

PLANNING AND ZONING COMMISSION  
AGENDA  
REGULAR MEETING – VIRTUAL  
January 23, 2024 at 7:00 P.M.

RECEIVED

2024 JAN 18 P 4:40  
J. L. Asst.  
HEBRON TOWN CLERK

Planning and Zoning Commission  
Jan 23, 2024, 7:30 – 10:30 PM (America/New\_York)

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**REGULAR MEETING**

- I. Call to Order / Roll Call
- II. Approval of Minutes
  - A. December 12, 2023 Public Hearing/Regular Meeting
  - B. January 9, 2024 Regular Meeting
- III. Recognition of Guests / Public Comments (non-Agenda items)
- IV. Action on Pending Applications
  - A. **Petition 2023-10** – Petition of Roderic A. McCorrison to create a five (5) lot resubdivision of a 26.98-acre split lot owned by David G. Ellenberg, Parcel #12-18 Church St, Neighborhood Commercial and Residence-1 District – *Public Hearing Tentatively Scheduled for February 13, 2024*
  - B. **Petition 2024-01 and 2024-02** – Petition of Town of Hebron to construct a pedestrian bridge and sidewalk connection between the Douglas Library of Hebron and Pendleton Drive. Application is filed pursuant to Sections 3.A.3.4.1 and 3.B.2.5.1 of the Hebron Zoning Regulations, Hebron Green and Main Street Districts – *Public Hearing Tentatively Scheduled for March 12, 2024*
- V. Old Business – No Old Business

**PLANNING AND ZONING COMMISSION**  
**AGENDA (CONT.)**  
**REGULAR MEETING - VIRTUAL**  
**January 23, 2024 at 7:00 P.M.**

VI. New Business

A. New Applications – *No New Applications*

B. Set Public Hearing Date

C. Other New Business

1. Workshop Discussion: 2024 Plan of Conservation and Development

i. Review Section 4. Municipal Infrastructure

2. Request for interpretation of provisions related to Accessory Apartments

VII. Correspondence – *No New Correspondence*

VIII. Public Comment (non-Public Hearing applications)

IX. Adjournment

Next Meeting:           February 13, 2024 Public Hearing (*Tentative*) / Regular Meeting  
                                  February 27, 2024 Regular Meeting / Workshop

RECEIVED

2024 JAN -8 A 8:27

*DL, Asst.*  
HEBRON TOWN CLERK

**PLANNING AND ZONING COMMISSION  
MINUTES  
ORGANIZATIONAL MEETING/ PUBLIC HEARING/ REGULAR MEETING  
VIRTUAL  
December 12, 2023 at 7:00 P.M.**

Members Present: N. Wood, F. Zitkus, D. Sousa, J. Fodaski

Alternate Members Present: T. McManus, B. Franzese

Members Absent: D. Garner

Staff: Matt Bordeaux- Town Planner

**ORGANIZATIONAL MEETING**

**Call to Order:** N. Wood called the meeting to order at 7:01pm.

N. Wood sat T. McManus as a voting member in place of D. Garner.

**I. Election of Officers:**

**Chairperson:**

N. Wood called for nominations for Chairperson:

T. McManus nominated N. Wood for Chair

D. Sousa nominated F. Zitkus for Chair

**The motion to close nominations for Chairperson was made by T. McManus, seconded by J. Fodaski; the motion passed unanimously.**

Vote on Natalie Wood as Chairperson:

N. Wood- Aye

T. McManus- Aye

D. Sousa- Abstain

F. Zitkus- Abstain

J. Fodaski- Abstain

Vote on Frank Zitkus as Chairperson:

F. Zitkus- Aye

D. Sousa- Aye

J. Fodaski- Aye

N. Wood- Abstain

**The Chairmanship goes to Frank Zitkus.**

**Vice Chairperson:**

F. Zitkus called for nominations for Vice Chairperson:

F. Zitkus nominated N. Wood for Vice Chair, seconded by J. Fodaski.

**The motion to close nominations for Vice Chairperson was made by N.Wood, seconded by D. Sousa; the motion passed unanimously.**

Vote on Natalie Wood as Vice Chairperson:

F. Zitkus- Aye  
N. Wood- Aye  
D. Sousa- Aye  
J. Fodaski- Aye  
T. McManus- Aye

**The Vice Chairmanship goes to Natalie Wood.**

**Secretary:**

F. Zitkus called for nominations for Secretary:  
F. Zitkus nominated D. Sousa for Secretary, seconded by J. Fodaski.

**The motion to close nominations for Secretary was made by N. Wood, seconded by T. McManus; the motion passed unanimously.**

Vote on David Sousa as Secretary:

F. Zitkus- Aye  
N. Wood- Aye  
D. Sousa- Aye  
J. Fodaski- Aye  
T. McManus- Aye

**Secretary position goes to David Sousa.**

**II. Review of By-Laws:** According to the PZC by-laws they should be reviewed annually.

**The motion to postpone the discussion on the review of the by-laws until the January 9, 2024 meeting was made by D. Sousa, seconded by J. Fodaski; the motion passed unanimously.**

**PUBLIC HEARING**

**I. Petition 2023-09 – Petition of the Hebron Planning and Zoning Commission to amend the Hebron Zoning Regulations Sections 3.C and 3.F to permit Family and Group Child Care Homes as accessory to residential uses in accordance with Connecticut Public Act 23-142.**

D. Sousa read the Legal Notice into record:

LEGAL NOTICE OF ACTIONS  
PLANNING AND ZONING COMMISSION  
HEBRON, CONNECTICUT

The Hebron Planning and Zoning Commission took the following actions at their Regular Meeting, which was held on Tuesday, December 12, 2023, at 7:00pm on the following: Petition 2023-09 - Petition of the Hebron Planning and Zoning Commission to amend the Hebron Zoning Regulations Sections 3.C and 3.F to permit Family and Group Child Care Homes as accessory to residential uses in accordance with Connecticut Public Act 23-142.

The Connecticut Public Act 23-142 "An Act Concerning Certain Protections for Group and Family Child Care Homes" amends Section 8-3j of the Connecticut General Statutes and requires a municipality's chief executive officer to submit a sworn statement that the municipality's zoning ordinances (regulations) are in compliance with the Public Act. Following a review of Hebron Zoning Regulations, amended language that would satisfy the directive was considered by the Planning and Zoning Commission. Town staff was subsequently advised to prepare an application and a public hearing was scheduled for December 12, 2023.

The application was referred to the Capitol Region Council of Governments with a finding of "no apparent conflict with regional plans and policies or the concerns of neighboring towns" on December 1st.

CT Public Act 23-142 states that "No zoning regulation shall treat any family child care home or group child care home, located in a residence and licensed by the Office of Early Childhood..., in a manner different from single or multifamily dwellings." Section 9.C. contains a special section dedicated to "Day Care-Related Terms". This section makes clear the differences between group and family child care homes, as well as the difference between care homes and care centers. The definitions are substantially consistent with State Statutes Section 19a-77 and because Public Act 23-142 did not make any changes to these terms, the Regulations remain compliant with State laws.

Section 2.D.8. Day Care of the Hebron Zoning Regulations addresses family and group child care homes in residential zones as follows:

- Family child care home when accessory to a residential use – No Zoning Permit Req'd –
- Group child care home when accessory to a residential use – Zoning Permit (staff) – Day care center – per 2.G.4.

No changes to provisions regulating Residential Districts are required for compliance with the Public Act.

Each of the business districts include a different set of principal and accessory uses based on the purpose and character of the district. The provisions applicable to the Hebron Green, Main Street, Neighborhood Convenience and Amston Village Districts include accessory uses and structures which are customary subordinate, and incidental to a principal residential uses permitted as provided in Section 2.D. As Section 2.D. includes Family and Group child care homes when accessory to a residential use, the provisions of these zones are therefore compliant with the Public Act.

#### **Proposed Amendments:**

**Village Square** – Single-family uses are permitted in the VS District subject to Special Permit. None currently exist. There are no provisions that speak to uses or structures accessory to residential uses, therefore the following amendment is proposed.

Section 3.C.2.4.9. was drafted to permit “Uses and structures which are customary, subordinate, and incidental to a principal residential use as provided in Section 2.D.” Commercial Technology – Single-family residential uses are not permitted in this district, however single-family uses do exist in this zone. There is no reference to accessory uses as provided in Section 2.D. The following language is proposed to be added to Section 3.F.3. “Accessory Uses and Structures”.

“Uses and structures which are customary, subordinate, and incidental to a permitted residential use are permitted as provided in Section 2.D.”

The proposed amendments would bring the provisions applicable to the Village District and Commercial Technology District into compliance with the Public Act.

F. Zitkus opened up the floor to questions/ comments from the Commission. There were none.

F. Zitkus opened up the floor to questions/ comments from the Public. There were none.

The Public Hearing was closed at 7:27pm.

## **REGULAR MEETING**

**I. Call to Order / Roll Call:** F. Zitkus called the Regular Meeting to order at 7:27pm. Members remain the same as the prior roll call.

F. Zitkus sat T. McManus as a voting member in place of D. Garner.

## **II. Approval of Minutes:**

**The motion to add the Approval of the October 24, 2023 Regular meeting minutes to the agenda was made by N. Wood, seconded by D. Sousa; the motion passed unanimously.**

### **A. November 14, 2023 Regular Meeting:**

Corrections:

Page 3: should read, “run out zones”.

Page 5: second to last sentence should read, “T. McManus objects to these courts being placed here because they will be closed to the public twice a day for pick up/drop off. Closes to the public due to intermittent use by the school will pose a safety hazard with the parking lot being so close to the school.”

Page 5: third to last sentence should read, “will *not* be distracting students”.

**The motion to accept the November 14, 2023 Regular Meeting minutes as amended was made by N. Wood, seconded by T. McManus; the motion passed unanimously.**

### **B. October 24, 2023 Regular Meeting:**

Corrections:

Page 2: Second to the last line should read “elevation”

Add “ F.Zitkus sat T. McManus as a voting member in place of N. Wood” on all Public Hearing/ Regular Meetings Minutes.

Add in: "F. Zitkus stated that not acting on this matter is not an option; there is a need to act on this matter before the 12/31/23 moratorium expires; that Hebron has not received any interest in cannabis establishments to date; that state laws pertaining to cannabis are still evolving; and a future PZC can revisit this matter at any time or react to an application if one were to be received."

"Reasons: To delete existing section 6D, Moratorium on Cannabis Establishments and, per CT PA 21-1, allow municipalities to prohibit cannabis establishments in lieu of permitting them."

**The motion to accept the October 24, 2023 Regular meeting minutes as amended was made by T. McManus, seconded by D. Sousa; the motion passed unanimously.**

**III. Recognition of Guests / Public Comments (non-Agenda items):** None

#### **IV. Action on Pending Applications:**

##### **A. Petition 2023-04 – Petition of the Hebron Board of Education to install a new playscape at 580 Gilead Street, Residence-1 District.**

M. Bordeaux has spoken with the BOE on how to move forward with this project. As there is no accessible route to the proposed playground area, and no solution for that, they will need to look at another location or modify the proposal. There is no status update as of now.

##### **B. Petition 2023-09 – Petition of the Hebron Planning and Zoning Commission to amend the Hebron Zoning Regulations Sections 3.C and 3.F to permit Family and Group Child Care Homes as accessory to residential uses in accordance with Connecticut Public Act 23-142.**

The proposed amendments would bring the provisions applicable to the Village District and Commercial Technology District into compliance with the Public Act.

**The motion to approve the proposed changes to Hebron Zoning Regulations Sections 3.C and 3.F to permit Family and Group Child Care Homes as accessory to residential uses in accordance with Connecticut Public Act 23-142 was made by D. Sousa, seconded by N. Wood; the motion passed unanimously.**

#### **V. Old Business – No Old Business**

#### **VI. New Business**

##### **A. New Applications**

##### **1. Petition 2023-10 – Petition of Roderic A. McCorrison to create a five (5) lot resubdivision of a 26.98-acre split lot owned by David G. Ellenberg, Parcel #12-18 Church St, Neighborhood Commercial and Residence-1 District**

This application is waiting for review from the Conservation Commission January 11, 2024.

M. Bordeaux will coordinate site walks for the individual PZC members.

**B. Set Public Hearing Date:**

Petition 2023-10- February 13, 2024

**C. Other New Business:****1. Discussion of Proposed 2024-25 CIP and Capital Projects**

M. Bordeaux discussed his thoughts about CIP and Capital projects that he will be asking the BOS to consider for the 2024-2025 FY.

The TOH is dedicated to growing an historic structure, The Horton House, so he has listed some interior and exterior improvements that are long overdue.

**Horton House Repairs**

The Horton House is occupied by the Planning and Development Department. The structure has a Preservation Restriction administered by the CT State Historic Preservation Office. The House has seen many renovations over the years including heating and cooling, and new windows.

As a result of a flooding event, the basement walls were stripped of gypsum board, presumably to prevent mold from growing, however no follow-up improvements were made. Electrical wiring, security equipment, baseboard heating and related piping are now suspended, not secured, and in a general unfinished condition. Further, it was brought to my attention during an inspection as part of the Facilities' Conditions Assessment (FCA) conducted by Bureau Veritas, that structural degradation was identified and could become a growing concern, if not addressed.

Likewise, due to its age, the Horton House demands more frequent maintenance than you can get away with on a new structure. As a Town-owned, historic asset, at a highly visible traffic intersection, the structure warrants special attention.

Exterior Improvements - The House must be painted, the north side is in need of attention now. Typically, a wall should be painted once every 4-5 years. Cleaning could increase the length of time between required painting. Several of the green shutters have broken, fallen off or been removed and not replaced. They should be replaced. Estimated cost supported by Draft FCA - \$32,100

Interior Improvements - The bathrooms may have been renovated within memory but are now in need of revisitation. Certain interior features need work as well, including water damaged window sills, light and vent fan fixtures, etc. The windows need to be cleaned, including the window wells where debris can collect and cause water retention and rot. The flooring needs to be replaced. Estimated cost supported by Draft FCA - \$12,000

Basement – Wiring, presumably electrical and communications, needs to be repaired. This will likely require some walls to be framed, which may require some waterproofing. The baseboard heating should either be repaired or removed. Unless the basement walls are waterproofed and insulated, it's unclear to me whether heating is necessary. At least once since the significant flooding event that caused the basement walls to be demolished, water has penetrated the walls and deposited a significant amount of silt on the floor. Estimated cost supported by Draft FCA - \$6,400

Structural Integrity – After review of the building files and inspection of the structure, the assessor/inspector from Bureau Veritas that visited the Horton House questioned some structural elements of the building, as well as the load capacity of the floor where records are



kept. A recommendation was made to have a structural review conducted and improvements made. Draft FCA Estimate - \$31,100

### **ADA Self-Evaluation and Transition Plan:**

About a year ago, the TOH received a letter from CRCOG who was doing a survey on where towns were in terms of ADA compliance. It is a requirement of the act that municipalities conduct a self evaluation and based on the results of their self evaluation, produce a transition plan for how they will make the necessary improvements that were shortcomings of their self evaluation.

Title II of the Americans with Disabilities Act (ADA) applies to State and local governments, including towns, school districts, water districts, special purpose districts, and other small local governments and instrumentalities. It prohibits discrimination on the basis of disability in all services, programs, and activities provided by towns. Thus, people with disabilities must have an equal opportunity to participate in and benefit from a town's services, programs, and activities. To accomplish this, the ADA sets requirements for town facilities, new construction and alterations, communications with the public, and policies and procedures governing town programs, services, and activities.

Towns must make reasonable modifications to policies, practices, and procedures to avoid discrimination against individuals with disabilities. While this requirement applies to all policies, practices, and procedures of the town, the town does not have to make modifications that would result in a fundamental alteration in the program, service, or activity or result in a direct threat to the health or safety of others. A direct threat is a significant risk that cannot be eliminated or reduced to an acceptable level by the town's modification of its policies, practices, or procedures, or by the provision of auxiliary aids or services. The public entity's determination that a person poses a direct threat to the health or safety of others may not be based on generalizations or stereotypes about the effects of a particular disability (see The ADA Title II Technical Assistance Manual).

The self-evaluation typically includes a review of policies, practices, and procedures. Periodic review after the self-evaluation may be done to maintain compliance with the ADA. A town can choose how it wants to conduct a review of policies and practices that govern the administration of the town's programs, activities, and services. Towns that have already done a self-evaluation do not have to do another one.

When programs, services, or activities are located in facilities that existed prior to January 26, 1992, the effective date of Title II of the ADA, towns must make sure that they are also available to persons with disabilities, unless to do so would fundamentally alter a program, service, or activity or result in undue financial or administrative burdens. This requirement is called program accessibility. When a service, program, or activity is located in a building that is not accessible, a small town can achieve program accessibility in several ways. It can:

- relocate the program or activity to an accessible facility

- provide the activity, service, or benefit in another manner that meets ADA requirements, or
- make modifications to the building or facility itself to provide accessibility. Thus, to achieve program accessibility, a small town need not make every existing facility accessible. It can

relocate some programs to accessible facilities and modify other facilities, avoiding expensive physical modifications of all town facilities.

When considering the proposal by Bureau Veritas to the “Evaluations of Existing Municipal Facilities” project, Town staff asked if an evaluation that would aid in the Town’s preparation and performance of the requirements for a self-evaluation and “Transition Plan” would be part of the project scope. Bureau Veritas responded that they would be conducting a high-level ADA review to ensure that the obvious issues related to accessibility are addressed, but that a Level III ADA Assessment would be required to inform the production of “Transition Plan”. A quote of approximately \$62,000 was provided for BV to conduct an ADA Survey & Transition Plan for the eleven (11) municipal facilities included in the “Evaluations of Existing Municipal Facilities” project. This would not include municipal sidewalks or programs.

I recently spoke with the Town Planner of North Reading, MA. The Town was awarded a grant from the Mass Office of Disabilities for \$35k. The project focused on facilities, but did not include sidewalks, schools or programs. The Town Planner was subsequently quoted \$150k for the next phase of the project to satisfy all ADA requirements. The Town of North Reading worked with BETA Group on the first phase of its effort.

### **Water Engineering Services:**

Future development in Hebron Center is limited by the capacity of public infrastructure. The provision of public water supply is essential to any new development proposal. CT Water Company, the Town of Hebron’s designated water purveyor has declined to provide water to recent project proposals due to a lack of capacity in the Hebron Center System. Numerous proposed projects and/or possibilities exist to increase the supply in the Hebron Center System that would open the possibility of future development as called for in the Hebron Plan of Conservation and Development.

The Town of Hebron lacks the expertise, amongst existing Town staff, to properly plan, let alone review the appropriateness of plans for future water supply improvements. I am proposing to proactively engage a qualified professional engineer or firm to evaluate the existing conditions, make recommendations for short- and long-term improvements, and be able to review the appropriateness of proposals by CT Water Company or other entities pursuing solutions to the limited water supply.

I have included a proposal from David Murphy, an engineer that was involved in the proposal to bring online wells on Wall St. I would like to have Mr. Murphy move forward with strategic planning and as well have his services available for review and guidance related to water-related

project proposals not driven by the Town.

I have also included a proposal from Environmental Partners for “Engineering and Supplemental Services In Connection With Drinking Water Supply Sources Investigation” dated November 2023. This proposal is included to show how much a baseline analysis of Hebron’s water supply system will cost. This proposal does not include the proactive planning (“next steps”) necessary. David Murphy is the preferred engineering consultant because he was part of the team that drafted the “Request for Authorization Under the General Permit for Diversion of Water for Consumptive Use” dated November 8, 2019, while working for Milone & MacBroom, Inc. Milone & MacBroom no longer exist.

### **Village Green Master Plan:**

The original Village Green Master Plan was developed approximately 25 years ago. There has been one notable amendment to the Plan since its inception that was approved to accommodate

the Colebrook Village at Hebron, the assisted living facility.

Considering the lack of projects, and in the wake of the debate over the Public Works facility, the Village Green Master Plan should be revisited. As part of that effort, it will be important to understand the post-pandemic real estate market landscape and where the Village Green fits within it. When we have a realistic understanding of what type of development is possible, I think it will be important for the community to understand the potential impacts of different development possibilities. In other words, how can we expect different uses, at various scales, to impact the community; what is the net impact to the grand list, to the cost of additional public services, to consumer spending and jobs, to the capacity of our utility infrastructure? This information should assist the community in reviewing the existing Master Plan and informing possible changes to it.

As the Village Green represents the most significant development potential for the future of Hebron, a refreshed community view of what's possible could also help inform how we should be planning for future investments in public utilities intended to support future development, specifically our water supply.

I've spoken with Don Poland of Goman+York Property Advisors, LLC. I started with Mr. Poland, after reading a report he prepared for a project in South Windsor, CT when they were considering the impact of new multi-family residential development adjacent to the Evergreen Walk commercial area. Mr. Poland also shared a report titled "Demographics, Housing, and School District Enrollments" for the Town of Granby that considered real estate demand drivers that would counteract declining trends in their town. I am requesting funding to support a study along these lines.

**Members endorse the projects presented by the Town Planner.**

**VII. Public Comment (non-Public Hearing applications):** None

### **VIII. Correspondence**

**A. Letter from Jim Celio, Associate Broker, CENTURY 21 AllPoint Realty, dated December 7, 2023 re: PZC Informal Presentation, Hebron Commercial Technology District:** Tabled until the January 9, 2024 Regular Meeting

- **Marlborough Town Planner:**

M. Bordeaux received an email from Peter Hughes who has arranged a meeting through the Connecticut chapter of the American Planning Association that will be at Marlborough Senior Center, 17 School Dr., on Wednesday, January 10th at 7:00pm. They have set up a workshop specifically targeting new members. This will be a great opportunity for old and new members to join and have an in person conversation about the roles and responsibilities of the Planning and Zoning Commission.

**IX. Adjournment:**

**The motion to adjourn the December 12, 2024 Regular Meeting was made by D. Sousa, seconded by N. Wood; the motion passed unanimously.**

The meeting was adjourned at 8:27pm.

Next Meeting: January 9, 2024 Regular Meeting  
January 23, 2024 Regular Meeting

Respectfully Submitted,  
Catharine Brinkman  
Board Clerk

**PLANNING AND ZONING COMMISSION  
MINUTES  
REGULAR / ORGANIZATIONAL MEETING – VIRTUAL  
January 9, 2024 at 7:00 P.M.**

Members Present: F. Zitkus, N. Wood, D. Sousa, J. Fodaski  
 Alternate Members Present: T. McManus, B. Franzese  
 Members Absent: D. Garner  
 Staff: Matt Bordeaux- Town Planner  
 Guest: Jim Celio- Associate Broker, CENTURY 21 AllPoint Realty

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 2024 JAN 17 P 3:53  
 HEBRON TOWN CLERK

**ORGANIZATIONAL MEETING**

**I. Review of By-Laws:**

The motion to change the agenda to move the Organizational Meeting to the end of the meeting was made by D. Sousa, seconded by J. Fodaski; the motion passed unanimously.

**REGULAR MEETING**

**I. Call to Order / Roll Call:** F. Zitkus called the Regular Meeting to order at 7:00pm.  
 F. Zitkus sat B. Franzese as a voting member in place of D. Garner.

The motion to add the approval of the 12/12/2023 Organizational/ Public Hearing/ Regular Meeting Minutes to the agenda was made by J. Fodaski, seconded by D. Sousa; the motion passed unanimously.

The motion to add the Correspondence Item from John Baron dated 01/05/2024, regarding the Mill Map, to the agenda as Item 7E. was made by J. Fodaski, seconded by D. Sousa; the motion passed unanimously.

The motion to add the Correspondence Item from Lilli Rhodes dated 01/07/2024, regarding the Proposed Housing in Hebron Town Center, to the agenda as item 7F. was made by J. Fodaski, seconded by D. Sousa; the motion passed unanimously.

**II. Approval of Minutes**

**A. November 28, 2023 Special Meeting/Workshop:**

Corrections: Page 3, section Water and Future Land Use: Revise the Future Land Use Map to change the designation of the 20 acre parcel that St. Peters owns on the east side of Church Street and that is adjacent to the Horton Property; the designation should be changed from "Single Family Residential" to "Mixed Use Hebron Center".

The motion to accept the November 28, 2023 Special Meeting/Workshop Minutes as amended was made by D. Sousa, seconded by N. Wood; the motion passed unanimously.

**December 12, 2023 Organizational/Public Hearing/Regular Meeting Minutes:** Tabled

### **III. Recognition of Guests / Public Comments (non-Agenda items):**

#### **John Baron- 33 Cone Rd., Hebron**

J. Baron would like to bring before the Commission a suggestion to do a study of the historical development of Hebron Center. Hebron Center has had a lot of changes to it over the years and as they accrue with time. There are sites that are built over one another and just knowing where things were would be useful. There are some undisturbed archaeological areas by the Douglas Library, in the swampy area which seem to be pretty much untouched, and that's rather significant. The evidence of the Indigenous occupation of Hebron Center is significant. It would be useful to apply to SHPO for one of their study grants to study the development of Hebron Center.

#### **Lilli Rhodes- 106 Slocum Rd., Hebron**

L. Rhodes is very curious about the new interest in the industrial commercial zone in the southern tip of Hebron. She wonders if people that own the land now are the same as who owned the land back when the industrial concept was developed. And she is really interested in leveraging that location to the benefit of Hebron and for commercial, industrial, and economic development that was in the original vision, but also for affordable housing.

### **IV. Action on Pending Applications**

#### **A. Petition 2023-10 – Petition of Roderic A. McCorrison to create a five (5) lot resubdivision of a 26.98-acre split lot owned by David G. Ellenberg, Parcel #12-18 Church St, Neighborhood Commercial and Residence-1 District – Public Hearing Tentatively Scheduled for February 13, 2024**

The Commission received a new application for resubdivision at their December 12, 2023 meeting. The application is under review by Town staff. A public hearing was tentatively scheduled for February 13, 2023 pending action by the Conservation Commission on an associated Inland Wetlands Permit. No action is required at this time.

### **V. Old Business – No Old Business**

### **VI. New Business**

#### **A. New Applications**

##### **1. Petition 2024-01 and 2024-02 – Petition of Town of Hebron to construct a pedestrian bridge and sidewalk connection between the Douglas Library of Hebron and Pendleton Drive. Application is filed pursuant to Sections 3.A.3.4.1 and 3.B.2.5.1 of the Hebron Zoning Regulations, Hebron Green and Main Street Districts.**

The Commission is in receipt of a new application for a Special Permit and associated Site Plan to construct the long-awaited pedestrian bridge and sidewalk connection between the Hebron Green to Pendleton Drive. The State-funded project will occur substantially on Town-owned land except for a minor encroachment on 38 Pendleton Drive, home of Dunne's Gymnastics. The proposed project includes activity in the regulated upland review area of an unnamed brook and will therefore require an inland wetlands permit from the Conservation Commission. The proposed activity is regulated by Special Permit in both the Hebron Green District and the Main Street District in accordance with Section 3.A.3.4.1 and 3.B.2.5.1, respectively. A referral

will be made to the Hebron Historic Properties Commission for activity proposed in the Hebron Green Village District. As the project will require approval from the Conservation Commission, M. Bordeaux is recommending the Commission tentatively schedule a Public Hearing for March 12, 2024.

**B. Set Public Hearing Date:**

**1. Petition 2024-01 and 2024-02 – Petition of Town of Hebron to construct a pedestrian bridge and sidewalk connection between the Douglas Library of Hebron and Pendleton Drive. Application is filed pursuant to Sections 3.A.3.4.1 and 3.B.2.5.1 of the Hebron Zoning Regulations, Hebron Green and Main Street Districts.**

Public Hearing Date: March 12, 2024

**C. Other New Business:**

**1. Letter from Jim Celio, Associate Broker, CENTURY 21 AllPoint Realty, dated December 7, 2023 re: PZC Informal Presentation, Hebron Commercial Technology District**

The Santoro Family Investment, LLC, Group is the owner of a 17.2-acre undeveloped parcel of land located on Old Hartford Rd. in Hebron's Commercial Technology (CT) Zoning District specifically noted in Hebron's Assessors records as Map 38 Parcel 5.

At the request of this ownership group, J. Celio has sought the opportunity to make an informal presentation to the members of the Hebron Planning and Zoning Commission regarding the current uses permitted in the CT Zone in order to explore the potential of changes and/or modification to the CT Zone and/or CT Zone permitted uses.

He provided a list of information and documents he felt relevant for consideration in the Santoro Family request with the goal to provide the pZC with a brief review of the creation and history of the current CT Zone from its inception in 1976-1977.

It is his hope that his information will be beneficial to the members of the pZC in any future deliberations that may take place regarding changes to the current regulations of the CT Zoning District and/or in the creation of Hebron's next Plan of Conservation and Development.

J. Celio presented the PZC members the Deeds, Maps, Assessor Field Cards and Zoning Regulations related to this property.

F. Zitkus thanked J. Celio for his comprehensive presentation. The PZC has been reluctant to make zoning changes until an owner of the property came to them with the request. J. Celio's/ the Santoro Family's request to the Commission is to consider adding single family housing to the regulations as an option for this property.

If the PZC considered allowing single family houses as a permitted use, it would apply to all the lots, of which two already have houses.

Members discussed the tax revenue, R1 and R2 zone, and options to leave as the current district but add in that Single Family Homes be permitted, or zone it Mixed Use development.

J. Celio made the point that a tech building/small office buildings are rare now, so this spot has more value for housing. M. Bordeaux is going to look up the lot size if Single Family Housing is allowed in this zone and what regulations this would require.

**2. Recommendation of Conservation Commission for Referral to Board of Selectmen under CGS Section 8-24 for acceptance of a Conservation Easement, Property of North 91 LLC, Parcel #46-8A, Residence-1:**

The Inland Wetlands Permit #23-03 was approved by the Hebron Conservation Commission For activity associated with the improvement of an existing driveway that will provide access to a single-family residential structure proposed to be constructed at Parcel #46-8A on the west side of North Street adjacent to Tallwood Country Club.

- The proposed activity occurs in the regulated area associated with a wetlands and waterbody connected by a culvert located under the existing driveway.
- The Inland Wetland Permit was approved with the following condition: "Recommend to the Planning and Zoning Commission that a conservation easement and placarding be placed along the edge of clearing or 50 ft from the wetland boundary, whichever is closer to the wetland boundary, along the access way on either side of the driveway and north of the driveway within upland review area around wetland flags E10, 13, 15 to the northern property line."
- A proposed Conservation Easement is depicted on the plans entitled "Property of North 91 LLC, North Street, Hebron, Connecticut, prepared by Gardner & Peterson Associates, LLC, 178 Hartford Turnpike, Tolland, Connecticut, dated 09-06-2023, revised 11/21/2023".
- The Conservation Easement was recommended by the Conservation Commission to provide an undisturbed buffer around the regulated areas.

**The motion that the Hebron Planning and Zoning Commission, acting under the provisions of Section 8-24 of the Connecticut General Statutes, recommend the Hebron Board of Selectmen accept a Conservation Easement, as recommended by the Hebron Conservation Commission, to provide a buffer around regulated areas located on property of North 91 LLC, Parcel #46-8A, Residence-1 District was made by F. Zitkus, seconded by D. Sousa; the motion passed unanimously.**

**3. District 3. 2024 Regional Planning Commission Appointments:**

**The Capitol Regional Council is requesting representation by February 01, 2024.**

CRCOG Commission: F. Zitkus will take the Regular Member position and D. Sousa will take the Alternate Member position.

**VII. Public Comment (non-Public Hearing applications):** Lilli Rhodes thanked the PZC for their hard work.

**VIII. Correspondence**

**A. Email forwarded from Francesca Villani, Town Clerk, from Capitol Region Council of Governments, dated January 2, 2024 re: Regional Planning Commission Appointments.**

**B. Municipal Infrastructure Section Drafts and updated Status Table for 2024 Plan of Conservation and Development Update prepared by Michael K. O'Leary.**

This will be reviewed 01/23/2024.



**C. Email from John Baron dated Monday, December 25, 2023 regarding supplemental information for Plan of Conservation and Development Update:**

The Historical Society would like to see the POCD be more inclusive.

Members agree there should be a hyperlink to the Historic Society's Website due to the information being constantly updated and the amount of information. D. Sousa will contact M. O'Leary and J. Baron about a statement nearby or in close proximity to this link with a reference given to the Historical Society's effort to document Hebron's diverse past.

**D. Notice of Exempt Modification – Antenna and RRU Swap/Add – 66 Wall St:**

M. Bordeaux is informing the Commission of a council regulated improvement, a replacement of existing equipment.

**E. Correspondence Item from John Baron dated 01/05/2024, regarding the Mill Map:**

This information has been included in the 2024 POCD.

**F. Correspondence Item from Lilli Rhodes dated 01/07/2024, regarding the Proposed Housing in Hebron Town Center:**

I am writing regarding a proposed residential development in the center of Town (behind the library) that has been discussed in previous Planning and Zoning Commission meetings and I understood was going to be reviewed at the PZC's 1/9/2024 meeting. I can't speak to the specifics of this particular proposal, but I'm under the impression that this development has been discussed by town officials, the Planning and Zoning Commission, developers, and builders for many years. Please know that CoDE and I are very interested in any opportunity to increase housing choices in Hebron, especially in the center of Town. Within CoDE's mission to build a more diverse and vibrant community is a goal to expand housing choices in Hebron. We look forward to the convening of the

Housing Choices Advisory Committee, which can help identify and address barriers in town policies, regulations, procedures and practices that might inadvertently prevent developers from considering Hebron for their housing projects.

The survey of residents that informed Hebron's 2022-27 Plan for Housing Choices identified a significant interest in increasing the types of housing choices in Hebron...condos, town houses, apartments over retail businesses, and more. Hebron's Town Center is the perfect place for housing development since it has access to water and sewer. And residents can access needed services and amenities easily. It will also add to the vibrancy of our town center and spur business in our local stores, shops, cafés, restaurants, and grocery stores.

The need for more housing choices in Hebron has been well documented. Less than three percent of Hebron's housing is affordable. The vast majority (90 percent) of the housing are single-family homes, meaning there are very few apartments available for those who can't afford to, or don't want to, live in a house. The Plan for Housing Choices, which was approved by the Planning and Zoning Commission, contains clear goals to create more housing choices, including affordable housing. and goals to create more options, including affordable housing. We encourage the Planning and Zoning Commission to work determinedly to reduce barriers and to enable the creation of more housing choices in town.

## **ORGANIZATIONAL MEETING**

### **I. Review of By-Laws:**

Officers and their Duties:

Secretary Roles: “shall generally oversee, with the assistance of available staff, Commission legal notices, agendas and minutes.”

- Move to the Chairperson’s duties.

Section 9

- Capitalize the letter “M” in meetings.

Section 4

- Response by Applicant: Add “Additional questions/comments”.

Article 12

- There is no model attachment outline of motions for Planning Commissions and Zoning Boards.
- M. Bordeaux is going to send it to the Commission with revisions as proposed so that at the next meeting and consideration of the adoption of those amendments, the PZC can determine whether or not it’s still valid and should remain an attachment.

Members discussed the lack of a provision for addressing absenteeism of Commissioners.

### **IX. Adjournment:**

**The motion to adjourn the 01/09/2024 Regular/ Organizational Meeting was made by N. Wood, seconded by D. Sousa; the motion passed unanimously.**

The meeting was adjourned at 9:16pm.

Next Meeting: January 23, 2024 Regular Meeting / Workshop  
February 13, 2024 Public Hearing / Regular Meeting

Respectfully Submitted,  
Catharine Brinkman  
Board Clerk

## E. Library

The current Douglas Library is only the latest chapter in a long history of Hebron literary clubs and other, similar, associations dating back to 1844. In 1897, Ida Porter Douglas, wife of a prominent Hebron physician, Charles C. Douglas, both long time members of the Hebron Literary Society, led efforts to purchase land and build a public library for Hebron's residents. The original Douglas Library was expanded in 1957 and



served the community until the new state-of-the art building was completed in 1999. Located on the south side of Main Street in the heart of the historic Hebron Green, the site's limited size resulted in the design of a multi-level, ADA compliant, Victorian-style addition and renovation to the original library building. Working with state guidelines for projected growth, the Library was expanded at that time to accommodate the needs of the community for years to come. Today, the Library houses 45,000 total print items (books and magazines) as well as a significant investment in digital materials (audio books, DVDs, and music) and resources such as portable Wi-Fi hotspots, 3D printers, a 3D pen, a book scanner, and others in its 16,800 square feet, having ample room for future acquisitions and expansion of staff.

For most of its history, the library was owned by the Douglas Library of Hebron Association, a private, non-profit corporation. The Association receives income from a trust fund established by Dr. Douglas. This income is insufficient to fully support Library operations, and in 1989, the Library began to receive annual appropriations from the Town of Hebron. Since 2001, the Library receives approximately 98% of its budget from the Town (the trust income is deposited into the Town's general fund). The Friends of the Douglas Library raise money for the library from book sales and other fundraisers which help fund circulation materials and programs. In 2012, The Hebron Board of Selectmen appointed a Library Study Task Force to study and review alternatives for the provision of library services, the framework for the future of the Douglas Library and the agreement between the Town of Hebron and the Douglas Library of Hebron Association. The study concluded with a recommendation for the Town to take full ownership of the Douglas Library and all the associated property. In 2013, the Town approved Town ownership of the Douglas Library and approved an Ordinance governing its operation. As specified in the Ordinance, the Town now appoints the Library Board of Trustees, the Library's governing body.

In 2022, after a year of work by the Douglas Library of Hebron Strategic Planning Committee, the Library Board of Directors approved a 5 year strategic plan, "Strategic Plan 2022-2027 –

W.I.S.E. Decisions”, to create concrete, measurable objectives organized under the headings of Welcoming, Integral, Safe and Evolving.

Since the 2014 Plan was adopted a number of improvements to the Library and its site have been accomplished. In 2012, the Town was awarded a grant under the State’s Small Town Economic Assistance Program (STEAP) and used those funds to construct 40 new parking spaces to the rear of the Library to supplement the original 39 spaces immediately adjacent to the building entry. This is considered sufficient for the use of daily patrons and when the library’s meeting rooms are used for public forums. Also, a number of other significant improvements were completed such as replacement of flooring, a new HVAC system, new energy efficient windows throughout the building, and with the assistance of a State Library Construction Grant the roof was brought up to current building codes. Also, a 2022 STEAP grant was approved to connect the Library parking lot via a pedestrian bridge and sidewalk to Pendleton Drive, connecting these two neighborhoods in Hebron Center. One of the remaining immediate needs is a repaving of the original 39 space parking lot.

## Goal & Policies

**Goal:** To support the informational, educational, cultural, and recreational needs of all members of the Hebron community by providing access to a professional staff, a state-of-the-art facility, quality resources, programs, and services, and preserving records of the Town’s history that are entrusted to the library.  
(Strategic Plan 2022-2027 W.I.S.E. Decisions Mission Statement)

### Policies:

1. To encourage the continued development of the Library’s facilities and operation to meet the changing needs of the community.
2. To foster the use of the facility as an arts and cultural resource.
3. Support the repaving of the original 39 space parking lot adjacent to the building entrance.
3. To support and implement the findings of the “Strategic Plan 2022-2027 W.I.S.E. Decisions”.



## B. Emergency Services

States and communities across the country have seen major changes and events that have impacted the manner and the ability to provide appropriate emergency services for its residents. Primary among these are increasingly frequent weather anomalies (record-setting winter snow falls, more frequent windstorms, warming weather in general, increased periods of drought, severe flooding), and increased security concerns.

These conditions will continue to impact the ability of the town to provide timely and appropriate emergency services and planning for the future in order to make sure that the town's emergency service facilities, sites, and equipment are adequate to the task.



The emergency services that will be reviewed are Fire Protection, Emergency Medical Services (EMS), Police Services and Emergency Management.

### I. Fire Protection

The Hebron Fire Department is a municipal agency that provides fire, rescue, hazardous materials response, and emergency medical services within the Town of Hebron and to areas of surrounding towns by automatic and mutual aid agreements. To cover the long and fairly narrow configuration of the Town, the Department operates out of three stations: Company #1, located on Main Street, Company #2, located on Church Street in the Amston area, and Company #3, located on North Street in the Gilead section of the Town. This logical distribution of resources continues to allow for a quick first response within the recommended response times while providing mutual backup when needed. In terms of its personnel, currently the Department has a full-time appointed Fire Chief, a Deputy Chief, three Assistant Chiefs, two Captains, an administrative EMS Captain, three Lieutenants, a Fire Police Captain, and approximately thirty volunteers. Responses are made to over 1100 calls per year of which over two-thirds are for emergency medical services.

*Company #1* is the Town's central fire station located at 44 Main Street, on a 1.4 - acre site. Located in the center of Town, this Company has primary fire protection duties for the Town's business district as well as the RHAM Middle and High schools. The building is approximately

40 years old, is 9,500 square feet in area and has four emergency vehicle bays. The building also houses the Resident State Trooper's office and associated vehicle bay, and the offices for the Hebron Police.

A 9,400 square foot *Company #2* fire station was constructed in 2005 and is located at 663 Church Street, on a 4.0-acre parcel of land, in the Amston section of the community. The new fire station has three double-loaded equipment bays, and also houses administrative offices. This facility has primary fire protection responsibilities for the southern section of Town, as well as serving as back-up for *Company #1*.

*Company #3* is located on North Street and was constructed in the 1970's on 1.82 acres of land donated by the Foote family. The station is 3,080 square feet in size and contains three vehicle bays.

## Accomplishments:

Since the adoption of the 2014 Plan, the following has occurred concerning the Fire Department:

1. The 2018 update to the Hebron Zoning Regulations contained new standards for common driveways and now requires maintenance agreements.
2. In 2022 a Connecticut Department of Energy & Environmental Protection Volunteer Fire Assistance Grant - \$2500, was awarded and used towards purchase of firefighting nozzles and foam delivery appliances.
3. In 2022 a Connecticut Water Grant - \$1667.32, was awarded and used for the purchase of two gated large diameter hydrant valves.
4. In 2023 a Connecticut Department of Energy & Environmental Protection Volunteer Fire Assistance Grant - \$2500, was awarded and In used towards purchase of firefighting helmets and flashlights.
5. The Hebron Center Water System continues to expand in Hebron Center with the provision of hydrants to continue to provide appropriate fire protection in this area.
6. ARP (American Rescue Plan) funds were utilized to purchase battery powered rescue equipment and firefighting personal protective equipment.
7. In 2023 a full-time Fire Chief position was established for the first time in Hebron.
8. In 2023 a new roof coating was installed on the *Company #1* roof to extend the life of the metal roof.



## Future Needs

The most pressing facility need concerns the future of the Company #1 building. The space within the building is at a premium and is less than adequate for the existing equipment, administration, for the needs of the State Police, and the Hebron Police; and the building continues to show the problems of an aging structure. There are efficiencies of the fire and police sharing the facility, however, the various needs of the separate agencies in a small space make being in the same building problematic. In addition to the building size constraints, the site itself is problematic as it is limited in size, provides no room for future expansions, has limited parking, and has very limited room for the maneuvering of the large vehicles it houses. A 2023 facilities study documented several building deficiencies related to plumbing problems, electrical issues, drainage problems and required ADA improvements.

Given the issues with the lack of adequate space for personnel, and the building conditions, the Town should do a needs assessment of the existing building and determine the space needs for the various functions that are located there and recommend if and when it is advisable to build a new Company #1, or a “Municipal Safety Complex”, that would house the Fire Department, , Resident Trooper, Police services and Emergency Management. If a new building were constructed, locating the Emergency Management operations back to the Company #1 building would free up the needed space at the Town



Office Building. If it is advisable to build a new building, a decision will have to be made on the location of the building. Company #1 occupies prime real estate along Route 66 in the commercial district of Town. As the Town embarks on ambitious efforts to attract economic development to the Town, the existing 1.4-acre lot would be an attractive parcel, and a more logical site, for economic development. However, based on the historical pattern of emergency calls, remaining near the center of Town is sensible. A centrally located Fire Station is appropriate to cover the senior housing facilities on Loveland Road and John E. Horton Boulevard, the Stonecroft senior housing complex, the RHAM schools, the Hebron Elementary School, as well as the ever increasing density of businesses in this area.

Company #3 has no capability for expansion, it is now served by a holding tank as the septic field had previously failed, and the site itself is very small. It can continue to serve as a satellite station housing equipment which first responders in the Gilead section of Town could access. If further development in this part of Town creates a demand for a larger facility, a new site would have to be found.

## Water

An adequate and convenient source of water for firefighting purposes is essential to fire department operations.



In the Town Center a public water system, operated by the Connecticut Water Company, is in place throughout most of Hebron Center and provides a reliable water source for potential emergencies in the center of Town. This system was one of the reasons for the lowered ISO ratings for businesses in the Town Center.

Outside the Town Center, the Fire Department depends on dry hydrants, natural water sources, and water tankers to bring water to a fire as opposed to a public water supply system. A fire pond and dry hydrant type of water supply system is typical in a rural residential community. the fire department continues to update their inventory of all fire ponds and all dry hydrant locations in Town and this information has been entered into the Town's GIS mapping system to be more readily available to fire personnel.

## Goal & Policies:

**Goal:** The Town should continually review its emergency service needs and current facilities to ensure proper service and protection for its citizens.

## Policies:

1. Support and encourage the proper expansion of the Hebron Center Water System.
2. Support the inclusion of full fire protection facilities with new water systems in the Town's business districts.
3. With the input of the Fire Department, develop a plan for fire department station improvements / replacements that has the least impact on the municipal budget. A study should commence including a space needs assessment of the uses within Company #1 and a possible construction of a new building or a combined "Municipal Safety Complex" building.

## Action Items:

1. In conjunction with the Fire Department, develop standards for dry hydrant installation and maintenance.

## II. Emergency Medical Services

Emergency Medical Services (EMS) are provided by the Fire Department and are based from the Company #1 Fire Station on Main Street. The Hebron Fire Department operates two Basic Life Support (BLS) ambulances, staffed by both paid personnel and approximately 15 volunteer Emergency Medical Technicians (EMTs)

Hebron's EMS operations are state licensed and each EMT must achieve and retain certification for BLS services. EMTs either report directly to a call or respond to Company #1 to staff the ambulance. EMTs carry oxygen and a medical bag with them to ensure availability of such equipment for use at the scene. Paramedics, dispatched from Windham Hospital, provide more advanced medical care.



### Accomplishments:

Since the adoption of the 2014 Plan, the following has occurred concerning the Fire Department:

1. A per-diem staff structure was established to ensure overnight (11:00pm to 7:00am) and weekend day coverage (7:00am to 5:00pm) due to the lack of volunteers on certain days and hours. Full time Firefighter/EMT's (two) provide weekday daytime coverage (7:00am to 5:00pm).

### Future Needs

Additional space is needed at Company #1 for medical supplies and decontamination equipment. Conversion to a high band radio system is being planned. The equipment needs of the department are partially funded through the Town's Capital Improvement Program, ambulance billing revenue, as well as through grant opportunities when they become available.

### Goal & Policies:

**Goal:** To provide EMS for town residents in an effective and efficient manner to achieve desired first responder arrival goals and to provide quality BLS advanced medical care and ambulatory service.

### Policies:

1. To support the Fire Department in its EMS facility and equipment needs.
2. To encourage appropriate roadway connections and an overall efficient Town road system to facilitate better response time for EMS.

### III. Police Services

Police services are currently based at the Company #1 Fire Station on Route 66, Main Street. The police area within Company #1 consists of two vehicle bays (575 square feet) and an office area (370 square feet). The Town contracts for the services of one Resident State Trooper, hires four part-time Hebron Police officers, two School Resource Officers, a part-time administrative manager, and the Chief of Police (currently a duty of the Town Manager). The Town is provided 24 hour police protection through the Resident State Trooper, Hebron Police Officers, and state troopers from Troop K in Colchester assigned to respond to calls in Hebron. Troop K is located at 15 Old Hartford Road, Colchester, CT.



The Hebron Resident Trooper and Hebron Police Officers provide a full range of services including emergency response, criminal and accident investigation, crime prevention and community service projects. Hebron is one of three towns to use the Juvenile Review Board (JRB) as a diversion program for juveniles through the Andover Hebron Marlborough Youth Services (AHM).

### Accomplishments:

Since the adoption of the 2014 Plan, the following has occurred concerning Police Services:

1. Implemented the required procedures to meet the training and certification requirements of its Police Officers pursuant to P.A. 22-119

#### **Current facilities, Conditions, and Inadequacies**

Operational space at the current location is inadequate, as office, reception, parking, record and evidence space is crowded. Police Barracks in Colchester provide detention, investigation / interrogation, and lock-up space. The department currently utilizes two vehicles replaced on a three-year cycle.



#### **Future Needs**

The need for police staffing appears to be satisfied for the foreseeable future. As previously discussed, if a new Municipal Safety Complex building is considered, inclusion of the police services should be included providing the needed office, storage, and parking space.

### Goal & Policies:

**Goal:** To provide adequate facilities, communication and equipment needs of the police services department to achieve an effective and appropriate level of public safety within the community.

## Policies:

1. Analyze current deficiencies of police department facilities to determine current and future needs of the department.
2. Assess if the current facility site provides an effective and efficient location from which police services are provided.
3. If the current site does not provide an adequate location to provide services, sites in the central area of town to relocate the primary operations of the department should be identified, possibly in conjunction with a Municipal Safety Complex with fire department operations.
4. The department should continue to assess its current vehicular, communication and equipment upgrade or replacement needs through the Town's Capital Improvement Program and possible grant funding.
5. Continue to meet the training and certification requirements of its Police Officers pursuant to P.A. 22-119.

## IV. Emergency Management

A part time Emergency Management (EM) Director runs the Town's EM operations. He is responsible for securing and administering grants, and making sure the Town is in compliance with the National Incident Management System (NIMS), an eligibility requirement of certain grant funding.

Emergency Management is part of NIMS, the national standard for incident management which provides a consistent, nationwide approach and vocabulary for multiple agencies or jurisdictions to work together to prevent, mitigate the effects of, and respond and recover from, all domestic disasters. Towns receive training from the State from NIMS, which is part of the Federal Emergency Management Agency (FEMA), which reports to Homeland Security.

EM is currently housed in the Town Office Building. RHAM High School serves as the Town's emergency shelter—as well as for the Towns of Andover and Marlborough.

Currently the Town's EM Director works with the Capitol Region Council of Governments (CRCOG) in updating the Town's Natural Hazards Mitigation Plan which deals with minimizing risk from natural disasters such as flooding, and minimizing risk of forest fires, and reinforces the need to enforce wetlands and flood zone regulations.

## Accomplishments:

Since the 2014 Plan was adopted, the following accomplishment was achieved:

1. The EM Director worked with CRCOG is updating the Natural Hazards Mitigation Plan, completed in 2019.

### **Future Needs:**

As previously discussed, if a new Municipal Safety Complex building is considered, inclusion of the offices of the EM Director and equipment should be included to best provide coordination of emergency responders and to open up space in the Town Office Building.

## **Goal & Policies:**

**Goal:** The Town should continue to provide funding and resources for the Emergency Management operations of the Town to best protect its citizens in times of emergency.

### **Policies:**

1. The Emergency Management Director should continue to work to make the Town compliant with NIMS's and aggressively seek out State and Federal grants to assist with the Emergency Management needs of the community.
2. The Emergency Management Director should continue to secure Emergency Management Performance Grants as a source of necessary yearly funding.
3. Ensure that the Emergency Management space needs are considered in the planning for a new or expanded Municipal Safety Complex.

## C. Public Works

This section of the plan will identify the services provided by the Town's Public Works Department and will describe its current resources and facilities. In addition, this section will review the needs of the department and what will be required to operate successfully into the immediate and foreseeable future.

### Background

Public Works' current facilities are located at 550 Old Colchester Road, in the southernmost part of town, on a 19.6 acre rectangular-shaped parcel, the site of a former gravel pit. This town-owned parcel is abutted by Camp Connecticut to the north and west and a parcel owned by the Connecticut Light & Power Company (CL&P) to the south. To the east, across Old Colchester Road, are located some single family residential parcels as well as a parcel of Town-owned open space.



This site houses all of Public Works' major buildings and equipment, and it also is the site of the town's closed landfill and current transfer station. Of the 19.6-acre site, the landfill encompasses about fourteen and one-half (14 ½) acres, leaving approximately five (5) acres to accommodate the Public Works Department's buildings, equipment, and materials as well as the transfer station and, the animal control facility. The site has five hundred feet of road frontage, and within that frontage there are five curb cuts onto Old Colchester Road.

The town employs 13 full-time employees in its public works department and one full time and one part-time employee at the transfer station. According to the Director, the staff size is considered minimal for a Town of this size and is shorthanded for snowplowing responsibilities and vehicle maintenance. Services provided by the department include road maintenance and reconstruction, solid waste disposal, snow and ice control, roadside mowing, brush removal, curbing and curb replacement, maintenance of town buildings and grounds, vehicular maintenance of department vehicles as well as all other town-owned vehicles, site improvement and construction activities, and drainage maintenance and improvements. In addition, the Public Works Department assists in maintenance of Town-owned trails.



## Accomplishments

Since 2014, the following has been accomplished with regards to the Public Works Department and its operations, and the Town's efforts to address the deficiencies in those facilities that were noted in the 2004 and 2014 Plans of Conservation and Development:

1. Several studies were completed to look at space needs and potential new site plans for a new Public Works complex: (a) A space needs analysis of the Public Works functions was conducted by the engineering firm of CME Associates, Inc., titled: "Town of Hebron, Connecticut Department of Public Works Facility Building and Site Program, January 28, 2013". (b) A 2015 study was completed by BL Companies, titled "Feasibility Study; Department of Public Works" looking at the feasibility of an expanded facility at the existing location. (c) The Town Public Building Committee extensively researched and analyzed vacant parcels for potential public works sites. (d) A concept plan was developed by the Town Engineer Consultant for a new public works complex in the Village Square. All of these studies were conducted as tools to guide the future development of a new facility.
2. The Town Engineering consultant studied the adjacent CL&P owned property to determine its appropriateness for a Public Works yard expansion.

## Current Facilities, Conditions, and Inadequacies

The entire Public Works operational facilities are restricted to a five-acre portion of the aforementioned 19.6 acre parcel. The 14-acre town landfill, operated from 1962 until it was closed and then capped in 1995, cannot be utilized or altered in any manner. The landfill, capped with clay and then topsoil, requires monitoring wells for leachate and mowing twice per year.



**Public Works Complex:** The five-acre portion of the site dedicated to the Public Works Complex encompasses several structures including the 100 ft. x 60 ft. steel maintenance / office garage; a 100 ft. x 40 ft. cement block building (80 ft. x 40 ft. used for cold storage and 20 ft. x 40 ft. used for animal control); a 26'x 40' salt shed; and two hangers being 70'x 10' and 60'x 10' in size. The site also includes above ground propane, gasoline and diesel tanks, underground oil-water separator and

septic system, and an area for outdoor storage of construction materials, sand and gravel, and some equipment. The Town has secured the required Industrial Stormwater General Permit for this the drainage systems at this site.

The 6,000 square foot maintenance / office building is not in adequate condition and is undersized for the operations it houses. The equipment bay area is crowded, lacks lifts, is inadequately lit, is height restrictive and has little room for parts inventory storage. The building

lacks training or meeting rooms, has inadequate lunch and shower areas, and inadequate record storage space. There is also a lack of office space for the director and the road foreman. In the 2013 CME report, as well as a 2010 Facilities Study conducted by the Town, several code deficiencies were noted in the building as well as numerous instances of excessive wear and tear and examples of the building being too small and spaces too cramped to be considered adequate to safely and efficiently serve the Department's needs. The 3,200 square foot cold storage building is also structurally inadequate. The aforementioned facility study identified numerous code violations, a number of wear-and-tear items and several developing structural issues. The 800 square foot animal control facility, attached to the cold storage building, includes ten kennel canine enclosures with heated indoor / outdoor access and short run areas.

The salt shed was rebuilt in 2004 to cover the amount of salt and sand / salt mix required in the Town. The Town has moved toward the use of treated salt for ice control on the Town's roads and this salt shed only holds a half year supply, which is considered inadequate. The Town does store a small quantity of salt / sand at a satellite location in the north end of Town on Salt Box Road.

There are sixty (60) vehicles and trailers that are included in the Town's vehicle / equipment inventory that the Public Works Department utilizes and / or maintains. The department requests replacement of its Public Works vehicles on a timely basis through the Town's Capital Improvement Program (CIP). A Town-wide vehicle replacement schedule is updated each year and replacements are funded through the CIP. This process is important to maintain so that multiple vehicles do not come up for replacement in the same year.

**Transfer Station:** In addition to facilities of the public works complex, the site also is host to the solid waste disposal facilities for the town. These facilities include two attendant stations, the compactor, and its wooden shell, ten roll-off containers (which collect recyclables, household trash, bulky waste, metal, brush, leaves, and grass clippings), a roll-off truck, a backhoe, and a compactor. All Municipal Solid Waste, bulky waste and recycling materials are transported to Casella Waste Systems in Willimantic.



Also, electronics are collected by a separate vendor selected by the Public Works department. Brush and other vegetation are accepted by Earthgrow, a permitted compost facility. An on-site compost area is not practical due to site constraints. Recyclables include newspapers/magazines, white paper, cardboard, metal food containers, glass, and most plastics. Hazardous waste is collected on specified dates throughout the year coordinated through CREOC (Capitol Region East Operating Committee) for its eight member towns. This occurs at the Olcott Street disposal facility in Manchester. The transfer station does collect and recycles waste oil, anti-freeze, batteries, and tires. Dried latex paint is accepted and is disposed of in the household trash compactor. As with the Public Works facilities, the department requests replacement of Transfer Station vehicles and equipment on a schedule through the CIP.

Currently, there is a fee schedule approved by the Board of Selectmen to dispose of certain large items such as bulky waste, appliances, tires, furniture, mattresses, and brush. A private waste disposal contractor also serves the Town and offers single stream recycling.



While the physical condition of the transfer station is adequate, the facility is considered overcrowded and inadequate in terms of space for the future. The Town Facility Study identified several code deficiencies and safety concerns with the Transfer Station offices. Also, State regulations require that some method be used to prevent stormwater from entering the containers.

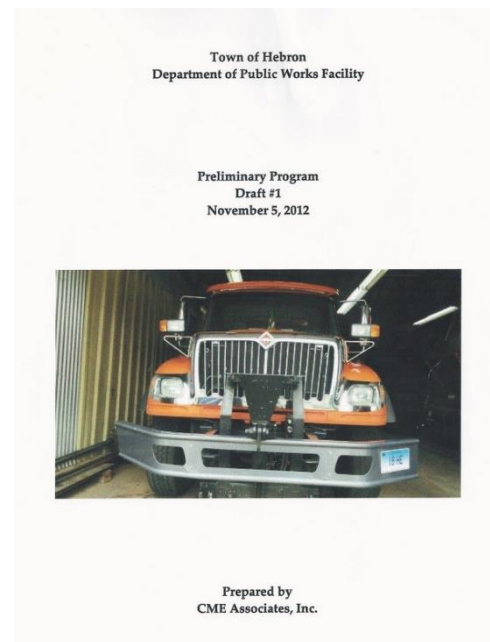
## Future Needs

Due to the inadequate conditions of the existing facilities as noted above, and the lack of remaining usable acreage at its present location, a new public works facility is required. The Town needs to develop a plan as to: a) how to use the current facilities; and b) what and where to build new facilities.

**Public Works Complex:** An eight to ten acre site is desirable to meet the Public Works Department's current and future needs. The 2013 CME needs assessment identified the need for 1,500 square feet of Administrative facilities, 1,200 square feet of Support Facilities, and 16,600 square feet of Equipment Facilities. A larger Salt Shed and Covered Exterior Equipment Storages areas are also needed.

The Public Works facilities are clearly the Town facilities most in need of replacement and upgrading. The Town needs to follow up on the 2013 CME study and the 2015 BL Companies study to find a solution that satisfies current and future needs for this important Town operation. In 2023 new studies are underway, and a new task force has been established by the Board of Selectmen to accomplish this task.

**Transfer Station:** With either the relocation of the public works complex, or the redevelopment of the existing site, the needs of the Town's transfer station need to be addressed and the deficiencies noted in the previous studies need to be addressed.



## Goals & Policies:

**Goal:** Public Works Complex: To provide adequate facilities, usable land, and storage areas to ensure an efficient and effective delivery of public works services.

**Goal:** Transfer Station: To provide adequate facilities to safely collect, store and dispose of solid waste and recyclables.

## Policies:

1. Support development of a Master Plan of a new Public Works Facility utilizing the space needs analysis contained in the 2013 CME and 2015 BL Companies reports. Potential sites should be selected to ensure future expansion of the department, look comprehensively at Town maintenance equipment and operational efficiencies, consider adequate salt storage facilities, and needed equipment and vehicle storage needs. Care should be taken to adequately buffer abutting neighbors from view of the complex, wherever possible. Proper precautions to protect wetland soils are essential due to high vehicular use and the nature of storage materials necessary to operate the department. Following the Master Plan study, the Town needs to make a decision on which option to pursue, and quickly move to implementation, even if it is done in phases.
2. Support the efforts of the Public Works Action Committee formed in 2023 as it looks to find the best solution to a new public works complex.
3. The department should continue to assess its current vehicular fleet and other equipment and structures for periodic replacement through the town's Capital Improvement Program.
4. Consider ways to modify and expand the Town's recycling program to all acceptable materials. Establish a plan for educating residents and businesses on the Town's recycling program to increase the percentage of residents who recycle, thereby reducing the amount of the Town's solid waste and associated expenses.
5. Consider a site for composting plant materials, possibly in conjunction with RHAM, and the elementary schools. Costs of disposal would be reduced.
6. Expand the animal control facilities, when practical, to separately house cats from dogs; or consider current Regional efforts to establish animal control facilities / services with neighboring towns.

## D. Town Offices

### Background

The town offices currently consist of 3 buildings, the Town Office Building, the Horton House, and the Town Records Building. The facilities are used by 21 town employees. The Horton House (2 levels plus a basement) is 2,705 sq. ft.; the Town Hall (2 levels) is 8,246 square feet, and the Town Records Building (1 level) is 432 square feet. The office complex sits on a total of 4.67 acres and is served by a parking lot that forms a semi-circle around the Town Office building, and which contains 48 regular and 5 handicapped parking spaces.



### Town Office Building

The Hebron Town Office Building is a wood-frame construction building with a brick veneer located at 15 Gilead Street (Rt. 85). After its initial construction in 1963, it was nearly doubled in size with a two-story 36 feet by 54 feet addition constructed in 1982. In 2009 a small addition was completed which added an elevator and addressed several ADA accessibility issues in the building.

The Town Office Building houses the day-to-day activities of the following departments and offices: the Town Clerk, the Finance Department, the Town Manager, the Tax Collector, the Assessor, and the Registrar of Voters. Up until 2011 it held offices for the Parks & Recreation Department and the Probate Judge. That year, Burnt Hill Park and its associated facilities were completed, and the Parks & Recreation department moved to new offices at the park, and the Probate Judge offices were established in Glastonbury as Hebron is part of the Glastonbury-Hebron Probate district. In addition to office space dedicated to the departments, the Town Office Building houses restroom facilities, storage closets, a kitchen and break room and two records vaults. The Town Office Building also contains a main meeting room on the lower level with a capacity of 39 people where various staff, boards and commissions hold day and evening meetings. And a smaller meeting room, the Marion Celio Room, was created on the main floor having a capacity of 15. Because of ADA counter height issues with some departments, this room has been used to provide a space for reviewing records to those individuals who require it.



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A 2023 facilities study included a review of the Town Office Building. The results of this review indicated no significant code issues with the current building, and noted the ongoing improvements and modifications mentioned above.

As the Town has grown, it is apparent that the space in the Town Hall building will eventually be inadequate to meet the needs not only of the community, but also of the various Town departments who service the community's needs. The inadequacy of space in the Town Office Building is apparent in the small-capacity meeting room which has the effect of causing many evening meetings to be held in other locations, the lack of waiting room or seating area space for the public who must wait for an appointment, the limited space in the Town Hall Vaults for the growing inventory of town records, and the lack of expansion space for all departments in the existing structure. In the future, if additional space needs are to be addressed, the connection of the buildings to the public sewer system has freed up space on the property to the north of the building for a possible expansion of both the meeting room but also for office and storage space. As the need grows, this option should be studied as the most cost-effective long term solution.

**Commented [MB1]:** This implies we've known for a while that it is inadequate, but was that mentioned already?

**Commented [MO2R1]:** I'll reword.

Since the 2014 Plan was adopted, the Hebron Town Office Building has undergone several significant building improvements. The non-functioning old passive solar wall panels were removed; the roof drainage was replaced and re-routed that prevented gutter over-flow; attic insulation was supplemented to meet code requirements; self-latching mechanisms were installed on fire doors; a new gas fired furnace was installed when natural gas was extended to the Town Hall site in 2018; mini-splits were installed to replace the inefficient window air conditioners; an emergency generator was installed in 2015 along with an upgraded service panel; and, Wi-Fi was provided throughout the complex in 2014. In the Town Clerk's vault, new filing systems were purchased to house maps, vital records, land records, archived town records and active and archived board and commission minutes; and many of these records were digitized to reduce space requirements. In addition, more efficient cabinetry for the vaults were purchased through the State of CT Historic Document Preservation Grants. These improvements have alleviated the present storage needs.

**Commented [MB3]:** Mike, were all these improvements applicable to each building in the complex? For example, passive solar wall panels - I'd imagine that's specific to the Town Office Building.

**Commented [MO4R3]:** You are right. I'll move this under the TOB section.

### The Horton House

The Horton house, named for long-time town employee Mrs. Daniel G. Horton, who served as Probate Judge, Probate Clerk, and librarian, was built in approximately 1865 by Dr. Orrin White. The building features seven fireplaces, wide plank flooring and is of the Greek Revival Style. In 1988 the Town purchased the Horton house, together with the 1.2 acres of land on which it sits. The property and building were renovated shortly thereafter to accommodate the Town's land use departments. Currently, the property is listed as a historic property in the Town's land records.



The Horton House accommodates the Planning Department, the Building Department, the Wetlands Agent, and the plans and files for the WPCA Administrator and contains an office for the Chatham Health District. In addition, it offers the public access to Town Land Use personnel

**Commented [MB5]:** We do store a few files but no longer house the WPCA Administrator

**Commented [MO6R5]:** OK

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and to information about Town Properties. While not suffering the same space constraints as the Town Hall, the Horton House faces challenges typical of a historic structure with regards to storage of land use and building permit records, and ADA compliance. In addition to office space for Land Use departments, the two-story Horton House contains a single restroom facility per floor. It also contains a very small meeting area with a capacity of 8 people.

In 1989, shortly after purchase by the Town, the building underwent a series of renovations, including the installation of the current rest room facilities, the reinforcement of floor framing to support live loads of 50 psf (pounds per square foot), the installation of a new roof, and the repair and replacement of exterior clapboards. Other major improvements were conducted in 2009, 2011 and 2012 (some with the assistance of a State Historic Preservation Office grant) concerning an improved access sidewalk to the main entrance, improvements to the roof gutter system and drainage system resulting in a much dryer basement, reconstruction of the two chimneys, and repainting of the building and restoring the Majorie Circle entry door to its original design.

Since the 2014 Plan was adopted, several additional improvements have been made to this building. A new gas fired furnace was installed in 2018 with the extension of natural gas to Hebron Center. Also, an emergency generator was installed in 2015 along with an upgrade to the electrical service panel. Window air conditioner units were replaced by a more efficient system of mini splits throughout the building. And, in 2023 a new concrete floor was laid in the basement in order to further control the moisture in the basement.

### The Town Records Building

The Town Records Building is a twenty-four by eighteen square foot building, and it houses the overflow records from the Town Office Building vaults used by several Town departments. The building has its own electrical system which supports lights, two aged space heaters and two dehumidifiers that drain to the outside of the building. There is no running water or bathroom facilities, and the building is not climate controlled with regards to heating, although moisture is



addressed with the two dehumidifiers. Typically, a town department will retain its own records in the vault in the Town Office Building. When a set of records reaches the point, it can be closed out at the department level, the records are moved from the Town Office Building to the Town Records Building where they remain for the duration of the statutorily required retention period before they are ultimately destroyed. If a member of the public wants to view any of the records contained in the Records Building, they must make an appointment with the Town Clerk who will remove the required records from the Records Building and deliver them to the requestor at

the Town Hall Building. Similarly, if Town Staff wishes to view any records, they must follow the same procedure. Since the demand to see records stored here is low and the present use of the building adequately meets the needs of the public and Town departments, there is no need to expand this building or to re-deploy it for any other use, since doing so would necessitate offsite record storage. The Town Records Building is a historical landmark; the building has often been open to the public on Hebron Maple Festival Weekend.

**Commented [MB7]:** Mike, I've been wondering about this. Do you know if this was limited to first floor framing? I thought I read a report noting that file storage should be limited on the second floor due to inadequate structural (framing) capacity.

**Commented [MO8R7]:** Not sure. This was same wording as 2014 plan. I am guessing first floor.

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## Goals and Policies:

**Goal:** Provide effective and efficient Town government services while minimizing infrastructure and operational costs.

## Policies:

1. Continue to monitor the space needs of the Town Hall complex operations and as needed study the options of expanding the Town Office building to provide adequate meeting room, office, storage spaces.
2. Once a decision is made as to the long and short term uses for the Town Hall Complex, make renovations to the building(s) to address ADA and code compliance issues.

## The Town of Hebron

### Plan of Conservation and Development

#### 2024 Update – Overview and Status

January 2021 – rev. dates: 2/4/21; 3/9/21; 4/27/21; 6/3/21; 7/9/21; 11/19/21; 1/26/22; 2/15/22; 6/27/22; 7/14/22; 7/27/22; 9/13/22; 10/3/22; 11/29/22; 1/15/23; 1/24/23; 4/18/23; 5/17/23; 5/24/23; 7/29/23; 9/17/23; 10/24/23; 12/8/23; 12/28/23; 1/3/24

Section Name	Primary Responsibility	Subcommittee Members	Coordinate With Other Agencies	Notes / Status	Target Date
<b>Forward</b>	Staff			<b>Final Draft: 9/10/22</b>	
<b>Section 1. Community Profile</b>	Staff			<b>Final Draft: 5/30/23</b> <b>Rev: 7/29/23</b>	
<b>Section 2. Conservation Plan &amp; Policies</b>					
<b>A. Sustainability</b>			Green Committee; Conservation Comm.; Town Manager; Building Committee;	Memo: <b>10/24/23</b> <b>Final Draft 12-8-23</b>	End of 2021
<b>B. Underground Drinking Water Supplies</b>			Town Engineer; Conservation Comm.; CT Water Co.; Parks & Rec.	First draft: 5-11-21; rev: 11-19-21 <b>Final Draft: 11-30-21</b> <b>Final Draft: 11-30-23</b>	2021 (Jan. – June)
<b>C. Stream Corridors and Bodies of Water</b>			Conservation Comm.; Parks & Rec.; OSLAC; Salmon River Partnership	First draft: 5-11-21; rev: 11-19-21 Packet sent to all agencies (4/21). <b>Final Draft: 11-30-21</b>	2021 (Jan. – June)

<b>D. Amston Lake</b>			AL Tax District; Town Engineer; PW Director; CT Water Co.; Conservation Comm.;	First draft: 5-11-21; rev:11-19-21 Packet sent to all agencies (4/21). <b>Final Draft: 11-30-21</b>	2021 (Jan. – June)
<b>E. Private Open Space and Institutional Lands</b>			Conservation Comm.; Lions; Hemlocks; Blackledge; Tallwood; Parks & Rec.; OSLAC	First Draft: 6/21 Packet sent to all agencies (4/21). <b>Final Draft:1-2-22</b>	2021 (Jan. – June)
<b>F. Agriculture and Farming</b>			Hebron Farmers; CT Farm Bureau; Hebron Farmers Market; Park & Rec.; Maple Fest; Conservation Comm.	First Draft: 6/21 Packet sent to all agencies (5/10). <b>Final Draft:9-29-22</b>	2021 (Jan. – June)
<b>G. Wildlife, Plant Life and Other Significant Natural Features</b>			Conservation Comm.; Historic Prop. Comm (SNF sec); Green Committee	Packet sent to all agencies (11/21). First Draft: 1-8-22 CC comments: 1/18/22 HPC comments:1-13-22 <b>Final Draft: 2-22-22</b>	2021 (July – Dec)
<b>H. Scenic Vistas and Streetscapes</b>			OSLAC; Parks & Rec.; Conservation Comm.	Packet sent to all agencies (11/21). First Draft: 1-8-22 CC comments: 1/18/22 HPC comments: 1-13-22 <b>Final Draft: Jan 2022</b>	2021 (July – Dec)
<b>I. Areas of Historical Heritage</b>			Historic Properties Commission; Historical Society;	Packet sent to all agencies (11/21).	2021



				First Draft: 1-10-22 CC comments: 1/18/22 HPC comments: 1-13-22 <b>Final Draft: Jan 2022</b> <b>Final Draft: 10-5-23</b> <b>Final Draft: 12-1-23</b>	(July – Dec)
<b>J. Recreation</b>			Parks & Rec.; Boosters; OSLAC; Conservation Comm.	Packet sent to all agencies (11/21). HPC comments: 1-13-22 CC comments: 2-14-22 <b>Final Draft: 3-22-22</b>	2021 (July – Dec)
<b>K. The Open Space Plan</b>			OSLAC; Parks & Rec.; Conservation Comm.; HPC;	Packet sent to all agencies (11/21). HPC Comments: 1/13/22 CC comments: 2-14-22 <b>Final Draft: 4-26-22</b>	2021 (July – Dec)
<b>Public Informational Meeting on Conservation Plan and Policies</b>					9/27/22 <b>Completed</b>
<b>Section 3. Development Plan &amp; Policies</b>				Initial discussion: 7/26/22 Meeting with EDC: 10/25/22	
<b>A. Introduction</b>				Draft prepared: 9/3/22 Revised: 9/13/22 PZC mtg <b>Final Draft: 12/1/22</b>	
<b>B. Business Districts</b>					

<b>I. Town Center - Overall Boundary and Concept</b>			Economic Development Commission; Town Center Project	Packet sent out 7/14/22 Draft Prepared: 9/7/22 Revised:9/13/22 PZC mtg <b>Final Draft: 12/1/22</b>	2022
<b>II. Hebron's Main Street - Route 66 Main Street Business District</b>			Economic Development Commission; Town Center Project	Packet sent out 7/14/22 <b>Final Draft: 1/24/23</b>	2022
<b>III. Hebron Green District</b>			Economic Development Commission; Historic Properties Commission; Town Center Proj.	Packet sent out 7/14/22 <b>Final Draft: 1/24/23</b>	2022
<b>IV. Village Square District</b>			Economic Development Commission; Town Center Project	Packet sent out 7/14/22 <b>Final Draft: 1/24/23</b>	2022
<b>V. Transitional Areas</b>			Economic Development Commission	Packet sent out 7/14/22 <b>Final Draft: 1/24/23</b>	2022
<b>VI. Neighborhood Convenience District</b>			Economic Development Commission	Packet sent out 7/14/22 <b>Final Draft: 1/24/23</b>	2022
<b>VII. Commercial Technology Zone</b>			Economic Development Commission	Packet sent out 7/14/22; <b>Final Draft: 1/24/23</b>	2022
<b>VIII. Amston Village District</b>			Economic Development Commission	Packet sent out 7/14/22 <b>Final Draft: 1/24/23</b>	2022
<b>C. Residential Development</b>					
<b>I. Residential Land Analysis</b>				Land Use Map update Final May 2023 <b>Final Draft:7/29/23</b>	2023

<b>II. Plan for Residential Growth</b>				<b>Final Draft:2/20/23</b>	2023
<b>III. Potential Housing and Population Growth</b>				<b>DRAFT: 10/4/23</b>	2023
<b>IV. Housing Diversity</b>				<b>Final Draft: 3/1/23</b>	2023
<b>D. Future Land Use</b>				<b>Draft: 10/19/23; Final Draft: 11-30-23</b>	
<b>Public Informational Meeting on Development Plan &amp; Policies</b>					May 2023
<b>Section 4. Municipal Infrastructure</b>					
<b>A. Education</b>			Board of Education; Public Building Committee	<b>Letter sent to Superintendent 12/28/23 Draft in progress</b>	2022
<b>B. Emergency Services</b>			Town Manager; Public Building Committee	<b>DRAFT: 12/28/23; Rev.: 1/3/23</b>	
<b>I. Fire Protection</b>			Fire Chief	"	2022
<b>II. Emergency Medical Services</b>			Fire Chief	"	2022
<b>III. Police Services</b>			Resident State Trooper;	"	2022
<b>IV. Emergency Management</b>				"	2022
<b>C. Public Works</b>			Public Works Director; Public Building Committee	<b>DRAFT:12/29/23</b>	2023
<b>D. Town Offices</b>			Town Manager; Public Building Committee	<b>DRAFT: 12/20/23</b>	2023
<b>E. Library</b>			Library Board of Trustees; Library Dir.; Public Building Committee	<b>DRAFT: 12/20/23</b>	2023

<b>F. Cemeteries</b>			Historical Society; Historic Properties Commission	Letter sent to HHS & HPC; April 2023 <b>FINAL Draft: 10/5/23</b> <b>Final Draft: 12-20-23</b>	2023
<b>G. Roadways, Bridges and Walkways</b>			Public Works Director	Letter sent to PW Director; April 2023 Draft: May 17, 2023 <b>Final Draft: 7/28/23</b>	2023
<b>H. Utilities</b>					
<b>I. Water</b>			CT Water Company; Health District	Letter sent to CT Water / Health District; April 2023 <b>DRAFT: 10/24/23</b> <b>Final Draft: 12-1-23</b>	2023
<b>II. Sanitary Sewers</b>			WPCA; Public Works Dir.	Letter sent to PW Director; April 2023 Draft: May 17, 2023 <b>Final Draft: 7/28/23</b>	2023
<b>I. State Regulated Public Utilities</b>				<b>Final Draft:11-30-23</b>	2023
<b>Public Informational Meeting on Municipal Infrastructure</b>					September 2023
<b>Section 5. Consistency with State and Regional Plans</b>				<b>FINAL Draft:9/17/23</b>	2023
<b>Appendix</b>					
<b>A. List of Maps</b>					2023
<b>Final Public Information Meeting on the Draft POCD</b>					January 2024

<b>Distribution and Posting of the Final Draft of the POCD as per CGS</b>					February 2024
<b>Public Hearing on Adoption of the POCD</b>					May 2024

**Section 2.E**  
**RESIDENCE DISTRICTS & USES**  
**DIMENSIONAL STANDARDS**

2.E.7. BUILDING HEIGHT LIMITATIONS	Principal Buildings	Accessory Buildings/ Structures (3)
Residence 1 (R-1)	2 1/2 Stories	20 Feet
Residence 2 (R-2)	2 1/2 Stories	20 Feet
Amston Lake (AL): (See notes 1 and 2)	1 1/2 Stories or 20 feet, whichever is more restrictive	15 Feet

**Notes:**

1. A street-facing façade shall only be permitted to have an eye dormer. A façade not facing the street may have an eye dormer or a partial dormer.
2. Building height shall be limited to a one-story dwelling in those instances as set forth in Section 2.F.1.3.
3. The Commission may, by Special Permit, authorize a taller accessory building or structure than permitted above when such building is situated on the property in such a way as to minimize visibility from the street and to minimize any adverse impacts on neighboring properties.

2.E.8. BUILDING COVERAGE LIMITATIONS	All Buildings / Structures	Accessory Buildings/ Structures (1)
Residence 1 (R-1)	15%	900 square feet for lots up to 5 acres in size
Residence 2 (R-2)	10%	
Amston Lake (AL):		1,200 square feet for lots greater than 5 acres in size
• Lot of Record	20%	
• New Lot With Sewer	15%	
• New Lot With Septic	15%	

**Notes:**

1. The Commission may, by Special Permit, authorize an accessory building or structure with a greater floor area than permitted above when such building or structure is situated on the property in such a way as to minimize visibility from the street and to minimize any adverse impacts on neighboring properties.

**SECTION 2.D.4 (RESIDENCE DISTRICTS & USES; ACCESSORY USES AND STRUCTURES)**

NOTE: Approved wording is bold and underlined.

<b>2.D.4 HOUSING</b>	<b>R-1</b>	<b>R-2</b>	<b>AL</b>
1. Up to two (2) boarders, roomers or lodgers residing in an owner-occupied dwelling.	No Zoning Permit Required	No Zoning Permit Required	No Zoning Permit Required
2. Temporary Housing For Dwelling Under Construction in accordance with Section 2.G.8.2	Zoning Permit (Staff)	Zoning Permit (Staff)	x
3. Housing For Aged Persons in accordance with Section 2.G.8.1	Zoning Permit (Staff)	Zoning Permit (Staff)	x
4. An accessory apartment in accordance with Section <b><u>2.G.7.</u></b>	Zoning Permit (Staff)	Zoning Permit (Staff)	<b><u>Zoning Permit (Staff)</u></b>



## **2.G.7 ACCESSORY APARTMENTS**

### **2.G.7.1 PURPOSE**

It is the purpose of this Section of the Regulations to allow for the establishment of accessory apartments in appropriate locations in Hebron to help address the current and future housing needs of the community while protecting the public's health, safety, and welfare.

### **2.G.7.2 STANDARDS**

1. Accessory apartments shall:
  - a. be permitted on each lot that contains a single-family dwelling;
  - b. be allowed attached to, located within, or detached from the proposed or existing principal dwelling;
  - c. be located on the same lot as the principal dwelling; and,
  - d. shall meet the requirements for a single-family dwelling as determined by the Connecticut State Building Code.
2. Only one (1) accessory apartment shall be permitted per property.
3. The owner of the property must reside on the premises.
4. The principal dwelling and the accessory apartment shall be subject to the approval by the Health District for use of private water and septic systems, or from the Town of Hebron Water Pollution Control Authority for connection into the public sewer system.
5. An accessory apartment may be established by construction of an addition to the principal structure, provided that:
  - a. the single-family appearance of the dwelling is not changed;
  - b. the maximum permitted building coverage is not exceeded;
  - c. a dormer does not extend above the existing roof ridge line and does not extend in depth beyond the first floor exterior front wall;
  - d. the addition shall not be constructed into the existing front yard
6. The accessory apartment shall not be more than thirty percent (35%) of the net floor area of the principal dwelling, or one thousand square feet, whichever is less.
  - a. The Commission, by Special Permit, may authorize a detached accessory apartment that is greater than 35% of the net floor area of the principal dwelling, provided that the accessory apartment shall not exceed one thousand square feet.
7. An accessory apartment shall not contain more than two (2) bedrooms.
8. A total minimum of three (3) off street parking spaces shall be provided: Two (2) spaces per principal dwelling and one (1) space for the accessory apartment. Such parking shall be adequately drained and suitably screened from adjacent residences.



9. An accessory apartment may be permitted within a cellar or basement provided that one wall allows access to grade. Said access shall not be to the front yard.
10. Both dwelling units shall share all utility services and shall not have separate metering devices for utility services.
11. No accessory apartment shall be used for short term rentals or rental vacation stays.

#### **2.G.7.3 PERMIT PROCEDURES**

1. Applications for a Building Permit and Certificate of Zoning Compliance shall be reviewed by the Building Official and Director of Planning respectively and shall be accompanied by the following:
  - a. an affidavit of ownership signed by the owner of the premises;
  - b. an affidavit signed by the owner of the premises affirming the intent of an owner to occupy either the principal dwelling or accessory apartment;
  - c. a report prepared by and bearing the seal of a professional engineer verifying the adequacy of the sewage disposal and water supply systems for both dwelling units and approved by the Health District; and
  - d. in lieu of a Site Plan and Architectural Plans, sufficient building drawings and/or clear photographs to show the exterior/ interior building alterations proposed; however, a Site Plan is required to be provided in the case of a proposed building addition that would contain an accessory apartment or in the case of a detached accessory apartment to ascertain compliance with all applicable zoning regulations
2. A decision on an as of right accessory apartment application must be made within sixty-five days after receipt of such application unless the applicant consents to one or more extensions of not more than an additional sixty-five days.

### **Dwelling-Related Terms**

**Dwelling Unit** - A single unit providing complete, independent living facilities for one (1) or more persons including permanent provisions for living, sleeping, eating, cooking, and sanitation. A dwelling unit shall consist of contiguous floor area and no habitable space of a dwelling unit shall be separated from other habitable space of the same dwelling unit by a solid wall or by a garage, breezeway, or other unheated or uninhabitable space.

**Dwelling Unit (Elderly)** - A single unit providing complete, independent living facilities for one or more elderly or handicapped persons including permanent provisions for living, sleeping, eating, cooking and sanitation.

**Dwelling, Seasonal** - A Dwelling which was originally designed or intended to be used for residential purposes only during the warmer seasons of the year, and for which no approval required by these Regulations, or any previous versions hereof, has been granted to permit year-round use.

**One Family Dwelling** - A building containing one (1) dwelling unit for one family as defined by these Zoning Regulations.

**Two Family Dwelling** - A building containing two (2) dwelling units with not more than one family per dwelling unit.

**Multi-family Apartment House Dwelling** - A building or portion thereof containing more than two (2) dwelling units and not classified as a one- or two-family dwelling.

**Apartment** – A dwelling unit as defined in these Zoning Regulations.

**Accessory Apartment** – **A separate dwelling unit that (A) is located on the same lot as a principal dwelling unit of greater square footage, (B) has cooking facilities, and (C) complies with or is otherwise exempt from any applicable building code, fire code and health and safety regulations.**