

People's Guide to Public Hearings



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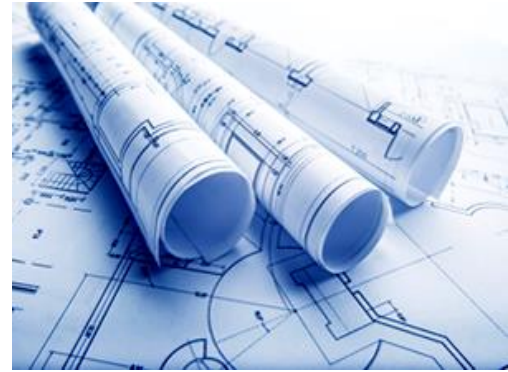
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City of Hartford

Land Use Commissions

Planning & Zoning (P&Z)/ Inland Wetlands & Watercourses (IWW)

The P&Z/ IWW preserves the quality of life and natural environment, enhances economic vitality and diversity, and promotes the cost effective delivery of public service to the community.



Zoning Board of Appeals (ZBA)

ZBA hears appeals of decisions made by the zoning administrator and rules on matters where the applicant experiences a hardship in following the specific requirements of the zoning regulations.



Historic Properties/ Historic Preservation (HPC)

HPC fosters and encourages preservation, restoration and rehabilitation of sites, structures and objects with respect to their historic, cultural, architectural, and archeological significance.



What is a Public Hearing?


A public hearing is a formal meeting scheduled for the purpose of receiving input from citizens on a local issue or proposed government action.

Fees for Public Hearing meeting to be paid with the ZBA/ IWW/ HPC application.

The Public hearing meeting proceeds in the order to the available Final Agenda.

Agendas are posted on:

 <http://bit.ly/agenda-hartford>

 www.meetinginfo.org

Public Hearing

Public Hearings must be advertised in advance. This is required by the law. The purpose of this advertisement (“legal notice”) is to alert those who may be affected by the proposed action and to allow them the time and opportunity to attend and share their thoughts and concerns.

Public Hearing- Monthly Meeting Cycle

For Zoning Board of Appeals (ZBA) & Planning & Zoning (P&Z)/ Inland Wetlands & Watercourses (IWW)

Once the application is submitted, you will be notified about the Meeting Day	Mail -Public Hearing Legal Notice	Post Public Hearing Sign	Meeting Day
	At least 10 days before meeting	At least 7 consecutive days before meeting	ZBA: 1 st Tuesday of each month. P&Z/IWWL: 2 nd & 4 th Tuesday of each month

Historic Properties/ Historic Preservation (HPC)

Submit Application	Mail -Public Hearing Legal Notice	Post Public Hearing Sign	Meeting Day
14 days before meeting	Not Applicable	Not Applicable	HPC : 3 rd Wednesday of each month.

**Meeting schedules are published annually. They are available at the Planning Intake counter and online.*

What to expect?

Before the Meeting

1

Submit a complete application to the intake Clerk at the Planning & Zoning Counter
(Location: 260, Constitutional Plaza, Ground Floor)

2

Planning Staff will review your application & will contact you via email with additional information for the Public Hearing.

3

Attend a Neighborhood Revitalization Zone (NRZ) meeting to discuss the project with community members and to seek letter of support.

1.1 Complete applications include:

- The property owner's signature (*if the City owns the property*, Planning staff will get Director of Public Works to sign);
- All required documents, drawings, and reports
- Application fee(s)

4

Mail out Public Hearing Notices. Obtain and post a Public Hearing Sign (refer to page 7)

What to expect?

Before the Meeting

Planning Staff work with applicants in advance of the application submission to :

- Identify and correct aspects of the project that do not align with the intent of the Hartford Zoning Regulations
- Determine which review bodies will need to hear and decide on the request



Legal Notice Requirements

Legal notice is required by law. It is a means to inform and invite individuals or organizations affected by the proposed action of public hearing.

- 1 Applicants must mail a Public Hearing Notice to all adjacent property owners on the list provided by staff, and **obtain a Certificate of Mailing from the US Post Office.**
- 2 Mailings must be **postmarked at least 10 days before the scheduled public hearing.** Proof of mailings must be returned to staff prior to the public hearing.
- 3 Applicants must obtain a Public Hearing Sign from the Planning Division to be **posted on the subject property for 7 consecutive days prior to the scheduled public hearing.**

A refundable deposit of \$50 per sign (one sign is required per street frontage) must be paid for at the Planning & Zoning Counter.

- 4 Staff will provide the applicant with a Sign Affidavit to be notarized and returned on the date of the public hearing.

Neighborhood Revitalization Zones (NRZ)

Resident engagement the foundation of comprehensive community transformation.

- 1 NRZs represent partnership and cooperation between residents, communities, and government.
- 2 NRZs have the power to improve communities in a way that makes a lasting impact on the quality of life of its residents.

List of NRZ's and contact information:

	NRZ/Community Group	Meeting Date	Location	Chair	Phone
Northwest	Blue Hills	1st Thursday @6:00	University of Hartford Community Room 35 Westbourne Parkway	Donna Thompson-Daniel donnahtompsondaniel@yahoo.com	(860) 922-8453
	West End Civic Association	4th Tuesday @7:30 No meetings July & August	Hartford Seminary 77 Sherman Ave	Suzann Beckett president@wecahartford.org	(860) 918-1956
	Asylum Hill	1st Monday @6:15 If holiday, 2nd Monday	224 EcoSpace 224 Farmington Ave	Jacqueline McKinney jdmckinney07@gmail.com	(860) 614-1553
	M.O.U.T.H Block Watch (Blue Hills)	1st Tuesday @5:30	North End Senior Center 80 Coventry St	Rhonda Leonard rhonda.leonard@hotmail.com	(860) 209-4062
Northeast	Northeast	3rd Monday @5:30	Parker memorial 2621 Main St.	Darlene Robertson-Childs darlenechilds2003@gmail.com	
	Upper Albany	1st Monday @5:30 If holiday, 2nd Monday	Albany Library 1250 Albany Ave.	Chair: Denise Best dstdbest@gmail.com Co-Chair: Shirley Surgeon	(860) 983-7116
	Clay Arsenal	1st Tuesday @5:30 No meetings July & August	Community Health Srv. 500 Albany Ave.	Kelly Kirkley-Bey Kbey21@hotmail.com	(860) 249-4897
Southwest	Parkville	2nd Wednesday @6:00	Parkville Senior Cntr. 11 New Park Ave.	David Morin barridoncorp@aol.com	(860) 830-5292
	Frog Hollow	3rd Tuesday @5:30	odd: Lyceum 227 Lawrence St. even: TrinColl Center for Urban & Global studies	Aaron Gill chair@fhnzr.com ajmgill@gmail.com	(860) 558-7433
	Southwest/ Behind the Rocks	2nd Tuesday @6:00	Goodwin Library Building 460 New Britain Ave	Kathy Evans and Karolina Kwiecinska kathy.evans@opmad.org Karolina.Kwiecinska@trincoll.edu	(860) 416-5884
Southeast	CSS/CON	1st Monday @5:30 If holiday, 2nd Monday	CREC 111 Charter Oak Ave.	Kevin Chick cssconnrz@gmail.com	(860) 965-6585
	South Downtown	3rd Wednesday @6:00 No meetings July/August/December	South Congregational 277 Main St Enter on John St	Robin Zaleski sodonrz@gmail.com	(860) 841-1299
	MARG	2nd Thursday @6:00	St. Augustine's Church 10 Campfield Ave.	Hyacinth Yennie hyennie3@yahoo.com	(860) 883-0383
	South End NOT ACTIVE	1st Thursday @6:00	Metzner Center 680 Franklin Ave.	Carl Williams cabwill@msn.com	(860) 296-7380

Don't know which NRZ's neighborhood you live in?
Go to <http://www.hartfordnext.org/find-your-nrz/>

What to expect?

Before the Meeting



Attend an NRZ Meeting

The Planning Division recommends that all the public hearing applicants should attend and work with the NRZ that the subject property is in. If possible, the applicant should obtain a letter of support from the local NRZ for submission to the commission.



For demolition of historic property, it is **highly recommended** that you confer with the NRZ prior to the commission meeting.

During the Meeting

Order of Proceeding

- 1 Meeting is called to order by the chair of the commission.
- 2 Staff present reports to the commission according to the order of agenda.
- 3 The commission gives the applicant an opportunity to present additional information if desired. *(Be sure to state your name first for the record.)*
- 4 The commission opens the hearing for public comment and testimony.
- 5 After all speakers are heard, the commission closes the Public Hearing.
- 6 Once the Public Hearing is closed, no new information can be presented to the commission.
- 7 The commission will consider all evidence presented and will vote as follows:
 - **Approve as submitted**
 - **Approve with conditions**
 - **Deny**
- 8 The commission votes on all action items individually.
- 9 The commission may modify staff's recommendation before taking action.

What to expect?

After the Meeting

- There is a minimum **10 day appeals period**, during which any member of the public may appeal a decision made by the commission.
- Once the appeals period has passed, the decision goes into effect if no appeal has been filed. Applicants may then seek additional permits if needed.

Planning staff will :



- 1 Place a Decision Notice in the Legal Section of the Hartford Courant within 10 days



- 2 Send a decision letter of the application to the applicant via Certified Mail within 10 days



- 3 Contact you to obtain additional information or revised plans if needed as a Condition of Approval.



- 4 Record Commission's approval on City's Land Records after the appeal period has exhausted, and all conditions of approval have been met.

After the Meeting

<i>If the application is denied by:</i> ➡	<i>Appeal to:</i>
Planning & Zoning Commission ➡	Zoning Board of Appeals
Historic Preservation Commission ➡	Board of Preservation Appeals or Local Court
Zoning Board of Appeals ➡	Hartford Superior Court

1 Right to Appeal

- An appeal may be made by any person aggrieved or by any department, board, municipality aggrieved.
- The appeal shall be taken within the time given by the Zoning Board of Appeals.
- If no time is prescribed, the appeal shall be taken within 30 days

2 An appeal shall not delay any order, requirement or decision which prohibits further construction or expansion of a use in violation of zoning regulations.

After the Meeting

1

Return the Public Hearing Sign the next day to the Planning Division. Failure to returning the sign on time may result in you losing your sign deposit!

*Not Applicable to Historic Applications

2

If the application was Approved as Submitted: After you have received the decision letter you may proceed to apply for other required permits or licenses.

- All approved plans and documents will be stamped and initialed by staff.
- The Planning Division will keep one set of original approved plans, and will return additional stamped approved sets for you to use to obtain other necessary permits and/or licenses.

3

If the application was Approved with Conditions, you must modify the plans as conditioned, and resubmit modified plans to staff before obtaining final approval.

4

If the application was Denied, you will receive information about the appeals process along with the denial letter.



Contact Us

Thank you for choosing the City of Hartford!

*If you have any questions regarding applications
submission or process, please contact us:*

Department of Development Services



260 Constitution Plaza
Hartford, CT 06103



860-757-9040



oneplan@hartford.gov



www.hartford.gov/planning



City of Hartford

Department of Development Services
260 Constitution Plaza,
Hartford, CT 06103