

593 Elm Street -- Special Use Permit for off premise parking in accordance with Section 707 b.



APPLICATION FORM

TYPE OF REQUEST	PROPERTY DESCRIPTION												
<p>Please check all that apply:</p> <p><input checked="" type="checkbox"/> Special Use Permit with Site Plan Review (public hearing required, please pick up signs)</p> <p><input type="checkbox"/> Site Plan Review Only</p> <p><input type="checkbox"/> Site Plan Modification Only</p> <p><input type="checkbox"/> Liquor Permit</p> <p><input type="checkbox"/> Zone Change</p> <p><input type="checkbox"/> Subdivision</p> <p><input type="checkbox"/> Re-subdivision</p> <p><input type="checkbox"/> Amendment to Zoning Regulations</p> <p><input type="checkbox"/> Amendment to Subdivision Regulations</p> <p><input type="checkbox"/> Other</p> <p>Description of Request: Permit for Off Premises Parking under Sec 707</p>	<p>Location: <u>593 Elm Street, Windsor Locks, CT 06096</u></p> <hr/> <p>Deed Reference: Volume: <u>0484</u> Page: <u>0065</u></p> <p>Assessor's Block No. <u>025-065-014</u></p> <p>Zone(s):</p> <table style="width:100%;"> <tr> <td><input type="checkbox"/> Residential AA</td> <td><input checked="" type="checkbox"/> Business 1</td> </tr> <tr> <td><input type="checkbox"/> Residential A</td> <td><input type="checkbox"/> Business 2</td> </tr> <tr> <td><input type="checkbox"/> Residential B</td> <td><input type="checkbox"/> B-DRD</td> </tr> <tr> <td><input type="checkbox"/> R-DRD</td> <td><input type="checkbox"/> Industrial 1</td> </tr> <tr> <td><input type="checkbox"/> MFSD</td> <td><input type="checkbox"/> Industrial 2</td> </tr> <tr> <td><input type="checkbox"/> AIOZ</td> <td><input type="checkbox"/> Industrial 3</td> </tr> </table>	<input type="checkbox"/> Residential AA	<input checked="" type="checkbox"/> Business 1	<input type="checkbox"/> Residential A	<input type="checkbox"/> Business 2	<input type="checkbox"/> Residential B	<input type="checkbox"/> B-DRD	<input type="checkbox"/> R-DRD	<input type="checkbox"/> Industrial 1	<input type="checkbox"/> MFSD	<input type="checkbox"/> Industrial 2	<input type="checkbox"/> AIOZ	<input type="checkbox"/> Industrial 3
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<input type="checkbox"/> MFSD	<input type="checkbox"/> Industrial 2												
<input type="checkbox"/> AIOZ	<input type="checkbox"/> Industrial 3												

APPLICANT INFORMATION

Name: <u>593 Elm LLC</u>	
<p>Home Address: <u>68 Ridgcrest Drive, Westfield, MA 01085</u></p> <p>Phone: Fax:</p> <p>Email:</p>	<p>Business Address: <u>593 Elm Street, Windsor Locks, CT 06096</u></p> <p>Phone: <u>413-519-4837</u> Fax:</p> <p>Email: <u>r41745sal@icloud.com</u></p>

PROPERTY OWNER INFORMATION (IF DIFFERENT FROM THE APPLICANT)

Name: _____	
<p>Home Address:</p> <p>Phone: Fax:</p> <p>Email:</p>	<p>Business Address:</p> <p>Phone: Fax:</p> <p>Email:</p>

The undersigned warrants the truth of all statements contained herein according to the best of his or her knowledge and hereby grants permission for this Commission to inspect the property address listed in this application.

SIGNED: Paul W Smith Agent [Signature] DATE: 7-11-2025
Applicant's Printed Name Applicant's Signature

SIGNED: _____ _____ DATE: _____
Property Owner's Printed Name Property Owner's Signature (if different than applicant)

Smith & Bishop LLC
ATTORNEYS AT LAW
27 S. Main Street
P.O.BOX338
WINDSOR LOCKS, CONNECTICUT 06096
(860) 627-0513
FAX (860) 623-1026
attorneypaulsmith@hotmail.com

Paul W. Smith
P. Timothy Smith
Gwendolyn S. Bishop-Retired

July 11, 2025

Chairman Peggy Sayers
Planning and Zoning Commission
Town of Windsor Locks
50 Church Street
Windsor Locks, CT 06096

RE: Property: 593 Elm Street, Windsor Locks, CT Special Use Permit- Section 707 Off Premise Parking

Dear Chairman Sayers:

This office represents 593 Elm LLC (the Applicant) the owner of property at 593 Elm Street, Windsor Locks, CT 06096.

The Applicant is requesting a special use permit for off premise parking in accordance with Section 707, Off Premise Parking, of the Windsor Locks Zoning Regulations.

Please schedule this application for consideration at your September 2025 meeting.

Very truly yours,


Paul W. Smith
PWS/kag

PROPERTY DESCRIPTION

A certain piece or parcel of land situated between the highway known as Elm Street and Old County Road in the Town of Windsor Locks, County of Hartford and State of Connecticut, known as 593-595 Elm Street and described as follows:

Beginning at an iron pin set in the south line of Elm Street, which point marks the northwesterly corner of the premises herein conveyed;

THENCE continuing S 64° 06' 13" E along the south highway line of Elm Street, a distance of 693.69 feet to a Connecticut Highway Department Monument set in the south highway line of said Elm Street;

THENCE continuing S 64° 06' 13" E along the south highway line said Elm Street, a distance of 215.63 feet to an iron pin set in the ground at the intersection of the south highway line of said Elm Street with the north line of land now or formerly of M & L Development Co.;

THENCE turning N 87° 13' 07" W along the north line of said land now or formerly of M & L Development Co., a distance of 228.66 feet to an iron pin set in the ground at the southeast corner of land now or formerly of Richard W. Brace;

THENCE turning N 29° 21' 57" W along the east line of said land now or formerly of Richard W. Brace, a distance of 100.05 feet to an iron pin set in the ground at the northeast corner of said land now or formerly of Richard W. Brace;

THENCE turning N 87° 14' 10" W along the north line of said land now or formerly of Richard W. Brace, a distance of 435.72 feet to an iron pin set in the ground at the intersection of the north line of said land now or formerly of Richard W. Brace with the east highway line of Old County Road;

THENCE turning N 29° 31' 54" W along the east highway line of said Old County Road, a distance of 250.71 feet to an iron pin;

THENCE turning N 01° 42' 17" E along the east highway line of said Old County Road, a distance of 29.29 feet to an iron pin;

THENCE running N 29° 42' 18" E along the east highway line of said Old County Road, a distance of 35.05 feet to the point or place of beginning.

Said premises are also shown and designated on a certain map or Map or Plan entitled, "PROPERTY OF MAURICE P. MORIARTY, 593-595 ELM STREET WINDSOR LOCKS CONN. SCALE 1" = 40' JULY, 1988 JOHN J. CONNOLLY, JR. REG LAND SURVEYOR 38 GRAHAM ROAD BROAD BROOK, CONN. 06016", which map or plan is to be filed on the Land Records in said Town of Windsor Locks.

SMITH & BISHOP LLC
ATTORNEYS AT LAW
P.O. BOX 338
27 SOUTH MAIN STREET
WINDSOR LOCKS, CONNECTICUT 06096
(860) 627-0513
FAX (860) 623-1026
attorneypaulsmith@hotmail.com

Paul W. Smith
P. Timothy Smith
Gwendolyn S. Bishop - *Retired*

Narrative:

RE: Special Use Permit
593 Elm Street, Windsor Locks, CT B-1 Zone

The owner of 593 Elm Street, Windsor Locks, CT which was formerly a car rental agency has a large parking area along with the building located on the premises.

The building is currently utilized as a used car dealership and a car detail shop. This leaves a large parking area underutilized.

For the past 6 years the owners have leased the excess parking areas to companies to park their vehicles.

The owner currently leases the parking area to Liberty Electric Line Builders to park its vehicles. Liberty Electric maintains an office at 598 North Street, Windsor Locks, CT.

The parties would like to continue to lease the excess parking area to Liberty Electric by special use permit under section 707 of the zoning regulations.

The owner intends that Liberty Electric's right to lease the premises will terminate when it no longer has an office in Windsor Locks.

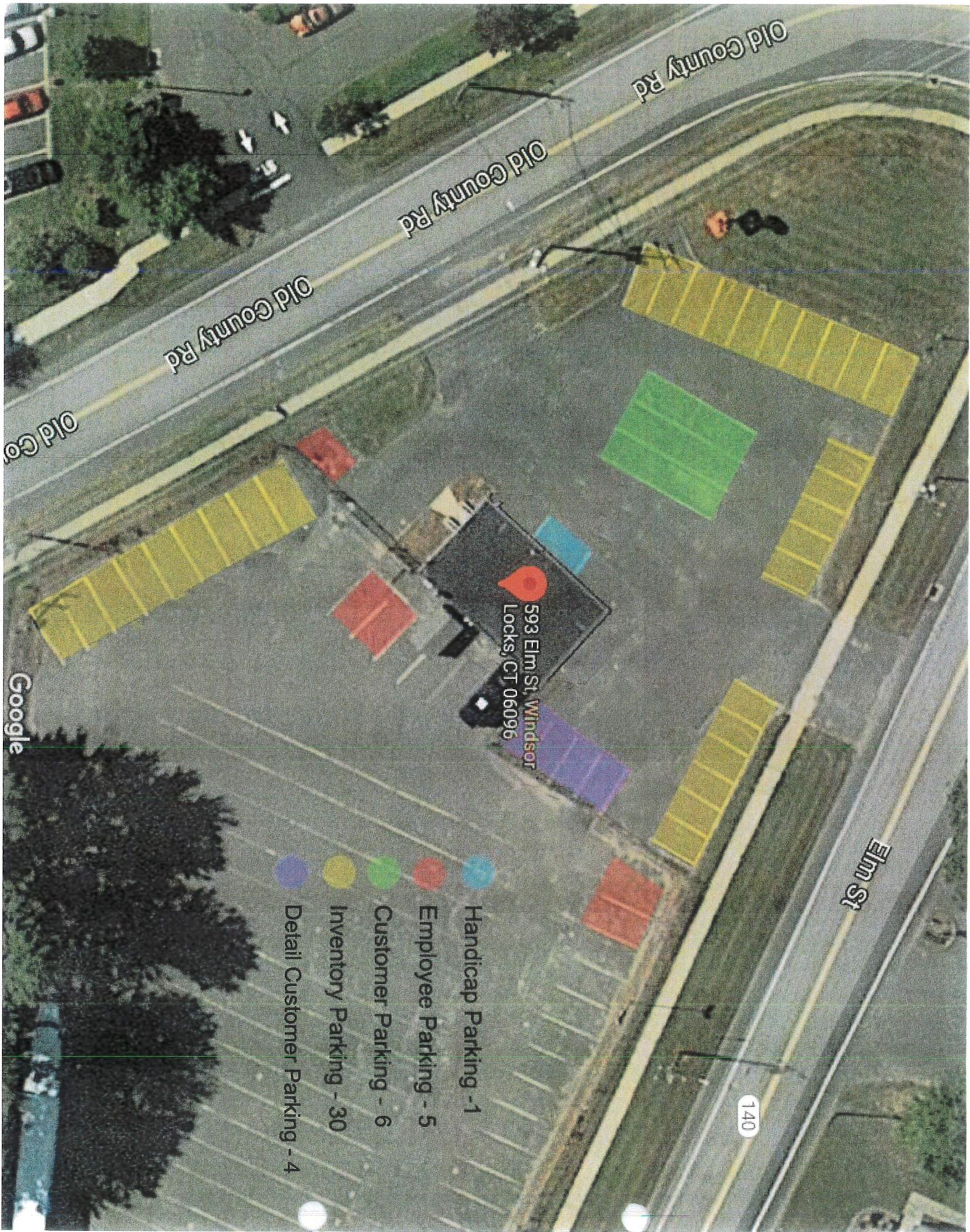


**MAP FOR REFERENCE ONLY
NOT A LEGAL DOCUMENT**

Town of Windsor Locks, CT makes no claims and no warranties, expressed or implied, concerning the validity or accuracy of the GIS data presented on this map.

Geometry updated January 2025
Data updated Daily

Print map scale is approximate.
Critical layout or measurement
activities should not be done using
this resource.



Old County Rd

Old County Rd

Old County Rd

Old Co

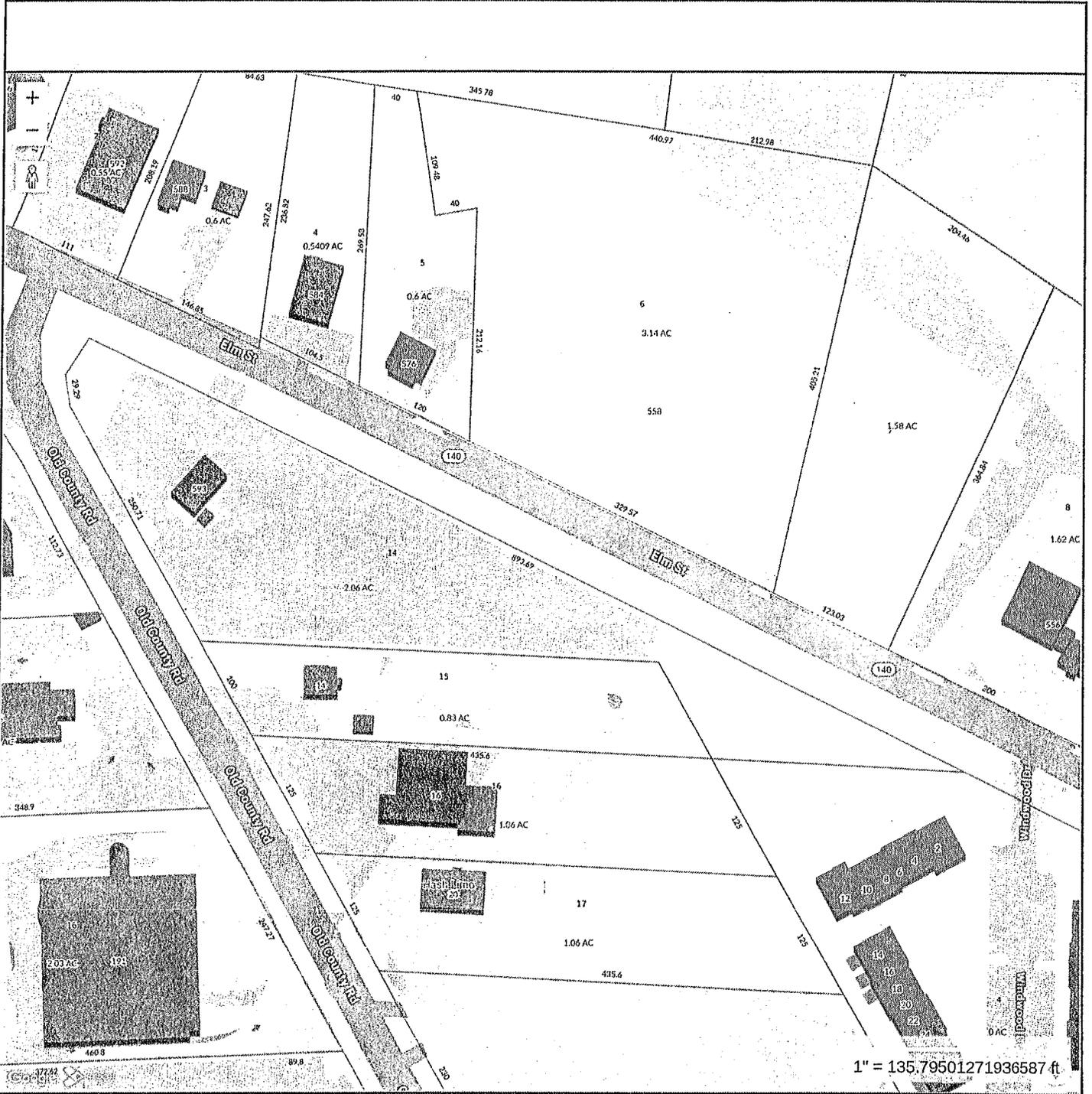
Google

593 Elm St, Windsor
Locks, CT 06096

Elm St

140

- Handicap Parking - 1
- Employee Parking - 5
- Customer Parking - 6
- Inventory Parking - 30
- Detail Customer Parking - 4

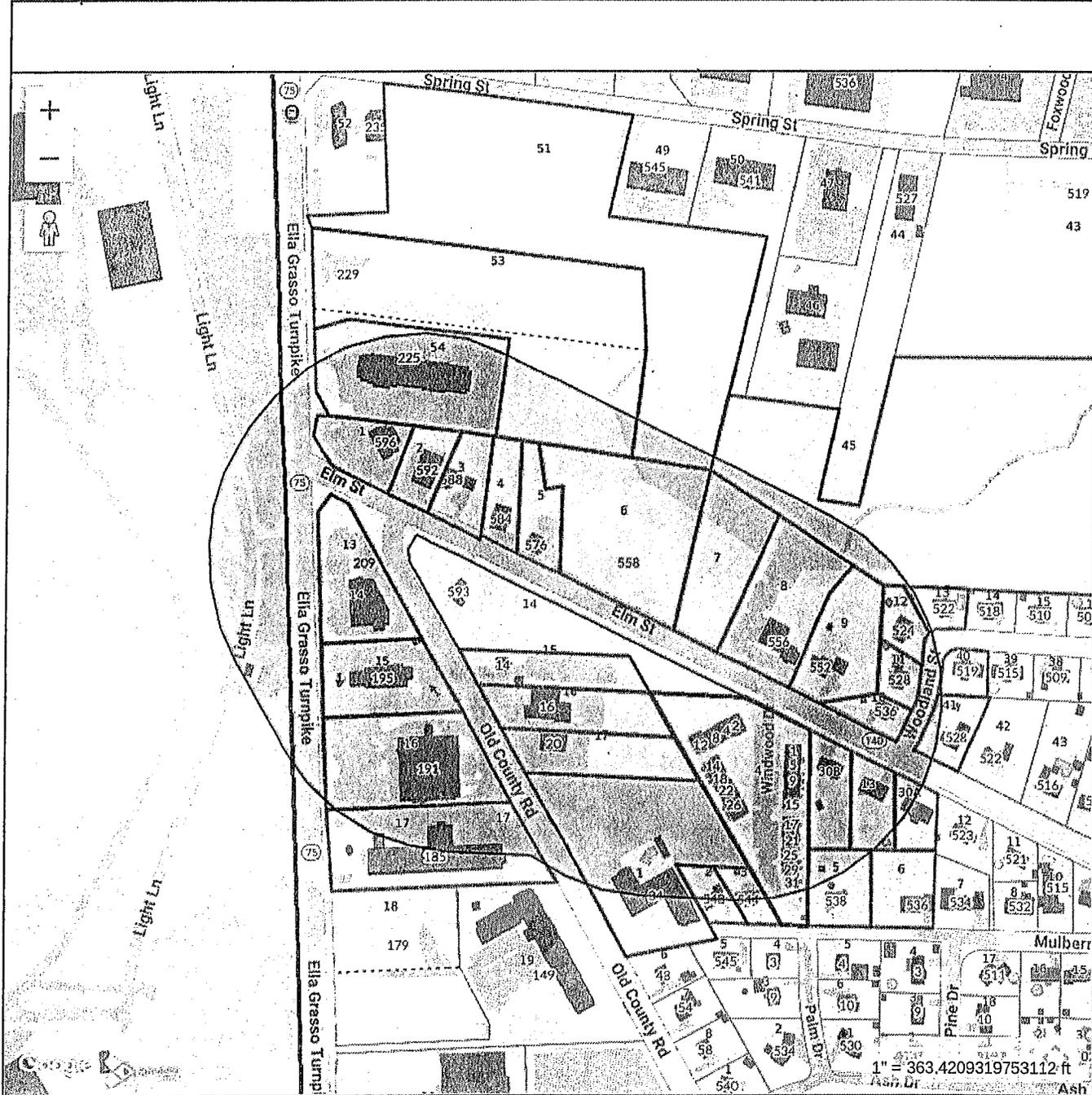


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Site Address	Owner Name	Owner Address	Owner City	ST	ZIP
7 WINDWOOD DRIVE	LEE JENNIFER A	7 WINDWOOD DRIVE	WINDSOR LOCKS	CT	6096
58 SCHOEPHOESTER ROAD	CONN AIRPORT AUTHORITY	334 ELLA GRASSO TPKE STE 160	WINDSOR LOCKS	CT	6096
BRADLEY INTL AIRPORT	CONN STATE OF	PO BOX 317546	HARTFORD	CT	6131-7546
23 WINDWOOD DRIVE	MENDAPRA NILAM	23 WINDWOOD DR	WINDSOR LOCKS	CT	6096
596 ELM STREET	COGCO CT PROPERTIES LLC	1760 ELLINGTON RD	SOUTH WINDSOR	CT	6074
225 ELLA T GRASSO TPK	WINDSOR LOCKS LODGING LLC	225 ELLA T GRASSO TPKE	WINDSOR LOCKS	CT	6096
584 ELM STREET	WOODHOUSE PAULA M & CRAIG T	6 NORTHCREST DRIVE	NORTH GRANBY	CT	6060
28 WINDWOOD DRIVE	MCGRAW SUSIE C	28 WINDWOOD DRIVE	WINDSOR LOCKS	CT	6096
SPRING STREET	WINDSOR LOCKS 1031 LLC	292 MADISON AVE 9TH FLOOR	NEW YORK	NY	10017
BRADLEY INTL AIRPORT 314	CONN AIRPORT AUTHORITY	334 ELLA GRASSO TPKE STE 160	WINDSOR LOCKS	CT	6096
553 ELM STREET	SENOFONTE MATTHEW J &	553 ELM ST	WINDSOR LOCKS	CT	6096
558 ELM STREET	RONCARI INDUSTRIES INC	PO BOX 4187	WINDSOR LOCKS	CT	6096
BRADLEY INTL AIRPORT	CONN AIRPORT AUTHORITY	334 ELLA GRASSO TPKE STE 160	WINDSOR LOCKS	CT	6096
401 SPRING STREET	WINDSOR LOCKS TOWN OF	50 CHURCH ST	WINDSOR LOCKS	CT	6096
592 ELM STREET	GGFAA LLC	592 ELM ST	WINDSOR LOCKS	CT	6096
20 WINDWOOD DRIVE	GREY ANIKA M	20 WINDWOOD DRIVE	WINDSOR LOCKS	CT	6096
528 WOODLAND STREET	THAPA SUNITA & KC SURENDRA	528 WOODLAND STREET	WINDSOR LOCKS	CT	6096
26 WINDWOOD DRIVE	SWAZEY DARLENE L	26 WINDWOOD DRIVE	WINDSOR LOCKS	CT	6096
BRADLEY INTL AIRPORT 153	CONN AIRPORT AUTHORITY	334 ELLA GRASSO TPKE STE 160	WINDSOR LOCKS	CT	6096
11 WINDWOOD DRIVE	SADARIA SAMJI & JAYAGAURI	11 WINDWOOD DRIVE	WINDSOR LOCKS	CT	6096
5 WINDWOOD DRIVE	LARocca-RAMOS JULIANE	5 WINDWOOD DR	WINDSOR LOCKS	CT	6096
185 ELLA T GRASSO TPK	SWARGA LLC	6 MARCONI AVE	ISELIN	NJ	8830
BRADLEY INTL AIRPORT 331	CONN AIRPORT AUTHORITY	334 ELLA GRASSO TPKE STE 160	WINDSOR LOCKS	CT	6096
15 WINDWOOD DRIVE	326 JEFFERSON STREET LLC	143 MOHAWK DR	W HARTFORD	CT	6117
528 ELM STREET	MATTESEN RUSSELL E	528 ELM STREET	WINDSOR LOCKS	CT	6096
334 ELLA T GRASSO TPK	CONN AIRPORT AUTHORITY	334 ELLA GRASSO TPKE STE 160	WINDSOR LOCKS	CT	6096
536 MULBERRY STREET	SIMONETTA CHARLES P & PATRICIA B	536 MULBERRY STREET	WINDSOR LOCKS	CT	6096
BRADLEY INTL AIRPORT 176	CONN AIRPORT AUTHORITY	334 ELLA GRASSO TPKE STE 160	WINDSOR LOCKS	CT	6096
524 WOODLAND STREET	SOMAROO DINESH	524 WOODLAND ST	WINDSOR LOCKS	CT	6096
19 WINDWOOD DRIVE	CONLIN MICHAEL R & KATHRYN	19 WINDWOOD DRIVE	WINDSOR LOCKS	CT	6096
BRADLEY INTL AIRPORT 574	CONN AIRPORT AUTHORITY	334 ELLA GRASSO TPKE STE 160	WINDSOR LOCKS	CT	6096
BRADLEY INTL AIRPORT A	CONN AIRPORT AUTHORITY	334 ELLA GRASSO TPKE STE 160	WINDSOR LOCKS	CT	6096
BRADLEY INTL AIRPORT 190	CONN STATE OF	PO BOX 317546	WINDSOR LOCKS	CT	6096
BRADLEY INTL AIRPORT	CONN AIRPORT AUTHORITY	334 ELLA GRASSO TPKE STE 160	HARTFORD	CT	6131-7546
22 WINDWOOD DRIVE	VEERARATHINAM LOGESWARI &	30 BAILEY RD	WINDSOR LOCKS	CT	6096
18 WINDWOOD DRIVE	MERRIGAN DANIEL & DAVID	560 HALFWAY HOUSE RD	WINDSOR LOCKS	CT	6096
BRADLEY INTL AIRPORT 168	CONN AIRPORT AUTHORITY	334 ELLA GRASSO TPKE STE 160	WINDSOR LOCKS	CT	6096
544 MULBERRY STREET	GAGNON MICHELLE R & JAMES	544 MULBERRY ST	WINDSOR LOCKS	CT	6096
BRADLEY INTL AIRPORT	CONN AIRPORT AUTHORITY	334 ELLA GRASSO TPKE STE 160	WINDSOR LOCKS	CT	6096
14 OLD COUNTY ROAD	LANDMARK ENTERPRISES INC	68 RIDGECREST DR	WESTFIELD	MA	1085
24 WINDWOOD DRIVE	ROSSI NICOLE	24 WINDWOOD DRIVE	WINDSOR LOCKS	CT	6096
FIREHOUSE ROAD	CONN AIRPORT AUTHORITY	334 ELLA GRASSO TPKE STE 160	WINDSOR LOCKS	CT	6096
543 ELM STREET	MILCZAK SEBASTIAN & JUSTYNA E	543 ELM ST	WINDSOR LOCKS	CT	6096

20 OLD COUNTY ROAD	LANDMARK ENTERPRISES INC	68 RIDGECREST DRIVE	WESTFIELD	MA	1085
563 ELM STREET	FONTANA JAMES & KATHLEEN A	563 ELM ST	WINDSOR LOCKS	CT	6096
BRADLEY INTL AIRPORT 114	CONN AIRPORT AUTHORITY	334 ELLA GRASSO TPKE STE 160	WINDSOR LOCKS	CT	6096
10 WINDWOOD DRIVE	BHALODIA RASHMI	144 A OLD COUNTY RD	WINDSOR LOCKS	CT	6096
BRADLEY INTL AIRPORT 214	CONN AIRPORT AUTHORITY	334 ELLA GRASSO TPKE STE 160	WINDSOR LOCKS	CT	6096
538 MULBERRY STREET	WHITE DAVID C	538 MULBERRY ST	WINDSOR LOCKS	CT	6096
BRADLEY INTL AIRPORT 171	CONN AIRPORT AUTHORITY	344 ELLA GRASSO TPK	WINDSOR LOCKS	CT	6096
16 WINDWOOD DRIVE	LAFORGE SCOTT E TR & LAFORGE SCOTT E TRS	4 FRANCES LN	WINDSOR LOCKS	CT	6096
556 ELM STREET	556 ELM STREET LLC	1408 ENFIELD ST	ENFIELD	CT	6082
ELM STREET	RONCARI INDUSTRIES INC	PO BOX 4187	WINDSOR LOCKS	CT	6096
BRADLEY INTL AIRPORT 181	CONN AIRPORT AUTHORITY	334 ELLA GRASSO TPKE STE 160	WINDSOR LOCKS	CT	6096
9 WINDWOOD DRIVE	LANDAVERDE SARA A	9 WINDWOOD DRIVE UNIT #9	WINDSOR LOCKS	CT	6096
BRADLEY INTL AIRPORT 420	CONN AIRPORT AUTHORITY	334 ELLA GRASSO TPKE STE 160	WINDSOR LOCKS	CT	6096
21 WINDWOOD DRIVE	VANN AARON M	21 WINDWOOD DR	WINDSOR LOCKS	CT	6096
17 WINDWOOD DRIVE	SAKULRUAY NAT &	17 WINDWOOD DR	WINDSOR LOCKS	CT	6096
BRADLEY INTL AIRPORT 152	CONN STATE OF	PO BOX 317546	HARTFORD	CT	6131-7546
BRADLEY INTL AIRPORT 315	CONN AIRPORT AUTHORITY	334 ELLA GRASSO TPKE STE 160	WINDSOR LOCKS	CT	6096
6 WINDWOOD DRIVE	THOMAS DAHLIA C	6 WINDWOOD DR	WINDSOR LOCKS	CT	6096
522 WOODLAND STREET	GECKLER CHRISTOPHER E & LISA J	522 WOODLAND STREET	WINDSOR LOCKS	CT	6096
27 WINDWOOD DRIVE	LEFEBVRE DALE M & DARRYL J TRS	410 SOUTH ELM ST	WINDSOR LOCKS	CT	6096



Ashley Malec <wlpzcashley@gmail.com>

FW: 593 Elm zoning signs

1 message

Paul Smith <attorneypaulsmith@hotmail.com>

To: Justin LaFountain <jlafountain@wlocks.com>, Patricia Margolfo <pmargolfo@wlocks.com>, Ashley Malec <wlpzcashley@gmail.com>

Dear Justin:

Attached are signs posted for the PZC hearing special use permit scheduled for September 8, 2025 on 593 Elm Street.

Paul

Subject: 593 Elm zoning signs







These Premises Will
Be The Subject Of A
PUBLIC HEARING
*For Information Call
Windsor Locks Planning & Zoning*
860-627-1447











Memo

To: Windsor Locks Planning and Zoning Commission

From: Justin LaFountain, AICP, Town Planning Consultant

Date: August 28, 2025

Re: 593 Elm Street-Offsite Parking

Background:

The Windsor Locks Planning and Zoning Commission has received a Special Permit application from 593 Elm LLC to allow for a off premises parking at 593 Elm Street. The application requires a public hearing, which is scheduled for September 8, 2025.

Application Analysis:

The applicant for this proposed use is applying under the relatively new Section 707 of the Zoning Regulations, which was approved by the Planning and Zoning Commission in May of 2025. This section allows for offsite parking of vehicles on a subject site by Special Permit, provided that the principal use that the vehicles are associated with is located within Windsor Locks.

The subject site, located within the Business 1 Zoning District, is an oblong lot with a used car dealer and detailing shop occupying the building at the western end of the parcel. The larger eastern portion of the parcel is largely paved and used as a parking lot. The property owner currently leases this portion of the property to Liberty Electric Line Builders, which has an office at 598 North Street in Windsor Locks.

No new structures are proposed for this application, and parking is the only use being requested. As such, the Commission should confirm that the vehicles are currently, and will continue to be, taxed in Windsor Locks, until such time as the use is discontinued.

This is the first instance of this regulation being utilized. As such, the Commission should carefully review the proposal and ensure that all provisions of the regulation are being met. Notably, staff recommends that a condition be applied to any potential approval which would require the relocation of the vehicles outside of Windsor Locks, if the office use on North Street is ever

discontinued and relocated out of Town. Additionally, the Commission should ensure that no vehicle repair will take place on the site.

Commission Action:

The Planning and Zoning Commission may approve this Special Permit if it finds that it is in compliance with the following Special Permit criteria:

1. The location and size of the use, the nature and intensity of the operations connected with it, the size of the lot in relation to it, the location of the lot with respect to streets giving access to it, are such that it will be in harmony with the appropriate and orderly development of the district in which it is located.
2. The kind, location and height of all structures and the nature and extent of the landscaping on the lot are such that the use will not hinder or discourage the appropriate development and use of adjacent properties.
3. The parking and loading facilities are adequate and properly located for the proposed use and the entrance and exit driveways shall be laid out so as to achieve maximum safety. Recommendations of the Windsor Locks Police Commission shall be considered.

Staff would recommend adding the following conditions to any approval, if desired:

1. Off-premise parking at 593 Elm Street shall discontinue if and when the office for Liberty Electric Line Builders moves out of Windsor Locks.
2. No repair of motor vehicles shall take place on the site.
3. Any vehicles being parked and/or stored at the site are subject to assessment by the Town of Windsor Locks.
4. All building code and fire safety requirements must be met.
5. Any proposed signage for the site must conform to the Zoning Regulations and follow the Town approval processes.
6. Any additional required federal, state, or local permits must be obtained in advance of occupation.

Proposed amendments to Section 221: Home Occupations of the Zoning Regulations

Replace existing definition:

HOME OCCUPATIONS AND PROFESSIONAL OFFICES: The offices of a physician, surgeon and dentist provided no patient is hospitalized or housed overnight; the office of an architect, lawyer, registered surveyor or engineer, accountant, artist, musician, or teacher located in the same dwelling occupied by such person as his residence and any home occupation such as dressmaking, millinery, or similar service occupation which is customarily or may properly be carried on for compensation entirely within a dwelling by the occupant thereof which (a) is clearly secondary to the use of the dwelling for dwelling purposes, (b) does not change the residential character of the dwelling in any visible manner, (c) does not create objectionable noise, odor, vibrations, or unsightly conditions noticeable off the premises, (d) does not create interference with radio and television reception in the vicinity, and (e) does not create a health or safety hazard. The conducting of a clinic, hospital, barber shop, beauty parlor, tea room, antique shop, or similar use shall not be deemed to be a home occupation.

With the following two definitions:

HOME OCCUPATION: Any use of residential premises as a business by a person or persons residing on the premises, as governed by Section 221 of these Regulations.

HOME OFFICE: Any portion of a residential premises used on an occasional basis by a person or persons residing on the premises in conjunction with employment typically occurring elsewhere. A home office results in no clients visiting the residence, and results in no other exterior indication that a home office exists on the premises. Home offices are governed by Section 221 of these Regulations.

Replace existing Section 221:

Home Occupations and Professional Offices. Traditional professional offices and home occupations which are clearly accessory to the primary use of a building as a single-family dwelling are permitted in all single-family residential districts. The following standards shall apply: (Note: This section was added on 12-5-1993)

- A. Traditional professional office proposals shall require submission of a site plan for approval by the Commission.
- B. Traditional professionals may have two non-resident employees.
- C. Office use or home occupation is restricted to the resident thereof.

D. Adequate off-street parking shall be provided on the premises.

E. The Commission may, in its discretion, waive the requirement for a site plan or it may require a public hearing as a special use if it is determined that a proposed use might have an effect on abutters.

With the following:

Section 221: Home Occupations and Home Offices

A. A home office is permitted by right when accessory to a residential use of the premises.

B. A minor home occupation is permitted when accessory to a residential use of the premises provided that a written request and appropriate plans are submitted to, and approved by, the Zoning Enforcement Official. The Zoning Enforcement Official may refer any application to the Commission and the Commission reserves the right to review any home occupation for compliance with the following requirements and act upon its findings:

1. The home occupation shall not involve any employees stationed on the premises.

2. The home occupation shall not involve customers or clients arriving at the dwelling.

3. The home occupation shall not involve the retail sales of merchandise except for crafts or art created at the premises.

4. The home occupation shall not require equipment other than may be typical for a residential household.

5. The home occupation shall not require a commercial vehicle in excess of 10,000 GVW.

C. A major home occupation (an occupation that does not comply with one or more of the standards for a minor home occupation) may only be authorized by the Commission as a Special Permit.

D. Any home office or home occupation shall conform to the following requirements:

1. The home occupation shall be owned and managed by the resident(s) of the household.

2. The home occupation shall be operated entirely within the confines of the dwelling and/or any accessory buildings on the property.

3. The home occupation shall be clearly secondary to the use of the dwelling for residential purposes.

4. The home occupation shall have adequate off-street parking for the home occupation in addition to the dwelling.

5. The home occupation shall not require storage of any materials or products outside of the dwelling or accessory structures on the property.

6. The home occupation shall not create a health or safety hazard or be considered a nuisance due to objectionable illumination, noise, smoke, odor, toxic fumes, vibration, interference with radio or television reception in the vicinity or unsightly conditions.

7. Any necessary material deliveries for the home occupation shall only occur between the hours of 8am and 6pm, unless otherwise permitted by the Commission.

Family Child Care and Group Child Care Homes -- Amendment Draft

Memo

To: Windsor Locks Planning and Zoning Commission

From: Justin LaFountain, AICP, Town Planning Consultant

Date: October 10, 2025

Re: Proposed Family Child Care Home/Group Child Care Home Regulation Updates

Background:

Section 8-3j of the Connecticut State Statutes was recently amended and requires that local zoning regulations permit family child care homes and group child care homes in a residence without requiring any Special Permit or other zoning exception for the operation. A report is required to be filed annually with the State to this effect. While Windsor Locks currently permits family day care homes by right in residential buildings, the Town requires a Special Use Permit for group child care homes in residential zones.

Staff Proposal:

In order to obtain compliance with the newly updated statutes, staff recommends that in Section 402 of the Zoning Regulations (the use table), the Commission modify the language in the third use as follows (with the strikethrough noting the section to be removed):

Philanthropic, educational, and religious use as a duly incorporated non-profit body or governmental unit excluding correctional and mental institutions. Child day care center, ~~group day care home~~, adult day care facility, nursery schools.

In Section 402A, the Permitted Accessory Use Table, staff recommends modifying the third category to read (with the underline noting the text to be added):

Family day care home or group day care home.

This change would allow group day care homes to be permitted by right, as required by the statutes, and bring the Town into compliance with Section 8-3j.

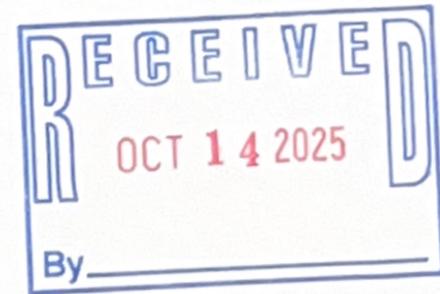
Commission Action:

If the Commission agrees with this modification, a public hearing for a text amendment to these sections of the Regulations should be scheduled for the December 8, 2025 Planning and Zoning Commission meeting. The meeting scheduled for November would not allow the required 30 day notice to the Capitol Region Council of Governments.



PDS ENGINEERING & CONSTRUCTION, INC.

107 OLD WINDSOR ROAD • BLOOMFIELD, CT 06002 • TEL: (860) 242-8586 • FAX: (860) 242-8587



10/7/25

Town of Windsor Locks, CT
50 Church St
Windsor Locks, CT 06096

Attn: P&Z Commission

RE: 498 and 492 Spring St.

Dear Commission Members,

I am working with the owners of the properties to improve the site plans. Our plan is to reduce the size of 498 Spring Street and add it to 492 Spring Street.

This would require a variance for 498 Spring Street in order to change the property line.

Unfortunately, the ZBA was unable to realize that we need their approval first. They are requesting that your commission, approve the concept of what we are requesting to do. This lot line change will improve many issues on these two properties, as discussed with town staff.

We appreciate your time and consideration on this issue.

Sincerely,

Frank Borawski, PELS

State of Connecticut Office of Policy and Management

[CT.gov Home](https://portal.ct.gov/) <https://portal.ct.gov/> [Office of Policy and Management](https://portal.ct.gov/opm) <https://portal.ct.gov/opm> Zoning Compliance Annual Report

Zoning Compliance Annual Report – Certain Protections for Group and Family Child Care Homes

[2025 Municipal Compliance Inventory](#)

[2024 Municipal Compliance Inventory](#)

[2023 Municipal Compliance Inventory](#)

[Section 8-3j \(https://www.cga.ct.gov/2024/sup/chap_124.htm#sec_8-3j\)](https://www.cga.ct.gov/2024/sup/chap_124.htm#sec_8-3j) of the CT General Statutes requires that:

- No zoning regulation shall treat any family child care home or group child care home, located in a residence, and licensed by the Office of Early Childhood, pursuant to [Chapter 368a, \(https://www.cga.ct.gov/current/pub/chap_368a.htm\)](https://www.cga.ct.gov/current/pub/chap_368a.htm) in a manner different from single or multifamily dwellings.
- Zoning regulations shall not prohibit the operation in a residential zone of any family child care home or group child care home located in a residence or require any special zoning permit or special zoning exception for such operation.

Pursuant to [Section 8-3j \(https://www.cga.ct.gov/2024/sup/chap_124.htm#sec_8-3j\)](https://www.cga.ct.gov/2024/sup/chap_124.htm#sec_8-3j), each municipality must submit to the Office of Policy and Management, not later than December 1, and annually thereafter, a sworn statement from the municipality's chief executive officer, stating either:

- The municipality's zoning ordinances are in compliance with Section 8-3j;
- Or the specific time frame within which the municipality will bring its zoning ordinances into compliance with Section 8-3j.

Sample Notices of Compliance and Noncompliance are provided below and sent electronically to OPMIGPP@ct.gov (<mailto:OPMIGPP@ct.gov>) between September 15 and not later than December 1.

- [Compliance Statement](#)
- [Noncompliance Statement](#)

Contact: Justine.Phillips-Gallucci@ct.gov (<mailto:Justine.Phillips-Gallucci@ct.gov>) 860.418.6292