

Date: 03/21/2025

Subject: PZC initiated Amendments to Article 4 §190-20 of the Zoning Regulations related to Home Occupations (PZC File #907-66)

Good Afternoon –

Pursuant to CGS Section 8-3b please find the attached proposals to amend the Zoning Regulations by the Mansfield Planning and Zoning Commission.

PZC Initiated Amendments to Article 4 § 190-20 of Zoning Regulations related to Home Occupations (PZC File #907-66)

These proposed amendments will be considered at a **Public Hearing on Monday, April 21, 2025, at 6:10 pm**. Please review the information and reply with any comments to planzonedept@mansfieldct.org. Comments received by 12:00 noon on **Wednesday, April 16, 2025** will be included in the agenda packet. Comments received after this date and time will be provided to the Commission upon receipt provided the comments are received prior to the close of the public hearing. For more information, please contact the Planning Office at 429-3330.

A description of the proposed changes and the draft regulations are attached here. For more information on the proposed amendments and public hearing, please email PlanZoneDept@mansfieldct.org or call 860.429.3330.

Please confirm receipt of this email.

Sincerely

§190-20: Home Occupations

A. Purpose

To support small-scale economic activity which preserves the residential nature of the subject property and surrounding neighborhood and avoids disturbances such as excessive traffic or noise. Home Occupations, including Home Offices and Home Businesses, shall comply with the following requirements and obtain any necessary approval as established herein.

B. Permit Approval Table

Approval of a Home Office or Home Business shall be obtained in accordance with the criteria below. **Any Home Business which at the time of application or following approval is found to exceed the maximum criteria for approval by Zoning Permit shall seek a Special Use Permit in accordance with the requirements set forth in the table below.**

	Home Office	Home Business	
Approval Required	None	Zoning Permit	Special Use Permit
Compliance Review	None	Five Years	As Determined by Commission
Eligibility	Shall be accessory to a residential dwelling		
Minimum Lot Size	None	None	2 Acres
Location	Any Zone	Any Residential Zone	Any Residential Zone
Non-Resident Employees	Not Permitted	Not to exceed 2 on site	May exceed 4 on site, as determined by the Commission
Portion of Dwelling Used for Business	The total area dedicated to the home occupation shall not exceed 35% of gross floor area.*		
Use of Accessory Building(s)	Not Permitted	Permitted, provided such building does not exceed the footprint of the principal dwelling and is not used for storage of equipment or hazardous materials	An accessory building may be used for storage of equipment or non-hazardous material directly associated with the personal business of the resident
External Evidence	Not Permitted	Not Permitted	In accordance with §190-20D
Outdoor Parking and Storage	Not Permitted	In accordance with §190-20D	In accordance with §190-20D
Signage	Not Permitted	Announcement Sign in accordance with §190-69H	
Visits from Members of the Public	Not Permitted	Shall not exceed 5 visits/clients per day	May exceed 5 visits/clients per day, as determined by the Commission.
Allowable Uses	Not Specified	<ul style="list-style-type: none"> - Art studios - Barber shops and beauty salons limited to one operator - Clothing alteration - Teaching - Short-term rentals - Professional office, such as physician, lawyer, engineer, real estate agent, contractor or tradesman - Cottage Food Operations as defined by CGS - Grooming Facility (excluding commercial kennels) - Similar such uses 	<ul style="list-style-type: none"> - Sale of antiques - Sale of handcrafted items produced on the premises - Assembly, repair and sale of small retail goods - Limited food preparation/catering operations - Limited storage or parking of vehicles, equipment and/or materials associated with a contractor, tradesman or other home occupation use

**Does not apply to Short-Term Rentals*

C. General Requirements

The standards and requirements below shall apply to all Home Occupations.

1. Permit Required:

Any Home Occupation other than an allowable Home Office shall obtain a permit prior to the establishment of such accessory use. Applications shall include:

- i. A complete application form
- ii. A detailed statement of use fully describing the use or uses to which the subject building, accessory structures or site shall be devoted. Said statement of use shall fully address the approval criteria of § 190-20B and provide adequate information to determine that the proposed home occupation complies with applicable zoning definitions, permitted use provisions, performance standards and other applicable zoning regulations
- iii. An accurately drawn plot plan depicting property lines, house, accessory structures, driveway, parking areas, on site storage areas and any other information deemed necessary by the Zoning Agent to determine compliance with applicable zoning regulations
- iv. An accurately drawn floor plan depicting the interior of the structure(s) to be utilized for the proposed activity.
- v. Any other information deemed necessary by the decision-making body to determine compliance with all applicable zoning regulations.

2. Modification of Permit:

Any approval issued for a home occupation shall be issued to the occupant of the dwelling at the time such permit is requested and for the specific business described in the provided statement of use. While the right to continue the operation of such accessory use is acknowledged, given that such approval has been granted to the occupant of the dwelling unit, any changes to the statement of use shall require a new approval.

3. Compliance Review

The decision-making body may issue approval for a Home Business with a recurring compliance review period of not less than 1-year or more than 5-years. When required, such review shall be conducted to confirm the activity is in compliance with these regulations and the issued approval. It shall be the responsibility of the permit holder to request such review to demonstrate an intent to continue to operate the permitted activity.

4. Parking:

Parking which is adequate to meet the needs of the proposed home occupation shall be demonstrated. Safe and suitable access for residents in addition to business or customer vehicles (as may be applicable) shall be provided in such a way as to not create traffic hazards.

5. Refuse:

Adequate screening of any refuse locations or containers shall be provided. Refuse shall be regularly removed from the property

6. Hours of Operation:

Activity conducted in association with the Home Business other than that which occurs fully within the dwelling unit shall not begin before the hour of 7:00 a.m. Monday-Friday or before the hour of 9:00 a.m. on Weekends and holidays. No activity shall take place after 9:00 p.m.

D. Additional Standards

1. Any Home Occupation which involves the on-site storage or parking of vehicles, equipment and/or materials shall demonstrate through the application submission that the following requirements have been met:
 - i. All on-site vehicle, equipment and/or material storage areas shall meet applicable setback provisions of the applicable zone of the subject site
 - ii. All vehicles, equipment and/or materials stored on site shall be substantially screened from adjacent properties. Where fencing and/or evergreen plantings are proposed, details of the subject fencing and/or evergreen screening (including size and type of proposed plantings) shall be provided. Tractor-trailer bodies, truck bodies, with or without a chassis, shipping or storage containers, boxcars or similar objects are prohibited for on-site storage purposes.
 - iii. All on-site vehicle, equipment and/or material storage areas shall be limited in size and clearly accessory to the primary residential use of the site. A listing of all vehicles, equipment and materials to be stored on site (including size, height and type) shall be provided and updated where appropriate. Depending on site and neighborhood characteristics. The Zoning Agent shall have the authority to limit areas for onsite storage based on the property owner’s ability to substantially screen the area from abutting properties. and/or the size, height and type of vehicle, equipment or material storage

E. Similar Uses

The decision-making body may consider an application for a use which is not specified in subsection B above provided such use is similar to those specified uses and is compatible with the intent of the zone. When such decision-making body is the Zoning Agent, the Agent may refer such determination to the Planning & Zoning Commission.

F. Prohibited Uses

Restaurants, eating or drinking places, commercial kennels, animal hospitals, small engine or automotive repairs, or any other use which in the opinion of the decision making body would create conditions prohibited by 190-20B.

Proposed to be added to §190-13 Definitions:

HOME OCCUPATION:

Any accessory use or uses conducted for compensation and/or business purposes by the occupant(s) of a residential dwelling. Home Occupation shall include the terms Home Office and Home Business.

RENTAL, SHORT-TERM:

Any residential dwelling unit, living space or portion thereof rented or intended to be occupied by a person(s) for a period of less than thirty (30) consecutive days.

RESIDENCE, SINGLE-FAMILY:

A one-family dwelling unit, including any building, trailer or other structure, occupied by a single family (as defined herein) for the purpose of establishing residency or long-term tenancy.