

# MEETING NOTICE AND AGENDA

## MANSFIELD PLANNING AND ZONING COMMISSION

Tuesday, February 17, 2015 ■ 7:00 PM

Or upon completion of Special Inland Wetlands Agency Meeting

Audrey P. Beck Municipal Building ■ 4 South Eagleville Road ■ Council Chamber

1. Call to Order
2. Roll Call
3. Approval of Minutes
  - a. February 3, 2015 Regular Meeting (Adjourned from February 2, 2015)
4. Zoning Agent's Report
5. Public Hearings  
7:05 p.m.  
Re-Subdivision Application, 101 East Road, C. & L. Niarhakos, PZC File #293-2  
Memo from Director of Planning and Development recommending that the hearing be continued to March 16, 2015
6. Old Business
  - a. New Subdivision Application, 140 Codfish Falls Road, S. Guyette, PZC File #1329
  - b. Re-Subdivision Application, 101 East Road, C. & L. Niarhakos, PZC File #293-2
  - c. Request for Modification, Whispering Glen, 73 Meadowbrook Road, Uniglobe Investment LLC, PZC File #1284-2  
Memos from Director of Planning and Development, Town Engineer and Fire Marshal
  - d. Other
7. New Business
  - a. Other
8. Mansfield Tomorrow | Our Plan ► Our Future
  - a. Public Hearing Scheduled for Monday, March 2, 2015 at 7:00 p.m.
  - b. Town Council Request for Extension of Comment Period  
Memo from Director of Planning and Development
  - c. Other
9. Reports from Officers and Committees
  - a. Chairman's Report
  - b. Regional Planning Commission
  - c. Regulatory Review Committee
  - d. Planning and Development Director's Report
  - e. Other

**10. Communications and Bills**  
a. CFPZA Annual Conference

**11. Adjournment**

DRAFT MINUTES  
MANSFIELD PLANNING AND ZONING COMMISSION  
Regular Meeting  
February 2, 2015 adjourned to Tuesday, February 3, 2015  
Council Chamber, Audrey P. Beck Municipal Building

Members present: J. Goodwin (Chairman), B. Chandy, R. Hall, G. Lewis, K. Rawn, B. Ryan, P. Plante  
Members absent: K. Holt, B. Pociask  
Alternates present: V. Ward, S. Westa  
Alternates absent: P. Aho  
Staff Present: Linda Painter, Director of Planning and Development

Chairman Goodwin called the meeting to order at 7:47 p.m., appointing alternates Ward and Westa and to act in the absence of K. Holt and B. Pociask. B. Ryan was appointed to act as Secretary in the absence of Holt.

**Minutes:**

- a. 1-20-15 Meeting Minutes –Painter distributed corrected minutes. R. Hall MOVED and V. Ward seconded to approve the 1-20-2015 meeting minutes as corrected. MOTION PASSED UNANIMOUSLY with the exception of P. Plante who was disqualified.

**Zoning Agents Report:**

There were no questions or comments on the Zoning Agent's monthly report.

**Old Business:**

- a. **Scenic Road Alteration, 140 Codfish Falls, S. Guyette, PZC File #1010-1 and 1329**  
B. Ryan MOVED and V. Ward seconded to communicate to the Town Council that the Planning and Zoning Commission has no objection to the removal of two trees and the relocation of a stone wall and fence as depicted in the Guyette Estates Subdivision Plan dated September 25, 2014 and revised through January 6, 2015 as the proposed alterations will not significantly alter the scenic character of Codfish Falls Road. MOTION PASSED UNANIMOUSLY with the exception of P. Plante who was disqualified.
- b. **New Subdivision Application, 140 Codfish Falls Road, S. Guyette, PZC File 1329 -**  
Painter reviewed her January 29, 2015 memo, which included the responses of the Town Attorney to various questions, and the revised plans submitted by the applicant. Members discussed the recommendation of the Inland Wetlands Agent that a conservation easement be delineated around the vernal pool. Based on the two notes being added to the plan regarding the vernal pool as explained by the applicant's engineer, there was xxx general consensus that a conservation easement around the vernal pool was not needed. R. Hall volunteered to work on a motion for the next meeting.
- c. **Re-Subdivision Application, 101 East Road, C. & L. Niarhakos, PZC File #293-2;**  
Item tabled pending 2-17-2015 continued public hearing.
- d. **Request for Modification, Whispering Glen, 73 Meadowbrook Road, Uniglobe Investment LLC, PZC File #1284-2**  
Item tabled to 2/17/15.

**New Business:**

- a. **Proposed Modification to Special Permit for new tenant (Mike's Pizza), 1659 Storrs Road, OMS Development LLC, PZC File #1319**

G. Lewis recused himself from consideration of this request and left the table. Painter reviewed the modification request and the recommendations of Curt Hirsch, Zoning Agent. Goodwin questioned whether the recommended condition regarding future parking is enforceable if the adjacent property is sold. Alan Lamson, representing the owner, who is the owner of both the subject property (1659 Storrs Road) and the adjacent property (625 Middle Turnpike), represented that his client is willing to provide an easement over the Middle Turnpike property for excess and employee parking.

B. Ryan MOVED and R. Hall seconded to grant the 1/16/15 Request for Modifications from Mike LaMothe, for an additional retail food service use on property owned by OMS Development at 1659 Storrs Road. This modification is granted because there is no change in the retail floor area of the building and is conditioned upon the following:

1. No Certificate of Compliance shall be issued until the Eastern Highlands Health District has approved the food service use; and
2. The owner of 1659 Storrs Road shall obtain an easement on the adjacent property at 625 Middle Turnpike for employee and/or overflow parking. The number of required spaces shall be determined by the Zoning Agent.

MOTION PASSED UNANIMOUSLY.

#### **Mansfield Tomorrow:**

- a. **Public Hearing Scheduled for Monday, March 2, 2015 at 7:00 p.m.**

G. Lewis returned to the table. Painter updated the Commission on the community information meetings held to date and on the progress of the Zoning Focus Group. She distributed copies of a draft schedule for zoning revisions, preliminary table of contents and list of regulatory changes recommended in the draft plan. Members discussed the review process and stated that they would prefer to review draft chapters as they are available, rather than reviewing an entire draft at one time. It was also questioned whether the public hearing could be held in September due to summer vacation schedules; Painter noted that the schedule is based on completing the revised regulations by August to meet the grant deadline from HUD.

#### **Reports from Officers and Committees:**

- a. **Chairman's Report** - No comments offered
- b. **Regional Planning Commission** – No updates.
- c. **Regulatory Review Committee** – Members are currently meeting as part of the Zoning Focus Group.
- d. **Planning and Development Director's Report** – Painter noted that the PZC had been invited to appoint a non-voting liaison to the Economic Development Commission. No members expressed interest at this time.

#### **Communications and Bills:**

Noted.

#### **Adjournment:**

The meeting was adjourned at 8:33 p.m. by the Chairman.

Respectfully submitted,

Bonnie Ryan, Secretary

To: Planning & Zoning Commission  
 From: Curt Hirsch, Zoning Agent  
 Date: February 12, 2015



Re: **Monthly Report of Zoning Enforcement Activity**  
*For the month of January, 2015*

| Activity                            | This month | Last month | Same month last year | This fiscal year to date | Last fiscal year to date |
|-------------------------------------|------------|------------|----------------------|--------------------------|--------------------------|
| Zoning Permits issued               | 4          | 8          | 11                   | 60                       | 87                       |
| Certificates of Compliance issued   | 4          | 9          | 17                   | 61                       | 74                       |
| Site inspections                    | 17         | 26         | 17                   | 213                      | 140                      |
| Complaints received from the Public | 4          | 3          | 0                    | 36                       | 38                       |
| Complaints requiring inspection     | 4          | 3          | 0                    | 28                       | 24                       |
| Potential/Actual violations found   | 6          | 9          | 0                    | 37                       | 32                       |
| Enforcement letters                 | 3          | 4          | 0                    | 31                       | 16                       |
| Notices to issue ZBA forms          | 0          | 0          | 0                    | 2                        | 7                        |
| Notices of Zoning Violations Issued | 4          | 2          | 0                    | 20                       | 11                       |
| Zoning Citations Issued             | 1          | 3          | 0                    | 8                        | 1                        |

Zoning permits issued this month for single family homes = 1, 2-fm = 0, multi-fm = 0  
 2014/2015 fiscal year total: s-fm = 7, 2-fm = 0, multi-fm = 0

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# Department of Planning and Development

Date: February 12, 2015  
To: Planning and Zoning Commission  
From: Linda M. Painter, AICP, Director *LP*  
Subject: Resubdivision Application-Christopher and Lindsey Niarhakos (File 293-2)  
Williams Heights Resubdivision – 101 East Road

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The applicants have requested that the public hearing scheduled for Tuesday, February 17, 2015 be continued. As the public hearing was required to be closed by February 24, 2015 in accordance with statutory requirements, the applicants have provided a 30 day extension. Accordingly, the public hearing must be closed by March 26, 2015 unless another extension is granted. The maximum extension that may be granted by the applicant is 65 days. As the March 2, 2015 meeting is reserved for the public hearing on the draft Plan of Conservation and Development, staff recommends that the public hearing be continued to Monday, March 16, 2015.

After the continued public hearing is opened, the following motion would be in order:

\_\_\_\_\_ MOVES, \_\_\_\_\_ seconds to continue the public hearing on the resubdivision application of Christopher and Lindsey Niarhakos (File 293-2), 101 East Road, Williams Heights subdivision to March 16, 2015.

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## NOTES

- The following additional correspondence regarding the proposed development has been received:
  - Letter from Elizabeth Crain, 140 East Road dated February 4, 2015
  - Subdivision Plan prepared by Datum Engineering and Surveying LLC revised through February 4, 2015 and accompanying memo summarizing changes
  - Letter from Gerald E. Hardisty, P.E. of Civil Engineering Services LLC dated February 5, 2015
  - Submission of reports and associated information and correspondence from Mary and Ross Harper, 129 East Road, dated February 12, 2015.
- Neighborhood Notification Forms were required to be sent to abutting property owners in accordance with Section 4.11 of the Mansfield Subdivision Regulations. **A copy of the notice and certified mail receipts have been provided; however, the notice identified the receipt date and not the public hearing date. A revised notice should be sent identifying the continued public hearing date to ensure that adequate notice of the public hearing is provided. If this notice was sent notifying abutters of the February 17<sup>th</sup> hearing, submission of receipts would confirm that this requirement has been met.**
- The Public Hearing on this item has been continued pursuant to an extension granted by the applicants. It must be closed by March 26, 2015 unless another extension is granted.
- Before rendering a decision, the Planning and Zoning Commission 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 the applicants grant a written extension.

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Elizabeth Crain  
140 East Rd.  
Storrs, CT 06268

Feb. 4, 2015

Dear Ms. Painter,

Upon hearing of the proposed construction on East Road, I had some concerns about potential drainage problems and the effects it might have on my own property. After the walk through in December and viewing the amount of standing water, these concerns grew. With the removal of vegetation and the addition of leach fields, there will be even more water will to be dealt with. This situation will certainly be aggravated by the spring rains and the snow melt. Can we be assured that these problems will be taken into consideration in planning the septic systems and that there will be no leakage or run off onto the properties below?

Even though I understand that plans have been made for drainage off the rear of these sites, inevitability more water will still be spilling off the front and down East Road. At the moment other than pipes running under the road and into the open space just above my property, there is no formal drainage system. At the time of the walk through a driveway was planned for the current pipes' location. Perhaps this has changed. With the pipes gone more water will flow down the road. As it stands, water running down the hill frequently pools in front of my property before continuing on. This is due to the road leveling out. In winter the run off can become an ice flow making it difficult for me to get to my mailbox.

Having lived on East Road for over 30 years, I am very aware that what happens up the hill can have consequences for my property. Recently the town attempted to fill the gullies along the roadside. By the end of the summer much of this fill had washed down the hill ending its journey in front of my property. I hope care will be taken to address these potential problems.

Sincerely,  
*Elizabeth A. Crain*

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# Department of Planning and Development

Date: February 12, 2015  
To: Planning and Zoning Commission  
From: Linda M. Painter, AICP, Director   
Subject: Whispering Glen – Request for Modification to Special Permit (File 1284-2)  
Uniglobe Investment LLC  
73 Meadowbrook Lane

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On February 19, 2013, the Planning and Zoning Commission approved a special permit for the development of a 50-unit apartment complex at 73 Meadowbrook Lane. The property was recently purchased and the new owner has requested approval of modifications to the approved plan. Pursuant to Article Five, Section 5.B.9, Commission approval is required because the modifications include changes to the site and building plans, including parking layout and building locations. The proposed changes are summarized below; the applicants will be at the meeting to answer any questions.

- *Building Location and Design.* The approved plans included 3 buildings with a total of 6 units that faced Meadowbrook Lane. While these buildings were intended to replicate the pattern of development along the road, the Commission was concerned with the scale and massing of these units. In the revised plan, these units have been relocated to the interior of the site and the frontage of the property is now a 100-foot wide landscaped area. While there have been adjustments to building floorplans and elevations, the overall design concept remains the same as the approved plans.

The revised plans also include a new “community building,” which is in actuality a maintenance building. The building has been designed to complement the overall architecture of the project; elevations are enclosed for your information.

Due to the relocation of the six units formerly located along Meadowbrook Lane, the limits of disturbance moved closer to the wetland; a separate wetland application was filed by the applicant for the proposed changes. In reviewing the application, the Inland Wetlands Agent identified the locations of units 23 and 30 as being of particular concern. While these units slightly closer to the wetland, the primary concern is their proximity to the top of a steep slope dropping off to the wetland. These same units were identified by the Town Engineer as potentially creating difficulties in repairing or replacing the sewer line.

**It is recommended that the applicant revise the plans to address the following:**

- **Increase the setback of Units 23 and 30 from the top of slope and sewer line. One potential approach would be to change one of the units in those buildings to a Type B unit, which has the narrowest footprint.**

- **Revise Erosion and Sedimentation Control plans to better protect the top of slope from construction activity.**
  - **Include a water connection to the maintenance building on the green. While this is not required, such a connection would provide easy access to water for irrigation if needed and also opens up the potential for using a portion of the central green as a community garden for the residents.**
  - **Prior to issuance of Zoning Permits, full sets of floorplans and elevations for each building will need to be submitted. Elevations for the sides of units which face onto Meadowbrook Lane or interior driveways shall be articulated with windows.**
- ***Parking and Circulation.*** The approved plans included the minimum two spaces per unit (stacked); however, guest parking was limited to four spaces at the rear of the site. Due to the site's proximity to ECSU and concern that parking could become an issue in the future, a condition was placed on the approval requiring the applicant to limit the number of vehicles allowed per unit as part of the lease. The revised plans include a total of 28 spaces that have been integrated into the central green, an addition of 24 spaces overall. The number of handicap accessible spaces has also been increased from 1 space to six. While the plans now include perpendicular parking on both sides of the driveway ringing the green, the width of the driveway remains 20 feet. While this would have been sufficient in the original design where there was no parking incorporated into the green, the addition of this parking creates the need for the standard width driving aisle of 24 feet.

With regard to circulation, the revised plans relocate the future access connection to the adjacent property to the west; the new location is a significant improvement over the approved plans as it intersects with the central green.

**It is recommended that the applicant revise the plans to address the following:**

- **The applicant is advised that pursuant to Article 10, Section D.11, the required crosshatch area must be located to the right of the space; this change needs to be made on the plans. Additionally, the applicant should dimension the plans to clearly demonstrate that the proposed accessible spaces meet state and local requirements, including the minimum number of accessible van spaces and signing/marketing of spaces.**
  - **Widen the driving aisles surrounding the green to 24 feet to accommodate the perpendicular parking on both sides and update drainage calculations to demonstrate that the current stormwater design is sufficiently sized to accommodate the total impervious area.**
- ***Landscaping.*** Due to the changes in building location and the addition of parking around the perimeter of the central green, the landscaping plans have also been revised. To separate the parking areas from the green, planting beds have been added. The most significant change is in the area between Meadowbrook Lane and the proposed buildings. With the removal of the units facing Meadowbrook, the landscaping in this area was adjusted to provide a more significant landscape screen as well as introduce a significant number of evergreen trees to blend into the existing landscape along Meadowbrook. Due to sight distance issues, several mature trees along

the road will need to be removed.

It is recommended that the applicant revise the plans to address the following:

- Coordinate landscape plans with site and engineering plans to ensure that there are no conflicts between utilities and stormwater elements and landscaping.
  - Where feasible, replace non-native with native species (such as the dwarf Japanese Juniper) if a similar effect can be achieved
  - Increase the amount of landscape screening along Meadowbrook Road. While the proposed plan includes a significant number of evergreen trees and other plantings, there will be gaps due to their size when planted. Additional trees and plantings should be added to ensure sufficient screening of the rear of the buildings.
  - Adjust plantings at the driveway entrance as needed to ensure that sufficient visibility for both oncoming vehicles and pedestrians on the adjacent sidewalk are maintained.
- *Engineering/Stormwater.* Due to the changes in impervious area and circulation, the revised plans were referred to the Town Engineer for review. In a memo dated February 4, 2015, the Town Engineer identified several items that needed to be addressed. It is my understanding the applicant is working to address these items in advance of the February 17<sup>th</sup> meeting.

Based on review by various staff, it is anticipated that the applicant will be working on revising plans between the issuance of this memo and the meeting on Tuesday. If revised plans are received that address staff comments, I will prepare a motion for your consideration Tuesday evening.

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**TOWN OF MANSFIELD**  
DEPARTMENT OF PUBLIC WORKS

Engineering Division

AUDREY P. BECK BUILDING  
FOUR SOUTH EAGLEVILLE ROAD  
MANSFIELD, CT 06268-2599

  
From: John Carrington, P.E., Town Engineer  
To: Linda Painter, AICP, Town Planner  
Copy: Derek M. Dilaj, P.E., Assistant Town Engineer  
Date: February 4, 2015  
Date Received: January 30, 2015  
Date Reviewed: February 3 and 4 2015  
Reviewer: Leon M. Burroughs  
Re: Re-subdivision Entitled Whispering Glen  
Designer: Development Solutions LLC  
33 East Town Street  
Norwich, CT  
  
Plans: Modification of  
Whispering Glen  
73 Meadowbrook Lane  
Mansfield CT

Drainage

- It appears surface flow is directed towards the west side of units 19 and 20. (The section of road across from unit 19 is super-elevated)
- The leak-off from the paved section to the open space, in front of unit 30, does not show erosion protection. Is the pavement intended to function as a level spreader?
- Provide a detail of the proposed cleanouts shown on the plans.
- Include gutter flow calculations demonstrating adequacy and spacing of inlets.
- The project does not appear to discharge to a class 4 stream as recommended by *CTDEP 2000 Storm Quality Guidelines* allowing for no detention of storm water. Demonstrate detention of peak flow is detrimental downstream.

12" HDPE Pipe

- Is the 12" HDPE pipe proposed for the project adequate throughout the project, particularly from CB-7 to CB-13?

- The 12" HDPE pipe between CB-9 and CB-10 has a bend 60ft from CB-9. We recommend a straight run of pipe between structures.
- The 12" HDPE pipe between CB-5 and CB-6 has a bend 12ft from CB-6. We recommend a straight run of pipe between structures
- The 12" HDPE pipe between CB-3 and CB-5 has a bend 12ft from CB-3. We recommend a straight run of pipe between structures

#### Underground Storage Units

- The Emergency Overflow outlets for beds 1,2 and 3 are sized to 3", is this adequate?
- The size of the emergency overflow outlet for bed 4 is not called out.
- How will the underground storage units be maintained? Landscaping seems to eliminate vehicular access to units.
- How will the infiltration beds function during larger events (>25 yr) and if the beds were to fail?

#### Grading

- Grading on paved section between units 36 and 37 indicates a 2 foot elevation change in a horizontal distance of about 5 feet.

#### Stone Wall

- Provide details of proposed stone wall.

#### Sewer

- The proximity of the sewer to units 23 and 30 would prohibit repair/replacement using conventional excavation methods. Provide a discussion of how repair/replacement could be completed.
- Landscaping and sanitary needs to be coordinated. Trees are shown in locations with (SMHs) SMH-3.



# Town of Mansfield Mansfield Fire Department



**To:** Planning and Zoning Commission  
**From:** Fran Raiola, Deputy Chief/Fire Marshal *FR*  
**CC:** Linda Painter, Director of Planning  
**Date:** January 26, 2015  
**Re:** Whispering Glenn – 73 Meadowbrook Lane

PZC file # 1284-2

After reviewing the revised plans dated January 15, 2015 for the above referenced subdivision for compliance with the requirements of the Town of Mansfield Subdivision Regulations for Fire Lanes, Driveway Length Standards and Emergency Vehicle Access, I have the following comments.

1. The submitted plans appear to meet the regulations.
2. The owner is required to provide signage/markings and to keep fire lanes free of obstructions. (section 125-7 and 125-8)
3. The scope of this review is for compliance with The Town of Mansfield Fire Lane Regulations to ensure adequate access for emergency vehicles only. The applicant is required to apply for a building permit and submit plans and specifications to the Building Department and the Office of the Fire Marshal, to determine compliance with Fire and Building codes.

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# Department of Planning and Development

Date: February 12, 2015  
To: Planning and Zoning Commission  
From: Linda M. Painter, AICP, Director *LP*  
Subject: Mansfield Tomorrow Plan of Conservation and Development: Request for Extension of Comment Period

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On December 15, 2014, the Commission referred the draft Mansfield Tomorrow Plan of Conservation and Development to the Town Council. Copies were mailed to the Council on Monday, December 22, 2014 in accordance with Section 8-23 of Connecticut General Statutes, which require that the plan be submitted to these bodies at least 65 days in advance of the public hearing.

On Tuesday, February 10, 2015, the Town Council adopted the following motions:

*Ms. Moran moved and Mr. Shapiro seconded, to schedule a public hearing for 6:30 PM on February 23, 2015, to solicit public comment regarding the December 2014 public hearing draft of the Mansfield Tomorrow Plan of Conservation and Development.*

*Motion passed unanimously.*

*Ms. Moran moved and Mr. Shapiro seconded to schedule a work session following the public hearing on those portions of Mansfield Tomorrow which are the purview of the Council and to request an extension of the comment time from the Planning and Zoning Commission.*

*Motion passed unanimously.*

To ensure that the Council has adequate time to prepare their official comments on the Plan, which as you know integrates the Town's land use and strategic plans, staff recommends that the Commission open the public hearing on March 2<sup>nd</sup>, take comment as advertised and then continue the public hearing to Monday, April 6, 2015. This action would extend the comment period for the Council as well as the general public.

If the Commission is agreeable to the request to extend the comment period, the following motion would be in order:

\_\_\_\_\_ MOVES, \_\_\_\_\_ seconds to extend the comment period on the draft Mansfield Tomorrow Plan of Conservation and Development to April 6, 2015.

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# CONNECTICUT FEDERATION OF PLANNING & ZONING AGENCIES

STEVEN E. BYRNE  
EXECUTIVE DIRECTOR

BUILDING #2  
790 FARMINGTON AVENUE  
FARMINGTON, CONNECTICUT 06032  
TELEPHONE (860) 677-7355  
FAX (860) 677-5262



TO: Chairman of Planning and/or Zoning Commissions  
and Zoning Boards of Appeal

FROM: Steven E. Byrne, Executive Director

SUBJECT: CFPZA Annual Conference – March 26, 2015

I am writing to encourage you and your commission members to consider attending this year's Annual Conference of the Connecticut Federation of Planning and Zoning Agencies. The night is sure to be both enjoyable and informative. Part of the evening's program will be a presentation discussing Idea Factories. Idea Factories is a concept that emphasizes proactive rather than reactive interaction with the public. This is done by utilizing a combination of workshops, public hearings, public events and interactive websites. These various forums provide an opportunity for the public to offer its opinions and ideas while providing elected officials and town staff a chance to guide the discussion to community needs. The design of this system is targeted to a collaborative approach to community development and avoids the combative approach which is all too often the path local land use administration takes.

Many land use commissions require an education component for their commission members. At a cost of only \$43.00 per individual, this conference is a cost effective way to satisfy this requirement while providing an opportunity to socialize with commission members from other towns.

In addition, Length of Service awards will be presented to commission members who have served in any capacity for 12 or 25 years. If you have a commission member who is eligible, please submit his or her name using the attached form.

I hope to see you and members of your commission at this worthwhile event!

CONNECTICUT FEDERATION  
OF  
PLANNING AND ZONING AGENCIES



ANNOUNCES

ITS

67<sup>TH</sup> ANNUAL CONFERENCE

THURSDAY, MARCH 26, 2015

AT THE

AQUA TURF COUNTRY CLUB  
PLANTSVILLE, CONNECTICUT



Cost: \$43.00 per person for Agencies that are members of the CFPZA  
\$53.00 per person for Agencies that are not members of the CFPZA

**Mail, fax or e-mail the enclosed registration form to Connecticut Federation of  
Planning and Zoning no later than Tuesday, March 24, 2015**

**Fax: 860-677-5262 / Email: [cfpza@live.com](mailto:cfpza@live.com)**

Questions? Call Steve Byrne at (860) 677-7355

*More info on back —>*



## 67<sup>TH</sup> ANNUAL CFPZA CONFERENCE

Aqua Turf Country Club  
Plantsville, CT  
Thursday, March 26, 2015

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### PROGRAM

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- 5:00 p.m. **SOCIAL HOUR / REGISTRATION**
- 6:00 p.m. **DINNER**  
Salad, Penne, NY Strip, Vegetables, Potato, Dessert
- 7:15 p.m. **AWARDS PRESENTATION**  
    » 12-year Length of Service Awards  
    » Lifetime Achievement Awards
- 8:00 p.m. **TOPIC: Idea Factories**

Idea Factories offer an alternative to the usual way municipal land use agencies operate in implementing planning and development concepts, goals and plans. They are part of a process that can be utilized by land use agencies to address the changing needs of their communities in regard to housing, commercial, and mixed use development so as to better obtain development that meets these needs. Workshops, public hearings, public events and interactive websites are all part of this process which seeks to get public involvement in the formulation of a plan instead of public comment after the plan has been approved.

**Principal speaker:** David Fink, Policy Director, Partnership for Strong Communities

**More information on the Principal Speaker and his qualifications will be provided at the meeting.**

#### DIRECTIONS TO THE AQUA TURF

**I-84 EAST FROM WATERBURY** – Merge onto I-169 E via Exit 27 toward Meriden. Take the CT-10 exit, EXIT 3, toward Cheshire. Turn left onto CT-10 (Highland Ave.). Continue to follow CT-10. Stay straight to go onto Old Turnpike Road. Turn right onto Mulberry Street. Aqua Turf, 556 Mulberry Street is on right.

**I-84 WEST FROM HARTFORD** – Take the CT-10 exit, EXIT 29, on the left toward Milldale. Stay straight to go onto Mulberry Street. Aqua Turf, 556 Mulberry Street is on right.

**FROM I-91 OR THE MERRITT PARKWAY** – Merge onto I-169 E via Exit 27 toward Meriden. Take the CT-10 exit, EXIT 3, toward Cheshire. Turn left onto CT-10 (Highland Ave.). Continue to follow CT-10. Stay straight to go onto Old Turnpike Road. Turn right onto Mulberry Street. Aqua Turf, 556 Mulberry Street is on right.

# CONNECTICUT FEDERATION OF PLANNING & ZONING AGENCIES

STEVEN E. BYRNE  
EXECUTIVE DIRECTOR

BUILDING #2  
790 FARMINGTON AVENUE  
FARMINGTON, CONNECTICUT 06032  
TELEPHONE (860) 677-7355  
FAX (860) 677-5262



TO: Chairman of Planning and/or Zoning Commissions  
and Zoning Boards of Appeal

SUBJECT: Length of Service Awards / Lifetime Achievement Awards

Length of Service Awards will be presented at the Connecticut Federation of Planning and Zoning Agencies' Annual Conference on March 26, 2015, to those persons who have served 12 or more years as a member of a planning commission, zoning commission, planning and zoning commission or zoning board of appeals.

The twelve years of service may be a combination of time spent as a member of all four agencies. The twelve years, however, must be continuous from year to year.

Lifetime Achievement awards are presented to individuals who have served at least twenty-five (25) years in the area of land use, either as a member of a zoning agency or as staff or advisor to a zoning agency. Please call Steven Byrne at (860) 677-7355 if there is an individual you believe should be considered for this award.

All nominations should be sent to the following address:

The Connecticut Federation of Planning and Zoning Agencies  
790 Farmington Ave., Building 2B  
Farmington, CT 06032

The nominations can also be sent by Fax to (860) 677-5262 or emailed at [cfpza@live.com](mailto:cfpza@live.com).

Please note that individuals who have received these awards in the past are not eligible to receive them again.

All nominations for awards must be returned no later than **March 12, 2015**.

**NOMINATION FORMS ATTACHED**

**LIFETIME ACHIEVEMENT AWARD  
NOMINATION FORM**

1. Name of Agency \_\_\_\_\_ Town \_\_\_\_\_

2. Contact information for person(s) making nomination.

| Name | Home Address | Home/Business Phone |
|------|--------------|---------------------|
|------|--------------|---------------------|

3. Name, address, and home and business phone of Chairman of Agency.

Chairman \_\_\_\_\_

| Name | Home Address | Home/Business Phone |
|------|--------------|---------------------|
|------|--------------|---------------------|

4. Name and home address of Lifetime Achievement Award candidate:

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

5. Name and address of who to send confirmation of selection to receive award:

\_\_\_\_\_

6. Lifetime Achievement: List below the names of agencies and dates served. Length of service must be continuous and total 25 or more years. It may, however, consist of time spent on a planning commission, zoning commission, combined commission and/or zoning board of appeals. Time spent as an alternate member is valid. This award is also open to individuals who have served part or all of the above time as professional staff to one or more of the above mentioned agencies.

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Individuals who have received this award previously ARE NOT eligible to receive it again. A brief biographical paragraph can be submitted to be read at the presentation ceremony.**

**TWELVE YEAR  
LENGTH OF SERVICE AWARD  
NOMINATION FORM**

1. Name of Agency \_\_\_\_\_ Town \_\_\_\_\_

2. Contact information for person(s) making nomination.

| Name | Home Address | Home/Business Phone |
|------|--------------|---------------------|
|------|--------------|---------------------|

3. Name, address, and home and business phone of Chairman of Agency.

| Chairman<br>Name | Home Address | Home/Business Phone |
|------------------|--------------|---------------------|
|------------------|--------------|---------------------|

4. Name and home address of Length of Service Award candidate:

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

5. Name and address of who to send confirmation of selection to receive award:

\_\_\_\_\_

7. Length of Service: List below the names of agencies and dates served. Length of service must be continuous and total 12 years. It may, however, consist of time spent on a planning commission, zoning commission, combined commission and/or zoning board of appeals. Time spent as an alternate member is valid.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Individuals who have received this award previously ARE NOT eligible to receive it again.**

CONNECTICUT FEDERATION OF PLANNING AND ZONING COMMISSIONS  
67<sup>th</sup> ANNUAL CONFERENCE  
THURSDAY, MARCH 26, 2015  
AQUA TURF COUNTRY CLUB - PLANTSVILLE, CONNECTICUT

**REGISTRATION FORM**

Agency Name \_\_\_\_\_ Town \_\_\_\_\_

| <u>Individual's names</u> | <u>Position</u> |
|---------------------------|-----------------|
| _____                     | _____           |
| _____                     | _____           |
| _____                     | _____           |
| _____                     | _____           |
| _____                     | _____           |
| _____                     | _____           |
| _____                     | _____           |
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| _____                     | _____           |

**Cost: \$43.00 per person for Agencies that are members of the CFPZA**  
**\$53.00 per person for Agencies that are not members of the CFPZA**

Number of Attendees \_\_\_\_\_ x \$43.00 or \$53.00 = \$ \_\_\_\_\_

Mail, fax or e-mail, this registration form to:

Connecticut Federation of Planning and Zoning Agencies  
790 Farmington Avenue, Building 2  
Farmington, CT 06032  
Fax: 860-677-5262  
Email: [cfpza@live.com](mailto:cfpza@live.com)

Make checks payable to: "Connecticut Federation of Planning and Zoning Agencies."

Reservations must be received by Tuesday, March 24, 2015.

Cancellations will be accepted until noon on March 25, 2015. All reservations not properly cancelled must be paid for.

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