

## Planning and Zoning Commission

**Legislative Reference:**

**State:** CGS 8-18 through 8-30a.

**Town:** Town Council Ordinance 268 Adopted November 8, 2017

**Other Bylaws and/or Rules of Procedure:** 2002 Plan of Conservation and Development.

**Type:** Statutory and permanent.

**Geographic Responsibility:** Town, but not zoning for Noank and neither planning or zoning for Groton Long Point or the City of Groton.

**History:** Established through passage of Ordinance on June 14, 1956 entitled "An Ordinance adopting Zoning and Planning and Creating a Zoning and Planning Commission and a Zoning Board of Appeals." Amended by Ordinance #38 to include the Mystic Fire District. Ordinance to abolish Zoning Commission and create Planning and Zoning Commission

**Powers and Duties:**

**General:** As indicated in Connecticut General Statutes in numerous sections.

**Specific:** The commission shall prepare a plan of conservation and development for the Town, and review it at least once every ten (10) years. (CGS 8-23) The commission may make a report on certain town improvements. (CGS 8-24) The commission shall adopt regulations covering the subdivision of land, and no subdivision shall be made until approved by the commission. (CGS 8-25) Other duties as indicated in General Statutes. Authorized to regulate the erection, construction, reconstruction, alteration or use of building or structures and the use of land. The Commission shall provide for the manner in which zoning regulations shall be enforced.

**Appointing Authority:** Town Council. (1987 Charter 5.8)

**Term of Office:** Five (5) years, staggered. (1987 Charter 5.8)

**Membership:**

**Number:** Five (5) members, three (3) alternates. (1987 Charter 5.8)

**Requirements:** Resident electors of the Town. (1987 Charter 5.8) May not hold salaried Town office. (CGS 8-19) Alternates shall not be members of the zoning commission or zoning board of appeals. (CGS 8-19a)

Town employees may not serve on inland wetlands, land use, planning, zoning commissions. (CGS 7-421(e)).

**Meeting Schedule and Location:** Second and fourth Tuesday of January-June, September and October; second Tuesday of July, August November, and December, meeting at Town Hall Annex or other locations as noticed.

**Staff:** Office of Planning and Development Services (OPDS), Planning Division.

**Records:** Located in the Office of Planning and Development Services. Agendas and minutes, subdivision regulations, zoning regulations, and Plan of Conservation and Development are also on file in the Town Clerk's office.

**Further information:**

The commission shall elect a chairman and a secretary from its members and shall adopt rules for the transaction of business. It shall file an annual report with the Town Council. (CGS 8-19)

The town manager, town engineer, and director of public works shall be members without voting privileges. (CGS 8-19) Alternates may attend all meetings and executive sessions of the commission. (CGS 8-19a) There shall be a manner of designating alternates to act. (CGS 8-19a) OPDS/Planning: 860-446-5970.