Sustainable CT Community Certification Report

This is the Sustainable CT Certification Report of Windsor, a Sustainable CT bronze certified applicant.

Windsor was certified on October 31, 2022 with 255 points. Listed below is information regarding Windsor's Sustainable CT efforts and materials associated with the applicant's certified actions.

Contact Information

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Actions Implemented

Each approved action and supporting documentation for which Windsor was approved for in 2022 appears below. Please enjoy this opportunity to view and learn from the information and materials provided.

Notes: Submission content was created by Windsor, and Sustainable CT makes no claims, promises or guarantees about the accuracy, completeness, or adequacy of the submission, beyond that an individual reviewer approved at least some elements of the action for certification. Further, standards for actions below may have changed, and the documentation listed may no longer satisfy requirements for that action. Finally, approved actions here may include some documents and descriptions in support of action elements that were not approved, in addition to elements that were approved. In preparing your own application, please rely only on the action write-ups for the current certification year to guide your submission. Please contact info@sustainablect.org with specific questions.

1. Inclusive and Equitable Community Impacts

1.1 Optimize for Equity — REQUIRED

10 Points

Approved Information: 1.1 Optimize for Equity (Walk Audit) (10 points)

Supporting Documentation:

PDF: **1.1.WINDSOR_CERC_PROFILE_2021**

PDF: **1.1.WINDSOR_CERC_PROFILE_2019**

PDF: **1.1.MINUTES_FROM_WILSON-DEERFIELD_ADVISORY_COMMITTEE_MEETING_3-25-2021**

PDF: **1.1.REPORT_ON_WINDSOR_AVENUE_WALK_AUDIT**

PDF: **1.1 NARRATIVE**

WORD: **1.1.WORKSHEET_6.5.3**

PDF: **1.1 AARP WALK AUDIT TOOLKIT**

Documentation Details: 1.1.Narrative is the narrative description of our process of applying the Equity Toolkit to action 6.5.3. 1.1.Windsor_CERC_Profile_2021 is a copy of the CERC profile for the Town of Windsor in 2021. It covers 2015-2019. 1.1.Windsor_CERC_Profile_2019 is a copy of the CERC profile for the Town of Windsor in 2019. It covers 2013-2017. 1.1.Minutes_from_Wilson-Deerfield_Advisory_Committee_Meeting_3-25-2021 is the minutes from the Wilson/Deerfield Advisory Committee meeting on 3/25/2021 when the Windsor Chamber of Commerce presented to the committee on plans to perform a walk audit, This document was also uploaded as part of 6.5.3. 1.1.Report_on_Windsor_Avenue_Walk_Audit is a copy of the PowerPoint form of the report made on the results of the Windsor Ave. walk audit. This document was also uploaded as part of action 6.5.3. 1.1.Worksheet_6.5.3 is a copy of the worksheet required for action 6.5.3. It was also uploaded under that subaction. 1.1.AARP Walk Audit Toolkit

Partners: 1.1 (Complete the Sustainable CT Equity Toolkit in its entirety for any new Sustainable CT action of your choice): The Windsor Chamber of Commerce partnered with the Wilson/Deerfield Advisory Committee and the Economic Development Department to complete this action. The Windsor Chamber teamed with Transport Hartford Academy Center for Latino Progress and Riverfront Recapture.

1.2 Participate in Equity Training

5 Points

Approved Information: 1.2.2: Support equity training for a cohort of at least three municipal staff and/or elected municipal officials (5 points)

Supporting Documentation:

PDF: **1.2.2.FLYER_FOR_DEI_TRAINING**
WORD: **1.2.2.EQUITY_TRAINING_INFORMATION_AND_ATTENDEES**

Documentation Details: Document 1.2.2.Flyer_for_DEI_Training is a pdf of the flyer provided to municipal staff prior to attending a DEI training in April 2020. Document 1.2.2.Equity_Training_Information_and_Attendees includes the relevant information about the DEI training attended by municipal staff in April 2020, including the training organization, the training title, the date of the training, a description of the training, and the names and titles of municipal staff who attended.

Partners: 1.2.2 (Support equity training for a cohort of at least three municipal staff and/or elected municipal officials): None

2. Thriving Local Economies

2.3 Inventory and Promote Local Products and Services

5 Points

Approved Information: 2.3.1.Develop and meaningfully distribute a user-friendly inventory of local business options (5 points)

Supporting Documentation:

PDF: **2.3.1.WINDSOR_BUSINESS_INVENTORY**
IMAGE: **2.3.1.SCREENSHOT_OF_RELEVANT_WEBPAGE**

Documentation Details: 2.3.1.Windsor_Business_Inventory is the business directory that was posted to the town website at the beginning of the Covid-19 pandemic. 2.3.1.Screenshot_of_Relevant_Webpage is a screenshot of the webpage where the business inventory can be found. The inventory is titled Business Directory and can be found by clicking on that link.

Partners: 2.3.1 (Develop and meaningfully distribute a user-friendly inventory of local business options): None

Additional Information: 2.3.1: Hyperlinks: https://townofwindsorct.com/windsor-forward/ https://townofwindsorct.com/app/uploads/2020/05/WindsorBusinessDirectory2020.pdf 2.3.1: The business directory has not been updated since 2020.

2.4 Provide Resources and Supports to Local Businesses

15 Points

Approved Information: 2.4.1: Host one or more business roundtables and/or events with municipal officials and staff to support training and dialogue (5 points) 2.4.2: Create or support Small Business Development Centers, Main Street Programs, Tourism Boards, Central Business Development Districts, or other comparable entities by providing municipal leadership support, municipal staff time, and/or funding (5 points) 2.4.3: Invite businesses to participate in at least three events to build community recognition, provide access to potential customers, and connect the businesses to civic and community organizations (5 points)

Supporting Documentation:

WORD: **2.4.3.LIST_OF_BUSINESSES_AND_ORGANIZATIONS_THAT_ATTENDED_2021_BLOCK_PARTIES**

PDF: **2.4.3.FLYER_FOR_2021_BLOCK_PARTIES**

IMAGE: **2.4.3.UNITED_WAY_AT_2021_BLOCK_PARTY**

IMAGE: **2.4.3.CHANGE_THE_SCRIPT_AT_2021_BLOCK_PARTY**

IMAGE: **2.4.3.CAFAF_AT_2021_BLOCK_PARTY**

WORD: **2.4.3.LIST_OF_BUSINESSES_AND_ORGANIZATIONS_THAT_ATTENDED_THE_WINDSOR_JOB_FAIR_2021**

PDF: **2.4.3.JOB_FAIR_FLYER**

WORD: **2.4.2.SUPPORT_FOR_MAIN_STREET_PROGRAMS**

PDF: **2.4.1.EMAILS_REGARDING_CHAMBER_OF_COMMERCE_BUSINESS_ROUNDTABLES**

WORD: **2.4.1.WORKSHEET**

IMAGE: **2.4.1.BUSINESS_ROUNDTABLE_CHAMBER_OF_COMMERCE_CALENDAR_EVENT**

Documentation Details: 2.4.2.Support_for_Main_Street_Programs contains screenshots of page P-13 from the budgets for the last 3 fiscal years. This page shows the allocation of $20,000 each year to First Town Downtown, a program that supports community efforts to revitalize downtown businesses in the town of Windsor. 2.4.3.List_of_Businesses_and_Organizations_that_Attended_2021_Block_Parties contains a list of the businesses and organizations that attended one or more of the three block parties hosted in Windsor in the summer of 2021. 2.4.3.Flyer_for_2021_Block_Parties is a pdf copy of the flyer that was posted and handed out to advertise the dates of the three block parties hosted in Windsor in the summer of 2021 2.4.3.United_Way_at_2021_Block_Party is a photograph of a representative from United Way managing their booth at one of the summer 2021 block parties in Windsor. 2.4.3.Change_The_Script_at_2021_Block_Party is a photograph of representatives from Change The Script managing their booth at one of the summer 2021 block parties in Windsor. 2.4.3.CAFAF_at_2021_Block_Party is a photograph of a representative of Connecticut Alliance of Foster & Adoptive Families managing their booth at one of the summer 2021 block parties in Windsor. 2.4.3.List_of_Businesses_and_Organizations_that_Attended_the_Windsor_Job_Fair_2021 contains a list of the businesses and organizations that were invited to and/or attended the Windsor Job Fair in November 2021. 2.4.3.Job_Fair_Flyer is a pdf of the official flyer that was posted to advertise the Windsor Job Fair in November of 2021 with the date, time, and other details about the event.
2.4.1.Emails_Regarding_Chamber_of_Commerce_Business_Roundtables contains a series of emails that announced the business roundtables co-hosted by Town of Windsor Staff with the Windsor Chamber of Commerce. 2.4.1.Worksheet is the required worksheet for the related action. 2.4.1.Business_Roundtable_Chamber_of_Commerce_Calendar_Event is a screenshot of the Chamber of Commerce events calendar listing for the Virtual Business Roundtables

Partners: 2.4.1 (Host one or more business roundtables and/or events with municipal officials and staff to support training and dialogue): The Windsor Chamber of Commerce hosted a series of virtual business roundtable events in 2020 and 2021 in response to Covid-19. Staff from the town's Economic Development Department attended several of these events to provide staff time and expertise. 2.4.2 (Create or support Small Business Development Centers, Main Street Programs, Tourism Boards, Central Business Development Districts, or other comparable entities by providing municipal leadership support, municipal staff time, and/or funding): None 2.4.3 (Invite businesses to participate in at least three events to build community recognition, provide access to potential customers, and connect the businesses to civic and community organizations): None

3. Well-Stewarded Land and Natural Resources

3.1 Provide Watershed Education

5 Points

Approved Information: 3.1.1.c: Promote and encourage residents and business owners to take a watershed health pledge. (5 points)

Supporting Documentation:

PDF: **3.1.1.C.WATERSHED_HEALTH_PLEDGE_ONLINE_POSTING**
PDF: **3.1.1.C.WATERSHED_HEALTH_PLEDGE_FACEBOOK_POST**
PDF: **3.1.1.C.WATERSHED_HEALTH_PLEDGE_AND_RESPONSES**

Documentation Details: 3.1.1.c.Watershed_Health_Pledge_Online_Posting is a screenshot of the Conservation Commission webpage with the link to the watershed pledge circled in red. 3.1.1.c.Watershed_Health_Pledge_Facebook_Post is a screenshot of the Facebook post reaching out to the public for responses to the watershed pledge. 3.1.1.c.Watershed_Health_Pledge_and_Responses is a screenshot of the official Windsor watershed pledge and the responses received by 4/4/2022.

Partners: 3.1.1.c. (Promote and encourage residents and business owners to take a watershed health pledge): None

Additional Information: 35 residents have taken the watershed pledge since it was posted.

3.4 Develop an Open Space Plan

10 Points

Approved Information: 3.4.4.d: Establish an open space acquisition fund. (10 points)

Supporting Documentation:

WORD: **3.4.4.D.OPEN_SPACE_FUND_MINUTES**

PDF: **3.4.4.D.OPEN_SPACE_FUND_AGENDA_ITEM_SUMMARY**

PDF: **3.4.4.D.OPEN_SPACE_FUND_FINANCIAL_REPORT_INCEPTION_TO_2021**

PDF: **3.4.4.D.OPEN_SPACE_FUND_FINANCIAL_REPORT_FY2019**

PDF: **3.4.4.D.OPEN_SPACE_FUND_FINANCIAL_REPORT_FY2020**

PDF: **3.4.4.D.OPEN_SPACE_FUND_FINANCIAL_REPORT_FY2021**

Documentation Details: 3.4.4.d.Open_Space_Fund_Minutes contains the minutes from the council meeting at which the Open Space Fund was officially created. The motion to create the open space fund passed, 9-0-0, on page 11. 3.4.4.d.Open_Space_Fund_Agenda_Item_Summary contains the agenda item summary recommending to council the creation of an open space fund.
3.4.4.d.Open_Space_Fund_Financial_Report_Inception_to_2021 is a report on the usage of the fund up to 2021. 3.4.4.d.Open_Space_Fund_Financial_Report_FY2019 shows the balance of the open space fund in 2019. 3.4.4.d.Open_Space_Fund_Financial_Report_FY2020 shows the balance of the open space fund in 2020. 3.4.4.d.Open_Space_Fund_Financial_Report_FY2021 shows the balance of the open space fund in 2021.

Partners: 3.4.4.d. (Establish an open space acquisition fund): None

3.5 Create a Natural Resource and Wildlife Inventory

20 Points

Approved Information: 3.5.1: Develop a natural resource and wildlife inventory (10 points) 3.5.2 Integrate NRWI into municipal planning documents and/or decision making processes. (10 points)

Supporting Documentation:

WORD: **3.5.1.DESCRIPTION_OF_NATURAL_RESOURCE_AND_WILDLIFE_INVENTORY**
WORD: **3.5.2.INTEGRATION_OF_NATURAL_RESOURCE_AND_WILDLIFE_INVENTORY**
IMAGE: **3.5.1.SCREENSHOT_OF_NATURAL_RESOURCE_AND_WILDLIFE_GIS_WATERS_LAYER**
IMAGE: **3.5.1.SCREENSHOT_OF_NATURAL_RESOURCE_AND_WILDLIFE_GIS_UNIQUE_AND_FRAGILE_LANDS_LAYER**

Documentation Details: 3.5.1.Description_of_Natural_Resource_and_Wildlife_Inventory contains a description of the natural resource and wildlife GIS resource that was created as well as a hyperlink to the resource where it is hosted on the Town's GIS. This description includes a list of all the data used in the map as well as the relevant sources. 3.5.2.Integration_of_Natural_Resource_and_Wildlife_Inventory describes the ways in which the new GIS resource is used by staff in planning and inland wetlands and watercourses decision. It also describes how the public can access the resource.
3.5.1.Screenshot_of_Natural_Resource_and_Wildlife_GIS_Waters_Layer is a screenshot of the waters layer of the Natural Resource and Wildlife map as hosted on the Town's GIS. It includes hydrology, wetlands, and water quality data.
3.5.1.Screenshot_of_Natural_Resource_and_Wildlife_GIS_Unique_and_Fragile_Lands_Layer is a screenshot of the unique and fragile lands layer of the Natural Resource and Wildlife map as hosted on the Town's GIS. It includes information on natural diversity, assessed and impaired waterbodies, critical habitats, and soils.

Partners: 3.5.1 (Develop a natural resource and wildlife inventory): The Metropolitan District: Provided data used in the inventory. 3.5.1 (Develop a natural resource and wildlife inventory): CT ECO: Provided data used in the inventory. 3.5.2 (Integrate NRWI into municipal planning documents and/or decision making processes): None

3.8 Implement Low Impact Development

15 Points

Approved Information: 3.8.2.b: Consistent with your Plan of Conservation and Development (POCD), encourage and promote LID in your municipal ordinances and/or regulations (15 points)

Supporting Documentation:

WORD: **3.8.2.B.WORKSHEET**
WORD: **3.8.2.B.EXCERPTS_OF_RELEVANT_LANGUAGE**

Documentation Details: 3.8.2.b.Worksheet is a copy of the LID worksheet that was required for this action. 3.8.2.b.Excerpts_of_Relevant_Language contains excerpts of the language from the relevant documents and sections listed in the LID worksheet (3.8.2.b.Worksheet). The documents referenced are the Town of Windsor Zoning Regulations, Subdivision Regulations, and Town Code/Ordinances.

Partners: 3.8.2.b (Consistent with your Plan of Conservation and Development (POCD), encourage and promote LID in your municipal ordinances and/or regulations): None

3.11 Implement Green Grounds and Maintenance Program

5 Points

Approved Information: 3.11.2.d: Land Use BMPs Native Planting and Pruning Policy. Create a policy that prioritizes that your municipality plants only native species (5 points)

Supporting Documentation:

PDF: **3.11.2.D.PLANTING_AND_PRUNING_POLICY**

Documentation Details: 3.11.2.d.Planting_and_Pruning_Policy includes section 3.1.1 of the Windsor zoning regulations. This section describes the priority that Windsor gives to native plants. On the second page of the document, there is a box titled "Invasive vs. Non-Native Species" which both defines what the town means by invasive and non-native and gives an explanation for the exceptions made when not choosing native plants. On page 3, under sub-section D, there is a description of maintenance requirements.

Partners: 3.11.2.d (Native Planting and Pruning Policy): None

Additional Information: 3.11.2.d: Here is a quote from the zoning regulations that defines the exceptions made for choosing noninvasive, non-native plants: "While not prohibited, noninvasive, non-native species are discouraged when a native species has a similar form and function (e.g., Emerald Arborvitae instead of Japanese Cedar). For many ornamental plants, there are no native equivalents."

3.12 Enhance Pollinator Pathways

15 Points

Approved Information: 3.12.2: Create pollinator gardens, upgrade existing gardens to be pollinator friendly and educate the public about the importance of pollinators to society (15 points)

Supporting Documentation:

PDF: **3.12.2.POLLINATOR_GARDEN_UPGRADES_AND_EXPENSES**
WORD: **3.12.2.POLLINATOR_GARDEN_HISTORY_AND_MISSION**
WORD: **3.12.2.POLLINATIOR_GARDEN_HORTICULTURALIST'S_REPORT_ON_RECOMMENDED_PLANTS**
PDF: **3.12.2.POLLINATOR_GARDEN_BEEHIVES**
PDF: **3.12.2.POLLINATOR_GARDEN_IN_BLOOM_2021**
PDF: **3.12.2.POLLINATOR_GARDEN_EDUCATIONAL_SIGNS**

Documentation Details: 3.12.2.Pollinator_Garden_Upgrades_and_Expenses demonstrates the money spent on projects to upgrade the pollinator garden since 2019. 3.12.2.Pollinator_Garden_History_and_Mission describes the mission and history of the pollinator garden, including why the ongoing upgrades began. 3.12.2.Pollinatior_Garden_Horticulturalist's_Report_on_Recommended_Plants contains a list of plants recommended for inclusion in the pollinator garden by the horticulturalist hired by the town. These plants are present in the garden. 3.12.2.Pollinator_Garden_Bee_Hives contains several photos of the beehives at Northwest Park, nearby to the pollinator garden. These photos were taken in March, 2022, which is why the hives are dormant. 3.12.2.Pollinator_Garden_in_Bloom_2021 contains several photos of the pollinator garden in bloom in the summer of 2021. In the first photo, there is a bee enjoying the flowers and helping to spread pollen. 3.12.2.Pollinator_Garden_Educational_Signs contains photos of the educational signs installed in the pollinator garden in June, 2021. The photos were taken in March, 2022, which is why the garden is not in bloom.

Partners: 3.12.2 (Create pollinator gardens, upgrade existing gardens to be pollinator friendly and educate the public about the importance of pollinators to society): None

4. Vibrant and Creative Cultural Ecosystems

4.1 Map Tourism and Cultural Assets

10 Points

Approved Information: 4.1.1: Create a Tourism and Cultural Asset Map (10 points)

Supporting Documentation:

WORD: **4.1.1.B.CULTURAL_AND_HISTORIC_PLACES_WORKSHEET**

IMAGE: **4.1.1.C.SCREENSHOT_OF_WEB_BASED_RESOURCE**

IMAGE: **4.1.1.D.EMAIL_REGARDING_CULTURAL_AND_HISTORIC_PLACES_RESOURCE_1**

WORD: **4.1.1.E.CULTURAL_AND_HISTORIC_PLACES_MAINTENANCE_PLAN**

IMAGE: **4.1.1.D.EMAIL_REGARDING_CULTURAL_AND_HISTORIC_PLACES_RESOURCE_2**

Documentation Details: 4.1.1.b.Cultural_and_Historic_Places_Worksheet contains the completed worksheet used for collecting information on the town's cultural and historic assets. 4.1.1.c.Screenshot_of_Web_Based_Resource is a screenshot of the GIS resource hosted on the town's website. This resource is how we have disseminated the resource to the public. It is openly available by accessing the town's GIS app. 4.1.1.d.Email_Regarding_Cultural_and_Historic_Places_Resource_1 is an email that was sent communicating the official launch of the GIS resource and its accessibility to the public. 4.1.1.d.Email_Regarding_Cultural_and_Historic_Places_Resource_2 is an email that was sent in regards to the GIS resource. 4.1.1.e.Cultural_and_Historic_Places_Maintenance_Plan contains the plan for maintaining the GIS resource and its accuracy. It also includes contact information for the person responsible for maintaining and/or updating the resource as needed and a hyperlink to the resource.

Partners: 4.1.1 (Create a Tourism and Cultural Asset Map): None

Additional Information: 4.1.1.c: Hyperlink: https://gis.townofwindsorct.com/portal/apps/View/index.html?appid=888214f70d62448a84dc1f92b2166b1d

4.2 Support Arts and Creative Culture

10 Points

Approved Information: 4.2.2: Include arts and culture in publicly available municipal marketing (printed or web-based) 4.2.9: Establish an annual recognition program for local artists 4.2.10: Support arts and cultural activities offered at your local library 3 sub-action for a total of 10 points

Supporting Documentation:

PDF: **4.2.2.EXAMPLES_OF_ARTS_AND_CULTURE_INCLUDED_IN_PRINTED_MUNICIPAL_MARKETING**
IMAGE: **4.2.2.THERE'S_A_LOT_TO_DO_IN_WINDSOR_COVER_WINTER_2022**
WORD: **4.2.9.RECOGNITION_OF_LOCAL_ARTISTS**
WORD: **4.2.10.LIBRARY_EVENTS_IN_THERE'S_A_LOT_TO_DO_IN_WINDSOR**
PDF: **4.2.10.LIBRARY_EVENTS_IN_THE_WINDSOR_COMMUNITY_CALENDAR**
PDF: **4.2.10.LIBRARY_EVENTS_ON_WINDSOR_PUBLIC_LIBRARY_FACEBOOK_PAGE**

Documentation Details: 4.2.2.Examples_of_Arts_and_Culture_Included_in_Printed_Municipal_Marketing includes a scan of an advertisement from the Fall 2021 issue of There's a lot to do in Windsor! regarding the events that are part of the centennial celebration of the Windsor Historical Society as well as a scan of a collage of covers of the magazine from previous years. There's a lot to do in Windsor! is available both in print and online 4.2.2.There's_A_Lot_To_Do_In_Windsor_Cover_Winter_2022 is a scan of one of the most recent covers of the town magazine which is available both in print and online. 4.2.9.Recognition_of_Local_Artists describes the process through which local artists are recognized at a biannual art show at the Windsor Town Hall. 4.2.10.Library_Events_in_There's_a_lot_to_do_in_Windsor is a collection of screenshots taken of Library events included in the Windsor publication, There's a lot to do in Windsor, available in print and online. 4.2.10.Library_Events_in_the_Windsor_Community_Calendar is a collection of screenshots of some of the library events included in Windsor's online community calendar. 4.2.10.Library_Events_on_Windsor_Public_Library_Facebook_Page is a collection of screenshots of Library events that have been posted on the Windsor Public Library & Wilson Branch Facebook page.

Partners: 4.2.2 (Include arts and culture in publicly available municipal marketing): None 4.2.9 (Establish an annual recognition program for local artists): The Windsor Palette and Brush Club is responsible for organizing the art show as well as determining which artists will be recognized and what art will be displayed. Our role in the recognition process is to provide municipal space at the town hall and municipal staff time to assist in taking down and hanging artwork. 4.2.10 (Support arts and cultural activities offered at your local library): None

Additional Information: 4.2.2: There's a lot to do in Windsor! is a seasonal publication put out by the town to advertise community events and programs. It is both a source of information on arts and cultural events as well as an example of local artwork. The cover art is always a photograph provided by local photographer, Dr. Leonard Hellerman. 4.2.10: The events included in the documents are only a sample of what has been posted to or included in the various resources. Library events have been included in There's a lot to do in Windsor! since it was first printed and library events have been posted online to Facebook and the community calendar for years.

5. Dynamic and Resilient Planning

5.2 Adapt Permitting Process to Promote Sustainable Development

10 Points

Approved Information: 5.2.3: Establish or amend your municipal policy for pre-application review (5 points) 5.2.4: Review town processes for permitting and create a Development Review Manual (5 points)

Supporting Documentation:

WORD: **5.2.3.DESCRIPTION_OF_PRE-APPLICATION_REVIEW_PROCESS**
PDF: **5.2.4.CITIZEN'S_GUIDE_TO_TP&ZC_GENERAL_PROCEDURES**

Documentation Details: 5.2.3.Description_of_Pre-Application_Review_Process includes a description of Windsor's weekly Development Team meeting. There is both text and a screenshot of the information on the Town website. There is also a hyperlink to the page. 5.2.4.Citizen's_Guide_to_TP&ZC_General_Procedures contains screenshots taken of the Citizen's Guide to TP&ZC: General Procedures that is hosted on the town website. The Guide describes the steps to apply for the Windsor planning and zoning process, including a description of the Development Team meeting on the second page. The page can be found at https://townofwindsorct.com/planning/citizens-guide-to-the-town-planning-zoning-commission/general-procedures/

Partners: 5.2.3 (Municipal policy for pre-application review): None 5.2.4 (Review town processes for permitting and create a Development Review Manual): None

5.3 Develop Agriculture-Friendly Practices

15 Points

Approved Information: 5.3.1. Adopt land use policies and regulations that promote and support active agricultural uses (5 points) 5.3.3. Develop a Transfer or Purchase of Development Rights program (10 points)

Supporting Documentation:

WORD: **5.3.1.PLANNING_AND_ZONING_REGULATIONS_ALLOWING_AGRICULTURAL_USE**
WORD: **5.3.3.PLANNING_AND_ZONING_REGULATIONS_ALLOWING_FOR_TRANSFER_OF_DEVELOPMENT_RIGHTS**
WORD: **5.3.3.DESCRIPTION_OF_TRANSFER_OR_PURCHASE_OF_DEVELOPMENT_RIGHTS_PROGRAM**

Documentation Details: 5.3.1.Planning_and_Zoning_Regulations_Allowing_Agricultural_Use contains screenshots from the Town of Windsor's zoning regulations including section 4.4.7 Raising of Small Livestock and all of section 10 defining the Agricultural Zone (AG).
5.3.3.Planning_and_Zoning_Regulations_Allowing_for_Transfer_of_Development_Rights contains screenshots from the Town of Windsor's zoning regulations including section 4.5.8 Transfer of Residential Density and 15.2.8 Transfer of Non-Residential Coverage
5.3.3.Description_of_Transfer_or_Purchase_of_Development_Rights_Program describes sections 4.5.8 and 15.2.8 of Windsor's zoning regulations.

Partners: 5.3.1 (Adopt land use policies and regulations that promote and support active agricultural use): None 5.3.3 (Develop a Transfer or Purchase of Development Rights program): None

6. Clean and Diverse Transportation Systems and Choices

6.1 Implement Complete Streets

5 Points

Approved Information: 6.1.2: Have at least one municipal elected official and/or staff member and/or members of relevant commissions participate in a Complete Streets training (5 points)

Supporting Documentation:

WORD: **6.1.2.INFORMATION_ON_COMPLETE_STREETS_TRAININGS**

Documentation Details: 6.1.2.Information_on_Complete_Streets_Trainings includes details about the Complete Streets trainings and workshops attended by staff

Partners: 6.1.2 (Have at least one municipal elected official and/or staff member and/or members of relevant commissions participate in a Complete Streets training): None

6.5 Promote Public Transit and Other Mobility Strategies

10 Points

Approved Information: 6.5.3. Through a process of community engagement, conduct a bicycle and/or pedestrian audit. (10 points)

Supporting Documentation:

PDF: **6.5.3.WALK_AUDIT_REPORT**
WORD: **6.5.3.WORKSHEET**
PDF: **6.5.3.WALK_AUDIT_MINUTES_FROM_PRESENTATION_TO_COMMITTEE**

Documentation Details: 6.5.3.Walk_Audit_Report contains the walk audit report that was a result of the walk audit performed in the Wilson neighborhood in Windsor. It is a set of PowerPoint slides containing details on the process, observations made during the audit, photographs of various parts of the route, and recommendations for improvements. 6.5.3.Worksheet is the completed version of the worksheet required for action 6.5.3. It contains information on the walk audit participant, a description of the training that participants attended including a link to the recorded copy of the event, and a description of the walk audit including photographs. 6.5.3.Walk_Audit_Minutes_From_Presentation_to_Committee contains the minutes from the Wilson/Deerfield Advisory Committee meeting at which the Windsor Chamber of Commerce presented plans for the walk audit of that neighborhood

Partners: 6.5.3 (Through a process of community engagement, conduct a bicycle and/or pedestrian audit): The Windsor Chamber of Commerce in conjunction with Transport Hartford organized and conducted the walk audit. Staff time and town resources were used during the process, including the director of economic development attending the walk audit training and participating in the audit itself.

Additional Information: This action was completed using the Equity Tool Kit for credit for action 1.1

7. Renewable and Efficient Energy Infrastructure and Operations

7.9 Participate in and Promote the C-PACE Program

5 Points

Approved Information: 2.6.3. Earn credit for C-PACE projects approved by the Green Bank for commercial and industrial buildings undertaking clean energy improvements on their property. (5 points)

Supporting Documentation:

PDF: **2.6.3.APROVAL_OF_C-PACE_UPGRADE_PROJECT_AT_80_LAMBERTON_ROAD**

Documentation Details: 2.6.3.Aproval_of_C-PACE_Upgrade_Project_at_80_Lamberton_Road contains a copy of the documentation related to the C-PACE eligible project at 80 Lamberton Road. It includes budgetary and assessment information on the project.

Partners: 2.6.3. (Earn credit for C-PACE projects approved by the Green Bank for commercial and industrial buildings undertaking clean energy improvements on their property): None

7.5 Develop a Municipal Energy Plan

10 Points

Approved Information: 7.5.1: Develop a plan that includes energy tracking and management, energy reduction goals and actions, and clean energy goals and actions and formally adopt the Municipal Energy Plan through a municipal process (10 points)

Supporting Documentation:

WORD: **7.5.1.WORKSHEET**
PDF: **7.5.1.CLEAN_ENERGY_REPORT_AGENDA_ITEM_SUMMARY**
PDF: **7.5.1.MINUTES_FROM_COUNCIL_MEETING_PRESENTATION_OF_CLEAN_ENERGY_REPORT**
PDF: **7.5.1.CLEAN_ENERGY_REPORT_PRESENTATION**
PDF: **7.5.1.ENERGY_EFFICIENCY_EFFORTS_PRESENTATION_AND_NOTES**

Documentation Details: 7.5.1.Worksheet is the completed worksheet required for this action. It includes the page numbers for the relevant information contained in the presentation documents.
7.5.1.Clean_Energy_Report_Agenda_Item_Summary is the agenda item summary presented to the Windsor Town Council regarding the Citizen Advisory Task Force on Clean and Sustainable Energy's Final Report.
7.5.1.Minutes_from_Council_Meeting_Presentation_of_Clean_Energy_Report is the minutes from the Windsor Town Council meeting where the Citizen Advisory Task Force on Clean and Sustainable Energy presented their report and goals. The discussion of the Citizen Advisory Task Force on Clean and Sustainable Energy's final report begins on page 15 with a motion to accept the report and goals made on page 16 and the results of the vote on the motion on page 18. The motion passed 9-0-0. On pages 16 and 17 there is a description of the presentation and on pages 17 and 18 there are comments made by the council members.
7.5.1.Clean_Energy_Report_Presentation is a copy of the presentation slides used to present the final report to the Windsor Town Council. The relevant pages are referenced in document 7.5.1.Worksheet.
7.5.1.Energy_Efficiency_Efforts_Presentation_and_Notes is a copy of the presentation that provided background information on the energy progress and goals of the Town of Windsor as of 2021. The relevant pages are referenced in document 7.5.1.Worksheet.

Partners: 7.5.1 (Develop a plan that includes energy tracking and management, energy reduction goals and actions, and clean energy goals and actions and formally adopt the Municipal Energy Plan through a municipal process): None

8. Inclusive Engagement, Communication and Education

8.3 Train Municipal Representatives

10 Points

Approved Information: 8.3.1.a: Send at least one commissioner from your Inland Wetlands Commission and at least one commissioner from your Planning and Zoning Commission (or equivalent body) to a training relevant to their commission (5 points) 8.3.1.b: Send two or more commissioners from two or more different commissions (excluding Inland Wetlands and Planning and Zoning) to a training relevant to their commissions. (5 points)

Supporting Documentation:

WORD: **8.3.1.TRAINING_INFORMATION**

Documentation Details: 8.3.1.Training_Information contains information on trainings that fulfill the requirements of sections a and b of this action.

Partners: 8.3.1.a (Trainings): None 8.3.1.b (Trainings): None

9. Strategic Materials Management

9.3 Recycle Additional Materials

10 Points

Approved Information: 9.3.1: Create infrastructure to recycle additional materials that Connecticut law has not designated as mandatory recyclable items (10 points)

Supporting Documentation:

PDF: **9.3.1.LANDFILL_GUIDELINES**

WORD: **9.3.1.TRANSFER_STATION_BUDGET_MENTION_OF_TAKE-IT-OR-LEAVE-IT_PROGRAM**

IMAGE: **9.3.1.TAKE-IT-OR-LEAVE-IT_PROGRAM_ON_TRANSFER_STATION_WEBPAGE**

IMAGE: **9.3.1.OUTSIDE_OF_TAKE-IT-OR-LEAVE-IT_BUILDING**

PDF: **9.3.1.ITEMS_INSIDE_OF_TAKE-IT-OR-LEAVE-IT_BUILDING**

PDF: **9.3.1.PAINT_RECYCLING_FLYER**

PDF: **9.3.1.PAINT_RECYCLING_SHED**

PDF: **9.3.1.MATTRESS_DISPOSAL**

PDF: **9.3.1.TEXTILE_RECYCLING_FLYER**

PDF: **9.3.1.TEXTILE_RECYCLING_TRAILER**

WORD: **9.3.1.TEXTILE_RECYCLING_PRESS_RELEASE**

WORD: **9.3.1.PAINT_RECYCLING_PRESS_RELEASE**

PDF: **9.3.1.TAKE-IT-OR-LEAVE-IT_FLYER/SIGN**

Documentation Details: 9.3.1.Landfill_Guidelines contains a document outlining the materials accepted by the town transfer station, including guidelines on acceptable items for the Take-It-Or-Leave-It (TIOLI) program. The document also lays out the days and hours of operation for the transfer station. All materials are accepted year-round on the stated days at the given times. 9.3.1.Transfer_Station_Budget_Mention_of_Take-It-Or-Leave-It_Program contains pages S-5 and S-6 from the town budget for the last 3 years. These pages are the introduction to the Resident Transfer Station Enterprise Fund and include mention of the Take-It-Or-Leave-It Program and the recycling of mattresses. 9.3.1.Take-It-Or-Leave-It_Program_on_Transfer_Station_Webpage is a screenshot of the transfer station page on the town website. It includes mention of the Take-It-Or-Leave-It program. This is included to demonstrate one of the ways residents have been provided with information about the program. 9.3.1.Outside_of_Take-It-Or-Leave-It_Building is a photo of the Take-It-Or-Leave-It building while it is being used by residents. 9.3.1.Items_Inside_of_Take-It-Or-Leave-It_Building contains several photos of the items available inside the Take-It-Or-Leave-It building on 3/15/2022. These items include, but are not limited to, books, a suitcase, toys, and several types of furniture. 9.3.1.Paint_Recycling_Flyer is a PDF copy of a flyer available to residents describing the paint recycling program that the town participates in. 9.3.1.Paint_Recycling_Shed contains photos of the shed where paint is collected to be recycled, including the signage posted on the building describing the process and what is accepted. 9.3.1.Mattress_Disposal contains photos of the mattress disposal trailer and its contents as of 3/15/2022. 9.3.1.Textile_Recycling_Flyer is the flyer provided to residents describing what textiles are acceptable to recycle. 9.3.1.Textile_Recycling_Trailer contains photos of the textile recycling trailer and its contents as of 3/15/2022. 9.3.1.Textile_Recycling_Press_Release contains a press release that was created when Windsor first installed the Textile Recycling trailer. It includes information regarding what is accepted, when it is accepted, and who to contact with questions. 9.3.1.Paint_Recycling_Press_Release is a flyer/press release produced when Windsor began accepting paint for recycling in March 2016. It includes information on how Windsor planned to recycle the paints as well as what types of materials were accepted by this program. 9.3.1.Take-It-Or-Leave-It_Flyer/Sign is a PDF copy of a document that used to be disseminated as a flyer and which at several times since 2013 was laminated and hung as a sign on the Take-It-Or-Leave-It-Building. The flyer describes guidelines for how to use the Take-It-Or-Leave-It building, including what materials are acceptable to leave and acceptable behavior while visiting the building.

Partners: 9.3.1 (Create infrastructure to recycle additional materials that Connecticut law has not designated as mandatory recyclable items): None 9.3.1 (Create infrastructure to recycle additional materials that Connecticut law has not designated as mandatory recyclable items): Windsor Transfer Station partners with Paintcare, a non-profit 501(c)(3) organization, for the recycling of paints. Windsor collects the paint and Paintcare processes it.

10. Optimal Health and Wellness Opportunities

10.4 Develop and Promote Community Growing Spaces

15 Points

Approved Information: 10.4.1: Develop and promote inclusive spaces and programs that provide opportunities for residents to engage in local farming, gardening, or other forms of horticulture or plant cultivation (15 points)

Supporting Documentation:

PDF: **10.4.1.PHOTOS_OF_COMMUNITY_GROWING_SPACES_NORTHWEST_PARK_COMMUNITY GARDENS**

PDF: **10.4.1.PHOTOS_OF_COMMUNITY_GROWING_SPACES_NORTHWEST_PARK_DEMONSTRATION_GARDENS**

PDF: **10.4.1.COMMUNITY_GARDENS_SIGN-UP_FROM_WINDSOR_COMMUNITY_CALENDAR**

PDF: **10.4.1.COMMUNICATION_DESCRIBING_COMMUNITY_GARDENS_AND_RELATED_OUTREACH**

WORD: **10.4.1.POLICIES_FOR_COMMUNITY_GROWING_SPACES**

WORD: **10.4.1.ORGANIC_DEMONSTRATION_GARDEN_PLANS**

WORD: **10.4.1.DESCRIPTION_OF_COMMUNITY_GROWING_SPACES**

PDF: **10.4.1.EXAMPLES_OF_EVENTS_HELD_AT_ORGANIC_DEMONSTRATION_GARDENS**

Documentation Details: 10.4.1.Photos_of_Community_Growing_Spaces_Northwest_Park_Community Gardens contains photos of the Community Gardens at Northwest Park, including three pictures of groups tending to plots. 10.4.1.Photos_of_Community_Growing_Spaces_Northwest_Park_Demonstration_Gardens contains photos of the Organic Demonstration Gardens at Northwest Park, including two photos of volunteers and tour groups and several images of plants. 10.4.1.Community_Gardens_Sign-up_from_Windsor_Community_Calendar contains screenshots of events from the Windsor Community Calendar announcing the ability to rent Community Garden plots. 10.4.1.Communication_Describing_Community_Gardens_and_Related_Outreach contains a series of emails describing the Community Gardens and the Organic Demonstration Garden. They include descriptions of the plants in the gardens, the use of the gardens, and the types of outreach performed regarding the gardens. 10.4.1.Policies_for_Community_Growing_Spaces is a copy of the policies residents must agree to in order to rent a Community Garden plot. 10.4.1.Organic_Demonstration_Garden_Plans is a copy of the 2022 plans for the Organic Demonstration Gardens. It is similar to previous years' plans. 10.4.1.Description_of_Community_Growing_Spaces is a description of Windsor's community growing spaces, including what they are used for, what's being grown in them, and what type of outreach was performed to communicate their existence and purposes to residents. 10.4.1.Examples_of_Events_Held_at_Organic_Demonstration_Gardens contains screenshots of Facebook postings of events taking place at the Organic Demonstration Garden.

Partners: 10.4.1 (Develop and promote inclusive spaces and programs that provide opportunities for residents to engage in local farming, gardening, or other forms of horticulture or plant cultivation): For the Community Gardens, none. 10.4.1 (Develop and promote inclusive spaces and programs that provide opportunities for residents to engage in local farming, gardening, or other forms of horticulture or plant cultivation): There is some partnership with the UConn Master Gardeners program for the care and keeping of the Organic Demonstration Gardens.

11. Healthy, Efficient and Diverse Housing

11.3 Implement Policy for Sustainable, Diverse Housing Options

20 Points

Approved Information: 11.3.2: Allow, without requiring a special permit or public hearing, for housing arrangements that include architecturally compatible accessory dwelling units (ADUs), tiny homes, carriage house conversions, and/or micro-efficiency units (20 points)

Supporting Documentation:

WORD: **11.3.2.ADOPTION_OF_TEXT_AMENDMENT_ALLOWING_AUDS**

PDF: **11.3.2.TOWN_PLANNING_AND_ZONING_COMMISSION_MINUTES_1-11-2022**

WORD: **11.3.2.TEXT_AMENDMENT_ALLOWING_AUDS**

Documentation Details: Document 11.3.2.Town_Planning_and_Zoning_Commission_Minutes_1-11-2022 contains the minutes from the Town Planning and Zoning Commission meeting during which they passed the text amendment allowing accessory dwelling units. Document 11.3.2.Adoption_of_Text_Amendment_Allowing_AUDs contains only the portion of those minutes from 1-11-2022 that pertain to adopting the accessory dwelling unit text amendment. Document 11.3.2.Text_Amendment_Allowing_AUDs is the officially adopted text amendment allowing accessory dwelling units.

Partners: 11.3.2 (Allow, without requiring a special permit or public hearing, for housing arrangements that include architecturally compatible accessory dwelling units): None

12. Effective, Compassionate Homelessness Prevention

12.1 Strengthen Municipal Workforce Capacity to Address Homelessness

15 Points

Approved Information: 12.1.1.a: Designate a municipal employee, elected leader, other individual officially designated by the municipality, or group of such individuals to serve as the liaison for homeless services in your municipality (5 points) 12.1.1.b: Have your designated municipal liaison for homelessness participate in one or more trainings related to addressing homelessness (10 points)

Supporting Documentation:

WORD: **12.1.1.A.MUNICIPAL_LIAISONS_FOR_HOMELESS_SERVICES**
WORD: **12.1.1.B.TRAININGS_ATTENDED_BY_HOMELESS_SERVICES_LIAISONS**

Documentation Details: 12.1.1.a.Municipal_Liasons_for_Homeless_Services contains a list of the municipal liaisons for homeless services in Windsor as well as a hyperlink to where the information can be found on the Town website. 12.1.1.b.Trainings_Attended_by_Homeless_Services_Liaisons contains information on the trainings attended by Windsor's homeless services liaisons on topics related to homelessness since 2019.

Partners: 12.1.1.a (Designate a municipal employee, elected leader, other individual officially designated by the municipality, or group of such individuals to serve as the liaison for homeless services in your municipality): None 12.1.1.b (Have your designated municipal liaison for homelessness participate in one or more trainings related to addressing homelessness): None

12.2 Increase Public Awareness and Support for Efforts to End Homelessness

5 Points

Approved Information: 12.2.2: Develop and post information on your municipality's website or other platforms that includes guidance and resources for individuals or families experiencing homelessness and/or housing instability (5 points)

Supporting Documentation:

PDF: **12.2.2.SOCIAL_SERVICES_HOMELESSNESS_RESOURCES_PAGE**
WORD: **12.2.2.DESCRIPTION_OF_ACCESSING_ONLINE_RESOURCE_AND_COMMUNICATION**

Documentation Details: 12.2.2.Social_Services_Homelessness_Resources_Page contains screenshots of the Homeless Resources page provided by Windsor Social Services online. The resources include a step by step process for those experiencing homelessness to get help as well as a list of caseworkers in the Social Services department that they can contact and a series of other resources they might be in need of. 12.2.2.Description_of_Accessing_Online_Resource_and_Communication contains a description of how to access the web resource, a hyperlink to the resource, how it was communicated to staff, and how it will be communicated to residents.

Partners: 12.2.2 (Develop and post information on your municipality's website or other platforms that includes guidance and resources for individuals or families experiencing homelessness and/or housing instability): None

Additional Information: Hyperlink to homelessness resources: https://townofwindsorct.com/social-services/homeless-resources/