



Town of Manchester Comprehensive Zoning Update

Date: 2/24/26

Recommendation 8: Update Public Hearing Notification Requirement

Purpose: Distinguish the notification requirement for applicants for a single site from zone-wide or town-wide zoning amendments advanced by the Town. Provide option for mailing instead of posting of signs.

Description: This recommended amendment does the following:

- Amends Section 20.1 to exempt the Town from a posting of signs requirement for any zoning amendments applicable to multiple properties that require a public hearing. While the existing regulations are not understood to apply to townwide or district wide amendments initiated by the Town, the regulation does not specifically exempt the Town.
- Provides applicants with an option to conduct mailings where the posting of signs is not feasible.

Geographic Extents: Townwide

POCD Consistency: N/A

Context: Noticing requirements for public hearings, other than newspaper notices required by statute, are established by towns through their zoning regulations. Many communities in Connecticut require applicants to post signs and/or conduct mailings to abutting property owners for zone change applications, special permit or special exceptions applications, or for applications requiring a public hearing. Most communities exempt town-initiated zoning actions from noticing requirements.

Recommended Zoning Amendments (text to be removed in ~~striketrough~~, text to be added in red)

1. Amend Section 20.1 as follows (see next page):



20.1 Public Hearing Notification Requirements

For all applications and appeals requiring public hearings of the Planning and Zoning Commission and/or the Zoning Board of Appeals, the applicant or appellant shall be responsible for posting a sign or signs on the subject property notifying the public of any scheduled public hearing. **This requirement shall not apply to zoning amendments submitted by the Town that are applicable to multiple properties.**

- A. The sign will be provided by the Planning & Economic Development Department. The sign posting shall **be conducted by the applicant and shall** comply with the following:
 - A.1. Sign(s) shall be placed on the property that is the subject of the public hearing (NOTE: the sign may not be placed within the public right-of-way between the curb or edge of pavement and the front property line).
 - B.2. All signs shall be located so that their message is clearly visible and legible from each street abutting the subject property.
 - C.3. Sign(s) shall be posted for at least 10 days prior to the public hearing.
 4. Prior to commencement of the public hearing, the applicant shall submit evidence that the sign was posted as required above.
- B. **Should the placement of a sign complying with Item A above be infeasible due to unique site conditions or weather conditions such as frozen ground and snow cover, the applicant may instead conduct a mailing in accordance with the following:**
 1. The applicant shall mail written notice to the owner of record of each parcel of land located within 200 feet of any portion of the subject property. Such owners shall be those listed in the most recent records of the Assessor as of the date the application is submitted.
 2. The notice shall include:
 - a. The name of the applicant;
 - b. The street address and/or Assessor's map, block and lot number of the subject property;
 - c. A brief description of the proposed action;
 - d. The date, time, and place of the public hearing or meeting at which the application will be considered; and
 3. Notice shall be sent by first-class mail not less than 10 days prior to the date of the public hearing or meeting. The applicant shall be responsible for all costs associated with such mailing.
 4. Prior to commencement of the public hearing, the applicant shall submit to the Commission a certificate of mailing, including a list of the names and addresses of all persons to whom notice was sent, together with a copy of the notice mailed. |