


**TOWN OF MANCHESTER  
PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT**

**TO:** Maria Cruz, Town Clerk

**FROM:** Renata Bertotti, Deputy Director of Planning 

**DATE:** May 1, 2026

**RE:** Proposed Zoning Regulation Amendment (REG-0028-2026)  
Public Hearing Notification Requirements

The Manchester Planning and Zoning Commission proposes to amend the Town zoning regulations in Art. VI, 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, and to provide applicants with an option to conduct mailings where the posting of signs is not feasible.

Enclosed, please find a copy of the proposed text changes and 2 copies of the legal notice for the May 18, 2026 Planning and Zoning Commission meeting at which this application will be discussed.

Please date stamp this memo, as well as one copy of the enclosed legal notice, and return them to the Planning Department for our records.

rb/kw

Encls.



## Town of Manchester Comprehensive Zoning Update

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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. |

**TOWN OF MANCHESTER  
LEGAL NOTICE**

The Planning and Zoning Commission will hold a public hearing on May 18, 2026 at 7:00 P.M., both virtually and in person in the Lincoln Center Hearing Room, 494 Main Street, Manchester, Connecticut, to hear and consider the following petitions:

**TOWN OF MANCHESTER PLANNING & ZONING COMMISSION – Zoning Regulation Amendment (REG-0028-2026)** – Proposed zoning regulation amendment at Art. VI, 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, and to provide applicants with an option to conduct mailings where the posting of signs is not feasible.

At this hearing interested persons may be heard, either in person or virtually via Zoom, and written communications received. This meeting will be shown live on Cox Channel 16 and streamed live at <http://www.channel16.org/CablecastPublicSite/watch/1?channel=1>. Individuals who wish to speak at or attend the virtual meeting must complete a Request to Attend Virtually form, available at <https://manct.us/meeting>, by 4:00 p.m. on the day of the meeting. These individuals will need to join the Zoom meeting and will be allowed to speak when directed by the Chairperson. Zoom meeting information will be sent to individuals who complete a Request to Attend Virtually form. Only individuals who complete a Request to Attend Virtually form will be allowed to join the Zoom meeting. A physical location and electronic equipment will be provided for the public to use if a written request is received at least 24 hours in advance, via email to [pzcomments@manchesterct.gov](mailto:pzcomments@manchesterct.gov), or by mail to the Planning Department, 494 Main Street, P.O. Box 191, Manchester, CT 06045-0191.

Individuals may also submit comments in writing to the Planning and Economic Development Department via email to [pzcomments@manchesterct.gov](mailto:pzcomments@manchesterct.gov), or by mail to the Planning Department, 494 Main Street, P.O. Box 191, Manchester, CT 06045-0191. All written comments received by 4:00 p.m. on the day of the meeting will be presented and recorded as part of the hearing.

A copy of the proposed zoning regulation amendment may be reviewed online at <https://www.manchesterct.gov/Government/Departments/Planning-and-Economic-Development/Regulations-and-Maps> (click “Regulations” to see proposed zoning regulation amendments); by contacting the Town Clerk’s office at [townclerkdept@manchesterct.gov](mailto:townclerkdept@manchesterct.gov) or (860) 647-3037 to request a PDF by email; or in the Planning and Economic Development Department, 494 Main Street, during business hours (8:00 a.m. to 4:30 p.m. on Mondays, Wednesdays, and Thursdays; 8:00 a.m. to 7:00 p.m. on Tuesdays; and 8 a.m. to 1:00 p.m. on Fridays). Information about this application will be available online at <https://Manchesterct.gov/pzc> by the Friday before the hearing.

Planning and Zoning Commission  
Michael Stebe, Chair

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Michael Stebe, Chair