

Scope of Work, Schedule, and Deliverables
Zoning Amendments to Implement Recommendations
in 2019 Plan of Conservation and Development.

D.1. Modify or re-adapt the approaches to the TVA and TCZ. This task and approach are intended to build upon the findings and direction found in the Plan of Conservation and Development that were based on significant public outreach, discussion, and evaluation of alternatives. The intent is not to start from scratch.

The Contractor will perform and provide the following services:

- **Review/Assessment:** Provide a review and assessment of the recommendations of the 2019 Plan of Conservation and Development related to TVA and TCZ zoning districts. This will include a review of TVA and TCZ zoning districts and the prior zoning before the creation of TVA district.
- **Community Engagement:** Will engage the community in a robust public outreach program that will include the Planning and Zoning Commission, property owners in the TVA and TCZ zoning districts (based on their availability and willingness to participate), and the residents of Tolland. This public outreach program will include the following:
 - **PZC Work-Session:** A facilitated review and discussion with the PZC aimed at determining ‘what the Commission wants’ regarding the future zoning designation and provisions for the TVA and TCZ. This will include a discussion use, density, and bulk provisions.
 - **TVA Property Owner Sessions:** Two facilitated meetings (one with the TVA property owners and the other with the TCZ property owners) to discuss and determine ‘what the property owners want’ regarding the future zoning designation and provisions for the respective zones. This will include a discussion use, density, and bulk provisions.
 - **Public Session:** A facilitated public meeting with the residents of Tolland to discuss and determine ‘what the residents of Tolland want’ regarding the future zoning designation and provisions for the respective zones. This will include a discussion use, density, and bulk provisions.
- **Scenarios:** The insights gained from the above outreach sessions will be utilized to develop scenarios for potential zoning amendments and those scenarios will be tested against market realities and capacity. From the scenarios and market realities, draft amendments will be created for the TVA and TCZ and presented to the Planning and Zoning Commission at a public meeting for discussion and potential revisions.

- Proposed Amendments: Utilizing the remarks and insights from the public meeting above to craft and prepare the final proposed text amendments for consideration at a public hearing.

D-9. Update Zoning Regulations to better encourage those business uses the Town wishes to see in Tolland. The Contractor will perform and provide the following services:

- Review, Present, and Discuss: Provide a review and presentation of the prior work/review of commercial uses by zoning district that was conducted as part of the 2019 Plan of Conservation and Development update process. This will include engaging the Planning and Zoning Commission in further review and discussion of the uses permitted by zoning district and the permitting requirements for each use.
- Draft Amendments: Provide the Planning and Zoning Commission with draft amendments for the use provisions by zoning district. This will include the conversions of uses in a table format aimed at simplifying the Zoning Regulations and creating a more user-friendly document. Engage the Planning and Zoning Commission in further discussion of the draft use amendments.
- Proposed Amendments: Utilizing the remarks and insights from discussions with the Planning and Zoning Commission to craft and prepare the proposed text amendments regarding commercial uses by zoning district for consideration at a public hearing.

D.5. Reduce unnecessary or unintentional permitting roadblocks for building updates and renovations. The Contractor will perform and provide the following services:

- Review and Assessment: Based on the audit provided by staff to highlight provisions that create challenges to re-tenanting space, we will conduct a comprehensive review and assessment of the permitting processes and requirements for existing sites/buildings, new tenants, and changes in use. Engage the Planning and Zoning Commission in a discussion about these permitting processes and requirements with the aim of creating more efficient and user-friendly permitting process that will further the objectives of economic development.
- Draft Amendments: Provide the Planning and Zoning Commission with draft amendments for the permitting processes and requirements related to existing sites/buildings, new tenants, and changes in use. Engage the Planning and Zoning Commission in further discussion of the draft permitting amendments.
- Proposed Amendments: Utilizing the remarks and insights from discussions with the Planning and Zoning Commission to craft and prepare the proposed text amendments regarding permitting processes and requirements related to existing sites/buildings, new tenants, and changes in use for consideration at a public hearing.

Deliverables: The Contractor will provide the following deliverables:

- D.1. TVA and TCZ: The deliverables will include all presentation documents, reports, and scenarios prepared as part of the public outreach program. The final deliverable will be two formal text amendment proposals (one for the TVA and the other for the TCZ) to be considered by the Planning and Zoning Commission at one or more public hearings. Each proposed text amendment will include a memo that summarizes the process, findings, and recommendations for the proposed amendments.
- D.9. Update Zoning Uses: The deliverables will include all presentation documents, reports, and draft amendments prepared as part of the work-sessions with the Planning and Zoning Commission. The final deliverable will be a formal text amendment proposal for the changes to allowable uses by zoning district for consideration by the Planning and Zoning Commission at one or more public hearings. The proposed text amendment will include a memo that summarizes the process, findings, and recommendations for the proposed amendments.
- D.5. Permitting of Changes in Use: The deliverables will include all presentation documents, reports, and draft amendments prepared as part of the work-sessions with the Planning and Zoning Commission. The final deliverable will be a formal text amendment proposal for changes to the permitting process and requirements related to existing sites/buildings, new tenants, and changes in use for consideration by the Planning and Zoning Commission at one or more public hearings. The proposed text amendment will include a memo that summarizes the process, findings, and recommendations for the proposed amendments.
- The scope work and deliverables assume that town staff will coordinate all legal notices and logistics for public hearings.

Anticipated Schedule:

- Month 1:
 - D.9. Planning and Zoning Commission Work-Session to discuss and review permitted uses by zoning district.
- Month 2:
 - D.9. Presentation and discussion of the proposed amendments to commercial uses by zone with the Planning and Zoning Commission.
 - D.5. Planning and Zoning Commission Work-Session to discuss the permitting process and requirements related to existing sites/buildings, new tenants, and changes in use.
- Month 3:
 - D.1. TVA Property Owners Work-Session
 - D.1. TCZ Property Owners Work-Session

- D.9. Delivery of the formal text amendment (final deliverables) for the commercial uses by zone to the Planning and Zoning Commission.
- D.5. Presentation and discussion of the proposed amendments to the permitting process and requirements related to existing sites/buildings, new tenants, and changes in use with the Planning and Zoning Commission.
- Month 4:
 - D.1. Tolland Resident Work-Session for the TVA and TCZ.
 - D.5. Delivery of the formal text amendment (final deliverables) for the permitting process and requirements related to existing sites/buildings, new tenants, and changes in use to the Planning and Zoning Commission.
 - D.1. Planning and Zoning Commission Work-Session to discuss the TVA and TCZ zoning districts with the Planning and Zoning Commission.
- Month 5:
 - D.1. Planning and Zoning Work-Session to discuss TVA and TCZ scenarios and Tolland Resident Work-Session for the TVA and TCZ. This will include a presentation of the market realities related to the scenarios and possible draft amendments to the TVA and TCZ zones.
- Month 6:
 - D.1. Planning and Zoning Work-Session to present and discuss proposed text amendments for TVA and TCZ zoning districts.
- Month 7:
 - D.1. Delivery and presentation of the formal text amendments (final deliverables) for the TVA and TCZ zoning districts to the Planning and Zoning Commission.