

COVID-19 OPERATING PROCEDURES

Updated March 31, 2020

Pursuant to Governor Lamont's Executive Orders, including but not limited to Executive Orders 7B and 7I, we have made changes to our normal operating procedures for the duration of the COVID19 virus public health and civil preparedness emergency. These procedures will be updated as needed as the situation evolves.

OFFICE OPERATIONS

Town Hall is closed to the public to slow the spread of the virus. Planning staff are still processing permit applications, responding to requests for assistance, conducting (virtual) pre-application meetings, and investigating complaints.

Requests for Assistance

The best way to contact staff for assistance during this time is via email as we are primarily working from home. If you do call, please leave a message which includes your contact information and we will return your call as soon as we are able. The following identifies the primary points of contact depending on the type of information/assistance you are seeking.

- **Linda Painter, Director** (Linda.Painter@mansfieldct.org). Planning and Zoning Commission applications; Historic District Commission applications; economic development; interpretations of Zoning Regulations
- **Jennifer Kaufman, Senior Planner** (Jennifer.Kaufman@mansfieldct.org). Inland Wetlands Permit applications; Inland Wetlands violations; environmental planning; parks/land management.
- **Jillene Woodmansee, Planning Specialist/Zoning Enforcement Officer** (Jillene.Woodmansee@mansfieldct.org). Zoning Permit Applications; Zoning violations; Zoning Board of Appeals applications; Housing Rehabilitation Program Applications
- PlanZoneDept@mansfieldct.org. All other inquiries. This email account can be accessed by all staff and is continuously monitored.

Apply for a Permit

Applications for Zoning and Inland Wetlands permits continue to be accepted and processed using the Town's on-line permit portal at <http://mansfield.onlinegovt.com/>. Please contact Jillene Woodmansee at Jillene.Woodmansee@mansfieldct.org with any questions on the Zoning Permit process and Jennifer Kaufman at Jennifer.Kaufman@mansfieldct.org with any questions on the Inland Wetlands permitting process.

File a Zoning or Inland Wetlands Complaint

Please notify the Department of potential violations of Zoning or Inland Wetlands and Watercourses Regulations by emailing the following information to planzonedept@mansfieldct.org:

- Address/Location of alleged violation
- Description of alleged violation
- Your name and preferred contact information

File an Appeal of a Zoning Enforcement Officer or Inland Wetlands Agent Decision

[Executive Order Reference: 7I, Section 19.i](#)

In accordance with the Executive Order, appeals from Zoning Agent and Inland Wetlands Agent decisions may be filed either through regular mail or through electronic mail (email) within the time period established by the applicable statute or ordinance. Notices of appeal shall be filed as follows:

- **Via Email.** Appeals may be submitted via email to planzonedept@mansfieldct.org.
- **Via Regular Mail.** Appeals may also be submitted via regular mail care of the Mansfield Department of Planning and Development, Audrey P. Beck Municipal Building, 4 South Eagleville Road, Mansfield, CT 06268

To assist applicants in filing electronic appeals, staff is working to create fillable pdf appeal forms. If you cannot find a fillable pdf for your appeal at <http://www.mansfieldct.gov/1471/Planning-and-Development-Forms>, please contact staff at <mailto:planzonedept@mansfieldct.org> for additional assistance.

BOARDS AND COMMISSIONS

The following procedures apply to the Planning and Zoning Commission (PZC), Inland Wetlands Agency (IWA), Zoning Board of Appeals (ZBA) and Historic District Commission (HDC) unless otherwise noted.

Filing of Applications

[Executive Order Reference: 7I, Section 19.j](#)

Applications for the Planning and Zoning Commission, Zoning Board of Appeals and Historic District Commission shall be submitted via email whenever possible. Applications for the Inland Wetlands Agency shall continue to be filed using the Town's online permitting system at <http://mansfield.onlinegovt.com/>.

A hard copy of the application with original signature along with copies of all plan iterations shall be submitted for the official file within 10 days of the termination of the public health and civil preparedness emergency by the Governor. Application fees shall be submitted by check (mailed to the Department of Planning and Development) or via credit card number provided over the telephone.

To assist applicants in filing electronic applications, staff is working to create fillable pdf forms for all applications. If you cannot find a fillable pdf for your application at <http://www.mansfieldct.gov/1471/Planning-and-Development-Forms>, please contact staff at <mailto:planzonedept@mansfieldct.org> for additional assistance.

Statutory Timeframes

[Executive Order Reference: 7I, Section 19.a](#)

Statutory deadlines that may pass or expire during the public health emergency may be extended by the applicable agency (PZC, IWA, ZBA, HDC) for an additional 90 days (in addition to existing extension provisions). The 90 day extension can be allocated between the different deadlines associated with an application; for example, time to open a public hearing, close a public hearing, and to make a decision.

Staff will continue to work with applicants to identify anticipated timeframes for projects requiring PZC, IWA, ZBA and HDC approval. Please be advised that while we are actively working on how to conduct public hearings through a virtual meeting format, we have not yet identified a solution or procedure for on-line public hearings. Until such a procedure is in place, we will be working with applicants to extend/continue public hearings.

Legal Notice of Public Hearings and Decisions

[Executive Order Reference: 7I, Section 19.c](#)

Notices of public hearings and decisions that would normally be published in The Chronicle will be posted in the Legal Notices section of the Town's website:

<http://www.mansfieldct.gov/1713/Legal-Notices> in accordance with the following timeframes:

- **Public Hearing Notices.** Not more than fifteen days and not less than 10 days prior to the public hearing.
- **Decision Notices.** Within 15 days of the date decision is rendered.

Town Clerk Notice

[Executive Order Reference: 7I, Section 19.d](#)

Notices normally required to be filed in the office of the Town Clerk (for example, notice of proposed changes to official regulations and maps adopted by the PZC and IWA) will now be posted in the Legal Notices section of the Town's website

(<http://www.mansfieldct.gov/1713/Legal-Notices>).

Neighborhood Notice

[Executive Order Reference: 7I, Section 19.e and Section 19.f](#)

The following alternatives are provided to the neighborhood notice requirements for the PZC, IWA and PZC. The notices must meet the same time requirements as the normal notice.

- **Yard Signs (ZBA).** The requirement that applicants post a sign in their yard to notify neighbors of an upcoming public hearing is suspended pending the termination of the public health and civil preparedness emergency. The posting of the legal notice of the public hearing on the Town's website shall serve as notice in lieu of the sign.

- **Certified Mail Notices (PZC, IWA, ZBA).** Notices of applications and public hearings that applicants are currently required to provide via certified mail may instead be provided using **one** of the following alternatives:
 - Email, provided email addresses for the parties to be notified are known or reasonably available.
 - Posting of a physical, waterproof sign that is a minimum of 2 feet by 3 feet in area in a prominent location of the subject property. This sign must contain information regarding the date, time and location of any public hearings (including remote access details), and shall be posted for the duration of the period otherwise required by the applicable regulation.
 - Mailing of letters (regular U.S. Mail) to addresses of the parties to be noticed. The mailing list shall be provided by the Department upon request to planzonedept@mansfieldct.org. Applicants may also generate the list themselves using the abutter's list feature on the Town's GIS system at <http://www.mainstreetmaps.com/ct/mansfield/internal.asp>. The applicant shall provide the following via email to planzonedept@mansfieldct.org to demonstrate that the notice requirement has been met: a copy of the notice as well as an electronically signed affidavit certifying the date of mailing.

Petitions

Executive Order Reference: 7I, Section 19.g

Petitions, including but not limited to the following, may be filed electronically. Electronic signatures such as pdf or other digital imaging technology and compilation of emails or other communications will also be accepted. Petitions shall be emailed to planzonedept@mansfieldct.org by the deadline established in the applicable statute/regulation.

- **Protest against Proposed Amendments to the Zoning Regulations and/or Zoning Map.** See the following for additional information on protest petition requirements: [Sec. 8-3\(b\) C.G.S.](#); [Article 13, Section E, Mansfield Zoning Regulations](#)
- **Inland Wetlands Agency-Petition for Public Hearing.** See the following for additional information on petition requirements: https://www.cga.ct.gov/current/pub/chap_440.htm#sec_22a-42; [Section 9.1 of the Mansfield Inland Wetland and Watercourses Regulations.](#)
- **Petition to Intervene.** [See Sec. 22a-19](#), C.G.S. for additional information.

Meetings

Executive Order Reference 7B, Section 1

To slow the spread of the virus and comply with Executive Order limits on public gatherings, all meetings are being held as web-based virtual meetings. In compliance with Executive Order 7B:

- Each meeting agenda includes information on how the public can view the meeting in real time, the location of the recording that is available for 12 months after the meeting and how to submit written comments.
- Meeting agendas with links to all application materials are posted at <https://mansfield.civicweb.net/Portal/> as well as in the Agenda Center on the Town's website (<http://www.mansfieldct.gov/AgendaCenter>).

- All materials relevant to any item on the agenda shall be submitted to the Town at least 24 hours in advance of the meeting. Materials are posted as links on the agenda and may be accessed before, during and after the proceeding. Agendas will be updated to include materials received within the 24 hour window but after the original agenda is published.
- Members of the public are encouraged to submit written comments and exhibits 24 hours prior to the meeting. These comments and exhibits are posted as links on the agenda and may be accessed before, during and after the meeting. Agendas will be updated to include materials received within the 24 hour window but after the original agenda is published. Staff will make every attempt to update meeting agendas to include exhibits and materials received less than 24 hours before the meeting. Any comments/exhibits that do not make it into the digital packet will be provided in the next meeting packet of the Commission/Board/Agency.
- All speakers taking part in the meeting are required to clearly state their name and title (if applicable) before speaking on each occasion that they speak.

Appeals to Superior Court

Executive Order Reference: 7I, Section 19.h and Section 19.i

In accordance with the Executive Order, appeals of PZC, IWA, ZBA, and HDC decisions to Superior Court may be filed through electronic mail (email) within the time period established by statute in lieu of service by state marshal. Notices of appeal shall be filed with the Mansfield Town Clerk using the following email address: TownClerk@MansfieldCT.org.

ADVISORY COMMITTEES AND COMMISSIONS

Meetings of the following advisory committees and commissions have been temporarily suspended as the Town moves to a virtual meeting format. Meetings will be held as needed to address time-sensitive issues until we have the capacity to resume the regular meeting schedule. All meetings will be held using a virtual meeting format and will be live-streamed and recorded pursuant to Executive Order 7B (see meetings under Boards and Commissions, above). Instructions on how to view the meeting and submit written comments will be included on all meeting notices/agendas.

- Agriculture Committee
- Conservation Commission
- Economic Development Commission (including subcommittees)
- Parks and Natural Resources Advisory Committee

HOUSING REHABILITATION PROGRAM

Applications

We continue to accept applications for the Town's housing rehabilitation program. To protect personal information, we recommend that applicants submit their applications by mail to Jillene Woodmansee, Planning Specialist/Zoning Enforcement Officer, Mansfield Department of Planning and Development, Audrey P. Beck Municipal Building, 4 South Eagleville Road, Mansfield, CT 06268.

Please contact Jillene at Jillene.Woodmansee@mansfieldct.org with any questions regarding eligibility or the application process.

Current Projects

We are continuing to evaluate our ability to move forward with pending projects given the evolving situation and changing requirements established by the Governor and CDC. Decisions will be made on a case-by-case basis to protect the health of both our clients and contractors. Please contact Jillene Woodmansee at the above email address with any questions on the status of your project.