



TOWN OF OXFORD
S.B. Church Memorial Town Hall
486 Oxford Road, Oxford, Connecticut 06478-1298
www.Oxford-CT.gov

Planning and Zoning Commission

Planning & Zoning Commission

PUBLIC HEARING

Minutes

December 4, 2012
Main Meeting Room
S.B. Church Memorial Town Hall
486 Oxford Road, Oxford, CT 06478

Chairman Bill Johnson called the Public Hearing to order at 7:05 PM.

Present: Alternate Joe Dempsey, Alternate Joe Rasberry, Alternate Edna Cruz, Harold Cosgrove, Wayne Watt, Chairman Bill Johnson, Secretary Pat Cocchiarella and Tanya Carver.

Also Present: Anna Rycenga, ZEO, Town Planner, Brian Miller and Attorney Peter Olson.

Not Present: Jessica Pennell, Planning & Zoning Administrative Secretary.

Chairman Johnson welcomed the public and read an opening statement.

Chairman Bill Johnson read a statement of purpose.

Chairman Bill Johnson explained the Public Hearing process.

Anna Rycenga, ZEO read the Legal Notice and Press Release.

Town Planner, Brian Miller stated that the application the commission has before them, is based on private development, or set aside developments which would have a portion of the units affordable. He stated that it is not public housing, it is all privately developed. He commented that up to 70% of the units would be market rate and it is based on the requirements of Connecticut General Statute 8-30(g).

Town Planner, Brian Miller discussed briefly the requirements of Connecticut General Statute 8-30 (g). He stated that the area median income is \$81,250.00 which is important in these deliberations. He discussed the difference monetarily between affordable housing rentals and purchases.

Attorney Peter Olson stated that calculations that Town Planner, Brian Miller performed was based on formulas set forth by the Department of Economic & Community Development. He stated that the regulations before the Commission tonight are to address applications presented to the Commission under Connecticut General Statute 8-30 (g). He stated that they are called Affordable Housing Applications. He reiterated what Town Planner, Brian Miller stated regarding set aside developments.

Attorney Peter Olson stated that the Commission has previously had these types of applications before them and has denied them, and ended up in litigation. He explained that 8-30(g), when in litigation, puts the burden of proof on the Commission to support why they denied the application. He stated that there are very few issues where the public health and safety will outweigh the need for affordable housing.

Attorney Peter Olson stated that the purpose of the regulations tonight is fourfold; (1) being to start the process of creating a framework in the regulations to encourage the development of affordable housing. He stated that a short term goal is to reach the point where the Commission can request a moratorium on affordable housing. (2) is to provide a framework for the commission to review and receive these applications and to have and for the Commission to have certain design criteria relating to the site, the architecture of the buildings, amenities, and the roads. (3) to make sure that an affordable housing application is brought in under an adopted framework in the regulations for a Special Exception. (4) the point of the regulations is to enhance the application process.

Chairman Bill Johnson asked the public to state their comments at this time.

Laura Maksymiw, 150 Governor's Hill Road, stated that she has a bungalow on her property which could meet affordable housing.

David Stocker, 144 Punkup Road, thanked the commission for the work they have put into this ongoing process. He stated that he disagrees with housing in the commercial district, and having mixed use **causes the town to lose their tax base**.

Mary Ann Drayton-Rogers, 95 Good Hill Road, applauded the Commission on the regulations. She stated that affordable housing has three purposes, (1) provide housing for certain income criteria, (2) to protect the town and residents and (3), must be built within close proximity of sewer and water lines. She stated that there a couple of sections that she would like to see clarified, the sections are 9.3, 9.4B, and 9.7B.

Dorothy Peeble-Pelly, 40 Little Punkup Road, stated that she has several concerns. She stated that the commission will have clear parameters, and that this town would make out a specific plan that there would be affordable housing with specific parameters which would not change the character of the town. She commented that residents need to know if they would be put into a hardship because of regulation changes.

Paula Guillet, 175 Good Hill Road, thanked the commission for their work and supports strict regulations. She commented that from an education standpoint, building schools is very costly. She stated that enrollment is at peak currently in the schools, and Connecticut is a fast growing town. She commented that she would like the character and history of the town considered as well as the protection of natural resources.

Fran Teodosio, 111 Great Hill Road & 481 Oxford Road, stated that both of his properties are areas being considered for affordable housing, therefore he is speak from a personal and professional standpoint. He commented that he has dealt with 8-30(g) in town, and during that time, he asked that as the commission drafts the regulations, the concern is that wherever the regulations allow a change in zoning, the impact on existing properties and neighborhoods when preparing the draft regulations. He noted concerns with sections, 9.1, paragraph two, 9.3.1 and 9.4.5.

Dave McKane, 11 Tram Drive, stated that he agrees about concerns with sections, 9.1, paragraph two. He thanked the commission for their work on the regulations but they don't protect the town. He also questioned how they fit in with the Plan of Development. He commented that the regulations are not detailed enough and should address some things more specifically. He also questioned the fee for professional consultants.

Ann Krane, 411 Mulligan Drive, noted Section 9.4.7, Item e, and stated that she suggests that two entrances be required on any subdivision. Also same section, Item h, is a quality of life issue; she stated that a recreation area should be required. She stated that she is not opposed to mixed use.

Chairman Bill Johnson made comments that the commission has drafted the regulations to encourage builders to want to work with the town and commission on affordable housing projects.

Anna Rycenga, ZEO presented her comments to the commission. (SEE ATTACHMENT A)

Secretary Pat Cocchiarella either read or noted the following correspondence:

- (a) Response by HVCEO to Referral of Proposed Zone Change or Subdivision dated 11/6/2012
- (b) Letter dated 12/4/2012 from GBRC from Brian Bidolli
Re: Zoning Text Amendment, New Section, Affordable Housing Applications
- (c) Staff Referral Report from Samuel Gold, AICP – Council of Governments of the Central Naugatuck Valley dated 11/16/2012.
- (d) Letter dated 11/28/2012 from the Valley Council of Governments, Regional Planning Commission
Re: Proposed Amendment to the Zoning Regulations, Article 10, Section 9, Affordable Housing Applications.

Attorney Peter Olson went over all the potential changes and revisions to the draft affordable housing applications regulations.

Chairman Bill Johnson questioned the public if they had any further comments.

Dave McKane questioned the water and sewer issue, why can't the commission require that they have water and sewer if it is over a certain amount of units.

Chairman Bill Johnson stated that it is not required, but it is addressed through the health and safety issue.

Dave Mckane questioned if the regulations were based on consultations with other towns.

Chairman Bill Johnson stated that other towns were examined for ideas with the help of Attorney Peter Olson.

First Selectman George Temple stated that it is up to the town to try to meet the requirements of the law while keeping Oxford's rural character. He stated that this can be governed through regulations and he supports the efforts of the Planning & Zoning Commission and Attorney Peter Olson.

David Stocker questioned if the commission addressed the build out, if they have to build in sequence.

Chairman Bill Johnson stated they have to build two market rate homes for each affordable and no building permit is issued for the fourth home unless that happens.

Attorney Peter Olson stated that it is addressed in 9.4.3.

Mary Ann Drayton-Rogers stated that many excellent comments came up, and especially one from **Anna Rycenga, ZEO**.

Laura Maksymiw questioned what happens to those who have homes or accessory apartments that are already built.

Chairman Bill Johnson stated that there may be further regulations that address in-law and accessory apartments.

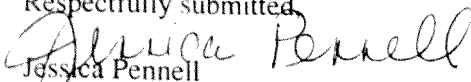
Harold Cosgrove thanked Anna Rycenga, ZEO, and stated that she did a great job.

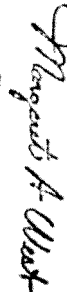
Alternate Joe Dempsey questioned if Town Planner, Brian Miller would be preparing a sheet with all the number and figures that he spoke of this evening.

Town Planner, Brian Miller stated that he would do that, with consent of the Commission.

Chairman Bill Johnson moved to **continue** this Public Hearing to **December 18, 2012 at 7:00 PM**; it would be a Special Meeting with no public comment. **Second by Wayne Watt. All Ayes.**

Respectfully submitted,


Jessica Pennell
Administrative Secretary
Planning & Zoning Commission

12 DEC 14 PM 3:28
TOWN OF OXFORD, CT

TOWN CLERK

ARTICLE 10 - SPECIAL EXCEPTIONS

Section 9- Affordable Housing Applications

9.1 Statement of Purpose

The Town of Oxford is a small, historically rural town that has in recent years experienced rapid growth. The Town has a number of large, undeveloped parcels of land which are attractive for higher density residential development. A new, state of the art, high school, major industrial development, infrastructure improvements, a golf course and a busy airport, and numerous recreational parks have made the Town an attractive development option.

Despite the recent residential development activity, the 2011 Affordable Housing Appeals List promulgated by the State of Connecticut Department of Economic and Community Development, shows that the Town has 4,746 total housing units, of which just 45, or 0.95%, are considered "affordable" under the criteria of General Statutes § 8-30g.

The Planning & Zoning Commission hereby recognizes that there is a need to increase affordable housing in the Town, to provide housing for our senior and workforce populations, and housing that is attractive to and affordable by young adults. However, it is important that all housing, including affordable housing, be developed in a manner which is consistent with the character and history of the Town, and is guided in a manner which is beneficial to all residents of the Town.

Accordingly, the Planning & Zoning Commission hereby adopts the following policies concerning affordable housing:

1. The Commission is committed to providing frameworks within these Regulations to encourage property owners and developers to seek out opportunities to provide affordable housing and increase the availability of affordable housing in the Town;
2. In order to manage growth at a reasonable rate, the Commission is committed to the approval, construction and completion of sufficient affordable housing units to qualify for a moratorium under the provisions of General Statutes § 8-30g, and will provide such assistance as may be needed to achieve this goal; and
3. In order to ensure that applications submitted under General Statutes § 8-30g result in safe, desirable communities, such applications shall be reviewed by the Commission, subject to the provisions of this Article and Section.

Accordingly, to implement the policies of this section, the Commission hereby adopts the provisions set forth herein concerning applications under General Statutes § 8-30g.

Comment [a1]: Is this an "overlay zone". If so, it must be defined in definitions and which will prevail...the overlay zone or underlying zone. I would assume underlying zone. However, it should be addressed if it is an overlay zone.

Overlay Zone: A regulatory tool that creates a special zoning district, placed over an existing base zone(s), which identifies special provisions in addition to those in the underlying base zone.

Comment [a2]: Density Bonus is not mentioned or defined.

Shall we add?

9.2 Definitions.

9.2.1 As used in this Section, the term "Affordable Housing Application" shall be as set forth in Connecticut General Statutes § 8-30g.

9.2.2 As used in this Section, the term "Affordable Housing Development" shall be as set forth in Connecticut General Statutes § 8-30g.

9.2.3 As used in this Section, the term "Set-Aside Development" shall be as set forth in Connecticut General Statutes § 8-30g, as amended, meaning "a development in which not less than thirty per cent of the dwelling units will be conveyed by deeds containing covenants or restrictions which shall require that, for at least forty years after the initial occupation of the proposed development, such dwelling units shall be sold or rented at, or below, prices which will preserve the units as housing for which persons and families pay thirty per cent or less of their annual income, where such income is less than or equal to eighty per cent of the median income. In a set-aside development, of the dwelling units conveyed by deeds containing covenants or restrictions, a number of dwelling units equal to not less than fifteen per cent of all dwelling units in the development shall be sold or rented to persons and families whose income is less than or equal to sixty per cent of the median income and the remainder of the dwelling units conveyed by deeds containing covenants or restrictions shall be sold or rented to persons and families whose income is less than or equal to eighty per cent of the median income."

9.2.4 As used in this Section, the term "Affordable Unit" shall mean a dwelling unit in a Set-Aside Development which is designated to be conveyed subject to deed restrictions concerning the sales or rental price of the unit.

9.2.5 As used in this Section, the term "Market Rate Unit" shall mean a dwelling unit in a Set-Aside Development which is designated to be conveyed not subject to any deed restrictions concerning the sales or rental price of the unit.

9.3 Applicable Zoning Districts

9.3.1 Affordable Housing Developments shall be permitted by Special Exception only in the following zoning districts:

- a. Residence District A
- b. Commercial District
- c. Route 67 Office Professional District

Comment [a3]: ADD additional housing term definitions for the following:
(See attached word document)

Adjusted Gross Income
Area Median Income (AMI)
Covenant or Restriction
Density Bonus
Fair Housing
Housing Affordability
Market Rate
Overlay Zone?
Set Aside Development
State Median Income (SMI)
Subsidized Unit

d. Oxford Center District

9.3.2 Notwithstanding any other provision of these Regulations, Affordable Housing Developments shall be not be permitted in the following zoning districts:

a. Industrial District

b. Corporate Business Park District

c. High Technology Industrial District

Comment [a4]: Do we want to mention this zone as the Town of Oxford P&Z lost in court to Garden Homes? It will be in that zone.

94 Affordable Housing Development Design and Construction Standards

In order to further substantial public interests in health and safety, and to ensure that the legal requirements provided by Connecticut General Statutes § 8-30g are met, the Commission has determined that in addition to any other requirement of these Regulations, Affordable Housing Developments shall comply with the following design and construction standards:

9.4.1 In a Set-Aside Development, Affordable Units and Market Rate Units shall be of comparable size and workmanship. For purposes of this section, the term comparable size shall mean that

- a. The gross square footage of each Affordable Unit shall be no less than 75% of the average size of all Market Rate Units, and
- b. the number of bedrooms in each Affordable Unit shall be no less than the average number of bedrooms provided in all Market Rate Units, rounded up to the nearest whole number, minus one (1) bedroom.

9.4.2 In a Set-Aside Development, no more than two (2) units which are designated as Affordable Units may be located adjacent to each other on the same street, road, driveway or cul-de-sac.

9.4.3 In a Set-Aside Development, Affordable Units and Market Rate Units shall be constructed at a ratio of 2 Market Rate Units for each Affordable Unit. Affordable Units for persons earning 80% of the median income shall be constructed alternately with those for persons earning 60% of the median income. No building permits may be issued for Market Rate Units, or for structures containing more than one Market Rate Unit, if the ratio of building permits issued for Market Rate Units would exceed the ratio stated in this section. No certificate of occupancy may be issued for Market Rate Units, if the ratio of certificates of occupancy issued for Market Rate Units would exceed the ratio

Comment [a5]: It is mentioned median income everywhere. I suggest we change to "Area Median Income or State Median Income" whichever is less. Also, to define "area" as to which town it covers for "Area Median Income"

(Areas: Middlebury, Naugatuck, Beacon Falls, Seymour, Shelton, Monroe, Newtown and Southbury).

Comment [a6]: ADD 9.4.3 a

Foundation Surveys in accordance with Article 3 Section 32

Define again possibly?

stated in this section. The requirements of this section shall apply to the issuance of zoning permits and zoning certificates of compliance.

- 9.4.4 No certificate of occupancy may be issued for any Unit unless (a) the driveway serving that unit has been paved with the final course of pavement and (b) all grass and landscape plantings for that Unit have been installed. The requirements of this section shall apply to the issuance of zoning permits and zoning certificates of compliance. Notwithstanding the provisions of this subsection, the Commission may, in its sole discretion and for good cause shown, accept a cash bond for completion of the items in this section, in the amount of 150% of the cost estimated by the Town Engineer to complete such items.

Comment [a7]: Change to "compliance"

- 9.4.5 Site Selection. In order to meet the policies set forth in Section 9.1 to provide for safe and desirable communities, the Commission hereby sets forth the following criteria to be used for site selection for an application under General Statutes § 8-30g:

Comment [a8]: ADD
And or Zoning Enforcement Official.

You are dealing with 2 issues here. One is the performance bond and the other is certificate of compliance. They should be separated.

ZEO will explain at meeting.

- a. The site should not be in an area in which the Day-Night Average Noise Level (DNL) metric, as adopted by the Federal Aviation Administration, exceeds 65 db; and
- b. The site should not be in the Runway Protection Zone, (Approach) or (Departure), for the Waterbury-Oxford Airport (OXC);

9.4.6 Architectural Features

In a Set-Aside Development, Affordable Units and Market Rate Units shall comply with the following architectural features:

- a. Garages shall be restricted so that they may not be converted to living space of any kind;
- b. All housing units shall provide two parking spaces in a garage;
- c. Basements shall be restricted so that they may not be converted into bedrooms;
- d. All rooms shall be designated as to their principal use, and any room not designated as a bedroom shall not be converted to a bedroom;
- e. The architectural designs for all housing unit types shall be referred to the Architectural Review Committee for comment;

Comment [a9]: ADD habitable before living

(Building CODE does not define living space.).

Comment [a10]: ADD and kitchens;

Comment [a11]: ADD (advisory board)

9.4.7 Site Development Features

Where a Set-Aside Development does not provide for a subdivision into individual lots for each unit, the project shall comply with the following requirements:

- a. Affordable Units and Market Rate Units shall not be assigned any limited common elements consisting solely of land;
- b. The common interest community documents, rules and regulations shall provide that units may not be physically expanded;
- c. The common interest community documents, rules and regulations shall provide that the number of bedrooms provided in the architectural plans shall not be increased;
- d. All proposed outdoor lighting shall be downward directed, and shall measure zero (0) lumens at all property lines;
- e. All developments proposing more than 40 housing units shall provide for two primary, non-emergency entrances for vehicles. Such entrances shall not be on streets which are part of the same dead end road system. The Commission may apply the requirements of this subsection to developments proposing less than forty (40) housing units, or waive the requirements of this subsection for developments proposing more than forty (40) housing units, if the Commission determines, in its discretion, that there are site specific constraints which require the application or waiver of these requirements.
- f. The development plan shall not provide for any accessory buildings;
- g. The development plan shall not provide for, nor permit, any swimming pools;
- h. The development plan shall provide for a play area or playground;
- i. The development plan shall provide for at least one school bus stop with a sheltered waiting area and an area for temporary parking;
- j. All roads in the community shall be private roads and shall provide for curbing where necessary for management of stormwater;
- k. All roads shall have a sidewalk on at least one side of the street;

Comment [a12]: ADD

No extension of foundation or added footprints after issuance of a Certificate of Compliance.

Comment [a13]: ADD a note...an exception is a community pool?

What if they propose a community building with a pool?

Just a thought.

Comment [a14]: ADD covered or roof

Comment [a15]: Zoning Regulations DO NOT define sidewalks. Shall we add definition and construction standards?

1. All utilities shall be located underground;

Comment [a16]: ADD m

Mention Contiguous Dry Land?

If so, how much of the land must be contiguous dry?

95 Conceptual Site Plan

9.5.1 Together with the submission of an Affordable Housing Application which proposes to amend the Zoning Regulations or Zoning Map of the Town of Oxford, the Applicant shall submit a Conceptual Site Plan for review by the Commission. The Conceptual Site Plan should contain the following information:

a. Conceptual Site Plan at a scale of one inch equals 100 feet showing the following:

- (i) Boundaries of the parcel;
- (ii) General topography highlighting areas exceeding identified in Section 20.2 of these Regulations, inland wetlands and watercourses, flood hazard areas, heavily wooded areas and other significant natural or man-made features of the land;
- (iii) Proposed location of all units and structures; and
- (iv) Proposed roads, driveways and parking areas.

b. A Narrative to accompany the Conceptual Site Plan describing:

- (i) Proposed total number of residential units;
- (ii) Proposed total number of affordable units and the affordability levels of the affordable units;
- (iii) The proposed size and/or number of bedrooms of the market rate units, and the different levels of affordable units;
- (iv) Proposed method of water supply;
- (v) Proposed method of sanitary waste disposal; and
- (vi) Proposed construction sequence.

Comment [a17]: ADD and usage and capacity.

Comment [a18]: ADD and capacity.

c. A Statement describing (a) the manner in which the Application does not meet the existing zoning regulations and (b) if a new zoning district is proposed, why the existing zoning districts in the Regulations cannot be used for the Application.

9.5.2 The Commission strongly encourages any person who intends to submit an Affordable Housing Application to submit a Conceptual Plan as described in this section for review by the Commission, before making any formal applications. There shall be no fee for informal review of a Conceptual Plan. The Commission shall review any Conceptual Plans at a regular or special meeting of the Commission, and may accept public comment thereon, but shall not hold a public hearing on the Conceptual Plan.

Comment [a19]: ADD

Preapplication before conceptual

This pre-application review is being held at the applicant's request in accordance with Connecticut General Statutes (Sec. 7-159b). Therefore, any comments, thoughts, ideas, or opinions provided by Commission members are non-binding in all respects. Specifically, (Sec. 7-159b) of the Connecticut General Statutes notes that a "Pre-application review and any results or information obtained from it may not be appealed under any provision of the general statutes, and shall not be binding on the applicant or any authority, commission, department, agency or other official having jurisdiction to review the proposed project."

96 Application Requirements

9.6.1 Notwithstanding any other provision of these Regulations, any proposed Affordable Housing Development shall be reviewed by the Commission only in connection with an Affordable Housing Application.

9.6.2 In addition to all other submissions and information required in all applicable sections of the Oxford Zoning Regulations, an Affordable Housing Application shall require the following submissions:

- a. An Application for Special Exception, together with all materials and information required by Article 10 of these Regulations;
- b. An Application for Site Plan, together with all materials and information required by Article 11 of these Regulations;
- c. An accurate survey of the property which meets the criteria for horizontal accuracy of a "Class A-2" property survey and the standards for accuracy of a "Class T-2" topographic survey, as defined by the Regulations of Connecticut Agencies (Section 20-300b-1 et seq., General Statutes as amended). Such survey shall bear the seal, signature and license number of a land surveyor licensed in Connecticut, together with a certification that the data is "substantially correct" in accordance with the cited criteria. The cited survey shall be the basis for each of the required maps and plans.
- d. A traffic study as set forth in Article 10, Section 1.2, with the following additional criteria:
 - (i) the traffic counts upon which the study is based shall be performed within three (3) months of the date of application;
 - (ii) the traffic study shall analyze all intersections relevant to the site access drives, and such other intersections as the Commission may determine are appropriate;

Comment [a20]: ADD

Live and or embossed seal

Comment [a21]: CHANGE to
Traffic Impact Study (TIS)

Comment [a22]: ADD

Impact

Comment [a23]: ADD

Transporation aspects of site planning but are not limited to, analysis of the traffic impacts of the development, the adequacy of the access drives and the suitability of the on-site circulation and parking.

Comment [a24]: ADD

, and any other issues

(iii) the dates of the year and times of day at which the traffic counts are performed shall be appropriate for the community in locale of the project site.

e. A Narrative describing the following:

- (i) Proposed total number of residential units;
- (ii) Proposed total number of affordable units and the affordability levels of the affordable units;
- (iii) The proposed size and/or number of bedrooms of the market rate units, and the different levels of affordable units;
- (iv) Proposed method of water supply;
- (v) Proposed method of sanitary waste disposal; and
- (vi) Proposed construction sequence.

f. Sample floor plans for each proposed unit style, including a designation of the principal use for each room;

g. A community lighting plan;

h. A draft of any proposed zone text amendments required by the Application, together with a Statement describing (a) the manner in which the Application does not meet the existing zoning regulations and (b) if a new zoning district is proposed, why the existing zoning districts in the Regulations cannot be used for the Application.

i. An Affordability Plan which meets the criteria stated in Connecticut General Statutes § 8-30g (b) (2) and Connecticut Agencies Regulations § 8-30g-7, as amended.

j. Draft deeds, conditions of approval, restrictive covenants or lease provisions that will govern the affordable dwelling units.

9.7 Administration of Affordable Housing Developments

A. Where units are offered for sale, the Affordability Plan shall provide that the Applicant, or its designee, shall be responsible for ensuring that the requirements of the

Comment [a25]: ADD iv

A full-blown TIS report should, at the minimum, address the following:

- State the purpose and scope of the report and identify the study area of the project.

- State all assumptions used in analysis and make reference to and/or include all supporting documents used to prepare the report.
- Describe, in detail, proposed land use type(s) and size(s).
- Identify number, location and type of proposed access drive(s) to the development site.
- Evaluate intersection sightline distances from proposed driveways.
- Provide a detailed summary of data collection efforts and results.
- Estimate number of trips generated by the development site.
- Identify most critical analysis period.
- Determine anticipated directional distribution of site-generated traffic.
- Intersection assignment of site traffic including through and turning movements.
- Internal circulation of site traffic and parking.
- Need for turning lanes or bypass options at proposed driveway location(s).
- Traffic control needs and warrants.
- Determine anticipated future non-site (background) traffic volumes.
- Identify other "nearby approved" developments within the study area.
- Evaluate "existing + site + nearby approved developments" traffic operating conditions to assess cumulative impact of traffic for pre-specified target year.
- Recommend on-site and/or off-site road improvements for each traffic conditions separately (i.e. "existing", "existing + site", "existing + site + nearby approved developments", and "future long-term").
- It is useful to address percent contribution to off-site road improvements by individual development sites (i.e. proposed and other nearby development site), based on number of new trips each and every one of these development sites generate and add to adjacent street network primarily during critical peak-hour.
- Include findings and recommendations (... [1])

Comment [a26]: ADD v

The report shall be sealed and signed by a registered Professional Engineer in CT preferably a certified Professional Traffic Operations Engineer with expertise in transportation and traffic engineering.

Comment [a27]: ADD vii Zoning Chart

Comment [a28]: ADD street

Comment [a29]: ADD Sedimentation and Erosion Control Plan

Affordability Plan are met for the initial sale of each unit, and shall be responsible for the payment of all expenses associated therewith. Copies of all documents necessary to ensure compliance with the median income requirements shall be provided to the Commission's designee.

- B. The Commission may designate a person to review each subsequent transfer to ensure compliance with the requirements of the Affordability Plan. The Affordability Plan and the deed to each unit shall provide that the costs for review shall be borne by the Seller of the unit.
- C. Where units are offered for rent, the Affordability Plan shall provide that the Applicant, or its designee, shall be responsible for ensuring that the requirements of the Affordability Plan are met for each rental of each unit, and shall be responsible for the payment of all expenses associated therewith. Copies of all documents necessary to ensure compliance with the median income requirements shall be provided to the Commission's designee.

Comment [a30]: ADD

Annual review and certification to the Commission that the selected household actually resides in the dwelling unit and the annual income.

Also, for units that are sold or resold do not exceed the maximum purchase price as calculated in a manner consistent with the methodology housing payment calculations in set-aside developments outlined in Section 8-30g-8 of the CGS as adjusted for family size.

Also, units that are rented shall not exceed the maximum monthly rent as calculated in a manner consistent with the methodology housing payment calculations in set-aside developments outlined in Section 8-30g-8 of the CGS as adjusted for family size.

Just a thought.

Comment [a31]: ADD

What about identifying the property manager who will be responsible for program administration?

Comment [a32R31]: ADD a section

Appendix A

Section 8-30g and as amended.

Just a thought. I see a lot of municipalities do this.

ADD iv

A full-blown TIS report should, at the minimum, address the following:

- State the purpose and scope of the report and identify the study area of the project.
- State all assumptions used in analysis and make reference to and/or include all supporting documents used to prepare the report.
- Describe, in detail, proposed land use type(s) and size(s).
- Identify number, location and type of proposed access drive(s) to the development site.
- Evaluate intersection sightline distances from proposed driveways.
- Provide a detailed summary of data collection efforts and results.
- Estimate number of trips generated by the development site.
- Identify most critical analysis period.
- Determine anticipated directional distribution of site-generated traffic.
- Intersection assignment of site traffic including through and turning movements.
- Internal circulation of site traffic and parking
- Need for turning lanes or bypass options at proposed driveway location(s)
- Traffic control needs and warrants
- Determine anticipated future non-site (background) traffic volumes.
- Identify other “nearby approved” developments within the study area.
- Evaluate “existing + site + nearby approved developments” traffic operating conditions to assess cumulative impact of traffic for pre-specified target year.
- Recommend on-site and/or off-site road improvements for each traffic conditions separately (i.e. “existing”, “existing + site”, “existing + site + nearby approved developments”, and “future long-term”).
- It is useful to address percent contribution to off-site road improvements by individual development sites (i.e. proposed and other nearby development site), based on number of

new trips each and every one of these development sites generate and add to adjacent street network primarily during critical peak-hour.

- Include findings and recommendations using nontechnical terminology to help public officials with their decision making.