

*Updated 10/4/16; 1/18/18*



# Implementation Element

Companion to 2013 Plan of Conservation and Development

South Windsor Planning and Zoning Commission

Adopted: July 23, 2013

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# INTRODUCTION

## Overview

The **South Windsor Plan of Conservation and Development (POCD)** sets forth goals for South Windsor and strategic approaches to achieving the goals. This document, the **Implementation Element**, identifies the tasks necessary to undertake each POCD strategy, the lead entity to undertake the task, and time frames. Implementation was not included within the POCD because the tactics (or tasks) to address each strategy in the POCD will change over the next 10 years, as new tools or resources become available and new priorities emerge. As a separate document, the Commission can regularly update the Implementation Element to track progress, add new tasks and change priority levels.

The Planning and Zoning Commission has the primary responsibility for implementing many of the recommendations in the POCD. Other recommendations require the cooperation of and actions by other commissions and committees. This document can help guide their efforts.

## Approaches to Tracking Implementation

To ensure that implementation of the POCD is an on-going process, it is recommended that South Windsor:

1. Establish a committee to track and manage implementation. The body could be:
  - a. A subcommittee of PZC members, or
  - b. A new committee that includes representation of key entities involved with implementation, including the PZC.
2. Dedicate one to two Planning and Zoning Commission meetings annually to review implementation status, update tasks, and set priorities for the up-coming year.

## How to Use This Document

The organization of this Implementation Element mirrors the POCD:

POCD Chapters		
<b>Conservation-Related Chapters</b> Ch. 4 - Community Character Ch. 5 – Natural Resources Ch. 6 – Open Space Ch. 7 – Farmland	<b>Development-Related Chapters</b> Ch. 8 – Business Development Ch. 9 – South Windsor Center Ch. 10 – Route 5 Ch. 11 – Residential Development	<b>Infrastructure-Related Chapters</b> Ch. 12 – Transportation Ch. 13 – Community Facilities Ch. 14 – Utilities

The Implementation Tables contain the following information:

# - Each item is assigned a number for easy reference.

**Tasks** (marked by a ★) are specific actions that can typically be completed. A suggested timeframe is identified for each Task. The timeframes are:

- **Short:** 1 to 3 years
- **Medium:** 4 to 6 years
- **Long:** 7 plus years

**Ongoing Policies** are never completed. A policy is an approach that is continually applied to situations or when making decisions. Therefore timeframes are not assigned for ongoing policies.

**Initial Lead** is the commission or department who would most likely initiate the task or strategy because it generally falls within their mission or area of expertise.

**Partners** are others that would likely also play a role in implementation. They might assist the Initial Lead, be charged with adopting the end product (e.g., ordinance, new regulation) or play some other key role with the task or strategy. This list of partners is not exhaustive – there may be other entities, staff, or community members who would help implement the policy or task.

## List of Acronyms for Lead Entity and Partners

If an entity is listed only a few times in the tables, the whole name is spelled out in the implementation tables.

ADRC	Architectural Design Review Committee	MTHAC	Mass Transit & Highway Advisory Commission	SWALPC	South Windsor Agricultural Land Preservation Committee
DPW	Department of Public Works (Engineering)	OSTF	Open Space Task Force	SWFOOD	South Windsor Food Alliance
EDC	Economic Development Commission	PBC	Public Building Commission	SWW&WW	South Windsor Walk & Wheel Ways
ED Staff	Economic Development Staff	PD Staff	Planning Department Staff	TA	Traffic Authority
HDC	Historic District Commission	PRC	Parks and Recreation Commission	TC	Town Council
HS	Historical Society	PR Staff	Parks and Recreation Staff	TM	Town Manager
IWA/CC	Inland Wetlands Agency / Conservation Commission	PZC	Planning & Zoning Commission	WPCA	Water Pollution Control Authority

# COMMUNITY CHARACTER

## STRATEGY A| Encourage the Preservation of Scenic Resources.

	#	Task	Time Frame			Lead Entity	Partners	Progress Notes	Date Completed
			Short	Med.	Long				
★	A.1	Update zoning regulations to require that applicants address and mitigate potential impacts the appearance of and views of Heritage, Scenic or Identity resources identified on the Character Resources Map.			✓	PZC	HDC	2015/16 VCI Grant – used to conduct Main Street Preservation Study ; Developed PDR Program identifying farmlands	May 2016  2017
★	A.2	Identify additional candidate roads for a local scenic road designation.		✓		TC	IWA/CC, HS, HDC, PZC		
	A.3	Continue to require new commercial development, subdivisions, multifamily and planned residential developments to bury utilities serving their properties as feasible.	Ongoing policy			PZC		All new developments are being approved with under ground utility required	Ongoing
	A.4	Work with utility companies to bury utilities.	Ongoing policy			Staff, TC			Ongoing

## STRATEGY B| Preserve Historic Buildings, Structures and Landscapes

#	Task	Time Frame			Lead Entity	Partners	Progress Notes	Date Completed
		Short	Med.	Long				
B.1	Maintain the demolition delay ordinance.	Ongoing policy			TC		<i>Program and forms placed on website. DDC conducted a evaluation of the Town Center area</i>	Ongoing
B.2	Continue to hold annual event (such as Heritage Days) and other events and educational programs.	Ongoing policy			HDC, HS	Wood Library	<i>Not held 2017</i>	Ongoing
★ B.3	Hold new events and education programs.		✓		HDC, HS	Wood Library	<i>Conducted land preservation seminars (with assistance of state and non-profit agencies)</i>	2015 /2016
★ B.4	Move forward with installing educational plaques in historic areas.	✓			HDC, HS		<i>? HDC purchasing plaques</i>	
★ B.5	Evaluate need for and implications of tax abatements or assessment deferrals for historic buildings.		✓		HDC	TC		
★ B.6	Update Office Conversion Overlay Zone to regulate allowable alterations to facades (e.g., see Wilton CT Adaptive Reuse Regulations)	✓			PZC			
★ B.7	Determine additional areas that the updated OCOZ could apply to.	✓			PZC	HDC	<i>Discussed Main Street during VCI grant funding- not desired by residents</i>	September 2015
★ B.8	Identify additional areas to consider designating as local historic districts.		✓		HDC	TC	<i>HDC pursuing joint district with EH on Long Hill Road</i>	2016

## STRATEGY C| Preserve the Character of Main Street

#	Task	Time Frame			Lead Entity	Partners	Progress Notes	Date Completed
		Short	Med.	Long				
C.1	Meet with landowners to stay apprised of their long term intentions.	Ongoing policy			SWALPAC	OSTF, CC	VCI	Ongoing
C.2	Continue to educate landowners on preservation options.	Ongoing policy			OSTF	SWALPA C	VCI; Purchase of Development Rights (PDR) policy 2016	Ongoing
C.3	If landowners wish to preserve land, suggest funding approach, funding sources, and ownership options.	Ongoing policy			OSTF	SWALPA C, TC	TC adopted a PDR Policy	Ongoing
C.4	Require conservation subdivisions for parcels along Main Street.	Ongoing policy			PZC		OSTF updating priority map that triggers conservation subdivisions	Ongoing
★ C.5	Identify landscape architects who can help landowners design subdivisions to minimize visual impacts and maximize preservation of scenic portions of sites.	✓			PD Staff	PZC, CC		
★ C.6	Determine how to fund landscape architecture assistance.		✓		PD Staff	PZC, TC, HDC		
★ C.7	Update zoning regulations for rear lots to incorporate additional standards, such as to minimize tree clearing.	✓			PZC	HDC		
★ C.8	Determine if Village District designation or extension of local historic district is warranted along Main Street.	✓			PZC, HDC	TC, ADRC	VCI study explored concept and made recommendations for implementation	2015/2016



## STRATEGY D| Maintain a High Design Standard for New Development

#	Task	Time Frame			Lead Entity	Partners	Progress Notes	Date Completed
		Short	Med.	Long				
	D.1 Continue to require design review for site plan applications.	<i>Ongoing policy</i>			PZC	ADRC		<i>Ongoing</i>
★	D.2 For existing design guidelines in the zoning regulations, create a design guidebook using graphics and photos to convey concepts and to incorporate additional design standards, including for signs.		✓		PZC	PD Staff, ADRC		
★	D.3 Prepare design guidelines and guidebook for additional existing commercial zones.		✓		PZC	PD Staff, ADRC		

## STRATEGY E| Ensure Gateways Convey an Image that Represents South Windsor's Character

#	Task	Time Frame			Lead Entity	Partners	Progress Notes	Date Completed
		Short	Med.	Long				
	E.1 Maintain the appearance of the gateways identified as "Gateway (Maintain)" on Character Resources Map.	<i>Ongoing policy</i>			DPW, TC		<i>Reserving rights for a Gateway sign on Sullivan Ave/Rte 5 corner</i>	<i>Ongoing</i>
★	E.2 Encourage Evergreen Walk to include "South Windsor" in their sign.	✓			ED Staff	PD Staff, EDC		
★	E.3 Involve residents and businesses in identifying how to upgrade gateways identified as "Gateway (Improve)" on Character Resources Map (signs, art, overall image for each).	✓			TC	EDC		
★	E.4 Seek creative ways to implement gateway improvements (e.g., with Chamber of Commerce and businesses, working with local artists, seek place-making grants, friends-of groups, etc.)		✓		TC	EDC, Staff, TM, Other		

## STRATEGY F| Promote Community Pride and Spirit

#	Task	Time Frame			Lead Entity	Partners	Progress Notes	Date Completed
		Short	Med.	Long				
★ F.1	Determine a brand (possibly work with a branding expert).	✓			TC	EDC		
F.2	Actively promote the brand.	Ongoing policy			EDC, Staff			Ongoing
F.3	Continue to recognize community volunteers through events and other means.	Ongoing policy			TC			Ongoing
F.4	Promote the various events put on by community groups to South Windsor residents and the broader region.	Ongoing policy			TC, Staff		Events are listed on the Town website with link to other sites as appropriate	Ongoing

# NATURAL RESOURCES

## STRATEGY A| Preserve Sensitive Natural Resources

#	Task	Time Frame			Lead Entity	Partners	Progress Notes	Date Completed
		Short	Med.	Long				
A.1	Continue to ensure that land use applications comply with Wetland and Zoning regulations.	Ongoing policy			PZC, IWA/CC	PD Staff	<i>Regulations being updated using State Model Regs as guide</i>	Ongoing
A.2	Monitor compliance and enforce regulations, with priority on those areas with a greater concentration of natural resources (see Locational Guide Map – Conservation).	Ongoing policy			PD Staff			Ongoing
★ A.3	Investigate adopting up-to-date tools for handling zoning violations, such as fines.	✓			TC, PZC		<i>ZEO researching options</i>	
★ A.4	Amend Zoning Regulations to subtract out wetlands from dimensional requirements for all or parts of the Town.			✓	PZC	IWA/CC		
See Open Space Preservation tasks for additional tasks to preserve natural resources.								

## STRATEGY B| Design Sites to Avoid Sensitive Areas and Mitigate Impacts

#	Task	Time Frame			Lead Entity	Partners	Progress Notes	Date Completed
		Short	Med.	Long				
★	B.1	Determine if any zoning provisions prevent lots from being laid out in ways that avoid natural resources.	✓			PD Staff	PZC, IWA/CC	
★	B.2	Update zoning regulations based on results of task 1. Determine if it will apply to all areas or just those with natural resources.		✓		PZC	IWA/CC	
★	B.3	Formally adopt a No Net Loss of Wetlands policy. Specify minimum standards for wetlands replacement and protocol for long term monitoring.	✓			IWA/CC		<i>Adding a statement to updated regulations</i>
★	B.4	Consider requiring drainage review when land is cleared of vegetation.		✓		PZC	PD Staff, DPW, IWA/CC	<i>PZC adopted zoning requirement for land clearing review on Industrial/Commercial sites</i>
	B.5	Monitor mitigation measures over the long term to ensure proper maintenance.	<i>Ongoing policy</i>			PD Staff	IWA/CC	
★	B.6	Establish a bonding policy for mitigation measures.	✓			PD Staff	IWA/CC	<i>Adding a statement to updated regulations</i>
★	B.7	Research and adopt protocols that ensure that future owners and tenants are aware of required mitigation measures and proper maintenance.		✓		IWA/CC, PD Staff		

## STRATEGY C| Protect and Improve Water Quality

#	Task	Time Frame			Lead Entity	Partners	Progress Notes	Date Complete
		Short	Med.	Long				
C.1	Continue to work with developers to design sites to reduce clearing before they submit applications.	<i>Ongoing policy</i>			PD Staff	PZC, IWA/CC		<i>Ongoing</i>

	C.2	Continue to address both peak and total runoff when sites are developed.	<i>Ongoing policy</i>			PZC, PD Staff	DPW		<i>Ongoing</i>
★	C.3	Combine drainage regulations and specifications into one document with user-friendly information on LID practices.		✓		PW and PD Staff	TC, PZC, IWA/CC, DPW		
	C.4	Continue to incorporate LID into Town projects.	<i>Ongoing policy</i>			PD Staff, TC	PZC, IWA/CC, DPW		<i>Ongoing</i>
	C.5	Work with others to provide educational materials to residents about reducing use of fertilizer and pesticides.	<i>Ongoing policy</i>			IWA/CC			<i>Ongoing</i>
★	C.6	Reduce use of fertilizer and pesticides on town properties.			✓	TM, DPW, PR Staff	TC, IWA/CC	<i>Parks and Recreation no longer limited pesticides</i>	
	C.7	Work with others to provide educational resources to farmers to reduce environmental impacts of farming.	<i>Ongoing policy</i>			SWALPAC, IWA/CC	Conservation District	<i>Staff continues to work with local farmers to get assistance</i>	<i>Ongoing</i>
★	C.8	Establish a water quality monitoring program for streams and water bodies that are designated by CT DEEP as impaired.	✓			IWA/CC	PD Staff, DPW		
	C.9	Work with the State to encourage remediation of areas when redeveloped or is public health concerns arise.	<i>Ongoing policy</i>			Health Dept.	PD Staff, State, IWA/CC		<i>Ongoing</i>

# OPEN SPACE

## STRATEGY A| Continue to Preserve Open Space in Areas Which Meet Strategic Objectives

#	Task	Time Frame			Lead Entity	Partners	Progress Notes	Date Completed
		Short	Med.	Long				
★ A.1	Update Acquisition Objectives in Open Space Plan to include year-round activities (amend to read “Provide sites for year-round active and passive recreation”)	✓			PD Staff	OSTF, PR Staff	<i>Incorporated in OSTF review guidelines</i>	2015
Refer to South Windsor’s Open Space Plan for tasks that will implement this Strategy.								

## STRATEGY B| Explore Options to Preserve “Perceived Open Space”

#	Task	Time Frame			Lead Entity	Partners	Progress Notes	Date Completed
		Short	Med.	Long				
B.1	Ensure that utilities are aware of which parcels are desirable as open space.	Ongoing policy			OSTF	PD Staff		Ongoing
B.2	Continue working with utilities to allow public access where appropriate.	Ongoing policy			PR Staff, PD Staff	OSTF, SWW&W	<i>SWWW working with Eversource on cross-country trail</i>	Ongoing
B.3	Stay apprised of utilities’ intentions to dispose of property.	Ongoing policy			PD Staff	OSTF		Ongoing
B.4	Require that golf courses must be designed as open space subdivisions if developed.	Ongoing policy			PZC		<i>Recommended as desirable properties on draft OSTF map</i>	Ongoing

## STRATEGY C| Use Greenways to Link Open Spaces and Connect Community Destinations

	#	Task	Time Frame			Lead Entity	Partners	Progress Notes	Date Completed
			Short	Med.	Long				
★	C.1	Add a reference to the Open Space and Greenway Plan map in the Zoning and Subdivision Regulations to help determine appropriate locations open space set-asides, pathways and sidewalks for parcels located in an area that is desirable for a greenway.	✓			PZC	OSTF, PD Staff, PR Staff, PAC, SWW&WW		
★	C.2	Nominate additional Greenways for State recognition.		✓		PR Staff	OSTF, TC	<i>2017 Greenway along EverSource corridor (6.2 mile trail)</i>	
★	C.3	Promote and publicize the CT River as a blueway.	✓			PRC	SWW&WW, OSTF, PR STAFF, PD STAFF, State		
★	C.4	Explore designating the Scantic River as a local blueway.		✓		PRC	PR Staff		
Refer to South Windsor's Open Space Plan for tasks that will create Greenways.									

## STRATEGY D| Manage Existing Open Space

	#	Task	Time Frame			Lead Entity	Partners	Progress Notes	Date Complete
			Short	Med.	Long				
★	D.1	Create management plans for vacant Town-owned parcels and open space (inventory of current conditions, intended future uses, and management/maintenance).	✓			PR Staff, PD Staff, TC	OSTF, TC, IWA/CC, SWALPAC	<i>Ongoing with Planning and Parks staff</i>	
	D.2	Ensure that fee-in-lieu of open space funds are not used for maintenance.	Ongoing policy			TC, PZC	OSTF	<i>Developed fairgrounds on Brookfield Street with funds</i>	<i>2017</i>

	D.3	Provide regular funding for open space maintenance.	<i>Ongoing policy</i>			TC	PR STAFF, OSTF	<i>Ongoing</i>	
★	D.4	Identify ways to improve access to the CT River Boat Launch, including paving and parking improvements.	✓			PRC, STAFF P	TC, OSTF		



# FARMLAND

## STRATEGY A| Inventory Farmland

	#	Task	Time Frame			Lead Entity	Partners	Progress Notes	Date Completed
			Short	Med.	Long				
★	A.1	Create a database of farmland, including parcels, acreage, products and ownership status.	✓			SWALPAC	PD Staff, OSTF, SWFOOD	Currently under development	
★	A.2	Create a GIS layer using the inventory.	✓			PD Staff	DPW	Currently under development	
	A.3	Update regularly and report on losses of farmland.	Ongoing policy			SWALPAC	PD Staff		Ongoing
★	A.4	Identify town-leased farming parcels and review leases to determine if environmental standards and protections are adequate.	✓			PD Staff, PR Staff, DPW	TC, IWA/CC	Currently under development	

## STRATEGY B| Maintain Open Communication with Farmers

	#	Task	Time Frame			Lead Entity	Partners	Progress Notes	Date Completed
			Short	Med.	Long				
★	B.1	Update report on challenges faced by farmers in South Windsor.		✓		SWALPAC	PD Staff, OSTF, DPW, SWFOOD	VCI report addressed some Main Street concerns	2015 Ongoing
	B.2	Annually meet with farmers to ascertain long terms intentions and to help address challenges.	Ongoing policy			SWALPAC	DPW , OSTF, CC, SWFOOD		Ongoing

## STRATEGY C| Adopt Provisions that Protect the Right to Farm

	#	Task	Time Frame			Lead Entity	Partners	Progress Notes	Date Completed
			Short	Med.	Long				
★	C.1	Adopt a Right to Farm Ordinance	✓			TC	SWALPC, SWFOOD		
★	C.2	Update zoning regulations to require buffers for residential developments built adjacent to working farms.	✓			PZC			
★	C.3	Identify vacant parcels adjacent to working farms that might be prone to residential development.	✓			SWALPC, PD Staff	OSTF		
	C.4	Consider parcels identified in C.3 to be a priority for open space protection.	Ongoing policy			OSTF	TC	7-2016 TC adopted PDR program; SWALPAC	Ongoing

## STRATEGY D| Help Support and Expand the Market for Locally-Grown Products

★	#	Task	Time Frame			Lead Entity	Partners	Progress Notes	Date Completed
			Short	Med.	Long				
★	D.1	Determine approach for marketing locally-grown products (e.g., web, at town events, etc.)	✓			SWFOOD	Health Dept., PD Staff	Priest Farm feasibility Study conducted; potential to create Community Farm	September 2016
	D.2	Coordinate and promote the use of locally grown food in schools, senior center, and restaurants and at town events.	Ongoing policy			SWFOOD	Health Dept., Human Services	food to schools program	Ongoing
	D.3	Continue to promote the farmers market	Ongoing policy			HS, SWFOOD	SWALPAC, TC	Market continues to expand each year	Ongoing
★	D.4	Expand the farmers market to include a winter market	✓			TC, SWFOOD	SWALPAC		
	D.5	Help farmers determine if Community Supported Agriculture might be an option.	Ongoing policy			SWALPAC	SWFOOD, PR Staff, EDC	7-2016 TC adopted PDR program; identifying priority	Ongoing July 2016

★	D.6	Work with farmers to determine potential agri-tourism activities.		✓		SWALPAC	EDC, ED Staff	<i>farmlands</i> <i>PZC adopted zoning regulations allowing Agri-Tourism opportunities</i>	<i>2017</i>
	D.7	Publicize agri-tourism activities.	<i>Ongoing policy</i>			SWALPAC	EDC, ED Staff		<i>Ongoing</i>
	D.8	Implement the South Windsor Food Alliance Master Plan.	<i>Ongoing policy</i>			SWFOOD	PRC, TC		<i>Ongoing</i>
	D.9	Support the creation of additional community gardens	<i>Ongoing policy</i>			SWFOOD, PRC, PR Staff	SWALPAC, OSTF, TC, PD Staff	<i>2016 PZC approved Deming Street Community Gardens</i>	<i>Ongoing</i>

### STRATEGY E | As Appropriate, Address Financial Challenges of Farming

#	Task	Time Frame			Lead Entity	Partners	Progress Notes	Date Completed
		Short	Med.	Long				
E. 1	Continue to ensure that farmers are aware of PA 490.	<i>Ongoing policy</i>			SWALPAC	Assessor		<i>Ongoing</i>
E. 2	Pursue the purchase of development rights when appropriate.	<i>Ongoing policy</i>			TC	OSTF, SWALPAC	<i>TC policy; application forms, criteria; properties under consideration</i>	<i>Ongoing</i>

### STRATEGY F | Continue to Preserve Farmland

#	Task	Time Frame			Lead Entity	Partners	Progress Notes	Date Completed
		Short	Med.	Long				
F.1	Be prepared to quickly respond to farmland preservation opportunities by determining best preservation approaches in advance for desirable parcels.	<i>Ongoing policy</i>			SWALPAC	OSTF, TC	<i>OSTF map being updated; farm land map being created</i>	<i>Ongoing</i>

# BUSINESS DEVELOPMENT

## STRATEGY A| Maintain Current Business Zones, with Updates

#	Task	Time Frame			Lead Entity	Partners	Progress Notes	Date Completed
		Short	Med.	Long				
A.1	Ensure that any changes to the extent of business zones are carefully reviewed to ensure compliance with the goals and strategies in the POCD.	Ongoing policy			PZC	EDC		Ongoing

## STRATEGY B| Minimize the Loss of Industrial Land for Non-Industrial Uses

#	Task	Time Frame			Lead Entity	Partners	Progress Notes	Date Completed
		Short	Med.	Long				
B.1	Avoid rezoning industrial parcels for non-industrial uses.	Ongoing policy			PZC	EDC		Ongoing
★ B.2	Update the industrial zone to remove or further limit non-industrial uses that might be incompatible if located next to industrial activities.		✓		PZC	EDC		

## STRATEGY C| Encourage Business Development in Existing Business Zones

#	Task	Time Frame			Lead Entity	Partners	Progress Notes	Date Completed
		Short	Med.	Long				
C.1	Maintain and update the Developers Guide as needed.	Ongoing policy			PD Staff	DPW	Updated 2017; EDC "About the Town" document being updated	Ongoing
C.2	Continue to ensure that land use applications are reviewed and acted upon in a reasonable time-frame.	Ongoing policy			PD Staff	PZC, IWA/CC, ZBA, WPCA, Other Staff		Ongoing
C.3	Use town-wide strategic planning to coordinate economic development efforts	Ongoing policy			TM, TC	PZC, IWA/CC, PD Staff		Ongoing
C.4	Continue active efforts to recruit new businesses and help existing businesses grow.	Ongoing policy			ED Staff, EDC, TM	TC		Ongoing
★ C.5	Update the Tax Incentive criteria to give added consideration to businesses that meet specific goals and strategies in the POCD.		✓		TC, EDC	PZC, TM, ED Staff		
C.6	Encourage energy-efficiency measures.	Ongoing policy			PD Staff			Ongoing

## STRATEGY D| Improve the Appearance of Business Zones

#	Task	Time Frame			Lead Entity	Partners	Progress Notes	Date Completed
		Short	Med.	Long				
★ D.1	Determine types of assistance landlords need in finding tenants to fill vacant space and how Town can help	✓			TM, ED Staff	EDC		
★ D.2	Establish a Facade Improvement Program.		✓		TC	EDC, ADRC, TM, PD Staff		
D.3	Meet with owners of blighted properties to determine practical approaches to addressing issues	Ongoing policy			Staff	EDC		Ongoing
D.4	Enforce the blight ordinance.	Ongoing policy			Staff	TM, TC	2016 Council updated ordinance	Ongoing



# SOUTH WINDSOR CENTER

## STRATEGY A| Reinforce a “South Windsor Center” Brand

#	Task	Time Frame			Lead Entity	Partners	Progress Notes	Date Completed
		Short	Med.	Long				
★	A.1 Update the webpage to refer to South Windsor Center (e.g., when providing the location of town facilities located in the Center).	✓			Other Staff			
	A.2 Ensure that future references to this area refer to South Windsor Center.	Ongoing policy			Other Staff			Ongoing
★	A.3 Share the South Windsor Center chapter of the POCD with business and property owners located in the Center.	✓			PD Staff			Completed 2014
★	A.4 Contact business in Center and ask them to incorporate “South Windsor Center” in their advertising and websites.	✓			ED Staff	EDC		
★	A.5 Install South Windsor Center signs or banners.	✓			EDC	TC, ED Staff		
★	A.6 Install a South Windsor Center kiosk.		✓		EDC	TC, ED Staff		

## STRATEGY B| Draw More People to the Center

#	Task	Time Frame			Lead Entity	Partners	Progress Notes	Date Completed
		Short	Med.	Long				
★	B.1 Amend zoning regulations to simplify process for outdoor retail displays / outdoor sales events in the Town Center.	✓			PZC		<i>Sign regulations modified to address outdoor display</i>	completed
	B.2 Actively encourage businesses to have outdoor displays or outdoor sale events.	Ongoing policy			ED Staff	EDC		Ongoing
★	B.3 Update outdoor dining regulations.	✓			PZC			
★	B.4 Work with property owners to encourage outdoor events, including a designated outdoor dining weekend where permits are not needed.	✓			ED Staff	PZC, PD Staff, TC		
★	B.5 Encourage property owners to provide outdoor furniture and seek funding to help.	✓			ED Staff	PZC		

## STRATEGY C| Enhance the Center Through Physical Improvements

#	Task	Time Frame			Lead Entity	Partners	Progress Notes	Date Completed
		Short	Med.	Long				
	C.1 Continue to extend sidewalks.	Ongoing policy			TC, PD Staff	SWW&WW, PZC	<i>Approved sidewalk to be constructed Town hall to Deming Street</i>	Start 2018
	C.2 Ensure that pedestrian amenities are provided and improved when the State does work.	Ongoing policy			TC, PD Staff, DPW	SWW&WW		Ongoing
	C.3 Ensure that pedestrian amenities are provided and improved when properties are developed.	Ongoing policy			PZC		<i>2017 PZC adopted Pedestrian/Bicycle Accommodations</i>	Ongoing
★	C.4 Seek funding to improve streetscapes, with additional trees and landscaping.		✓		TC, PD Staff			
	C.5 If Facade Improvement Program is established, encourage businesses in the Center to improve signs, awnings, landscaping and other façade and site improvements.	Ongoing policy			ED Staff, TM			Ongoing



## STRATEGY D| Convey a Vision for Longer Term Redevelopment

	#	Task	Time Frame			Lead Entity	Partners	Progress Notes	Date Completed
			Short	Med.	Long				
★	D.1	Engage property owners and businesses to determine approach for a new South Windsor Center Zone (floating or new zone, mandatory or optional, etc.), uses and standards.	✓			PZC, EDC	PD Staff, ED Staff	<i>Village District zoning adopted for the Center core</i>	2014
★	D.2	Adopt the new zone.		✓		PZC		<i>Village District zoning adopted for the Center core</i>	2014
★	D.3	Create design guidelines for the new zone.		✓		PZC, ADRB	PD Staff	<i>Village District zoning adopted for the Center core</i>	2014
	D.4	Consider initiatives to reinvigorate South Windsor Center to build on the Town's agricultural heritage.	Ongoing policy			SWALPAC, SWFOOD	PZC, TC		Ongoing

# ROUTE 5

## STRATEGY A| Continue to Encourage Business Development

#	Task	Time Frame			Lead Entity	Partners	Progress Notes	Date Completed
		Short	Med.	Long				
See tasks under Business Development section.								

## STRATEGY B| Create Focal Points Along Route 5

	#	Task	Time Frame			Lead Entity	Partners	Progress Notes	Date Completed
			Short	Med.	Long				
★	B.1	Determine geographic extent of new cross roads zone, uses and standards for each node.		✓		PZC	ED, PD Staff	PZC approved one zone change	2012
★	B.2	Update zoning.			✓	PZC		Regulation adopted for Route 5 Travel Service Zone	2012

## STRATEGY C| Create a Rural Transition Zone in the Northern Stretch of Route 5

	#	Task	Time Frame			Lead Entity	Partners	Progress Notes	Date Completed
			Short	Med.	Long				
★	C.1	Determine geographic extent of zone, uses and standards.		✓		PZC	PD Staff	Regulations adopted for Rte 5 North Overlay Zn	2014
★	C.2	Update zoning.			✓	PZC		Regulations adopted for Rte 5 North Overlay Zn	2014

## STRATEGY D| Work with the State to Improve the Appearance of the Road and Grounds within the State-Owned Right-of-Way

#	Task	Time Frame			Lead Entity	Partners	Progress Notes	Date Completed
		Short	Med.	Long				
	D.1	Ongoing policy			PD Staff			Ongoing
★	D.2	Inventory traffic control signs and commercial signs in the right-of-way.	✓		PD Staff	TA	Public Works funded inventory of traffic signs	
★	D.3	Ask ConnDOT to remove traffic control signs that are not necessary for safety.		✓	TM, TA			
	D.4	Determine legality of commercial signs and enforce regulations to remove illegal ones.	Ongoing policy			PD Staff		Ongoing
	D.5	Work with businesses to determine a signage approach to give their businesses visibility but does not clutter the landscape.	Ongoing policy			PD Staff	ED Staff, PZC, EDC, ADRC	Ongoing
★	D.6	Work with ConnDOT to determine options for gradually replacing the guardrail with a more aesthetic guard rail.		✓	TM			
★	D.7	Establish volunteer litter clean-up program.		✓	TM			
	D.8	Work with ConnDOT to allow abutting property owners to landscape portions of the right-of-way.	Ongoing policy			PD Staff		Ongoing
	D.9	Continue to require access management for proposed developments.	Ongoing policy			PZC	TA	Ongoing

## STRATEGY E| Encourage Improvements to Front Yards of Businesses and Buildings

	#	Task	Time Frame			Lead Entity	Partners	Progress Notes	Date Completed
			Short	Med.	Long				
★	E.1	Research attractive and effective screening techniques.		✓		PD Staff	PZC		
	E.2	Continue to require new development to screen parking areas, storage and other features that detract from a site's appearance.	Ongoing policy			PZC	ARDC		Ongoing
★	E.3	Identify priority properties for landscaping and site improvements.		✓		PD Staff	ED Staff, ARDC		
★	E.4	Identify funding options for helping to make improvements on priority properties.		✓		PD Staff, ED Staff	TM		
	E.5	Meet with owners of blighted properties to determine practical steps for addressing blight.	Ongoing policy			PD Staff, ED Staff	TM		Ongoing
	E.6	Continue recognition program to promote businesses that demonstrate excellence in landscaping and site design.	Ongoing policy			Chamber of Commerce	ARDC, PD Staff, ED Staff, EDC		Ongoing

# RESIDENTIAL DEVELOPMENT

## STRATEGY A| Protect Established Neighborhoods

#	Task	Time Frame			Lead Entity	Partners	Progress Notes	Date Completed
		Short	Med.	Long				
A.1	Continue to maintain overall residential densities through zoning.	Ongoing policy			PZC			Ongoing
A.2	Continue to minimize impacts from possible incompatible activities through the Site Plan and Special Exception processes.	Ongoing policy			PZC	PD Staff		Ongoing
A.3	Continue to require traffic reports to account for cumulative truck traffic.	Ongoing policy			PZC	TA, PD Staff, DPW		Ongoing
A.4	Identify additional streets that might warrant traffic calming measures and determine appropriate measures.	Ongoing policy			Other Staff, TA	TC, SWW&WW	Local Road Safety Committee review road conditions	Ongoing 2016
A.5	Seek grants to fund traffic calming projects identified in A.3.	Ongoing policy			TC	DPW		Ongoing

## STRATEGY B| Allow Flexibility in Meeting Emerging Housing Preferences and Needs

#	Task	Time Frame			Lead Entity	Partners	Progress Notes	Date Completed
		Short	Med.	Long				
B.1	Continue to allow alternatives to single-family houses, including in-law and accessory apartments, duplexes, multi-family and mixed use in appropriate areas.	Ongoing policy			PZC			Ongoing
B.2	Stay apprised of and receptive to new ideas and trends in residential units and whether there is a need in town.	Ongoing policy			PD Staff	PZC, Housing Authority		Ongoing
★ B.3	Raise the cap on the number of Senior Residence Developments and determine if additional adjustments	✓			PZC		PZC eliminated SRD zoning	Dec. 2016

	to the regulations are warranted.							
B.4	Encourage energy-efficiency measures.	Ongoing policy			PD Staff		2016 PZC adopted Solar Regulations	Ongoing

### STRATEGY C| Encourage Additional Affordable Elderly Housing

#	Task	Time Frame			Lead Entity	Partners	Progress Notes	Date Completed
		Short	Med.	Long				
C.1	Support efforts by the Housing Authority to build more affordable elderly housing.	Ongoing policy			TC, PZC		2016 PZC approved 78 non-age restricted apartments	Ongoing

### STRATEGY D| Monitor Housing Affordability

#	Task	Time Frame			Lead Entity	Partners	Progress Notes	Date Completed
		Short	Med.	Long				
D.1	Annually examine the latest housing data on sale prices and income.	Ongoing policy			PD Staff	CRCOG, PZC		Ongoing
D.2	Identify providers of affordable housing in the region and regularly discuss South Windsor's housing needs with them.	Ongoing policy			PD Staff		PZC required to create a 5-year Housing Plan	

### STRATEGY E| Support Housing Opportunities that Help Achieve Economic and Transportation Goals

#	Task	Time Frame			Lead Entity	Partners	Progress Notes	Date Completed
		Short	Med.	Long				
E.1	Support housing opportunities within walking distance to commercial areas.	Ongoing policy			PZC	PD Staff	Town Center zoning encourages this	Ongoing
E.2	Ensure that such new housing opportunities are appropriately sized and scaled, have minimal impacts to traffic and provide pedestrian and bicycle connections to commercial areas.	Ongoing policy			PZC	PD Staff, ADRC, SWW&WW	Town Center zoning encourages this	Ongoing

# TRANSPORTATION

## STRATEGY A| Minimize Congestion

#	Task	Time Frame			Lead Entity	Partners	Progress Notes	Date Completed
		Short	Med.	Long				
★ A.1	Update zoning regulations to tie certain non-residential uses in residential zones to road classification.			✓	PZC	PD Staff, Other Staff		
A.2	Continue to require traffic studies and traffic mitigation as part of the development approval process.	Ongoing policy			PZC			Ongoing
A.3	Continue to require access management for new development.	Ongoing policy			PZC			Ongoing
A.4	Work with the State to ensure a quick and efficient process for traffic reviews in cases where properties are sharing driveways.	Ongoing policy			TA , PD Staff			Ongoing
A.5	Encourage property owners to close or consolidate existing curb cuts that are redundant.	Ongoing policy			PD Staff	ED Staff		Ongoing

## STRATEGY B| Maintain Town Roads and Upgrade as Complete Streets Where Appropriate

#	Task	Time Frame			Lead Entity	Partners	Progress Notes	Date Completed
		Short	Med.	Long				
B.1	Continue to update and use the pavement management system.	Ongoing policy			DPW	TC		Ongoing
B.2	Continue to regularly fund road maintenance.	Ongoing policy			TC	DPW, Other Staff		Ongoing
B.3	Ensure that when road improvements are planned, the needs of all users including pedestrians and bicyclists are considered ("Complete Streets").	Ongoing policy			TC, DPW	SWW&WW, PD Staff	TC adopted Complete Street Policy in July 2016	Ongoing

★	B.4	Develop a Traffic Calming manual that identifies techniques appropriate in South Windsor.		✓		Other Staff, DPW	TC		
<i>See additional traffic calming tasks under Strategy A in Residential Development Section.</i>									

## STRATEGY C| Enhance Road Connectivity

#	Task	Time Frame			Lead Entity	Partners	Progress Notes	Date Completed
		Short	Med.	Long				
C.1	Continue to minimize cul-de-sacs in subdivisions.	Ongoing policy			PZC			Ongoing
C.2	Support new connection roads in the I-291 Corridor Development zone (as generally depicted on the Transportation Plan map in POCD).	Ongoing policy			PZC	TC, TM		Ongoing
C.3	Support new road connections in the Buckland Gateway Development Zone (as generally depicted on the Transportation Plan map in POCD).	Ongoing policy			PZC	TC, TM		Ongoing

## STRATEGY D| Encourage Bus Service Improvements

#	Task	Time Frame			Lead Entity	Partners	Progress Notes	Date Completed	
		Short	Med.	Long					
	D.1	Encourage the extension of bus service along Sullivan Ave.	Ongoing policy			TC, ED Staff	PD Staff, MTHAC	Participated in CRCOG/DOT study and advocated for bus along Sullivan Ave.	Ongoing  2015/2016
★	D.2	Determine if service to commuter lots is feasible.		✓		TC, ED Staff	PD Staff, MTHAC	Mass Transit Advisory Commission working on a survey of bus ridership to understand need	
★	D.3	Identify desirable improvements to scheduling, maps, routes, and bus shelters.	✓			TC, ED Staff	PZC, PD Staff, TM,	Participated in CRCOG/DOT study	2015/2016

IMPLEMENTATION ELEMENT UPDATED 10/04/16; 1/18/18



						MTHAC	where schedule/route efficiencies are being evaluated- changes expected some time in 2018	
D.4	Encourage CT Transit to make improvements.	Ongoing policy			TC	MTHAC	2016 Four new bus shelters installed as a part of the Regional Bus Shelter Program	Ongoing

## STRATEGY E| Implement More Biking and Walking Options

#	Task	Time Frame			Lead Entity	Partners	Progress Notes	Date Completed
		Short	Med.	Long				
E.1	Implement the Walk & Wheel Ways Master Plan.	Ongoing policy			TC, PRC	PR Staff, PD Staff		Ongoing
★ E.2	Update zoning regulations to require bike and pedestrian infrastructure in priority areas.	✓			PZC	SWW&WW	PZC adopted zoning requirements for Pedestrian and Bicycle access	2017
E.3	Encourage existing commercial development to add bike and pedestrian infrastructure.	Ongoing policy			PZC	SWW&WW	Current opportunities for business to cost-share with SWWW the cost of bike racks	Ongoing
E.4	Use the Sidewalk Plan in the POCD to help prioritize funding for new sidewalks and maintenance.	Ongoing policy			TC, DPW	SWW&WW	Utilized to advise developers of areas where sidewalks are needed; 2017 submitted for State funding to add	Ongoing

					<i>sidewalks to existing roadway (Clark and Pleasant Valley)</i>	
E.5	Continue to create pedestrian connections between schools and nearby neighborhoods (Safe Routes to Schools).	<i>Ongoing policy</i>	Staff	TC, SWW&WW, BOE	<i>Neighborhood linkages are being constructed</i>	<i>Ongoing</i>
<i>See Complete Streets tasks in Strategy B, above.</i>						

## STRATEGY F| Work Together to Maintain and Promote the Rail Line for Freight Movement

	#	Task	Time Frame			Lead Entity	Partners	Progress Notes	Date Completed
			Short	Med.	Long				
★	F.1	Create an inventory of all businesses that use the rail.	✓			ED Staff	EDC, PD Staff		
★	F.2	Assess the potential for creating additional spurs and off-loading areas.		✓		ED Staff	EDC, PD Staff, MTHAC		
★	F.3	Establish a relationship with the freight line owner.	✓			TM, ED Staff	EDC		
	F.4	Be actively involved in freight rail planning at the regional and state levels.	<i>Ongoing policy</i>			TM	TC, EDC, ED Staff, MTHAC		<i>Ongoing</i>
★	F.5	Update zoning to ensure that incompatible uses are not encouraged adjacent to the rail line.		✓		PZC			

# COMMUNITY FACILITIES

## STRATEGY A| Outline Intended Long Term Use for Town-owned Buildings and Land

#	Task	Time Frame			Lead Entity	Partners	Progress Notes	Date Completed
		Short	Med.	Long				
★ A.1	Identify short and long term intended uses for all town facilities.	✓			TC, TM	PBC, Staff, Board of Education		

## STRATEGY B| Guide the Location of Town Facilities

#	Task	Time Frame			Lead Entity	Partners	Progress Notes	Date Completed
		Short	Med.	Long				
B.1	Ensure that the location of new or expanded facilities meet the goals in the POCD	<i>Ongoing policy</i>			TC, TM	PBC, Staff		<i>Ongoing</i>
B.2	When reviewing 8-24 referrals, refer to the locational criteria in Chapter 13 of the POCD.	<i>Ongoing policy</i>			PZC			<i>Ongoing</i>
B.3	Continue to require a special exception for community facilities in residential zones.	<i>Ongoing policy</i>			PZC			<i>Ongoing</i>

# UTILITIES

## STRATEGY A| Maintain, Upgrade, and Extend the Sewer System as Needed

#	Task	Time Frame			Lead Entity	Partners	Progress Notes	Date Completed
		Short	Med.	Long				
A.1	Maintain, upgrade, and expand the sewer system in accordance with the Waste Water Facilities Plan and sewer service map.	Ongoing policy			WPCA		Map actively utilized	Ongoing
A.2	Avoid extending sewers to “sewer avoidance” areas.	Ongoing policy			WPCA	PZC	PZC reviewed one area and allowed existing sewers to sewer an environmentally sensitive property	Ongoing

## STRATEGY B| Ensure Other Utilities Meet Community Needs

#	Task	Time Frame			Lead Entity	Partners	Progress Notes	Date Completed
		Short	Med.	Long				
B.1	Support water pressure improvements in the Buckland Road corridor.	Ongoing policy			TM	EDC, CT Water Co., Fire Marshal, Fire, Dept.	Agreement with the Town, developer and water company; work to be completed 2018	Ongoing
B.2	Encourage electrical wires to be buried.	Ongoing policy			TC, TM	ED Staff		Ongoing
B.3	Stay apprised of communications needs and work with providers to offer such services in South Windsor.	Ongoing policy			TM, ED Staff		Extended the fiber optic lines to town buildings	Ongoing

## STRATEGY C| Continue to Address Drainage Issues

IMPLEMENTATION ELEMENT UPDATED 10/04/16; 1/18/18

#	Task	Time Frame			Lead Entity	Partners	Progress Notes	Date Completed
		Short	Med.	Long				
C.1	Ensure that when ConnDOT improves State roads, drainage is adequately addressed.	Ongoing policy			DPW			Ongoing
C.2	Maintain drainage infrastructure.	Ongoing policy			DPW	TC		Ongoing
C.3	Continue to address drainage issues as needed.	Ongoing policy			DPW			Ongoing
See Natural Resources Strategy C for tasks related to LID.								

## STRATEGY D| Plan for Alternative Energy

#	Task	Time Frame			Lead Entity	Partners	Progress Notes	Date Completed
		Short	Med.	Long				
★ D.1	Update zoning regulations to allow for and provide standards for alternative energy structures.	✓			PZC	DPW, TC, TM, Energy Committee	Adopted zoning regulations for small and large scale energy systems	July 2015
★ D.2	Examine opportunities in the Route 5 corridor for alternative energy projects.			✓	TM, TC	PZC	Some areas reviewed by Energy Committee	
D.3	Examine renewable energy options for municipal facilities.	Ongoing policy			TM, TC	DPW		Ongoing
	Retrofit the town street lights with LED lighting				TC, Energy Committee		2017 New lighting installed	Ongoing

### Notes on Accomplishments in Current Year

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### Suggested New Tasks and Priorities for Next Year

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