

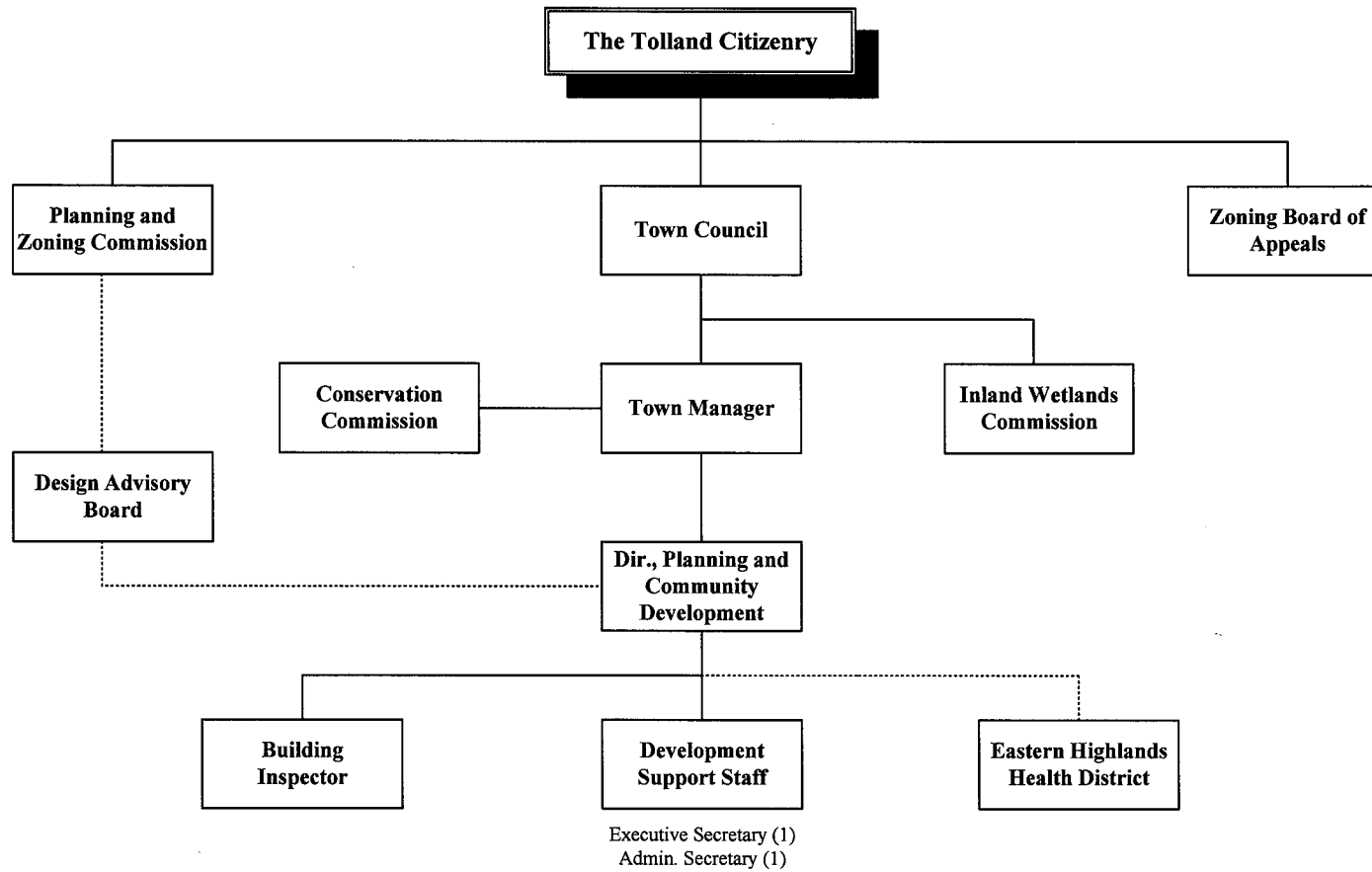
**PLANNING &
COMMUNITY DEV.**

PLANNING AND COMMUNITY DEVELOPMENT

The Division of Planning and Community Development provides planning, zoning, health, inland wetlands and building inspection services to residents and businesses of the Town. The Division employs a Director of Planning and Community Development and a Building Inspector. Effective May 1, 2000, the Town joined the Eastern Highlands Health District to share sanitarian services with the Towns of Mansfield, Coventry and Bolton. Since that time, the Towns of Andover, Ashford, Chaplin, Columbia, Scotland and Willington have also joined the District. Through economies of scale, the District is able to provide high quality services to Tolland residents and businesses while realizing some financial benefits.

Account Code	Descriptions	2014-2015 Department Request	2014-2015 Manager Proposed	2014-2015 Adopted Budget
200-00	Building Inspection Services	167,289	123,371	123,371
210-00	Zoning Board of Appeals	3,560	3,660	3,660
230-00	Public Health Services	72,200	72,200	72,200
240-00	Planning and Zoning Services	140,147	137,497	137,497
250-00	Inland Wetlands Commission	4,065	4,065	4,065
260-00	Planning and Zoning Commission	8,655	8,655	8,655
270-00	Conservation Commission	9,090	4,090	4,090
	Subtotal -- Planning and Community Development	405,006	353,538	353,538

Division of Planning and Community Development *Organization Chart*



PROGRAM	BUILDING INSPECTION SERVICES	200-00
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Program Explanation:

The Department of Building Inspection is part of the Division of Planning and Community Development. The Department is responsible for reviewing plans, specifications and inspecting all building construction in the Town of Tolland. The Building Official is a certified Building Official in the State of Connecticut and maintains qualifications through 90 hours of continuing education every three years. The Building Official is qualified to review and inspect all structural and life safety aspects of the building code as well as: plumbing, heating, electrical, HVAC systems, sprinkler systems, energy efficiency and the work of all other related trades. The Building Department staff interacts with other staff of the Planning and Community Development Department and provides advice to Town staff and boards and commissions on an as needed basis. The Building Official is also responsible for investigating and resolving complaints pertaining to unregistered vehicles.

Budget Change Commentary:

The program budget is increased by \$20,750. A portion of the increase reflects the change in payroll as the Administrative Secretary salary will be 100% in the Building Department and the Water Commission duties provided by this position will be shifted to the Town Manager’s Office. Additionally, as an efficiency improvement measure and to properly archive mandated building plans, a storage indexing shelving system will be acquired at a cost of \$725.

Program Objectives and Goals FY 2015:

- Implement new updates and technologies to the permit process
- Continue to use and improve the electronic field inspection system
- Continue to assist Town staff with Town projects: Cross Concession Facility, Final Close-Out of the Geothermal HVAC Retrofit at Hicks Memorial Municipal Center and Library, Honeywell Energy Performance Project, Proposed Former Parker School Conversion to Elderly Housing, Expansion of Tolland Public Library, and Town Solar Project
- Continue to work with BOE on school safety upgrades
- Continue public outreach
- Incorporate electronic system to help with the continued process of closing out open permits
- Continue to update and post more educational materials and code information on the Town website
- Develop Building Department procedures, transitioning from current practices to incorporate the use of the new permitting software for digital archiving.
- Scan commercial floor plans to make data available in digital format, allowing the Building and Fire Departments to access information more efficiently in emergency situations (dependent upon the availability of a scanner)
- Digitize all new permits and supporting documents
- Implement the new residential Building Code and Electrical Code (which is applied to both commercial and residential)

Program Accomplishments FY 2014:

- Served as resource for implementation of Hicks geothermal HVAC retrofit, library roof and skylight replacement and Hicks ADA compliant elevator at Hicks Memorial Municipal Center and Library
- Closed out the Hicks geothermal project, library roof and the ADA compliant elevator
- Continued to inspect and close out open permits
- Assisted Public Safety and Public Works during winter storms
- Guest speaker for Home Builders Association of Hartford and Landscape Design class at UCONN

Assigned Positions:

2012-2013		2013-2014		Position Title	2014-2015	
Positions	FTE	Positions	FTE		Positions	FTE
1	1.0	1	1.0	Building Inspector	1	1.0
1	.66	1	.66	Administrative Secretary	1	1.0

Performance Measurements	Actual 2010-2011	Actual 2011-2012	Actual 2012-2013	Estimated 2013-2014	Anticipated 2014-2015
PERMITS:					
Housing units	6	10	8	14	30
Commercial (includes additions & modifications)	22	22	34	22	25
Industrial	0	4	0	0	0
Municipal	4	12	6	2	4
Total Permits	871	1,100	997	1,100	1,300
Certificates of Occupancy	146	250	108	190	250
Inspections	1279	1,500	1,177	1,350	1,600

FUNCTION	ACTIVITY			PROGRAM			CODE
Planning and Community Development	Building Inspection			Building Inspection			200-00
Line Item Description	2010-2011 Actual	2011-2012 Actual	2012-2013 Actual	2013-2014 Adopted	2013-2014 Amended	2014-2015 Manager Proposed	2014-2015 Adopted Budget
REGULAR PAYROLL	83,584	78,516	76,989	87,046	88,040	98,727	98,727
Building Official Administrative Secretary (.66)							
TEMPORARY HELP	0	3,000	5,000	5,000	8,000	12,000	12,000
COMMUNICATIONS	412	1,148	1,309	1,200	1,200	1,200	1,200
SERVICE CONTRACTS	6,365	6,515	6,730	7,400	7,400	8,104	8,104
PRINTING	28	0	65	75	75	100	100
DUES AND MEMBERSHIPS	45	250	170	250	250	275	275
TRAINING AND DEVELOPMENT	500	170	500	500	500	550	550
OFFICE SUPPLIES	159	261	143	150	150	875	875
MINOR TOOLS	136	107	399	400	400	940	940
BOOKS AND SUBSCRIPTIONS	235	34	884	600	600	600	600
PAYROLL EXPENDITURES	83,584	81,516	81,989	92,046	96,040	110,727	110,727
OPERATING EXPENDITURES	7,879	8,485	10,200	10,575	10,575	12,644	12,644
TOTAL BUILDING INSPECTION	91,463	90,001	92,189	102,621	106,615	123,371	123,371

PROGRAM	ZONING BOARD OF APPEALS	210-00
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Program Explanation:

The Zoning Board of Appeals consists of five members and two alternates. Four of these members are elected to four-year terms and one member is elected to a two-year term, the alternates are appointed. The powers and duties of the Zoning Board of Appeals are defined in the Connecticut State Statutes under Section 8-5. These duties include hearing petitions from residents seeking relief from a strict interpretation of the zoning regulations or errors in any order, requirement or decision made by the Zoning Enforcement Officer. The Director of Planning and Community Development is designated as Zoning Enforcement Officer and Technical Staff Advisor to the Zoning Board of Appeals with the elimination of the Zoning Officer position. Planning and Community Development staff provides administrative service to the Zoning Board of Appeals.

Budget Change Commentary:

The program budget has increased by \$100 to cover clerk costs.

Program Objectives FY 2015:

- Continue to process applications in an efficient and legal manner

Program Accomplishments FY 2014:

- Worked with the public to explain the process and legal guidelines of applying for and receiving variances
- Processed applications in a timely and courteous manner
- Added applications, maps and process information to town website

Assigned Positions:

2012-2013		2013-2014		Position Title	2014-2015	
Positions	FTE	Positions	FTE		Positions	FTE
1		1		Recording Clerk	1	

Performance Measurements	Actual 2010-2011	Actual 2011-2012	Actual 2012-2013	Estimated 2013-2014	Anticipated 2014-2015
Meetings held	10	9	10	8	10
Applications received	18	15	14	12	14
Applications heard	17	15	14	12	14
Variances granted	17	13	14	12	14
Variances denied	2	2	0	0	0
Applications withdrawn	1	0	0	0	0

FUNCTION	ACTIVITY			PROGRAM			CODE
Planning and Community Development	Zoning Board of Appeals			Zoning Board of Appeals			210-00
Line Item Description	2010-2011 Actual	2011-2012 Actual	2012-2013 Actual	2013-2014 Adopted	2013-2014 Amended	2014-2015 Manager Proposed	2014-2015 Adopted Budget
TEMPORARY HELP Recording Clerk	810	720	720	810	810	910	910
ADVERTISING	2,943	2,254	2,967	2,500	2,500	2,500	2,500
DUES AND MEMBERSHIPS	75	0	100	100	100	100	100
TRAINING AND DEVELOPMENT	135	105	0	50	50	50	50
OFFICE SUPPLIES	50	149	149	100	100	100	100
BOOKS AND SUBSCRIPTIONS	0	0	77	0	0	0	0
PAYROLL EXPENDITURES	810	720	720	810	810	910	910
OPERATING EXPENDITURES	3,203	2,508	3,293	2,750	2,750	2,750	2,750
TOTAL ZONING BOARD OF APPEALS	4,013	3,228	4,013	3,560	3,560	3,660	3,660

PROGRAM	PUBLIC HEALTH SERVICES	230-00
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Program Explanation:

The Eastern Highlands Health District assumed the responsibility for providing public health services effective May 1, 2000. The program of services provided by the Eastern Highlands Health District consists of investigating, reviewing, supervising, and inspecting all aspects of environmental health in the community by using the Public Health Code of the State of Connecticut and applicable local ordinances as the basic enforcement tools. Areas of concern addressed by this department include sub-surface sewage disposal, private water supply systems, food service inspections, sanitation of day care centers, schools and public bathing areas. The Department also provides other community health services such as complaint investigation, communicable disease control, health education, chronic disease control, public health preparedness and other core public health functions.

Budget Change Commentary:

The health district membership budget increased 4.9%. However, due to a decrease in town population the actual increase is 4.4% for FY14/15. This represents an additional cost of \$3,057 for FY14/15. The increase is primarily due to increases in health insurance costs for the health district.

Program Objectives and Goals FY 2015:

- Implement agency Information Technology improvements to improve efficiencies and service quality
- Strengthen Employee Wellness Programming
- Pursue other agency strategic plan objectives
- Maintain current scope of quality environmental health services

Program Accomplishments FY 2014:

- Procured \$83,900 in chronic disease prevention grants
- Completed agency information technology improvement study

Performance Measurements	Actual 2010-2011	Actual 2011-2012	Actual 2012-2013	Estimated 2013-2014	Anticipated 2014-2015
Subdivision lots reviewed	0	5	1	1	5
Soil tests conducted (test holes plus perc tests)	129	97	105	100	100
New permits issued	33	16	6	10	10
Repair permits issued	33	16	61	40	40
Site inspections conducted	204	203	154	200	200
Well permits issued	14	21	25	20	20
Food service inspections	72	64	105	95	95
Planning & Zoning plan reviews	1	3	0	2	2
Zoning/Building permits reviewed	152	99	199	200	200

FUNCTION Planning and Community Development	ACTIVITY Environmental Health Services			PROGRAM Environmental Health Services			CODE 230-00
	2010-2011 Actual	2011-2012 Actual	2012-2013 Actual	2013-2014 Adopted	2013-2014 Amended	2014-2015 Manager Proposed	2014-2015 Adopted Budget
Line Item Description							
PROFESSIONAL SERVICES	66,320	66,852	68,038	69,143	69,143	72,200	72,200
OFFICE SUPPLIES	0	0	150	0	0	0	0
OPERATING EXPENDITURES	66,320	66,852	68,188	69,143	69,143	72,200	72,200
TOTAL PUBLIC HEALTH SERVICES	66,320	66,852	68,188	69,143	69,143	72,200	72,200

PROGRAM	PLANNING & ZONING SERVICES	240-00
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Program Explanation:

The Director of Planning and Community Development is the technical agent of the Planning and Zoning Commission. The Director of Planning and Community Development, who is also the Town Planner, is responsible for the review of all development proposals and makes recommendations regarding the environmental impact of proposed land uses. The Director of this division is responsible for disseminating information regarding land use statistics, maintaining the Planning and Zoning files and handling most of the correspondence of the agency. The Director of Planning and Community Development is also appointed as a Zoning Enforcement Officer, and serves as staff advisor to the Conservation Commission, Water Pollution Control Authority and coordinates the Open Space program. Additionally, Planning staff operate and maintain the Geographic Information System computer mapping and create a wide variety of maps for boards, commissions and the general public. Secretarial assistance is provided by the department to the above noted boards and commission as well as the Inland Wetlands Commission, Zoning Board of Appeals, Water Pollution Control Authority, Water Commission, as well as Building, Health and Engineering Departments.

Budget Change Commentary:

The program budget is increasing by \$1,040 due to the addition of travel expenses to the National Planning Conference, Salary Increases and small communication budget adjustment.

Program Objectives and Goals FY 2015:

- Address department processes and information on website to promote a business friendly environment **(Council Goal: see footnote #1)**
- Develop a Sustainable Land Use Code
- Continue to provide technical and secretarial assistance to the Planning & Zoning Commission, Inland Wetlands & Watercourse Commission, Zoning Board of Appeals, Design Advisory Board, Conservation Commission, Land Acquisition Advisory Committee, Water Pollution Control Authority, Water Commission, Agriculture Commission and Health Department to achieve their stated goals. **(Council Goal: see footnote #1)**
Finalize on-line permitting with the new View Permit system and implement additional modules for planning, zoning and other departments
- Educate staff and boards and commissions on Low Impact Development practices
- Improve website information and forms for all departments and commissions **(Council Goal: see footnote #1)**
- Work with PZC, Town Council, EDC and Design Advisory Board to develop an action plan and explore grant funding for the Tolland Village Area, Technology Zone and the Gateway Design District **(Council Goal : see footnote #1)**
- Continue to evaluate use of Parker School and location of Elderly Housing.
- Facilitate the implementation of Solar Arrays on Town property **(Council Goal: Implement CCM's Solar PPA program (solar farm) on a town owned property)**
- Work closely with Development Group staff to improve productivity, teamwork and business friendly approach **(Council Goal: see footnote #1)**
- Finalize a Tolland Business Guide to include town information and development processes. Produce hard copies and install on website. **(Council Goal: see footnote #1)**
- Facilitate the multi-family development review process and coordinate town staff and third party review input.
- Evaluate the Gateway Design District to maximize commercially zoned area **(Council Goal: see footnote #1)**
- Adopt "Fast Track" permits wherever possible
- Promote new processes and ease of application
- Set up Customer Satisfaction Survey (survey monkey) to get feedback on level of service provided by the department and suggestions for improvement

Program Accomplishments FY 2014:

- Linda Farmer serves as staff advisors to Planning & Zoning Commission, Zoning Board of Appeals, Design Advisory Board, Conservation Commission and Land Acquisition Advisory Committee
- Staff continues to work with the other communities in CRCOG to make modifications to the View Permit tracking system. Additional modules for Planning, Zoning and Wetlands are being reviewed by the towns and CRCOG – Tolland’s staff is participating in the Zoning Module subcommittee
- The Planning Director attended the National Planning and Southern New England conferences and several classes and seminars to acquire the required credits to maintain Certified Planner status

- **Tolland Village Area (Council Goal: see footnote #1)**
 - Worked with DOT and Representative Bryan Hurlburt’s office to relocate commuter lot and utilize property around it
 - Worked with consulting engineer on Concept Plan for commuter lot relocation

- **Growth and Development Initiative (Council Goal: see footnote #1)**
 - Explored grant and state funding

- **Transportation (Council Goal: see footnote #1)**
 - Met with DOT and engineers on Route 195 widening project.
 - Participated in CRCOG Transportation Committee to represent Tolland interests
 - Prepared transportation booklet for meeting with Town Manager and DOT Commissioner
 - Worked with CRCOG and the towns of Mansfield & Coventry to submit a Rt. 195/44 Corridor Study request

- **Grants**
 - Worked with CRCOG on the development of a Sustainable Land Use Code, which is a component of a \$4.2 million grant they received
 - The Planning Director, with the former Town Engineer, wrote and received funding for a \$2.5 million STP-Urban Grant to design and construct traffic calming and intersection improvements on the Tolland Green
 - Planning Director began coordinating the \$2.5 million STP-Urban Grant with DOT & CRCOG to design and construct traffic calming and intersection improvements on the Tolland Green
 - Worked with consultants and other staff on potential grant funding for elderly housing
 - Continue exploring possible grant funding for the Growth and Development Initiative in the commercial/technology corridor
 - Submitted a Main Street Investment Fund Grant for \$480,000

- **Conservation**

- Worked with Conservation Commission on Management Plans, budget and other items
- Had additional Conservation Area signs made and posted on open space properties, including a directional sign in Coventry on Route 195 for the King Riverside Conservation Area
- Worked with the Tolland Agricultural Center in their efforts to secure DEEP Open Space grant funding to purchase the abutting Gunther Farm on the Tolland/Vernon line.

- **Economic Development**

- Worked with the EDC and consultant to update the Tolland Economic Development Action Plan

Footnote #1: Implement a strategy with the Economic Development Commission, Town Council, Planning and Zoning Commission, the Development Office and the stakeholders that is sufficiently specific to allow for the proper marketing and to ensure development opportunities of the Tolland Village Area, the Technology Zone and other developable properties.

Assigned Positions:

2012-2013		2013-2014		Position Title	2014-2015	
Positions	FTE	Positions	FTE		Positions	FTE
1	1.0	1	1.0	Director of Planning and Community Development	1	1.0
1	1.0	0	0.0	Inland Wetlands Agent/Zoning Officer		
1	1.0	1	1.0	Executive Secretary	1	1.0

Performance Measurements	Actual 2010-2011	Actual 2011-2012	Actual 2012-2013	Estimated 2013-2014	Anticipated 2014-2015
Planning & Zoning meetings and workshops	22	22	20	20	20
Subdivisions reviewed	2	6	0	3	5
Zoning permits issued	146	200	179	225	225
Certificates of Occupancy issued	146*	250	28	125	100
Site Plan/Special Permit Reviews	4	5	7	10	12
DEP Open Space and Watershed Land Acquisition Grant:					
Luce Property					
Anticipated Open Space Grants					\$300,000
STP-Urban Grant – Tolland Green Improvements		\$2.5 million			
Main Street Investment Fund Grant					

* July 1, 2009 – December 31, 2010 – no Certificates of Completion were issued based on past practice of past building official.

FUNCTION	ACTIVITY			PROGRAM			CODE
Planning and Community Development	Planning & Zoning Services		Planning & Zoning Services				240-00
Line Item Description	2010-2011 Actual	2011-2012 Actual	2012-2013 Actual	2013-2014 Adopted	2013-2014 Amended	2014-2015 Manager Proposed	2014-2015 Adopted Budget
REGULAR PAYROLL	168,878	170,122	173,551	128,657	129,096	129,097	129,097
Director of Planning and Community Development							
Executive Secretary							
PROFESSIONAL SERVICES	800	800	800	400	400	400	400
COMMUNICATIONS	0	0	0	700	700	800	800
SERVICE CONTRACTS	3,950	2,850	3,450	3,450	3,450	3,450	3,450
PRINTING	208	0	130	250	250	250	250
DUES AND MEMBERSHIPS	521	641	440	600	600	600	600
TRAINING AND DEVELOPMENT	500	1,996	2,316	2,000	2,000	2,000	2,000
TRAVEL REIMBURSEMENT	500	0	69	0	0	500	500
OFFICE SUPPLIES	329	1,223	292	150	150	150	150
PROGRAM MATERIALS	100	50	100	100	100	100	100
BOOKS AND SUBSCRIPTIONS	170	135	125	150	150	150	150
PAYROLL EXPENDITURES	168,878	170,122	173,551	128,657	129,096	129,097	129,097
OPERATING EXPENDITURES	7,078	7,695	7,722	7,800	7,800	8,400	8,400
TOTAL PLANNING AND ZONING SERVICES	175,956	177,817	181,274	136,457	136,896	137,497	137,497

PROGRAM	INLAND WETLANDS COMMISSION	250-00
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Program Explanation:

The Inland Wetlands Commission is a five member board with two alternates; all members and alternates are appointed by the Town Council bi-annually. The Commission regulates activities within and around wetlands through the issuance of permits, enforcement of regulations and public education programs to reduce the impacts on the Town's wetlands and watercourses. Planning & Community Development staff provides service to the Commission. State Statute and the Inland Wetlands Commission have authorized the designated wetlands agent to issue permits for activities that are outside of the statutory wetlands and pose minimal risk to wetlands or watercourses.

Budget Change Commentary:

The budget remains unchanged.

Program Objectives and Goals FY 2015:

- Continue to work with landowners in the Tankerhoosen watershed and begin to work with property owners in the Industrial Park to improve the treatment of stormwater runoff from their properties
- Look at drainage problems on Town owned land within the Tankerhoosen watershed for repairs and redesigns
- Continue to work with the Tolland Public Works Department to improve the town roads stormwater discharge, wherever possible

Program Accomplishments FY 2014:

- Developed a streamlined permit system for Town owned infrastructure maintenance and repairs
- Developed a system to approve emergency maintenance and repairs within the existing statutes

Assigned Positions:

2012-2013		2013-2014		Position Title	2014-2015	
Positions	FTE	Positions	FTE		Positions	FTE
1		1		Recording Clerk	1	

Performance Measurements	Actual 2010-2011	Actual 2011-2012	Actual 2012-2013	Estimated 2013-2014	Anticipated 2014-2015
Wetlands applications reviewed	6	6	8	6	8
Wetlands meetings	14	16	18	7	10
Special meetings	1	1	0	0	0
Field Inspections	30	30	35	25	25
Public hearings conducted	0	0	0	1	1
Violation hearings conducted	0	1	2	1	0
Restoration plans approved	0	0	0	0	0

FUNCTION	ACTIVITY			PROGRAM			CODE
Planning and Community Development	Inland Wetlands Commission			Inland Wetlands Comm.			250-00
Line Item Description	2010-2011 Actual	2011-2012 Actual	2012-2013 Actual	2013-2014 Adopted	2013-2014 Amended	2014-2015 Manager Proposed	2014-2015 Adopted Budget
TEMPORARY HELP Recording Clerk	1,410	1,320	1,650	1,540	1,540	1,540	1,540
PROFESSIONAL SERVICES	1,000	372	453	500	500	500	500
ADVERTISING	597	433	488	700	700	700	700
DUES AND MEMBERSHIPS	805	820	785	950	950	950	950
TRAINING AND DEVELOPMENT	328	105	300	250	250	250	250
OFFICE SUPPLIES	210	149	149	125	125	125	125
PAYROLL EXPENDITURES	1,410	1,320	1,650	1,540	1,540	1,540	1,540
OPERATING EXPENDITURES	2,940	1,879	2,175	2,525	2,525	2,525	2,525
TOTAL INLAND WETLANDS COMMISSION	4,350	3,199	3,825	4,065	4,065	4,065	4,065

PROGRAM	PLANNING & ZONING COMMISSION	260-00
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Program Explanation:

The Planning and Zoning Commission consists of five members. Four members of this commission are elected to four-year terms and one member is elected to a two-year term. The Planning and Zoning Commission is authorized by State Statutes (CGS 8-1, 8-2, 8-19, 8-23 and 8-25) and the Town Charter to establish land use policies consistent with the Town Plan of Development. The Director of Planning and Community Development provides administrative and technical support to this Commission. The Commission also advises the Town Council on zoning and short- and long-term planning matters. The Planning and Zoning Commission weighs and addresses the environmental impact of all proposals over which it has jurisdiction.

Budget Change Commentary:

The program budget is unchanged.

Program Objectives and Goals FY 2015:

- Continue to implement goals and recommendations in the Plan of Conservation and Development update
- Continue to work with the EDC, Town Council, TECDC, Design Advisory Board, Political Representatives and the business community on the Technology Campus Zone and Tolland Village Area
- Coordinate with representatives of the UCONN Research Park
- Tolland Village Area.
 - Work with the Economic Development Commission to market and implement the plan
 - Explore potential infrastructure funding sources
- Promote environmental and conservation efforts:
 - Evaluate additional tools to preserve agriculture land and uses with regulations or a specific zone
 - Promote connectivity of trails and pathway linkages for pedestrians and bicyclists
 - Review barriers to Green Technology in the regulations
 - Explore sustainable and energy conservation regulations including solar orientation for residential, municipal and commercial
- Review and adopt regulations for Signage, Home Occupations, Assisted Living Facilities and Alternative Energy
- Improve public relations and website

Program Accomplishments FY 2014:

- Tolland Village Area.
 - Worked with traffic consultant and CT DOT to evaluate proposed and existing roads and potential relocation of the commuter lot
- Zoning Regulations
 - Worked with a consultant to develop new Sign Regulations
 - Developed Alternative Energy Regulations based on CRCOG Sustainability Grant draft.
 - Developed Assist Living Facility Regulations in anticipation of pending project.
 - Developed Major & Minor Home Occupation Regulations in response to a resident request
 - Discussed Outdoor Woodburning Furnace prohibition with a resident relative to new technology
- Worked with planning staff to add maps and documents to the website
- Technology Campus Zone
 - Worked with the EDC and planning consultant to review development scenarios to create a Concept Plan
 - Conducted public and property owner outreach to get input on the proposed Technology Zone.
 - Adopted comprehensive regulations for the Tolland Technology Campus Zone
- Worked with town staff to develop and endorse a Rt. 195 Corridor Study to UCONN.
- Participated in discussions on the UCONN Research Park.

Assigned Positions:

2012-2013		2013-2014		Position Title	2014-2015	
Positions	FTE	Positions	FTE		Positions	FTE
1		1		PZC Recording Secretary	1	
1		1		Design Advisory Board (DAB) Recording Secretary	1	

Performance Measurements	Actual 2010-2011	Actual 2011-2012	Actual 2012-2013	Estimated 2013-2014	Anticipated 2014-2015
Meetings/Workshops	22 – PZC 2 – DAB	22-PZC 4-DAB	20-PZC 3-DAB	21-PZC 4-DAB	20-PZC 6-DAB
Public Hearings	10	10	11	10	12
Subdivisions Approved	2	6	0	2	3
Lots Approved	3	10	0	6	12
Site Plan/Special Permits Approved	4	5	5	4	5
Regulations and zone map revisions	5	10	3	7	5

FUNCTION	ACTIVITY			PROGRAM			CODE
	Planning and Community Development			Planning & Zoning Commission			260-00
Line Item Description	2010-2011 Actual	2011-2012 Actual	2012-2013 Actual	2013-2014 Adopted	2013-2014 Amended	2014-2015 Manager Proposed	2014-2015 Adopted Budget
TEMPORARY HELP	2,612	2,690	2,540	2,780	2,780	2,780	2,780
Recording Clerk (P & Z Commission)							
Recording Clerk (Design Advisory Board)							
PROFESSIONAL SERVICES	1,720	2,000	3,000	2,000	2,000	2,000	2,000
ADVERTISING	3,000	3,305	2,479	3,000	3,000	3,000	3,000
DUES AND MEMBERSHIPS	500	500	500	500	500	500	500
TRAINING AND DEVELOPMENT	75	125	125	125	125	125	125
OFFICE SUPPLIES	126	149	149	150	150	150	150
BOOKS AND SUBSCRIPTIONS	121	46	100	100	100	100	100
PAYROLL EXPENDITURES	2,612	2,690	2,540	2,780	2,780	2,780	2,780
OPERATING EXPENDITURES	5,541	6,126	6,353	5,875	5,875	5,875	5,875
TOTAL PLANNING AND ZONING COMMISSION	8,153	8,816	8,893	8,655	8,655	8,655	8,655

PROGRAM	CONSERVATION COMMISSION	270-00
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Program Explanation:

The Conservation Commission is a seven member commission with two alternates; all members and alternates are appointed by the Town Manager bi-annually. The Commission, which was created by the Town Council in 1998, is charged with maintaining an index of all open areas, developing conservation education programs, promoting the protection and preservation of natural land areas, recommending management/land use plans and stewardship to the Town Council and reviewing and making recommendations on all Open Space acquired with subdivisions. The Planning Director serves as technical advisor to the Conservation Commission.

Budget Change Commentary:

The program budget has remained the same as FY2014

Program Objectives and Goals FY 2015:

- Complete Management Plans for all newly acquired open space properties
- Continue to evaluate undeveloped land as open space and seek grant funding
- Continue to create trail maps and brochures for open space properties, ultimately assembled into a booklet
- Continue to work with Tolland Conservation Corps on the development of trails, implementation of approved Management Plans and stewarding of open space (ongoing)
- Continue to work with area Boy Scouts and Venture Crew on betterment projects for open space properties
- Submit a DEEP Open Space Grant when announced by the State.
- Work with the Willimantic River Alliance on Greenway Plan and integrating the King Property into the Mid-River trail
- Provide signage for all Conservation Areas
- Continue to refine the website to include information for the public
- Work with Garden Paths, UCONN and DEEP to develop programs of interest
- Continue the purchase and placement of signs on various conservation areas
- Work on getting open fields mowed
- Revise management plans according to 5-year cycle
- Develop a management plan for the Crystal Peat property
- Install proper barrier to limit access to the Crystal Peat Property
- Implement the Management Plan for the Becker property
- Prepare the Becker property and hold a dedication ceremony
- Purchase signs for the Crystal Peat and Becker properties
- Continue with education activities, outreach programs and invasive species issues
- Delineate the active/passive line on the former Gottier property on Baxter Street
- Assist with the mowing of Sage Meadow and revision to Joshua Trust Conservation Easement
- Coordinate with the Bolton Lakes Watershed group in evaluating the ERT report

Program Accomplishments FY 2014:

- Conducted site walks to evaluate property to develop Management Plans
- Developed Management Plans for several newly acquired passive open space properties (ongoing)
- Conducted a townwide review of properties to potentially preserve as Open Space
- Maintained a list of Conservation Projects
- Worked closely with the Tolland Conservation Corps on the development of trails, implementation of approved Management Plans and stewarding of open space (ongoing)
- Worked with Joshua's Trust on development and implementation of a Management Plan for Sage Meadow (ongoing)
- Continue to update and revise the website
- Acquired signs for additional Conservation Areas
- Held a formal dedication ceremony on the Palmer Conservation Area
- Supported the donation of the Crystal Peat & Humus property
- With the Commission's guidance, the Boy Scouts and Venture Crew

Assigned Positions:

2012-2013		2013-2014		Position Title	2014-2015	
Positions	FTE	Positions	FTE		Positions	FTE
1		1		Recording Clerk	1	

Performance Measurements	Actual 2010-2011	Actual 2011-2012	Actual 2012-2013	Estimated 2013-2014	Anticipated 2014-2015
Conservation Commission meetings	12	12	11	12	12
Conservation Commission workshops	11	10	6	8	10
Site visits	10	10	11	25	25
Subdivision Applications reviewed	4	4	0	0	1

FUNCTION	ACTIVITY			PROGRAM			CODE
	Conservation Commission			Conservation Commission			270-00
Line Item Description	2010-2011 Actual	2011-2012 Actual	2012-2013 Actual	2013-2014 Adopted	2013-2014 Amended	2014-2015 Manager Proposed	2014-2015 Adopted Budget
TEMPORARY HELP Recording Clerk	840	840	840	840	840	840	840
DUES AND MEMBERSHIPS	150	50	155	150	150	150	150
TRAINING AND DEVELOPMENT	100	75	95	100	100	100	100
PROGRAM MATERIALS	3,000	3,600	2,019	500	500	500	500
PROPERTY MAINTENANCE	0	0	499	2,500	2,500	2,500	2,500
PAYROLL EXPENDITURES	840	840	840	840	840	840	840
OPERATING EXPENDITURES	3,250	3,725	2,768	3,250	3,250	3,250	3,250
TOTAL CONSERVATION COMMISSION	4,090	4,565	3,608	4,090	4,090	4,090	4,090