



BOARD OF ALDERMEN REGULAR MEETING AGENDA
THURSDAY, JANUARY 11, 2024 AT 5:30 P.M. IN AUDITORIUM
SHELTON CITY HALL, 54 HILL STREET, SHELTON CT
Live-Streamed at www.cityofshelton.org

The Board of Aldermen Regular Meeting will be live-streamed on the City of Shelton's website: www.cityofshelton.org. Members of the public may also attend the meeting in person at Shelton City Hall.

- CALL OF THE MEETING
- PLEDGE OF ALLEGIANCE
- ROLL CALL
- PUBLIC PORTION
- AGENDA ITEMS

MINUTES FOR APPROVAL

1. MINUTES FOR APPROVAL

1.1 BOARD OF ALDERMEN SPECIAL MEETING – DECEMBER 14, 2023

5.1 FINANCE COMMITTEE

5.1.1 NO ITEMS

5.2 PUBLIC HEALTH & SAFETY COMMITTEE

5.2.1 NO ITEMS

5.3 STREET COMMITTEE

5.3.1 NO ITEMS

REPORT OF THE MAYOR

REPORT OF THE PRESIDENT

6– LEGISLATIVE – OLD

6.1 ITEMS FROM PUBLIC HEARING

6.1 A. NO ITEMS

7 – FINANCIAL BUSINESS – OLD

7.1 NO ITEMS

8 - FINANCIAL BUSINESS - NEW

8.1 JANUARY STATUTORY REFUNDS

8.2 2022-2023 FISCAL YEAR END TRANSACTIONS

8.3 FUNDING FOR WAR ON TERROR MONUMENT

8.4 CITY OF SHELTON UI EASEMENTS

Margaret A. Fitzgerald

2024 JAN -9 P 2:11

CITY OF SHELTON
TOWN CLERK

9 – LEGISLATIVE – NEW

9.1 ITEMS TO PUBLIC HEARING

9.1 A. CONTINUATION OF PRESENTATION & SELECTION OF THE OFFICIAL FLAG OF
CITY OF SHELTON

9.2 ACCEPTANCE OF PLANNING & ZONING REPORT ON TRAINING COMPLIANCE

10 - EXECUTIVE SESSION

10.A. REQUEST TO MOVE TO EXECUTIVE SESSION

10.1 NO ITEMS

ADJOURNMENT

1. MINUTES FOR APPROVAL

Move to waive the reading and approve the following meeting minutes:

1.1 BOARD OF ALDERMEN SPECIAL MEETING – DECEMBER 14, 2023

Minutes can be viewed on the city website: www.cityofshelton.org.

5.1 FINANCE COMMITTEE

5.1.1 NO ITEMS

5.2 PUBLIC HEALTH & SAFETY COMMITTEE

5.2.1 NO ITEMS

5.3 STREET COMMITTEE

5.3.1 NO ITEMS

REPORT OF THE MAYOR

REPORT OF THE PRESIDENT

6– LEGISLATIVE – OLD

6.1 ITEMS FROM PUBLIC HEARING

6.1 NO ITEMS

7 – FINANCIAL BUSINESS – OLD

7.1 NO ITEMS

8 – FINANCIAL BUSINESS – NEW

8.1 JANUARY STATUTORY REFUNDS

Move that the report of the Tax Collector relative to the refund of taxes for a total amount of \$8,283.74 be approved and that the Finance Director be directed to make payments in accordance with the certified list received from the Tax Collector with funds to come from the Statutory Refunds Account 001-0000-311.13.00.

(Supporting documentation from the Tax Collector is on file with the BOA Clerk or Town Clerk's Office)

January 2024 Refunds

Refund Report CITY OF SHELTON As of Date 01/02/2024 Cash Type : CITY Date: 01/02/2024 Page: 1
 Conditions : Year 2007 To 2022 Dist To Order By Bill Number Include Susp : No Suspense Recap by Bank : No Recap by District No Tax/Def All Terminal #: All
 Bill # S-D Name Tax Paid Int Paid Lien Paid Fee Paid Bint Paid Tot Paid Bank Prop Loc./Vehicle Last Date RF

Refund Report	Year 2007 To 2022 Dist To Order By Bill Number	Include Susp	Cash Type	As of Date	Date	Page
2021-03-0064511	HAWKINS ALEXANDER 64511	-140.04	0.00	0.00	0.00	899331
TOT MV	# Of Accts: 1	-140.04	0.00	0.00	0.00	140.04
2021-06-0004568	MCNEIL PATRICK D 117 34	-198.00	0.00	0.00	0.00	115 LONG HILL AVE - removed from for 3 yrs
2021-06-0006708	SPEY BRYAN WAYNE 21C 27	-222.36	0.00	0.00	0.00	107 WINIBIG TRL pd twice
TOT SU	# Of Accts: 2	-420.36	0.00	0.00	0.00	420.36
YEAR 2021	# Of Accts: 3	-560.40	0.00	0.00	0.00	560.40
2022-03-0051679	AZARY JOSEPH M 3RD 51679	-549.62	0.00	0.00	0.00	AZTECH 1C4HXJFGLJW300951 pd twice
2022-03-0055546	CCAP AUTO LEASE LTD 55546	-126.10	0.00	0.00	0.00	AG60148 3C4NJDBB88KT787195
2022-03-0055605	CCAP AUTO LEASE LTD 55605	-421.55	0.00	0.00	0.00	AU26902 1C4RJFJBG6KC739764
2022-03-0055607	CCAP AUTO LEASE LTD 55607	-153.65	0.00	0.00	0.00	AU26925 1C4HJXDN5KW526252
2022-03-0055622	CCAP AUTO LEASE LTD 55622	-75.60	0.00	0.00	0.00	AV80885 3C4NJDBB7KT755239
2022-03-0055626	CCAP AUTO LEASE LTD 55626	-188.31	0.00	0.00	0.00	AW16243 1C4RJFJBG7LC135156
2022-03-0055642	CCAP AUTO LEASE LTD 55642	-31.86	0.00	0.00	0.00	AX05260 1C4PJMDX2LD559282
2022-03-0055677	CCAP AUTO LEASE LTD 55677	-456.14	0.00	0.00	0.00	BA12843 1C4RJFAG7MCS16833
2022-03-0055688	CCAP AUTO LEASE LTD 55688	-185.70	0.00	0.00	0.00	BA95560 ZACNJDD18MPK23449
2022-03-0055725	CCAP AUTO LEASE LTD 55725	-569.68	0.00	0.00	0.00	BE17436 1C6SRFJ75MNS75995
2022-03-0057887	DAGOSTINE LOUIS J 57887	-136.71	0.00	0.00	0.00	705SDH 5N1DR2MM8JC667541 sub 3/2
2022-03-0060646	EMMERT BARRY D 60646	-568.65	0.00	0.00	0.00	BE34584 1C4RJKBG1M81182980
2022-03-0060665	ENTERPRISE FM TRUST 60665	-23.44	0.00	0.00	0.00	65CJ39 1FTYR10D57PA91897
2022-03-0060737	ENTERPRISE FM TRUST 60737	-79.35	0.00	0.00	0.00	C329804 3RPF2AD0PE505034
2022-03-0061693	FIDANZA LOI 61693	-191.39	0.00	0.00	0.00	592WKT JTMNIRFV5KD520099
2022-03-0065734	HONDA LEASE TRUST 65734	-240.48	0.00	0.00	0.00	901TBE 2HKRW2H56MH618577
2022-03-0065908	HONDA LEASE TRUST 65908	-32.34	0.00	0.00	0.00	AY66616 5J6RW2H5XLL019654
2022-03-0065914	HONDA LEASE TRUST 65914	-34.24	0.00	0.00	0.00	AY66683 5J6RW2H5SLL019135
2022-03-0065964	HONDA LEASE TRUST 65964	-188.23	0.00	0.00	0.00	BB16392 2HGFC2F63MH528546
2022-03-0066114	HORNE BLAIR L 66114	-63.00	0.00	0.00	0.00	AW82707 WA1VAAF70KD036497
2022-03-0066494	HYNDMAN JUSTIN S 66494	-316.93	0.00	0.00	0.00	AY50049 454BSABC1K338705606
2022-03-0066866	IOREFINO SALVATORE M 66866	-93.45	0.00	0.00	0.00	AS33215 1FMCUJ998DUB35708
2022-03-0067438	JOHNSON KEVIN R 67438	-65.25	0.00	0.00	0.00	C273432 1FTZR15E44PA56348
2022-03-0069691	KURJAKOVA JULIA 69691	-9.31	0.00	0.00	0.00	AE62997 542BB1210JB019866
2022-03-0069693	KURJAKOVA JULIA 69693	-20.74	0.00	0.00	0.00	CADOS SALSH23409A211243

out of state
 7/23

8.2 2022-2023 FISCAL YEAR END TRANSACTIONS


Motion to come

8.3 FUNDING FOR WAR ON TERROR MONUMENT

Move to appropriate an amount of \$26,790 for the War on Terror Monument to be installed at the Riverwalk with funding to come from American Rescue Funds.



 customerservice@rovellimonuments.com

 (203) 743-2176

 80B North Street, Danbury, CT 06810

 RovelliMonuments.com

INVOICE

December 7, 2023

James W. Tate, RLA, ASLA
Landscape Architects Site Planners
Tate & Associates LLC
857 Post Road MB 225
Fairfield, Connecticut 06824

Description:

One solid granite monolithic War Memorial made to match the existing currently on site at the park.

Material:

Rock of Ages Black Mist (American Black) Granite from PA.

Overall Size:

4'-0" x 1'-2" x 9'-6" (9'-0" visible, set 6 inches below grade)

Finish:

Polished front and back, balance Rock Pitched

Design:

Laser etched "Ghost Image" on face

MATERIAL, SANDBLAST AND ETCHING	\$36,848.00
VA DISCOUNT	<\$ 3,000.00>
TOTAL	\$33,848.00

DIRECT COSTS:

FREIGHT, CRANE, AND SETTING	\$ 6,836.00
VA DISCOUNT	<\$ 500.00>
TOTAL	\$ 6,336.00

TOTAL COST	\$40,184.00
-------------------	--------------------

PAYMENT SCHEDULE:


- ✓ • First Payment of \$13,395.00 was due upon signing of plans when they were submitted for approval.
- ✓ • Second Payment of \$13,395.00 is due upon receipt of fabrication photo
- Final Payment of \$13,394 is due upon final completion


DUE NOW: \$26,790.00



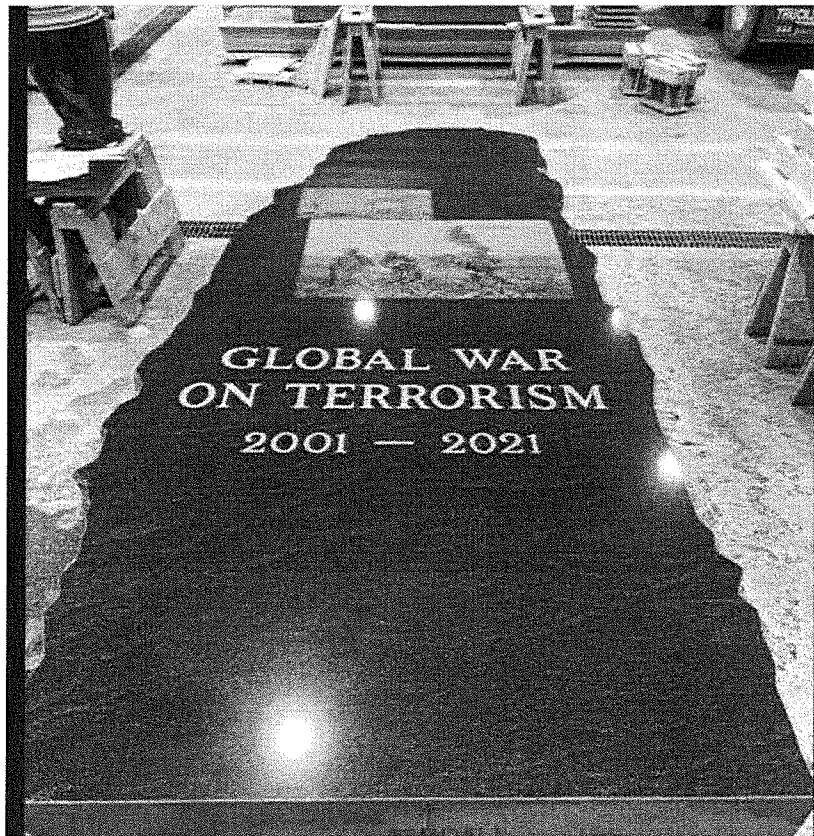
ROVELLI MONUMENTS

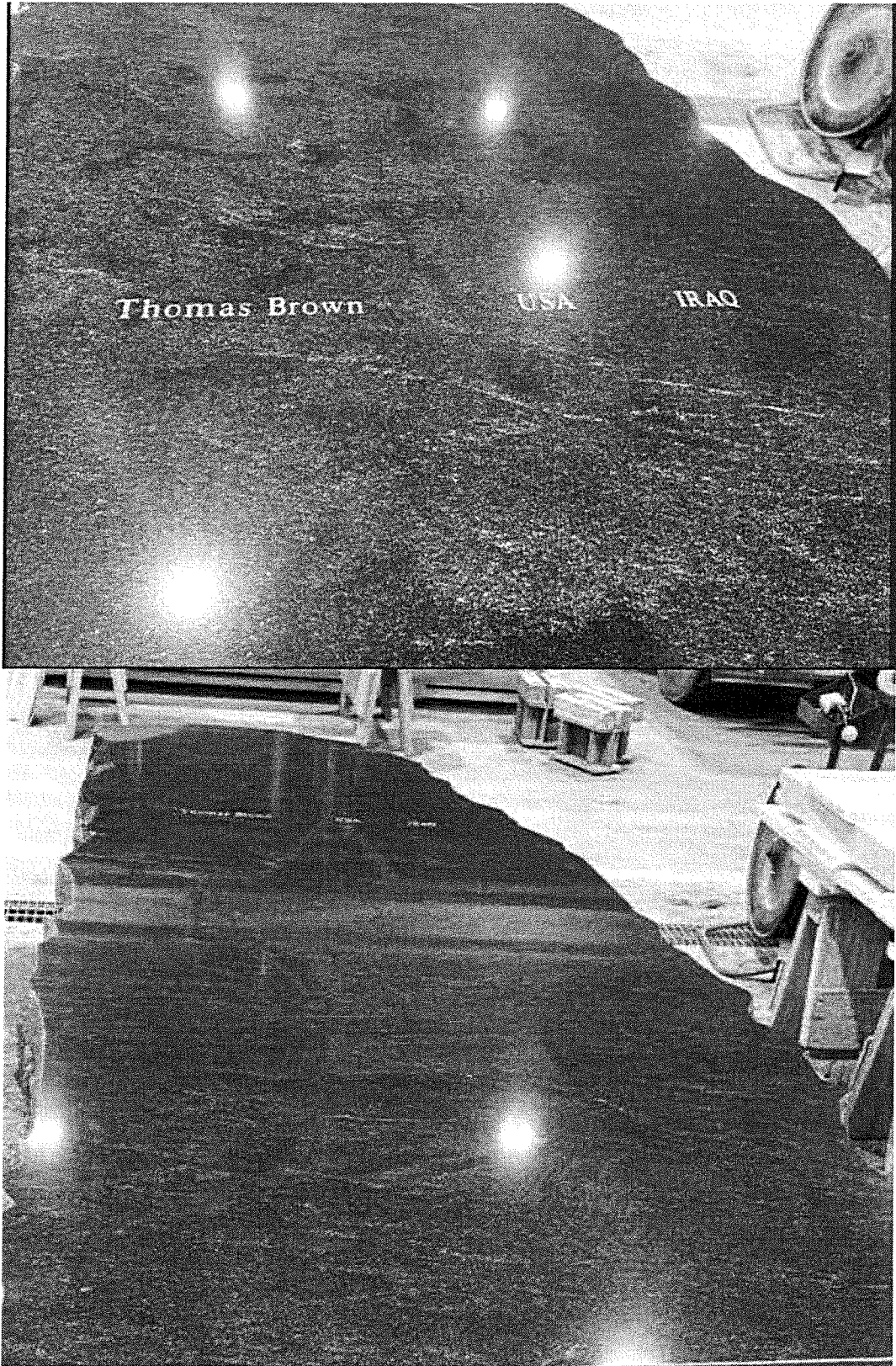
 customerservice@rovellimonuments.com

 (203) 743-2176

 80B North Street, Danbury, CT 06810

 RovelliMonuments.com





Monuments as unique as the lives they celebrate.

8.4 CITY OF SHELTON UI EASEMENTS

Motion to come

From: Bridget M. D'Angelo
Sent: Wednesday, January 3, 2024 10:28 AM
To: Fran Teodosio <fteodosio@tsattorneys.com>
Subject: [External] Easement Request - The United Illuminating Company

Good morning Attorney Teodosio:

Happy new year.

I understand you represent the City of Shelton. My client The United Illuminating Company is seeking to acquire easements from the City of Shelton as shown in the attached drawings. Attached please find the following easement agreements and easement maps for your review for the following: DA 6000, DA 6001, DA6014, DA6044, DA6048 and DA 6054. Are you available this week to discuss the process for obtaining the easements from the City? I look forward to working with you.

My client is offering the following compensation amounts for these easements:

DA 6000 \$14,390
DA 6001 \$65,573
DA 6014 \$8,925
DA 6044 \$34,327
DA 6048 \$55,386
DA 6054 \$60,816

Thank you,
Bridget

MAP SHOWING EASEMENT AREA GRANTED TO
THE UNITED ILLUMINATING COMPANY
0 MEADOW STREET
CITY OF SHELTON, COUNTY OF FAIRFIELD
STATE OF CONNECTICUT

Surveyed A.C.C.A.L.S. 02.0
A.C.J.C.
D.A.E.
Address 222776
Project No. 04012023
Date 08/20/23
Scale 1" = 100.00'
CSD No. 11138201700
File 11138201700

EASEMENT MAP
U.I. LINE LIST
PARCEL #8014

Sheet No. 1 of 1

EA-6014

GENERAL NOTES

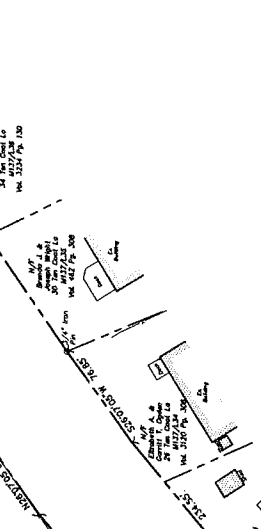
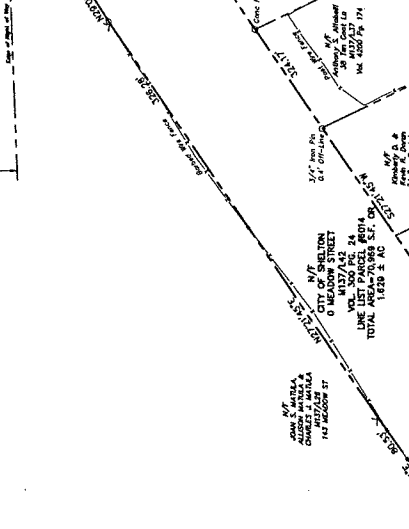
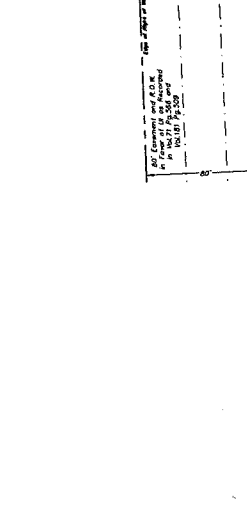
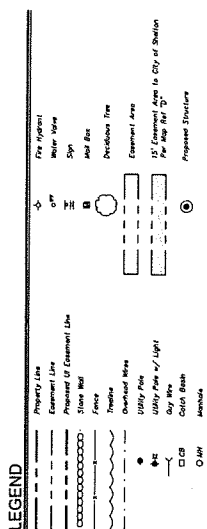
1. THIS MAP HAS BEEN PREPARED IN ACCORDANCE WITH THE REGULATIONS OF CONNECTICUT STATE AGENCIES. THE SURVEY AND THE EASEMENT AREA GRANTED ARE SUBJECT TO THE REVISIONS AND MODIFICATIONS AND CORRECTIONS WHICH MAY BE MADE BY THE CITY OF SHELTON, CT, ON OR AFTER THE DATE OF THIS MAP.
2. THE EASEMENT AREA GRANTED IS SHOWN BY A DASHED LINE AND IS SUBJECT TO THE REVISIONS AND MODIFICATIONS AND CORRECTIONS WHICH MAY BE MADE BY THE CITY OF SHELTON, CT, ON OR AFTER THE DATE OF THIS MAP.
3. THE EASEMENT AREA GRANTED IS SUBJECT TO THE REVISIONS AND MODIFICATIONS AND CORRECTIONS WHICH MAY BE MADE BY THE CITY OF SHELTON, CT, ON OR AFTER THE DATE OF THIS MAP.
4. THE EASEMENT AREA GRANTED IS SUBJECT TO THE REVISIONS AND MODIFICATIONS AND CORRECTIONS WHICH MAY BE MADE BY THE CITY OF SHELTON, CT, ON OR AFTER THE DATE OF THIS MAP.
5. THE EASEMENT AREA GRANTED IS SUBJECT TO THE REVISIONS AND MODIFICATIONS AND CORRECTIONS WHICH MAY BE MADE BY THE CITY OF SHELTON, CT, ON OR AFTER THE DATE OF THIS MAP.
6. THE EASEMENT AREA GRANTED IS SUBJECT TO THE REVISIONS AND MODIFICATIONS AND CORRECTIONS WHICH MAY BE MADE BY THE CITY OF SHELTON, CT, ON OR AFTER THE DATE OF THIS MAP.
7. THE EASEMENT AREA GRANTED IS SUBJECT TO THE REVISIONS AND MODIFICATIONS AND CORRECTIONS WHICH MAY BE MADE BY THE CITY OF SHELTON, CT, ON OR AFTER THE DATE OF THIS MAP.
8. THE EASEMENT AREA GRANTED IS SUBJECT TO THE REVISIONS AND MODIFICATIONS AND CORRECTIONS WHICH MAY BE MADE BY THE CITY OF SHELTON, CT, ON OR AFTER THE DATE OF THIS MAP.
9. THE EASEMENT AREA GRANTED IS SUBJECT TO THE REVISIONS AND MODIFICATIONS AND CORRECTIONS WHICH MAY BE MADE BY THE CITY OF SHELTON, CT, ON OR AFTER THE DATE OF THIS MAP.
10. THE EASEMENT AREA GRANTED IS SUBJECT TO THE REVISIONS AND MODIFICATIONS AND CORRECTIONS WHICH MAY BE MADE BY THE CITY OF SHELTON, CT, ON OR AFTER THE DATE OF THIS MAP.

11. THE EASEMENT AREA GRANTED IS SUBJECT TO THE REVISIONS AND MODIFICATIONS AND CORRECTIONS WHICH MAY BE MADE BY THE CITY OF SHELTON, CT, ON OR AFTER THE DATE OF THIS MAP.
12. THE EASEMENT AREA GRANTED IS SUBJECT TO THE REVISIONS AND MODIFICATIONS AND CORRECTIONS WHICH MAY BE MADE BY THE CITY OF SHELTON, CT, ON OR AFTER THE DATE OF THIS MAP.
13. THE EASEMENT AREA GRANTED IS SUBJECT TO THE REVISIONS AND MODIFICATIONS AND CORRECTIONS WHICH MAY BE MADE BY THE CITY OF SHELTON, CT, ON OR AFTER THE DATE OF THIS MAP.
14. THE EASEMENT AREA GRANTED IS SUBJECT TO THE REVISIONS AND MODIFICATIONS AND CORRECTIONS WHICH MAY BE MADE BY THE CITY OF SHELTON, CT, ON OR AFTER THE DATE OF THIS MAP.
15. THE EASEMENT AREA GRANTED IS SUBJECT TO THE REVISIONS AND MODIFICATIONS AND CORRECTIONS WHICH MAY BE MADE BY THE CITY OF SHELTON, CT, ON OR AFTER THE DATE OF THIS MAP.
16. THE EASEMENT AREA GRANTED IS SUBJECT TO THE REVISIONS AND MODIFICATIONS AND CORRECTIONS WHICH MAY BE MADE BY THE CITY OF SHELTON, CT, ON OR AFTER THE DATE OF THIS MAP.
17. THE EASEMENT AREA GRANTED IS SUBJECT TO THE REVISIONS AND MODIFICATIONS AND CORRECTIONS WHICH MAY BE MADE BY THE CITY OF SHELTON, CT, ON OR AFTER THE DATE OF THIS MAP.
18. THE EASEMENT AREA GRANTED IS SUBJECT TO THE REVISIONS AND MODIFICATIONS AND CORRECTIONS WHICH MAY BE MADE BY THE CITY OF SHELTON, CT, ON OR AFTER THE DATE OF THIS MAP.
19. THE EASEMENT AREA GRANTED IS SUBJECT TO THE REVISIONS AND MODIFICATIONS AND CORRECTIONS WHICH MAY BE MADE BY THE CITY OF SHELTON, CT, ON OR AFTER THE DATE OF THIS MAP.
20. THE EASEMENT AREA GRANTED IS SUBJECT TO THE REVISIONS AND MODIFICATIONS AND CORRECTIONS WHICH MAY BE MADE BY THE CITY OF SHELTON, CT, ON OR AFTER THE DATE OF THIS MAP.

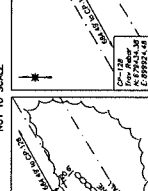
MAP REFERENCES

1. LOCATED AT RIGHT OF WAY OF THE CONNECTICUT LIGHT AND POWER COMPANY, AGENCIES THE CITY OF SHELTON, CT, COUNTY OF FAIRFIELD, STATE OF CONNECTICUT, AS SHOWN ON MAP NO. 11138201700.
2. LOCATED AT RIGHT OF WAY OF THE CONNECTICUT LIGHT AND POWER COMPANY, AGENCIES THE CITY OF SHELTON, CT, COUNTY OF FAIRFIELD, STATE OF CONNECTICUT, AS SHOWN ON MAP NO. 11138201700.
3. LOCATED AT RIGHT OF WAY OF THE CONNECTICUT LIGHT AND POWER COMPANY, AGENCIES THE CITY OF SHELTON, CT, COUNTY OF FAIRFIELD, STATE OF CONNECTICUT, AS SHOWN ON MAP NO. 11138201700.
4. LOCATED AT RIGHT OF WAY OF THE CONNECTICUT LIGHT AND POWER COMPANY, AGENCIES THE CITY OF SHELTON, CT, COUNTY OF FAIRFIELD, STATE OF CONNECTICUT, AS SHOWN ON MAP NO. 11138201700.
5. LOCATED AT RIGHT OF WAY OF THE CONNECTICUT LIGHT AND POWER COMPANY, AGENCIES THE CITY OF SHELTON, CT, COUNTY OF FAIRFIELD, STATE OF CONNECTICUT, AS SHOWN ON MAP NO. 11138201700.
6. LOCATED AT RIGHT OF WAY OF THE CONNECTICUT LIGHT AND POWER COMPANY, AGENCIES THE CITY OF SHELTON, CT, COUNTY OF FAIRFIELD, STATE OF CONNECTICUT, AS SHOWN ON MAP NO. 11138201700.
7. LOCATED AT RIGHT OF WAY OF THE CONNECTICUT LIGHT AND POWER COMPANY, AGENCIES THE CITY OF SHELTON, CT, COUNTY OF FAIRFIELD, STATE OF CONNECTICUT, AS SHOWN ON MAP NO. 11138201700.
8. LOCATED AT RIGHT OF WAY OF THE CONNECTICUT LIGHT AND POWER COMPANY, AGENCIES THE CITY OF SHELTON, CT, COUNTY OF FAIRFIELD, STATE OF CONNECTICUT, AS SHOWN ON MAP NO. 11138201700.
9. LOCATED AT RIGHT OF WAY OF THE CONNECTICUT LIGHT AND POWER COMPANY, AGENCIES THE CITY OF SHELTON, CT, COUNTY OF FAIRFIELD, STATE OF CONNECTICUT, AS SHOWN ON MAP NO. 11138201700.
10. LOCATED AT RIGHT OF WAY OF THE CONNECTICUT LIGHT AND POWER COMPANY, AGENCIES THE CITY OF SHELTON, CT, COUNTY OF FAIRFIELD, STATE OF CONNECTICUT, AS SHOWN ON MAP NO. 11138201700.

NO GUARANTEE IS EXPRESSED OR IMPLIED UNLESS THIS MAP IS USED IN ACCORDANCE WITH THE REGULATIONS OF THE CITY OF SHELTON, CT.



CONTROL TIE REFERENCES



NOT TO SCALE

GRAPHIC SCALE
0 20 40
SCALE IN FEET

9 – LEGISLATIVE – NEW

9.1 ITEMS TO PUBLIC HEARING

9.1 A. CONTINUATION OF PRESENTATION & SELECTION OF THE OFFICIAL
FLAG OF CITY OF SHELTON

Note: Please refer to July 25, 2023 Public Hearing Meeting Minutes at www.cityofshelton.org as backup.

9.2 ACCEPTANCE OF PLANNING & ZONING REPORT ON TRAINING COMPLIANCE

Move to accept the attached 2023 Planning & Zoning statement on Training Compliance dated 12/26/2023.

City of Shelton
Planning and Zoning
54 Hill Street
Shelton, Connecticut 06484



Alexander Rossetti, AICP
Planning & Zoning Administrator
Phone: 203-924-1555, ext. 1510
Email: a.rossetti@cityofshelton.org

To: The Board of Alderman
From: Alexander Rossetti, P&Z Administrator
Date: December 26, 2023
Subject: Municipal Land Use Officials Training

Dear Mr. Anglace and the Board of Alderman,

Section 9 of Public Act 21-29 requires that all municipal land use officials continuously attend and complete training relevant to their duties on a bi-annual cycle. A statement must be submitted to the municipality's legislative body recording the training status by March 1, 2024, and annually thereafter. The topics include Affordable and Fair Housing Policies, Processes and Procedures, Site Plans and Maps, Environment, Agriculture, and Historic Resources.

This statement is submitted to record that the following members have completed their training requirements: Virginia Harger, Charles Kelly, Ruth Parking, Peter Laskos, Elaine Matto, and Jimmy Tickey. The two newly elected alternate members, Matt McGee and Rob Cristiano will complete their training in a timely fashion this year.

Merry Christmas and Happy New Year!

Regards,

Alex Rossetti



Land Use Training Guidelines

Established in accordance with Section 9 of Public Act 21-29

Effective January 1, 2022

Overview

Section 9 of [Public Act 21-29](#) includes new requirements for (1) the training of municipal land use officials, (2) the establishment of land use training guidelines, and (3) the reporting on training compliance. The Office of Policy and Management (OPM) is specifically tasked with addressing item (2), which is the focus of this publication.

The pertinent legislative language for each of the three new requirements is summarized below, and it provides the framework for OPM's Land Use Training Guidelines that follow.

1) Training of Municipal Land Use Officials

“On and after January 1, 2023, each member of a municipal planning commission, zoning commission, combined planning and zoning commission and zoning board of appeals shall complete at least four hours of training.”

- Those in office on 1/1/2023 must complete four (4) hours by 1/1/2024, and every other year thereafter.
- Those taking office after 1/1/2023, must complete four (4) hours of training not later than one year after taking office, and every other year thereafter.

2) Establishment of Land Use Training Guidelines

“Such training shall include at least one hour concerning affordable and fair housing policies and may also consist of (1) process and procedural matters, including the conduct of effective meetings and public hearings and the Freedom of Information Act, as defined in section 1-200 of the general statutes, (2) the interpretation of site plans, surveys, maps and architectural conventions, and (3) the impact of zoning on the environment, agriculture and historic resources.”

- See **Land Use Training Guidelines** below.

3) Reporting on Training Compliance

“Not later than March 1, 2024, and annually thereafter, the planning commission, zoning commission, combined planning and zoning commission and zoning board of appeals, as applicable, in each municipality shall submit a statement to such municipality's legislative body or, in a municipality where the legislative body is a town meeting, its board of selectmen, affirming compliance with the training requirement established pursuant to subsection (a) of this section by each member of such commission or board

required to complete such training in the calendar year ending the preceding December thirty-first.”

- o Each affected board and commission must report to its local authority on the status of its members’ compliance with the training requirements by 3/1/2024, and annually thereafter.

Land Use Training Guidelines

The following guidelines allow sufficient flexibility for land use training providers to develop, market, and periodically refresh their course offerings in a manner that is responsive to changes in land use laws and the preferences of municipal officials, with regard to how relevant subject matter is conveyed (e.g., depth, breadth, packaging of topical content). This flexible approach is meant to provide commission and board members with more robust training opportunities that will satisfy local compliance reporting requirements and their own personal interests.

These guidelines were developed by OPM, in collaboration with the [Connecticut Association of Zoning Enforcement Officials](#), the [Connecticut Conference of Municipalities](#), the [Council of Small Towns](#), the [Connecticut Chapter of the American Planning Association](#), the [Land Use Academy at the Center for Land Use Education and Research at The University of Connecticut](#), the [Connecticut Bar Association](#), the [regional councils of governments](#), the [Partnership for Strong Communities](#), the [Connecticut Federation of Planning and Zoning Agencies](#), and other nonprofit or educational institutions that provide land use training.

The guidelines are effective January 1, 2022. If you would like additional information on land use training resources, please contact any of the collaborating entities listed above.

- A. Mandatory Training** (Note: At least 1 hour out of the 4-hour biennial training requirement must come from the Affordable and Fair Housing Policies Section.)

1) Affordable and Fair Housing Policies Section

Topics can include one or more of the following:

- Zoning Laws and Segregation
- The Fair Housing Act
- Municipal Land Use Planning and Zoning Responsibilities Under the Fair Housing Act
- The Meaning of Affirmatively Furthering Fair Housing and How it Applies to Municipalities
- Planning and Zoning to Affirmatively Further Fair Housing
- Zoning Reforms to Promote Diverse Housing Options
- What is Affordable Housing, Who Needs It, and How Has It Evolved Over the Years?
- Addressing Community Affordable Housing Needs with the Public

B. Optional Training (Note: Any combination of courses from the Optional Training sections may be used to supplement the Mandatory Training portion of the 4-hour biennial training requirement.)

1) **Process and Procedures Section** (Suggested 1.0 – 1.5 hours)

Topics can include one or more of the following:

- **The Legal Basis for a Local Commission’s Land Use Authority**
 - Roles and responsibilities of land use commissions and agencies, both regulatory and non-regulatory
 - Types of power of local commissions – legislative, administrative, quasi-judicial
 - Euclid v. Ambler Realty and other court cases
 - Enabling legislation
 - Local regulations
 - Role of the courts and when they get involved
- **Planning and Running a Public Meeting**
 - Quorum requirements
 - When are public hearings required?
 - Who can speak at a public hearing?
 - Time limits for speaking
 - Timeframes for a public hearing
 - Extensions
 - Crowd control when the number of people who show for a hearing exceeds legal capacity
 - Meeting logistics – room size, public access to presentations, order of speaking
 - Best practices for running in-person, online, or hybrid meetings
 - How to manage difficult situations during a public hearing
 - Alternates – Their role in public hearings, procedure for seating them in place of a regular member
 - Voting – Who votes, abstentions
 - Recording of meetings by others
- **Commissioner Conduct**
 - Bias – what constitutes bias and how to handle
 - Predetermination – what constitutes pre-determination and how to handle it
 - Conflicts of interest – personal, financial, perceived conflicts
 - Commissioner recusal – who decides, basis for recusal
 - How to handle conflicted commissioners who won’t recuse themselves
 - Ex-parte communications – what to do if someone approaches you about an application
 - Court remedies in case of a finding of bias, predetermination or conflict
 - Social media concerns

- Representation by a commissioner at another commission
- Freedom of Information Act

2) **Site Plans, Surveys, Maps and Architectural Conventions Section** (Suggested 1.0 hour)

Topics can include one or more of the following:

- **The Basics**

- Difference between maps and plans
- Finding what the plan contains
- Location Map – where is the site within the community
- List of Drawings – How to find what you are looking for
- Title Block – What information this provides
- Legend – what different symbols tell you
- Scale – graphic v. written scale, how to use an engineer’s scale, how to measure distances
- Zoning Table – what it tells you
- Orientation – north not always the same on each sheet
- Site plan checklist – what it is and how to use it.
- Topography and slope
- Why plans should be stamped by engineer, surveyor, etc.

- **Reading a Site Plan**

- Frontage and lot size requirements
- Setbacks – How to measure front, side and rear yards
- Corner lots – how the regulations apply re: frontage and setbacks
- Minimum lot size
- Rear lots
- Traffic circulation – how does the traffic flow within the site
- Parking requirements
- Existing and proposed grades and spot elevations.
- Cut and fill and why it matters
- Site drainage and stormwater systems
- Utility locations and sizing
- Landscaping/planting plan – how to tell what is being proposed for location, quantity, and size
- Ingress and egress – location, distance from intersections, sight line concerns
- Construction issues – E&S controls, anti-tracking pads
- Use of GIS – overview of site, visual context, not to be used in place of stamped plans

3) **Environment, Agriculture and Historic Resources Section** (Suggested 1.0 – 1.5 hours)

Topics can include one or more of the following:

10 - EXECUTIVE SESSION

10.A. REQUEST TO MOVE TO EXECUTIVE SESSION

10.1 NO ITEMS

Adjournment
