



# City of Milford, Connecticut

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Planning and Zoning  
Office

David B. Sulkis, A.I.C.P.  
City Planner

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## MEMORANDUM

**TO:** Karen Fortunati, City Clerk

**FROM:** David B. Sulkis, City Planner 

**DATE:** January 23, 2023

**Re:** **Text Changes to the City of Milford Zoning Regulations Article III, Section 3.1.1.7 Accessory Apartments**

At its meeting held January 17, 2023, the Planning and Zoning Board approved the following text regulation changes to the Milford Zoning Regulations:

**3.1.1.7 Accessory Apartments:** It is the intent of this section to preserve/maintain the character of existing single-family neighborhoods. An accessory apartment is allowed under the following conditions:

A single-family principal dwelling may have a portion converted for use as an accessory apartment, which can include kitchen facilities. For purposes of this Regulation, the term converted shall mean either completely within an existing principal building or added to the already existing principal building. Both the principal and accessory dwelling units shall be attached by a common interior wall, or floor, or ceiling with habitable space on each side, and with access through a common living space from the principal dwelling to the accessory dwelling. Both the principal and accessory dwellings must be contained in one building. Applicants must provide a current A-2 survey, and full floor plans and full elevation views of the entire structure.

Including the aforementioned, all Accessory Apartments shall conform to the following requirements:

- (1) An accessory apartment shall not have an exterior door on the front of the building, facing the street. Any existing doorway other than the main front door to the primary dwelling shall be removed if it provides exclusive ingress and egress to the accessory apartment. Any new means of ingress and egress if required will be provided at the rear or side of the building.
- (2) No single-family primary dwelling can contain more than 1 accessory apartment.
- (3) One of the dwelling units shall be owner-occupied. If at any time, one of the dwelling units becomes not occupied by the owner the owner shall advise the Planning and Zoning Office, the accessory apartment use shall be discontinued, and the accessory apartment permit revoked. Upon receiving notice of revocation, the owner shall:
  - a. Remove all cooking appliances, and related electrical or gas services; and

- b. Notify the Planning and Zoning Office which, through the Building Official shall inspect and certify removal of the accessory apartment and discontinuance of the accessory apartment use.
- (4) The maximum size of an accessory apartment is 800 square feet as measured from the exterior walls Stairs and corridors providing exclusive access to the accessory apartment, and all habitable space will be counted toward calculating the 800 sq. ft. limit.
- (5) The accessory apartment shall be accessible to and from the principal dwelling.
- (6) The accessory apartment shall utilize the existing dwelling's driveway and utilities, i.e., electric, gas, and water.
- (7) Accessory apartment kitchen facilities shall include residential type stove and cooking appliances and the related electrical and plumbing/gas services.
- (8) A numeric address of at least 5" in height must be affixed to the main dwelling. A separate numeric address for the accessory apartment is prohibited.
- (9) Application to the Zoning Board of Appeals to vary any part of 3.1.1.7 shall be prohibited.

**This regulation change will become effective February 10, 2023.**

**Distribution**

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