

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

TO: Maria Cruz, Town Clerk

FROM: Renata Bertotti, Deputy Director of Planning 

DATE: September 11, 2026

RE: Proposed Zoning Regulation Amendment (REG-0037-2026)
Floodplain Zone Regulations

The Manchester Planning and Zoning Commission proposes comprehensive amendments to the Town zoning regulations to update the Floodplain Zone regulations.

Enclosed, please find a copy of the proposed text changes and 2 copies of the legal notice for the September 30, 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

Date: 8/7/26

Recommendation 15: Update Floodplain Zone Regulations

Purpose: Ensure that the zoning regulations require best practices in accordance with both CTDEEP guidance and the National Flood Insurance Program (NFIP) for the purpose of protecting residents and development from flooding hazards.

Description: This recommended amendment does the following:

- Updates the Floodplain Zone regulations based on CTDEEP's model floodplain management regulations.
- Requires the first floor of habitable spaces and all supporting mechanical equipment to be elevated at least one foot above the base flood elevation as is required by building code. The current regulations only require elevation "above" the base flood elevation.
- Establishes a three-year "lookback period" for substantial improvements. No lookback period is currently specified, which implies that the lookback period could be since construction of the original structure.
- Provides more specific and stringent requirements for construction in flood hazard areas consistent with what is required by the State Building Code and 2015 International Residential Code.
- Identifies the Town's Environmental Planner as being the floodplain administrator.
- Clarifies administrative procedures.

Geographic Extents: Floodplain Zone, which is comprised of all flood hazard areas designated on FIRM maps.

POCD Consistency: The Manchester Next Plan does not make specific recommendations regarding the Floodplain Zone or floodplain regulations, however one of the core values established by the Plan is "Building to Endure – Emphasize sustainable development, climate resilience, and a long-lasting built environment."

Context: In 2018 the Connecticut Office of the State Building Inspector (OSBI) amended the current state building code to adopt the 2015 International Residential Code (IRC). The adoption of the 2015 IRC has made significant changes to the elevation and construction requirements for new construction and substantially improved structures in inland floodplains, which differ slightly from the standards currently contained in Floodplain Zone regulations. These amendments are documented in CT DEEP's 2025 Model Floodplain Management Regulations for Inland/Riverine Communities.

Recommended Zoning Amendments (text in red to replace existing text)

1. Replace the Section 2.4.1 Floodplain Zone purpose statement with the following (see next page):



2.4.1 Floodplain Zone

The purpose of the Floodplain Zone is to regulate floodplain development, promote public health, safety, and general welfare, and minimize public and private losses due to flood conditions within the Floodplain Zone by provisions designed to:

- A. Protect human life and health, and prevent damage to property;
- B. Minimize expenditure of public funds for costly flood control projects;
- C. Minimize the need for rescue and relief efforts associated with flooding and generally undertaken at the expense of the general public;
- D. Minimize prolonged business interruptions and other economic disruptions;
- E. Minimize damage to public facilities, infrastructure and utilities, such as water and gas mains, electric, telephone and sewer lines, and streets and bridges, located in the floodplain;
- F. Help maintain a stable tax base by providing for the sound use and development of flood hazard areas in such a manner as to minimize flood damage;
- G. Ensure that potential buyers are notified that property is in a flood hazard area;
- H. Prevent increases in flood heights that could further increase flood damage;
- I. Ensure that those who occupy the flood hazard areas assume responsibility for their actions; and
- J. Discourage development in a floodplain if there is any practicable alternative to locate the activity, use or structure outside of the floodplain.

2. Replace the text of Section 18.7.8 Supplemental Requirements for Detailed Plans in the Floodplain Zone with the following cross-reference to the requirements of Section 12.1.12.A, which establishes plan and informational requirements for projects at the application stage.:

18.7.8 Supplemental Requirements for Detailed Plans in the Floodplain Zone

In addition to the requirements of Section 18.7.1, the Detailed Plan shall include all plans and information required for development activities in the Floodplain Zone as specified by Section 12.1.12.A.

3. Add Item E to Section 21.1 Powers and Duties (of the Zoning Board of Appeals) as follows to provide reference to the Floodplain Zone variance procedures of Section 18

21.1 Powers and Duties

...

E. To hear and decide requests for variances from the Floodplain Zone regulations in accordance with Section 12.1.23.

4. Replace Section 12.1 Floodplain Zone with the following (see following pages):

Section 12. Overlay Zones and Special Districts

12.1 Floodplain Zone

12.1.1 Purpose: See Section 2.4.1.

12.1.2 Context

The flood hazard areas of the Manchester are subject to periodic flood inundation, which results in the loss of life and property, health and safety hazards, disruption of commerce and governmental services, extraordinary public expenditures for flood protection and relief, and impairment of the tax base, all of which adversely affect the public health, safety and general welfare.

These flood losses are caused by the cumulative effect of obstructions in the floodplain causing increases in flood heights and velocities, and by the occupancy in flood hazard areas by uses vulnerable to floods or hazards to other lands which are inadequately elevated, floodproofed, or otherwise unprotected from flood damage. Uncontrolled development and use of the floodplains can adversely affect the community.

Manchester has voluntarily participated in the National Flood Insurance Program (NFIP) since September 30, 1977. The NFIP is founded on a mutual agreement between the federal government and each participating community. Local, state and federal governments must share roles and responsibilities to meet the goals and objectives of the NFIP. The community's role is of paramount importance. Property owners are able to receive federally subsidized flood insurance only if the community enacts and enforces the minimum floodplain regulations required for participation in the NFIP.

12.1.3 Methods of Reducing Flood Losses

In order to accomplish its purposes, this Section 12.1 includes objectives, methods and provisions that:

- A. Restrict or prohibit uses that are dangerous to health, safety and property due to flood or erosion hazards, or that result in damaging increases in erosion or in flood heights or velocities;
- B. Require that uses vulnerable to floods, including facilities that serve such uses, be protected against flood damage at the time of initial construction;
- C. Control the alteration of natural floodplains, stream channels, and natural protective barriers that are involved in the accommodation of flood waters;
- D. Control filling, grading, dredging and other development which may increase erosion or flood damage; and
- E. Prevent or regulate the construction of barriers or obstructions that will unnaturally divert flood waters, or which may increase flood hazards to other lands.

12.1.4 Definitions

For purposes of this Section 12.1, the following definitions shall apply:

Base Flood: The flood having a 1% chance of being equaled or exceeded in any given year, also referred to as the 100-year flood, as published by the Federal Emergency Management Agency (FEMA) as part of a Flood Insurance Study (FIS) and depicted on a Flood Insurance Rate Map (FIRM).

Base Flood Elevation (BFE): The elevation of the crest of the base flood (100-year flood). The height in relation to mean sea level (NGVD of 1929 or NAVD 1988) expected to be reached by the waters of the base flood at pertinent points in the floodplains of coastal and riverine areas.

Basement: Any area of the building having its floor subgrade (below ground level) on all sides.

Breakaway Wall: A wall that is not part of the structural support of the building and is intended through its design and construction to collapse under specific lateral loading forces without causing damage to the elevated portion of the building or the supporting foundation system.

Building: See definition for "Structure".

Cost: As related to substantial improvements, the cost of any reconstruction, rehabilitation, addition, alteration, repair or other improvement of a structure shall be established by a detailed written contractor's estimate. The estimate shall include, but not be limited to: the cost of materials (interior finishing elements, structural elements, utility and service equipment); sales tax on materials, building equipment and fixtures, including heating and air conditioning and utility meters; labor; built-in appliances; septic systems, water supply wells, solar panels and related equipment attached to the structure; electric vehicle (EV) chargers; demolition and site preparation; repairs made to damaged parts of the building worked on at the same time; contractor's overhead; contractor's profit; and grand total. Items to be excluded: cost of plans and specifications, survey costs, permit fees, outside improvements such as septic systems, water supply wells, landscaping, sidewalks, fences, yard lights, irrigation systems, pole-mounted solar panels, and detached structures such as garages, sheds, and gazebos. Improvements made to detached structures, such as a detached garage, are evaluated as a separate structure for substantial improvement, with market value of the detached structure used for calculation purposes.

Development: Any human-made change to improved or unimproved real estate, including, but not limited to the construction of buildings or structures; the construction of additions, alterations or substantial improvements to buildings or structures; the placement of buildings or structures; mining, dredging, filling, grading, paving, excavation or drilling operations or storage of equipment; the storage, deposition, or extraction of materials; electric vehicle (EV) charging stations, solar panels or arrays not attached to structures, and the installation, repair or removal of public or private sewage disposal systems or water supply facilities.

Existing Manufactured Home Park or Subdivision: A manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including, as a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed before August 16, 1982, the effective date of these floodplain management regulations.

Expansion to an Existing Manufactured Home Park or Subdivision: The preparation of additional sites by the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads).

Finished Living Space: As related to fully enclosed areas below the base flood elevation (BFE), a space that is, but is not limited to, heated and/or cooled, contains finished floors (tile, linoleum, hardwood, etc.), has sheetrock walls that may or may not be painted or wallpapered, and other amenities such as furniture, appliances, bathrooms, fireplaces and other items that are easily damaged by floodwaters and expensive to clean, repair or replace. Unfinished enclosed areas below the BFE should comply with FEMA Technical Bulletin 2, Flood-Damage Resistant Materials Requirements.

Flood or Flooding: A general and temporary condition of partial or complete inundation of normally dry land areas from: the overflow of inland or tidal waters; or the unusual and rapid accumulation or runoff of surface waters from any source.

Flood Insurance Rate Map (FIRM): The official map of a community on which the Federal Emergency Management Agency has delineated both the special flood hazard areas (100-year floodplain) and the insurance risk premium zones applicable to the community.

Flood Insurance Study (FIS): The official study of a community in which the Federal Emergency Management Agency has conducted an examination, evaluation and determination of flood hazards and, if appropriate, corresponding water surface elevations.

Floodproofing: Any combination of structural and nonstructural additions, changes or adjustments to structures which reduce or eliminate flood damage to real estate or improved real property, water and sanitary facilities, structures and their contents.

Floodway: The channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than 1.0 foot. For the purposes of these regulations, the term "Regulatory Floodway" is synonymous in meaning with the term "Floodway".

Functionally Dependent Use of Facility: A use or facility that cannot perform its intended purpose unless it is located or carried out in close proximity to water. The term includes only docking facilities, port facilities that are necessary for the loading and unloading of cargo or passengers, and ship building and ship repair facilities. The term does not include seafood processing facilities, long-term storage, manufacturing, sales or service facilities.

Historic Structure: Any structure that is:

- A. Listed individually in the National Register of Historic Places (a listing maintained by the Department of the Interior) or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing on the National Historic Register;
- B. Certified or preliminarily determined by the Secretary of the Interior as contributing to the historic significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district;
- C. Individually listed on a state inventory of historic places in states with historic preservation programs which have been approved by the Secretary of the Interior; or
- D. Individually listed on a local inventory of historic places in communities with historic preservation programs that have been certified by the Connecticut State Historic Preservation Office.

Lowest Floor: The lowest floor of the lowest enclosed area (including basement or cellar). An unfinished or flood resistant enclosure, usable solely for parking of vehicles, building access or storage, in an area other than a basement area is not considered a building's lowest floor, provided that such an area meets the design requirements specified in Section 12.1.16.C of this regulation.

Manufactured Home: A structure able to be transported in one or more sections, which is built on a permanent chassis and designed to be used with or without a permanent foundation when connected to the required utilities. The term also includes park trailers, travel trailers, recreational vehicles, and other similar vehicles or transportable structures placed on a site for 180 consecutive days or longer and intended to be improved property.

Manufactured Home Park or Subdivision: A lot, parcel or contiguous parcels of land divided into two or more manufactured home lots for rent or sale.

Market Value: As related to substantial improvement and substantial damage, the market value of the structure shall be determined by the cost approach (replacement cost minus depreciation of the structure) prior to the start of the initial repair or improvement, or in the case of damage, the value of the structure prior to the damage occurring.

Mean Sea Level: The North American Vertical Datum (NAVD) of 1988, or other datum, to which base flood elevations shown on a community's Flood Insurance Rate Map are referenced.

New Construction: Structures for which the "start of construction" occurred on or after August 16, 1982 (the effective date of the original Flood Plain District Regulations), and includes any subsequent improvements to such structures.

New Manufactured Home Park or Subdivision: A manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including, as a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed after August 16, 1982, the effective date of these floodplain management regulations.

Recreational Vehicle: A vehicle that is: built on a single chassis; 400 square feet or less when measured at the longest horizontal projections; designed to be self-propelled or permanently towable by a light duty truck; designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel, or seasonal use.

Special Flood Hazard Area (SFHA): The land in the floodplain within a community subject to a 1% or greater chance of flooding in any given year. SFHAs are determined utilizing the base flood elevations (BFE) provided on the flood profiles in the Flood Insurance Study (FIS) for a community. BFEs provided on Flood Insurance Rate Map (FIRM) are only approximate (rounded up or down) and should be verified with the BFEs published in the FIS for a specific location. SFHAs include, but are not necessarily limited to, the land shown as Zones A, A1-30, AE, AO, AH on a FIRM. The SFHA is also called the Area of Special Flood Hazard.

Start of Construction: Includes "substantial improvement" and means the date the Building Permit or zoning approval, if no Building Permit was required, was issued, provided the actual start of construction, repair, reconstruction, rehabilitation, addition, or improvement was within 180 days of the permit date. The actual start means the first placement of permanent construction of a structure on a site, such as the pouring of slabs or footings, installation of piles, construction of columns, or any work beyond the stage of excavation, or placement of a manufactured home on a foundation. Permanent construction does not include land preparation, such as clearing, grading and filling, nor does it include the installation of streets, and/or walkways, nor does it include excavation for a basement or cellar, footings, piers or foundations or the erection of temporary forms, nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not part of the principal structure. For a substantial improvement, the actual start of construction means the first alteration of any wall, ceiling, floor, or other structural part of a building, whether or not that alteration affects the external dimensions of the building.

Structure: A walled and roofed building which is principally above ground, including a manufactured home, a gas or liquid storage tank, or other human-made facilities or infrastructures.

Substantial Damage: Damage of any origin sustained by a structure whereby the cost of restoring the structure to its pre-damaged condition would equal or exceed 50% of the market value of the structure before the damage occurred.

Substantial Improvement: Any combination of repairs, reconstruction, rehabilitation, alterations, additions or other improvements of a building or other structure, taking place during a 3-year period, in which the cumulative cost equals or exceeds 50% of the market value of the structure before the “start of construction” of the improvement. This term includes structures that have incurred “substantial damage,” regardless of the actual repair work performed. For purposes of this definition, “substantial improvement” is considered to occur when the first alteration of any wall, ceiling, floor, or other structural part of the building commences, whether or not that alteration affects the external dimensions of the structure. The term does not, however, include either of the following:

- A. Any project for improvement of a building or structure to correct existing violations of State or local health, sanitary or safety code specifications which have been identified by the Building Official of the Town of Manchester or other local code enforcement official and which are the minimum necessary to assure safe living conditions; or,
- B. An alteration of an “historic structure”, provided that the alteration will not preclude the structure’s continued designation as an “historic structure”.

Variance: A grant of relief by a community from the terms of the floodplain management regulation that allows construction in a manner otherwise prohibited and where specific enforcement would result in unnecessary hardship.

Violation: Failure of a structure or other development to be fully compliant with the floodplain management regulation. A structure or other development without required permits, lowest floor elevation documentation, flood-proofing certificates or required floodway encroachment calculations is presumed to be in violation until such time as that documentation is provided.

Water Surface Elevation: The height in relation to the North American Vertical Datum (NAVD) of 1988 (or other datum, where specified), of floods of various magnitudes and frequencies in the floodplains of coastal or riverine areas.

12.1.5 Areas to Which this Regulation Applies and Basis for Establishing Zone

- A. This Section 12.1 shall apply to the Floodplain Zone including all Special Flood Hazard Areas in Manchester, CT.
- B. The Floodplain Zone is the area identified as the “Special Flood Hazard Areas” (SFHA) by the Federal Emergency Management Agency (FEMA) in its Flood Insurance Study (FIS) for Hartford County, Connecticut, dated September 26, 2008, and accompanying Flood Insurance Rate Map (FIRM).

12.1.6 Structures Already in Compliance

A structure or development already in compliance with this Section 12.1 shall not be made non-compliant by any alteration, modification, repair, reconstruction or improvement and must also comply with other applicable local, state, and federal regulations. No structure or land shall hereafter be located, extended, converted, modified or structurally altered without full compliance with the terms of this regulation and other applicable regulations.

12.1.7 Abrogation and Greater Restrictions

The regulations of this Section 12.1 are not intended to repeal, abrogate or impair any existing easements, covenants, or deed restrictions. However, where this regulation and another ordinance, regulation easement, covenant or deed restriction conflict or overlap, whichever imposes the more stringent restrictions shall prevail.

12.1.8 Interpretation

In the interpretation and application of this Section 12.1, all provisions shall be considered as minimum requirements; liberally construed in favor of the governing body, and; deemed neither to limit nor repeal any other powers granted under State statutes.

12.1.9 Warning and Disclaimer of Liability

The degree of flood protection required by this Section 12.1 is considered the minimum reasonable for regulatory purposes and is based on scientific and engineering consideration and research. Larger floods can and will occur on rare occasions. Flood heights may be increased by human-made or natural causes. This regulation does not imply or guarantee that land outside the Special Flood Hazard Area or uses permitted in such areas will be free from flooding and flood damage. This regulation shall not create liability on the part of the Town of Manchester or by any officer or employee thereof for any flood damage that result from reliance on this regulation or any administrative decision lawfully made thereunder. The Town of Manchester, its officers and employees shall assume no liability for another person's reliance on any maps, data or information provided by the Town of Manchester.

12.1.10 Floodplain Administrator

The Environmental Planner of the Town of Manchester shall administer, implement, and enforce the provisions of this Section 12.1.

12.1.11 Certification

Where required under this regulation, a licensed professional engineer or architect shall certify that the design and methods of construction are in accordance with accepted standards of practice for meeting the provisions of this Section 12.1. Such certification must be provided to the Floodplain Administrator.

12.1.12 Permit and Application Requirements

The flood management section of any required Building Permit or zoning approval must be completed in conformance with the provisions of this Section 12.1 prior to the commencement of any development activities. Permits issued under this regulation shall expire if actual construction of a permitted structure does not commence within 180 days of the permit approval date.

Prior to any development activities, an application for any Building Permit or zoning approval shall be accompanied by the following information:

- A. Application Stage. The applicant shall provide at least the following information, as applicable. Additional information may be required on the permit application form:
 1. Plans in duplicate drawn to scale showing the location of the parcel, property lines, nature, location, dimensions and elevations of the area in question.
 2. Base flood elevation (BFE) for the site in question as determined in the FEMA Flood Insurance Study (FIS) or Flood Insurance Rate Map (FIRM). The FIS flood profiles provide more accurate BFE data than the FIRM. The extent of the 100-year floodplain and floodway must be depicted with a boundary line on any site plans and shown in relation to existing and proposed structures or development.
 3. Location of existing and proposed structures, fill, storage of materials, and drainage facilities.

4. Elevation in relation to mean sea level of the lowest floor (including basement) of all new construction, substantial improvements, or repairs to structures that have sustained substantial damage.
5. Elevation in relation to mean sea level to which any non-residential new construction, substantial improvements or repair to structures that have sustained substantial damage will be dry floodproofed.
6. Description of the extent to which any watercourse will be altered or relocated as a result of the proposed development. Computations by a licensed professional engineer must be submitted that demonstrate that the altered or relocated segment will provide equal or greater conveyance than the original stream segment. The applicant must submit any maps, computations or other materials required by the Federal Emergency Management Agency (FEMA) in order to officially amend or revise the Flood Insurance Rate Map. The applicant must pay any fees or other costs assessed by FEMA for this purpose. The applicant must also provide assurances that the conveyance capacity of the altered or relocated stream segment will be maintained.
7. A statement and supporting documentation (all costs of project, market value of structure, etc.) verifying that the proposed alterations to an existing structure meets or does not meet the criteria of the substantial improvement and/or substantial damage definition. If a development meets the definition of substantial improvement and/or substantial damage, the structure must be brought into compliance with all floodplain regulations as if it were new construction.
8. Where applicable the following certifications by a licensed professional engineer or architect are required and must be provided to the Floodplain Administrator. The design and methods of construction must be certified to be in accordance with accepted standards of practice and with the provisions of Sections 12.1.18 through 12.1.21.
 - a. Non-residential floodproofing must meet the provisions of Section 12.1.18.B;
 - b. Fully enclosed areas below the base flood elevation (BFE) must meet the minimum design criteria in Section 12.1.18.C;
 - c. No (zero) increase in floodway water surface elevations are allowed. Any development in a floodway must meet the provisions of Section 12.1.21;
- B. Construction Stage. Upon completion of the applicable portion of construction, the applicant shall provide verification to the Floodplain Administrator of the following as is applicable:
 1. Lowest floor elevation shall be verified for:
 - a. A structure in Zones A, AE, A1-30, AO or AH is the top of the lowest floor (including basement);
 - b. A non-residential structure which has been dry floodproofed is the elevation to which the floodproofing is effective (Note: For insurance purposes, a dry floodproofed, non-residential structure is rated based on the elevation of its lowest floor unless it is floodproofed to one foot above the BFE.);
 2. Deficiencies detected by the review of the above listed shall be corrected by the permit holder immediately and prior to further progressive work being permitted to proceed. Failure to submit the survey or failure to make said corrections required hereby, shall be cause to issue a stop-work order for the project.

12.1.13 Duties and Responsibilities of the Floodplain Administrator

Duties and responsibilities of the Floodplain Administrator in the administration of this Section 12.1 include, but are not limited to, the following:

- A. Review all permit applications for completeness, particularly with the requirements of Section 12.1.12.A.
- B. Review all permit applications to determine whether the proposed development and building sites will be reasonably safe from flooding.

- C. Review all permit applications to ensure that the permit requirements of this regulation have been satisfied.
- D. Review all permit applications to ensure that all necessary federal and state permits have been received. Require that copies of such permits be provided and maintained on file with the permit application. Such permits include, but are not limited to, Wetlands Permit, Water Diversion Permit, Dam Safety Permit, and Army Corps of Engineers 401 and 404 Permits.
- E. Notify CRCOG and affected municipality at least 35 days prior to a public hearing if any change of regulation or use of a flood zone will affect an area within 500 feet of another municipality.
- F. Notify the adjacent communities and the Connecticut Department of Energy and Environmental Protection (CTDEEP), Land and Water Resources Division, prior to any alteration or relocation of a watercourse, and submit evidence of such notification to the Federal Emergency Management Agency.
- G. Ensure that maintenance is provided within the altered or relocated portion of said watercourse so that the flood carrying capacity is not diminished.
- H. Obtain, record and maintain the elevation (in relation to mean sea level) of the lowest floor (including basement) of all new construction, substantial improvement or repair to a structure that has sustained substantial damage.
- I. Obtain, record and maintain the elevation (in relation to mean sea level) to which all new construction, substantial improvement or repair to a structure that has sustained substantial damage has been floodproofed.
- J. When floodproofing is utilized for a particular structure, the Floodplain Administrator shall obtain certification from a licensed professional engineer or architect, in accordance with Section [12.1.18.B..2](#).
- K. Where interpretation is needed as to the exact location of boundaries of the special flood hazard area (for example, where there appears to be a conflict between a mapped boundary and actual field conditions) the Floodplain Administrator shall make the necessary interpretation utilizing any data available to render a decision. The person contesting the location of the boundary shall be given a reasonable opportunity to appeal the interpretation as provided in this regulation.
- L. Require the applicant to provide base flood elevation data for all proposed development, including manufactured home parks and subdivisions.
- M. When base flood elevation data or floodway data have not been provided in accordance with Section [12.1.5](#) and [12.1.12](#), the Floodplain Administrator shall obtain, review and reasonably utilize any base flood elevation and floodway data available from a federal, state or other source in order to administer the provisions of this regulation.
- N. All records pertaining to the provisions of this regulation shall be obtained and maintained in the office of the Floodplain Administrator for public inspection.
- O. Upon completion of the permitted development and prior to issuance of a Certificate of Occupancy (CO), necessary as-built surveys (prepared by a Connecticut licensed professional as per Connecticut State Statutes) and engineering and architectural certifications shall be provided to the Floodplain Administrator demonstrating compliance with the approved plans and standards set forth in Section [12.1.12](#).

12.1.14 Enforcement

- A. Each permit approved within the Floodplain Zone shall authorize, as a condition of approval, the Floodplain Administrator or designated agents to make regular inspections of the subject property. The Floodplain Administrator or designated agents are also authorized to inspect any property in a Special Flood Hazard Area (SFHA) where it appears that violations of this Section [12.1](#) may be taking place.

- B. If the Floodplain Administrator finds that any person is undertaking any construction, substantial improvement, filling, or any other activity or maintaining a condition which is in violation of this Section 12.1, the Floodplain Administrator shall:
 - 1. Issue a written order by certified mail, return receipt requested, to the subject property owner, ordering that the prohibited activity cease and ordering the property owner to either seek to obtain a Building Permit or zoning approval as may be applicable prior to continuing with the activity or, if appropriate, ordering that all violations and/or obstructions be removed from the Special Flood Hazard Area (SFHA) immediately.
 - 2. Notify appropriate departments and commissions and request that any Building Permit or zoning approval in force be revoked or suspended and that a stop work order be issued.
- C. The Floodplain Administrator may order the suspension or revocation of a Building Permit or zoning approval if it is found that the applicant has not complied with the terms, conditions or limitations set forth in the permit or has exceeded the scope of work as set forth in the application, including application plans. Prior to revoking any permit, the Floodplain Administrator shall issue notice to the permittee, personally or by certified mail, return receipt requested, setting forth the facts or conduct which warrants the intended action.
- D. Failure to comply with any written order issued under this section shall be considered a violation of these regulations and is subject to the penalties described in Section 12.1.15.
- E. In the event violations or obstructions are not promptly removed from the Special Flood Hazard Area, the Floodplain Administrator may cause such removal and remediation work to be performed utilizing bond money held in escrow pursuant this Section 12.1 or may direct the Director of Public Works or authorized agent to cause such work to be done and to place a lien against the property.
- F. Any person subject to enforcement action pursuant to this regulation may appeal any requirement, decision, or determination of the Floodplain Administrator to the ZBA, in accordance with Section 12.1.23. Such person shall provide such information as necessary including appropriate certifications from a licensed professional engineer or architect in order to substantiate the claim that the requirement, decision, or determination of the Floodplain Administrator was in error or unwarranted.

12.1.15 Penalties For Violation

Any violation of the provisions of this Section 12.1 or failure to comply with any of its requirements, including violation of conditions and safeguards established in connection with granting of variances or special exceptions, shall be enforceable through the authority granted by CGS § 8-12a. Nothing herein contained shall prevent the Town of Manchester from taking such lawful action as is necessary to prevent or remedy any violation.

12.1.16 General Standards

In all Special Flood Hazard Areas (SFHAs) the following is required:

- A. New construction, substantial improvements, and repair to structures that have sustained substantial damage shall be constructed using methods and practices that minimize flood damage.
- B. New construction, substantial improvements, and repair to structures that have sustained substantial damage shall be constructed with materials and utility equipment that are flood-damage resistant and conform to the provisions of FEMA Technical Bulletin 2, Flood Damage-Resistant Material Requirements. This includes, but is not limited to, flooring, interior and exterior walls, wall coverings and other materials installed below the base flood elevation plus 1.0 foot.
- C. New construction, substantial improvements, and repair to structures that have sustained substantial damage shall be anchored to prevent flotation, collapse or lateral movement of the structure resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy.

- D. New construction, substantial improvements, and repair to structures that have sustained substantial damage cannot be constructed or located entirely or partially over water unless it is a functionally dependent use or facility.
- E. The bottom of all electrical, heating, plumbing, ventilation and air conditioning equipment, appliances, fixtures and components, HVAC duct work and duct systems, and any other utility service equipment, facilities, machinery, or connections servicing a structure shall be elevated 1.0 foot above the base flood elevation (BFE). This includes, but is not limited to, furnaces, oil or propane tanks, air conditioners, heat pumps, hot water heaters, ventilation duct work, washer and dryer hook-ups, electrical junction boxes, and circuit breaker boxes. Systems, fixtures, equipment and components shall not be mounted on, or penetrate through, breakaway walls intended to fail under flood loads. Connections or other equipment that must be located below the BFE plus 1.0 foot elevation are permitted only when no other elevation alternative is available and provided they are designed and installed to prevent water from entering or accumulating within the components and to resist hydrostatic and hydrodynamic loads and stresses, including the effects of buoyancy, during the occurrence of the base flood event. Electrical wiring systems that must be located below the BFE plus 1.0 foot shall conform to the standards for wet locations.
- F. New and replacement water supply systems shall be designed to minimize or eliminate infiltration of flood waters into the system.
- G. New and replacement sanitary sewage systems shall be designed to minimize or eliminate infiltration of flood waters into the system and discharges from the system into flood waters.
- H. On-site waste disposal systems shall be located and constructed to avoid impairment to them or contamination from them during flooding.
- I. Underground tanks shall be anchored to prevent flotation, collapse and lateral movement under conditions of the base flood. Above-ground storage tanks which are located outside or inside of a structure must be elevated 1.0 foot above the base flood elevation (BFE) or shall be securely anchored to prevent flotation, collapse or lateral movement under conditions of the base flood. Where elevated on platforms, the platforms shall be cantilevered from, or knee braced to the building or shall be supported on elevated foundations that conform to the standards for the particular flood zone as described in Sections 12.1.18 through 12.1.21. Anchored tanks must have the top of the fill pipe located at least 1.0 foot above the BFE and have a screw fill cap that does not allow for the infiltration of flood water.
- J. In any portion of a watercourse that is altered or relocated, the flood carrying capacity must be maintained. Notify adjacent communities and the Connecticut Department of Energy and Environmental Protection (DEEP), Land and Water Resources Division prior to any alteration or relocation of a watercourse.
- K. If any portion of a structure lies within the SFHA, the entire structure is considered to be located within the SFHA and must meet the construction requirements of the flood zone. The structure includes any structurally attached additions, garages, decks, porches, sunrooms, patios or any other structure attached to the main structure.
- L. If a structure lies within two or more flood zones, the construction standards of the most restrictive zone apply to the entire structure. The structure includes any structurally attached additions, garages, decks, porches, patios, sunrooms, or any other structure attached to the main structure.
- M. Compensatory Storage. The water holding capacity of the floodplain shall not be reduced. Any reduction caused by filling, new construction, or substantial improvements involving an increase in footprint to the structure, shall be compensated for by deepening and/or widening of the floodplain. Storage shall be provided on-site, unless easements have been gained from adjacent property owners; it shall be provided within the same hydraulic reach and a volume not previously used for flood storage; it shall be hydraulically comparable and incrementally equal to the theoretical volume of flood water at each elevation, up to and including the 100-year flood elevation, which would be

TOC	Article I	Article II	Article III	Article IV Special Zoning District Standards	Article V	Article VI	Article VII	Appendix
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displaced by the proposed project. Such compensatory volume shall have an unrestricted hydraulic connection to the same waterway or water body. Compensatory storage can be provided off-site if approved by the municipality.

- N. Equal Conveyance. Within the floodplain as designated on the Flood Insurance Rate Map (FIRM) for the community, encroachments resulting from filling, new construction or substantial improvements involving an increase in footprint of the structure, are prohibited unless the applicant provides certification by a licensed professional engineer demonstrating, with supporting hydrologic and hydraulic analyses performed in accordance with standard engineering practice, that such encroachments shall not result in any (0.00 feet) increase in flood levels (base flood elevation). Work within the floodplain and the land adjacent to the floodplain, including work to provide compensatory storage shall not be constructed in such a way so as to cause an increase in flood stage or flood velocity.

12.1.17 Standards For Watercourses Without Established Base Flood Elevations, Adopted Floodways, and/or Flood Mapping

- A. The Floodplain Administrator shall require base flood elevation (BFE) data be provided with any application for new construction, substantial improvement, repair to structures which have sustained substantial damage or other development in Zone A without a FEMA-published BFE (un-numbered A Zone). A licensed professional engineer must determine the BFE in accordance with accepted hydrologic and hydraulic engineering practices and document the technical methods used. Studies, analyses and computations shall be submitted in sufficient detail to allow thorough review and approval. The Floodplain Administrator shall obtain, review and reasonably utilize any BFE and floodway data available from a federal, state or other source, including data developed for subdivision proposals, as criteria for requiring that new construction, substantial improvements, repair to structures which have sustained substantial damage or other development in un-numbered A Zones on the Flood Insurance Rate Map (FIRM) meet the standards in Section 12.1.12 and Sections 12.1.18 through 12.1.21. If no BFE can be determined, the lowest floor, including basement, must be elevated to 3.0 feet above the highest adjacent grade next to the structure.
- B. When BFEs have been determined within Zones A1-30 and AE on the FIRM but a regulatory floodway has not been designated, the Floodplain Administrator must require that no new construction, substantial improvements, repair to structures which have sustained substantial damage or other development, including fill, shall be permitted which will increase the water surface elevation of the base flood more than 1.0 foot at any point within the community when all existing and anticipated development is considered cumulatively with the proposed development.
- C. The Floodplain Administrator may request floodway data of an applicant for watercourses without FEMA-published floodways. When such data is provided by an applicant or whenever such data is available from any other source (in response to the Floodplain Administrator's request or not), the Town shall adopt a regulatory floodway based on the principle that the floodway must be able to convey the waters of the base flood without increasing the water surface elevation more than 1.0 foot at any point within the community.
- D. The Floodplain Administrator shall obtain, review and reasonably utilize any BFE and floodway data available from a federal, state or other source, as criteria for requiring that new construction, substantial improvements, repair to structures which have sustained substantial damage or other development in any area of potential, demonstrable or historical flooding within the community meet the standards in Section 12.1.12 and Sections 12.1.18 through 12.1.21.
- E. Under the provisions of 44 CFR Chapter 1, Section 65.12, of the National Flood Insurance Program regulations, the Town may approve certain development in Zones A1-30, AE, and AH, on the FIRM that increases the water surface elevation of the base flood by more than 1.0 foot, provided that the Town first completes all of the provisions required by Section 65.12 of 44 CFR Chapter 1.

12.1.18 Standards for Special Flood Hazard Areas (Zones A, A1-30, and AE)

- A. Residential Construction. All new construction, substantial improvements, and repair to structures that have sustained substantial damage which are residential structures shall have the bottom of the lowest floor, including basement, elevated 1.0 foot above the base flood elevation (BFE). Electrical, plumbing, machinery or other utility equipment that service the structure must be elevated 1.0 foot above the BFE.
- B. Non-Residential Construction. All new construction, substantial improvements, and repair to structures that have sustained substantial damage which are commercial, industrial or non-residential structures shall:
 1. Have the bottom of the lowest floor, including basement, elevated 1.0 foot above the BFE;
-or-
 2. In lieu of being elevated, non-residential structures may be dry floodproofed to 1.0 foot above the BFE provided that together with all attendant utilities and sanitary facilities the areas of the structure below the required elevation are watertight with walls substantially impermeable to the passage of water, and provided that such structures are composed of structural components having the capability of resisting hydrostatic and hydrodynamic loads and the effects of buoyancy. A licensed professional engineer or architect shall review and/or develop structural design specifications and plans for the construction and shall certify that the design and methods of construction are in accordance with acceptable standards of practice for meeting the provisions of this section. Such certification shall be provided to the Floodplain Administrator on the FEMA Floodproofing Certificate, Form 81-65.
 3. The bottom of all electrical, plumbing, machinery or other utility equipment that service the structure must be elevated 1.0 foot above the BFE.
- C. Fully Enclosed Areas Below the Base Flood Elevation of Elevated Buildings. All new construction, substantial improvements, or repair to structures that have sustained substantial damage, whether residential or non-residential, that include fully enclosed areas formed by a foundation and other exterior walls shall have the lowest floor elevated to 1.0 foot above the BFE. The elevated building shall be designed to preclude finished living space below the lowest floor and be designed to allow for the entry and exit of flood waters to automatically equalize hydrostatic flood forces on exterior walls (wet floodproofing). Designs for complying with this requirement must either be certified by a licensed professional engineer or architect as meeting the requirements of ASCE 24 Section 2.6.2.2, or meet the following minimum criteria listed in Items 1 through 8 below:
 1. Provide a minimum of two openings (hydraulic flood vents) having a total net area of not less than one square inch for every one square foot of enclosed area subject to flooding. The enclosed area is measured on the exterior of the enclosure walls. These hydraulic openings must be located on at least two different exterior walls of each enclosed area. If the structure has more than one enclosed area, openings must be installed in the exterior walls of each enclosed area so that flood waters can enter directly from the outside;
 2. The bottom of all openings shall be no higher than 1.0 foot above the higher of either the final interior grade or floor elevation, or the finished exterior grade adjacent to the outside of the foundation wall. At least one entire side of the structure's fully enclosed area must be at or above grade. Fill placed around the foundation walls must be graded so that the elevation inside the enclosed area is equal to or higher than the adjacent outside elevation on at least one side of the building. The finished floor of the enclosed area shall be no lower than the bottom of the foundation openings. The foundation slab of a residential structure, including the slab of a crawlspace, must be set equal to the outside finished grade on at least one side of the building;
 3. The openings may be equipped with screens, louvers, valves or other coverings or devices provided they permit the automatic entry and exit of flood waters in both directions without any external influence or control such as human intervention, including the use of electrical and other non-automatic mechanical means. These coverings must not block or impede the automatic flow

- of floodwaters into and out of the enclosed area. Other coverings may be designed and certified by a licensed professional engineer or approved by the Floodplain Administrator;
4. Openings shall not be less than 3 inches in any direction in the plane of the wall;
 5. The area cannot be used as finished living space. Use of the enclosed area shall be the minimum necessary and shall only be used for the parking of vehicles, building access or limited storage. Access to the enclosed area shall be the minimum necessary to allow for the parking of vehicles (garage door) or limited storage of maintenance equipment used in connection with the premises (standard exterior door) or entry to the living area (stairway or elevator). The enclosed area shall not be used for human habitation;
 6. All interior walls, floor, and ceiling materials located below 1.0 foot above the BFE shall be unfinished and flood damage-resistant in accordance with FEMA Technical Bulletin 2, Flood Damage-Resistant Requirements.
 7. Electrical, plumbing, HVAC duct work, machinery or other utility equipment and connections that service the structure (including, but not limited to, furnaces, oil or propane tanks, air conditioners, heat pumps, hot water heaters, ventilation, washer and dryer hook-ups, electrical junction boxes, circuit breaker boxes and food freezers) are prohibited in the fully enclosed area below the BFE plus 1.0 foot. Utilities or service equipment located in this enclosed area, even if elevated to 1.0 foot above the BFE in the space, may subject the structure to increased flood insurance rates.
 8. A residential building with a structurally attached garage having the floor slab below the BFE is considered an enclosed area below the BFE and must meet the standards of Items 1 through 7 above. A garage attached to a residential structure, constructed with the garage floor slab below the BFE, must be designed to allow for the automatic entry and exit of floodwaters in both directions. Flood openings or vents are required in the exterior walls of the garage or in the garage doors. Garage doors that must be manually opened do not meet the flood vent opening requirements in Items 1 through 3 above. In addition to the automatic entry of floodwaters, the areas of the garage below BFE plus 1.0 foot must be constructed with flood damage-resistant materials per the requirements of FEMA Technical Bulletin 2. Garages attached to non-residential structures must also meet these requirements or be dry floodproofed as per the requirements of Section 12.1.18.B.

12.1.19 Standards for Manufactured Homes and Recreational Vehicles

- A. In all Special Flood Hazard Areas (SFHA), any manufactured (mobile) homes to be newly placed, undergoing a substantial improvement or repaired as a result of substantial damage, shall be elevated so that the bottom of the frame is located 1.0 foot above the base flood elevation (BFE). The manufactured home must also meet all the construction standards per Section 12.1.18. The foundation and anchorage of manufactured homes to be located in floodways shall be designed and constructed in accordance with ASCE24. This includes SFHAs outside a manufactured home park or subdivision, in a new manufactured home park or subdivision, in an existing manufactured home park or subdivision, in an expansion to an existing manufactured home park or subdivision, or on a site in an existing park which a manufactured home has incurred substantial damage as a result of a flood.
- B. All manufactured homes within SFHA shall be placed on a permanent foundation which itself is securely anchored and to which the structure is securely anchored so that it will resist flotation, lateral movement and hydrostatic pressures. Anchoring may include, but not be limited to, the use of over-the-top or frame ties to ground anchors.
- C. All manufactured homes within SFHA shall be installed using methods and practices that minimize flood damage. Adequate access and drainage should be provided. Elevation construction standards include piling foundations placed no more than 10 feet apart, and reinforcement is provided for piers more than 6 feet above ground level.
- D. Recreational vehicles placed on sites within the SFHA shall either (1) be on the site for fewer than 180 consecutive days and be fully licensed and ready for highway use, or (2) meet all the general

standards of Section 12.1.16 and the elevation and anchoring requirement of Items A, B, and C above. A recreational vehicle is ready for highway use if it is on its wheels or jacking system, is attached to the site only by quick disconnect type utilities and security devices, and has no permanently attached additions.

12.1.20 Floodway Standards

- A. Located within Special Flood Hazard Areas (SFHA) are areas designated as floodways on the community's Flood Insurance Rate Maps (FIRM) or Flood Boundary and Floodway Maps (FBFM). Since the floodway is an extremely hazardous area due to the velocity of flood waters which carry debris, potential projectiles and has erosion potential, no encroachments, including fill, new construction, substantial improvements, repairs to substantially damaged structures and other developments shall be permitted unless certification, with supporting technical data, by a licensed professional engineer is provided demonstrating, through hydrologic and hydraulic analyses performed in accordance with standard engineering practice, that encroachments shall not result in any (0.00 feet) increase in flood levels during occurrence of the base flood discharge published by FEMA.
- B. Buildings and structures meeting the standard above and located in whole or in part in the floodway shall be designed and constructed in accordance with ASCE 24.
- C. Fences in the floodway must be aligned with the flow and be of an open design.
- D. A permit may be given which allows encroachments resulting in increases in base flood elevations provided the community first obtains a conditional floodway revision by meeting the requirements of C.F.R. 44, Chapter 1, Subsection 65.12.

12.1.21 Standards for Development in Areas of Shallow Flooding (Zones AO and AH)

Located within the Special Flood Hazard Areas (SFHA) are areas designated as shallow flooding areas (AO and AH Zones). These areas have flood hazards associated with base flood depths of 1 to 3 feet where a clearly defined channel does not exist and where the path of flooding is unpredictable and indeterminate. In AO and AH zones, the following provisions apply:

- A. Residential Structures. For residential structures, all new construction, substantial improvements and repair to structures that have sustained substantial damage shall have the lowest floor, including basement, elevated above the highest adjacent grade at least as high as 1.0 foot above the depth number specified on the Flood Insurance Rate Map (FIRM). If no depth number is specified, the lowest floor, including basement, shall be elevated at least 3.0 feet above the highest adjacent grade.
- B. Non-Residential Structures. For non-residential structures, all new construction, substantial improvements and repair to structures that have sustained substantial damage shall:
 - 1. Have the lowest floor, including basement, elevated above the highest adjacent grade at least as high as 1.0 foot above the depth number specified on the Flood Insurance Rate Map (FIRM). If no depth number is specified, the lowest floor, including basement, shall be elevated at least 3.0 feet above the highest adjacent grade; or
 - 2. Together with attendant utility and sanitary facilities be completely flood-proofed to above the highest adjacent grade at least as high as 1.0 foot above the depth number specified on the FIRM, or if no depth number is specified at least 3.0 feet above the highest adjacent grade, so that any space below that level is watertight with walls substantially impermeable to the passage of water and with structural components having the capability of resisting hydrostatic and hydrodynamic loads and effects of buoyancy. Designs for complying with this requirement must be certified by either a licensed professional engineer or architect.
- C. On-site drainage for all proposed structures in AO and AH Zones located on slopes shall provide adequate drainage paths to guide flood waters around and away from such structures.

- D. Fully enclosed areas below the lowest floor in AO and AH Zones must comply with the provisions of Section 12.1.18.C for hydraulic flood vents.

12.1.22 Standards For Subdivision Proposals

If a proposed subdivision, including the placement of a manufactured home park or subdivision, is located in a Special Flood Hazard Area (SFHA) the following requirements shall apply:

- A. All subdivision proposals shall be consistent with the need to minimize flood damage;
- B. All subdivision proposals shall have public utilities and facilities such as sewer, gas, electrical and water systems located and constructed to minimize flood damage;
- C. All subdivision proposals shall have adequate drainage provided to reduce exposure to flood hazards; and
- D. The Floodplain Administrator shall require the applicant to provide BFE data for all subdivision proposals, including manufactured home parks and subdivisions, as per Section 12.1.13.L. In all special flood hazard areas where BFE data is not available, the applicant shall provide a hydrologic and hydraulic engineering analysis performed by a licensed professional engineer that generates BFEs for all subdivision proposals and other proposed development, including manufactured home parks and subdivisions.

12.1.23 Variances

- A. Establishment of the Variance Process.
 - 1. The Zoning Board of Appeals (ZBA) shall hear and decide requests for variances from the requirements of this regulation and appeals when it is alleged there is an error in any requirement, decision or determination made by the Floodplain Administrator in the enforcement or administration of this regulation.
 - 2. Any person aggrieved by the decision of the ZBA or any person owning land which abuts or is within a radius of 100 feet of the land in question may appeal within 15 days after such decision to the State Superior Court, as provided in CGS § 8-8.
 - 3. The Floodplain Administrator shall maintain the records of all appeal actions and report any variances to the Federal Emergency Management Agency (FEMA) in its biennial report.
- B. Specific Situation Variances.
 - 1. Buildings on a Historic Register. Variances may be issued for the reconstruction, rehabilitation or restoration of structures listed on the National Register of Historic Places, the State Inventory of Historic Places, or any locally adopted historic district without regard to the procedures set forth in the remainder of this section and provided the proposed reconstruction, rehabilitation or restoration will not result in the structure losing its historical designation.
 - 2. Functionally Dependent Use or Facility. Variances may be issued for new construction and substantial improvements and other development necessary for the conduct of a functionally dependent use or facility provided the structure or other development is protected by methods that minimize flood damage, create no additional threat to public safety, and meet all the requirements of Section 12.1.23.D.
 - 3. Floodway Prohibition. Variances shall not be issued within any designated floodway if any increase in flood levels during the base flood discharge would result.
- C. Considerations for Granting of Variances. In reviewing such applications for variances, the ZBA shall consider all technical evaluations, all relevant factors, all standards specified in other sections of this Section 12.1 and the Items 1 through 11 below. Upon consideration of these factors and the purposes of this regulation, the ZBA may attach such conditions to the granting of variances as it deems necessary to further the purposes of this regulation.
 - 1. The danger that materials may be swept onto lands causing injury to others;

2. The danger to life and property due to flooding or erosion damage;
3. The susceptibility of the proposed facility and its contents to flood damage and the effect of such damage on the individual owner;
4. The importance of the services provided by the proposed facility to the community;
5. The necessity of the facility to waterfront location, in the case of a functionally dependent facility;
6. The availability of alternative locations not subject to flooding or erosion damage for the proposed use;
7. The compatibility of the proposed use with existing and anticipated development;
8. The relationship of the proposed use to the comprehensive plan and floodplain management program for that area;
9. The safe access to the property in times of flooding for ordinary and emergency vehicles;
10. The heights, velocity, duration, rate of rise and sediment transport of the flood waters and the effects of wave action, if applicable, expected at the site; and
11. The costs of providing governmental services during and after flood conditions including maintenance and repair of public utilities and facilities such as sewer, gas, electrical and water systems, and streets and bridges.

D. Conditions For Variances.

1. Variances shall only be used upon a determination that the variance is the minimum necessary to afford relief considering the flood hazard; and in the instance of a historical building, a determination that the variance is the minimum necessary as not to destroy the historic character and design of the building and result in the loss of historic designation of the building. Variances pertain to a piece of property and are not personal in nature. A properly issued variance is granted for a parcel of property with physical characteristics so unusual that complying with the regulation would create an exceptional hardship to the applicant or the surrounding property owners. Those characteristics must be unique to that property and not be shared by adjacent parcels. For example, economic or financial hardship is not sufficient cause for a variance, nor are inconvenience, aesthetic considerations, physical handicaps, personal preferences or disapproval of one's neighbors.
2. Variances shall only be granted upon all of the following conditions being met:
 - a. A showing of good and sufficient cause.
 - b. A determination that failure to grant the variance would result in exceptional hardship. Only hardships that are based on unusual or unique physical characteristics of the property in question, characteristics that are not shared by adjacent parcels, shall qualify. Claims of hardship based on the structure, on economic gain or loss, or on personal or self-created circumstances are not sufficient cause for the granting of a variance.
 - c. A determination that the granting of a variance will not result in increased flood heights, additional threats to public safety, extraordinary public expense, creation of nuisance, damage the rights or property values of other persons in the area, cause fraud on or victimization of the public, or conflict with existing local laws, ordinances or regulations.
3. No variance may be issued within a regulatory floodway that will result in any increase in the 100-year flood levels. A variance may be issued for new construction, substantial improvements and other development necessary for the conduct of a "functionally dependent use" provided that there is good and sufficient cause for providing relief; and the variance does not cause a rise in the 100-year flood level within a regulatory floodway. The structure and other development must be protected by methods that minimize flood damage.
4. Any applicant to whom a variance is granted shall be given written notice that the structure will be permitted to be built with the lowest floor elevation below the base flood elevation (BFE), and that the cost of flood insurance will be commensurate with the increased risk resulting from the reduced lowest floor elevation.

TOWN OF MANCHESTER LEGAL NOTICE

The Planning and Zoning Commission will hold a public hearing on September 30, 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-0035-2026) – Review, discussion and possible adoption of recommendations associated with the comprehensive rewrite of the Manchester Zoning Regulations:
Recommendation 13: Update Parking Regulations.

TOWN OF MANCHESTER PLANNING & ZONING COMMISSION – Zoning Regulation Amendment (REG-0036-2026) – Review, discussion and possible adoption of recommendations associated with the comprehensive rewrite of the Manchester Zoning Regulations:
Recommendation 14: Floating and Overlay Zone Amendments.

TOWN OF MANCHESTER PLANNING & ZONING COMMISSION – Zoning Regulation Amendment (REG-0037-2026) – Review, discussion and possible adoption of recommendations associated with the comprehensive rewrite of the Manchester Zoning Regulations:
Recommendation 15: Update Floodplain Zone Regulations.

TOWN OF MANCHESTER PLANNING & ZONING COMMISSION – Zoning Regulation Amendment (REG-0038-2026) – Review, discussion and possible adoption of recommendations associated with the comprehensive rewrite of the Manchester Zoning Regulations:
Recommendation 16: Update Sign Regulations.

TOWN OF MANCHESTER PLANNING & ZONING COMMISSION – Zone Change (ZC-0010-2026) – Review, discussion and possible adoption of amendments to the official Zoning Map of the Town of Manchester, entitled "ZONING MAP Town of Manchester Connecticut," associated with the comprehensive rewrite of the Manchester Zoning Regulations, to remove the Design Overlay Zone from lots formerly zoned Business V and a lot in the Comprehensive Urban Development Zone. The following parcels would be removed from the Design Overlay Zone: 1527 Pleasant Valley Road; 75, 95, 105, 111, 112, and 250 Buckland Street; and 49 and 50 Hale Road.

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 pzccomments@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 pzccomments@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 amendments and the proposed zoning district changes 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 or “Maps” to see proposed zoning district changes); by contacting the Town Clerk’s office at 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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Planning and Zoning Commission
Michael Stebe, Chair