



# TOWN OF BRANFORD PLANNING AND ZONING DEPARTMENT

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Date: June 27, 2024

To: Peter Hentschel, Chair  
RTM Rules and Ordinances Committee

From: Harry A. Smith, AICP *HAS*  
Town Planner

Re: Planning and Zoning Department – FY 2024 Transfer Request

I am writing in response to your suggestion that I offer additional information regarding the request in my memorandum of 6/19/2024 for a transfer of \$12,500 in funds from the Planning and Zoning Department's Consulting line item to a capital account. This transfer would provide for a multi-year consultant assisted effort to update at least part of the Basic Standards section (Section 6) (and portions of other sections as needed) of the Town's Zoning Regulations. In addition to the brief explanation in the 6/19/2024 memorandum the following supplemental information regarding some examples of the need for the proposed work is provided to help in the consideration of this request:

- Parking - This section contains includes dimensional standards regarding size of parking spaces and maneuvering aisles between them as well as the number of parking spaces required, either per square foot of square floor area or per the number of employees etc. These requirements are broken out into several categories depending on the use proposed. Some uses have changed in nature over time. Manufacturing, for example, now requires, in general, fewer workers and less parking. However, the requirements of all the categories need to be reexamined against up-to-date national standards, statutory provisions. New categories/standards may be proposed among other revisions that may be needed.
- Drainage and Stormwater Control – These need to be updated to address the State of Connecticut's recently revised (March 2024) Stormwater Quality Manual and other changes including the Town's requirements under its MS4 (Municipal Separate Storm Sewer System) CT state permit and recent data regarding increased intensity of storm events and sea level rise, all as may be consistent with engineering best management practices.

- Lighting – These need to be revised to apply to the widespread use of LED (light emitting diode) outdoor light fixtures and other changes to outdoor lighting.
- Landscaping – This project will likely include support to a subcommittee of the Planning and Zoning Commission currently reviewing possible changes to this portion of Section 6.
- Sidewalks – Where and when to require the installation of sidewalks as part of Planning and Zoning Commission approvals might be revisited.

It should be noted that staff will seek the direction of the Planning and Zoning Commission in determining which of the various portions of the Basic Standards Section will be included in the proposed work which, of course, will be limited to what can be accomplished with the funding available.