

AGENDA

TOWN COUNCIL
VIRTUAL MEETING

REGULAR MEETING
MONDAY, JULY 20, 2020
TIME: 7:00 P.M.

To view this meeting, please tune into Channel 16 if your provider is Cox Cable, Channel 6082 if your provider is Frontier, or go to gmedia.swagit.com/live.

To make public comments over the phone at the July 6, 2020, Town Council Meeting, please call 855-925-2801 and use Code 9823.

1. **Call Meeting to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Mayor's Remarks**
5. **Adoption of Agenda**
(Councilor Hockenberry)
6. **Communications and Reports from Town Manager**
7. **Public Input**
The public is welcome to email comments to TownCouncilComments@southwindsor-ct.gov. Town Council members will not respond to any public comments/questions.
8. **Adoption of Minutes of Previous Meetings**
(Councilor Lydecker)

BE IT RESOLVED that the South Windsor Town Council hereby approves the Minutes of the following Town Council Meeting: Virtual Public Hearing Minutes of July 6, 2020; and Virtual Regular Meeting Minutes of July 6, 2020.

(Councilor Maneeley)

BE IT RESOLVED that the South Windsor Town Council hereby approves the Minutes of the following Town Council Meeting: Virtual Special Meeting Minutes of July 13, 2020.
9. **Communications from Liaisons, Officers, and Boards Directly Responsible to Council (Communications can be emailed to TownCouncilComments@southwindsor-ct.gov)**

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Regular Meeting – Town Council

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10. Reports from Committees (Committee Reports can be emailed to TownCouncilComments@southwindsor-ct.gov)

A. Report on the Black Lives Matter Social Justice Sub-Committee Meeting.

11. Consent Agenda

[All items listed under this section are considered to be routine by the Town Council and will be enacted by one Motion. There will be no separate discussion of these items unless a Council member so requests, in which event the item will be removed from the Consent Agenda and be considered in its normal sequence on the Agenda.]

a. First Reading

None

b. Second Reading

None

c. Miscellaneous

None

12. Unfinished Business

A. Discussion Item: Tax Abatement for 240 Ellington Road (*requested by Town Manager Michael Maniscalco*)

13. New Business

A. Presentation: Park & Recreation Master Plan (*requested by Deputy Mayor Pendleton and Councilor Evans*) (*Park & Recreation Commission to be present*)

B. Discussion Item: Public response regarding the Public Hearing, which began on July 6, 2020, at 8:00 p.m. and closed on July 9, 2020, at 4:30 p.m. regarding the Use of Absentee Ballots for the General Election in November 2020 (*requested by Mayor Paterna*)

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13. New Business (Continued)

C. Resolution Supporting the Use of Absentee Ballots for the General Election in November 2020
(Councilor Lopez)

WHEREAS, there is a currently a global pandemic of Coronavirus (COVID-19), and, COVID-19 is spread from person-to-person through contact with a person, surface or object that has the virus on it; and

WHEREAS, COVID-19 can be particularly severe for older adults and people of any age who have serious underlying medical conditions, and, there are currently no effective vaccines or treatments available to the public for COVID-19; and

WHEREAS, in-person voting carries a greater risk of spreading disease than voting via absentee ballot, and, no person should be required to risk their health in order to exercise their right to vote and;

WHEREAS, absentee voting offers a proven method of secure voting that reduces the risk of transmission of COVID-19 by allowing individuals to vote by mail and by reducing the density of in-person voting at polling places; and

WHEREAS, Governor Lamont issued Executive Order No. 7QQ, which allows any eligible elector to vote by absentee ballot for the August 11, 2020, primary election if an individual is unable to appear at his or her polling place during the hours of voting due to serious concerns about COVID-19; and

WHEREAS, it is important that this change in the definition of reasons for using absentee ballots due to the risk posed by the Coronavirus (COVID-19) also be applied to the General Election in November 2020; and

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council hereby sends a letter to Governor Lamont in support of expanding the use of Absentee Ballots in the November 2020 General Election and calls on the Governor and General Assembly to adopt the changes to absentee voting procedures made by Governor Lamont in Executive Order No. 7QQ for the November General Election and appropriate funds to municipalities to defray the increased cost of holding elections during the pandemic; and

BE IT FURTHER RESOLVED that the Town Council calls on the General Assembly to (1) convene in special session for the purpose of adopting a joint resolution to amend the State Constitution to permanently allow any elector to vote by absentee ballot for any reason and (2) submit such joint resolution to the popular vote for ratification in the November election.

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13. New Business (Continued)

D. Resolution Waiving Competitive Bidding for the Lease/Purchase of Two (2) Vehicles for the South Windsor Police Department
(Councilor Delnicki)

WHEREAS, the approved 2020/2021 budget included the leasing of two (2) vehicles for the Police Department; and

WHEREAS, the Police went through the normal RFP process, but only received one response for a lease buyout for Dodge vehicles; and

WHEREAS, the Police Department wishes to stay with a Ford based vehicle per the recommendation of the Town's Fleet Manager and because Ford has offered a lease/purchase

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council hereby waives competitive bidding for the lease/purchase of two (2) Ford Explorers; and

BE IT FURTHER RESOLVED that the South Windsor Town Council authorizes Town Manager Michael Maniscalco to sign an agreement and any necessary documents on behalf of the Town of South Windsor to secure the lease/purchase of two (2) vehicles for the South Windsor Police Department.

E. Resolution Approving the Transfer of \$2,000 from the Contingency Account to the South Windsor Mini-Grant Professional Account
(Councilor Evans)

BE IT RESOLVED that the South Windsor Town Council hereby approves the transfer of \$2,000 from the Contingency Account to the South Windsor Mini-Grant Professional Account to cover costs associated with the Citizens Matching Mini-Grant program.

F. Resolution Approving a "South Windsor Citizen Matching Mini-Grant Program" Donation Request from the Wood Memorial Library Association
(Deputy Mayor Pendleton)

WHEREAS, the South Windsor Town Council created a "South Windsor Citizen Matching Mini-Grant Program" on June 20, 2005; and

(Resolution Continued on the Next Page)

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13. F. (Continued)

WHEREAS, Mrs. Jessica Glass, who is the President of the Wood Memorial Library Association has submitted a proper application for matching funds in the amount of \$5,000 and Kathy Kerrigan, who is the Secretary of the Board of the Wood Memorial Library and Fundraising Chair, is in the process of raising funds to replace the antiquated and malfunctioning security and fire systems at the Wood Memorial Library & Museum; and

WHEREAS, the total cost for this project is \$9,235, and the amount raised to date by the Wood Memorial Library Association is \$5,000; and

WHEREAS, Town Manager Michael Maniscalco and Town Attorney Kari Olsen have reviewed and approved this project and application and has determined that it meets the criteria of the “South Windsor Citizen Matching Mini-Grant Program”

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council hereby authorizes Town Manager Michael Maniscalco to issue \$5,000 of matching funds to the Wood Memorial Library Association from the “South Windsor Citizen Matching Mini-Grant Program” to help fund this project.

G. Resolution Setting a Virtual Public Hearing to Receive Citizen Input on a Proposal to Quit Claim a Utility Parcel at 240 Ellington Road to Scannell Properties

(Councilor Snyder)

BE IT RESOLVED that the South Windsor Town Council hereby sets **Monday, July 27, 2020, at 7:15 p.m.**, as the time to hold a Virtual Public Hearing to receive citizen input on a proposal to quit claim a utility parcel at 240 Ellington Road to Scannell Properties for economic development purposes.

H. Discussion Item: Painting of any Symbols or Slogans on Town Property
(requested by Councilor Snyder, Councilor Delnicki, and Town Manager Michael Maniscalco)

14. Passage of Ordinance

15. Public Input

The public is welcome to email comments to TownCouncilComments@southwindsor-ct.gov. Town Council members will not respond to any public comments/questions.

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16. Communications from Council

17. Executive Session

- A. To discuss pending claims and litigation (460 Miller Road).**
- B. To discuss the possible purchase of real estate for the Town pursuant to Connecticut General Statutes §1-210 (b) (7) (124 and 150 Chapel Road).**
- C. To discuss the possible purchase of real estate for the Town pursuant to Connecticut General Statutes §1-210 (b) (7) (Desmond Duck Pond).**
- D. To discuss the possible purchase of real estate for the Town pursuant to Connecticut General Statutes §1-210 (b) (7) (137 Pheasant Way).**
- E. To discuss personnel issues (Annual Evaluations of Michael Maniscalco, Town Manager and Deborah Reid, Clerk of the Council).**

18. Adjournment

ARTICLE 6 – SITE DEVELOPMENT REGULATIONS

Section 6.5 Signs

6.5.1 Purpose

The purpose of this regulation is to permit such signs that will not, by their reason, size, location, construction, or manner of display: endanger the public safety of individuals; confuse, mislead or obstruct the vision necessary for traffic safety; or otherwise endanger public health, aesthetics, property values, and safety; and to permit and regulate signs in such a way as to support free speech and complement land-use objectives set forth in these regulations and Plan of Conservation and Development for the Town of South Windsor, Connecticut.

6.5.2 Sign-Related Definitions

Sign: Any device, fixture, placard, or structure that uses any color, form, graphic, illumination, symbol, logo, or writing to advertise, announce the purpose of, or identify the purpose of, a person or entity, or to communicate information of any kind to the public. Flags, banners, streamers or any material, rigid or flexible, displayed to convey a message, meaning or attraction to the public, are considered signs in the meaning above. Federal, State and local municipal flags are exempt.

Blade Sign: A pedestrian-oriented sign that projects perpendicular from a structure.

Directional Sign: An off-site sign directing traffic to a major destination utilizing such generic terms as 'Mall' or 'Industrial Park'.

Directory Sign: A sign which indicates names and/or location of the occupants of the premises on which the sign is located, contains no advertising material of any kind, and is not legible from the street.

Free-Standing Sign: A sign permanently affixed to the ground.

Identification Sign - A sign used to identify a site containing a group of structures, such as a residential subdivision, apartment complex, industrial park, or shopping center, located at the entrance or entrances of the area.

Municipal Sign: A sign that conveys public information regarding the activities of the Town of South Windsor including but not limited to upcoming events, meetings of governmental groups, civic activities, and similar information of interest to the public.

Nonconforming Sign: Any sign that does not conform to the requirements of this regulation.

Pennant: Any lightweight plastic, fabric, or other material, whether or not containing a message of any kind, suspended from a rope, wire, or string, usually in series, designed to move in the wind.

Portable Sign: Any sign not permanently attached to the ground or other permanent structure, or a sign designed to be transported by means of wheels; signs converted to A- or T-frames; menu and sandwich board signs; balloons used as signs; and signs attached to or painted on vehicles parked and visible from the public right-of-way, unless said vehicle is used in the normal day-to-day operations of the business.

Sponsorship Sign: An advertising sign for a sponsorship entity for, at, or inside a public event or venue that is open to the public. Examples include but are not limited to: a public event sponsored by a business; a park named after a sponsoring entity.

Street Banner: Any display, other than Christmas decorations, attached to utility or light poles on 1 or both sides of a street and extending over a street or sidewalk, or any portion thereof, containing writing and/or graphics thereon, providing not than 10% of the area of such banner shall pertain to an individual retail business.

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Temporary Sign: Any sign that is used only temporarily and is not permanently mounted.

Wall Sign: Any sign attached to a wall, painted on the wall surface of, or erected and confined within the perimeter limits of an outside wall of any building or structure, which is supported by such wall or building, and which displays only 1 sign surface. A three-dimensional sign is defined as one sign surface for purpose of this definition.

Window Sign: Any sign, picture, symbol, or combination thereof, designed to communicate information about an activity, business, commodity, event, sale, or service that is placed inside a window or upon the window panes or glass and is visible from the exterior of the window.

6.5.3 Applicability

- A. A sign may be erected, placed, established, painted, created, or maintained in the Town of South Windsor only in conformance with standards, procedures, exemptions, and other requirements of this regulation under the zoning authority of the Town of South Windsor in furtherance of the more general purpose set forth in these regulations and Plan of Conservation and Development.
- B. The effect of this regulation is to:
 - 1. Permit signs in all residential, commercial, and industrial zones subject to the standards and permit procedures set forth in this regulation;
 - 2. Allow certain signs that are small, unobtrusive, and incidental to the principal use of the respective lots on which they are located, subject to the requirements of this regulation, but without a requirement for permits;
 - 3. Provide for temporary signs without commercial messages in limited circumstances in the public right of way;
 - 4. Prohibit all signs not expressly permitted by this regulation; and
 - 5. Provide for the enforcement of the provisions of this regulation.
- C. Signs shall be located on the site development plan, and shall be described as to area, dimensions, height, shape, materials, lighting, location, and purpose. Signs must be in conformance with the signage regulations for the underlying zone and are subject to the approval of the Commission.
- D. Signs shall be designed in accordance with the criteria and standards contained in Section 8.7, Architectural and Design Review.

6.5.4 Signs - General Provisions

- A. No sign shall display intermittent lights resembling the flashing lights customarily used in traffic signals or those used by police, fire, ambulance, or other emergency vehicles, nor shall any sign use the word 'stop', 'danger', or any other word, phrase, symbol, or character that might be misconstrued to be a public safety warning or official traffic control sign, nor shall any beam or beacon of light resembling any emergency vehicle or facility be permitted to be erected as part of any sign or sign display.
- B. No building signs can project above the eaves (pitched roof) or roof line (flat roof).
- C. No banners, advertising flags, or other such sign devices shall be permitted except as otherwise noted in this regulation.

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- D. Excluding public safety signs and other municipal informational signs, no sign shall be erected within, or overhang, public rights-of-way. The Zoning Enforcement Officer may permit exceptions if the sign is installed behind the sidewalk or area where sidewalks would normally be built, and the sign does not overhang the traveled portion of the right-of-way.
- E. No sign shall be installed at an intersection so as to interfere with safe sight lines, generally a distance of 50 feet from the intersection. No sign shall be installed in the public right of way so as to interfere with safe sight lines.
- F. No sign shall project an objectionable or hazardous glare off the premises. No sign shall be installed if it possesses a potential hazard or danger to pedestrians or bicyclists, nor shall any sign obstruct the line of sight for motorists or pedestrians
- G. Signs painted on a building shall be repainted when required to be kept in good condition and shall be removed or painted out by order of the Zoning Enforcement Officer if not so maintained.
- H. Multi-signed commercial and industrial sites shall be subject to a sign concept approval at the time of site plan application. The sign concept shall include information on the size, shape, materials, lighting, and location of signs. No permits shall be issued for signs that conflict with the approved sign concept.
- I. No signs shall be permitted to obstruct any door, fire exit, stairway, or opening intended to provide ingress or egress for any building or structure.
- J. Signs that may become unsafe or no longer functional shall, upon notice from the Zoning Enforcement Officer, be repaired or removed by the owner or lessee of the property on which such signs stand.
- K. In cases where a use spans more than one zone, signs shall conform to the regulations for the zone in which it is located. The majority portion of the use to which the sign relates shall be located in that zone.
- L. The changing of a sign message, copy, or the repainting or reconditioning of an approved sign shall not require a permit.
- M. Off-premises signs are allowed for civic and non-profit agencies only. Sponsorship signs are exempt from this provision.
- N. Excepting “For Sale” signs, there must be a building on a lot to have a sign. No building - no sign.
- O. In Business, Office, and Industrial Zones, signs are permitted on the rear of buildings. When the rear of the building faces a public road, the size standards for such signs shall be identical to signs allowed on the front of the building. When the rear of the building does not face a public road, size standards shall be 50% of that permitted on the front of the building.
- P. Municipal signs are permitted in all zones through issuance of a Zoning Permit when located on property owned by the Town of South Windsor or the State of Connecticut. Municipal signs on private property are allowed only as permitted in the underlying zone.
- Q. Directional signs may be allowed on Town and State rights-of-way through issuance of a Zoning Permit, providing they meet the design requirements of the Connecticut Department of Transportation.
- R. Political signs pertaining to an upcoming governmental election/referendum are exempt from these regulations.

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- S. Where noted in this Section that a Permit is required, approval by Staff shall mean issuance of a Zoning Permit, and approval by the Commission shall mean Site Plan approval.
- T. Any sign installed or placed on public property, except in conformance with the requirements of this Section, shall be forfeited to the public and subject to removal.
- U. Advertisement signs on bus shelters in the Town/State ROW shall be limited to two (2) 4'X 6' signs at each location, and will be maintained by the CT Transit Company. A sign permit is required.
- V. Companies must be doing business in the Town of South Windsor in order to erect signs in the town.

6.5.5 Illuminated Signs

- A. Illuminated signs shall be hooded so as not to cast direct light into or onto any property or building in any zone, or into or onto any public right-of-way.
- B. No lighting or sign shall oscillate, flash, pulsate nor project a beam of light other than at a sign. Exception is the traditional, rotating, lit “barbershop pole” used only by an establishment licensed by the State of Connecticut to cut hair.
- C. A time and temperature sign may be lighted or contain alternating light, but only that portion of the sign that contains the time and temperature; otherwise all other regulations apply.

D. Lighted Outdoor Advertising Signs

1. Lighting fixtures used to illuminate an outdoor advertising sign shall be mounted either on the top of the sign structure, or if directed from the ground, shielded and targeted so that the lit sign and the spill from that light will not extend beyond 10% of the perimeter of the sign. All such fixtures shall comply with the shielding requirements of Section 6.3.3 Fixture Standards.
2. Outdoor advertising signs of the type constructed of translucent materials and wholly illuminated from within do not require shielding. Dark backgrounds are required and only the lettering or symbols may be lighted.
3. Flag poles, sculptures, and ornamental lighting designed to highlight architectural or landscape features (trees, sculptures, etc.), must be shown with lighting proposed. The light should be targeted directly at the object and should not extend more than 10% beyond the perimeter of the object.

6.5.6 Sign Measurement

A. Area of Individual Signs

The area of a sign face shall be computed by means of the smallest square, rectangle, circle, triangle, or combination thereof that will encompass the extreme limits of the writing, representation, emblem, logo, or other display, together with any material or color forming an integral part to the background of the display or used to differentiate the sign from the backdrop or structure against which it is placed, but not including any supporting framework, bracing, or decorative fence or wall, when such wall or fence otherwise meets zoning regulations and is clearly incidental to the display itself. The area of a sign within a wall or fence as described shall be an envelope from left to right and top to bottom of all copy including logos, on the fence or wall. Two-sided, one-unit signs shall be considered 1 sign as a definition in this regulation.

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B. Computation of Height

The height of a sign shall be computed at the distance from the base of the sign at normal grade to the top of the highest attached component of the sign or support structure.

6.5.7 Residential Sign Requirements

A. The following table describes all signs permitted in Single-family Residence Districts. All other signs are expressly prohibited.

Table 6.5.7A Signs Permitted in Single-Family Residential Districts

Type of Sign	Maximum Number	Maximum Area	Permit Required	Additional Requirements
Occupant or Property Name and Address	1 per lot/ residence	1 sq. ft.	None	Residents are required to have address #'s visible from street.
Sale, Lease, Rental of Property	1 per lot	4 sq. ft.	None	
Subdivision Marketing	1 per street entrance, not to exceed 2	32 sq. ft.	Staff	Shall not be displayed for more than 12 consecutive months and shall be removed when the final CO is issued.
Construction, Renovation or Repair	1 per construction	4 sq. ft.	None	Sign displayed while work is being conducted on property
Elderly Housing, Day Care Centers	1 for major entrance; 1 per residential dwelling	12 sq. ft. for major entrance; 1 sq. ft. for each residential dwelling	Staff	Illumination is only permitted for the major entrance sign of Elderly Housing, Day Care Centers, and all other permitted non-residential uses.
Home Occupation, Professional Office, Bed and Breakfast	1 per use	2 sq. ft.	Staff	Minor home occupation signs shall not be illuminated.
Roadside Produce/ Vegetable Stands	2	12 sq. ft.	None	
Agri-Tourism Use	1 per street entrance, not to exceed 2	24 sq. ft.; 12 sq. ft. for secondary entrance	Staff	Illumination is only permitted for the major entrance sign
Sponsorship Sign			Staff	
All other permitted non-residential uses	1 per entrance	32 sq. ft. for major entrance; 16 sq. ft. for secondary entrance; wall sign	Staff	If secondary entrance is more than 200 feet distant from the major entrance. Wall sign area: ½ sq. ft. allowed for each linear foot of building frontage.
Additional Requirements:				
Maximum height of any free-standing sign is 6 feet.				
Minimum setback is behind the property line or 10 feet from a road, whichever is farther.				

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B. The following Table describes all signs permitted in Special Residential Districts. All other signs are expressly prohibited.

Table 6.5.7B Signs Permitted in Special Residential Districts (MF)

Use of Sign	Maximum Number	Maximum Area	Lighting	Additional Requirements
Occupant Name and Address	1 per occupant family	1 sq. ft.	None	Residents are required to have address numbers visible from the street.
Sale, Lease, Rental of Property	As per regulations of the condominium association	4 sq. ft.	None	
Development Name and Address	1 per street entrance	24 sq. ft.	Staff	May be illuminated.
Construction, Renovation or Repair	1 per construction site	4 sq. ft.	None	Sign displayed while work is being conducted on property
Business Office or Property	1 Free-standing 1 Wall Sign	24 sq. ft.	Staff	Free-standing sign may be illuminated.
<u>Home Occupation and Professional Office</u>	1 per use	2 sq. ft.	Staff	Minor home occupation signs shall not be illuminated.
Additional Requirements: Maximum height of any free-standing sign is 6 feet. Minimum setback is behind the property line or 10 feet from a public road, whichever is farther. Permits are not required with the exception of Development Name and Address, Business Office or Property and Home Occupation and Professional Office.				

C. Signs within a Historic District

All signs within a Historic District of South Windsor, Connecticut, must meet with the rules of, and exist only with the written permission (permit) of the Historic District Commission, and must otherwise meet all requirements of the Historic District Commission.

6.5.8 Signs in Commercial/Office/Industrial Zones

A. The following regulations shall apply to and include the following zones:

1. Restricted Commercial Zone
2. General Commercial Zone
3. Restricted Office Zone
4. Designed Commercial Zone
5. Office Conversion Overlay Zone
6. Industrial Zone
7. Route 5 Travel Services Zone

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8. Route 5 North Overlay Zone

B. All free-standing business identification signs shall include the street number on the sign. The street number is exempt from the sign area calculation.

C. The following signs shall be allowed and all other signs are expressly prohibited.

Table 6.5.8A Signs Allowed in Commercial/Office/Industrial Zones

Type of Sign	Maximum Number	Maximum Area and Height	Permit Required	Additional Requirements/Notes
Development Identification Signs	1 per intersection	12 sq. ft. area 10 feet height	PZC	Permitted at driveways provided the driveways are a minimum of 200 feet apart May contain only 1 name, which is the development identification name. Background for single-sided to be decorative, such as a stone wall.
Building Signs	1 main sign per tenant	2 sq. ft. per linear foot of building frontage 25% increase in size if the building is over 300 ft from roadway	Staff	1. Maximum area is the total cumulative area of all building signs. 2. On lots with more than 1 frontage, all building frontages may be counted for sign area, and an establishment may have signs on all frontages, with sign size governed by the respective frontages. 3. Total sign area for each tenant shall not exceed that tenant's linear building frontage (except as noted in 4 below). 4. Each tenant is allowed a minimum of 24 sf of building signage regardless of tenant linear frontage. 5. Building signage is permitted on a maximum of three sides of a building with one tenant/user.
Secondary Tenant Signs, including wall signs, blade signs, and awning signs.	No maximum (limited by total permitted sq. ft.)		Staff	1. Blade signs limited to 6 square feet. 2. Square footage of all signs (including main sign) not to exceed 1 square foot of sign area for each linear foot of occupied building frontage.
Directory Sign	1 per entrance	18 sq. ft. 7 ft. Height	Staff	1. Setback of 70 ft. from front property line: 2. To be used in conjunction with identification sign.
Identification, Detached Free-Standing, 5 or less ft. in height	1 per lot	24 sq. ft. 5 ft. Height	Staff	1. The maximum of 24 square feet is permitted only if the sign is ground-mounted and not higher than 5 feet.

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Table 6.5.8A Signs Allowed in Commercial/Office/Industrial Zones

Sign Type	Quantity	Area	Height	Notes
Identification, Detached Free-Standing, more than 5 ft. in height		12 sq. ft.	10 ft. Height	2. Additional signage will be allowed for sign embellishments – See section I below. 3. On properties that slopes away from the roadway the sign height may be increased to a height that is five feet above the projected roadway grade
Window Signs		20% of window area		
Sponsorship Sign			Staff	
Temporary Sign advertising the sale, rental, construction, or repair of the premises on which it is located	1 per lot	32 sq. ft.	Staff	Signs for sale of property shall be displayed for no more than 12 consecutive months. May not be illuminated.
Temporary Flags, Banners, or any material rigid or flexible displayed to convey a message, meaning or attraction to the public	1 temporary sign per business or a total of 36 sq. ft.	total 36 sq. ft.	Staff	May be displayed: For 30 days from the opening date of a new business or new business location; For 15 days, six (6) times a calendar year for special promotions or events. (Permit required)

- D. Sign location shall be behind the property line or a minimum of 10 feet from a road, whichever is farther. Location of sign must be approved on the site plan.
- E. Multiple-tenant buildings will be allowed building signage for each tenant that has distinct, exclusive building frontage with individual entrances (e.g., a retail plaza).
- F. Other signs for traffic control, directions, and building/facility identification may be installed as appropriate.
- G. Signs may be illuminated per the lighting regulations.
- H. The following temporary and portable signs, except for flags, banners and as permitted above, are expressly prohibited: any sign not permanently attached to the ground or other permanent structure; any sign designated to be transported by means of wheels; signs converted to “A” or “T” frames; mower, lawn and sandwich board signs; tethered balloons, and signs attached to or painted on vehicles parked and visible from the public right-of-way, unless said vehicle is used in the normal day-to-day operations of the business; beacons or inflatable signs; temporary signs, the material of which is marked by neglect or disrepair, or is rundown, shabby and lacks style or good taste.

No permit is required for temporary signage for merchandise for sale on the interior part of a pedestrian environment such as in a shopping center, or a courtyard area with kiosks or market carts, and thus enhances the appearance of the site is allowed at the discretion of the property owner. Such signage or display must not create a sight line problem within the development and must not be visible from the public way.

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- I. Additional signage for freestanding sign embellishments.** Additional signage area will be allowed for freestanding sign embellishments as follows. Staff approval is required.
1. Opaque background. Plastic cabinet signs are NOT eligible for the following sign area increases. Sign area increases will only be allowed for signs with 100 % opaque background material, with either exterior lighting, or interior lighting that shines only through the sign letters (including halo lighting), logo and/or limited design elements.
 2. Enclosure of free-standing sign pole. Sign area may be increased by a factor of 2.5 if the sign pole is enclosed/converted to an architectural feature. The width of the pole enclosure must be equal to at least 40% of the average width of the sign. Applicants are encouraged to be creative with pole enclosures. The pole enclosure will NOT be included in the sign measurement area.
 3. Free-standing sign embellishment. Sign height may be increased to 12 feet if the sign itself is embellished with decorative trim. “Trim” is any decorative sign feature that is not integral to the sign message, logo, or company color scheme but is solely for aesthetic purposes. The embellishment will NOT be counted toward the maximum height or area.
 4. Monument sign embellishment. Monument sign area may be increased by a factor of 1.75 and the height may be increased to 8 feet if the sign is embellished with decorative trim as defined in 6.5.8.I.3 AND the monument base is made of natural, regional material such as fieldstone, brownstone or brick.
 5. Embellished signs may be required to be reviewed and approved by the Architecture and Design Review Committee.

6.5.9 Signs in Buckland Gateway Zone

A. The following signs shall be allowed and all other signs are expressly prohibited.

Table 6.5.9A Signs Allowed in Buckland Gateway Zone

Type of Sign	Maximum Number	Maximum Area and Height	Permit Required	Additional Requirements
Development Identification Signs	1 per intersection, if 2-sided; 2, if single-sided with 1 on each corner facing opposite directions.	50 sq. ft. area 12 feet height	PZC	Permitted at driveways connecting to Buckland Road, Deming Street or Oakland Road. May contain only 1 name, which is the development identification name. Base for 2-sided to be constructed with fieldstone facade. Background for single-sided to be decorative, such as a stone wall.
Building Identification Signs	1 detached free-standing sign for each building	36 sq. ft. area 10 feet height	Staff	Shall contain no more than 1 square feet of sign area for each 1,000 sq. ft. of building area, but may be at least 6 sq. ft. regardless of the size of the building. Properties that contain only one building on the site are allowed a minimum of 24 sf.

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Table 6.5.9A Signs Allowed in Buckland Gateway Zone

Sign Description	Maximum Number	Maximum Area (sq. ft.)	Signage Regulation	Additional Requirements
	1 main sign per tenant	1 sq. ft. per linear foot of building frontage	Staff	Maximum area is the total cumulative area of all building signs. On lots with more than 1 frontage, all building frontages may be counted for sign area, and an establishment may have signs on all frontages, with sign size governed by the respective frontages.
Directory Sign	1 per entrance	18 sq. ft. 7 ft. Height	PZC/Staff	1. Setback in accordance with approved signage plan; 2. To be used in conjunction with building identification sign
Secondary Tenant Identification Signs, including wall signs, blade signs, and awning signs	No maximum (limited by total permitted sq. ft.)		Staff	Content of sign limited to logo and/or name of business. Blade signs limited to 6 square feet. Square footage of all signs (including main sign) not to exceed 1 square foot of sign area for each linear foot of occupied building frontage.
Street Banner		30 x 48 inches	Staff	Permits for banners may be obtained only by fraternal, charitable, civic, veterans, or merchant's organizations.
Window Signs		20% of the window space	Staff	
Sponsorship Sign			Staff	
Temporary Sign advertising the sale, rental, construction or repair of the premises on which it is located		32 sq. ft.	Staff	Signs for sale of property shall not be displayed for more than 6 consecutive months in a calendar year unless an extension is approved by the Commission.
Temporary flag, banners, or any material rigid or flexible displayed to convey a message, meaning or attraction to the public			Staff	May be displayed for 30 days from the opening date of a new business or new business location;

- B. Sign location shall be at the back of the property line or a minimum of 10 feet from a road, whichever is farther. Location of sign must be approved on the site plan.
- C. Signs may be illuminated per the lighting regulations.
- D. Plastic cabinet-type signs are not permitted.

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6.5.10 Signs in the I-291 Corridor Zone and I-291 RR Overlay Zone

A. In recognition of the special nature of an interstate corridor, additional signage will be allowed for sites that abut and/or are highly visible from I-291.

B. General Criteria

1. All signage is subject to approval from the Commission and must be designed as an integral part of the site plan. All sign locations shall be shown on the site development plan, and shall be described as to area, dimensions, height, materials, and purpose.
2. Single-pole-mounted signs are not allowed. All other pole-mounted signs are limited to maximum 12 foot height.
3. Multiple-tenant buildings will be allowed building signage for each tenant that has distinct, exclusive building frontage with individual entrances (e.g., a retail plaza). Separate building signage for tenants will not be allowed where tenants are sharing buildings that do not have distinct tenant space characteristics on the outside of the building.
4. Free-standing sign lighting must be turned off within 1 hour of the close of business.

C. Signage Requirements

Table 6.5.10A Signs Allowed in I-291 Corridor/Overlay Zones

Type of Sign	Number	Maximum Area	Height	Additional Requirements
Primary Site Signage Free-Standing Signs	1 per frontage street	3% of the area of the building wall facing the street	10 Feet	Area of sign may be increased to 5% of building wall if a low-profile (not to exceed 6 feet in height) ground-mounted sign is used.
Building Sign	1 flat wall sign for each principal building	10% of the area of the building wall on which it is placed		A building that houses multiple tenants may allocate the building signage among the tenant building frontages, provided that the total building signage does not exceed the maximum square footage allowed for the building.
Additional I-291 - Facing Signage	1 building sign	10% of the area of the building wall facing I-291		Permitted on sites with at least 1 wall facing I-291. If the primary site signage is located facing I-291 the additional signage is not applicable.
	OR 1 free-standing sign	5% of the area of the building wall facing I-291	8 ft above the elevation of I-291 in the vicinity of the sign*	
Sponsorship				
Window Signs		20% of the window space		
* or if a building is not visible from I-291 then bottom edge of sign to be no more than 8 feet and the top edge to be no more than 12 feet from the existing grade of the subject property at the location of the sign.				

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- D. All signs require Commission approval with the exception of window signs.
- E. Sign lighting is limited to direct, external lighting such as flood or spotlights; or lighting that is contained within the sign message itself, such as individually lit letters. Internal lighting that shines through a plastic or other translucent covering is prohibited, except where the internal lighting shines only through the sign message itself (i.e., the sign background is dark and opaque; the sign letters/elements are translucent).
- F. The following signs are prohibited:
 - 1. Signs that move by either mechanical or natural means;
 - 2. Portable signs; and
 - 3. Beacons.
- G. No sign shall project an objectionable or hazardous glare off the premises. No sign shall be installed if it poses a potential hazard or danger to pedestrians or bicyclists, nor shall any sign obstruct the line-of-sight for motorists or pedestrians.

6.5.11 Signs in RROZ

- A. Each site shall be allowed 1 detached sign (regardless of the number of buildings occupying the site), not to exceed 12 square feet in area nor 7 feet in height.
- B. In order to maximize residential compatibility, signs must be one of the following types:
 - 1. Carved wood or wood with raised letters;
 - 2. “Silhouette” sign, with backlighting of unlit raised letters/design;
 - 3. If internally lighted sign with light letters against a dark, earth-toned background; or
 - 4. If internally lighted individually lighted letters on non-lighted background.
- C. All other plastic signs, whether internally or externally lighted, and neon signs are prohibited.
- D. External sign lighting shall be mounted at the top of the sign and directed downward onto the sign, and shall be hooded to control objectionable and hazardous glare off the premises.
- E. Sign lights must be turned off at 11:00 PM or within an hour after the close of business, whichever is sooner.
- F. Signs require staff approval.

6.5.12 Off-Premise Temporary Signs

- A. Temporary signs, limited to signs of civic and non-profit organizations announcing special events, shall be permitted only for a period of 60 days prior to, and including the duration of, the activities which such sign describes, and such sign shall be removed within 1 week (7 days) after completion of such activity which said sign describes.
- B. Sponsorship signs require staff approval.

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- C. Temporary signs require staff approval.
- D. Political signs are exempt from the requirements of this section.

6.5.13 Amendment Procedure

By passage of this sign regulation, the Commission resolves to hold a public hearing every 4 years to:

1. Review this entire regulation.
2. Determine if segments of this regulation have been proven to be too restrictive or too lenient by experience.
3. Give the public a regular opportunity to speak to any aspects of this regulation they may feel is too restrictive, or too lenient, unfair, or objectionable.
4. Allow administrative recourse made available by this automatic amendment procedure.
5. Provide a regular, consistent forum for all to be heard.

Section 6.6 Utilities

6.6.1 General Provisions

- A. No development plan shall be approved unless:
 1. Adequate public utilities, public sanitary sewers or Health Department approved on-site septic systems, and storm drainage are to be provided by the developer or developers.
 2. Clear evidence has been furnished of safe and satisfactory means of supplying potable water, on-site septic and fire protection.
 3. The proposed utilities, sewers, drainage, potable water supply and fire protection have been shown to be adequate to accommodate reasonably anticipated future development.
- B. The developer or developers shall also provide fire hydrants at appropriate locations when public water is available. All Town specifications for furnishing and installation of water systems and hydrants must be met.
- C. Where public sewers are available, all sites shall be properly connected to an approved and functioning sanitary sewer system prior to issuance of a Certificate of Occupancy. All sanitary sewerage extensions and connections shall be done in accordance with the specifications in the Public Improvements Specifications manual, the Connecticut Public Health Code regulations, and rules and regulations of the Water Pollution Control Authority.

6.6.2 Individual Services

Electric power, telephone, and other cable systems shall be placed underground; except that the existing electric power and telephone/cable system facilities may be used where appropriate for industrial and commercial uses. This provision may be waived by the Commission only where the utility company has