

## REVISED AGENDA

The Packet for this meeting is available at

<http://www.mansfieldct.gov/AgendaCenter/ViewFile/Agenda/06232020-10848>.

### CHANGES TO MEETING PROCEDURES DUE TO COVID-19

In accordance with Governor Lamont's Executive Order 7B and social distancing guidelines recommended by the CDC to slow community spread of COVID-19, this meeting is physically closed to the public. The public may view the meeting live at <https://mansfieldct.gov/video> or on Charter Spectrum Cable Channel 191 (the website is recommended as it is a higher image clarity). A recording of the meeting will be available at that website as well for 12 months.

#### 1. CALL TO ORDER AND ROLL CALL

#### 2. APPROVAL OF MINUTES

##### A. Regular Meeting Minutes

 [02-25-2020 ZBA Minutes](#)

3 - 4

#### 3. PUBLIC HEARINGS

*Written public comment will be accepted by email at [planzonedept@mansfieldct.org](mailto:planzonedept@mansfieldct.org) or by USPS mail care of the Mansfield Department of Planning and Development, 4 South Eagleville Road, Mansfield, CT 06268 prior to the meeting and preferably by 2 p.m. on Tuesday, June 23, 2020. Any comments received after the close of the public hearing will not be distributed to Board Members.*

*Public comment can also be provided during the public comment portion of the hearing either through a computer, tablet or smartphone at <https://www.gotomeet.me/GTM01GTM01/zba-06-23-2020> or by calling +1 (786) 535-3211 and using the following access code: 759-696-269. If you have not previously used the GoToMeeting platform, we recommend downloading the app at <https://global.gotomeeting.com/install/759696269> before the meeting. If you need assistance accessing the GoToMeeting, see quick guide posted under the Communications section of the agenda or call 860.429.3341 before 3 pm on Wednesday, June 3, or during the meeting.*

*If you are participating in the virtual meeting, we respectfully request that you abide by the following meeting protocols established to facilitate an orderly meeting:*

- *Please make sure you are in a quiet space to reduce background noise interference.*
- *Upon joining the meeting, you will be asked to identify yourself by name and identify whether you will be speaking in support, opposition, or requesting additional information regarding the application. After you*

*have provided that information, those joining via a computer, tablet or smart phone should turn their camera off and mute your microphone until called upon by the Chair to provide comment. People who call into the meeting will be muted by the organizer until called upon by the Chair.*

- *Once the Chair calls on you, please un-mute your microphone and turn on your camera and begin your comments by stating your name. When you have completed your comments to the Board and they have asked any questions they have of you, you will be dismissed from the virtual meeting room and you will be able to continue to view the meeting using the live stream instructions above or on Channel 191.*
- *If anyone is disruptive to the meeting, the Board reserves the right to dismiss that individual from the virtual meeting and/or continue the hearing to another date and time.*

**A. 6:30PM Z-0004: Application for a variance to the minimum front yard setback requirements to authorize a bridge-like structure 0 feet from the front property line at 28 Meadowood Road (Parcel ID: 15.21.21) Daiyue Hu owner/applicant.**

5 - 56



[Z-0004 28 Meadowood Road-Agenda Item Report](#)  
[06-23-2020 Public Hearing ZBA-Legal Notice](#)  
[2020 03 31 COVID-19 Revised Procedures-Final](#)  
[Executive-Order-No-7B](#)  
[Executive-Order-No-7I](#)  
[Z-0004 28 Meadowood ZBA Application](#)  
[Z-0004 28 Meadowood ZBA Applicant Photographs](#)  
[Z-0004 28 Meadowood-Aerial Photo with 2 foot contours](#)  
[Z-0004 28 Meadowood Original Zoning Permit](#)  
[Z-0004 R-1 District Requirements](#)  
[Z-0004 28 Meadowood Legal Notices of PH](#)  
[Z-0004 Email Correspondence to Applicant 2-03-2020](#)  
[Z-0004 Email Correspondence to Applicant 2-7-2020](#)  
[Z-0004 Email Correspondence to Applicant 2-10-2020](#)  
[Z-0004 Email Correspondence to Applicant 05-11-2020](#)  
[Z-0004 Email Correspondence to Applicant 06-11-2020](#)

#### **4. OLD BUSINESS**

- A. Z-0004: Application for a variance to the minimum front yard setback requirements to authorize a bridge-like structure 0 feet from the front property line at 28 Meadowood Road (Parcel ID: 15.21.21) Daiyue Hu owner/applicant.**

#### **5. COMMUNICATIONS**

- A. GoToMeeting Instructions**

57 - 60



[The Quick Guide for GoToMeeting Attendees](#) [GoToMeeting](#)

#### **6. ADJOURNMENT**

## **DRAFT MINUTES**

<b>Members Present:</b>	R. Brosseau, R. Stearns, A. Welch, D. Vigneau
<b>Members Absent:</b>	S. Woulfin
<b>Alternates Present:</b>	D. Blanchard
<b>Alternates Absent:</b>	S. Barefield, T. Ward
<b>Staff Present:</b>	J. Woodmansee, Planning Specialist

## **CALL TO ORDER AND ROLL CALL**

R. Brosseau called the meeting to order at 6:30 PM. Alternate member D. Blanchard is seated for absent member S. Woulfin.

## **MINUTES**

Stearns MOVED, Vigneau seconded, to approve the December 18, 2019, Regular Meeting Minutes as presented. MOTION PASSED UNANIMOUSLY.

Welch MOVED, Vigneau seconded, to approve the January 7, 2020 Special Meeting Minutes as presented. MOTION PASSED UNANIMOUSLY.

Field Trip Minutes from December 18, 2019 are noted.

## **PUBLIC HEARINGS**

### **Z-0004: Application for a variance to the minimum front yard setback requirements to authorize a bridge-like structure 0 feet from the front property line at 28 Meadowood Road (Parcel ID: 15.21.21) Daiyue Hu owner/applicant**

R. Brosseau opened the public hearing at 6:31 PM. Members present are Brosseau, Stearns, Welch, Vigneau and alternate member Blanchard is seated for absent member Woulfin.

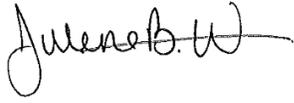
Vigneau MOVED, Blanchard seconded, to continue the public hearing to March 24, 2020, at 6:30 PM. MOTION PASSED UNANIMOUSLY.

Vigneau MOVED, Blanchard seconded to adjourn tonight's public hearing at 6:33 PM. MOTION PASSED UNANIMOUSLY.

## **ADJOURNMENT**

Brosseau adjourned the meeting at 6:34 PM.

Respectfully Submitted:

A handwritten signature in black ink, appearing to read "Jillene W." with a stylized flourish at the end.

Jillene Woodmansee  
Planning Specialist/Zoning Agent

**MEMO**

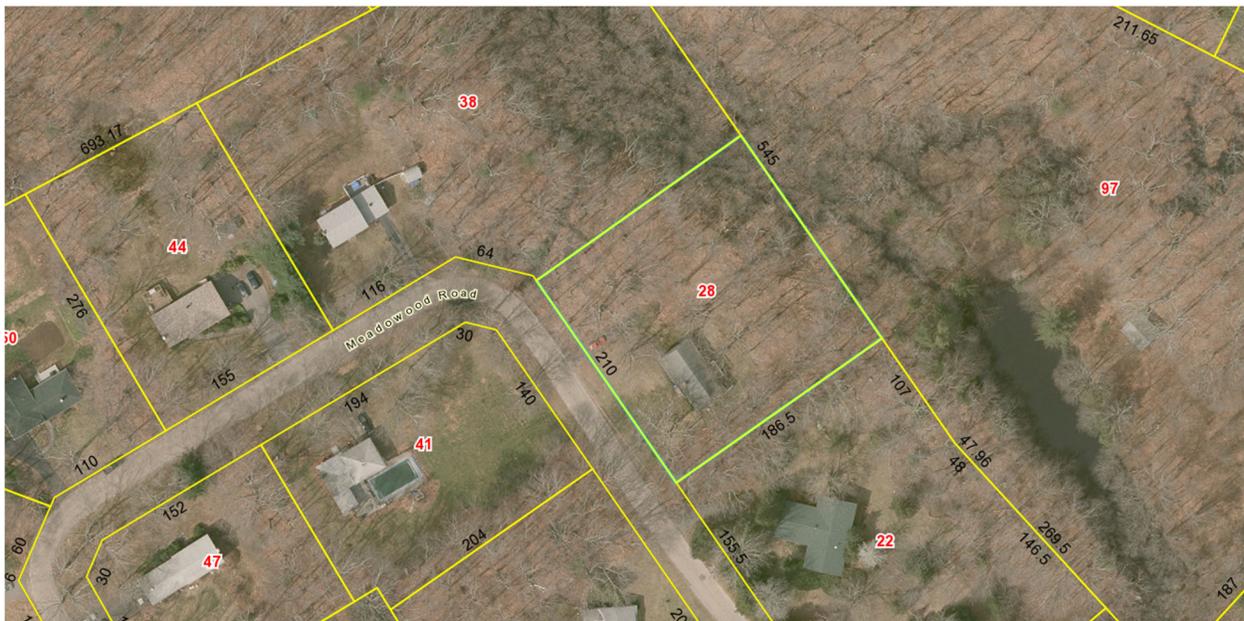
**To:** Zoning Board of Appeals  
**From:** Linda Painter, AICP, Director  
**Date:** June 22, 2020  
**Subject:** Variance Application of Daiyue Hu, owner/applicant (Z-0004)  
28 Meadowood Road

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**BACKGROUND AND PROJECT DESCRIPTION**

Daiyue Hu, owner of 28 Meadowood Road, has requested a variance to the required front yard setback to allow a bridge-like structure to connect the front entry of the dwelling to the property line. Based on exceptions for non-conforming lots of record (Article 8, Section B.4), the required minimum front yard setback for the subject property is 50. The structure was constructed in 201. According to the applicant, the raised walkway is needed due to the location of the house related to the property line and the desire for a walkway that would not become wet, muddy and frozen during inclement weather events.

A Notice of Zoning Violation for the structure was issued on October 31, 2019 directing the property owner to either remove the structure or apply for a variance by November 30, 2019. After meeting with staff, the owner opted to apply for a variance. Should the variance be denied, staff will resume enforcement action to bring the property into compliance.



## **PROCEDURAL CONCERNS**

The public hearing on this item was originally scheduled for February 25, 2020. Due to failure of the applicant to provide the required notice to neighbors (both certified mail and posting of a sign) as well as a need for additional information, the public hearing was continued to the March meeting. That meeting was subsequently cancelled due to COVID-19 meeting restrictions. As documented in the packet, staff has made multiple attempts to contact Mr. Hu via email regarding the need for additional application materials as well as neighborhood notice requirements (both the original requirements and the revised notice options established in Governor Lamont's Executive Order 71). As of the date of this memo, we have received no documentation from him that the required notice has been provided.

Pursuant to the authority granted in E.O. 71, staff has postponed the hearing under the 90-day extension authorized by the Governor. However, as that extension is about to expire, the hearing must be closed unless Mr. Hu authorizes an extension pursuant to the discretion granted to applicants by statute.

## **APPROVAL CONSIDERATIONS**

Article 11, Section G.1.c of the Zoning Regulations and Sec. 8-6, C.G.S. authorize the ZBA to grant a variance to the zoning regulations. To approve a variance, the ZBA must find that:

- The variance is in harmony with the general purpose and intent of the regulations;
- The application provides due consideration for conserving the public health, safety, convenience, welfare and property values solely with respect to the specific parcel of land that is the subject of the application; and
- Literal enforcement of the Regulations would result in exceptional difficulty or unusual hardship\* based on conditions that affect the subject property but do not generally affect the district in which the property is located.

\*Unusual shape or topography or other characteristics of the property which would interfere with its reasonable use are examples of hardships that may constitute valid grounds for a variance. Personal or financial hardship for the owner, or hardship which is the result of the owner's actions (both past and present), cannot be considered sufficient grounds for a variance.

## **NOTES**

- The analysis contained in this report is based on the application submitted received by the ZBA on December 18, 2019.
- Legal notice of the public hearing was published on the Town's website legal notice page on June 11, 2020 pursuant to Executive Order 71.
- Staff has not received any documentation that the applicant has completed the required notice to property owners pursuant to Executive Order 71 as of the date of this memo.
- Staff has not received a completed application form as requested from the applicant via email on February 10, 2020.
- Before rendering a decision, the Zoning Board of Appeals must consider other referral reports and public hearing testimony. A decision must be made within 65 days of the close of the Public Hearing unless a written extension is granted by the applicant.

Published on June 11, 2020

## **PUBLIC HEARING NOTICE**

The Mansfield Zoning Board of Appeals will hold a public hearing on 6/23/2020 via a web-based virtual meeting to hear comments regarding the following application

**6:30 PM:** application for a variance to the minimum front yard setback requirements to authorize a bridge-like structure 0 feet from the front property line at 28 Meadowood Road (Parcel ID: 15.21.21) Daiyue Hu owner/applicant.

Information on how to participate in the public hearing will be on the meeting agenda, which will be posted at <http://www.mansfieldct.gov/AgendaCenter> no less than 24 hours before the meeting.

No information from the public shall be received after the close of the Public Hearings.

Additional information regarding this application is available by emailing [planzonedept@mansfieldct.org](mailto:planzonedept@mansfieldct.org).

**R. Brosseau, Chair**  
**R. Stearns, Secretary**

**Pursuant to Governor Lamont's Executive Order 71, enacted March 21, 2020, all public notices, including but not limited to public hearing notices, notices of decision, and notices of proposed changes to adopted regulations and maps for the following entities will now be posted on the Town Website in the Legal Notices section (<http://www.mansfieldct.gov/1713/Legal-Notices>).. Until the public health emergency is over, the on-line posting of these notices shall replace publication of such notices in The Chronicle newspaper and posting of such notices in the Town Clerk's office.**

## COVID-19 OPERATING PROCEDURES

Updated March 31, 2020

Pursuant to Governor Lamont's Executive Orders, including but not limited to Executive Orders 7B and 7I, we have made changes to our normal operating procedures for the duration of the COVID19 virus public health and civil preparedness emergency. These procedures will be updated as needed as the situation evolves.

### OFFICE OPERATIONS

Town Hall is closed to the public to slow the spread of the virus. Planning staff are still processing permit applications, responding to requests for assistance, conducting (virtual) pre-application meetings, and investigating complaints.

### Requests for Assistance

The best way to contact staff for assistance during this time is via email as we are primarily working from home. If you do call, please leave a message which includes your contact information and we will return your call as soon as we are able. The following identifies the primary points of contact depending on the type of information/assistance you are seeking.

- **Linda Painter, Director** ([Linda.Painter@mansfieldct.org](mailto:Linda.Painter@mansfieldct.org)). Planning and Zoning Commission applications; Historic District Commission applications; economic development; interpretations of Zoning Regulations
- **Jennifer Kaufman, Senior Planner** ([Jennifer.Kaufman@mansfieldct.org](mailto:Jennifer.Kaufman@mansfieldct.org)). Inland Wetlands Permit applications; Inland Wetlands violations; environmental planning; parks/land management.
- **Jillene Woodmansee, Planning Specialist/Zoning Enforcement Officer** ([Jillene.Woodmansee@mansfieldct.org](mailto:Jillene.Woodmansee@mansfieldct.org)). Zoning Permit Applications; Zoning violations; Zoning Board of Appeals applications; Housing Rehabilitation Program Applications
- [PlanZoneDept@mansfieldct.org](mailto:PlanZoneDept@mansfieldct.org). All other inquiries. This email account can be accessed by all staff and is continuously monitored.

### Apply for a Permit

Applications for Zoning and Inland Wetlands permits continue to be accepted and processed using the Town's on-line permit portal at <http://mansfield.onlinegovt.com/>. Please contact Jillene Woodmansee at [Jillene.Woodmansee@mansfieldct.org](mailto:Jillene.Woodmansee@mansfieldct.org) with any questions on the Zoning Permit process and Jennifer Kaufman at [Jennifer.Kaufman@mansfieldct.org](mailto:Jennifer.Kaufman@mansfieldct.org) with any questions on the Inland Wetlands permitting process.

## File a Zoning or Inland Wetlands Complaint

Please notify the Department of potential violations of Zoning or Inland Wetlands and Watercourses Regulations by emailing the following information to [planzonedept@mansfieldct.org](mailto:planzonedept@mansfieldct.org):

- Address/Location of alleged violation
- Description of alleged violation
- Your name and preferred contact information

## File an Appeal of a Zoning Enforcement Officer or Inland Wetlands Agent Decision

[Executive Order Reference: 7I, Section 19.i](#)

In accordance with the Executive Order, appeals from Zoning Agent and Inland Wetlands Agent decisions may be filed either through regular mail or through electronic mail (email) within the time period established by the applicable statute or ordinance. Notices of appeal shall be filed as follows:

- **Via Email.** Appeals may be submitted via email to [planzonedept@mansfieldct.org](mailto:planzonedept@mansfieldct.org).
- **Via Regular Mail.** Appeals may also be submitted via regular mail care of the Mansfield Department of Planning and Development, Audrey P. Beck Municipal Building, 4 South Eagleville Road, Mansfield, CT 06268

To assist applicants in filing electronic appeals, staff is working to create fillable pdf appeal forms. If you cannot find a fillable pdf for your appeal at <http://www.mansfieldct.gov/1471/Planning-and-Development-Forms>, please contact staff at <mailto:planzonedept@mansfieldct.org> for additional assistance.

## BOARDS AND COMMISSIONS

The following procedures apply to the Planning and Zoning Commission (PZC), Inland Wetlands Agency (IWA), Zoning Board of Appeals (ZBA) and Historic District Commission (HDC) unless otherwise noted.

### Filing of Applications

[Executive Order Reference: 7I, Section 19.j](#)

Applications for the Planning and Zoning Commission, Zoning Board of Appeals and Historic District Commission shall be submitted via email whenever possible. Applications for the Inland Wetlands Agency shall continue to be filed using the Town's online permitting system at <http://mansfield.onlinegovt.com/>.

A hard copy of the application with original signature along with copies of all plan iterations shall be submitted for the official file within 10 days of the termination of the public health and civil preparedness emergency by the Governor. Application fees shall be submitted by check (mailed to the Department of Planning and Development) or via credit card number provided over the telephone.

To assist applicants in filing electronic applications, staff is working to create fillable pdf forms for all applications. If you cannot find a fillable pdf for your application at <http://www.mansfieldct.gov/1471/Planning-and-Development-Forms>, please contact staff at <mailto:planzonedept@mansfieldct.org> for additional assistance.

### Statutory Timeframes

#### Executive Order Reference: 7I, Section 19.a

Statutory deadlines that may pass or expire during the public health emergency may be extended by the applicable agency (PZC, IWA, ZBA, HDC) for an additional 90 days (in addition to existing extension provisions). The 90 day extension can be allocated between the different deadlines associated with an application; for example, time to open a public hearing, close a public hearing, and to make a decision.

Staff will continue to work with applicants to identify anticipated timeframes for projects requiring PZC, IWA, ZBA and HDC approval. Please be advised that while we are actively working on how to conduct public hearings through a virtual meeting format, we have not yet identified a solution or procedure for on-line public hearings. Until such a procedure is in place, we will be working with applicants to extend/continue public hearings.

### Legal Notice of Public Hearings and Decisions

#### Executive Order Reference: 7I, Section 19.c

Notices of public hearings and decisions that would normally be published in The Chronicle will be posted in the Legal Notices section of the Town's website:

<http://www.mansfieldct.gov/1713/Legal-Notices> in accordance with the following timeframes:

- **Public Hearing Notices.** Not more than fifteen days and not less than 10 days prior to the public hearing.
- **Decision Notices.** Within 15 days of the date decision is rendered.

### Town Clerk Notice

#### Executive Order Reference: 7I, Section 19.d

Notices normally required to be filed in the office of the Town Clerk (for example, notice of proposed changes to official regulations and maps adopted by the PZC and IWA) will now be posted in the Legal Notices section of the Town's website

(<http://www.mansfieldct.gov/1713/Legal-Notices>).

### Neighborhood Notice

#### Executive Order Reference: 7I, Section 19.e and Section 19.f

The following alternatives are provided to the neighborhood notice requirements for the PZC, IWA and PZC. The notices must meet the same time requirements as the normal notice.

- **Yard Signs (ZBA).** The requirement that applicants post a sign in their yard to notify neighbors of an upcoming public hearing is suspended pending the termination of the public health and civil preparedness emergency. The posting of the legal notice of the public hearing on the Town's website shall serve as notice in lieu of the sign.

- **Certified Mail Notices (PZC, IWA, ZBA).** Notices of applications and public hearings that applicants are currently required to provide via certified mail may instead be provided using **one** of the following alternatives:
  - Email, provided email addresses for the parties to be notified are known or reasonably available.
  - Posting of a physical, waterproof sign that is a minimum of 2 feet by 3 feet in area in a prominent location of the subject property. This sign must contain information regarding the date, time and location of any public hearings (including remote access details), and shall be posted for the duration of the period otherwise required by the applicable regulation.
  - Mailing of letters (regular U.S. Mail) to addresses of the parties to be noticed. The mailing list shall be provided by the Department upon request to [planzonedept@mansfieldct.org](mailto:planzonedept@mansfieldct.org). Applicants may also generate the list themselves using the abutter's list feature on the Town's GIS system at <http://www.mainstreetmaps.com/ct/mansfield/internal.asp>. The applicant shall provide the following via email to [planzonedept@mansfieldct.org](mailto:planzonedept@mansfieldct.org) to demonstrate that the notice requirement has been met: a copy of the notice as well as an electronically signed affidavit certifying the date of mailing.

## Petitions

### Executive Order Reference: 7I, Section 19.g

Petitions, including but not limited to the following, may be filed electronically. Electronic signatures such as pdf or other digital imaging technology and compilation of emails or other communications will also be accepted. Petitions shall be emailed to [planzonedept@mansfieldct.org](mailto:planzonedept@mansfieldct.org) by the deadline established in the applicable statute/regulation.

- **Protest against Proposed Amendments to the Zoning Regulations and/or Zoning Map.** See the following for additional information on protest petition requirements: [Sec. 8-3\(b\) C.G.S.](#); [Article 13, Section E, Mansfield Zoning Regulations](#)
- **Inland Wetlands Agency-Petition for Public Hearing.** See the following for additional information on petition requirements: [https://www.cga.ct.gov/current/pub/chap\\_440.htm#sec\\_22a-42](https://www.cga.ct.gov/current/pub/chap_440.htm#sec_22a-42); [Section 9.1 of the Mansfield Inland Wetland and Watercourses Regulations.](#)
- **Petition to Intervene.** [See Sec. 22a-19](#), C.G.S. for additional information.

## Meetings

### Executive Order Reference 7B, Section 1

To slow the spread of the virus and comply with Executive Order limits on public gatherings, all meetings are being held as web-based virtual meetings. In compliance with Executive Order 7B:

- Each meeting agenda includes information on how the public can view the meeting in real time, the location of the recording that is available for 12 months after the meeting and how to submit written comments.
- Meeting agendas with links to all application materials are posted at <https://mansfield.civicweb.net/Portal/> as well as in the Agenda Center on the Town's website (<http://www.mansfieldct.gov/AgendaCenter>).

- All materials relevant to any item on the agenda shall be submitted to the Town at least 24 hours in advance of the meeting. Materials are posted as links on the agenda and may be accessed before, during and after the proceeding. Agendas will be updated to include materials received within the 24 hour window but after the original agenda is published.
- Members of the public are encouraged to submit written comments and exhibits 24 hours prior to the meeting. These comments and exhibits are posted as links on the agenda and may be accessed before, during and after the meeting. Agendas will be updated to include materials received within the 24 hour window but after the original agenda is published. Staff will make every attempt to update meeting agendas to include exhibits and materials received less than 24 hours before the meeting. Any comments/exhibits that do not make it into the digital packet will be provided in the next meeting packet of the Commission/Board/Agency.
- All speakers taking part in the meeting are required to clearly state their name and title (if applicable) before speaking on each occasion that they speak.

### Appeals to Superior Court

#### Executive Order Reference: 7I, Section 19.h and Section 19.i

In accordance with the Executive Order, appeals of PZC, IWA, ZBA, and HDC decisions to Superior Court may be filed through electronic mail (email) within the time period established by statute in lieu of service by state marshal. Notices of appeal shall be filed with the Mansfield Town Clerk using the following email address: [TownClerk@MansfieldCT.org](mailto:TownClerk@MansfieldCT.org).

### ADVISORY COMMITTEES AND COMMISSIONS

Meetings of the following advisory committees and commissions have been temporarily suspended as the Town moves to a virtual meeting format. Meetings will be held as needed to address time-sensitive issues until we have the capacity to resume the regular meeting schedule. All meetings will be held using a virtual meeting format and will be live-streamed and recorded pursuant to Executive Order 7B (see meetings under Boards and Commissions, above). Instructions on how to view the meeting and submit written comments will be included on all meeting notices/agendas.

- Agriculture Committee
- Conservation Commission
- Economic Development Commission (including subcommittees)
- Parks and Natural Resources Advisory Committee

### HOUSING REHABILITATION PROGRAM

#### Applications

We continue to accept applications for the Town's housing rehabilitation program. To protect personal information, we recommend that applicants submit their applications by mail to Jillene Woodmansee, Planning Specialist/Zoning Enforcement Officer, Mansfield Department of Planning and Development, Audrey P. Beck Municipal Building, 4 South Eagleville Road, Mansfield, CT 06268.

Please contact Jillene at [Jillene.Woodmansee@mansfieldct.org](mailto:Jillene.Woodmansee@mansfieldct.org) with any questions regarding eligibility or the application process.

### **Current Projects**

We are continuing to evaluate our ability to move forward with pending projects given the evolving situation and changing requirements established by the Governor and CDC. Decisions will be made on a case-by-case basis to protect the health of both our clients and contractors. Please contact Jillene Woodmansee at the above email address with any questions on the status of your project.

**STATE OF CONNECTICUT**

**BY HIS EXCELLENCY**

**NED LAMONT**

**EXECUTIVE ORDER NO. 7B**

**PROTECTION OF PUBLIC HEALTH AND SAFETY DURING COVID-19 PANDEMIC  
AND RESPONSE – FURTHER SUSPENSION OR MODIFICATION OF STATUTES**

**WHEREAS**, on March 10, 2020, I issued declarations of public health and civil preparedness emergencies, proclaiming a state of emergency throughout the State of Connecticut as a result of the coronavirus disease 2019 (COVID-19) outbreak in the United States and confirmed spread in Connecticut; and

**WHEREAS**, my Executive Order No. 7, dated March 12, 2020, prohibited gatherings of 250 people or more for social and recreational activities, including but not limited to, community, civic, leisure, and sporting events; parades; concerts; festivals; movie screenings; plays or performances; conventions; and similar activities, and suspended various statutes and regulations to protect public health and safety; and

**WHEREAS**, my Executive Order No.7A, dated March 13, 2020, authorized the Commissioner of Public Health to restrict entrance into nursing homes and similar facilities to protect people who are most vulnerable to COVID-19; and

**WHEREAS**, COVID-19 is a respiratory disease that spreads easily from person to person and may result in serious illness or death; and

**WHEREAS**, the World Health Organization has declared the COVID-19 outbreak a pandemic; and

**WHEREAS**, the risk of severe illness and death from COVID-19 appears to be higher for individuals who are 60 years of age or older and for those who have chronic health conditions; and

**WHEREAS**, there is an increased risk of rapid spread of COVID-19 among persons living in congregate settings, such as long-term care facilities, and most residents of long-term care facilities are at increased risk for severe COVID-19; and

**WHEREAS**, to reduce spread of COVID-19, the United States Centers for Disease Control and Prevention and the Connecticut Department of Public Health recommend implementation of community mitigation strategies to increase containment of the virus and to slow transmission of the virus, including cancellation of large gatherings and social distancing in smaller gatherings; and

**WHEREAS**, attendance at public meetings and proceedings is likely to increase the risk of transmission of COVID-19; and

**WHEREAS**, increased demand on the healthcare system resulting from the COVID-19 pandemic has created an imminent shortage of personal protective equipment (PPE); and

**WHEREAS**, the imminent shortage of personal protective equipment (PPE) will significantly impact pharmacies compounding sterile pharmaceuticals in the State of Connecticut due to their inability to comply with statutorily mandated garbing requirements;

**WHEREAS**, the Department of Consumer Protection has issued liquor permits to persons and organizations sponsoring public outings, picnics, social or charitable events that would draw crowds of people, but fees for such permits are currently non-refundable;

**WHEREAS**, the need to enact social distancing, limit large crowds, and other measures, combined with the closure of schools and workplaces to limit the transmission of COVID-19, has vastly expanded the need for childcare for families throughout the State; and

**WHEREAS**, Section 19a-420 (1) of the Connecticut General Statutes provides in relevant part that youth camps operate based on a summer instructional program schedule; and

**WHEREAS**, due to unprecedented circumstances and because of the existence of this public health emergency and the anticipated need for additional childcare for families faced with multiple school closures, it is deemed necessary to allow camps to open and provide care for a period longer than the summer season; and

**WHEREAS**, Section 10-16p (6) of the Connecticut General Statutes requires School Readiness programs to remain open for 50 weeks of the year; and

**WHEREAS**, due to the unprecedented circumstances and because of the existence of this public health emergency and the temporary closure of School Readiness programs due to COVID-19 risks, where such School Readiness programs deem it necessary to protect the safety and public health, multiple School Readiness programs may not be able to fulfill this requirement; and

**WHEREAS**, the Executive Director of the Office of Health Strategy directs and oversees the Health Systems Planning Unit established under section 19a-612 and all of its duties and responsibilities as set forth in Sections 19-610 through 19-689 of the Connecticut General Statutes; and

**WHEREAS**, the Health Systems Planning Unit oversees the Certificate of Need program, hospital financial reporting and other functions; and

**WHEREAS**, healthcare providers in the state of Connecticut may need the flexibility to establish temporary health care facilities to test, diagnose and treat patients exhibiting symptoms of COVID-19 in response to the anticipated surge in COVID-19 cases; and

**WHEREAS**, the current licensed bed capacity within the state of Connecticut may be insufficient to accommodate and facilitate the safe and effective treatment of individuals diagnosed with COVID-19; and

**WHEREAS**, the utilization of certain imaging equipment is required to diagnose, treat, and monitor the progression of COVID-19; and

**WHEREAS**, Section 19a-638(a) of the Connecticut General Statutes requires a certificate of need for the establishment of a new health care facility; the establishment of a freestanding emergency department; the acquisition of computed tomography scanners; and an increase in licensed bed capacity of a health care facility in the state of Connecticut; and

**WHEREAS**, Section 19a-639a through 19a-639f of the Connecticut General Statutes sets forth notice requirements and timelines related to the certificate of need analytic process, and sets forth a process to request public hearings;

**NOW, THEREFORE, I, NED LAMONT**, Governor of the State of Connecticut, by virtue of the authority vested in me by the Constitution and the laws of the State of Connecticut, do hereby **ORDER AND DIRECT**:

1. **Suspension of In-Person Open Meeting Requirements.** Sections 1-206, 1-225, and 1-226 of the Connecticut General Statutes, and any open meeting provision of any municipal charter, ordinance, or regulation that conflicts with this order, are suspended to the extent necessary to permit any public agency to meet and take such actions authorized by the law without permitting or requiring in-person, public access to such meetings, and to hold such meetings or proceedings remotely by conference call, videoconference or other technology, provided that: 1) the public has the ability to view or listen to each meeting or proceeding in real time, by telephone, video, or other technology; 2) any such meeting or proceeding is recorded or transcribed, and such recording or transcript shall be posted on the agency's website within seven (7) days of the meeting or proceeding, and made available within a reasonable time in the agency's office; 3) the required notice and agenda for each meeting or proceeding is posted on the agency's website and shall include information about how the meeting will be conducted and how the public can access it; 4) any materials relevant to matters on the agenda, including but not limited to materials related to specific applications, if applicable, shall be submitted to the agency a minimum of twenty four (24) hours prior and posted to the agency's website for public inspection prior to, during, and after the meeting, and any exhibits to be submitted by members of the public shall, to the extent feasible, also be submitted to the agency a minimum of twenty-four (24) hours prior to the meeting and posted to the agency's website for public inspection prior to, during, and after the meeting; and 5) all speakers taking part in any such meeting or proceeding shall clearly state their name and title, if applicable, before speaking on each occasion that they speak.
2. **Waiver of Manufacturer Registration Requirement for Hand Sanitizer:** The requirement for a manufacturer registration under 21a-70(b) of the Connecticut General

Statutes, and any associated implementing regulations or policies, is suspended to authorize the Commissioner of Consumer Protection to allow pharmacists licensed pursuant to chapter 400j to compound and sell finished hand sanitizer products over the counter to customers requesting this product, provided that the Commissioner shall issue an implementing order to prescribe the rules for such activity, and such activity shall be allowed only upon issuance of such order.

3. **Suspension of Garbing Requirements For Non-Hazardous Compounding of Sterile Pharmaceuticals.** The requirement in Section 20-633b of the Connecticut General Statutes that pharmacies compounding sterile pharmaceuticals, in community pharmacies and institutional pharmacies, meet the garbing requirements set forth in United States Pharmacopeia (USP) Chapter 797 is suspended for the purpose of allowing such pharmacies to continue compounding non-hazardous sterile pharmaceuticals. This suspension shall apply only to the garbing requirements for non-hazardous compounding of sterile pharmaceuticals and shall apply only for the duration of this imminent shortage of personal protective equipment (PPE), as determined by the Commissioner of Consumer Protection. Pharmacies compounding sterile pharmaceuticals shall follow all other relevant state and federal laws and shall comply with all other requirements set forth in United States Pharmacopeia (USP) Chapter 797. Additionally, all deviations from current Standard Operating Procedures (SOPs) for garbing shall be memorialized and dated. The Commissioner of Consumer Protection may issue any implementing orders that she deems necessary.
4. **Refunds of Certain Liquor License Application Fees Permissible.** Section 30-39(b)(2) of the Connecticut General Statutes, is modified to authorize the Commissioner of Consumer Protection to cancel and refund the application fee for a liquor permit to any person or organization who cancels public outings, picnics, social or charitable events, and no longer requires the liquor permit granted for use at the event. The Commissioner may issue any such implementing orders as she deems necessary.
5. **Waiver of Face-to-Face Interview Requirements for Temporary Family Assistance.** Section 17b-688c of the Connecticut General Statutes is suspended to authorize the Commissioner of Social Services to 1) waive prohibitions on temporary family assistance to applicants prior to an applicant's attendance at an employment services interview or participation in development of an employment services plan, 2) to consider the effects of or a pandemic or the response to it as good cause when assessing compliance with any provision of Section 17b-688c, and 3) issue any implementing orders that she deems necessary.
6. **Flexibility to Maintain Adequate Childcare Resources.** The provisions of Sections 10-16p (6), 10-530, 19a-420 through 19a-429, 19a-77, 19a-79 through 19a-87f and 10-530 of the Connecticut General Statutes and any associated regulations, rules, and policies regarding youth camps, family childcare homes, childcare centers, and group childcare homes, are modified to authorize the Commissioner of Early Childhood to temporarily waive any requirements, including licensing requirements, contained therein as she deems

necessary to maintain a sufficient capacity of childcare services or otherwise respond to the need for childcare during this public health and civil preparedness emergency. The Commissioner may issue any implementing orders that she deems necessary.

- 7. Flexibility to Provide For Adequate Healthcare Resources and Facilities.** Sections 19a-610 through 19a-689 of the Connecticut General Statutes and any related regulations, rules, or policies are modified to authorize the Executive Director of the Office of Health Strategy to waive provisions of such sections as she deems necessary to ensure that adequate healthcare resources and facilities are available to respond to the COVID-19 pandemic, and to issue any implementing orders that she deems necessary.

Unless specified herein, each provision of this order shall take effect immediately and shall remain in effect for the duration of the public health and civil preparedness emergency, unless earlier modified or terminated by me.

Dated at Hartford, Connecticut, this 14th day of March, 2020.



Ned Lamont  
Governor

By His Excellency's Command



Denise W. Merrill  
Secretary of the State



**STATE OF CONNECTICUT**

**BY HIS EXCELLENCY**

**NED LAMONT**

**EXECUTIVE ORDER NO. 7I**

**PROTECTION OF PUBLIC HEALTH AND SAFETY DURING COVID-19 PANDEMIC  
AND RESPONSE – MUNICIPAL OPERATIONS AND AVAILABILITY OF  
ASSISTANCE AND HEALTHCARE**

**WHEREAS**, on March 10, 2020, I issued declarations of public health and civil preparedness emergencies, proclaiming a state of emergency throughout the State of Connecticut as a result of the coronavirus disease 2019 (COVID-19) outbreak in the United States and confirmed spread in Connecticut; and

**WHEREAS**, my Executive Order No. 7, dated March 12, 2020, among other things, prohibited gatherings of 250 people or more for social and recreational activities, including but not limited to, community, civic, leisure, and sporting events; parades; concerts; festivals; movie screenings; plays or performances; conventions; and similar activities, and suspended various statutes and regulations to protect public health and safety; and

**WHEREAS**, my Executive Order No. 7A, dated March 13, 2020, authorized the Commissioner of Public Health to restrict entrance into nursing homes and similar facilities to protect people who are most vulnerable to COVID-19; and

**WHEREAS**, my Executive Order No. 7B, dated March 14, 2020, among other things, modified in-person open meetings requirements, waived certain rules to mitigate the critical shortage of hand sanitizer and personal protective equipment (PPE), maintain and increase the availability of childcare, and provide for increased healthcare resources and facilities; and

**WHEREAS**, my Executive Order No. 7C, dated March 15, 2020, among other things, cancelled classes in public schools for at least two weeks, provided for closure and remote conduct of business at Department of Motor Vehicle branches, extended deadlines for municipal budget preparations, and suspended or modified laws and regulations governing health care data and visitation at certain health care and congregate care settings; and

**WHEREAS**, my Executive Order No. 7D, dated March 16, 2020, restricted social and recreational gatherings of all types to fewer than 50 people, closed bars and restaurants to all service except food and non-alcoholic beverage takeout and delivery, closed gyms, fitness centers and movie theaters, and prohibited on-site operations at off-track betting facilities; and

**WHEREAS**, my Executive Order No. 7E, dated March 17, 2020, among other things, waived the requirement for an 180-day school year, suspended fingerprinting availability to that for critical requirements, extended the duration of various licenses and permits under the authority of the Commissioner of Emergency Services and public protection, and suspended certain requirements for recoupment of overpayment and hearings conducted by the Department of Social Services; and

**WHEREAS**, my Executive Order No. 7F, dated March 18, 2020, ordered the closure of Large Shopping Malls, the closure of places of public amusement except public parks and open recreation areas, expanded Medicaid telehealth coverage, waived in-person service, hearing, and screening requirements for certain Probate Court proceedings in vulnerable group care settings, and clarified my order cancelling school classes; and

**WHEREAS**, my Executive Order No. 7G, dated March 19, 2020, ordered the postponement of the presidential primary, suspended non-critical court operations, expanded the availability of telehealth services, and enacted additional public health measures; and

**WHEREAS**, my Executive Order No. 7H, dated March 20, 2020, limited the workplace operations of non-essential businesses, and on-profit, created a process to designate those that are essential, and provided for consistency across the state in governmental response to the COVID-19 pandemic; and

**WHEREAS**, COVID-19 is a respiratory disease that spreads easily from person to person and may result in serious illness or death; and

**WHEREAS**, the World Health Organization has declared the COVID-19 outbreak a pandemic; and

**WHEREAS**, the risk of severe illness and death from COVID-19 appears to be higher for individuals who are 60 years of age or older and for those who have chronic health conditions; and

**WHEREAS**, to reduce spread of COVID-19, the United States Centers for Disease Control and Prevention and the Connecticut Department of Public Health recommend implementation of community mitigation strategies to increase containment of the virus and to slow transmission of the virus, including cancellation of gatherings of fifty people or more and social distancing in smaller gatherings; and

**WHEREAS**, if COVID-10 is transmitted to an elderly person, there is a high risk of serious illness or mortality; and

**WHEREAS**, to ensure that the pandemic or other emergency does not interfere with the continuity of essential safety net programs, and because the Department of Social Services must be able to ensure ongoing delivery of basic assistance; and

**WHEREAS**, the state wishes to ensure that children, seniors, persons with disabilities and other low-income individuals can access their prescription medications covered by Medicaid and Medicare and are able to do so without interruption or delay; and

**WHEREAS**, the HUSKY B program is Connecticut’s Children’s Health Insurance Program that provides health care coverage to approximately 20,000 low- and moderate-income children and the state wishes to ensure that the pandemic does not interfere with these children’s access to medical care, including physician visits and medications; and

**WHEREAS**, Sections 10-234aa through 10-234dd of the Connecticut General Statutes impose certain requirements that vendors providing certain data and technology services agree in writing to privacy protections for student data; and

**WHEREAS**, the cancellation of classes has created an urgent need to continue opportunities for students throughout the state, including through the use of technology, but the urgency of such need precludes the ability to draft, review, and approve certain written contracts; and

**WHEREAS**, the Commissioner of Education has alternative means to assure that student data is afforded privacy protections, including federal student privacy laws, without the use of a written contract; and

**WHEREAS**, Sections 17a-10a and 17a-16 of the Connecticut General Statutes require the Commissioner of the Department of Children and Families to provide visitation with children in facilities that treat children or youth with psychiatric disabilities and with children in such facilities to protect the health and safety of the children and staff; and

**WHEREAS**, Sections 17a-76 and 17a-77 of the Connecticut General Statutes require the filing of an application for commitment of a mentally ill child with the Probate Court and a hearing on the application to be held within ten days of the application being filed; and

**WHEREAS**, Section 20-616 (b) of the Connecticut General Statutes permits a pharmacist to exercise his or her professional judgment in refilling a prescription that is not for a controlled drug, for an up to seventy-two hour supply, without the authorization of the prescribing practitioner, provided (1) the pharmacist is unable to contact such practitioner after reasonable effort, (2) failure to refill the prescription might result in an interruption of a therapeutic regimen or create patient suffering, and (3) the pharmacist informs the patient or representative of the patient at the time of dispensing that the refill is being provided without such authorization and informs the practitioner at the earliest reasonable time that authorization of the practitioner is required for future refills; and

**WHEREAS**, prescribing practitioners may have limited availability due to COVID-19 to provide a written, oral or electronically transmitted order for the refill of a non-controlled substance within seventy-two hours following a refill issued by pharmacist pursuant to 20-616(b); and

**WHEREAS**, the Connecticut Business Corporation Act, Sections 33-600 through 33-998, inclusive, of the Connecticut General Statutes (the “Act”), requires corporations incorporated under the laws of the State of Connecticut to hold annual shareholders’ meetings at a “place” stated in or fixed in accordance with the bylaws of such corporation or at the corporation’s principal office, and precludes the ability to hold such meetings solely by means of remote participation without a place; and

**WHEREAS**, for the protection of the public health, Connecticut corporations should be granted the option to hold shareholders' meetings solely by remote participation, without requiring any representatives of the corporation or any shareholders to gather in a place; and

**WHEREAS**, many other states, including the State of Delaware, permit annual shareholders' meetings to be held solely by remote participation without a place; and

**WHEREAS**, it is in the best interest of the State of Connecticut and the shareholders of Connecticut corporations to have the option to participate in the annual meeting of shareholders solely by remote participation without a place; and

**WHEREAS**, Sections 10-261a(c), 10-261b, 12-19a, 12-20b, 12-63c, 12-110, 12-111, 12-117, and 12-120, of the Connecticut General Statutes and Section 12-2b-11 of the Regulations of Connecticut State Agencies require municipalities to complete specific duties, including but not limited to Net Grand Lists, Assessor Reports, Board of Assessment Appeals applications and decisions, Grand Lists of Taxable and Tax-Exempt Property, Sales Data Reports, and State Owned, College and Hospital Claim Payment in Lieu of Taxes (PILOT) reimbursement claims that require in-person meetings, application filings, and the filing of reports based on completion of these duties, as well as auditing and review by OPM thereafter, which are likely to be delayed due to closures and staffing shortages arising from the public health and civil preparedness emergency declared to respond to COVID-19; and

**WHEREAS**, Sections 12-110, 12-111, 12-117 and 12-170aa of the Connecticut General Statutes require the in-person filing of applications that create increased risk of transmission of COVID-19; and

**WHEREAS**, Section 85 of Public Act 20-1 imposes new reporting requirements, including specific property data for tax exemptions under Subsections 60, 70, 72 and 76 of Section 12-81 by May 1, 2020; and

**WHEREAS**, Sections 14, 97a, 98, 103, 124, 126, 246, 368k, 440, 444, 446i of the Connecticut General Statutes require persons to participate in the process of various municipal decisions that require in-person, face-to-face interactions, meetings, filings, or service of process between various persons, and such activities are likely to be delayed or compromised due to closures and related staffing or quorum shortages arising from the public health and civil preparedness emergency declared to respond to COVID-19; and

**WHEREAS**, the in-person contact required for the aforementioned activities create an increased risk of transmission of COVID-19; and

**WHEREAS**, it is in the public interest to continue municipal functions and decision-making, including budgetary and land use decisions, to the extent feasible without in-person, face-to-face interactions; and

**WHEREAS**, upon a proclamation that a civil preparedness emergency exists, section 28-9(b) of the Connecticut General Statutes authorizes the modification or suspension in whole or in part by

executive order of any statute or regulation or requirement or part thereof that conflicts with the efficient and expeditious execution of civil preparedness functions or the protection of public health;

**NOW, THEREFORE, I, NED LAMONT**, Governor of the State of Connecticut, by virtue of the authority vested in me by the Constitution and the laws of the State of Connecticut, do hereby **ORDER AND DIRECT**:

1. **Suspension of requirements that public assistance eligibility reinvestigations be conducted at least every 12 or 24 months.** Section 17b-104 and any implementing regulations, rules, or policies are modified to provide the Commissioner of Social Services, to the extent permitted by federal law, the discretionary authority to suspend or extend the time frames for establishing eligibility reinvestigations for public assistance programs, and issue any required implementing orders she deems necessary.
2. **Suspension of copayments for full benefit dually eligible Medicare Part D beneficiaries.** Section 17b-265d(c) is modified to eliminate the requirement that full benefit dually eligible beneficiaries are responsible for copayments of up to \$17.00 per month (aggregate for all prescriptions) for their medications covered by Medicare Part D, and authorize the Department of Social Services to cover the copayment amounts in full, after any other insurer has paid, during the public health emergency. The Commissioner of Social Services may issue any implementing order or modification to the requirements of Section 17b-265d(c) that she deems necessary consistent with this order.
3. **Suspension of copayments for HUSKY B clients.** Section 17b-295(a) is suspended to eliminate HUSKY B copayments and authorize the Department of Social Services to reimburse providers for the full reimbursement amount for services subject to the copayment, including the copayment amount. This suspension applies to copayments only and does not apply to other forms of HUSKY B cost sharing; HUSKY B families will continue to be responsible for monthly premiums and co-insurance and allowances for dental services. The Commissioner of Social Services may issue any implementing order or modification to the requirements of Section 17b-295(a) that she deems necessary consistent with this order.
4. **Suspension of limitations on refills of non-maintenance medications for HUSKY beneficiaries.** Section 17-134d of the Connecticut General Statutes and any implementing regulations, rules or policies are modified to authorize the Commissioner of Social Services to reimburse providers for supplies of both maintenance and non-maintenance medications for a period of up to ninety (90) days, regardless of the quantity of the supply, and to issue any necessary implementing order. This modification does not apply to controlled substances.

5. **Flexibility related to the Student Data Privacy Act.** For the duration of the period of school closure or class cancellation pursuant to any Executive Order or order of the Commissioner of Education, unless modified, extended, or terminated by me, or, if applicable, the Commissioner, the provisions of Sections 10-234aa through 10-234dd, inclusive, and any associated regulations, rules, and policies regarding contracts between boards of education and contractors regarding contracting, sharing, or providing access to student information, are modified to authorize the Commissioner of Education to temporarily waive any requirements contained therein as he deems necessary in order to provide quality online educational opportunities to students during the period in which schools classes are canceled due to the COVID-19 pandemic.
6. **Limits on Visitation with Children Placed in the Care and Custody of the Department of Children and Families.** Notwithstanding Section 17a-10a of the Connecticut General Statutes or any other statute, regulation, local rule or ordinance or provision of law, the Commissioner of the Department of Children and Families is authorized to issue any and all orders restricting visitation with children placed in the care and custody of the commissioner pursuant to an order of temporary custody or an order of commitment, that the Commissioner deems necessary to protect the health and welfare of such children and staff.
7. **Limits on Visitors to Facilities That Treat Children or Youth with Psychiatric Disabilities.** Notwithstanding Section 17a-16 of the Connecticut General Statutes or any other statute, regulation, local rule or ordinance or provision of law, the Commissioner of the Department of Children and Families and the head of a facility or institution under the Commissioner's jurisdiction are authorized to issue any and all orders restricting entrance into facilities, as defined in Section 17a-32 of the Connecticut General Statutes, including the Albert J. Solnit Children's Center - South Campus, and the Albert J. Solnit Children's Center - North Campus, that the Commissioner deems necessary to protect the health and welfare of patients, residents and staff.
8. **Waiver of In-person Service, Screening and Hearing Requirements for Facilities that Have Limited Visitor Access to Protect Public Health.** Notwithstanding sections 17a-76 and 17a-77 of the Connecticut General Statutes, (1) any requirement for personal service is waived as it relates to any child or youth currently located in a facility operated by the Department of Children and Families that has restricted visitor access under an emergency order issued by a state agency pursuant to an Executive Order, and service may be made by serving an administrator or the administrator's designee provided that the administrator or administrator's designee shall sign a certification, provided by the process server, that the named child or youth is currently

located in the facility and that the administrator or administrator's designee will personally serve the named party; and (2) any requirement for an in-person meeting, hearing, or screening is waived and meetings, hearings, or screenings may take place by any other method that allows for the participation of the interested parties. For the purposes of this order, "administrator" shall mean the facility director or such other person with administrative oversight of the facility who is on site at the time of service.

9. **Pharmacist Discretion in Refilling Certain Prescriptions for Longer Periods.** Section 20-616(b) of the Connecticut General Statutes are modified to permit a pharmacist to exercise his or her professional judgment in refilling a prescription that is not for a controlled drug, as defined in section 21a-240, for a quantity of drug not to exceed a thirty-day supply based on the same criteria set forth in such section for a refill that was not to exceed a seventy-two hour supply.
10. **Commissioner Authority to Modify Pharmacy Operation Regulations.** Section 20-576-59 of the Regulations of Connecticut State Agencies is modified to permit the Commissioner of the Department of Consumer Protection, rather than the Commission of Pharmacy, to grant a waiver or modification of any regulation pertaining to the operation of a pharmacy utilizing the same criteria that would otherwise be considered by the Commission of Pharmacy.
11. **Suspension of In-Person Shareholder Meeting Requirements.** Section 33-703 of the Connecticut General Statutes is modified to provide a new clause (c), to read in its entirety as follows: “(c) The board of directors may determine that any meeting of shareholders shall not be held at any place and shall instead be held solely by means of remote communication, but only if the corporation implements the measures specified in subsection (b) of this Section 33-703. The board of directors shall make the list of shareholders entitled to vote available for inspection by any shareholder beginning two business days after notice of the meeting is given for which the list was prepared and continuing through the meeting on a reasonably accessible electronic network, provided that the information required to access such list is provided with the notice of the meeting. The corporation may take reasonable steps to ensure that such information is available only to shareholders of the corporation. Any statute, regulation or requirement, or part thereof, or any bylaw of the corporation, inconsistent with this clause (c) shall be inoperative for the effective period of this Section 33-703(c), and any such meeting shall be deemed validly held if notice of the meeting is given during the effective period of this Section 33-703(c).”

**12. Extension of Budget Adoption Deadlines - Additional Municipal Bodies.**

For purposes of the provisions set forth under Executive Order 7C, paragraph 5, regarding “Extension of Municipal Budget Adoption Deadlines,” as well as for the provisions set forth in this order, the term “municipal” or “municipality” shall include all municipalities and quasi-municipal corporations, whether created by statute, ordinance, charter, legislative or special act, including but not limited to any town, city or borough, whether consolidated or unconsolidated, any village, school, sewer, fire, lighting, special services or special taxing districts, beach or improvement association, any regional water or resource recovery authority or any other political subdivision of the state or of any municipality having the power to make appropriations or to levy assessments or taxes.

**13. Suspension of In-Person Budget Adoption Requirements for Municipalities.**

Notwithstanding any contrary provision of the Connecticut General Statutes, including Title 7, or any special act, municipal charter or ordinance that conflicts with this order, the legislative body of a municipality or, in a municipality where the legislative body is a town meeting, the board of selectmen, shall authorize the budget-making authority within said municipality to adopt a budget for the July 1, 2020 – June 30, 2021 fiscal year and to set a mill rate sufficient, in addition to the other estimated yearly income of such town and in addition to such revenue surplus, if any, as may be appropriated, not only to pay the expenses of the municipality for said fiscal year, but also to absorb the revenue deficit of such town, if any, at the beginning of said fiscal year without holding votes required by charter or without complying with any in-person budget adoption requirements, including but not limited to, annual town meetings requiring votes, referendum, and special town meetings. In so acting, the budget-making authority of the municipality shall comply with public meeting requirements consistent with requirements set forth in Executive Order 7B and shall thereby take all reasonable steps to publicize the draft municipal budget for said fiscal year and to receive public comment thereon, including but not limited to publishing draft budgets on the website and providing an email address or other means for the public to submit timely comments on the proposed budget.

**14. Suspension of In-Person Budget Adoption Requirements for Regional Boards of Education.**

Notwithstanding any contrary provision of the Connecticut General Statutes, including Title 10, or any special act, regional plan, municipal charter or ordinance that conflicts with this order, any regional board of education shall adopt a budget for the July 1, 2020 – June 30, 2021 fiscal year which otherwise complies with the requirements of Section 10-51 of the Connecticut General Statutes without complying with any in-person budget adoption requirements, including but not limited, annual district budget

meetings requiring votes, referendum, and special district meetings. In so acting, the regional board of education shall comply with public meeting requirements consistent with requirements set forth in Executive Order 7B and take all reasonable steps to publicize the proposed budget for said fiscal year and to receive public comment thereon, including but not limited to publishing draft budgets on the website and providing an email address or other means for the public to submit timely comments on the proposed budget.

15. **Extension of Municipal Deadlines and Waiver of Penalties Related to Municipal Planning, Assessment and Taxation.** The deadlines set forth under Sections 10-261a(c), 12-63c, 12-110, 12-111, 12-117, and 12-120, of the Connecticut General Statutes and Section 12-2b-11 of the Regulations of Connecticut State Agencies, for Net Grand Lists, Assessor Reports, Board of Assessment Appeals applications and decisions, Grand List of Taxable and Tax-Exempt Property, Sales Data Reports, and State Owned, College and Hospital Claim Payment in Lieu of Taxes (PILOT) reimbursement claims are extended without penalty. Additionally, the penalty provisions set forth under Sections 10-261b, 12-19a, and 12-20b of the Connecticut General Statutes are suspended.
16. **Suspension of In-Person Filing Requirements Related to Municipal Planning, Assessment and Taxation.** The requirement under Sections 12-110, 12-111, 12-117 and 12-170aa of the Connecticut General Statutes for a taxpayer to appear in person are suspended to the extent necessary to permit any public agency to meet and take such actions authorized by law without permitting or requiring in-person participation in such meetings or filings, and to hold such meetings or obtain necessary information remotely by conference call, videoconference, electronic communication, or other technology, consistent with requirements set forth in Executive Order 7B.
17. **Suspension of Deadlines and Modification of Public Hearing and Appeals Requirements for Assessment and Taxation.** The appeals deadlines set forth under Section 12-19b and 12-20b for the valuation, revaluation, and appeals related to land and buildings for grants and property of private colleges and general hospitals for purposes of state grants in lieu of taxes are suspended.
18. **Extension of New Reporting Requirements on Property.** The reporting requirements set forth under Section 85 of Public Act 20-1 requiring additional specific property data for tax exemptions under Subsections 60, 70, 72 and 76 of Section 12-81 are suspended.
19. **Suspension, Modification and Clarification of Certain Municipal Procedural Requirements and Time Limitations Regarding Notice,**

**Commencement and Holding of Public Hearings, Decisions, and Appeals.**

In connection with Executive Order 7B (1), dated March 14, 2020, and in order to further prevent the potential health threat and spread of COVID-19 to any person who might otherwise participate in the process of submitting, reviewing, hearing, discussing, deciding, or appealing any municipal decision or action regarding any petition, application or other proposal, or in the adoption or amendment of any municipal plan, regulations or ordinances, under specific Sections of Connecticut General Statutes Chapters 14, 97a, 98, 103, 124, 126, 246, 368k, 440, 444, 446i, and the repealed Section 14-55, if and to the extent such repealed section is revived by current judicial action, and any related special act(s), and municipal charter, ordinance, resolution, or regulation (all such state and municipal laws and regulations being, collectively, the “Covered Laws”); any provision of such Covered Laws that establish procedural requirements for municipal decisions and that conflict with this order, is suspended and modified, as enumerated below, and as hereafter provided:

- a. Any time deadlines contained in the Covered Laws that may pass or expire during the public health and civil preparedness emergency declared by me on March 10, 2020 (“state of emergency”) are extended by an additional 90 days for any and all of the following circumstances: the commencement or completion of any public hearing; the rendering of any decision required to be made within a particular period; and the submission or reporting by any municipality to any agency or quasi-public agency of the State; provided, however, that such preceding 90-day extension shall not apply to any time extensions that are already expressly allowed by the Covered Laws, meaning that, for example, a decision for which the statute already allows up to a total of 65 days of extension (such as site plan decisions) may be further extended by no more than an additional 90 days, for a total of 155 extension days (in this example); and further provided that each individual petition, application, or other proposal, or adoption or amendment of any municipal plan, regulations, or ordinance shall only obtain one 90-day extension period in total, which may be allocated, in part, by an applicant or municipality or agency, for each deadline period, and not multiple 90-day extensions for each time deadline related thereto.
- b. If the 90-day demolition delay required by Section 7-147j would commence or expire during the state of emergency, such period of delay shall be extended for 90 days.

- c. Any Covered Law requiring a municipality or agency to publish any notice or notices in a newspaper of general or substantial circulation is suspended and modified to allow a single notice to be published electronically on a municipality's or agency's website, provided the earlier deadline required for posting notice by the Covered Law is maintained for the electronic posting, and such posting shall remain visible on the municipality's or agency's website until completion of the action, meeting, or proceeding for which such notice is provided, and for any notice of decision, for the duration of the applicable appeal period provided by the Covered Laws.
- d. Any Covered Law requiring any notice to be filed in the office of any municipal clerk, including any town, city, borough, or district clerk, is suspended and modified to allow said notice to be posted electronically on a municipality's website, provided the deadline required for posting remains unchanged, and such posting shall remain visible on the municipality's or agency's web site until the completion of the action, meeting, or proceeding for which such notice is provided, and for any notice of decision, for the duration of the applicable appeal period provided by the Covered Laws.
- e. Any Covered Law requiring a physical sign to be posted in relation to any zoning, inland wetlands, planning, or historic district petition, application or proposal, may be satisfied by the electronic posting on a municipality's website described in paragraph (c) above.
- f. Any Covered Law requiring direct or personal notice by mail from a municipality, agency or applicant to any other person, agency, municipal clerk (including any town, city, borough, or district clerk), municipality, utility company or water company regarding the filing or pendency of any petition, application, or other proposal is suspended and modified to allow said notice requirement to be satisfied by electronic mail notification, if electronic mailing addresses are known or reasonably available for the party to be noticed, provided the same deadline for publication of the electronic notice is met; provided that if electronic mailing addresses are not known or reasonably available, said notice requirement is satisfied by: (i) the posting of a physical, weatherproof sign of at least two feet by three feet in area, in a prominent location on the parcel of land which is

the subject of any petition, application, or proposal, specifying the existence of such petition, application, or proposal, and information regarding the date, time, and location of any hearings (including remote access details) related thereto, provided that such sign shall be posted for the duration of the period for which notice is otherwise required by the Covered Laws; or (ii) the mailing of letters (via regular U.S. mail) to addressees provided by a municipality or agency, or agent thereof, where the noticing party has relied in good faith on the accuracy and completion of said list of addressees.

- g. Any Covered Law prescribing the procedure for any petition, including petition of a decision, to an agency or legislative body, is suspended and modified to allow such petition to be signed electronically (including by pdf or other imaging technology or compilation of emails or other electronic communication) and to allow applicable notice requirements to be fully satisfied by electronic mail notice of such petition on the designated entity. The time period to commence and submit said petition shall remain unchanged.
- h. Any Covered Law prescribing the procedure for commencement of an appeal of a decision to the Superior Court and associated service of process is suspended and modified to permit any such appeal to be commenced by a proper officer by electronic mail notice on the designated municipal clerk (including any town, city, borough, or district clerk). The time period to commence said appeal shall remain unchanged. Municipalities shall clearly post the email address to be used for the electronic service on their website. Notwithstanding C.G.S. Section 6-32, the damages clauses which may result from a state marshal's failure to duly comply with any service requirements of section 6-32(a), to the extent such requirements conflict with this Section 19 of this order, are suspended.
- i. Any Covered Law prescribing the procedure for commencement of an appeal of a decision by a zoning enforcement officer or an agent for an inland wetland agency is suspended and modified to permit any such appeal to be commenced by regular mail or by electronic mail notice to the zoning commission, zoning enforcement officer, zoning board of appeals or inland wetlands agency, as appropriate. The time period to commence said appeal shall remain unchanged.

- j. The suspensions and modifications specified in this, Section 19 of this order, are hereby permitted, provided, however, that: (1) the municipality, within a reasonable time after the reopening of the relevant office, include printed or electronic confirmations of all modifications, extensions, notices, and decisions in the permanent office records, (2) any document required by the Covered Laws to be recorded or filed in the town, borough, district or city clerk records be recorded or filed, as applicable, within a reasonable time thereafter; and (3) any municipality may, by declaration of head of an agency accepting or administering applications, waive any rules, regulations, or policies related to any requirement that applications to such municipal agency be submitted in paper copy or in duplicate.

Unless otherwise specified herein, this order shall take effect immediately and shall remain in effect for the duration of the public health and civil preparedness emergency, unless earlier modified or terminated by me.

Dated at Hartford, Connecticut, this 21st day of March, 2020.



Ned Lamont  
Governor

By His Excellency's Command



Denise W. Merrill  
Secretary of the State



Daique Hu

28 Meadowood Rd, Mansfield, 06268

daique.hu@uconn.edu

## VARIANCE APPLICATION

A variance is a waiver of a provision of the zoning regulations which can be granted at the discretion of the Zoning Board of Appeals only on the grounds of hardship for the particular property involved. This means that if the zoning regulations are strictly enforced, exceptional difficulty or unusual hardship will result. Unusual shape or topography or other characteristics which would interfere with its reasonable use are examples of hardships which can be valid grounds for a variance. Personal or financial hardship for the owner, or hardship which is the result of the applicant's own actions, cannot be considered sufficient grounds to grant a variance.

With this in mind, please complete the following carefully.

Describe the proposed project:

A walkway build with treated lumber. Foundation was using concrete to fix support ladders.

Foundation depth is 35 cm. Total length of the walkway is 18cm and 1.8m wide. One end is right on front door step, another end is extend to road.

Attach an additional sheet if needed.

Describe the specific hardship claimed:

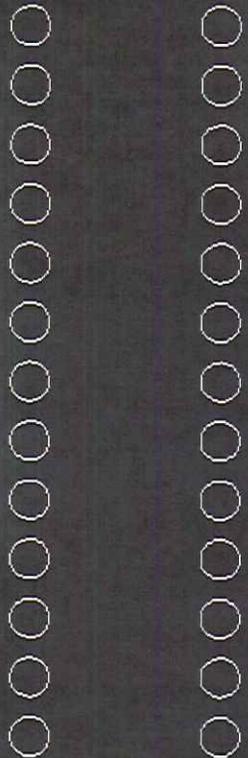
The reason to build this walkway is because the house is locate at the lowest area of yard. when rainy day or snow day comes, the ~~road~~ way to house will become muddy and frozen. In order to fix this problem, we build the walkway off the ground to avoid water or snow collect in the middle of the yard.

Attach a copy of the site plan. A site plan should be an accurate scale drawing of your property showing pertinent details with accurate distance specified. (It is not necessary to have a professional site plan prepared, but it is important that the plan be accurate.) If any sign is proposed, a scaled elevation drawing must be attached.

Include a list of the names and addresses of all abutting property owners. (A property owner across a road or stream is considered abutting.) These names may be secured from the Assessor.

A neighborhood opinion sheet will be sent to you with the notice of your hearing. It is important that you have this signed by as many neighbors as possible. In so doing, you should explain your proposal so they may express their approval or disapproval. Neighborhood opinion is also sought at the hearing. The submission of the neighborhood opinion sheet is required as part of the application process. This does not mean that all abutting property owners must sign the sheet as long as a good faith effort has been made by the applicant to obtain neighborhood opinion.

Distance between two hole: 1.2m



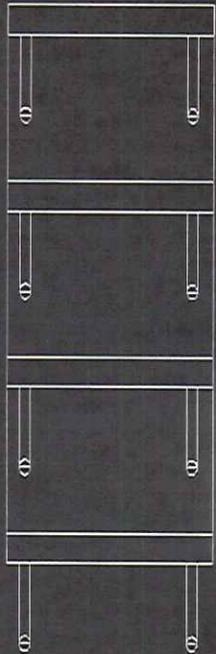
Diameter of each hole: 15cm

Total length 18m

Diameter: 15cm

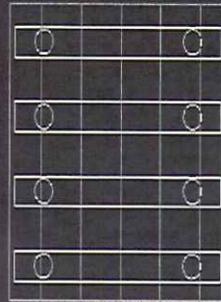
depth 35cm

width with 175cm



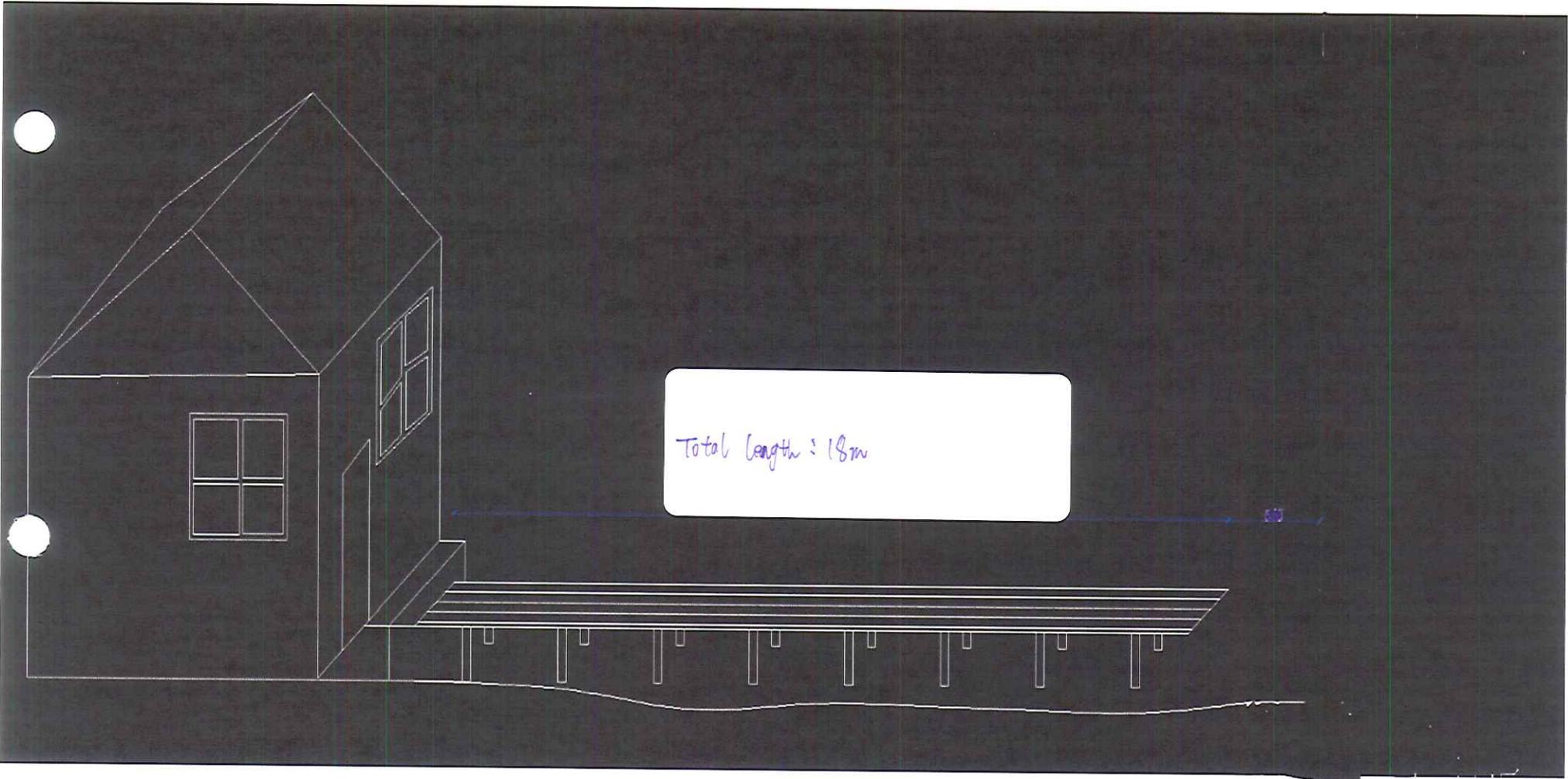
attach with  
steel clip

Foundation fixed with ~~stone~~  
concrete.

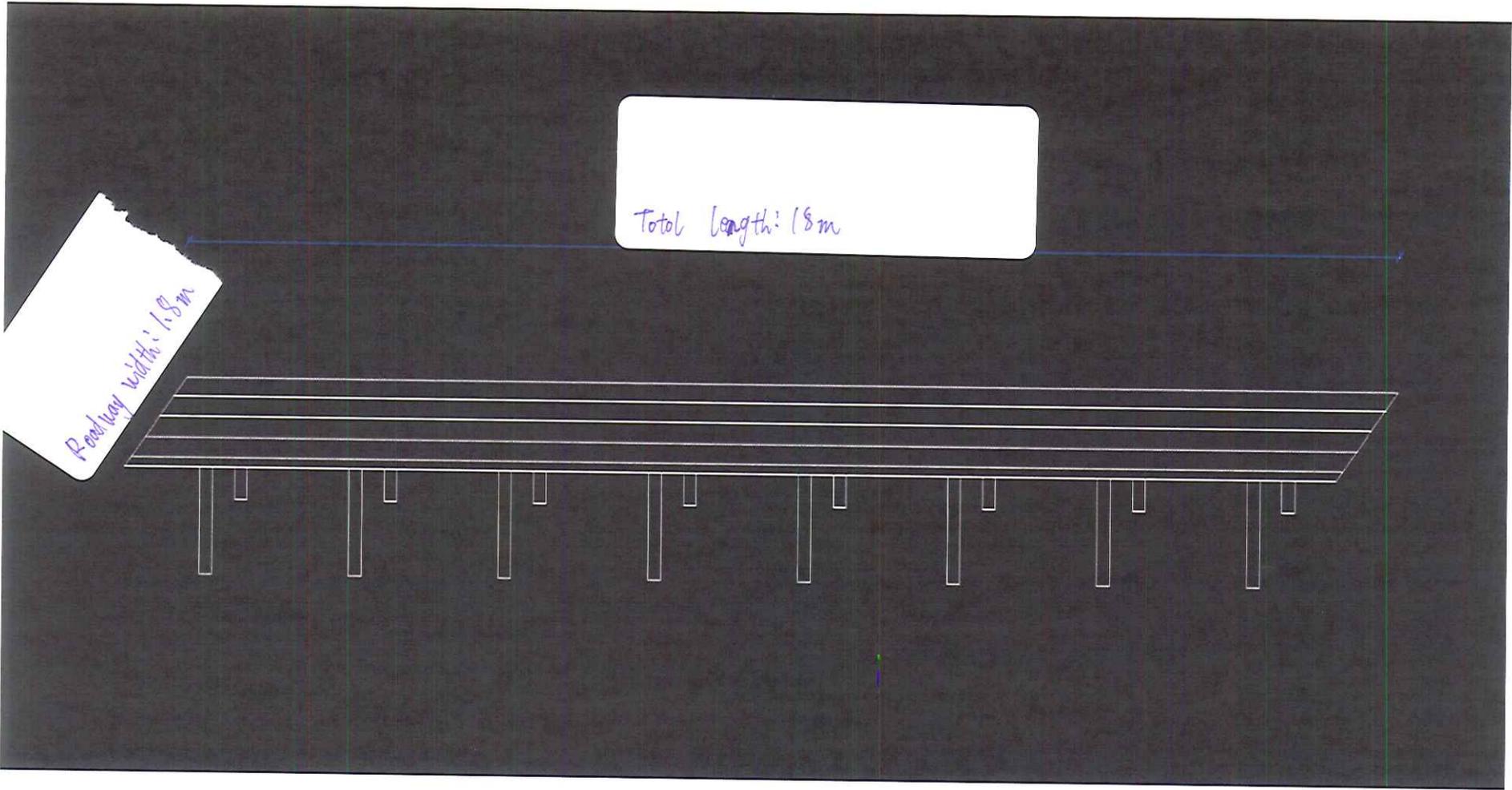


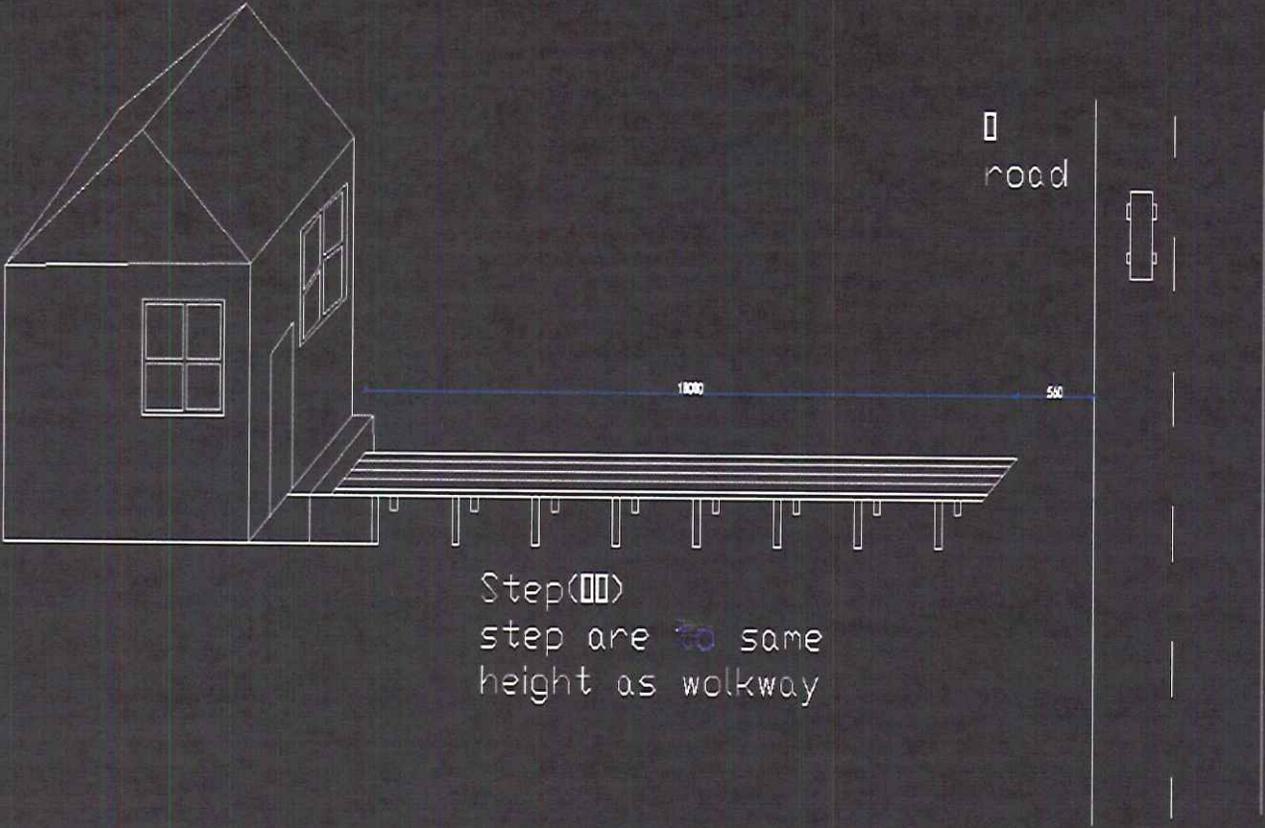
width with 175cm

Nail wood board on skeleton



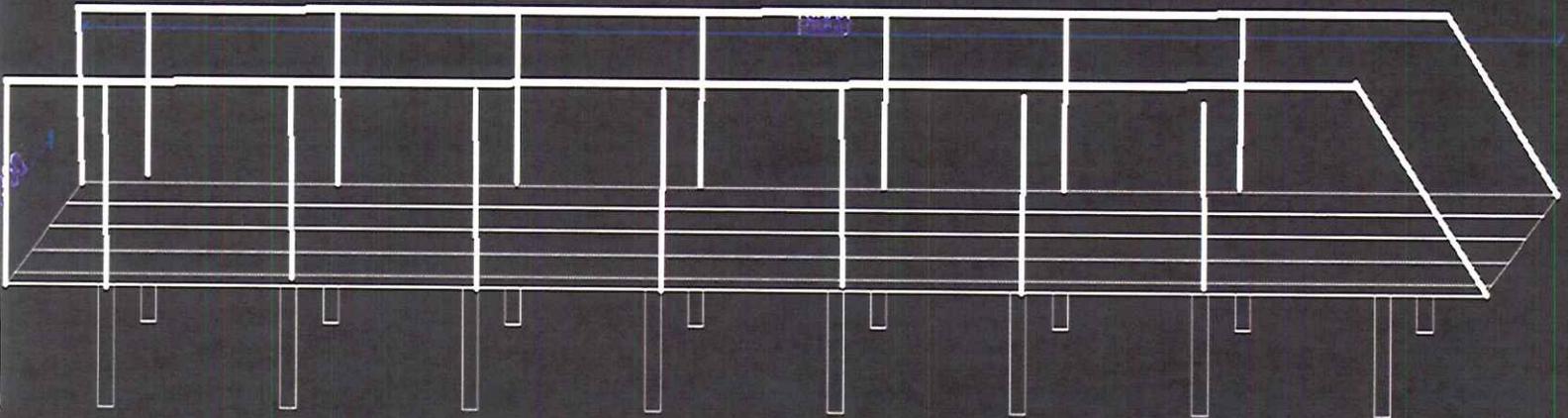
Total length : 18m



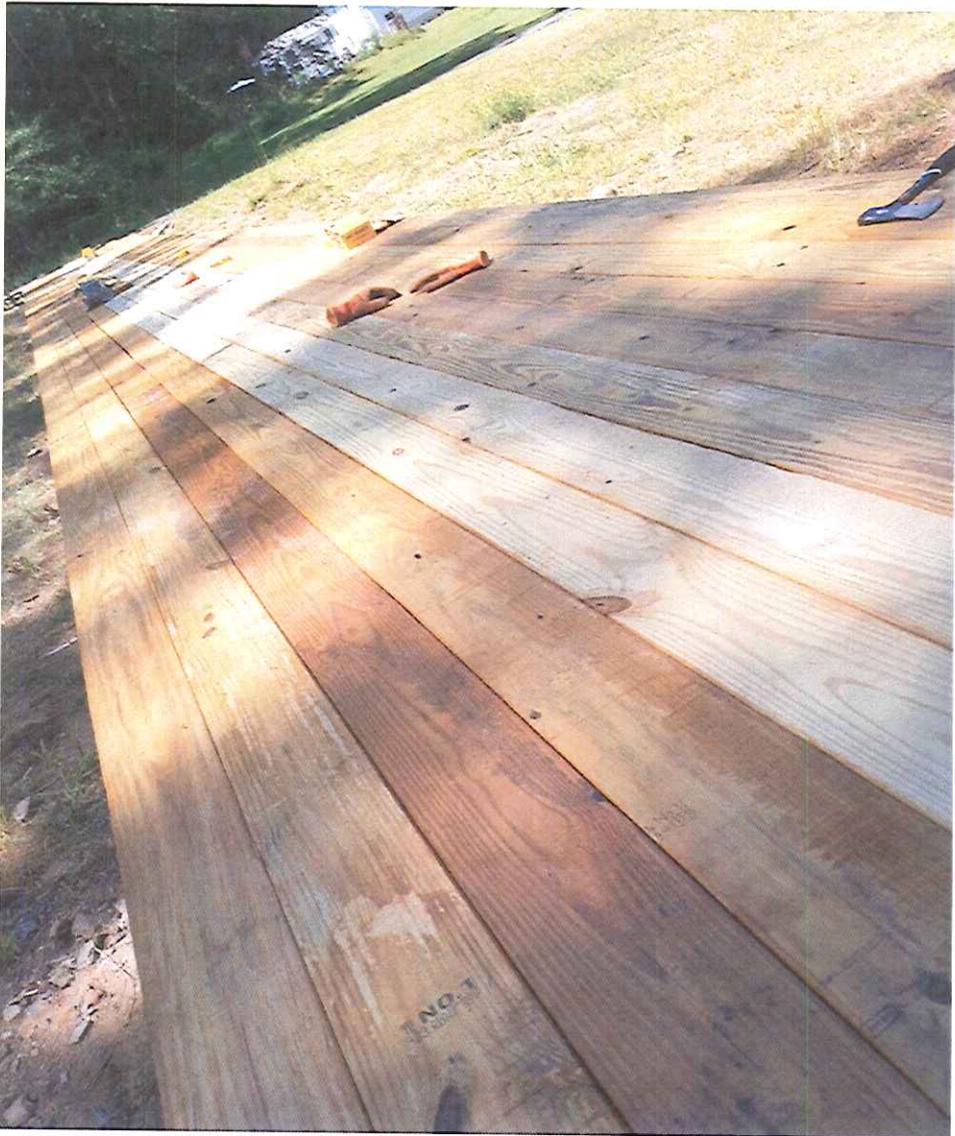


Step(00)  
step are to same  
height as walkway

Handrail  
height: 90cm





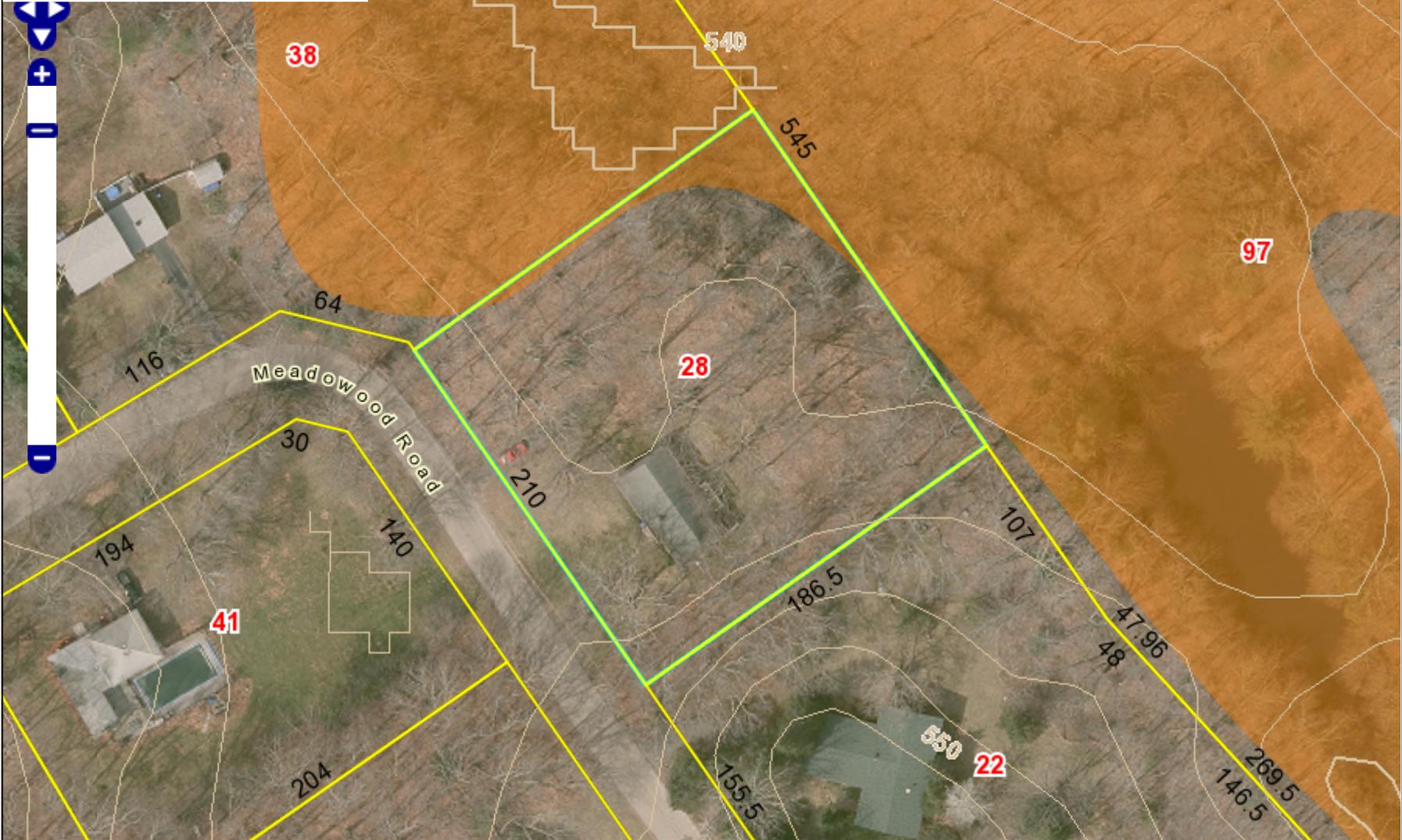








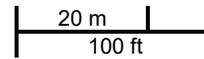
# 28 Meadowood Road



## Town of Mansfield, Connecticut

Selected Parcel: 28 MEADOWOOD RD ID: 15.21.21

Printed 2/19/2020 from <http://www.mainstreetmaps.com/ct/mansfield/internal.asp>



Estimated  
Total Cost:

ZONING PERMIT

No. 91-64  
LOT 5 ON MAP

Town of Mansfield  
Planning and Zoning Commission

\$ 25,000

Date 7/16/64

I, Ronald S. Janice of August Drive No. 100  
(Name) (Mailing Address)

hereby make application for a Zoning Permit for single family dwelling  
(Land Use)  
which (~~is~~/is to be) located on Meadowood Rd.

in the Town of Mansfield, the owner of record of which on this date is South Windsor Const. Co.

Ronald S. Janice  
(Applicant's Signature)

Zone R-1 Lot Size 39,060 Sq. Ft. Livable Floor Area 1,557

Property Line Clearances: Lot frontage 210 ft. Rt. Side yard 27 ft.  
Front yard depth 52 ft. Left Side yard 129 ft. Rear yard depth 106 ft.

DO NOT WRITE BELOW THIS LINE

\*\*\*\*\*

Requirements (Check): Fee pd.

Duplicate Plot Plan 1"=50'   
Lot Dimensions   
Structures: Size   
Location

Water Supply  R.S.  
Drainage Facilities  R.S.  
Parking   
Signs none

Special Permit: Yes ..... No  No .....

Viewed site ..... Date .....

Meets minimum: Lot size ..... Floor area ..... Property line clearances ...

South Windsor Const. Co. is authorized to proceed with the  
construction of a single-family dwelling

which (~~is~~/is to be) located on Meadowood Rd. in the Town of  
Mansfield, the owner of record of which on this date is South Windsor Const. Co.

Robert G. Anderson  
Zoning Officer

Date July 13, 1964

Permit Denied .....

Reasons: .....

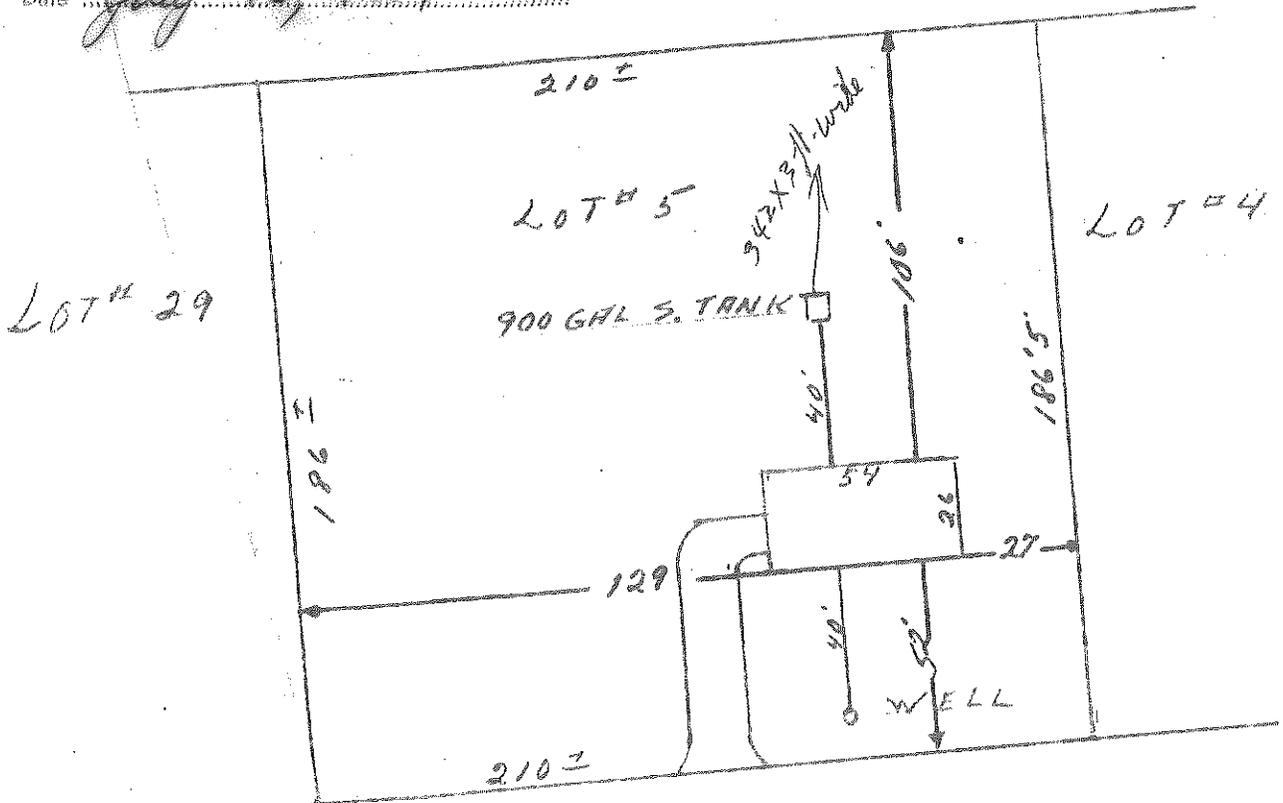
**APPROVED**

MANSFIELD

PLANNING & ZONING COMMISSION

By Robert G. Anderson

Date July 13, 1964



MEADOWOOD ROAD  
PLOT PLAN LOT # 5  
STORRS CONN SCALE 1" = 50'  
DRAWN BY R. A. GRENIER

Section 3.25

Rural - Agricultural Zone  
BULK REGULATIONS

District	Group	For Uses Listed Below	The Following Bulk Regulations Apply							
			Max. Floor Area Ratio	Min. Lot Area in Square Feet	Min. Lot Frontage and Lot Width in Feet	Min. Required Front Yard, Depth in Feet	Min. Required Side Yard, Width in Feet	Total Width Required Side Yards in Feet	Required Rear Yard, Depth in Feet	Max. Building Height in Feet for Buildings
RA	A	Single-family Detached Residences	0.15	40,000	150	50	25	50	50	30
RA	B	Multi-family Residences	0.20	6,000 per dwelling unit	300	100	100 *	200	100	30
Special Requirements in all Districts for Non-Conforming Lots				Existing Lot Size as per Mansfield Land Records, 4/28/59	Existing Lot Size as per Mansfield Land Records, 4/28/59	1/3 of Frontage	1/6 of Frontage	1/3 of Frontage	1/3 of Frontage	30 Feet

(See Also Section 3.1, 5.5 and 5.6)

\* If there is more than one residential structure on the same parcel, at least fifty feet must be provided between such structures.

Cl

**Legal Notice**

**LEGAL NOTICE**

The Mansfield Zoning Board of Appeals will hold a public hearing at 6:30 p.m. on Tuesday, February 25, 2020, in the Council Chambers of the Audrey P. Beck Municipal Building, 4 South Eagleville Rd, to hear comments on the application for a variance to the minimum front yard setback requirements to authorize a bridge-like structure 0 feet from the front property line at 28 Meadowood Road (Parcel ID: 15.21.21) Daiyue Hu owner/applicant.

At this public hearing, interested parties may appear and written communications may be received. No information shall be received after the close of the public hearing. Additional information is available in the Mansfield Planning Office.

Richard Brosseau, Chairman  
Robert Stearns, Secretary

**For all your Local News,  
Sports and Information:  
the Chronicle  
theChronicle.com**

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Richard Brosseau, Chairman  
Robert Stearns, Secretary

Published 2/13/20  
3 2/19/20

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Richard Brosseau, Chairman  
Robert Stearns, Secretary

TO BE PUBLISHED ON: Thursday, February 13<sup>th</sup>, 2020 and Wednesday, February 19<sup>th</sup>, 2020

**From:** [Jillene B. Woodmansee](mailto:jillene.woodmansee@mansfieldct.org)  
**To:** ["daiyeu.hu@uconn.edu"](mailto:daiyeu.hu@uconn.edu)  
**Cc:** [Linda M. Painter](mailto:Linda.M.Painter@mansfieldct.org)  
**Subject:** ZBA Application  
**Date:** Monday, February 3, 2020 8:31:00 AM

---

Please contact me to schedule a meeting to discuss requirements for the upcoming ZBA meeting.

**Jillene Woodmansee**  
*Planning Specialist*

860.429.3341  
[jillene.woodmansee@mansfieldct.org](mailto:jillene.woodmansee@mansfieldct.org)  
[mansfieldct.gov](http://mansfieldct.gov)



**From:** [Jillene B. Woodmansee](mailto:Jillene.B.Woodmansee@daiyeu.hu@uconn.edu)  
**To:** ["daiyeu.hu@uconn.edu"](mailto:daiyeu.hu@uconn.edu)  
**Cc:** [Linda M. Painter](mailto:Linda.M.Painter@mansfieldct.org); ["emmy.galbraith@mansfieldct.org"](mailto:emmy.galbraith@mansfieldct.org)  
**Subject:** FW: ZBA Application  
**Date:** Friday, February 7, 2020 8:59:00 AM

---

I am again reaching out to you regarding your upcoming public hearing for the ZBA application. We are bound by statutory deadlines to do certain tasks before the public hearing. Please contact me to set up a meeting

---

**From:** Jillene B. Woodmansee  
**Sent:** Monday, February 3, 2020 8:32 AM  
**To:** 'daiyeu.hu@uconn.edu' <daiyeu.hu@uconn.edu>  
**Cc:** Linda M. Painter <PainterLM@mansfieldct.org>  
**Subject:** ZBA Application

Please contact me to schedule a meeting to discuss requirements for the upcoming ZBA meeting.

**Jillene Woodmansee**  
*Planning Specialist*

860.429.3341  
[jillene.woodmansee@mansfieldct.org](mailto:jillene.woodmansee@mansfieldct.org)  
[mansfieldct.gov](http://mansfieldct.gov)



**From:** [Jillene B. Woodmansee](mailto:jillene.woodmansee@mansfieldct.org)  
**To:** "daiyeu.hu@uconn.edu"  
**Cc:** [Linda M. Painter; "emmy.galbraith@mansfieldct.org"](mailto:Linda M. Painter; emmy.galbraith@mansfieldct.org)  
**Subject:** Forms for Meadowood Rd.  
**Date:** Monday, February 10, 2020 11:12:00 AM  
**Attachments:** [Application.xls](#)  
[ZBA Abutters Notice-Fillable Form.pdf](#)  
[ZBA Notice Reminders-updated 10 02 2019.pdf](#)  
[Abutters List 12-2019.html](#)

---

I am trying once again to contact you regarding the upcoming ZBA meeting on February 28<sup>th</sup>. There are several items that must be completed prior to the public hearing date.

1. Please post the large public notice sign on your property where it is visible from the street at least (ten) 10 days prior to the hearing. If the sign is damaged due to weather, please contact the Planning Office immediately to obtain a replacement sign. Signs are available here in the Planning Office for you to pick up.
2. The notice to abutters must be sent by ***Certified Mail*** at least ten (10) days prior to the public hearing. You must include the following information with the form:
  - ZBA Application Form
  - A description of the request
  - A scale drawing of the project on the applicant's property showing pertinent details with dimensions specified relative to the existing structure. [Abutters List Is attached.](#)
  - Proof of mailing (green and white receipts) must be submitted to the Department of Planning and Development prior to the public hearing.
3. Please complete the Application form attached and supply it to this office at your earliest convenience.

If these items are not completed within the stated time deadlines, the hearing may not be able to go forward.

**Jillene Woodmansee**  
*Planning Specialist*

860.429.3341  
[jillene.woodmansee@mansfieldct.org](mailto:jillene.woodmansee@mansfieldct.org)  
[mansfieldct.gov](http://mansfieldct.gov)





**From:** [Jillene B. Woodmansee](#)  
**To:** "[Daiyue.hu@uconn.edu](mailto:Daiyue.hu@uconn.edu)"  
**Cc:** [Linda M. Painter](#)  
**Subject:** ZBA upcoming meeting  
**Date:** Monday, May 11, 2020 1:02:00 PM

---

I really need to hear from you regarding your application to the ZBA for a variance for the structure. Please contact me ASAP.

**Jillene Woodmansee**  
*Planning Specialist*

860.429.3341  
[jillene.woodmansee@mansfieldct.org](mailto:jillene.woodmansee@mansfieldct.org)  
[mansfieldct.gov](http://mansfieldct.gov)



**From:** [Jillene B. Woodmansee](mailto:Jillene.B.Woodmansee)  
**To:** "[Daiyue.hu@uconn.edu](mailto:Daiyue.hu@uconn.edu)"  
**Cc:** "[emmy.galbraith@mansfieldct.org](mailto:emmy.galbraith@mansfieldct.org)"; [Jennifer S. Kaufman](mailto:Jennifer.S.Kaufman)  
**Subject:** Public Hearing for Zoning Board of Appeals relative to 28 Meadowood  
**Date:** Thursday, June 11, 2020 4:55:00 PM  
**Attachments:** [Abutters List 12-2019.html](#)  
[ZBA Abutters Notice-Fillable Form.pdf](#)  
[Application.xls](#)  
[06-23-2020 Public Hearing ZBA.pdf](#)

---

Hello: To meet our statutory deadlines, we must proceed with the public hearing for your application on Tuesday, June 23<sup>rd</sup> at 6:30pm. Due to COVID-19 restrictions, the meeting will be held virtually. The Agenda will be posted next week and will contain all of the instructions you will need to participate. Instructions on how to participate virtually are also included in this email.

As you are aware from emails and our meetings in late 2019, the application for a variance requires certified mail **notice to all abutting property owners** of the subject property. Due to the pandemic, we have adopted revised notice options pursuant to the Governor's Executive Order 7I. In lieu of the certified mail notice, you can do one of the following:

1. Email the notice to abutting property owners, provided email addresses for the parties to be notified are known or reasonably available. A list of abutters has been attached to this email. This email must be sent at least ten (10) days prior to the public hearing, 6/13 is the deadline. The notice to abutting property owners must include: the ZBA Application Form, A detailed description of the request and a scale drawing of the project on the applicant's property showing pertinent details with dimensions specified relative to the existing structure. Proof of the emails must be submitted to the Department of Planning and Development prior to the public hearing.
2. Post a physical, waterproof sign that is a minimum of 2 feet by 3 feet in area in a prominent location of the subject property. This sign must contain information regarding the date, time and location of any public hearings (including remote access details listed below), and shall be posted for at least ten (10) days prior to 6/23. 6/13 is your deadline to get the sign posted.
3. Mailing of letters (regular U.S. Mail) to addresses of the parties to be noticed. The mailing list shall be provided by the Department upon request to [planzonedept@mansfieldct.org](mailto:planzonedept@mansfieldct.org). The applicant shall provide the following via email to [planzonedept@mansfieldct.org](mailto:planzonedept@mansfieldct.org) to demonstrate that the notice requirement has been met: a copy of the notice as well as an electronically signed affidavit certifying the date of mailing. I have attached the list of abutting property owners from GIS. The mailing must include: the ZBA Application Form, a detailed description of the request, and a scale drawing of the project on the applicant's property showing pertinent details with dimensions specified relative to the existing structure.

If you choose to either email or send a regular mail notice, I have attached a copy of the notice form. Let me know which option you choose. Regardless of the option you choose, the notice will have to be sent or posted at least 10 days before the public hearing. If the

public hearing is scheduled for June 23, the notice will have to be sent or posted by June 13<sup>th</sup> and **it must include the information on how the abutters can access the meeting**. Access to the virtual meeting can be gained using the following:

Zoning Board of Appeals  
Tue, Jun 23, 2020 6:30 PM - 8:00 PM (EDT)

Please join my meeting from your computer, tablet or smartphone.  
<https://www.gotomeet.me/GTM01GTM01/zba-06-23-2020>

You can also dial in using your phone.  
(For supported devices, tap a one-touch number below to join instantly.)

United States: +1 (786) 535-3211  
- One-touch: <tel:+17865353211,,759696269#>

Access Code: 759-696-269

New to GoToMeeting? Get the app now and be ready when your first meeting starts:  
<https://global.gotomeeting.com/install/759696269>

\*\*\* Please also complete the Application form attached and supply it to this office at your earliest convenience\*\*\*

**Jillene Woodmansee**  
*Planner I*

860.429.3341  
[jillene.woodmansee@mansfieldct.org](mailto:jillene.woodmansee@mansfieldct.org)  
[mansfieldct.gov](http://mansfieldct.gov)





## GOTOMEETING BRIEF

# GoToMeeting Quick Guide for Attendees

Quick tips and reminders to make you a polished, Attendee Guide proactive meeting participant.

## At a glance

Here are a few things you need to know before joining your first GoToMeeting online meeting. You can join the meeting from your Mac or Windows desktop or just about any smartphone or tablet. This guide shows you how to join and participate.

MobileGet started with GoToMeeting on your mobile device by downloading the GoToMeeting app from the [App Store](#), [Google Play](#) or [Windows Phone Store](#). Then join the meeting by opening the app and entering the meeting ID you received in an email from the meeting organizer. Learn more about the free GoToMeeting mobile apps at [gotomeeting.com](https://gotomeeting.com).

Feedback

### 1. You're invited

- The invitation email or message will include a link to the meeting
- The invitation will also include instructions for using the phone or your computer's mic and speakers (VoIP) for audio

### 2. Be prepared



- Join the meeting a few minutes early to make sure you have everything you need
- If you don't already have the software, it will download automatically and you'll be placed into the meeting

### 3. Join the meeting



- Click your online meeting link, or go to [gotomeeting.com](https://gotomeeting.com) and enter the meeting ID
- If your host requires one, be sure to have the meeting password handy

### 4. Talk and listen

- Check the online meeting invitation or your Control Panel to see the audio options available
- If the option to dial-in is offered and you'd like to use it, call in using the telephone number and access code shown. Enter the audio PIN if provided
- You can also use your computer's mic and speakers (VoIP). For the best experience, we recommend using a USB headset with this option

### 5. Know who's speaking

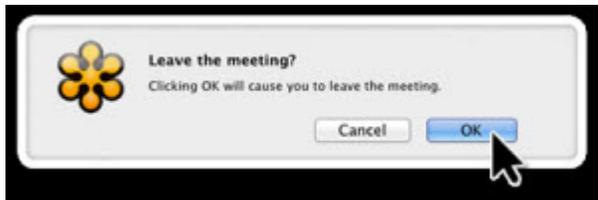
 The bottom of your meeting window and the Control Panel both indicate who's speaking

When you are speaking, meeting attendees will see your name if you connected with mic and speakers or if you dialed in and entered your **audio PIN**

### 6. Interact

- You can mute yourself when you're not speaking. The host can also mute you or all attendees. If you dialed in using a phone, you'll need to use the **audio PIN** to mute your line via the GoToMeeting controls
- The easiest way to share your webcam is to click the button on the grab tab. Or you can click the **Share My Webcam** button on the Control Panel
- Pause and resume your webcam by using the icons in the top-right corner of your webcam feed
- If you are muted or don't want to interrupt the speaker, you can use the chat feature to communicate with the group, the host and/or other individual attendees
- The host can make you the presenter or give you control of the shared screen. When you're the presenter, additional controls will appear on your grab tab

## 7. Leave the meeting



- When you're ready to leave a meeting, click the icon at the top of the meeting window (You'll be prompted to confirm that you want to leave)

## 8. Try it yourself



See how productive and collaborative online meetings can be. When your meeting ends, GoToMeeting will offer you the opportunity to register for a free trial to host your own GoToMeeting sessions

Feedback

You can also visit [gotomeeting.com](https://www.gotomeeting.com) and register for your free trial

## 9. Need more help?

- Our [support center](#) is available 24/7 to help you troubleshoot and answer questions.



Talk to a Specialist



Contact Us



Support

Free 14-Day Trial



[Start Trial](#)

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Company



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Resources



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 Feedback

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