards:

- a. There shall be no outside storage of materials or vehicles.
- b. Any buildings in connection with the use shall have a design which is in harmony with residential architecture in the neighborhood.
- c. Any equipment or utility facilities not located in a building shall be enclosed on all sides by evergreen shrubs or trees or by buildings, fences, walls or embankments so as to be screened from view from any other lot or from any street.

**84.4 Adult Uses** (*Rev 6/1/17*): In the development and execution of these Regulations, it is recognized that there are some uses, as defined in Section 4.2 as adult uses, which due to their very nature have serious objectionable operational characteristics in residential or commercial areas, particularly when they are in the immediate proximity to other adult uses, as the concentration of these uses, or their proximity to other uses of public assembly under certain circumstances could have a deleterious effect on adjacent areas. Special regulation of these adult uses is therefore necessary to insure that these adverse effects will not contribute to the blighting or downgrading of the surrounding neighborhood. The Regulations are, therefore, adopted to protect retail trade, prevent crime, maintain property values, preserve the quality of neighborhood districts and life; address related concerns with littering, parking, traffic, and public indecency; to maintain the interest of persons in their property in a state of good repair, and to spend, patronize and trade in their community. Thus, a linear separation shall be required for each adult use as follows:

- a. An adult use shall be separated from another adult use by a distance of not less than 250 feet;
- b. An adult use shall be separated from the boundary of a residential district or the property line of a residential use by not less than 250 feet; visual screening shall be required as defined in Section 4.2.
- c. An adult use shall be separated from the property of a school or educational facility, public library, museum, church or other recognized place of worship, public park or playground by a distance of 1000 feet; visual screening shall be required as defined in Section 4.2.
- d. The method of measurement shall be determined by measuring along any street, or readily accessible means of public access from the nearest point of the entire premises of the adult use to the nearest part of the other specified uses.

**84.5 Vehicle Washing Facilities** (*Revised 09/27/12, 12/1/18*): Vehicle washing facilities shall conform to the following standards:

- a. General provisions available to all facilities (*amended 11/01/00*):
  1. No facility shall be allowed to discharge directly into any storm water drainage collection system.
  2. Each facility shall either
    - (i) discharge its waste water effluent to a municipal waste water treatment facility, or
    - (ii) incorporate into its design a water reclamation system, including a holding tank with an audio/visual alarm system to warn operating personnel of high level conditions requiring removal by proper means. In the event that a facility proposes to discharge its waste water effluent to a municipal waste water treatment plant, the applicant shall provide to the Windham Planning & Zoning Commission prior to the issuance of any Special Exception for a vehicle washing facility, verification that a municipal waste water treatment facility has agreed to accept the wash water effluent from the facility. (*amended 11/01/00*)
  3. All facilities shall provide a safe and suitable means of ingress and egress, and maneuvering on site, including sufficient area on site for queuing of vehicles for peak periods of operation, and sufficient area for patrons to utilize self-service vacuum machines. Unless the facility provides an automatic drying machine, the vehicle

washing facility shall provide an area for customers to dry and wipe down their vehicles prior to leaving the site. *(amended 11/01/00)*

4. The applicant for a vehicle washing facility shall demonstrate to the satisfaction of the Planning & Zoning Commission that mechanisms have been incorporated into the design of the facility to prevent an accumulation of water and wash residue on any street adjoining or to which the vehicle washing facility exists. The lot shall be so graded and drained as to dispose of all surface water accumulation within the area of the facility. If the vehicle washing facility does not contain a dryer unit, and/or a heated apron exiting the vehicle washing facility, a series of speed bumps or other mechanisms approved by the Commission shall be installed to ensure that wash water is shaken or otherwise removed from the vehicle before the vehicle enters a public highway. *(amended 11/01/00)*
5. Vacuum equipment and a cashiers booth (if any) may be located outside the principal structure, but must be on the same lot and within 500 feet of the facility. *(amended 11/01/00)*
6. All areas for the washing, drying, vacuuming and parking of vehicles shall be surfaced with bituminous cement or other properly bound pavement to provide a durable and dustless surface. *(added 11/01/00)*
7. Each vehicle washing facility shall be properly lighted. Such lighting shall be arranged to minimize glare on the site, and to reflect the light away from any public street or right of way, and away from any adjoining property. *(added 11/01/00)*
8. Every vehicle washing facility shall be screened from any adjacent residential property and/or residential zone by a suitable opaque fence (which shall bear no advertising) or a vegetative screen, not less than six (6) feet in height and providing year-round screening and to be maintained by the vehicle washing facility.
9. All washing facilities shall be enclosed in a permanent building constructed of masonry, porcelainized steel, or other material equal in durability and appearance. *(added 11/01/00)*
10. Any trash or storage area shall be enclosed by a suitable opaque fence no less than six (6) feet in height. *(added 11/01/00)*
11. The vehicle wash shall be equipped with a drain system in the vehicle wash exit driveway to maximize capture of water drip-off from washed vehicles. *(added 11/01/00)*
12. Each vehicle washing facility shall provide an emergency bypass lane adjacent to the queuing area of sufficient width and location to allow queued vehicles to leave the queuing line and exit the vehicle washing facility site. *(added 11/01/00)*
13. The facility shall be served by public water or the applicant shall demonstrate to the satisfaction of the Planning & Zoning Commission that the draw down from the proposed use will not adversely affect other wells located in the vicinity of the proposed facility. *(added 11/01/00)*
14. The principal driveway entrance shall be located at least 150 feet from any intersection of public streets, and exits shall be at least forty (40) feet from the nearest intersection. Entrance and exit drives shall be placed on different streets when the property abuts on or has access to two or more streets. When the property does not abut on or have access to two or more streets, entrance and exit drives should be separated by a minimum distance of fifty (50) feet. *(added 11/01/00)*

- b. Additional performance standards to Semi-Automated Facilities where the vehicle is driven to a stationary position and the automatically-operated mechanical equipment moves around the vehicle, or where the vehicle is driven to the wash position by the driver of the vehicle and that person remains in the vehicle throughout the operation as the vehicle is pulled through by a conveyor or similar device and directions to the driver are normally communicated by means of illuminated signs or signals, sometimes augmented by audible signals:
  - 1. There shall be a minimum stacking area of 250 feet provided for queuing of waiting motor vehicles for each bay of a semi-automatic vehicle washing facility.
  - 2. If the semi-automatic facility is utilized as an accessory use to a convenience gasoline facility, the following additional conditions and standards shall apply:
    - i. The vehicle washing facility shall be limited to two bays with a maximum of four coin operated vacuums.
    - ii. There shall be sufficient unmarked stacking or queuing spaces for the vehicle washing facility, which do not interfere with on-site or off-site traffic flow. There shall be a sufficient length of driveway space between the vehicle wash exit and any point of internal traffic circulation on the premises to provide consistent traffic flow on the site.
- c. Additional performance standards applicable to Automatic Facilities that use conveyORIZED automatically operated mechanical equipment: )
  - 1. A minimum stacking area of 500 feet shall be provided for queued vehicles for each bay.
  - 2. All automated facilities shall have a blower-dryer operation and shall include a sufficient residency time in the blower dryer cycle to remove water from the washed vehicle so that material amounts of drip-off will not be carried off of the vehicle washing facility site on vehicles exiting the vehicle wash
  - 3. At least one attendant shall be assigned to the control of each vehicle washing operation in order to ensure safe operation of the mechanism and to assist patrons during all hours of operation.
- d. Additional performance standards applicable to self-serve vehicle washing facilities in which the vehicle is washed by hand by the customer, using equipment which is primarily hand-held and frequently coin operated:
  - 1. Minimum stacking area of 100 feet shall be provided for a self-serve vehicle washing facility.
  - 2. Each self-serve facility shall provide a minimum of two drying spaces for the drying of vehicles in an area convenient to the exit of each self-serve vehicle washing bay.
  - 3. Exit drives shall be designed to avoid the accumulation of water on the surface normally traversed by existing vehicles. The exit drive shall have a minimum length of 100 feet located past the vehicle washing facility or building, and shall incorporate two right angle turns (both left and right) along with speed bumps in order to shake the vehicle sufficiently to remove as much water as possible prior to exiting the site.

**84.6 Commercial Radio and Television Towers** (Formerly 62.6.5-revised 09/27/12): Commercial radio and television towers (hereafter referred to simply as “tower” or “towers”) may be permitted by a Special Permit as specified in these Regulations, provided that the following standards and conditions are met:

- a. Minimum Parcel Size: No tower shall be established on any lot less than two acres in size. In addition, any such lot shall be of such size and dimension that the distance between the tower base and property line shall be no less than one and one half (1 ½) times the tower height, such height measurement to include any antenna mounted upon the tower.
- b. Standards: In addition to the standards and criteria of Section 62, for Special Permit uses, the Commission shall evaluate the visual impact of the tower on historic or scenic vistas and natural features; the impact on property values on residential areas in the vicinity of the tower; the impact of the tower on migratory waterfowl flight patterns, and other wildlife impacts; the impact of tower lighting, with special attention to strobe lighting.
- c. Maximum Height: In no event shall any tower be greater than 250 feet in height.
- d. Other Permits: Prior to construction of any tower approved by the Commission, the proponent shall provide evidence that all necessary permits and approvals have been granted by the Federal Communications Commission, the Federal Aviation Agency, and such other State or Federal agencies which may have jurisdiction. (added 10/31/94)

**84.7 Clustered Multi-Family Development** (Formerly 62.6.8-revised 09/27/12): The Planning & Zoning Commission may approve a development for clustered multi-family or vertically attached development by Special Permit in accordance with these Regulations, where infra-structural support, and municipal services exist. Where the design is substantially different from abutting properties, the principal structures shall be setback a minimum of fifty (50) feet from the property lines. If the development is to be devised as a common interest community, copies of all condominium declarations shall be provided to the Commission for review. These provisions shall also apply to any conversion of an existing property to a common interest or cooperative housing community.

- a. General Provisions: The following general provisions shall be applicable in all applications of multi-family or vertically attached development:
  - i. The minimum area necessary to qualify under this Section shall be five acres or ten (10) dwelling units; whichever is less, unless otherwise specified.
  - ii. All provisions of the Town's Subdivision Regulations and Public Improvement Specifications shall apply for the development of any and all streets, interior drives, water and sewer systems.
  - iii. Open Space and Recreation: A minimum of twenty (20) percent of the land shall be devoted to recreation and open space uses so located as to enhance the appearance of the development, protect important natural features and provide appropriate passive and active recreation for the residents. At least 300 square feet of such open space shall be devoted to appropriate recreational facilities per bedroom including but not limited to tennis courts, tot lots, playgrounds, swimming pools, ball fields, and/or indoor recreational use. The location and content of all open space and recreation facilities shall be subject to the approval of the Commission.
  - iv. Buffers: The Commission may require the provision of adequate buffers between all dwelling, parking and loading facilities, recreational facilities and uses on adjacent lots. Such buffered areas may be provided through existing vegetation, new landscaping, earth mounds or appropriate opaque fencing. The material used and its location shall be approved by the Commission.
  - v. Density: The maximum number of units permitted shall be limited as provided by the district in which the subject property is found.
  - vi. The minimum distance between any two buildings with abutting ends shall be thirty (30) feet where no windows are proposed; otherwise, there shall be fifty (50) feet.

- vii. Rubbish Disposal: Each building shall be provided with an enclosed waste pen of sufficient size to accommodate all trash and recyclable waste stored on the premises. The waste pen and all utility areas shall be properly screened and buffered from all buildings and property lines. Floor Area of Accessory Uses: Permitted floor area for allowable accessory uses in multi-family and vertically attached developments shall not exceed twenty (20) percent of the floor area for residential uses as defined herein. Customary uses accessory to residential dwellings such as laundry and drying facilities, refuse collection, lounges, rental offices, day care facilities, and minor retail stores limited to 2,500 square feet, etc., which are intended for the residents may be permitted. Where these uses are to be added after the original development is approved, the proposed use must be submitted to the Town in accordance with Section 61 for site plan review and approval, as required.
- viii. Walkways: Pedestrian walkways shall be provided for all dwellings to provide safe and convenient access. Pedestrian crossings at edges of the development shall be safely located, marked and controlled.
- ix. The height of buildings and structures shall be limited to a maximum of seventy (70) feet in Willimantic and forty (40) feet in Windham, excluding chimneys and HVAC equipment, etc.
- x. Each unit shall be designed so that natural light shall be provided for at least eight (8) percent of the net floor area, and so that natural ventilation shall be provided for at least four percent of the net floor area.
- xi. Dwelling Unit Size: Dwelling units containing three or more bedrooms shall be limited to no more than one such unit for every five units in a multi-family development. The minimum floor area for each unit shall be as established by CGS or the following, whichever is less:

<u>Unit Type</u>	<u>MIN. GROSS Floor Area</u>	<u>MIN. NET Floor Area</u>
Studio apartment	300 sq. ft.	225 sq. ft.
Efficiency	400 sq. ft.	300 sq. ft.
One bedroom	500 sq. ft.	400 sq. ft.
Two bedroom	650 sq. ft.	500 sq. ft.
Three bedroom	800 sq. ft.	650 sq. ft.
Four bedroom	1000 sq. ft.	750 sq. ft.

(Note: The minimum net floor area generally excludes hallways, closets, utility rooms, bathrooms, lavatories, laundries, pantries, foyers, storage spaces and any area with less than five feet clear head room.)

- xii. Each building shall be provided with a loading area, which is within easy access to a staircase or an elevator for tenant use.
- b. Vertical Attachment: Where vertical attachment is proposed, each unit sharing a party wall shall be protected by a firewall of masonry construction.
  - i. When more than four units are attached, units shall be designed in a staggered or off-set alignment, in order to provide aesthetic relief and privacy to the units.
  - ii. Not more than twelve (12) units shall be vertically attached.
  - iii. Each unit shall have an exclusive yard space with a minimum area of 600 square feet.
  - iv. The minimum distance between two rows of buildings substantially parallel along their length shall be 100 feet apart.
  - v. The minimum floor area for each unit shall be as required for a single family home in the district

**84.8 Recovery and Wellness Centers.** (effective 08/01/2020) . Facilities providing inpatient care with 24-hour on-site medical staffing to aid in a person’s recovery, assisting physical and mental wellness, providing assisted living, and hospice.

**84.8.1 PERMITTED USES:**

- a. Short-term Hospitals, Special, Hospice and Hospice Inpatient Facilities.
- b. Mental Health Residential Living and Treatment Centers.
- c. Physical Rehabilitation Facility.
- d. Facilities for the care or the treatment of individuals with substance use disorders.
- e. Facilities that are a managed residential community as defined by the DPH, commonly called assisted living.

**84.8.2 REQUIREMENTS:**

- a. The use shall be located on a lot having a minimum of 40 acres with driveway access from a state road.
- b. The use shall be served by public water and sewer service.
- c. Buildings and outdoor activity areas shall be setback a minimum of two-hundred feet ( 200’) from all property lines; the maximum building height is forty feet (40’).
- d. The Commission, based on reasonable and minimum standards, may impose such additional conditions and modifications as it finds necessary to protect public health, safety and welfare.
- e. The development standards of Section 74 of these regulations shall be met.
- f. The use shall comply in all respects to applicable laws and regulations of the State of Connecticut and be licensed by Connecticut Department of Public Health.
- g. This use shall not be construed to include group homes and/or sober houses.

**84.9 Event / Wedding Facilities in Residential District**

**84.9.1 Requirements:**

- 1. A Statement of Use and Site Plan: A detailed statement and site plan shall be submitted that describes the types of events proposed, the building and area of the property to be used, the number of events per year, and the number of attendees per event. The Site Plan shall include the proposed layout of the portion of the property used for the event including the parking and access drives and the distances to property lines and off-site residences.
- 2. Lot Size: The Minimum lot size required is 20 acres.
- 3. Use Separation: Outdoor areas used for the event shall be located a minimum of 100’ from the property line and a minimum of 300’ feet from any off-site residences. Parking areas shall be located a minimum of 100’ from the property line and a minimum of 175’ from any off-site residences.

4. Event Time and Days: The event hours shall be limited to between 11:00 AM and 11:00 PM and limited to Thursday, Friday, and Saturday; there shall be no events on other days or times. A maximum of 10 events shall be allowed per calendar year.
  5. Attendance: The maximum number of attendees per event shall be limited to 200 not including event staff.
  6. Health Department: The facility shall require approval from the State and / or Local Health department.
  7. Noise: Amplified sound for any event shall take place indoors, if a temporary tent is used for the indoor space, it shall be classified as a “soundproof” tent. The amplified sound shall not be audible beyond the property boundary; and must meet the requirements of the Windham Noise Ordinance.
  8. Lighting: The site shall meet the lighting standards of Section 77.
  9. Traffic Safety: The driveway entrance to the site shall be designed to ensure safety and ease of access based on the road grades and line of sight for vehicles entering and/or exiting the site. The driveway access used for the events shall be on a State road, or on a Town road having a minimum continued paved width of 24’ and a maximum of one-half mile from a State road.
  10. On-site parking: Shall be provided at one space per 3 attendees plus 1 space per each staff member or employee, a permanent parking surface shall not be required; parking is not permitted in the public right-of-way of the road; the Commission may require parking attendants.
  11. Notification: The Windham Zoning Department shall be notified 30 days in advance before an event detailing the date, hours, number of attendees, if amplified sound will be used, and if food or entertainment will be included; any food service for the event must be approved by the Health Department prior to the event.
  12. Renewal: The approval is subject to an annual review by the ZEO, the permit renewal will be based on the adherence to the standards listed in the approved Special Permit. The approval is non-transferable.
- 84.9.2 Based on the location, terrain and other site constraints, the commission may limit the maximum number attendees, limit the number of events, limit the event hours, and limit the number of events per week or event days, and may require increased setbacks, screening and buffers.

## **SECTION 85 - INCENTIVE HOUSING OVERLAY ZONE (FORMERLY SECTION 30)**

### **85.0 Definitions**

Incentive housing development: means a residential or mixed-use development (A) that is proposed or located within an approved incentive housing zone; (B) that is eligible for financial incentive payments set forth in CT General Statutes *CT CGS* sections 8-13m to 8-13x, inclusive; and (C) in which not less than twenty per cent of the dwelling units will be conveyed subject to an incentive housing restriction requiring that, for at least thirty years after the initial occupancy of the development, such dwelling units shall be sold or rented at, or below, prices which will preserve the units as housing for which persons pay thirty per cent or less of their annual income, where such income is less than or equal to eighty per cent or less of the median income. *(effective 9-2-13)*

Incentive housing zone: means a zone adopted by a zoning commission pursuant to CT General Statutes 8-13m to 8-13x, inclusive, as an overlay to one or more existing zones, in an eligible location zone. *(effective 9-2-13)*

Incentive housing restriction: means a means a deed restriction, covenant, zoning regulation, site plan approval condition, subdivision approval condition, or affordability plan constituting an obligation with respect to the restrictions on household income, sale or resale price, rent and housing costs required by CT General Statutes 8-13m to 8-13x, inclusive, enforceable for thirty years as required by said sections, and recorded on the land records of the municipality where the housing is located. *(effective 9-2-13)*

Mixed-use development: means a development containing one or more multifamily or single-family dwelling units and one or more commercial, public, institutional, retail, office or industrial uses. Specific mixed-use developments for incentive housing developments will vary by zone. *(effective 9-2-13)*

Mixed-use townhouse: (also known as “Live/Work” units) means a residential building consisting of a single-family dwelling unit constructed in a group of three or more attached units, in which each unit extends from foundation to roof and has open space on at least two sides and which the first storey is a commercial, retail, artistic, or office work space utilized by a resident of the unit. *(effective 9-2-13)*

Townhouse housing: means a residential building consisting of a single-family dwelling unit constructed in a group of three or more attached units, in which each unit extends from foundation to roof and has open space on at least two sides. *(effective 9-2-13)*

85.1 Purpose and Intent: *(added effective 9-2-13)* The purpose of this District is to promote the creation of better quality housing in targeted downtown neighborhoods. Attractive housing downtown will increase pedestrian activity, support downtown businesses, revitalize vacant or underutilized properties, and make efficient use of existing public infrastructure and transit services.

- Context-sensitive infill development *(defined in the Business District Design Guidelines)* is strongly encouraged to promote neighborhood compatibility.
- Mixed-use developments are strongly encouraged to provide a variety of business opportunities and to contribute to a vibrant streetscape.

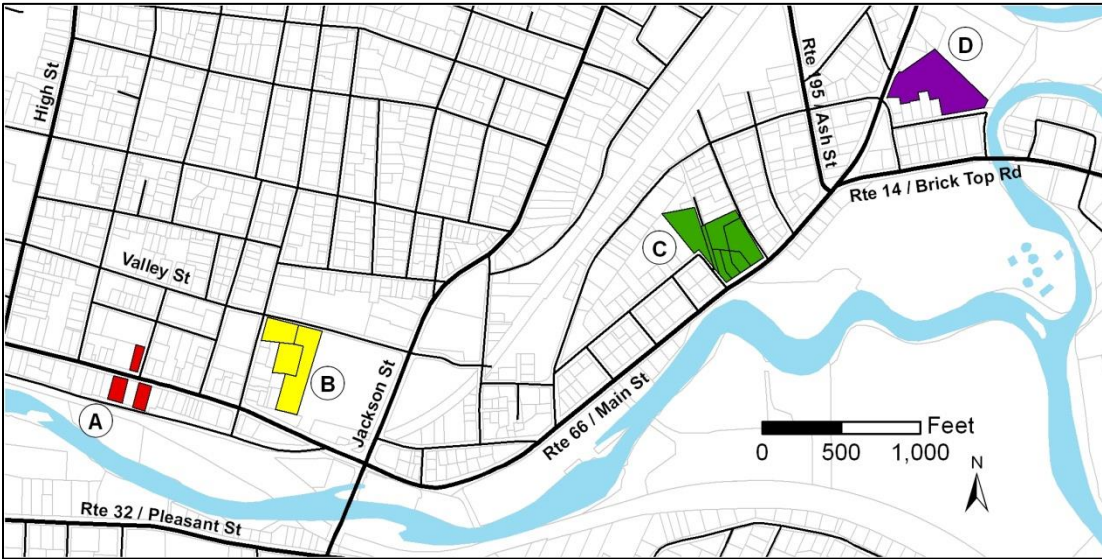
The Incentive Housing Overlay Zone promotes incentive housing development by identifying sites and streamlining the permitting process. Incentive Housing Developments are subject to specific design standards and other requirements detailed below.

85.2 General: The following regulations shall apply to the use of land, buildings and other structures, and the location, bulk and design of buildings and other structures in any Incentive Housing Overlay Zone (IHZ) and shall meet the requirements of CT General Statutes Sec. 8-13m, et seq., as amended.

85.2.1 Overlay Zone: An overlay zone is a special zoning district, placed over an existing base zone (or zones), which identifies special zoning provisions. The provisions of the Incentive Housing Overlay Zone are optional and intended for only those seeking an Incentive Housing Development. The underlying zoning remains unchanged for those not seeking an Incentive Housing Development.

85.2.2 Location: All sites are located in an eligible location as per the CT General Statutes Sec. 8-13m, et seq., as amended.

**Location of Incentive Housing Zones**



**Zone A: Three Properties in Historic Downtown**

Hooker Hotel	819 Main St.	0.21 acres	MBL 13-3/30/9
YMCA Building	832 Main St.	0.33 acres	MBL 13-3/61/13
Chapman Lot	804 Main St.	0.30 acres	MBL 13-3/61/16

Total combined area = 0.84 acres

**Zone B: Ripe for Redevelopment**

Old Lumberyard	87 Church St.	0.65 acres	MBL 13-3/89/1
Former Cinema	1 Jillson Sq.	0.67 acres	MBL 13-1/89/17-1
Town Land (next to Jillson)	645 Main St.	1.71 acres	MBL 13-1/89/13 & 17

Total combined area = 3.03 acres

**Zone C: Right on the River**

161 Main St.	0.86 acres	MBL 14-3/121/8
165 Main St.	0.25 acres	MBL 14-3/121/8-3
179 Main St.	0.24 acres	MBL 14-3/121/8-2
185 Main St.	0.23 acres	MBL 14-3/121/8-1
38 Elm St.	0.62 acres	MBL 14-3/121/8-4
46 Capen Ln.	1.04 acres	MBL 14-3/116/4
access easement	0.16 acres	No MBL

Total combined area = 3.40 acres

**Zone D: Need for Neighborhood Infill**

34 Boston Post Rd.	3.08 acres	MBL 15-3/141/7
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85.3 Permitted Uses: The following uses are permitted in their specific zones as listed in Section 30.3.1-4 and upon approval of a Site Development Plan accordance with Section 61 of these regulations provided that at least twenty percent (20%) of the housing units in any incentive housing development are subject to an incentive housing restriction.

**Abbreviated Table of Permitted Uses**

<b>Permitted Uses</b>	<b>IHZ A</b>	<b>IHZ B</b>	<b>IHZ C</b>	<b>IHZ D</b>
Mixed-use with Multifamily Dwellings	Permitted	Permitted on Church St. and new public street		Permitted on Boston Post Rd.
Mixed-Use Townhouses		Permitted on Valley St.	Permitted on Main St.	
(a.k.a. "Live/Work units")				
Multifamily Dwellings				Permitted in interior
Townhouses			Permitted	Permitted in interior
Single Family dwellings				Permitted on Lafayette St.

#### 85.3.1 Zone A : Three Properties in Historic Downtown

- Mixed-use developments (subject to the criteria outlined in Sec. 30.2) containing one or more commercial, public, institutional, retail, or office uses and multifamily dwelling units which may include studios, one-bedroom, and two-bedroom units but shall not include three or more bedrooms in any unit and meeting the definition of incentive housing development.

The first floor shall not contain any residential units except:

- a) dwelling units in an existing building that is listed as contributing to the historic buildings of the National Registers' Main Street Historic District may be located on the first floor no closer than 30' from the building facade of a street.
- b) dwelling units in any other building may be located on the first floor no closer than 50' from the building facade of a street.

#### 85.3.2 Zone B: Ripe for Redevelopment

- Mixed-use developments (subject to the criteria outlined in Sec. 30.2) containing one or more commercial, public, institutional, retail, or office uses and multifamily dwelling units or townhouse dwelling units (a.k.a. "live/work units") which may include studios, one-bedroom, and two-bedroom units but shall not include three or more bedrooms in any unit and meeting the definition of incentive housing development.

The first floor shall not contain any residential units except:

- a) dwelling units in an existing building that is listed as contributing to the historic buildings of the National Registers' Main Street Historic District may be located on the first floor no closer than 30' from the building facade of a street.
- b) dwelling units in any other building may be located on the first floor no closer than 50' from the building facade of a street.

#### 85.3.3 Zone C: Right on the River

- Mixed-use developments (subject to the criteria outlined in Sec. 30.2) containing one or more commercial, retail, or office uses and townhouse dwelling units (a.k.a. "live/work units") which may include studios, one-bedroom, and two-bedroom units but shall not include three or more bedrooms in any unit and meeting the definition of incentive housing development.
- Townhouse dwelling units (subject to the criteria outlined in Sec. 30.2) which may include one-bedroom and two-bedroom units but shall not include three or more bedrooms in any unit and meeting the definition of incentive housing development

#### 85.3.4 Zone D: Need for Neighborhood Infill

- Mixed-use developments (subject to the criteria outlined in Sec. 30.2) containing one or more commercial, public, institutional, retail, or office uses and multifamily dwelling units which may include studios, one-bedroom, and two-bedroom units but shall not include three or more bedrooms in any unit and meeting the definition of incentive housing development.

- Townhouses (subject to the criteria outlined in Sec. 30.2) which may include one-bedroom and two-bedroom units but shall not include three or more bedrooms in any unit and meeting the definition of incentive housing development.
- Single family homes (subject to the criteria outlined in Sec. 30.2) which may include one-bedroom and two-bedroom units but shall not include three or more bedrooms in any unit and meeting the definition of incentive housing development.

85.4 Prohibited Uses: The following uses are prohibited:

- a. Any incentive housing development dwelling unit with three or more bedrooms.
- b. Any commercial, public, institutional, retail, or office use prohibited in the underlying zone.

85.5 Lot Area, Shape and Frontage: Any new lot created within an Incentive Housing Zone must conform to the minimum lot area, shape, or frontage requirement of the underlying zone.

85.6 Setbacks: No building or other structure shall extend within the required setbacks of the underlying district. If authorized by the underlying district, the Zoning Board of Appeals is authorized to grant reductions of the setback requirements as specified in the underlying district.

85.7 Height: No building or other structure shall exceed the maximum height as specified in the underlying district.

85.8 Coverage and Bulk: The aggregate lot coverage of all buildings and other structures on any lot shall not exceed the coverage and bulk requirements of the underlying district. The design standards may contain additional requirements concerning building bulk.

85.9 Density: The minimum allowable density shall be as specified in CGS 8-13n (b)(3) and, additionally, cannot include units that constitute housing for older persons permitted by the federal Fair Housing Act, 42 USC 3607 of Sections 46a-64c and 46a-64d of the CT General Statutes.

The following total eligible incentive units meet these minimum requirements:

Zone	Property	Acres	MBL	Incentive Units
IHZ A	Hooker Hotel	0.21	13-3/30/9	4 MF units in new construction
IHZ A	YMCA	0.29	13-3/61/13	5 MF units in new construction
IHZ A	Chapman Lot	0.30	13-3/61/16	5 MF units in new construction
IHZ B	Old Lumberyard	0.65	13-3/89/1	5 MF units <u>and</u> 4 townhouses in new construction
IHZ B	Former Cinema	0.67	13-1/89/17-1	12 MF units in new construction
IHZ B	Town Land	1.64	13-1/89/13 & 17	24 MF units <u>and</u> 4 townhouses in new construction
IHZ C	161-195 Main St., 38 Elm St.	2.2	14-3/121/8, 8-1,8-2,8-3, 8-4	18 townhouses in new construction
IHZ C	46 Capen Ln.	1.04	14-3/116/4	7 townhouses in new construction
IHZ D	34 Boston Post Road	3.08	15-3/141/7	22 MF units <u>and</u> 2 single family <u>or</u> 10 MF units <u>and</u> 6 townhouses <u>and</u> 2 single family in new construction

85.10 Design Standards: All development proposals in Windham must comply with the performance standards contained in Section 74 of the Windham Zoning Regulations.

To ensure that it fits in well with its surroundings, any incentive housing development shall be designed to meet the criteria outlined in the standards of this section.

For any incentive housing development located in the Business (B-1) District (includes IHZ A and B), the Design Guidelines for the Windham Business (B-1) District shall be the first standard for design review, followed by the criteria outlined in the Incentive Housing Overlay Zone Design Standards.

### 85.10.1 Overall Design Goals:

These design standards advise the development, redevelopment and renovation of properties within Windham's Incentive Housing Overlay Zones. High visibility sites deserve a high standard of design. If designed well, they will serve to improve the perception of the community and foster economic development by building community value.

Any proposed incentive housing development must substantially meet the following design standards for each zone:

- Road location, transit service, and traffic circulation,
- Location of uses and density
- Building location, size, minimum height, and design,
- Pedestrian circulation, driveway location, and parking,

### 85.10.2 General Design Standards for All Incentive Housing Developments

#### 85.10.2.1 Pedestrian Circulation, Driveway Location, and Parking

- a) Sidewalks shall be included along every street line.
- b) Common driveways and off-street parking may be shared between units as long as the minimum parking requirements of the zone are met.
- c) Covered bike racks shall be provided for every ten units of housing.

#### 85.10.2.2 Shared Amenities

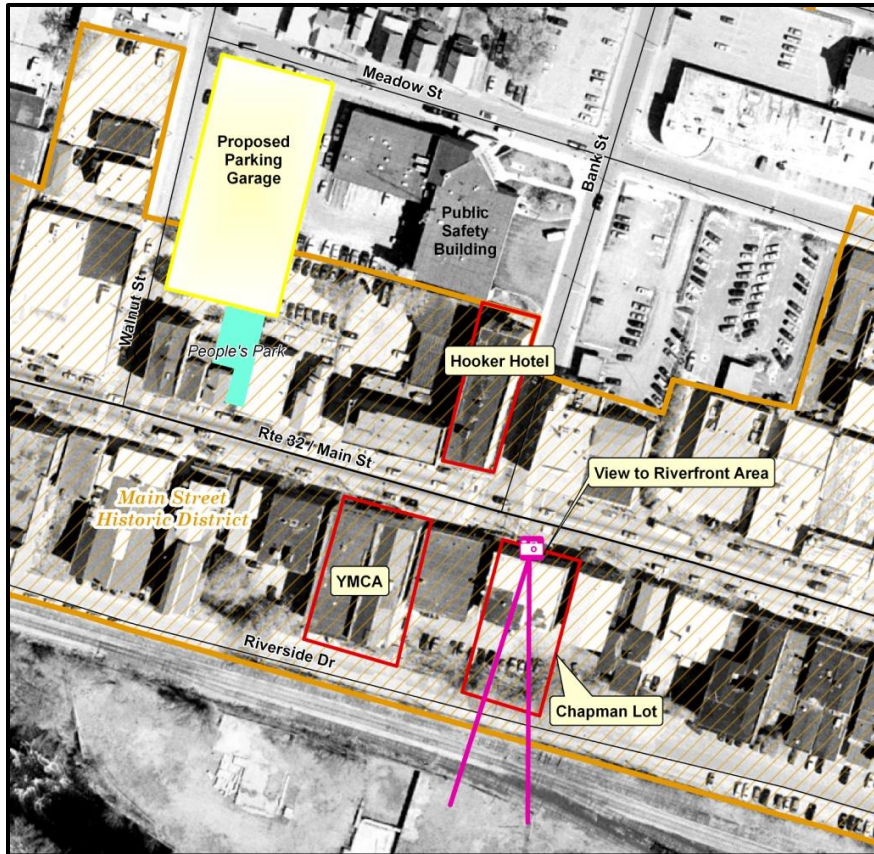
- a) Exterior common areas shall be provided for every 10 units of housing. Exterior common areas may include amenities such as street furniture, artwork, decorative fences, stonewalls, and the like.
- b) Existing trees in good condition shall be preserved as much as possible.
- c) All areas between the front of the building and the sidewalk that are not occupied by a driveway (or other approved hardscape) must be landscaped with grass or other living ground cover, trees, and shrubs.
- d) All perennial plantings shall be native species.
- e) Street trees shall be provided in conformance with the Town's standard.
- f) Mechanical equipment, rubbish and recycling storage shall be screened from public view.

85.10.3 Zone A: Three Properties in Historic Downtown

Zone A is located in the heart of Windham’s downtown and in the center of the Main Street National Register Historic District. Compatibility with the historic buildings of Main Street is critical for any new construction or renovation in this zone.

This zone includes the vacant Chapman Lot (formerly home of the Chapman Block that was demolished in 2004), the Hooker Hotel and the YMCA building.

The Design Guidelines for the Windham Business (B-1) District shall be the first standard for design review in Zone A.



Site Analysis for Zone A



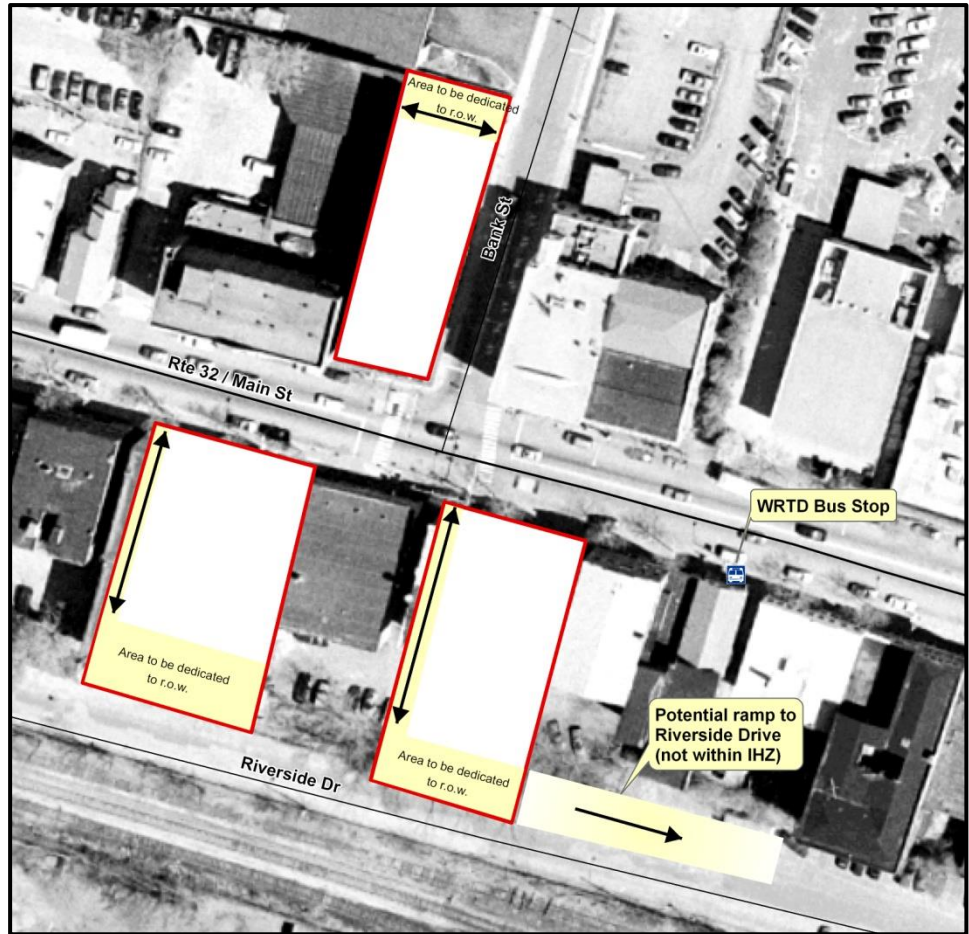
Empty Chapman Lot on Main St.

85.10.3.1 Road Location, Transit Service, and Traffic Circulation

Any incentive housing development within Zone A shall dedicate the areas depicted in the traffic circulation diagram as rights-of-way encumbered by an access easement. No areas dedicated to traffic circulation shall be obstructed as part of any incentive housing development.

If any portion of Zone A is developed as an incentive housing development, then the incentive housing development shall dedicate the portion of the right-of-way that is indicated for that lot.

There is an existing Windham Region Transit District local bus stop nearby. The design of any incentive housing development may provide space for a formal bus stop and include amenities such as, but not limited to, a bus shelter, bench, and signage.



**Traffic Circulation for Zone A**

85.10.3.2 Location of Uses and Density

Mixed-use with multi-family dwellings is permitted throughout Zone A.

Density criteria for properties in Zone A		
Property	MBL	Minimum Incentive Units
<i>Hooker Hotel</i>	<i>13-3/30/9</i>	<i>4 MF units in new construction</i>
<i>YMCA</i>	<i>13-3/61/13</i>	<i>5 MF units in new construction</i>
<i>Chapman</i>	<i>13-3/61/16</i>	<i>5 MF units in new construction</i>

 Mixed Use with Multifamily Dwellings



**Location of Uses and Density for Zone A**

85.10.3.3 Building Location, Size and Minimum Height

The building location of any incentive housing development in Zone A shall be oriented with the front of the building facing Main Street.

All new buildings shall be at least three stories high.

The diagram shows a building layout meeting the dimensional criteria for the underlying zone.



**Building Location for Zone A**

#### 85.10.3.4 Building Design

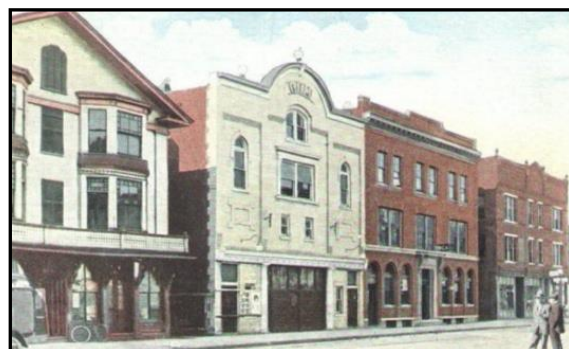
The images on this page show the preferred building styles for Zone A.

Additional design criteria are contained in the Design Guidelines for the Windham Business (B-1) District.

Façade: The façade shall be articulated with historically appropriate details such as decorative brickwork, parapets, and first floor cornices.

Materials: The required façade material in Zone A is real brick from grade to at least (one foot) 1' above the sign frieze. Brick is also preferred for the balance of the façade. Bricks shall be laid in a pattern consistent with Victorian Era patterning.

Windows and Doorways: Window and door placement shall be symmetrical and balanced. On upper stories, decorative bay, oriel, or arched windows are encouraged. Windows and doors shall be inset a minimum of 4 inches and trim and window sills shall extend a minimum of 1 inch beyond wall material to add visual relief. Windows shall be taller than they are wide.

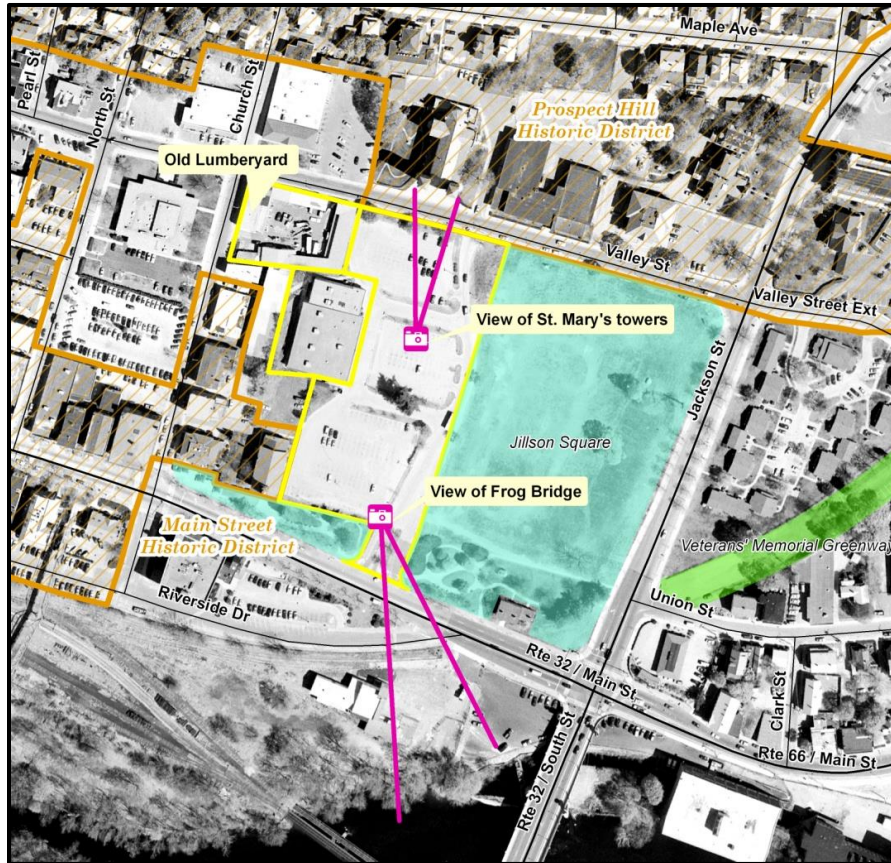


#### 85.10.4 Zone B: Ripe for Redevelopment

Zone B is located next to Jillson Square and Thread City Crossing (aka The Frog Bridge). These highly-visible properties represent a prime development opportunity.

In the past, this area contained many late 1800's buildings that were removed as part of an urban renewal project in the 1970's. The old Willimantic Lumber and Coal Company building was destroyed by fire in 1940.

The Design Guidelines for the Windham Business (B-1) District shall be the first standard for design review in Zone B.



Site Analysis for Zone B



St. Mary's Church

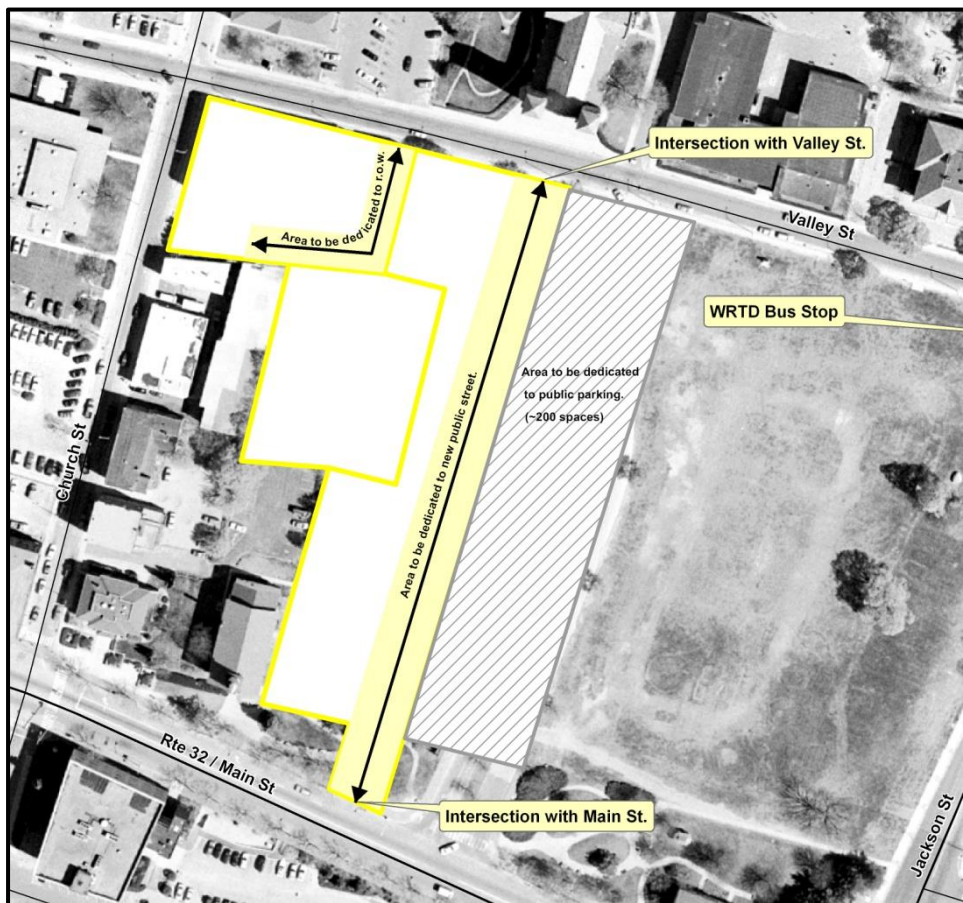
85.10.4.1 Road Location, Transit Service, and Traffic Circulation

Any incentive housing development within Zone B shall dedicate the areas depicted in the traffic circulation diagram as rights-of-way encumbered by an access easement. No areas dedicated to traffic circulation shall be obstructed as part of any incentive housing development.

The design of any incentive housing development in Zone B must create a through road connection from Main St. to Valley St. parallel to Church St. that is preferably aligned with the towers of St. Mary’s church. The through road must be a public street meeting the town road standards and have a minimum right-of-way of 50’.

Due to the need for parking associated with events at Jillson Square, approximately 200 spaces of public parking shall be provided to the east of the through road.

There is an existing Windham Region Transit District local bus stop at the corner of Valley Street and Jackson Street (to the east). The design of any incentive housing development may provide space for a formal bus stop and include amenities such as, but not limited to, a bus shelter, bench, and signage.



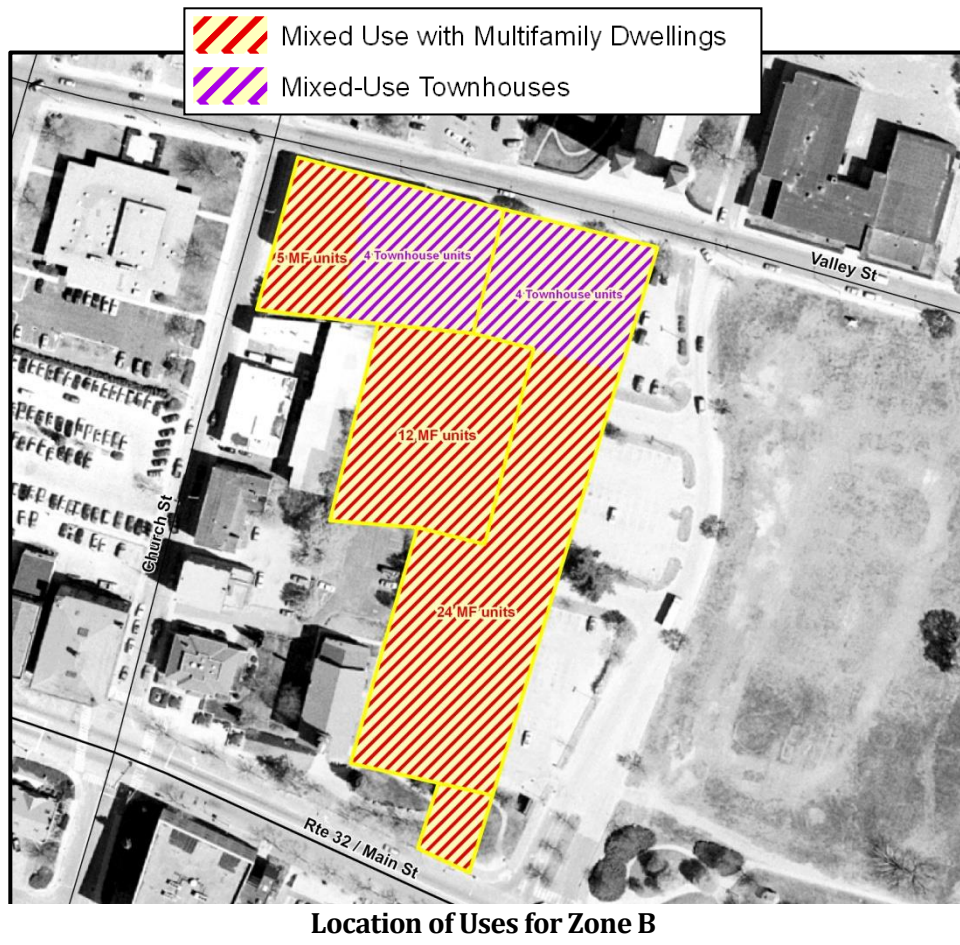
**Traffic circulation for Zone B**

85.10.4.2 Location of Uses and Density

Mixed-use with multi-family dwellings is permitted on parcels with frontage on Church Street and the new public street as shown in the diagram.

Mixed-use Townhouses (a.k.a. “Live/Work” units) is permitted on parcels with frontage on Valley Street as shown in the diagram.

Density criteria for properties in Zone B			
Property	MBL	Minimum Allowable Units	Incentive
Lumberyard	13-3/89/1	5 MF units <u>and</u> 4 townhouses in new construction	
Cinema	13-1/89/17-1	12 MF units in new construction	
Town Land	13-1/89/13 & 17	24 MF units <u>and</u> 4 townhouses in new construction	

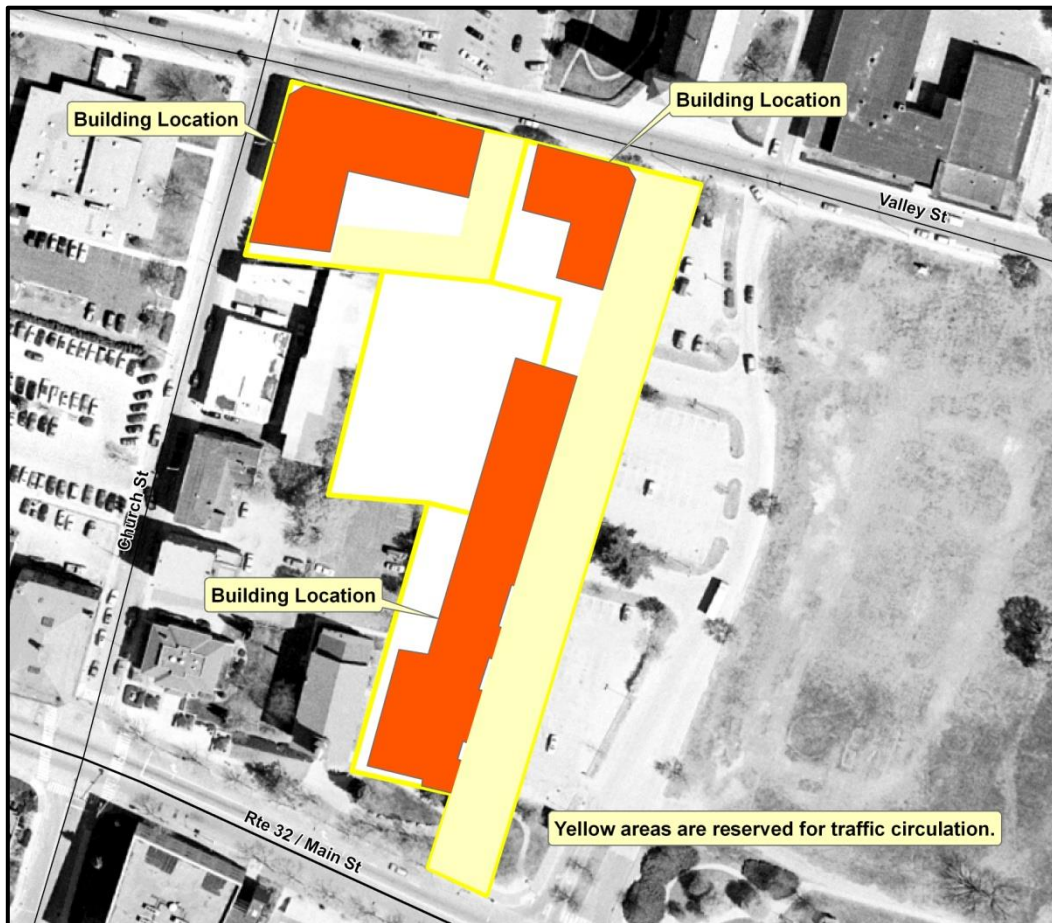


85.10.4.3 Building Location, Size and Minimum Height

The building location of any incentive housing development in Zone B shall be oriented with the front of the building facing a new or existing public street.

All new buildings shall be at least two stories high and include towers, peaks, parapets, or other roof line extensions.

The diagram shows a building layout meeting the dimensional criteria for the underlying zone (to the extent practical).



**Building Location for Zone B**

85.10.4.4 Building Design

The images on this page show the preferred building styles for Zone B. Architecture consistent with Tudor Revival Half-Timber style may be permitted on the site of the old Willimantic Lumber and Coal. Additional design criteria are contained in the Design Guidelines for the Windham Business (B-1) District.

A proposal for an incentive housing development in Zone B shall meet the following building design standards:

Roof: The building design shall include turrets, towers, or peaks rising above the roofline. Roofs may be Mansard with dormers, gabled with prominent front-facing gables, or have a decorative parapet.

Windows and Doorways: Window and doorway placement shall be symmetrical and balanced. Bay windows, oriel windows, and windows within gables are encouraged. Windows shall be inset a minimum of four inches to add visual relief to the wall. Windows shall be taller than they are wide.

Materials: The preferred building façade material in the Zone B is brick with copper green trim or wood. Alternative materials may be accepted if exterior detailing provides an appropriate level of detail.

Energy-efficiency: Any incentive housing development shall be designed to be energy-efficient. The LEED for Homes Rating System shall be used as a guide in incentive housing development.



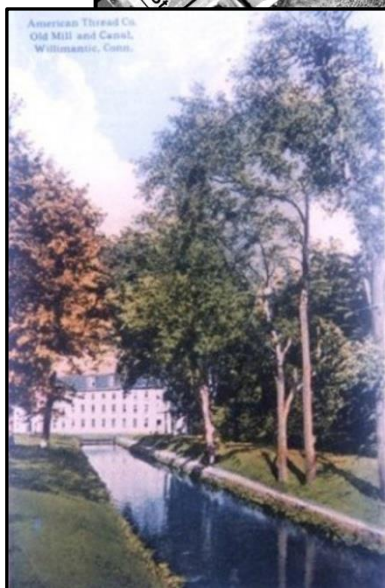
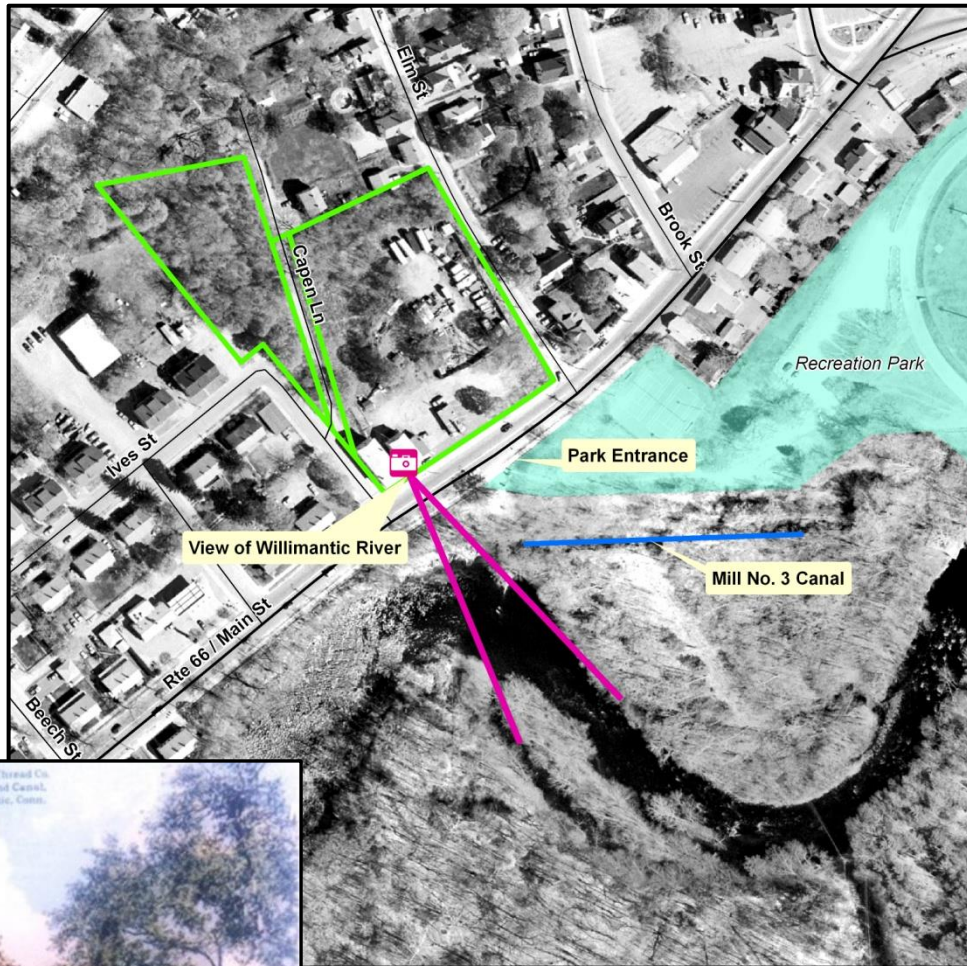
**Old Willimantic Lumber and Coal  
Church St. facade**



### 85.10.5 Zone C: Right on the River

Zone C is located on the only stretch of Main Street where it is possible to see the Willimantic River. It is also across the street from Recreation Park, a town park including athletic facilities, a wooded riverside area, and a nearby historic mill raceway/canal.

In the past, the site contained late 1800's buildings on Main Street, an ice cream stand, and an auto/junk yard. It is surrounded by residences and small neighborhood businesses. Notably, the duplexes to the west are former mill housing built in the late 19th or early 20th century.



**Site Analysis for Zone C**

**1910 View of Mill No. 3 and Canal**

30.10.5.1 Road Location, Transit Service, and Traffic Circulation

The design of any incentive housing development in Zone C must create (in whole or in part) a through road connection from Ives St. to Elm St. The through road must be a public street meeting the town road standards and have a minimum right-of-way of 50'. If any portion of Zone C is developed as an incentive housing zone that includes the area dedicated to the through road, then the incentive housing development shall include construction of that portion of through road. No areas dedicated to traffic circulation shall be obstructed.

The through road connection will cross a private right-of-way of unknown ownership named Capen Lane that shall not be blocked, but it may be crossed by the public through road. Capen Lane shall not be considered as part of the overall traffic circulation unless it is converted to a public way.

Elm St. is currently one-way (southward) because it is too narrow. For any incentive housing development with frontage on Elm St., the property line shall be moved back enough to provide for 50' of public right of way for Elm St.

There is an existing Windham Region Transit District local bus stop at the corner of Main Street and Elm Street. The design of any incentive housing development shall provide space for a formal bus stop and include amenities such as, but not limited to, a bus shelter, bench, and signage.



**Traffic Circulation for Zone C**

85.10.5.2 Location of Uses and Density

Mixed-use Townhouses (a.k.a. “Live/Work” units) are permitted on parcels with frontage on Main Street as shown in the diagram.

Townhouses are permitted in all other locations within Zone C as shown in the diagram.

Density criteria for properties in Zone C		
Property	MBL	Minimum Allowable Incentive Units
161-195 Main St., & 38 Elm St.	14-3/121/8, 8-1, 8-2, 8-3, 8-4	18 townhouses (1/3 mixed use) in new construction
46 Capen Lane	14-3/116/4	7 townhouses in new construction



**Location of Uses for Zone C**

85.10.5.3 Building Location, Size and Minimum Height

The building location of any incentive housing development in Zone C shall be oriented towards a public road with the front of the building facing a street, to the extent possible.

In order to preserve the physical characteristics of the neighborhood, no buildings in Zone C shall exceed a ground floor footprint of 2,500 sq. ft.

The diagram shows a building layout meeting the density criteria of Zone C. The nine buildings on 161-195 Main Street and 38 Elm Street are townhouses with the same footprint as the mill housing to the west on Ives Street.

The building layout on 46 Capen Lane shows two townhouse buildings with 8 total units. The building footprints depicted are from an expired site plan that was approved as a special exception in the 1980's.

All buildings shall be at least two stories high.



**Building Location for Zone C**

85.10.5.4 Building Design

The images below show the preferred building styles for Zone C.

A proposal for an incentive housing development in Zone C shall meet the following building design standards:

Roofs: Roofs shall be steeply pitched (10/12, 12/12) with prominent cross [gables](#).

Porches: All building entrances shall have porches (i.e. a covered platform with separate roof at the entrance to the building). Second story porches are also encouraged.

Windows and Doorways: Window and doorway placement shall be symmetrical and balanced. Bay windows and windows within gables are encouraged. Windows shall be inset a minimum of four inches to add visual relief to the wall. Windows shall be taller than they are wide.

Materials: The preferred building façade material in the Zone C is wood clapboards or wood shingles. Alternative materials may be accepted if exterior detailing provides an appropriate level of detail.

Energy-efficiency: Any incentive housing development shall be designed to be energy-efficient. The LEED for Homes Rating System shall be used as a guide in incentive housing development.



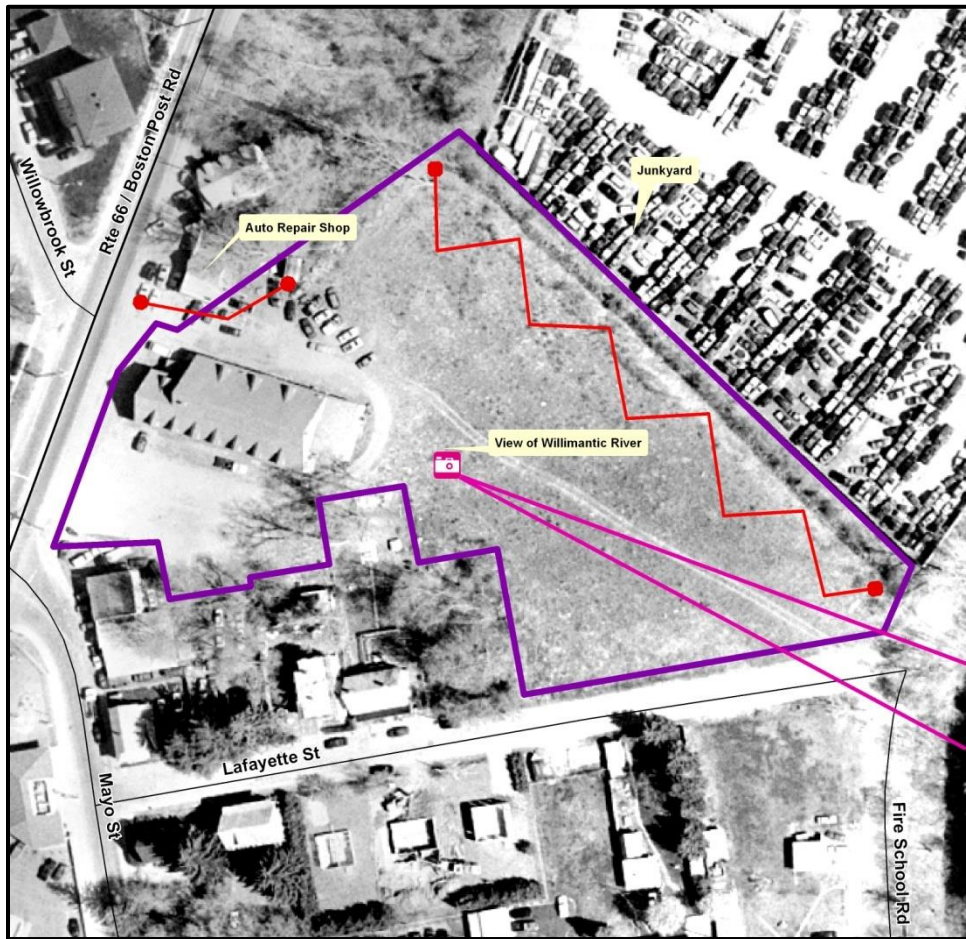
### 85.10.6 Zone D: Need for Neighborhood Infill

Zone D is located on Boston Post Road near the Willimantic River.

It is located in a mixed use neighborhood with numerous single- and multi-family residences as well as large auto junkyard and an auto repair shop.

The building on this parcel had to be demolished after a roof collapsed.

While the site is challenging for residential development due to neighborhood uses, with a careful design, it could be compatible.



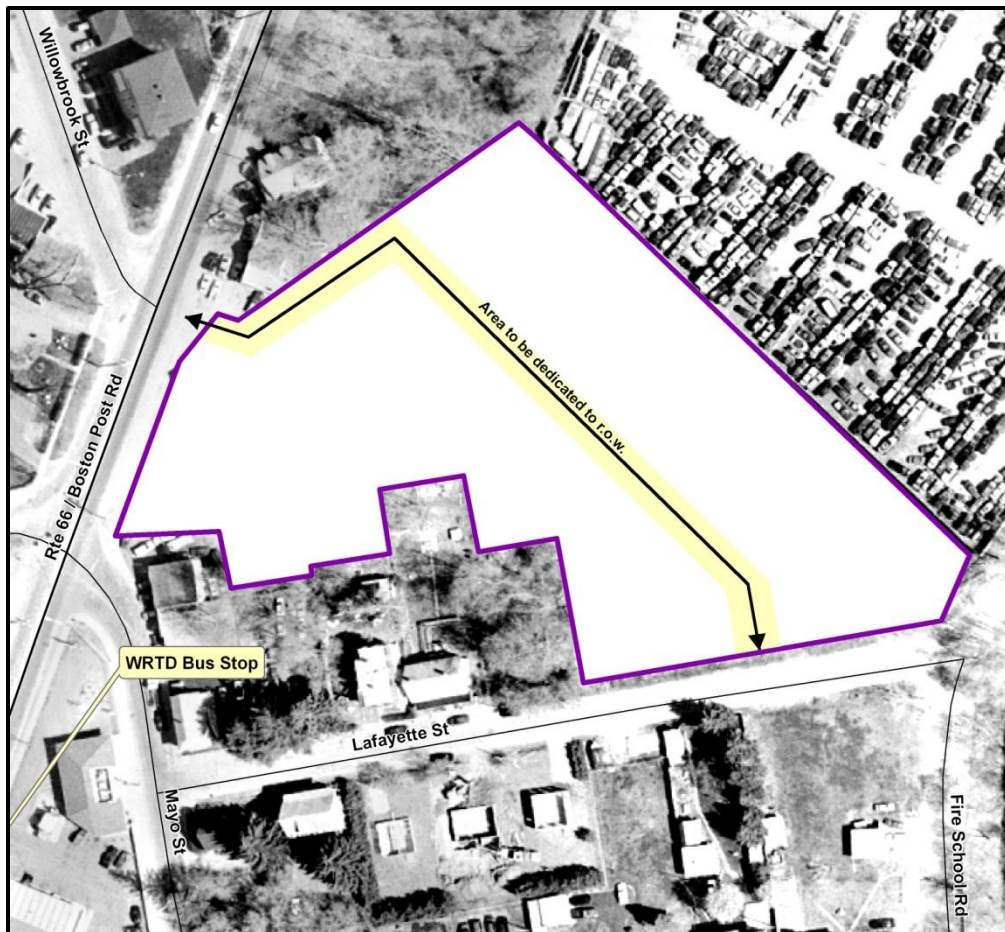
**Site Analysis for Zone D**

85.10.6.1 Road Location, Transit Service, and Traffic Circulation

Any incentive housing development within Zone D shall dedicate the areas depicted in the traffic circulation diagram as rights-of-way encumbered by an access easement. No areas dedicated to traffic circulation shall be obstructed as part of any incentive housing development.

If any portion of Zone D is developed as an incentive housing development, then the incentive housing development shall dedicate the portion of the right-of-way that is indicated for that lot.

There is an existing Windham Region Transit District local bus stop nearby. The design of any incentive housing development may provide space for a formal bus stop and include amenities such as, but not limited to, a bus shelter, bench, and signage.



**Traffic Circulation for Zone D**

85.10.6.2 Location of Uses and Density

Mixed-use with multi-family dwellings are permitted along the frontage on Boston Post Road as shown in the diagram.




Townhouses or multi-family dwellings are permitted in the interior of the parcel as shown in the diagram.

Single family dwellings are permitted along the frontage on Lafayette Street as shown in the diagram.

Density criteria for properties in Zone D		
Property	MBL	Minimum Allowable Incentive Units
34 Boston Post Road	15-3/141/7	22 MF units and 2 single family <i>or</i> 10 MF units and 6 townhouses and 2 single family in new construction



**Location of Uses for Zone D**

-  Mixed Use with Multifamily Dwellings
-  Multifamily or Townhouses
-  Single Family

85.10.6.3 Building Location, Size, and Minimum Height

The building location of any incentive housing development in Zone D shall be oriented with the front of the building facing Boston Post Road or Lafayette Street to the extent possible.

All new buildings shall be at least two stories high.

The diagram shows a building layout meeting the density criteria for Zone D and dimensional criteria for the underlying zone.



**Building Location for Zone D**

85.10.6.4 Building Design

The images below show the preferred building styles for Zone D.

A proposal for an incentive housing development in Zone D shall meet the following building design standards:

Roofs: Roofs shall be steeply pitched (10/12, 12/12) with prominent cross gables.

Porches: All building entrances shall have porches (i.e. a covered platform with separate roof at the entrance to the building). Second story porches are also encouraged.

Windows and Doorways: Window and doorway placement shall be symmetrical and balanced. Bay windows and windows within gables are encouraged. Windows shall be inset a minimum of four inches to add visual relief to the wall. Windows shall be taller than they are wide.

Materials: The preferred building façade material in the Zone D is wood clapboards or wood shingles. Alternative materials may be accepted if exterior detailing provides an appropriate level of detail.

Energy-efficiency: Any incentive housing development shall be designed to be energy-efficient. The LEED for Homes Rating System shall be used as a guide in incentive housing development.



85.11 Administration and Enforcement Requirements: In addition to the application requirements contained in these Regulations, any application filed under Section 30 shall also include the following requirements.

85.11.1 Administration and Enforcement Plan Required: Each applicant for an incentive housing development will provide, with the application, an affordability plan that will set forth, in written detail, the administration, monitoring and enforcement of the requirements for the dwelling units that will be sold or rented at below market rates. The plan shall include proposed deed restrictions, covenants, lease agreements, common interest ownership documents, bylaws, rules and regulations, sample income calculations, and such other information as the Commission may require to establish compliance with this Section and Sections 8-13m to 8-13x of the Connecticut General Statutes. The documents submitted with the plan shall demonstrate that the sale or lease of incentive housing units will meet, at all times during the term of the plan, these Regulations and all guidelines established by the State of Connecticut's Incentive Housing program.

85.11.2 Designation of Administering Agency: The applicant shall provide the name, address and other contact information for the person, agency or company that will be responsible, throughout the duration of any affordable restrictions, for administering the sale or rental of dwelling units that are subject to below market sale or rental. Such person, agency or company shall be known as the Administering Agency. Should such agency change during the term of the plan, the Planning & Zoning Commission shall be notified, in writing, of the name of such administrator and its qualifications. This written notice shall be provided at least sixty (60) days prior to the assumption of duties by the new Administering Agency. The new Administering Agency shall be qualified, and financially capable, to carry out the proper enforcement of the plan. The Administering Agency shall file an annual status report with the Town of Windham, in form and content specified by the Town, certifying under oath the continued compliance of the project with the Incentive Housing Restriction on or before January 31 of each year. If the applicant proposes a third party to act as the Administering Agency, the applicant shall submit with the application evidence that the third party consents and agrees, in writing, to serve as the Administering Agency.

85.11.3 Oversight of Incentive Housing Units: The Administering Agency shall be responsible for the administration of incentive housing units, pursuant to the provisions of this Article, and for properly carrying out the terms and conditions of these Regulations and such approvals as are provided herein.

In addition to such other conditions and stipulations as the Planning and Zoning Commission may impose upon any permit or approval, all permits and approvals under this Section shall contain the following conditions:

- A. The owner and/or manager, as appropriate, of the incentive housing property shall annually certify, under oath, to the satisfaction of the Town of Windham, that the incentive housing units have been assigned to eligible households and that any new tenants of incentive housing units meet the established income guidelines. Such certification shall be in compliance with the Incentive Housing Program and shall

include any documentation required by Chapter 124b of the Connecticut General Statutes, Section 8-13u, as amended.

- B. The administering agency shall maintain the information and documentation relative to all incentive housing units; the number thereof available for sale or lease at all times, the sales price and monthly rent, and shall maintain such other records and documents as may be required to properly administer the provisions of this Article and assure their compliance.
- C. No lease term for an incentive housing unit shall exceed two years. Notwithstanding this restriction, a lessee still eligible to rent an incentive housing unit at the end of such lease term may renew for another lease term.

85.11.4 Plan document contents: The plan documents shall provide such provisions ensuring the proper and careful regulation and enforcement of the purposes of the zone, these Regulations and Sections 8-13m to 8-13x of the Connecticut General Statutes. Any plan covenant, restriction, declaration or other encumbrance must be approved by the Town Attorney and any other authority deemed necessary by the Planning & Zoning Commission, and, where directed by the Town Attorney, filed at the applicant's expense on the land records of the Town of Windham. The documents shall include, but not be limited to, the following contents:

- A. Restrictions on eligibility; Notice: To be eligible to purchase or rent an incentive housing unit, a household's annual income must be less than or equal to 80% of the median income for the Town of Windham. Median Income is defined as the area median income as determined annually by the Department of Housing and Urban Development, after adjustments for household size.
- B. Calculation of Initial Sales Price of Incentive Housing Units: Maximum sales prices shall be set by the administering agency; and shall be amended upon receipt of annual information provided by the Department of Housing and Urban Development. The initial sales price of a unit shall be calculated such that the annual cost of the sum of principal, interest, taxes and insurance (PITI) and common charges, as applicable, shall not exceed thirty percent (30%) of the income of a household whose income is less than or equal to eighty percent (80%) of median income.
- C. Eligible Households: Incentive housing units may be resold only to eligible households in accordance with the provisions of the Incentive Housing Restriction.
- D. Intent to Sell: The owner of an incentive housing unit shall notify the Administering Agency of its intent to sell prior to contact with any purchaser.
- E. Maximum Resale Price: The maximum resale price shall be determined by the Administering Agency in accord with the guidelines established by applicable state statutes.
- F. Calculation of Permissible Rent: The maximum monthly rent (including estimated utilities) shall be set by the Administering Agency; and shall be amended upon receipt of annual income guidelines published by HUD and/or the State of Connecticut. The rent, including the estimated cost of utilities (heat, hot water and

electricity) shall not exceed thirty percent (30%) of the income of a household whose income is less than or equal to eighty percent (80%) of median income for the Town of Windham.

G. Broker, sales and lease agreement contents. All broker agreements, purchase and sale agreements, leases and rental agreements of any kind shall include conspicuous notice of the eligibility and alienation limitations imposed by the plan, these Regulations and the statute statutes.

85.11.5 Administration and Enforcement: In addition to all other legal, administrative and equitable remedies available, the requirements of this zone shall be administered in accordance with the Incentive Housing Administration and Enforcement Plan.

## **SECTION 86. ADAPTIVE MIXED-USE VILLAGE DEVELOPMENT**

86.1 Purpose and Intent: This section is to establish a special flexible use zone for targeted locations for substantial property improvement. This regulation is intended to provide increased flexibility of land development on larger village parcels while requiring greater administrative standards and procedures. This regulation is intended to encourage redevelopment of vacant and commercial/industrial areas with an emphasis on new construction with an appropriate mix of commercial, retail, residential, entertainment and dining uses in a village setting.

86.2 Uses Permitted: The PZC may approve an Adaptive Mixed-Use Village Development that includes the following uses by special permit approval per Section 62.

- a) Professional Office - including architects, accountants, lawyers, engineers, psychotherapists, real estate and insurance agents, and other recognized professionals.
- b) Service Business primarily engaged in providing services to other businesses rather than the sale of products.
- c) Retail - individual retail business footprint limited to 5,000 square feet
- d) Personal Service Businesses - limited to the repair, adjustment, alteration, cleaning or servicing of items owned by or being provided to an individual customer including: nail salons; tattooing; day spas not including massage therapy; photographic studios; garment repair; tailoring; shoe repair; or other businesses primarily engaged in the provision of services of a personal and/ or domestic nature rather than the sale of products. (Day care, massage therapy, and any other uses specifically referenced elsewhere by the name of such use, shall not be included as a personal services business.)
- e) Restaurant including the serving of alcohol
- f) Seasonal outdoor seating area contiguous and ancillary to a restaurant that offers indoor seating, the operating hours shall be based on proximity and use of neighboring properties determined by the Zoning Enforcement Officer; outside amplified sound shall require an annual permit, and is prohibited after 10:00pm
- g) Indoor theater, entertainment venue, art gallery or museum
- h) Multi-family residential housing subject to the following:
  1. A minimum of 50% up to a maximum of 75% of the total finished square footages of all the building(s) shall be residential use, with the remaining square footage as commercial use.
  2. Residential units shall be a mix of unit sizes to meet the needs of future residents,
  3. Units may be rentals or condominiums, or a mix thereof, and
  4. Each unit shall meet the minimum requirements per the Building Code.

86.3 Prohibited Uses:

- a) Dog groomer, dog kennel, dog day care or veterinarian
- b) Hair dresser
- c) Storage facilities
- d) Manufacturing
- e) Junk yards
- f) Restaurant drive-thru.

- g) Churches and other places of worship
- h) Adult businesses as defined in the Windham Zoning Regulations are prohibited in this District
- i) Vape shops, smoke shops, hookah bars and similar establishments

86.4 Minimum Lot Area:

- a) Each lot shall be a minimum of 8.0 contiguous acres with sufficient access to a State or Town Road to provide services.

86.5 Setbacks and Separations: The following are the required setbacks for buildings:

- a) Setback from front property line: 20 feet
- b) Setback from side and rear property lines: 20 feet
- c) Minimum separation between buildings on the same site: 20 feet, unless sharing a common wall.
- d) Minimum separation between any residential building and a building with live entertainment is 75 feet.

86.6 Height: No building or other structure shall exceed a height of 2-1/2 stories or thirty-five (35) feet, whichever is less.

86.7 Lot coverage and bulk: The total lot coverage of all buildings and other structures on any lot shall not exceed seventy (70) percent of the area of the lot.

86.8 Design Standards:

- a) Visually compatible with the scale of the village
- b) Provides public open space and pathway connections to promote walkability
- c) Parking areas located in interior of parcel
- d) Shall meet the requirements of:
  - Section 71 – Off-Street Parking and Loading,
  - Section 72 – Sign Regulations,
  - Section 74 - Performance Standards, and
  - Section 77 – Lighting Standards
- e) All business establishments shall conform to the environmental and performance standards specified in Section 19-7 and to the requirements of all other applicable town regulations.
- f) Except as otherwise permitted, all production, repair, treatment, storage, and display of goods shall be accessory to the principal use of the premises.
- g) No outside storage of goods or merchandise and no goods or merchandise shall be sold from a trailer or truck situated on a lot unless permitted by the Commission.
- h) Loading docks and receiving areas shall be carefully located for accessibility and designed as an integral part of the building and shall not detract from the building and site.
- i) All dumpsters shall be placed on a concrete pad, and suitably screened with trees, shrubs, fencing or other appropriate means (e.g., the building itself). Their placement with respect to buildings shall be as approved by Public Safety personnel.

## ARTICLE - IX

### SECTION 91 - ADMINISTRATION AND ENFORCEMENT

**91.1 Enforcement:** The Town Planner or the Zoning Enforcement Officer shall have the responsibility and authority to enforce the provisions of these Regulations. No application for a Certificate of Zoning Compliance, order or other zoning enforcement document shall be issued unless signed by the Town Planner or the Zoning Enforcement Officer or a designated agent. *(Revised June 23, 2011)*

**91.2 Application for Certificate of Zoning Compliance:** Application for a Certificate of Zoning Compliance shall be submitted to the Zoning Enforcement Officer prior to construction, reconstruction, extension, enlargement, moving or structural alteration of any building or other structure and prior to the use or occupancy of any land, building or other structure. The application shall be accompanied by a plan drawing or drawings in duplicate, drawn to scale, and showing the following:

- 91.2.1 Exact dimensions, area, radii and angles or bearings of the lot;
- 91.2.2 The height, dimensions, use, floor area, ground coverage and location of all buildings and other structures, whether existing or proposed;
- 91.2.3 The location, area and dimensions of off-street parking and loading spaces, any barriers required in connection therewith and the means of access to such spaces; and,
- 91.2.4 Such additional information as may be necessary to determine compliance with the provisions of these Regulations.

In addition, the application shall be accompanied by other plans, drawings, data and statements necessary to determine compliance with the provisions of these Regulations. Application shall be made on forms provided by the Zoning Enforcement Officer.

**91.3 Inspections:** The Zoning Enforcement Officer is authorized to inspect or cause to be inspected any building, structure, or premises to determine compliance with these Regulations. No Certificate of Zoning Compliance shall be issued until the Zoning Enforcement Officer has inspected the building, structure or premises involved to determine that the use and/or the buildings or other structures conform to these Regulations.

**91.4 Approval and Issuance of Certificate of Zoning Compliance:** After determination is made that an application for a Certification of Zoning Compliance is substantially complete and proper, the Town Planner/Zoning Enforcement Officer shall approve an application for a Certificate of Zoning Compliance to permit the construction, reconstruction, extension, enlargement, moving or structural alteration of a building or other structure and shall issue a Certificate of Zoning Compliance for the use or occupancy of any land, buildings or other structures when he determines that all requirements of these Regulations have been met. The Zoning Enforcement Officer shall have the authority to approve minor deviations to the regulations provided that these deviations do not have a substantial effect on neighboring properties and will result in harmonious compatibility with neighboring properties. The Town Planner/Zoning Enforcement Officer shall approve or disapprove an application or issue or deny a Certificate within ten (10) days of a request by the applicant and notify the applicant of the action. The Town Planner/Zoning Enforcement Officer is authorized to issue a temporary Certificate of Zoning Compliance, having a duration of not more than six (6) months, for the temporary use of land, buildings, and other structures in the process of

completion in conformity with these Regulations provided that a cash bond or other appropriate surety is posted to assure completion of the work involved for the approved plans. *(revised 6/23/11)*

**91.4.1 Completion:** Construction shall be completed within two (2) years of the date of issuance unless a new Certificate of Zoning Compliance has been issued. A Certificate of Zoning Compliance shall become invalid unless construction commences within six (6) months from the date of issuance. After commencement of construction, any cessation of six (6) consecutive months or more shall void the Certificate of Zoning Compliance. *(Adopted 12/1/18)*

**91.5 Orders:** The Zoning Enforcement Officer is empowered to cause any land, building, structure or premises to be inspected and examined in order to determine compliance with these Regulations. He may order in writing the removal or remediation *(amended 10/31/94)* of any condition found to exist in violation of these Regulations.

**91.6 Administrative Regulations:** The Planning & Zoning Commission may adopt administrative rules and procedures necessary to enforce these Regulations. In the absence of a demonstration of a material change of circumstances of the application, the Commission may decline to consider an application for Special Exception or site plan review seeking the same or substantially the same approval within 365 days of the date of denial of the previous application. *(Revised June 23, 2011)*

**91.7 Fees:** Each application for a Certificate of Zoning Compliance shall be accompanied by an application fee established by Ordinance. Duplicate copies of a Certificate of Zoning Compliance may be issued for a fee established by Ordinance.

**91.8 Site Plans, Special Permits, Special Exceptions, Variances:** Any maps, plans, documents, statements and stipulations submitted to and approved by the Planning & Zoning Commission or Board of Appeals in connection with a Special Permit or *(amended 10/31/94)* Special Exception application, site plan, variance or other action of such Commission or Board as required by these Regulations, and any conditions of such approval attached by the Commission or Board, shall be conditions for the approval of an application for a Certificate of Zoning Compliance by the Zoning Enforcement Officer.

**91.9 Records:** The Zoning Enforcement Officer shall keep records of all applications and Certificates of Zoning Compliance, of all identifiable complaints of any violation of these Regulations, of all inspections made under these Regulations and of all notices of violation served by him and the action taken thereon.

**91.10 Violation of Approval** Wherever the Zoning Agent and/or the Planning and Planning & Zoning Commission determines that the terms, conditions or restrictions upon which a site plan was approved have been violated, or that required site improvements have not been maintained, the Agent shall issue a violation notice to the subject property owner and any other persons, firms or corporations responsible. If the violation is not corrected within the time limits set by the Zoning Agent and/or Town Planner or the Planning & Zoning Commission, the Certificate of Zoning Compliance shall be revoked, and enforcement shall be pursued through the legal remedies provided by State Statutes *(added 6/23/11)*

## **SECTION 92 - ZONING BOARD OF APPEALS**

**92.1 Powers and Duties:** The Board is authorized to hear and decide appeals where it is alleged there is an error in any order, requirement or decision made by the official charged with enforcement of these Regulations; to authorize upon application in specific cases a variance from the terms of these Regulations where, owing to special conditions, a literal enforcement of the provisions of these Regulations would result in unnecessary hardship or an exceptional difficulty. Also, under special circumstances, the Board may grant approval upon application of Special Exceptions. *(amended 6/23/11)*

**92.2 Appeals:** In reviewing any order, requirement or decision of the official charged with enforcement of the Zoning Regulations, the Board may reverse or affirm in whole or part, or modify any order, requirement, or decision from which such appeal is made. Further, the Board shall make such order, requirement, or decision as in its opinion should be made in the matter, and shall have all of the powers of the officer from whom the appeal shall be filed within thirty (30) days of the order or decision unless otherwise stated.

**92.3 Variance:** A variance is not a personal exemption from the enforcement of the Zoning Regulations. It is the legal status granted to a certain parcel of realty without regard to ownership. Economic hardship of the individual such as financial loss or benefit is not a proper basis for a variance request. A variance from the terms of these Regulations shall not be granted by the Zoning Board of Appeals unless, and until, a written application for a variance is submitted in a form provided by the Board. The Board shall consider the following:

- a. That special conditions and circumstances exist which are peculiar to the land, structure or building involved and which are not applicable to other lands, structures or buildings in the same district;
- b. That literal interpretation of the provisions of these Regulations would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of these Regulations;
- c. That the special conditions and circumstances do not result from self-created actions of the applicant. Where the condition is due to one's own voluntary act, the Board is without the power to grant a variance;
- d. That granting the variance requested would not confer upon the applicant any special privilege that is denied by these Regulations, to other lands, structures or buildings in the same district; and,
- e. That granting the variance will not be harmful to the neighborhood and does not affect substantially the Town's Plan of Development or the spirit and intent of the Zoning Regulations.

**92.3.1 Findings and Conditions:** In granting or denying an application for any variance, the Board 1) shall grant the least variance required to relieve the undue hardship involved; and, 2) may impose conditions as are deemed necessary to maintain harmony with the neighborhood in accordance with the following criteria:

- a. Ingress and egress to the lot and to existing or proposed structures thereon with particular reference to automotive and pedestrian safety and convenience, traffic flow and control, and access in case of fire, emergency or catastrophe

- b. Off-street parking and loading areas where required, with particular attention to the items in (a) above, and the effects on property values, noise, glare or odor on adjoining lots
- c. Trash, storage and delivery areas with particular reference to the items in (a) and (b) above.
- d. Utilities, potable water, sanitary facilities and storm drainage with reference to locations, availability and compatibility.
- e. Screening and buffering with reference to type, dimensions and physical characteristics of the material.
- f. Materials to be used with respect to fire resistance and proximity to other buildings, and density of buildings in the neighborhood.
- g. Signs, if any, and exterior lighting with reference to brightness, glare, traffic safety, effect on property values, compatibility and harmony with other lots in the neighborhood.
- h. Require yards and other open space.
- i. General compatibility with lots in the same or abutting zoning districts.
- j. General compatibility with the Town Plan for land use.

**92.4 Special Exceptions:** (*entire Section revised 07/23/96*) The Zoning Board of Appeals is empowered to grant certain applications for Special Exception where specifically authorized, and to the extent permitted for certain uses of land, buildings or structures or other applications of property as provided in these Regulations. In granting or denying an application for any Special Exception, the Board shall specifically set forth the reasons for its decision in writing. In addition, the Board may modify the plan or proposal, and may impose such conditions as are deemed necessary to maintain harmony with the neighborhood so that neighboring properties shall not be substantially or permanently harmed. The Board shall act in an administrative capacity, and must determine whether the applicant's proposal satisfies the conditions set forth in these Regulations. The Board shall be guided by the following criteria:

- a. Adequate ingress and egress to the lot and to existing or proposed structures thereon with particular reference to automotive and pedestrian safety and convenience, traffic flow and control, and access in case of fire, emergency or catastrophe
- b. Adequate off-street parking and loading areas where required, with particular attention to the items in (a) above, and the effects on property values, noise, glare or odor on adjoining lots.
- c. Provision for trash, storage and delivery areas with particular reference to the items in (a) and (b) above.
- d. Adequate utilities, potable water, sanitary facilities, and storm drainage with reference to locations, availability and compatibility.
- e. Need and suitability of screening and buffering with reference to type dimensions and physical characteristics of the material.
- f. Appropriate materials to be used with respect to fire resistance and proximity to other buildings, and density of buildings in the neighborhood.

- g. Suitability of signs, if any, and exterior lighting with reference to brightness, glare, traffic safety, effect on property values, compatibility and harmony with other lots in the neighborhood.
- h. Required yards and other open space.
- i. General compatibility with lots in the same or abutting zoning districts.

**92.5** *Reserved for future use*

**92.6** **Process of Application:**

- a. Complete applications shall be filed with the Board in advance of the Board's regular meeting date. Applications shall be scheduled for a public hearing by the Board within sixty-five (65) days of receipt of the completed application.
- b. A public hearing shall be held on all applications before the Zoning Board of Appeals. All persons filing an appeal, variance, Special Exception, or certificate of approval request shall submit such application on forms provided by the Board. A fee shall be required upon application and as maybe specified by the Board of Selectmen.
- c. Four concurring votes of the Board shall be required for approval of any application before the Board. After the close of the public hearing, the Board shall render a decision within sixty-five (65) days, and said decision shall be published within fifteen (15) days, where upon a fifteen (15) day appeal period shall ensue.
- d. The approval shall become effective fifteen (15) days after the notice is published unless an appeal is filed with the court.
- e. Where an application is denied, an application requesting an identical action may not be considered for a period of twelve (12) months from the date of such denial

**92.7** **Time Limit:** After approval, the applicant shall have ninety (90) days to record the Notice of Action in the land records of the Town in the Town Clerk's Office. Failure to execute the approval plan within one year shall render the decision null and void, unless an extension is granted.

**92.8** **Extension:** Upon advance written notice by the applicant, the Board may grant up to two extensions for twelve (12) month periods on an approved variance, Special Exception, or motor vehicle location permit application by a simple vote provided no changes are involved (other than to make the plan more conforming with the Regulations for a variance).

**92.9** **Amendments:** Amendments to an approved plan shall require review and approval by the Board as for a new application (unless to make the proposal more conforming to the Regulations for a variance).

## **SECTION 93 – ZONING AMENDMENTS**

**93.1** These Regulations, including the zoning map which is a part hereof, may be established, amended or repealed by the Planning & Zoning Commission on its own initiative or on petition. Any amendments may be adopted only after due notice and public hearing as required for adoption of these Regulations. Any petition for amendment shall be accompanied by the following (*Revised June 23, 2011*):

93.1.1 For petitions concerning the text of these Regulations, sufficient copies of the existing and proposed text shall be submitted.

93.1.2 For petitions concerning the zoning map, two copies of a map, drawn to a scale of not less than 200 feet to the inch, covering the area of the proposed change and all areas within 500 feet of the proposed change, and showing for such area the existing and proposed zoning district boundary lines, the existing property lines and names of the current property owners from the records of the Windham Board of Assessors.

93.1.3 A petition fee as established by ordinance.

## **SECTION 94 – PENALTIES**

**94.1** Any person, firm or corporation who shall violate any provision of these Regulations shall be subject to penalties as provided in the General Statutes of the State of Connecticut.

## **SECTION 95 - VALIDITY, EFFECTIVE DATE AND REPEAL**

**95.1** The invalidism of any section, paragraph or provision of these Regulations shall not invalidate any other section, paragraph or provision thereof.

**95.2** These Regulations and any amendment thereto, shall be in full force and effect from the date established by the Planning & Zoning Commission in accordance with the General Statutes of the State of Connecticut. (*Revised June 23, 2011*)

**95.3** The Zoning Regulations of the City of Willimantic adopted on November 17, 1942, and all amendments thereto, and the Zoning Regulations of the Town of Windham adopted on April 20, 1972, and all amendments thereto, are hereby amended by striking all their provisions and substituting the foregoing regulations in lieu thereof. This amendment and compilation of the Regulations of the Town of Windham and the former City of Willimantic shall preserve all lawful non-conforming uses as heretofore existed, but shall not create any new non-conforming uses by the mere adoption of these amendments which are merely designed to reorganize and integrate the existing Regulations. The repeal of the above Regulations and all amendments thereto shall not affect or impair any act done, offense committed or right accruing, accrued or acquired or any liability, penalty, forfeiture or punishment incurred prior to the time such repeal took effect, but the same may be enjoyed, asserted, enforced, prosecuted or inflicted as fully and to the same extent as if such repeal had not been effected.

MANSFIELD

COVENTRY

COLUMBIA

LEBANON

WINDHAM

# Town of Windham Willimantic

## Service Area Zoning Map Desk Copy

### Effective July 16, 2014



- Notes:
- 1.) This Map is part of the Zoning Regulations of the Town of Windham, Connecticut.
  - 2.) Unless otherwise indicated, zoning district boundary lines are the center lines of streets and other public rights-of-way, the center lines of the channel of waterways or the right-of-way boundary of railroads, or extensions of these lines when indicated. (EXT.)
  - 3.) Where zoning district boundary lines are indicated as a particular distance from a street, such distance shall be measured from the right-of-way line of the street unless otherwise indicated.
  - 4.) A.) Map revised effective date August 18, 2011 to add C-4 Zone.  
B.) Map revised effective date November 15, 2012. Zoning district boundaries generally follow property lines, unless otherwise indicated.

NOTE: STREET LINES SHOWN ARE APPROXIMATE AND ARE NOT DRAWN TO ACTUAL SCALE.

Map created by the Windham Region Council of Governments,  
updated by Southeastern Connecticut Council of Governments, July, 2014



Legend					
B1 Downtown Business	B4 Health Care	M1 General Commercial / Industrial	R2 Residential	PDD1 Oak Forest Village-North Windham	NPR1 Neighborhood Preservation District
B1A Downtown Transition	C1 General Commercial	M2 Industrial	R3 Residential	PDD2 Art Space	NPR2 Neighborhood Preservation District
B2 General Business	C2 General Commercial	M3 Industrial	R4 Residential	PDD3 Cedarwoods	RL Reserved Land
B2A General Business	C2A General Commercial	M4 Industrial	R5 Residential	PDD4 Frog Bridge	IHZ_A_D
B3 Neighborhood Business	C4 North Windham East Commercial	R1 Residential	R6 Residential / Professional Office	PDD5 Windham Mills	