

RECEIVED

2025 JAN 24 A 10:42  
Hebron  
HEBRON TOWN CLERK

**PLANNING AND ZONING COMMISSION  
AGENDA  
SPECIAL MEETING – VIRTUAL  
January 28, 2025 at 7:00 P.M.**

**Planning and Zoning Commission**  
Jan 28, 2025, 7:00 – 10:00 PM (America/New\_York)

**Please join my meeting from your computer, tablet or smartphone.**

<https://meet.goto.com/320430005>

**You can also dial in using your phone.**

Access Code: 320-430-005

United States: [+1 \(224\) 501-3412](tel:+12245013412)

**Get the app now and be ready when your first meeting starts:**

<https://meet.goto.com/install>

**PUBLIC HEARING**

1. **Petition 2024-29 & 30** – Petition of the Town of Hebron Parks and Recreation Department for Special Permit and associated Site Plan to construct a dog park and associated improvements on approximately 1.5 acres at Parcel 12-9C Church St, part of the Raymond Brook Preserve, Residence-1 District.

**REGULAR MEETING**

- I. Call to Order / Roll Call
- II. Approval of Minutes
  - A. December 14, 2025 Public Hearing/Regular Meeting
- III. Recognition of Guests / Public Comments (non-Agenda items)
- IV. Action on Pending Applications
  - A. **Petition 2024-29 & 30** – Petition of the Town of Hebron Parks and Recreation Department for Special Permit and associated Site Plan to construct a dog park and associated improvements on approximately 1.5 acres at Parcel 12-9C Church St, part of the Raymond Brook Preserve, Residence-1 District.
  - B. **Petition 2024-31 & 32** – Petition of Amirzai Property Trust, LLC / Amjeed Akbarzai for Special Permit and associated Site Plan in accordance with Section 2.C.1.7 of the Hebron Zoning Regulations, to construct four new 2-story building each containing four 2-bedroom rental apartments at 102 Wellswood Rd, Residence-1 District. *Public Hearing Scheduled for February 12, 2025. No Action Recommended.*

**PLANNING AND ZONING COMMISSION**  
**AGENDA**  
**SPECIAL MEETING – VIRTUAL**  
**January 28, 2025 at 7:00 P.M.**

V. Old Business

- A. Review of Small Town Economic Assistance Program (STEAP) Grant Application ideas and possible endorsement/recommendation
- B. Discussion of possible amendments of Hebron Zoning Regulations to address confusion regarding the regulation of dormers in new construction in the Amston Lake District.

VI. New Business

- A. New Applications - None
- B. Set Public Hearing Date – Not Applicable
- C. Other New Business - None

VII. Correspondence

- A. State of Connecticut Siting Council dated January 10, 2025, re: Docket No. 528 – Proposed telecommunications facility at 746 East St, Andover, CT
- B. Email from Jim Hallisey, Town of Andover, CT Zoning Agent, re: telecommunications facility at 746 East St, Andover, CT

VIII. Annual Organizational Meeting

IX. Public Comment (non-Public Hearing applications)

X. Adjournment

Next Meetings:       February 12, 2025 Public Hearing/Regular Meeting  
                              February 26, 2025 Regular Meeting

RECEIVED

2025 JAN 24 A 8:20

HEBRON TOWN CLERK

**PLANNING AND ZONING COMMISSION  
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- A. New Applications - None
- B. Set Public Hearing Date – Not Applicable
- C. Other New Business - None

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                              February 26, 2025 Regular Meeting

**TOWN OF HEBRON  
PLANNING AND DEVELOPMENT DEPARTMENT**

**TO:** Planning and Zoning Commission  
**FROM:** Matthew Bordeaux, Town Planner  
**DATE:** January 24, 2025  
**RE:** Planner's Report for January 28, 2025 Public Hearing/Regular Meeting

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*Action on Pending Applications*

**Petition 2024-29 & 30 – Petition of the Town of Hebron Parks and Recreation Department for Special Permit and associated Site Plan pursuant to Section 2.C.3 and 2.C.4 of the Hebron Zoning Regulations, to construct a dog park and associated improvements on approximately 1.5 acres at Parcel 12-9C Church St, part of the Raymond Brook Preserve, Residence-1 District.**

On December 10, 2024, the Hebron Planning and Zoning Commission accepted a new application and scheduled a public hearing for the construction of a dog park in the Raymond Brook Preserve. Also known as Church Street Park, the 95-acre Town-owned property is comprised of several contiguous parcels located east of Church St, south of Kinney Rd, and west of Millstream Rd.

The proposed dog park will be located south and west of the existing public parking area accessible from Kinney Rd (see Location Map attached). The area is currently maintained by a local farmer for cutting hay. Improvements to the area will be limited to the installation of a vinyl-coated chain link fence providing designated areas for small and large dogs, provision of a parking space compliant with the Americans with Disabilities Act, room for the potential expansion of the existing parking area and installation of a drilled well to be operated by a handpump. Dog waste stations will be provided and will be maintained by the Hebron Parks Department.

In accordance with the Hebron Inland Wetlands and Watercourses Regulations, Section 4.2b, “outdoor recreation” uses are permitted as nonregulated uses in wetlands and watercourses. An isolated inland wetlands area was identified to the southwest of the proposed dog park. The regulated area was delineated at the time when concept plans were prepared for the proposed relocation of Regional School District 8 (RHAM) to the subject site. The delineation is depicted and highlighted on the attached conceptual Master Plan prepared by Thomas H. Fenton, Town Engineer, from 2012. The area in proximity of the wetlands will continue to be maintained as a grass field.

Though there is no regulated activity, as the proposal is for a new use on Town-owned open space, the project was referred to the Conservation Commission in their capacity as stewards of

open space in Hebron. Following a handful of questions and answers, the Conservation Commission did not provide any input on the proposal.

A subcommittee of the Hebron Parks and Recreation Commission dedicated to the location of a dog park has endorsed the proposed location.

Recreational and Institutional (government facilities and services) uses are subject to Special Permit and Site Plan approval by the Hebron Planning and Zoning Commission in the Residence-1 District. The Commission may consider the Special Permit Criteria of Section 7.D.5 in their review of the application.

**Petition 2024-31 & 32** – Petition of Amirzai Property Trust, LLC / Amjeed Akbarzai for Special Permit and associated Site Plan in accordance with Section 2.C.1.7 of the Hebron Zoning Regulations, to construct four new 2-story building each containing four 2-bedroom rental apartments at 102 Wellswood Rd, Residence-1 District.

The Commission received the new application on January 14, 2025, and scheduled a public hearing Scheduled for February 12, 2025. Town staff have commenced their review. No action is recommended at this time.

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### ***New Business***

There is no New Business.

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### ***Old Business***

#### **Review of Small Town Economic Assistance Program (STEAP) Grant Application ideas and possible endorsement/recommendation**

On January 14, 2025, Town staff shared three (3) ideas for possible applications under the STEAP Grant funding round of 2025. Applications are due February 20, 2025. The Commission requested that Town staff prepare language to consider a recommendation of support to the Hebron Board of Selectmen for two (2) of the projects.

#### *DRAFT: Amston Village Water Main Extension*

*The Hebron Planning and Zoning Commission supports the STEAP Grant Application for extension of public water to 459 Church St in the Amston Village District. The extension of the water supply is key to the successful restoration of the Turshen Mill, locally referred to as the Treasure Factory, where a significant effort has been invested in the remediation of historic contamination to facilitate reuse of the site. The redevelopment of the Turshen Mill will save a significant local historic landmark from further degradation and provide economic value to the district and Town.*

*DRAFT: Sidewalk Gap Closures and Key Extensions*

*The Hebron Planning and Zoning Commission supports the STEAP Grant Application for the improvement of sidewalks in commercial districts. The proposal will fill two notable gaps on Main St in the existing Hebron Center sidewalk system, make a key extension on West Main St to an age-restricted residential community and existing commercial site, and extend sidewalks from their terminus on Church St where new commercial development is imminent. The proposed project will provide safe pedestrian access on State Routes 66 and 85, Hebron's most heavily traveled thoroughfares and vital economic corridors.*

**Discussion of possible amendments of Hebron Zoning Regulations to address confusion regarding the regulation of dormers in new construction in the Amston Lake District.**

A separate memo dated January 23, 2025 is attached.

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*Correspondence*

1. Letter from Connecticut Siting Council dated January 10, 2025 re: Docket No. 528 – Proposed telecommunications facility at 746 East St, Andover, CT.
2. Email from Jim Hallisey, Town of Andover, CT Zoning Agent, re: telecommunications facility at 746 East St, Andover, CT.

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*Organizational Meeting*

It is typical for the Planning and Zoning Commission to review the By-Laws annually. An election of officers is not required until after a municipal election. A copy of the By-Laws, revised February 13, 2024, is attached.

MRB

H:\Planning Department\Boards & Commissions\PZC\2025\01-28-2025\Planners Report.docx

Attachments

LEGAL NOTICE  
PLANNING AND ZONING COMMISSION  
HEBRON, CONNECTICUT

The Hebron Planning and Zoning Commission will hold a Public Hearing at a meeting scheduled for January 28, 2025, at 7:00 P.M., to be held virtually through the GoToMeeting Platform, on the following:

- I. **Petition 2024-29 & 30** – Petition of the Town of Hebron Parks and Recreation Department for Special Permit and associated Site Plan to construct a dog park and associated improvements on approximately 1.5 acres at Parcel 12-9C Church St, part of the Raymond Brook Preserve, Residence-1 District.

<p style="text-align: center;"><b>Planning and Zoning Commission</b> Jan 28, 2025, 7:00 – 10:00 PM (America/New_York)</p> <p style="text-align: center;"><b>Please join my meeting from your computer, tablet or smartphone.</b> <a href="https://meet.goto.com/320430005">https://meet.goto.com/320430005</a></p> <p style="text-align: center;"><b>You can also dial in using your phone.</b> Access Code: 320-430-005 United States: +1 (224) 501-3412</p> <p style="text-align: center;"><b>Get the app now and be ready when your first meeting starts:</b> <a href="https://meet.goto.com/install">https://meet.goto.com/install</a></p>
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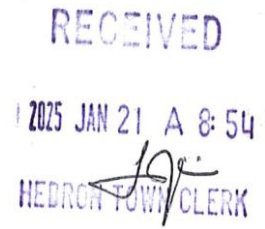
Dated at Hebron, Connecticut, this 15th day of December 2025.

Frank Zitkus, Chair

**Legal Notice will be published in the Rivereast News Bulletin on January 17, 2025 and January 24, 2025.**



**TOWN OF HEBRON  
PLANNING AND ZONING COMMISSION  
Special Meeting (Virtual)  
January 14, 2025 - 7:00 PM**



**MINUTES**

**ATTENDANCE:**

**Planning and Zoning Commission (Present):** Frank Zitkus (Chair), David Sousa (Vice Chair), Janet Fodaski (Secretary), Chris Cyr, Devon Garner, Bradley Franzese (Alternate), Davis Howell (Alternate)

**Staff Present:** Matthew Bordeaux (Town Planner)

**Guests:** Jim Celio

**REGULAR MEETING**

**I. Call to Order/Roll Call**

F. Zitkus began the meeting.

**II. Approval of Minutes**

A. December 10, 2024 - Public Hearing / Regular Meeting

D. Sousa offered the following amendment:

1. Page 1, 2<sup>nd</sup> paragraph, 1<sup>st</sup> sentence – **Amend to read:** “Matt Baldino outlined traffic-related adjustments and reported DOT's preference for not installing the crosswalk.”

**Motion by D. Sousa and seconded by J. Fodaski to approve the minutes of the December 10<sup>th</sup>, 2024 Public Hearing and Regular meeting as amended. The motion passed unanimously (5-0).**

**III. Recognition of Guests / Public Comments (non-Agenda items)**

None.

**IV. Action on Pending Applications**

A. **Petition 2024 - 17 & 18** – Petition of Calito Development Group for Special Permit and associated Site Plan to construct a retail store pursuant to Section 3.B.2.1.1 of the Hebron Zoning Regulations, 94 Main Street (Proposed Lot #13-32B), Main Street District.

**Motion by D. Sousa and seconded by C. Cyr to deny Petition 2024 - 17 & 18 of Calito Development Group for a Special Permit and associated Site Plan to construct a retail store at 94 Main Street in the Main Street District, based on its non-conformance with the**

**TOWN OF HEBRON  
PLANNING AND ZONING COMMISSION  
Special Meeting (Virtual)  
January 14, 2025 - 7:00 PM**

**purpose of the Main Street District as established in the Hebron Planning & Zoning Regulations; based on its failure to address all Special Permit criteria; based on its lack of adherence to many of the guidelines and development standards established in the “Guidelines for Community Site and Architectural Design of Hebron,” including architectural design, building placement, and pedestrian safety and connectivity; and based on its incompatibility with key goals and policies of the Town of Hebron 2024 Plan of Conservation and Development, especially related to Hebron Center and the Main Street District. The motion passed unanimously (5-0).**

**Action: Denied.**

- B. Petition 2024 – 29 & 30** – Petition of the Town of Hebron Parks and Recreation Department for Special Permit and associated Site Plan to construct a dog park and associated improvements on approximately 1.5 acres at Parcel 12-9C Church St, part of the Raymond Brook Preserve, Residence-1 District.

**Action: Tabled. (Public Hearing Scheduled for January 28<sup>th</sup>, 2025.)**

**V. Old Business**

- A. Discussion of possible amendments of Hebron Zoning Regulations to address confusion regarding the regulation of dormers in new construction in the Amston Lake District**

Tabled. M. Bordeaux will develop a draft amendment for PZC consideration.

**VI. New Business**

**A. New Applications**

- 1. Petition 2024-31 & 32** – Petition of Amirzai Property Trust, LLC / Amjeed Akbarzai for Special Permit and associated Site Plan pursuant to Section 2.C.1.7 of the Hebron Zoning Regulations, to construct four (4) new two-story buildings each containing four (4) two-bedroom rental apartments at 102 Wellswood Rd, Residence-1 District.

**Action: Received.**

**B. Set Public Hearing Date**

- 1. Petition 2024-29 & 30**

**Action: Public Hearing date – January 28<sup>th</sup>, 2025**

- 2. Petition 2024-31 & 32**

**Action: Public Hearing date – February 12<sup>th</sup>, 2025**

**C. Other New Business**

- 1. Petition 2010-6 - Request for Extension of Lakewood Estates Subdivision**

**TOWN OF HEBRON  
PLANNING AND ZONING COMMISSION  
Special Meeting (Virtual)  
January 14, 2025 - 7:00 PM**

**Motion by F. Zitkus and seconded by D. Sousa to approve the December 18<sup>th</sup>, 2024 request of James Celio, representing Lakewood Estates, to extend PZC approval of the subdivision, (Petition 2010-6), in accordance with P.A. 21-163.**

Discussion:

Applicant J. Celio provided documentation regarding changes in state statute leading to the request. M. Bordeaux and Commissioners reviewed extension history related to the site, including those granted by the State.

**Motion passed (4-1, with C. Cyr voting NO.)**

*(D. Garner left the meeting. D. Howell seated for D. Garner)*

**2. Review of proposed Planning and Development Department CIP and Capital Projects and possible endorsement/recommendation**

M. Bordeaux reviewed potential CIP and Capital projects including sidewalk extensions, focusing on closing gaps along Main Street, as well as extending the Church Street sidewalk further south. PZC members highlighted potential improvements to pedestrian safety and economic development opportunities via expanded sidewalk routes. Hebron Green design services, particularly parking and pedestrian configurations, Horton House improvements, and ADA survey and transition plans were also discussed, as was expansion of water access and economic and market review studies.

**3. Review of Small-Town Economic Assistance Program (STEAP) Grant Application ideas and possible endorsement/recommendation**

Ideas discussed included Brownfields site remediations on Church Street, and expansion of water access related to future development. Commissioners gave their support for projects discussed, including sidewalk extensions along Church Street and associated safety beacons.

**VII. Correspondence**

Correspondence from K. Tulimieri regarding a moratorium on development was included in the agenda, and briefly discussed. Also discussed was notice of a CT Siting Council Application pursuant to installation of a telecommunications tower.

**VIII. Public Comment (non-Public Hearing applications)**

**A. Holly Habicht** – No comment; thanked PZC for their volunteerism and efforts.

**TOWN OF HEBRON  
PLANNING AND ZONING COMMISSION  
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**IX. Adjournment**

**Motion by J. Fodaski and seconded by D. Sousa to adjourn. The motion passed unanimously (5-0).**

Meeting adjourned.

Respectfully submitted,  
Hannah Walcott (Board Clerk)

# Town of Hebron, Connecticut



Town Office Building  
15 Gilead Street; Hebron, Connecticut 06248  
Phone: (860) 228-5971 Fax: (860) 228-5980



## SPECIAL PERMIT APPLICATION

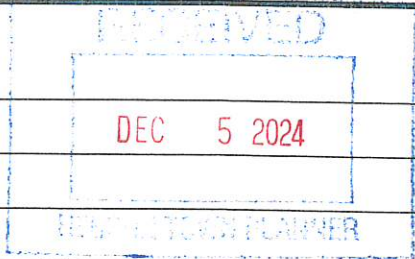
New Special Permit Application;  Amendment to Approved Special Permit

### Applicant Information:

Name: Town of Hebron Parks and Recreation Department  
Address: 150 East Street, Hebron, CT 06248  
Phone: 860-530-1281 Fax: \_\_\_\_\_  
Email: cbryant@hebronct.com  
Legal Interest: Parks & Recreation Director

### Owner Information:

Name: Town of Hebron  
Address: 15 Gilead Street, Hebron, CT 06248  
Phone: 860-228-5971 Fax: \_\_\_\_\_  
Email: \_\_\_\_\_



Attached is documentation verifying ownership of the property.

### Subject Parcel:

Address: Kinney Road / Church Street  
Size: 10 acres Zone: Residence-1 Assessor's Map and Lot #: 12-96  
Is the subject parcel within 500 ft. of the Town boundary?  yes  no  
Is the subject parcel within a designated "Village District"?  yes  no

### Requested Use:

Application is made under Section 2.C.4.1 of the Hebron Zoning Regulations, requesting approval of the following use: Development of a dog park on Town-owned land at Raymond Brook Preserve

### Relationship of Proposed Special Use to the Plan of Development:

\_\_\_\_\_  
\_\_\_\_\_

**Benefits of Proposed Special Use to the Town of Hebron:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Parties of Interest\*:**

Engineer/ Architect Name: Nathan L. Jacobson & Associates

Address: 86 Main Street, P.O. Box 337, Chester, CT 06412-0337

Phone: 860-526-9591 Fax: 860-526-5416

Email: tfenton@nlja.com

Developer/ Builder Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

\*Complete information in this section as applicable.

**Taxes:**

Are all real estate, sewer use, and sewer assessment taxes current?  yes  no

Attached is proof of payment. (Required) N/A

**Fees:** N/A

Town Fee\* \$ \_\_\_\_\_ + \$10 Processing Fee + \$60.00 (State Fee) = \$ \_\_\_\_\_ (payable to the Town of Hebron)

\* Town fee is established by Town ordinance.

**Signatures:**

Signature of Owner(s) \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Applicant(s) \_\_\_\_\_ Date: \_\_\_\_\_

SB-44  
10/95

## QUITCLAIM DEED

Know All Men by These Presents that the STATE OF CONNECTICUT, hereinafter called the Grantor, acting herein by its Treasurer, pursuant to 2002 Conn. Special Acts, No. 02-9, § 2, for the consideration of ONE DOLLAR (\$1.00) received to its full satisfaction of the Town of Hebron, hereinafter called the Grantee, has remised, released and forever quitclaimed, and does by these presents justly and absolutely remise, release, and forever quitclaim, except as set forth herein, unto the said Grantee, forever, all such right and title as it, the said Grantor, has or ought to have in three certain parcels of land in the Town of Hebron, County of Tolland and State of Connecticut, together containing 65.301 acres, more or less, described as follows:

**FIRST PARCEL:** A certain piece or parcel of land with all improvements and appurtenances thereto situated in the town of Hebron, County of Tolland and State of Connecticut, consisting of approximately 30.30 acres and shown as Parcel B on a certain map titled "Property of Reuben H. and Lydia Y. Bosley, Scale 1" = 100', Date 05-28-81, which map was prepared by Megson & Heagle, Civil Engineers & Land Surveyors, Glastonbury, Conn., and which map is on file in the Hebron Town Clerks Office in Volume 10, Page 22.

**SECOND PARCEL:** A certain piece or parcel of land with all improvements and appurtenances thereto situated in the town of Hebron, County of Tolland and State of Connecticut, consisting of approximately 25.001 acres and shown as Parcel B on a certain map titled Plan Prepared for H.H.C.D.C., , Scale 1" = 100', Date 07-23-90', which map was prepared by Fuss & O'Neill, Consulting Engineers, Manchester, Connecticut, and which map is on file in the Hebron Town Clerks Office in Volume 16, Page 56.

**THIRD PARCEL:** A certain piece or parcel of land with all improvements and appurtenances thereto situated in the town of Hebron, County of Tolland and State of Connecticut, consisting of approximately 10.00 acres and shown as Parcel CV on a certain map titled "Sorghum Hill Farms - Property of Lina Lucarelli and Joseph L. Alberti, , Scale 1" = 100', Date 10-74, which map was prepared by Griswold & Fuss, Civil Engineers Surveyors, Manchester, Connecticut, and which map is on file in the Hebron Town Clerks Office in Volume 5, Page 76.

The above-described premises are transferred subject to any and all provision of any ordinance, municipal regulation, or public or private law.

The parties hereto, for themselves, their successors and assigns, understand and agree that the above-described parcels are transferred subject to the special limitations set forth in 2002 Conn. Special Acts, No. 02-9, § 2. In accordance therewith, and as a condition of the transfer of said parcels, said parcels shall be used only for open space, recreational or public safety purposes. If the Grantee (1) does not use said parcels for any of the aforesaid purposes, (2) does not retain ownership of all of said parcels, or (3) leases all or any portion of said parcels, the parcels shall revert to the State of Connecticut. The Grantee shall hold the State of Connecticut harmless with regard to any and all existing or potential environmental issues with regard to said parcels.

This conveyance is further subject to (A) the dismissal and waiver of all tax liens currently held against the property by the Grantee, and (B) the approval of the State Properties Review Board, and includes any liens, debts or encumbrances, if any, which may exist on said parcels.

To Have and to Hold the premises unto the Grantee, to only its use and behalf so that neither the Grantor, nor any person or persons in its name and behalf, shall or will hereafter claim or demand any right or title to the premises or any part thereof, but they and everyone of them shall by these presents be excluded and forever barred, except as otherwise provided in this Deed.

CONVEYANCE TAX RECEIVED  
STATE \$ \_\_\_\_\_ LOCAL \$ \_\_\_\_\_ NO.   
*[Signature]*  
HEBRON TOWN CLERK

1723

IN WITNESS WHEREOF, The Grantor has caused these presents to be executed on its behalf by its Treasurer, duly authorized, this 5<sup>th</sup> day of May, 2004. Signed and Delivered in the presence of:

WITNESSES:

STATE OF CONNECTICUT

Shirley Williams  
Shirley Williams

BY: Denise L. Nappier  
Denise L. Nappier  
its Treasurer

Morgan S. Reane  
Morgan S. Reane

STATE OF CONNECTICUT )

) ss: Hartford

COUNTY OF HARTFORD )

On this 5<sup>th</sup> day of May, 2004, before me, the undersigned officer personally appeared, Denise L. Nappier, Treasurer of the State of Connecticut, known to me to be the person described in the foregoing instrument, and acknowledged that s/he executed the same in the capacity therein stated and for the purposes therein contained.

WITNESS WHEREOF, I hereunto set my hand.

Marion M. Dziedzic  
Commissioner of the Superior Court  
Notary Public

Marion M. Dziedzic  
Notary Public  
My Commission Expires April 30, 2007



Pursuant to 2002 Conn. Special Acts, No. 02-9, § 2, approved by:

Pasquale K. Pepe  
Pasquale K. Pepe, Chairman  
State Properties Review Board

5/27/04  
Date

APPROVED AS TO FORM:

William B. Nik  
Attorney General

6/17/04  
Date

As a

Received June 25 2004 AT 9:46 AM  
Recorded in Town of Habron  
Land Records Vol. 372 Page 236  
Carol A. Pomperny Town Clerk





Town Office Building
15 Gilead Street; Hebron, Connecticut 06248
Phone: (860) 228-5971 Fax: (860) 228-5980



SITE PLAN APPLICATION

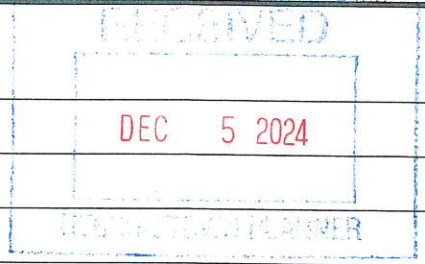
New Site Plan Application [X] Amendment to Approved Site Plan

Applicant Information

Name: Town of Hebron Parks and Recreation Department
Address: 150 East Street, Hebron, CT 06248
Phone: 860-530-1281 Fax:
Email: cbryant@hebronct.com
Legal Interest: Parks & Recreation Director

Owner Information

Name: Town of Hebron
Address: 15 Gilead Street, Hebron, CT 06248
Phone: 860-228-5971 Fax:
Email:



[ ] Attached is documentation verifying ownership of the property. (Required)

Subject Parcel

Address: Kinney Road / Church Street
Size: 10 acres Zone: Residence-1 Assessor's Map and Lot #: 12-96
Is the subject parcel within 500 ft. of the Town boundary? [ ] yes [X] no
Is the subject parcel within a designated 'Village District'? [ ] yes [ ] no

Requested Use

Application is made under Section 2.C.4.1 of the Hebron Zoning Regulations, requesting approval of the following use: Development of a dog park on Town-owned land at Raymond Brook Preserve

**Parties of Interest\***

Engineer/ Architect Name: Nathan L. Jacobson & Associates

Address: 86 Main Street, P.O. Box 337, Chester, CT 06412-0337

Phone: 860-526-9591 Fax: 860-526-5416

Email: \_\_\_\_\_

Developer/ Builder Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

\*Complete information in this section as applicable.

**Taxes**

Are all real estate, sewer use, and sewer assessment taxes current?  yes  no

Attached is proof of payment. (required) N/A

**Fees** N/A

\$150 + \$ \_\_\_\_\_ + \$10 Processing Fee + \$60 (State Fee) = \$ \_\_\_\_\_  
(\$ 50 / ca. 1,000 sf of new construction) (Payable to the Town of Hebron)

**Signatures**

Signature of Owner(s) \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Applicant(s) \_\_\_\_\_ Date: \_\_\_\_\_



# Proposed Dog Park

Town of Hebron, CT

1 inch = 563 Feet

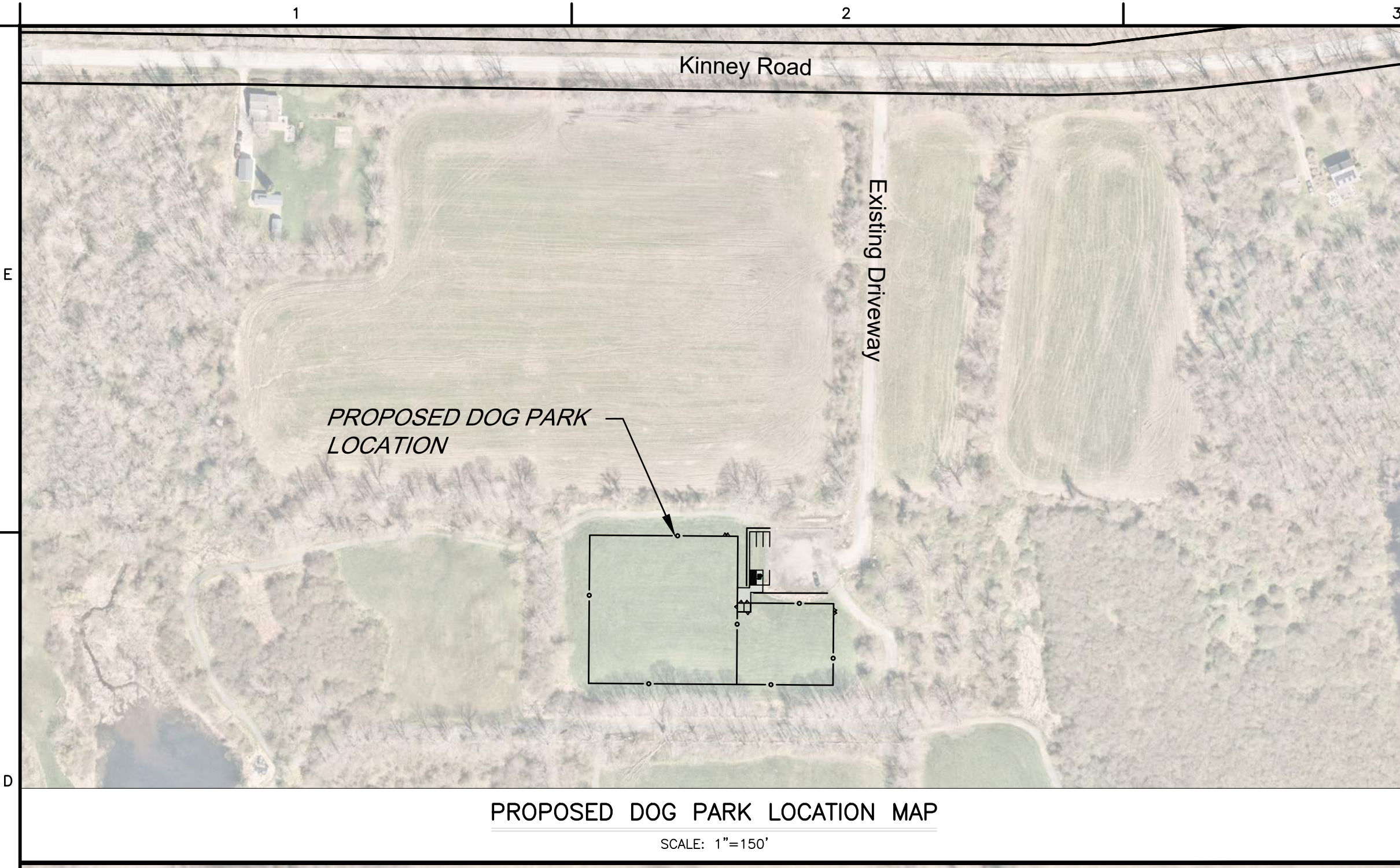


www.cai-tech.com

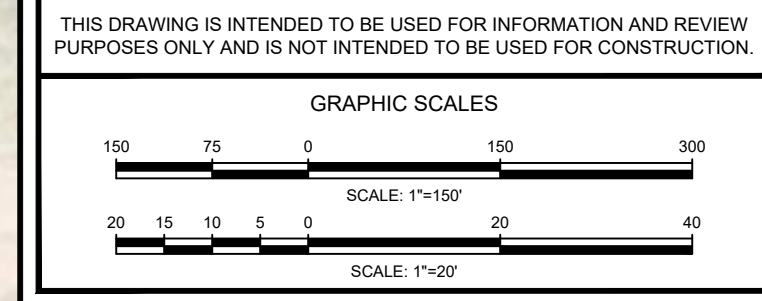
December 6, 2024



Data shown on this map is provided for planning and informational purposes only. The municipality and CAI Technologies are not responsible for any use for other purposes or misuse or misrepresentation of this map.



- NOTES:**
1. IN GENERAL, LOWER CASE TEXT IDENTIFIES EXISTING FEATURES/CONDITIONS.
  2. IN GENERAL, UPPER CASE TEXT IDENTIFIES PROPOSED FEATURES/CONDITIONS UNLESS OTHERWISE SPECIFIED.
  3. FOR LOCATION OF UNDERGROUND ELECTRIC, TELEPHONE, GAS, CABLE TV AND OTHER FACILITIES OF PUBLIC UTILITY COMPANIES, INQUIRE OF "CALL BEFORE YOU DIG, INC." AT 1-800-922-4455.
  4. AERIAL IMAGERY SOURCE: NEARMAP
  5. PARKING STALLS DEPICTED FOR INFORMATIONAL PURPOSES. LINE STRIPING IS NOT TO BE INSTALLED WITHIN THE GRAVEL PARKING AREA.



**TOWN OF HEBRON CONNECTICUT**

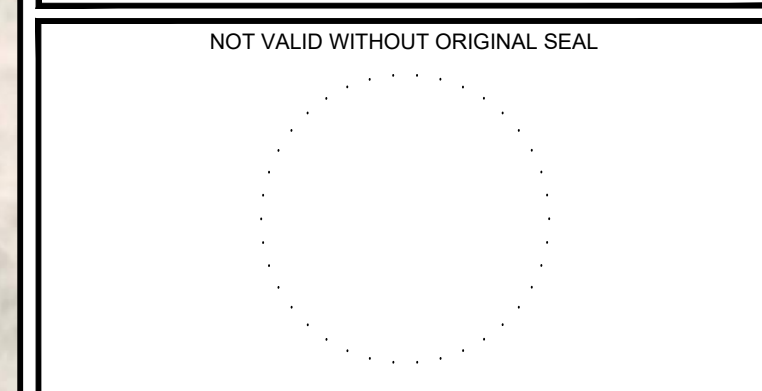
**DOG PARK**

**LAYOUT PLAN**

**PERMITTING**

ANY ALTERATIONS TO THIS DRAWING MADE WITHOUT THE EXPRESSED WRITTEN APPROVAL OF NATHAN L. JACOBSON & ASSOCIATES, INC. WILL BE AT THE SOLE RISK OF THE PERSON OR FIRM MAKING SUCH UNAUTHORIZED ALTERATIONS AND NATHAN L. JACOBSON & ASSOCIATES, INC. WILL NEITHER HAVE NOR ACCEPT ANY LIABILITY OR LEGAL EXPOSURE ARISING FROM SAID UNAUTHORIZED ALTERATIONS.

**Nathan L. Jacobson & Associates, Inc.**  
86 Main Street P.O. Box 337  
Chester, Connecticut 06412-0337  
Tel: (860) 526-9591 Fax: (860) 526-5416  
www.nlja.com  
Jacobson Consulting Civil and Environmental Engineers Since 1972



JOSHUA R. EANNOTTI, P.E.  
CT REGISTRATION No. 33562

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REVISIONS		
No.	DESCRIPTION	DATE
1	WELL AND HAND PUMP ADDED	01/2025

SB-44  
10/95

QUITCLAIM DEED

Know All Men by These Presents that the STATE OF CONNECTICUT, hereinafter called the Grantor, acting herein by its Treasurer, pursuant to 2002 Conn. Special Acts, No. 02-9, § 2, for the consideration of ONE DOLLAR (\$1.00) received to its full satisfaction of the Town of Hebron, hereinafter called the Grantee, has remised, released and forever quitclaimed, and does by these presents justly and absolutely remise, release, and forever quitclaim, except as set forth herein, unto the said Grantee, forever, all such right and title as it, the said Grantor, has or ought to have in three certain parcels of land in the Town of Hebron, County of Tolland and State of Connecticut, together containing 65.301 acres, more or less, described as follows:

FIRST PARCEL: A certain piece or parcel of land with all improvements and appurtenances thereto situated in the town of Hebron, County of Tolland and State of Connecticut, consisting of approximately 30.30 acres and shown as Parcel B on a certain map titled "Property of Reuben H. and Lydia Y. Bosley, Scale 1" = 100', Date 05-28-81, which map was prepared by Megson & Heagle, Civil Engineers & Land Surveyors, Glastonbury, Conn., and which map is on file in the Hebron Town Clerks Office in Volume 10, Page 22.

SECOND PARCEL: A certain piece or parcel of land with all improvements and appurtenances thereto situated in the town of Hebron, County of Tolland and State of Connecticut, consisting of approximately 25.001 acres and shown as Parcel B on a certain map titled Plan Prepared for H.H.C.D.C., , Scale 1" = 100', Date 07-23-90", which map was prepared by Fuss & O'Neill, Consulting Engineers, Manchester, Connecticut, and which map is on file in the Hebron Town Clerks Office in Volume 16, Page 56.

THIRD PARCEL: A certain piece or parcel of land with all improvements and appurtenances thereto situated in the town of Hebron, County of Tolland and State of Connecticut, consisting of approximately 10.00 acres and shown as Parcel CV on a certain map titled "Sorghum Hill Farms - Property of Lina Lucarelli and Joseph L. Alberti, , Scale 1" = 100', Date 10-74, which map was prepared by Griswold & Fuss, Civil Engineers Surveyors, Manchester, Connecticut, and which map is on file in the Hebron Town Clerks Office in Volume 5, Page 76.

The above-described premises are transferred subject to any and all provision of any ordinance, municipal regulation, or public or private law.

The parties hereto, for themselves, their successors and assigns, understand and agree that the above-described parcels are transferred subject to the special limitations set forth in 2002 Conn. Special Acts, No. 02-9, § 2. In accordance therewith, and as a condition of the transfer of said parcels, said parcels shall be used only for open space, recreational or public safety purposes. If the Grantee (1) does not use said parcels for any of the aforesaid purposes, (2) does not retain ownership of all of said parcels, or (3) leases all or any portion of said parcels, the parcels shall revert to the State of Connecticut. The Grantee shall hold the State of Connecticut harmless with regard to any and all existing or potential environmental issues with regard to said parcels.

This conveyance is further subject to (A) the dismissal and waiver of all tax liens currently held against the property by the Grantee, and (B) the approval of the State Properties Review Board, and includes any liens, debts or encumbrances, if any, which may exist on said parcels.

To Have and to Hold the premises unto the Grantee, to only its use and behalf so that neither the Grantor, nor any person or persons in its name and behalf, shall or will hereafter claim or demand any right or title to the premises or any part thereof, but they and everyone of them shall by these presents be excluded and forever barred, except as otherwise provided in this Deed.

CONVEYANCE TAX RECEIVED  
STATE \$ \_\_\_\_\_ LOCAL \$ \_\_\_\_\_ NO.   
*[Signature]*  
HEBRON TOWN CLERK 1723

IN WITNESS WHEREOF, The Grantor has caused these presents to be executed on its behalf by its Treasurer, duly authorized, this 5<sup>th</sup> day of May, 2004. Signed and Delivered in the presence of:

WITNESSES:

STATE OF CONNECTICUT

Shirley Williams  
Shirley Williams  
Morgan S. Reane  
Morgan S. Reane

BY: Denise L. Nappier  
Denise L. Nappier  
its Treasurer

STATE OF CONNECTICUT )

) ss: Hartford

COUNTY OF HARTFORD )

On this 5<sup>th</sup> day of May, 2004, before me, the undersigned officer personally appeared, Denise L. Nappier, Treasurer of the State of Connecticut, known to me to be the person described in the foregoing instrument, and acknowledged that s/he executed the same in the capacity therein stated and for the purposes therein contained.

WITNESS WHEREOF, I hereunto set my hand.

Marianne M. Dziedzic  
Commissioner of the Superior Court  
Notary Public

Marianne M. Dziedzic  
Notary Public

My Commission Expires April 30, 2007



Pursuant to 2002 Conn. Special Acts, No. 02-9, § 2, approved by:

Pasquale A. Pepe  
Pasquale A. Pepe, Chairman  
State Properties Review Board

5/27/04  
Date

APPROVED AS TO FORM:

Will B. Hill  
Attorney General

6/17/04  
Date

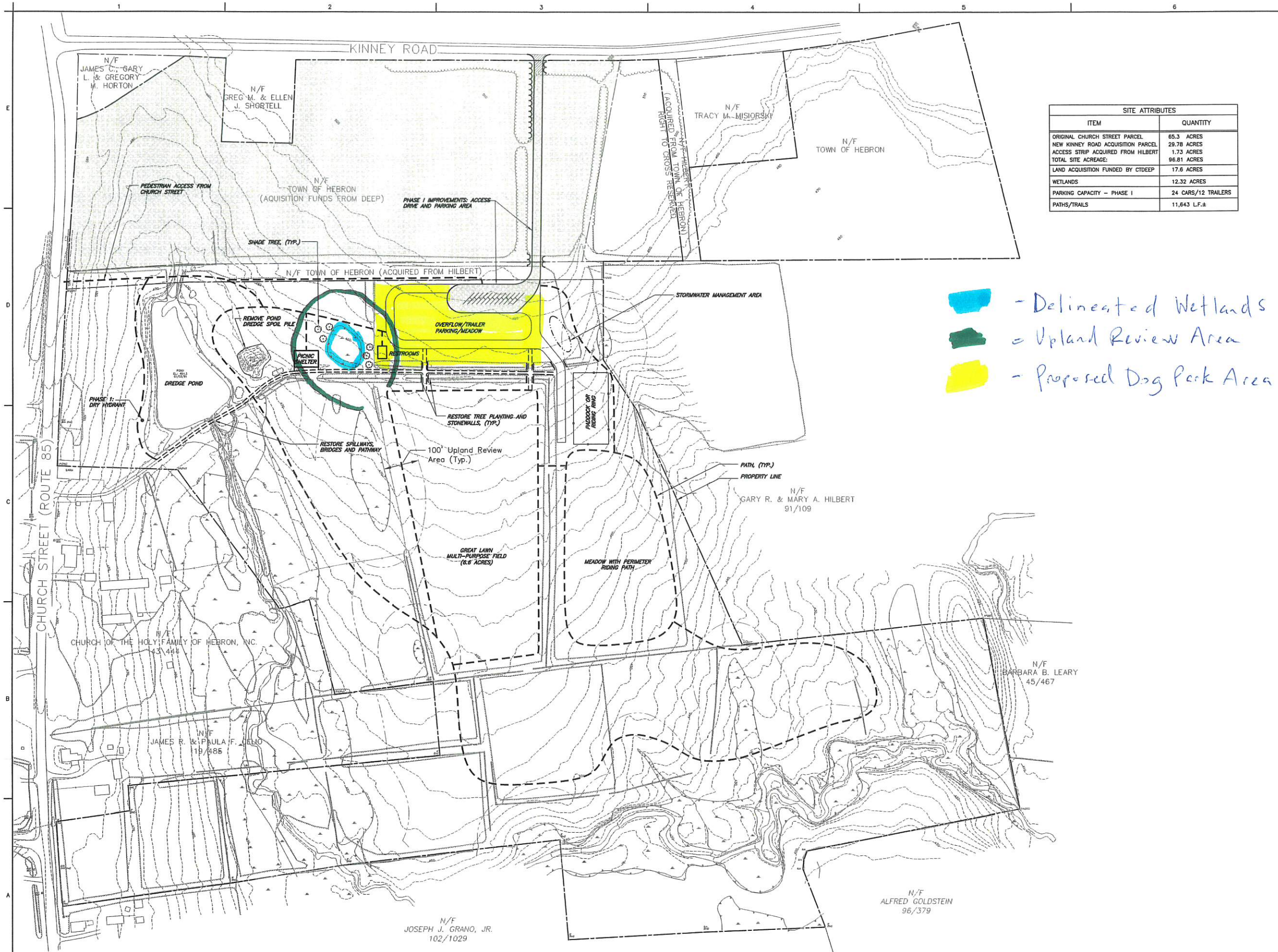
Received June 28 2004 AT 9:46 AM

Recorded in Town of Hebron

Land Records-Vol. 372 Page 236

Cathy A. Pomperoy Town Clerk

Asse



- Delineated Wetlands  
 - Upland Review Area  
 - Proposed Dog Park Area

SITE ATTRIBUTES	
ITEM	QUANTITY
ORIGINAL CHURCH STREET PARCEL	65.3 ACRES
NEW KINNEY ROAD ACQUISITION PARCEL	29.78 ACRES
ACCESS STRIP ACQUIRED FROM HILBERT	1.73 ACRES
TOTAL SITE ACREAGE:	96.81 ACRES
LAND ACQUISITION FUNDED BY CTDEEP	17.6 ACRES
WETLANDS	12.32 ACRES
PARKING CAPACITY - PHASE I	24 CARS/12 TRAILERS
PATHS/TRAILS	11,643 L.F.±


- NOTES:**
- In General, Lower Case Text Identifies Existing Features/Conditions.
  - In General, UPPER CASE TEXT IDENTIFIES PROPOSED FEATURES/CONDITIONS UNLESS OTHERWISE SPECIFIED.
  - FOR LOCATION OF UNDERGROUND ELECTRIC, TELEPHONE, GAS, CABLE TV AND OTHER FACILITIES OF PUBLIC UTILITY COMPANIES, INQUIRE OF "CALL BEFORE YOU DIG, INC." AT 1-800-922-4455.
  - PATH NETWORK TO LINK WITH TOWN TRAIL SYSTEM AND AIRLINE TRAIL.


TOWN OF HEBRON,  
 CONNECTICUT  
  
 CHURCH STREET  
 PARK  
  
 CHURCH STREET  
 (CT ROUTE 85)  
 AND KINNEY ROAD

**MASTER PLAN**  
 PREFERRED ALTERNATIVE

**CONCEPTUAL**

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Consulting Civil and Environmental Engineers Since 1972

NOT VALID WITHOUT ORIGINAL SEAL  
  


THOMAS H. FENTON, P.E.  
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REVISIONS		
No.	DESCRIPTION	DATE

DATE: SEPTEMBER 2012 SHEET No.:  
 SCALE: 1"=120'  
 PROJECT No.: 06480053  
 CAD FILE: 06480053-PREF.ALT  
 DESIGNED: ALM  
 DRAWN: CEB  
 CHECKED: -

THIS DRAWING IS INTENDED TO BE USED FOR INFORMATION AND REVIEW PURPOSES ONLY AND IS NOT INTENDED TO BE USED FOR CONSTRUCTION.  
 GRAPHIC SCALE  
 1"=120'



---

## Proposed Dog Park Location

---

**From** Peter Kasper <pkasper@hebronct.com>

**Date** Thu 1/2/2025 12:19 PM

**To** Frank Zitkus <fzitkus@hebronct.com>

**Cc** Andy Tierney <atierney@hebronct.com>; Matthew Bordeaux <mbordeaux@hebronct.com>; Craig Bryant <cbryant@hebronct.com>

Dear Frank,

I am writing to express my support for the new Dog Park being located at Raymond Brook Preserve. I appreciate the work that has been done by Town staff and specifically Matt Bordeaux and Craig Bryant, in researching multiple locations for this wonderful addition to our network of beautiful parks, preserves and open space offered to our community. The Board of Selectmen unanimously voted to approve the request made by the Parks & Recreation Commission to fund this initiative with the utilization of town ARPA funds. Almost 100% of the feedback we have received from the public for this project has been positive and in full support. I am not surprised when I think of all of our residents who own dogs and love our open space.

When comparing this location to the other two considered; Raymond Brook Preserve seems to be ideal when taking into account it is already a well-established park/preserve regularly used by many Hebron families for walking their dogs. As an example, when I met Craig Bryant recently at the proposed site; we saw between 12-15 dogs being walked in the thirty minutes we were there. Our community is using Raymond Brook Preserve now to walk their dogs so, to have the addition of the dog park on site will only serve to improve their experience and enjoyment of the property. Also, it has ample parking; we do not have to remove any trees or otherwise significantly disrupt the existing land to create the park and, overall, it will be less expensive to construct and maintain. I feel this is a terrific location and ask that you consider supporting this site for the new Hebron Dog Park.

Thanks to you and the entire PZC for the important work that you do on behalf of our community.

Best regards,  
Peter

Peter Kasper, Chair  
Hebron Board of Selectmen



To all Hebron Boards and Committees-

At a recent Planning and Zoning meeting a Hebron resident suggested a moratorium on building in Hebron Center until we can come to an agreement about development plans. I support this notion. For three years we have approached boards and committees in Hebron with both environmental and historic preservation concerns. The environmental concerns alone should be enough to for any town to stop and think or rethink the situation. If expert testimony about bedrock fractures and road salt usage is correct, where does that put the town with respect to defending local drinking water supplies? The STEAP report for John Horton Blvd refers to the fractures found there and to the same report, The Environmental Review Team report circa June 2000, that was used to define the dangers to water and soils throughout the whole watershed. The 1992 report has the same maps.

The Raymond Brook Watershed runs in part, from Teds IGA to Church Street and down to the Marsh itself. If development here is safe, where were the developers decades ago? Where are the up-to-date reports showing the safety of commercial and/or residential development here? Where are the new hydrogeology reports? Where is the expert testimony supporting the Town's commitment to the Public and to the safety of using NaCl on the watershed?

Secondly, I do not support a dog park anywhere on Kinney Road nor do I support cutting down trees for a dog park. If we bought the fence before we found a suitable location, that is most unfortunate. However, dog waste is not manure. Even with regularly de-worming and long term heated composting, dog and cat waste does not qualify as grade safe food fertilizer. Dog feces carry a host of unhealthy things including parasites, roundworms, and bacteria. Livestock food supplies and land with high water tables, are really not great places for multiple dogs to be defecating regularly. While we do have a wild dog population in the Park, that seems in balance as we seldom see their waste. I encourage everyone to read up on dog feces and our food chain before allowing more dogs in the Raymond Brook Park. Not everyone cleans up.

Halting development on the watershed would give boards and committees a chance to catch up on basic agricultural practices, animal husbandry and earth science. Hebron has a responsibility to provide an updated environmental impact study for the Raymond Brook Watershed.

Thank you

Jean Tulimieri

Amston, CT

860-301-8903

**Date:** December 2003 (updated) **Staff Contact:** Marie E. McGuinness  
**Municipality:** Hebron **Project Name:** Hebron Village Green District  
**Funding Source:** STEAP **State Funds:** Yes  
**Type of State Agency Review** Stage 1  Stage 2

**This assessment is being conducted in conformance to the department's Environmental Classification Document to determine CEPA obligations**

DECD conducted an initial state agency project review in January 2003. The Town of Hebron provided supplemental studies in October 2003. These findings incorporate the state agency comments and updates based on the Town studies.

**Project Description:**

STEAP funds in the amount of \$500,000 are targeted to assist in the construction of a new road and utilities to access the Town's new planned mixed-use business expansion area, within the Hebron Town Center, called the Village Green District. The town is working with private property owners / developers to develop the 190 acre site directly adjacent to the Town's General Business District along Route 66. The project area, which is predominantly undeveloped, is located south of Route 66, east of Route 85, north of Kinney Road and west of Millstream Road. A master plan is being developed for the Village Green District with land uses ranging from retail, commercial, light-industrial, residential, public open and recreational spaces. State funds are proposed for use toward constructing the initial 1000 feet of road and utilities as a public incentive for private investment.

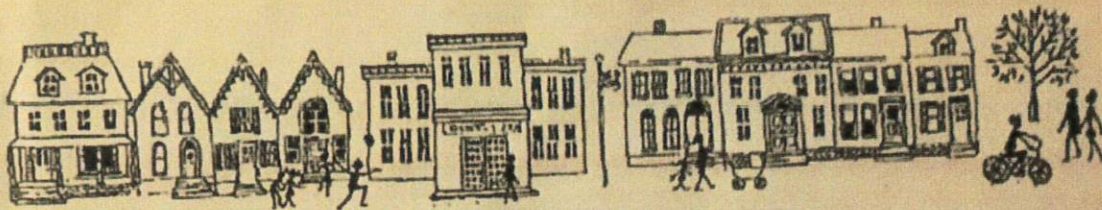
The Town is in the process of preparing studies to establish plans and development standards for this area to support a planned approach for suitable development, which promotes the Town's economic needs while protecting its natural resources and rural character. These include:

- Natural Resource Inventory and Impact Assessment - draft September 2003
- Hebron Plan of Conservation and Development – May 2002
- Village Green District Regulations
- Stormwater Management Study – draft October 1, 2003
- Preliminary Traffic Analysis – January 2003
- Hebron Center Yield Test Report / AquaSource – February 2002
- Future Open Space Plan
- Eastern CT Environmental Review Team(ERT) Report – June 2000
- Village Green District Master Plan

The Town of Hebron contains 37.5 square miles (24,000 acres) of land with a population of 8,600 (2000 Census). The Town is predominantly rural in character with an agricultural history. Since 1960, Hebron has experienced significant residential growth as bedroom community located 20 miles southeast of Hartford. The Town of Hebron has updated its plan of conservation and development to address diversifying its growth while maintaining its rural character and key natural resources. This plan includes the designation of a Town Center District (725 acres) at the crossroads of Rt 66 and Rt.85, which encompasses the Village Green District (190 acres). This Town Center area is the historic center of the town. The plan maintains this focus for the future by targeting this area for higher density development, shopping, and community services. The area is within the Town's center service district and the Hebron Center

~~deadline will 45ft~~  
to ~~approve~~

# CBD Update and Proposed Business Expansion Area



Environmental Review Team Report

Prepared by the  
Eastern Connecticut Environmental Review Team  
of the Eastern Connecticut  
Resource Conservation and Development Area, Inc.

for the  
Conservation Commission and  
Economic Development Commission  
Hebron, Connecticut

June 2000

CT Environmental Review Teams  
1066 Saybrook Road, P.O. Box 70  
Haddam, CT 06442  
(860) 345-3977



AFFORDABLE HOUSING DEVELOPMENT  
HEBRON, CONNECTICUT

SEPTEMBER 1992

*Eastern Connecticut  
Environmental Review Team  
Report*



cdc dangers dog feces on hay fields



AI Overview

Learn more

Dog feces can be dangerous to hay fields because it can:

- **Spread disease:** Dog feces can contain harmful bacteria and parasites that can spread disease to livestock and wildlife. For example, cows can consume pathogens from dog feces, which can lead to diseases that reduce milk yield and quality. Parasites from dog feces can also cause diseases in livestock that can lead to death in sheep and abortion in cattle.
- **Pollute the environment:** Dog feces can pollute ground and surface water, and introduce foreign nutrients into the environment.
- **Attract pests:** Dog feces can attract flies and other pests.
- **Create unsanitary conditions:** Dog feces can create unsanitary living conditions for dogs.

Other dangers of dog feces include:

- Creating an unpleasant odor
- Causing damaging effects on people
- Spreading leptospirosis, a disease that can cause symptoms ranging from mild to severe

### USDA Fact Sheet: Composting Dog Waste

Left alone, dog waste can pollute ground and surface water, attract flies and pests, cause an unpleasant odor, and create unsanita...

Environmental Protection Agency (EPA)



### Disease precautions for outdoor enthusiasts and their companion ...

Person-to-person transmission is rare. Symptoms of leptospirosis in humans range from mild to severe. The symptoms usually appear ...

American Veterinary Medical Association



### Risk of the spread of disease in livestock from dog faeces

Parasites can be transmitted to livestock through infected dog waste being left on grazing land. Some of these parasites cause dis...

Scottish Outdoor Access Code

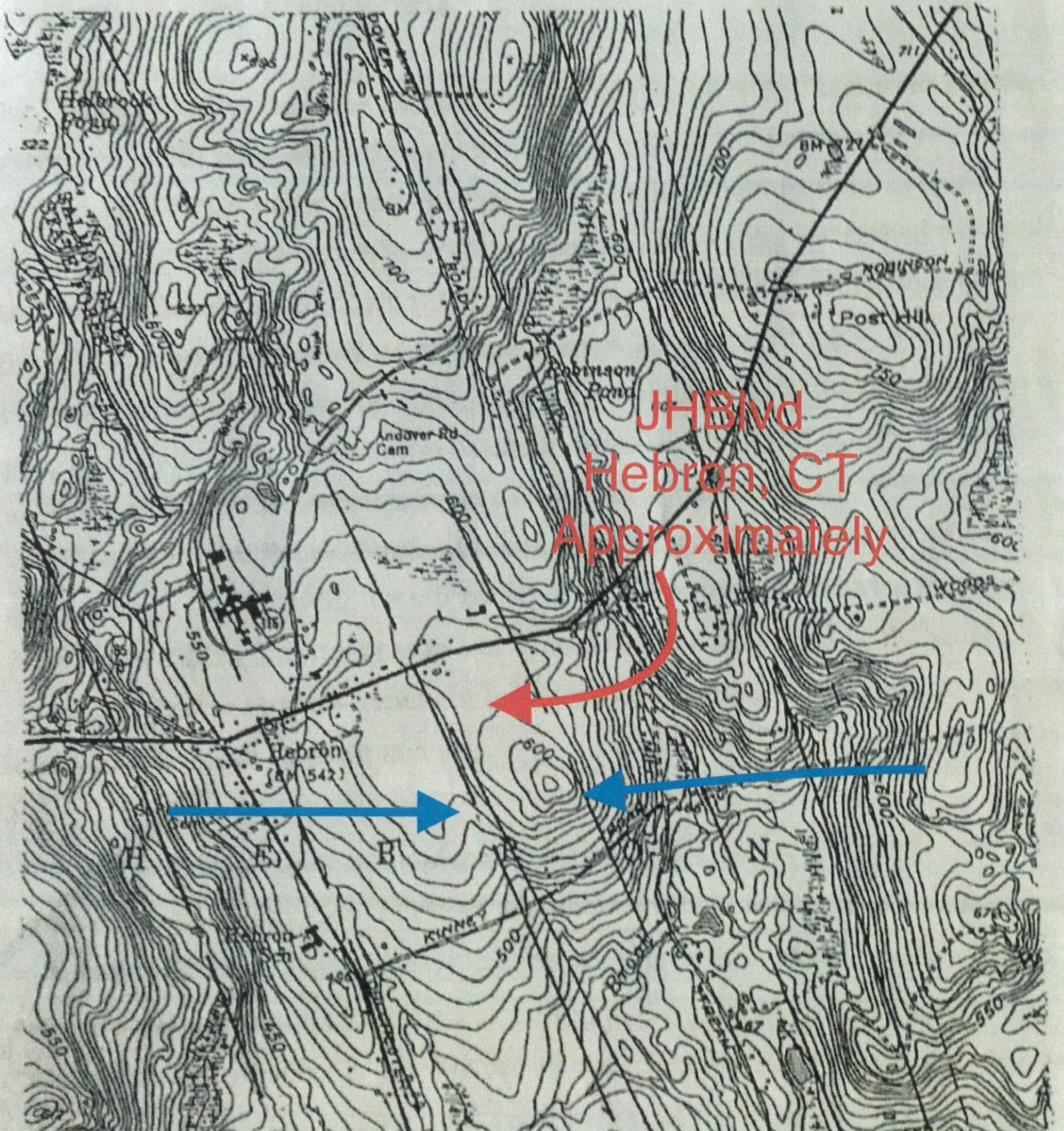


Show all

Figure 4.

Inferred Fracture Zones

Scale 1" = 2000'



JH Blvd  
Hebron, CT  
Approximately

Blue arrow point out fractures  
(black lines)

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## Why Dog Poop in Fields Is a Big No-No

Wednesday, May 22nd, 2024

*Uncover the hidden dangers of allowing your dog to defecate in dairy farm fields, a practice that jeopardizes livestock health and compromises milk quality. Understand the measures necessary to safeguard farms and maintain the integrity of dairy products.*



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## ◆ AI Overview

Roundworm eggs can survive for several years in moist soil, and can remain viable in hay fields and pastures depending on the species of roundworm, the environment, and other factors: [🔗](#)

### **Ascaris suum**

The eggs of this large roundworm of pigs can survive for six years or more in sheltered areas. In temperate climates, the eggs remain dormant in the winter and resume development in the spring. [🔗](#)

### **L3 larvae**

These larvae are resistant to cold and can survive in a range of temperatures, but die quickly above 35°C. Most L3 larvae die in less than three months in the summer and five to six months in the winter. [🔗](#)

### **Environmental factors**

Parasites thrive in hot, humid environments with forages that provide protection from the sun. However, parasite development is rapid in summer conditions, but their life expectancy is short due to heat and sunlight. [🔗](#)

**Other factors that affect the survival of roundworm eggs include:**

### **Humidity**

Humidity seems to affect the survival of roundworm eggs more than temperature. [🔗](#)

### **Ensiling**

The survival of parasite eggs in silage depends on the parasite species, the source of material, the ensiling process, and the length of time used for ensiling. [🔗](#)

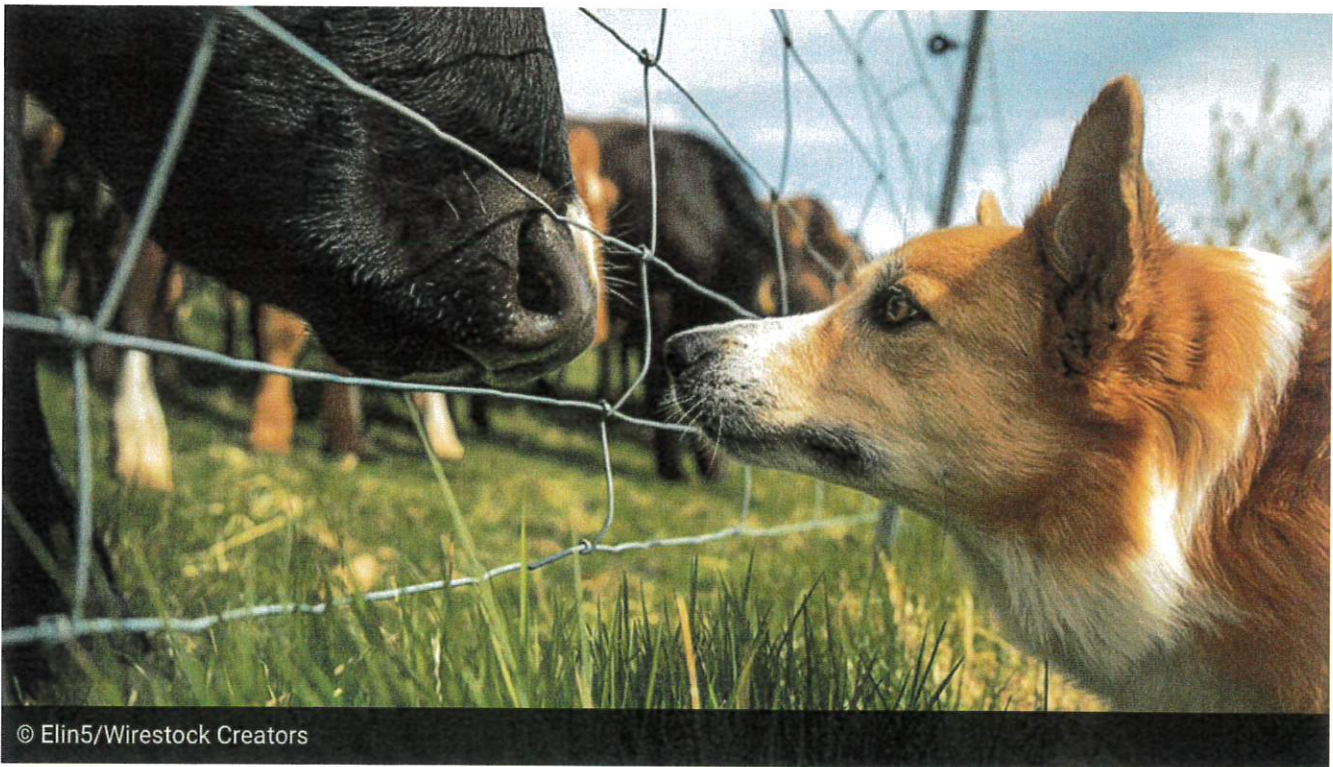




# The risks of dog faeces to livestock and how to prevent them

Ben Strugnell

07 November 2023



Having five carcasses condemned for discolouration caused by cysts has cost a farm dearly and highlighted the issue of the dangers of dog muck.

The costly case happened in 2021 and was written up by colleagues in the *Journal of Veterinary Parasitology* in 2022 (see "Farm hit with cyst condemnations").

See also: [Guide to understanding a beef killing out chart](#)

**Next:** Study shows financial impact of crypto in beef herd

Pictures

Treatment

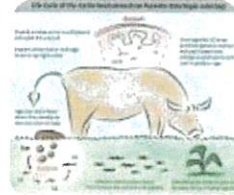
Symptoms

These are results for dog roundworm eggs in *dried* hay cattle feed

AI Overview

Learn more

Dog roundworm eggs can potentially be present in dried hay cattle feed if the hay was harvested from a field contaminated with dog feces containing roundworm eggs, meaning cattle could ingest these eggs if they eat the contaminated hay, which could then potentially be passed on to other animals like dogs if they come into contact with the manure from the cattle that may contain viable roundworm eggs; however, this is not a typical route of infection for dogs as they usually acquire roundworms from directly ingesting contaminated soil or feces from other infected dogs.



Key points to remember:

Transmission:

Dogs primarily get roundworms by ingesting eggs from contaminated soil or feces, which they pick up by sniffing or licking contaminated areas.

Environmental survival:

Roundworm eggs can survive in the environment for extended periods, making them potentially present in hay from a contaminated field.

Potential risk to cattle:

While not as common, cattle could also become infected with roundworms if they ingest contaminated hay, and then potentially pass these eggs in their manure which could then be a source of infection for other animals like dogs.

Roundworm Infection in Dogs - VCA Animal Hospitals

Other dogs may become infected by sniffing or licking infected feces. Roundworm eggs can also be spread by other animals such as r...

VCA Animal Hospitals

Understanding Roundworms in Dogs | NexGard® Brand Products

\* Stage 1: Egg Stage. Roundworms start their life cycle as eggs, which are passed in the feces of an infected host. These eggs ar...

NexGard

Roundworms - Cornell University College of Veterinary Medicine

Causes. Puppies can become infected with roundworms from their mother — both before they

Yes, dog feces in a hay field can infect cows with parasites that cause serious diseases: [🔗](#)

- **Neosporosis:** A disease that can cause abortions in cattle. The parasite *Neospora caninum* is spread through dog feces, and cattle can become infected by eating grass or drinking water contaminated with the parasite.
- **Sarcocystosis:** A disease caused by parasites that can use dogs as intermediate hosts.

Dog feces can contaminate pastures, animal feed, water, and bedding. There is no licensed vaccine or drugs available for these diseases. [🔗](#)

The cycle of infection can continue if a cow gives birth in a field and the aborted calf or placenta is eaten by dogs. [🔗](#)

To prevent the spread of disease, dog owners should pick up after their pets. [🔗](#)

### Risk of the spread of disease in livestock from dog faeces

Parasites can be transmitted to livestock through infected dog waste being left on grazing land. Some of these parasites cause dis...

[🌿 Scottish Outdoor Access Code](#) ⋮

### Bag it. Bin it. | Yorkshire Wildlife Trust

Mar 19, 2019

[🐾 Yorkshire Wildlife Trust](#) ⋮

### Dog Walkers Urged to Clean Up Faeces on Farmland


Mar 16, 2017

[🇪🇺 NFU Scotland](#) ⋮




## AI Overview

Learn more 


While it's possible for roundworms to spread from dogs to cows, it's not a common occurrence and would primarily happen through environmental contamination where a cow ingests feces from an infected dog containing roundworm eggs, meaning they would need to share grazing areas or have access to the same contaminated pasture; however, cows typically have their own species of roundworms that are not easily transmissible to dogs. 

### Key points to remember:


#### Transmission route:

Roundworms spread through fecal-oral contamination, meaning the eggs are passed in feces and then ingested by another animal through contaminated soil or food. 

#### Different species:


Although roundworms are similar across species, cows usually have their own type of roundworm parasite that is not as readily transmitted to dogs. 

#### Risk factors:


The highest risk of cross-contamination occurs when animals share grazing areas or if a cow accidentally ingests dog feces containing roundworm eggs. 

### What to do if you suspect cross-contamination:

#### Consult your veterinarian:

If you notice signs of worms in your dog or cow, consult your vet for proper diagnosis and treatment. 


#### Sanitation practices:

Maintain good hygiene in your animal's living areas, regularly clean up feces, and separate grazing areas if possible. 

### How to make sure you don't get worms from your dog ... - Quora


Mar 3, 2021 — Second, the dog needs to be treated for the worms. It seems pretty obvious, but you don't only have to worry about the...




**No, dog poop is not considered a fertilizer** and should not be used as such; due to its high levels of bacteria and unbalanced nutrient content from a dog's diet, using it directly on plants can harm them and contaminate the soil. 

### Key points about dog poop and fertilizer:


#### Harmful bacteria:

Dog poop contains large amounts of bacteria like fecal coliform which can be dangerous to humans if ingested. 



#### Nutrient imbalance:

Unlike cow manure, dog poop has an unbalanced nutrient profile, with too much nitrogen which can "burn" plants. 

#### Parasite risk:

Parasites like roundworms and hookworms can live in dog poop and be transmitted to humans if used as fertilizer. 

### What to do with dog poop:

- **Proper disposal:** Always pick up dog poop and dispose of it in a trash can. 
- **Composting with caution:** Some specialized composting systems can safely process dog poop, but it requires specific conditions and should not be mixed with food scraps meant for garden use. 

#### Can I use dog poop as fertilizer in my garden? - DoodyCalls

Have you ever heard, you are what you eat? This classic saying is a great way to help explain why cow manure works as a fertilizer...

 DoodyCalls 

#### Is Dog Poop Good or Bad for My Grass? - Lawn Love




Nov 18, 2024 — Since cow manure works wonders as fertilizer for lawns and gardens, you may be wondering if dog poop is good or bad fo...

 Lawn Love 

#### Is Dog Poop Compostable? - American Kennel Club

Professor Leigh Ackland is the Director of the Centre for Cellular & Molecular Biology in the School of Life and Environmental Sci...

### No, dog waste is not a suitable fertilizer:

- **Nutrients:** Dog waste is acidic and contains an unbalanced amount of nutrients, especially nitrogen and phosphorus. This can harm plants by burning their roots and making it difficult for them to absorb water and nutrients. 
- **Pathogens:** Dog waste contains bacteria, viruses, and parasites that can be harmful to humans and the environment. These pathogens can survive in compost piles and be passed on to humans and pets. 
- **Breakdown:** Dog waste doesn't break down well and can attract vermin. 

### Instead of using dog waste as fertilizer, you can:

- Use a commercial dog waste composter
- Hire a pet waste disposal service
- Use biodegradable bags that can be flushed down the toilet
- Bury the waste in a 5-inch hole in your garden using a biodegradable bag

#### Can I use dog poop as fertilizer in my garden? - DoodyCalls

Have you ever heard, you are what you eat? This classic saying is a great way to help explain why cow manure works as a fertilizer...

 DoodyCalls 

#### Dog Waste Myth # 1 - Project Clean Water

Myth: I don't need to throw my dog's poop out because it's as good as fertilizer. Fact: This is false! Dog poop cannot be used as ...

 Project Clean Water 

#### dangers-of-dog-waste-as-fertilizer-in-garden - Dog Poo Crew

Unlike cow or chicken manure, dog waste is not suitable for composting or use as fertilizer due to its high and unbalanced nutrien...

 Dog Poo Crew 

Show all

**No, dog waste is not considered food-grade fertilizer** and should not be used directly on vegetables or plants intended for human consumption; due to its high levels of bacteria and parasites, as well as an unbalanced nutrient profile from a dog's primarily protein-based diet, using dog poop as fertilizer can be dangerous to human health and can harm your plants.

### Key points about dog waste and fertilizer:

#### Harmful bacteria:

Dog poop contains significant amounts of bacteria like fecal coliform which can cause illness if ingested.

#### Nutrient imbalance:

Unlike cow manure, dog waste has a high nitrogen content and can burn plants if applied directly.

#### Parasites:

Parasites like roundworms and hookworms can live in dog feces and potentially contaminate your garden.

If you want to use animal waste as fertilizer, consider properly composted manure from herbivores like cows or horses, which are better suited for gardening use.

Does dog poo have any fertilizing properties whatsoever? Or ...

Aug 10, 2021 — Dog excrement does not make a good fertilizer. Primarily because a dogs diet is made of protein, and when the excremen...

Quora


Can I use dog poop as fertilizer in my garden? - DoodyCalls

Have you ever heard, you are what you eat? This classic saying is a great way to help explain why cow manure works as a fertilizer...


DoodyCalls

The dirt on dog poop fertilizer - Pet N Pet


Mar 4, 2024 — Get ready to embark on an adventure that combines the power of pets with the magic of gardening – because today, we're ...

**Dog waste is not typically considered manure**, but it can be composted to create a safe soil additive: 


### Composition

Dog waste is made up of undigested food, water, and bacteria. It's different from cow manure, which is made up of plant fibers that can nourish soil. 


### Environmental impact

Dog waste can be an environmental hazard if left on the street, where it can wash into waterways and pollute groundwater. 

### Composting


Composting dog waste can destroy pathogens and create a safe soil amendment. However, it's important to compost dog waste properly to kill dangerous bacteria and parasites. Home composters might not reach the high heat required, so you can combine dog waste with food waste and green waste to create mulch. 

### Local regulations

Many cities in the US require or offer compostable bins for food scraps and yard waste. You can check your local regulations to see if you can compost dog waste. 

#### USDA Fact Sheet: Composting Dog Waste

Dog waste is a safe soil additive for revegetation and landscaping when it is composted properly. The Dog Waste Compost Study. In ...

 Environmental Protection Agency (EPA) 

#### Can I use dog poop as fertilizer in my garden? - DoodyCalls

Have you ever heard, you are what you eat? This classic saying is a great way to help explain why cow manure works as a fertilizer...

 DoodyCalls 

#### Don't waste your dog's poo – compost it

Dec 27, 2018

 The Conversation 

Show all





roundworms dogs to cows



AI Overview

Learn more

Roundworms, also known as toxocariasis, can be passed from dogs to other animals, including cattle:

Life cycle

Roundworms start as eggs that are passed in the feces of an infected animal. The eggs can survive in soil for long periods of time. When ingested by a host, the eggs hatch into larvae that can migrate through the host's body.

Transmission

Other animals, such as cattle, can become infected with roundworms if they ingest roundworm eggs from contaminated soil or feces.

Effects

In cattle, roundworms can cause poor feed efficiency, reduced milk production, diarrhea in calves, and depressed weight gains.

Prevention

Regular deworming of pets can help prevent and eliminate roundworm infections.

Sanitation

During an active parasite infection, it's important to properly sanitize household surfaces and dog potty areas to prevent re-contamination.

Roundworms can also pose a significant risk to humans. Contact with contaminated soil or dog feces can result in human ingestion and infection.

Central Nervous System Disorders Caused by Parasites in Dogs

Tapeworms. Coenurosis (also called gid, sturdy, or staggers) is caused by Taenia multiceps multiceps, an intestinal tapeworm of do...

Merck Veterinary Manual

Dog Owners: Roundworms - Pets & Parasites

Roundworms do pose a significant risk to humans. Contact with contaminated soil or dog feces can result in human ingestion and inf...

Pets & Parasites

Toxocariasis

Page 1 \* © 2013. \* Toxocariasis. \* Roundworm Infection. \* What is roundworm infection and what causes it? \* Roundworm infection o...

The Center for Food Security and Public Health

Show all

**TOWN OF HEBRON  
PLANNING AND DEVELOPMENT DEPARTMENT**

**TO:** Planning and Zoning Commission  
**FROM:** Matthew R. Bordeaux, Town Planner  
**DATE:** January 23, 2025  
**RE:** Regulating Dormers in the Amston Lake District

**Introduction**

Section 2.F of the Hebron Zoning Regulations provides Special Standards for residential development in the Amston Lake District; presumably to maintain the historic development pattern and cottage-style construction. New homes are limited to 1 ½ stories in height, defined in Section 2.F.1.3.6. To achieve 1 ½ stories, the Hebron Zoning Regulations Section 2.E.7 Note #1 states that “A street-facing façade shall only be permitted to have an eye dormer. A façade not facing the street may have an eye dormer or a partial dormer.”

While the 1 ½ story limitation existed the 2012 Hebron Zoning Regulations, there was no language addressing the use of dormers in the District. Interestingly however, “Dormer, Eye” and “Dormer, Partial Rear” were defined in 2012, substantially the same way they are currently. Further, the 2012 Regulations did not include the images of “eye dormers” and “partial rear dormers” in the glossary of terms the way they do now. As you can see, today’s Regulations removed the “Rear” in the term but then defined it as “A second story dormer or dormers not located on a street-facing façade” (see attached).

**Partial Rear Dormers vs. Eye Dormers**

When you hear the term “eye dormer” and look at the images provided in the Glossary of Terms Section 9.C, you get the impression of a rounded eye. However, the definition says nothing about a rounded feature but defines the length of the feature and percentage of the wall below that the dormer spans. All three images of eye dormers provided in the glossary of terms are rounded. Meanwhile, the first of the three images under “Examples of Partial Rear Dormers” are gable dormers that could very well fit the definition of eye dormer considering length and percentage of wall below. The second two images in the column better reflect a partial rear dormer as it is defined. Coincidentally, all three images of partial rear dormers are facing front.

At the December 10, 2024 meeting, the Commission discussed whether the Hebron Zoning Regulations should address the use of front-facing dormers as a means to achieve the 1 ½ story requirement. Since the 1 ½ story requirement appears to be the regulatory mechanism controlling the intent of the District to maintain historic development patterns and cottage-style construction, the Commission seemed to find no fault in the use of dormers to achieve that requirement. Further, as the “eye dormer”, as strictly applied, is a rather specific architectural feature, it is probably an excessively prescriptive application for the District.

Therefore, I proposed an approach that would provide a distinction between front-facing dormers appropriate to maintain the architectural character of the District, and those that have no aesthetic impact and should not be regulated. Rather than dictate the architectural style of a dormer, I recommend a front-facing dormer be regulated by its length as a percentage of the wall below. This would maintain the “partial” nature of a front-facing dormer, providing an architecturally pleasing view from the street, while a “full” dormer could be used to the rear of the home to achieve the 1 ½ story requirement.

To achieve this, the Note #1 in Section 2.E.7 could be revised as follows:

- 1. A street-facing façade shall only be permitted to have a partial dormer. A façade not facing the street may have a partial dormer or full dormer. See Section 9.C for Definition of Dormer, Partial.*

Section 9.C Definitions would also be revised as follows:

I recommend eliminating the definition of Dormer, Eye and Dormer, Partial, as currently written. A partial dormer would be defined as follows, and a full dormer would not need a definition at all. Images of “eye dormers” would also be removed.

*Dormer, Partial – A second story dormer located on a street-facing façade of a building where:*

- The length of any individual dormer does not exceed eight (8) feet;*
- The length of all dormers combined does not exceed sixty percent (60%) of the length of the wall immediately below; and*
- The main building roof has a minimum of two feet (2 ft.) returns on either end of the dormer.*

You will note that this is a slight variation of the original suggestion I made on December 10, 2024, as it would not include a definition of “Dormer, Full”. The only question I have for the Commission regarding this approach is whether the provision that the “length of all dormers combined does not exceed sixty percent (60%) of the length of the wall immediately below” is too restrictive?

If the Commission is okay with this approach, I can prepare an application. As it would impact properties abutting other communities, I would have to refer the application to the Capitol Region Council of Governments. A public hearing could tentatively be held in March.

MRB

H:\Planning Department\Boards & Commissions\PZC\Regulation Amendments\Dormers in AL District\Regulation Amendment Memo - Dormers.docx

Attach.

## SECTION 3.0 DEFINITIONS

### Section 3.3 Definitions (cont.)

**Certificate of Zoning Compliance:** The certificate issued by the Zoning Enforcement Officer which permits the use of a building in accordance with the approved plans and specifications and certifies compliance with the provisions of the Hebron Zoning Regulations.

**Club:** Premises owned or occupied by a corporation or association of persons which is operated solely for a recreation, social, patriotic, political, benevolent or athletic purpose, but not primarily for profit.

**Conservation Easement:** Conservation Easement shall mean the grant of a property right transferred to a non-profit or government entity where the landowner retains legal title and all rights associated with the land except provided the land shall remain in its natural state and precluding future development as set forth in the standard "Conservation Easement" used by the Town of Hebron, including easements preserving agricultural rights.

**Court:** An open, uncovered, and unoccupied space on the same lot with a building.

**Court, Inner:** Any court other than an outer court.

**Court, Outer:** A court extending to and opening upon a street, public alley, or other approved open space, not less than fifteen (15) feet wide, or upon a required yard.

### 3.3.4 "D"

**Day Care Center, Child:** A day care center in which more than twelve (12) children receive care, maintenance and supervision for less than twenty-four (24) hours per day.

**Day Care Home, Family:** A private family home caring for not more than six (6) children, including the providers children not in school, full time where the children are cared for not less than three nor more than 12 hours during a 24 hour period and where care is given on a regular recurring basis.

**Day Care Home, Group:** A day care facility in which at least seven (7) but not more than twelve (12) children receive care, maintenance and supervision by other than parent(s) or legal guardian(s) for less than twenty-four (24) hours per day (generally within a dwelling unit).

**Dormer, Eye:** A second story dormer on the front building elevation (facing the street) where the length of any individual eye dormer does not exceed eight (8) feet and where the length of all eye dormers combined does not exceed fifty percent (50%) of the length of the wall immediately below and where the main building roof has a minimum of two feet (2 ft.) returns on either side of the eye dormer.

## SECTION 3.0 DEFINITIONS

### Section 3.3 Definitions (cont.)

**Dormer, Partial Rear:** A second story dormer on the rear building elevation (opposite from the street elevation) which length does not exceed ninety percent (90%) of the length of the wall immediately below and where the main building roof has a minimum of two feet (2 ft.) returns on the rear portion of the roof on either side of the dormer.

**Dwelling, Two Family:** A building containing two (2) dwelling units with not more than one family per dwelling unit.

**Dwelling, Seasonal:** A Dwelling which was originally designed or intended to be used for residential purposes only during the warmer seasons of the year, and for which no approval required by these Regulations, or any previous versions hereof, has been granted to permit year-round use.

**Dwelling Unit:** A single unit providing complete, independent living facilities for one (1) or more persons including permanent provisions for living, sleeping, eating, cooking, and sanitation.

**Dwelling, One Family:** A building containing one (1) dwelling unit for one family as defined by these Zoning Regulations.

**Dwelling, Multi-family Apartment House:** A building or portion thereof containing more than two (2) dwelling units and not classified as a one- or two-family dwelling.

#### 3.3.5 "E"

#### 3.3.6 "F"

**Family:** One person, or a group of two or more persons living together and interrelated by bonds of consanguinity, marriage, legal adoption or other legal guardianship, occupying a dwelling unit as a separate housekeeping unit with a common set of cooking facilities.

**Family Elderly Apartment:** A special dwelling unit within or attached to the principal single family dwelling unit. Specifically occupied by elderly persons interrelated to the owner of the principal structure by bonds of consanguinity, marriage or legal adoption.

**Family Handicapped Apartment:** A special dwelling unit within or attached to the principal single family dwelling unit. Specifically occupied by handicapped persons interrelated to the owner of the principal structure by bonds of consanguinity, marriage or legal adoption.

**Farm:** The term "farm" includes land, main and accessory buildings used primarily or incidentally for those activities included under the definition of "agriculture".

**Dormer, Eye** - A second story dormer located on a street-facing façade of a building where:

- the length of any individual eye dormer does not exceed eight (8) feet;
- the length of all eye dormers combined does not exceed fifty percent (50%) of the length of the wall immediately below; and
- the main building roof has a minimum of two feet (2 ft.) returns on either side of the eye dormer.

**Dormer, Partial** - A second story dormer or dormers not located on a street-facing façade of a building:

- which cumulative length of the dormer(s) does not exceed ninety percent (90%) of the length of the wall immediately below; and
- where the main building roof has a minimum of two feet (2 ft.) returns on the rear portion of the roof on either side of the dormer(s).

**Examples of Eye Dormers**



**Examples Of Partial Rear Dormers**





STATE OF CONNECTICUT

CONNECTICUT SITING COUNCIL

Ten Franklin Square, New Britain, CT 06051

Phone: (860) 827-2935 Fax: (860) 827-2950

E-Mail: [siting.council@ct.gov](mailto:siting.council@ct.gov)

Web Site: [portal.ct.gov/csc](http://portal.ct.gov/csc)

MAT B.

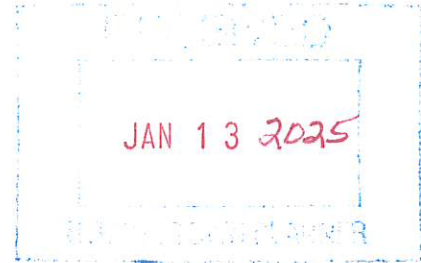
F41

(AJ)

VIA ELECTRONIC MAIL

January 10, 2025

The Honorable Peter D. Kasper  
Chairperson  
Town of Hebron  
Town Office Building  
15 Gilead Street  
Hebron, CT 06248  
[pkasper@hebronct.com](mailto:pkasper@hebronct.com)



RE: **DOCKET NO. 528** – Tarpon Towers III, LLC and Cellco Partnership d/b/a Verizon Wireless application for a Certificate of Environmental Compatibility and Public Need for the construction, maintenance, and operation of a telecommunications facility and associated equipment located at 746 East Street, Andover, Connecticut.

Dear Chairperson Peter Kasper:

Pursuant to Connecticut General Statutes §16-50m and §1-225a, the Connecticut Siting Council (Council) has scheduled the public hearing in connection with the above-referenced matter **on Thursday, February 13, 2025 via Zoom remote conferencing**. The Town of Hebron is within 2,500 feet of the proposed site. Connecticut General Statutes § 16-50(b) requires applicants to provide notice and serve a copy of the application on municipalities within 2,500 feet of a proposed site.

The Council invites municipal participation at the public hearing. Municipal officials may request Party or Intervenor Status to actively participate in the evidentiary session, present oral statements to the Council during the public comment session or submit written statements to the Council at any time up to 30 days after the close of the evidentiary record.

You may access the application and other documents for this proceeding, including the schedule, on the Council's website at [portal.ct.gov/csc](http://portal.ct.gov/csc) under the link "Pending Matters."

Our staff is available to assist you in understanding our process and your options. In the event that you have legal questions, please contact me at (860) 827-2951.

The Council weighs many issues before rendering its decisions. We encourage you to take part in our public hearing process.

Sincerely,

Melanie A. Bachman  
Executive Director

MAB/ANM/laf

c: Andrew J. Tierney, Town Manager, Town of Hebron ([atierney@hebronct.com](mailto:atierney@hebronct.com))



STATE OF CONNECTICUT

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E-Mail: [siting.council@ct.gov](mailto:siting.council@ct.gov)

Web Site: [portal.ct.gov/esc](http://portal.ct.gov/esc)

VIA ELECTRONIC MAIL

January 10, 2025

TO: Service List, dated December 17, 2024

FROM: Melanie Bachman, Executive Director *MB*

RE: **DOCKET NO. 528** – Tarpon Towers III, LLC and Celco Partnership d/b/a Verizon Wireless application for a Certificate of Environmental Compatibility and Public Need for the construction, maintenance, and operation of a telecommunications facility and associated equipment located at 7-6 East Street, Andover, Connecticut.

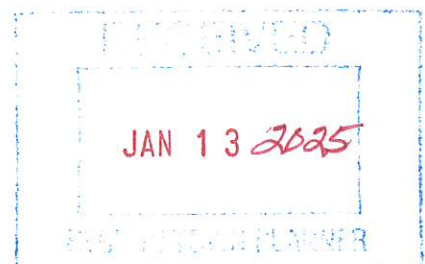
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Enclosed please find a copy of the Connecticut Siting Council's notice of public hearing for the above-referenced matter.

MB/ANM/laf

Enclosures: Notice of Public Hearing, dated January 9, 2025  
Revised Schedule, dated January 9, 2025

c: Secretary of the State  
Council Members  
Application Service Recipients  
A Plus Reporting Service, LLC





**LIST OF PARTIES AND INTERVENORS  
SERVICE LIST**

Status Granted	Document Service	Status Holder (name, address & phone number)	Representative (name, address & phone number)
Applicants	<input checked="" type="checkbox"/> E-mail	Tarpon Towers III, LLC and Cellco Partnership d/b/a Verizon Wireless	<p>Kenneth C. Baldwin, Esq. Robinson &amp; Cole LLP One State Street Hartford, CT 06103-3597 Phone (860) 275-8200 <a href="mailto:kbaldwin@rc.com">kbaldwin@rc.com</a></p> <p>Brett Buggeln Tarpon Towers III, LLC 8916 77<sup>th</sup> Terrace East, Suite 103 Lakewood Ranch, FL 34202 <a href="mailto:bbuggeln@tarpontowers.com">bbuggeln@tarpontowers.com</a></p> <p>Elizabeth Glidden Cellco Partnership d/b/a Verizon Wireless 20 Alexander Drive Wallingford, CT 06492 <a href="mailto:elizabeth.glidden@verizonwireless.com">elizabeth.glidden@verizonwireless.com</a></p>



# STATE OF CONNECTICUT

## CONNECTICUT SITING COUNCIL

Ten Franklin Square, New Britain, CT 06031

Phone: (860) 827-2935 Fax: (860) 827-2950

E-Mail: [siting.council@ct.gov](mailto:siting.council@ct.gov)

Web Site: [portal.ct.gov/csc](http://portal.ct.gov/csc)

### HEARING NOTICE

Pursuant to provisions of Connecticut General Statutes § 16-50m, notice is hereby given that the Connecticut Siting Council (Council) will conduct a public hearing via Zoom remote conferencing on Thursday, February 13, 2025, beginning with an evidentiary session at 2:00 p.m., and continuing with a public comment session at 6:30 p.m. The hearing will be on an application from Tarpon Towers III, LLC and Celco Partnership d/b/a Verizon Wireless for a Certificate of Environmental Compatibility and Public Need for the construction, maintenance, and operation of a telecommunications facility and associated equipment located at 746 East Street, Andover, Connecticut.

The purpose of the hearing is to receive evidence on the applicants' assertions that the public need for the facility outweighs any adverse environmental effects from the construction, operation, and maintenance of the facility. The 2:00 p.m. evidentiary session will provide the applicant, parties and intervenors an opportunity to cross-examine positions. **No public comments will be received during the 2:00 p.m. evidentiary session.** The 6:30 p.m. public comment session is reserved for the public to make statements into the record. Public statements are limited to 3 minutes. During the 6:30 p.m. public comment session, the applicants will present an overview of the proposed facility.

Attendees can join by clicking (or entering) the following link: <https://us06web.zoom.us/j/82412168396?pwd=JNJ62RatgF5vbLC8CSQB4WuvRzuZ5b.1> from a computer, smartphone, or tablet. **Meeting ID: 824 1216 8396 and Passcode: mjj1m9** No prior software download is required. For audio-only participation, attendees can join by dialing in at **1(929) 205-6099 (not toll free)** and then enter the **Meeting ID: 824 1216 8396 and Passcode: 021063** from a telephone.

**Interested persons may join any session to listen, but must sign-up in advance to speak during the 6:30 p.m. public comment session.**

To participate in the **6:30 p.m. public comment session by computer, smartphone or tablet**, please send an email to [siting.council@ct.gov](mailto:siting.council@ct.gov) with your name, email address and mailing address by February 12, 2025. To participate in the **6:30 p.m. public comment session by telephone**, please leave a voicemail message at 860-827-2935 with your name, telephone number, and mailing address by February 12, 2025. Public comments may also be submitted to the Council by electronic mail or by regular mail.

Any person may be removed from the Zoom remote evidentiary session or public comment session at the discretion of the Council.

Applicable law for this proceeding includes the Public Utility Environmental Standards Act, General Statutes § 16-50g, et seq., and Sections 16-50j-1, et seq., of the Regulations of Connecticut State Agencies.

The Council directs that all testimony and exhibits be pre-filed electronically with the Council and all parties and intervenors by February 6, 2025.

Individuals are encouraged to participate through their elected officials and other party/intervenor groupings.

Any person seeking to be named or admitted as a party or intervenor to the proceeding may file a written request to be so designated at [siting.council@ct.gov](mailto:siting.council@ct.gov), on or before February 6, 2025.

Parties and intervenors will be allowed to submit briefs and proposed findings of fact within 30 days after the close of the evidentiary record.

Any person who is not a party or intervenor to this proceeding may file a written statement with the Council up to 30 days after the close of the evidentiary record. No written statement or any other information will be accepted after 30 days of the close of the evidentiary record, except as otherwise prescribed by law or the Council.

A verbatim transcript of the hearing will be posted on the Council's project webpage and deposited in the Andover Town Clerk's Office for the convenience of the public.

Requests for information in alternative formats or for sign-language interpreter services must be submitted in writing by February 6, 2025.

Information about how the public hearing will be conducted and how the public can access it will be posted on the Council's Docket No. 528 project webpage at the following link: [https://portal.ct.gov/CSC/1\\_Applications-and-Other-Pending-Matters/Pending-Matters](https://portal.ct.gov/CSC/1_Applications-and-Other-Pending-Matters/Pending-Matters)

The applicants are represented by the following:

**Applicants**

**Their Representative**

Tarpon Towers III, LLC and  
Celco Partnership d/b/a Verizon Wireless

Kenneth C. Baldwin, Esq.  
Robinson & Cole LLP  
One State Street  
Hartford, CT 06103-3597

A copy of the application is available for review on the Council's website at [portal.ct.gov/csc](https://portal.ct.gov/csc) under the link "Pending Matters." The Council has assigned this application Docket No. 528.

**Instructions for Public Access Docket No. 528 Remote Public Hearing**  
**February 13, 2025**  
**Evidentiary Session at 2 PM**  
**Public Comment Session at 6:30 PM**

**PLEASE NOTE:**

- Interested persons may join any session to listen, but **you must sign-up in advance to speak during the 6:30 p.m. public comment session**
- Any person may be removed from the Zoom remote evidentiary session or public comment session at the discretion of the Council.
- All participants are requested to mute sound notifications on their computer, smartphone or tablet. Telephones are often equipped with a "do not disturb" feature for the dial-in option.

**A. Evidentiary Session – 2 PM**

1. Attendees can join by clicking (or entering) the following link: <https://us06web.zoom.us/j/82412168396?pwd=JNJ62RatgF5ybLC8CSQB4WuvR XuZ5b.1> from a computer, smartphone, or tablet. **Meeting ID: 824 1216 8396 and Passcode: mjj1m9** No prior software download is required.
2. For audio-only participation, attendees can join by dialing in at **1(929) 205-6099 (not toll free)** and then enter the **Meeting ID: 824 1216 8396 and Passcode: 021063** from a telephone.
3. All microphones will be muted upon entry into the meeting and will be turned on in the order of party appearances and cross examination governed by the Hearing Program.
4. **No public comments will be received during the 2:00 p.m. evidentiary session.**

**B. Public Comment Session – 6:30 PM**

1. Attendees can join by clicking (or entering) the following link: <https://us06web.zoom.us/j/82412168396?pwd=JNJ62RatgF5ybLC8CSQB4WuvR XuZ5b.1> from a computer, smartphone, or tablet. **Meeting ID: 824 1216 8396 and Passcode: mjj1m9** No prior software download is required.
2. For audio-only participation, attendees can join by dialing in at **1(929) 205-6099 (not toll free)** and then enter the **Meeting ID: 824 1216 8396 and Passcode: 021063** from a telephone.
3. **You must sign-up in advance to speak during the 6:30 p.m. public comment session. Statements will be limited to 3 minutes.**
  - a. If you anticipate participating in the **6:30 p.m. public comment session by computer, smartphone or tablet**, please send an email to [siting.council@ct.gov](mailto:siting.council@ct.gov) with your name, email address and mailing address by **February 12, 2025**.
  - b. If you anticipate participating in the **6:30 p.m. public comment session by telephone**, please leave a voicemail message at 860-827-2935 with your name, telephone number, and mailing address by **February 12, 2025**.
4. If the email and name of the person or the phone number and name of the person is not provided in writing to the Council in advance, they will not be admitted into the meeting.
5. All microphones will be muted upon entry into the meeting and will be turned on in the order in which people are signed up to speak.
6. Public comments may also be submitted to the Council by email at [siting.council@ct.gov](mailto:siting.council@ct.gov) or by regular mail. Such written comments will be given the same weight as if spoken during the public comment session.



# STATE OF CONNECTICUT

## CONNECTICUT SITING COUNCIL

Ten Franklin Square, New Britain, CT 06051

Phone: (860) 827-2935 Fax: (860) 827-2950

E-Mail: [siting.council@ct.gov](mailto:siting.council@ct.gov)

Web Site: [www.ct.gov/esc](http://www.ct.gov/esc)

### REVISED SCHEDULE

**DOCKET NO. 528** – Tarpon Towers III. LLC and Cellco Partnership d/b/a Verizon Wireless application for a Certificate of Environmental Compatibility and Public Need for the construction, maintenance, and operation of a telecommunications facility and associated equipment located at 746 East Street, Andover, Connecticut.

Application received	12/17/2024
Completeness review	01/09/2025
Council Interrogatories <ul style="list-style-type: none"><li>• Set-One Issued</li><li>• Set-One Responses due</li></ul>	TBD TBD
Pre-hearing conference via Zoom remote conferencing – 11:00 a.m.	01/22/2025
<b>Deadline for Exchange of Interrogatories between Parties and Intervenor</b>	01/30/2025
<b>Deadline for pre-filed testimony and responses to interrogatories</b>	02/06/2025
Deadline to request Party/Intervenor status	02/06/2025
<b>Public Hearing 2:00 p.m. evidentiary session and 6:30 p.m. public comment session via Zoom remote conferencing (refer to Hearing Information section on Docket 528 project webpage for Zoom remote conferencing log in/call in)</b>	<b>02/13/2025</b>
Continued Evidentiary Session(s) (if necessary)	TBD
Close of Evidentiary Record	TBD
Close of Public Comment Period	TBD
Draft Findings of Fact	TBD
Draft Findings of Fact, Opinion & Decision & Order	TBD
<b>Deadline for Final Decision</b>	<b>05/16/2025</b>

Siting Analyst: Adam Morrone



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## Proposed Telecommunication Tower - East Street, Andover/Hebron

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**From** Zoning <zoning@andoverct.org>  
**Date** Thu 1/23/2025 12:52 PM  
**To** Matthew Bordeaux <mbordeaux@hebronct.com>  
**Cc** J.Larson <jllarson278@gmail.com>

Matthew:

I spoke to the gentleman who is replacing me as Zoning Agent who was in fact at the Andover PZC meeting last Tuesday evening. The matter if the telecommunication tower proposed for the Hurst property on East Street was on the agenda and discussed. Apparently the Commission noted the location of the tower was quite remote and had no objections. I trust this is sufficient for you to report back to your Commission.

Good luck in Hebron.

Jim Hallisey  
Zoning Agent

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

**BY-LAWS**  
**HEBRON PLANNING AND ZONING COMMISSION**

**Article I**  
**Purpose**

The objectives and purposes of the Planning and Zoning Commission of the Town of Hebron are those set forth in Chapters 124 and 126 of the Connecticut General Statutes, 1958 Revision, as amended, and those powers and duties delegated to the Hebron Planning and Zoning Commission by the aforementioned statutes, and by the Hebron Town Charter.

**Article II**  
**Name**

The Commission shall be known as the Hebron Planning and Zoning Commission.

**Article III**  
**Office of the Commission**

The office of the Hebron Planning and Zoning Commission shall be the Office of the Director of Planning and Development, Horton House, Hebron Town Offices, 15 Gilead Street, Hebron, CT where all Commission records will be kept. Copies of all Commission minutes, agendas and legal notices will be filed in the office of the Town Clerk.

**Article IV**  
**Membership**

Section 1. The membership and terms of office shall be as specified in the above stated Charter establishing the Commission.

Section 2. In the event of the absence or a disqualification of a regular member of the Commission, the Chairperson shall appoint an alternate member to act in place thereof. Alternates shall generally be chosen on a rotational basis, so that all serve as equal number of times as possible. The minutes shall record when each alternate sits and the reason when they are seated out of turn. When so appointed, the alternate member shall have all the duties and privileges of a regular member.

**Article V**  
**Officers and Their Duties**

Section 1. The officers of the Commission shall consist of a Chairperson, a Vice-Chairperson and a Secretary.

Section 2. The duties of the Chairperson shall be as follows:

- to preside at all meetings and hearings of the Commission;
- shall generally oversee, with the assistance of available staff, Commission agendas
- to call special meetings of the Commission;
- to sign documents of the Commission;
- to appoint a Vice-Chairperson Pro Tem in the absence of the Vice-Chairperson;
- to appoint a Secretary Pro Tem in the absence of the Secretary;
- to act as one of the Commission members having the privilege of discussing all matters before the Commission and of voting thereon.

Section 3. The duties of the Vice-Chairperson shall be as follows:

- shall act for the Chairperson due to absence, disability or disqualification of the Chairperson;
- when acting as Chairperson, shall appoint a Vice-Chairperson Pro Tem.

Section 4. The duties of the Secretary shall be as follows:

- shall act for the Chairperson due to absence, disability or disqualification of the Chairperson and Vice-Chairperson;
- shall generally oversee, with the assistance of available staff, Commission legal notices and minutes.

Section 5. In the absence of the Chairperson, Vice-Chairperson, and Secretary, the Commission members who are present shall elect a Chairperson Pro Tem and Vice-Chairperson Pro Tem.

## **Article VI**

### **Annual Organizational Meeting**

Section 1. An Annual Organizational Meeting of the Planning and Zoning Commission shall be held on the first regular meeting in December of each year. At each Annual Organizational Meeting following municipal elections, the Commission shall elect officers for two-year terms. Every Annual Organizational Meeting shall be devoted to the review of By-Laws, to the appointment of Commission members to committees and/or commissions as required, and to attend to other organizational business as the Chairperson deems appropriate.

Section 2. Elections of officers shall occur as follows: Nominations shall be made from the floor, beginning with nominations for Chairperson, and elections shall follow immediately upon the close of nominations for each office. A candidate receiving a majority vote from the regular members of the Commission shall be elected and shall serve for two years or until a successor is selected.

Section 3. Should any vacancy occur among the officers of the Planning and Zoning Commission, the vacant office shall be filled by a special election to be held at a regular



meeting, following the same procedure as outlined above. Such officer shall serve the unexpired term of office in which the vacancy has occurred.

## **Article VII**

### **Quorum**

At any meeting of the Commission, a quorum shall consist of three members of the Commission. No action shall be taken in the absence of a quorum, except to adjourn the meeting to a subsequent date.

## **Article VIII**

### **Regular Meetings**

Regular meetings of the Planning and Zoning Commission shall be held on the second and fourth Tuesdays of each month (except during the months of July, August, November and December when the Commission shall meet one time each month) at 7:00 PM in the Hebron Town Offices unless otherwise posted. At such meetings, the Commission shall consider all matters properly brought before the Commission without the necessity of prior notice thereof given to any members. Items may be added to the agenda by a two-thirds vote of the Commission. A regular meeting may be canceled or rescheduled by the Commission at a prior meeting or by the Chairperson.

## **Article IX**

### **Special Meetings**

Special Meetings of the Planning and Zoning Commission shall be held at a time and place designated by the Chairperson. Written notice thereof shall be given to all the members not less than twenty-four hours in advance thereof. No business other than that listed on the agenda shall be discussed.

## **Article X**

### **Order of Business**

Section 1. Unless otherwise determined by the Chairperson, the order of business shall be as follows, except that when a Public Hearing is to be held, it shall be listed first on the agenda preceding the following items:

- I. Call to Order / Roll Call
- II. Approval of Minutes
- III. Recognition of Guests / Public Comment (non-agenda items)
- IV. Action on Pending Applications
- V. Old Business
- VI. New Business
  - A. New Applications

- B. Set Public Hearing Dates
- C. Other New Business
- VII. Correspondence
- VIII. Public Comment (non-Public Hearing applications)
- IX. Adjournment

Section 2. Each formal action of the Planning and Zoning Commission required by law, charter, rule or regulation shall be embodied in a formal resolution duly entered in full upon the Minutes Book after an affirmative vote.

## **Article XI**

### **Voting**

Section 1. At all meetings of the Commission, each seated member attending shall be entitled to cast one vote per motion; and such members shall be entitled to debate and vote on all matters before the Commission. Voting shall be by voice.

Section 2. At least three members of the Commission shall be present and voting for the adoption of any resolution or other voting matter and, unless otherwise provided by Law, a majority of the Commission present and voting is sufficient to adopt any resolution or approve any other voting matter.

Section 3. In the event of a tie vote, the motion shall have been defeated.

Section 4. In the event that any member shall have a personal interest of any kind in a matter then before the Commission, he shall disclose his interest and be disqualified from voting upon the matter, and this shall be so recorded in the minutes that no vote was cast by such member.

## **Article XII**

### **Rules of Procedure**

All meetings of the Planning and Zoning Commission shall be conducted in accordance with the procedures contained herein and generally as specified in the attachment to these By-Laws entitled “Model Outline of Motions for Planning Commissions and Zoning Boards”.

## **Article XIII**

### **Conducting the Public Hearing**

Section 1. The Chairperson of the Commission shall preside at the public hearing.

Section 2. The Secretary shall read the legal advertisement and note the dates and newspaper in which the advertisement appeared.

Section 3. The Chairperson shall describe the method of conducting the hearing. It shall be made clear that all questions and comments must be directed through the Chair only after being properly recognized by the Chairperson. All persons recognized shall approach the Commission in order to facilitate proper recording of comments and shall give his/her name and address prior to commenting. The hearing shall be conducted only for the purpose of taking testimony which shall be later considered by the Commission during the deliberations session at the regular meeting of the Commission. The Commission may neither deliberate nor take a substantive vote during the hearing.

Section 4. The Chairperson shall direct the following order of comments:

- presentation by the applicant
- questions by the Commission
- presentation of staff reports
- additional Commission questions
- public comments
- response by the applicant / staff comments / additional Commission questions / comments
- second round of public comments at the discretion of the Chairperson
- final questions by the Commission
- final response by the applicant
- closure or continuance of the hearing

## **Article XIV**

### **Amending the By-Laws**

These By-Laws may be amended at any meeting of the Commission provided that notice of said proposed amendment is given to each member at least five days prior to said meeting.

Adopted: February 13, 1996

Revised: December 13, 2005

Revised: January 24, 2012

Revised: February 14, 2012

Revised: January 23, 2018 (Article X – Order of Business)

Revised: January 28, 2020

Revised: February 28, 2023

Revised: February 13, 2024

# The Commission Will Come to Order:

## COMMENTARY ON ADAPTING THE RULES OF PARLIAMENTARY PROCEDURE FOR PLANNING COMMISSIONS, ZONING BOARDS & BOARDS OF ADJUSTMENT

by David J. Allor

As part of my work, I often observe planning commission meetings. I appreciate the conscientious efforts of members to examine complex aspects of specific issues under the principles of the comprehensive plan, adopted public policy, and development regulation. This is a difficult enough task in itself; yet, under our system of government these processes of deliberation and decision must comply with established procedures.

To structure their efforts, many planning commissions have adopted, and come to rely upon, *Robert's Rules of Order*, in one or another edition. I doubt, however, that many commissions have either a clear understanding of parliamentary procedure or the ability to effectively apply *Robert's Rules*.

In this short article, I want to summarize the essential features of parliamentary procedure, and review some of the problems planning boards face in using *Robert's Rules*. The "Model Outline of Motions for Planning Commissions," which follows this article, seeks to adapt *Robert's Rules* to better meet the particular needs of today's planning and zoning boards. The Model Outline of Motions represents a simpler and, I hope, more understandable set of procedural rules to guide a planning or zoning board's deliberative processes — and, of equal importance, promote public understanding of commission deliberations.

### 1. WHY HAVE RULES OF PROCEDURE?

I am aware that many planning commissioners will read this discussion and the Outline with little enthusiasm, if not with real dread. Permit me to argue three reasons for understanding and applying parliamentary procedures. First, failure to adopt and follow formal, fair, and coherent procedures erodes public confidence in planning. Where planning is an optional power of local government, such an erosion of confidence could endanger planning altogether.

Even where planning is a mandated power of local government, public participation could be reduced to a paralyzing conflict over proper procedure. Second, failure to consistently apply procedures could result in a deprivation of individual rights and damage to individual interests. Third and finally, failure to consistently apply procedures would invite litigation against the local unit of government.

THE FAILURE TO ADOPT AND FOLLOW FORMAL, FAIR, AND COHERENT PROCEDURES ERODES PUBLIC CONFIDENCE IN PLANNING.

These considerations do reflect certain basic principles of self-government. First, as Henry Roberts notes is "the right of the *deliberate* majority to decide" — which is immediately coupled to the second, the right of the minority to secure "considered judgment after a full and fair 'working through' of the issues involved." (*Robert's Rules* [1915] 1971). Moreover, such procedures assure that all members of the body are treated equally, and that all are free to participate fully in the discussion.

Parliamentary procedure seeks to provide for both efficient and effective decision-making and both open and full debate of issues. They are closely allied to constitutional requirements of due process and to

common law concepts of reasonableness, non-arbitrariness, and non-capriciousness. Perhaps, the best advice on the balance between discipline and reasonableness comes from Henry Robert himself:

*Know about parliamentary law, but do not try to show off your knowledge. Never be technical, or more strict than is absolutely necessary for the good of the meeting. Use your judgment; the assembly may be of such a nature through its ignorance of parliamentary usages and peaceful disposition, that a strict enforcement of rules, instead of assisting, would greatly hinder business; but in large assemblies, where there is much work to be done, and especially where there is liability to trouble, the only safe course is to require a strict observance to the rules.*

*Robert's Rules* (1915 edition)

### 2. PROBLEMS WITH ROBERT'S RULES.

The preceding quotation, while containing valuable advice, also reflects the first of three weaknesses within *Robert's Rules*. The text, now more than a century-old, is not written in a manner coherent to speakers accustomed to the contemporary use of the English language. The complexity of the language undermines the ability to understand and apply the procedure. More seriously, misunderstandings of the language of parliamentary procedure aggravate suspicion of deception or manipulation within debate. Again, dual requirements must be addressed: parliamentary procedure must be comprehensible as contemporary language but be sufficiently disciplined to fulfill the requirements of law.

The second weakness is largely historical. In the early years of its independence, the United States of America felt a strong need to give discipline to the processes of self-government. Thomas Jefferson's *Manual of Parliamentary Practice* (1801) sought to guide the conduct of the national congress. Both Luther S. Cushing's *Manual of Parliamentary Practice* (1845) and Henry M. Robert's *Rules of Order* (1876) extended procedures to non-legislative bodies and

voluntary associations. Yet, many manuals focus upon large legislative bodies, where contending interests, perhaps politically-partisan interests, reinforce a “win-lose” rather than “argument-to-consensus” conception of decision-making. The rigidity of certain procedures impairs the collaborative exploration of alternatives.

Two examples are important. First, parliamentary procedure disallows discussion of an issue in the absence of a motion; however, if a motion is made, the subsequent discussion is constrained to that motion. Many deliberative bodies employ the option of “Recessing into a Committee of the Whole” to enable broader discussion. This is impracticable on a regular basis and often confuses the public. Second, small deliberative bodies (those of three to five members) may do well to delete the requirement for a “Second” to motions. It would be unfortunate for an otherwise good motion to “die for lack of Second.” In both cases, the ultimate decision should be based upon the quality of the deliberation, not technical considerations of motion-making.

The third weakness of *Robert’s Rules* relates to the application of parliamentary rules to the special nature of planning and zoning boards. Unlike the large, elected or self-constituting assemblies considered by Henry Robert, the work of planning is guided by deliberative bodies which are small, appointed in staggered terms of office, and obligated to conform to provisions of state statute and/or municipal charter.

In general, the work of planning commissions and zoning boards are taken to be *quasi-legislative*; their actions are most frequently recommendations to a legislative body, rather than definitive actions (except, in those states where a planning commission makes final decision on plat approvals). Where a board of adjustment hears requests for variance or appeals of administrative interpretation, its actions are taken to be *quasi-judicial* and are final

(except as they may be appealed to the court). These peculiarities were not envisioned by Robert.

Four other issues also merit discussion:

First, planning commissions, zoning boards, and boards of adjustment often must act within fixed time frames — for example, within thirty days to make recommendation or decision. As a result, motions to “Object to Consideration,” “Lay on the Table,” or “Postpone Indefinitely” are largely inappropriate.

Second, and similarly, a motion to “Reconsider” is very difficult to employ within limited time periods, and taking into account notice requirements.

Third, since the votes of commission and board members should always be taken by roll call, the motion for the “Division of the Assembly” is unnecessary.

Fourth, public hearings — so common to the planning commission deliberative process — are not directly addressed in *Robert’s Rules*. Robert’s provisions for “Occasional or Mass Meetings” offer little direction. For Robert, deliberative bodies did not directly hear the testimony of interested parties. While such information could be introduced through committee report, regular deliberative sessions permitted only commission or board members to speak. In consequence, deliberative bodies in planning need to adopt a number of procedures to facilitate the orderly participation of the public. Such motions as “Open (or Recess into) Public Hearing”, “Accept (written materials) for the Public Record”, “Close the Public Hearing”, and “Close the Public Record” are essential features of due process for planning-related decision-making.

### 3. SOME FINAL OBSERVATIONS.

I wish to conclude these comments on a very serious note. Each commission or board member is under an obligation to know the relevant statutes and codes, charter provisions, and by-laws. If a question of law or procedure arises, it should — if at all

possible — be referred to and answered by legal counsel and settled prior to the meeting. Recurrent questions to legal counsel on matters of procedure within a meeting cast doubt upon both the dedication and preparedness of commission or board members. Formal procedures can offer little support to proper planning unless they are clearly understood, consistently applied, and broadly-accepted as both fair and effective.

I hope you will read through the “Model Outline of Motions” set out on the following pages. It is designed to make it easier for planning and zoning boards to operate in a manner that is fair and understandable, both to the members themselves and to the public.

I wish to express my appreciation to the many planning commission, zoning board, and board of adjustment members with whom I have worked to clarify decision-making procedures. Many of the comments in both the above essay and the outline on the following pages have been taken from notes made at local, state or national training sessions sponsored by the American Planning Association. I also wish to thank Professor Robert E. Manley, University of Cincinnati, and partner in the law firm of Manley, Burke, Fischer, Lipton and Cook, Cincinnati, Ohio, for his constructive criticism of the draft versions of this work. ♦

*David J. Allor is Professor, School of Planning, and Fellow, Center for the Study of Dispute Resolution, University of Cincinnati. He is the author of “Keeping Things in Order: Planning Commission By-Laws,” and “Outline of Articles of By-Laws for a Planning Commission,” in Issue #14 of the Planning Commissioners Journal. Allor has also written The Planning Commissioners Guide: Processes for Reasoning Together (available from the APA Bookstore), and is a member of the American Institute of Certified Planners and the Society of Professionals in Dispute Resolution.*



# Model Outline of Motions for Planning Commissions and Zoning Boards

by David J. Allor

## 1. CALL TO ORDER

NS | ND | NA | NV

Action of the chairperson to bring the members, staff, and audience into order.

## 2. CALL FOR QUORUM

NS | ND | NA | NV

Action of the chairperson, with confirmation by the secretary, that the commission may conduct official business.

## 3. CALL TO FOLLOW THE AGENDA

NS | ND | NA | NV

Action of the chairperson to proceed with the agenda as published, so that persons attending and possibly wishing to testify may know the order of issues to be heard and decided.

## 4. Motion to AMEND THE ORDER OF THE AGENDA

S | D | A | V

For very specific reasons, other than those of inconvenience or unpreparedness, a commission member may move to alter the order but not the content of the agenda.

## 5. Motion to FIX THE TIME TO ADJOURN

S | ND | A | V

Once the order of the agenda has been decided, a planning commission is under an obligation to estimate how much of its work it can reasonably and responsibly conclude within a single meeting. Where a public hearing is required, the chairperson can impose reasonable but equitable time constraints upon public testimony.

## 6. Motion to APPROVE THE MINUTES

NS | ND | A | V

Action to approve the minutes of a previous meeting. The minutes are amendable to improve clarity, accuracy, and completeness, but not to re-open debate on a previously decided agenda item.

The following outline modifies, withdraws, and inserts motions into the order provided within *Robert's Rules of Order* (Revised 1971 and Newly Revised 1990). However, the motions are not presented in order of precedence, but in the order in which they are most likely to appear within the meeting of a commission or board. In this outline, a single public hearing is heard within a deliberative meeting.

Borrowing from Jon L. Ericson's *Notes and Comments on Robert's Rules* (1991), each motion is coded in four categories:

requires **Second** (S), or not (NS),  
is **Debatable** (D), or not (ND),  
is **Amendable** (A), or not (NA),  
and requires **Vote** (V), or not (NV).

A simple majority is required, unless otherwise noted. Immediately below the motion and its codes is a brief explanation of the motion's use and relevance.

## 7. Motion to RECONSIDER

S | D | NA | V

A procedural motion, used where a commission member in the majority on a previously decided item wishes to have the commission reconsider its vote. The motion is appropriate only where: (1) crucial information, not available at the time of the initial vote, is now available, or (2) there has been a substantial change of circumstances since the initial vote. Great care should be taken with respect to this motion so as to not violate notice requirements or time limitations on action. If the motion for RECONSIDERATION is passed, the item is re-presented in total, after which a new substantive motion may be made.

## 8. Motion to RECESS INTO PUBLIC HEARING

S | ND | NA | V

To this point the commission is in regular deliberative meeting, it now may RECESS INTO PUBLIC HEARING in order to take public testimony on a specific agenda item. During a public hearing, a commission member may not make substantive motions.

## 9. Motion to ACCEPT FOR THE RECORD

S | ND | NA | V

A procedural motion to officially incorporate an application, agency report, consultant's report, letter, petition, or other written or visual materials into the public record.

## 10. Motion to CLOSE THE PUBLIC RECORD

S | ND | NA | V

If the planning commission wishes to proceed with debate on the item, it must close the public record. Both the record of written and visual materials and the oral testimony form the basis of consideration and decision. Where the commission is to deliberate the case at a future meeting, it may leave the public record open for a specific period of time, usually two business days, to receive any additional written materials.

## 11. Motion to CLOSE THE PUBLIC HEARING

S | ND | NA | V

A procedural motion made when all public testimony has concluded; the planning commission has now returned to deliberative meeting.

## 12. CALL TO ENTERTAIN A MOTION

NS | ND | NA | NV

After broad discussion and deliberation among the members of the planning commission, the chairperson may invite, but may not make, a motion.

## 13. Motion to CLOSE DELIBERATION

S | ND | NA | V

A procedural motion to test whether the planning commission is ready to move from deliberation to decision. For smaller commissions, the CALL TO ENTERTAIN A MOTION (see #12) would be sufficient to move the commission toward substantive motion.

## 14. Motion to APPROVE, APPROVE WITH CONDITIONS, or converse motion to DISAPPROVE

S | D | A | V

A substantive motion (often called the MAIN motion); it may take one of two forms: (1) a definitive action, or (2) a recommendation. Requires recitation of reasons in support of the motion; both the Mover and Seconder must concur in the reasons and in the conditions, if such are attached. A tie vote constitutes defeat of the motion. When a motion to DISAPPROVE is defeated, a converse motion should be made to secure APPROVAL or APPROVAL WITH CONDITIONS.

## 15. Motion to AMEND the Previous Motion

S | D | A | V

Amending motions may be either procedural or substantive. When a motion has been moved and seconded and is within the period of debate, it is subject to substitution, alteration or perfection. When an amendment is seen as "friendly," that is, compatible with the previous motion by the initial mover and seconder, the amendment may be incorpo-

rated directly into the previous motion by verbal assent; where the amending motion is seen as “unfriendly,” it must be debated and decided first. All motions to AMEND the previous motion must be decided prior to deliberation and vote on the MAIN motion (see #14).

#### 16. Motion to RECESS

S | ND | A | V

A procedural motion to permit a very brief suspension of public hearing or deliberative meeting to facilitate commission operations or for the comfort of the public. Planning commission members should avoid contact with interested parties during recess.

#### 17. Motion to DEFER TO SPECIFIC TIME

S | D | A | V

Where testimony on a public hearing or deliberation by the commission on an agenda item cannot be concluded within a single session, a motion to DEFER TO A SPECIFIC TIME, that is, the immediately next meeting, is appropriate. The deferred item becomes the first item in the succeeding agenda. Care must be taken to not violate notice or time limitation requirements (as with #7, Motion to RECONSIDER).

#### 18. Motion to EXTEND THE TIME TO ADJOURN

S | ND | A | V

Having already fixed the time of adjournment (see #5, Motion to FIX TIME TO ADJOURN), the commission may nevertheless extend such time, but by a two-thirds vote.

#### 19. Motion to ADJOURN

S | ND | NA | V

While a motion to ADJOURN is always appropriate, planning commissions are obligated to expedite items on the meeting agenda. A Motion to ADJOURN is best used when all agenda items have been decided or remaining items have been DEFERRED TO SPECIFIC TIME (see #17).

An additional number of motions are necessary to facilitate the internal operations of the commission or acknowledge rights of its members. The following motions have no order of precedence.

#### 20. Motion to ADOPT or the converse motion to REJECT

S | D | A | V

Action to incorporate, alter, or eliminate policies which guide the decision-making of the commission or board. Policy adoption requires only a voting majority; adoption of, or amendment to, by-laws requires a two-thirds vote.

*[Editor's Note: For more on by-laws, see David Allor's "Keeping Things In Order: Planning Commission By-Laws, in PCJ #14].*

#### 21. Motion to REFER TO COMMITTEE

S | D | A | V

Some larger planning commissions have provision in their by-laws allowing referral of specific issues to smaller committees for deliberation and subsequent recommendation back to the full commission. This does not delegate power to the committee to decide the issue.

#### 22. Motion to DIVIDE A MOTION

S | ND | A | V

Where a motion has been both moved and seconded and is under deliberation, but where that motion is considered as complex. Any member of the commission may seek to divide the motion, thereby permitting independent votes on specific issues. Care must be taken not to divide a motion in such a manner as to subsequently make contradictory decisions among the features of the divided motion.

#### 23. Action to WITHDRAW A MOTION

NS | ND | NA | V

Where the Mover finds that an initial motion is flawed, inappropriate, or premature, the Mover may seek to withdraw the motion in whole. This action is not permissible if the original motion is either subject to an amending motion or has been amended.

#### 24. Motion to SUSPEND THE RULES

S | D | A | V

Where, in extraordinary conditions, established rules would hinder rather than promote effective deliberation, specific rules may be suspended for specific time within a meeting — the reasons for such suspension should be entered into the minutes of the meeting. Any suspension of rules requires a two-thirds vote. Great care must be taken under a suspension of rules to avoid the appearance (or the fact) of unfairness. No rule may be suspended which is otherwise required by law.

#### 25. Action to RULE OUT OF ORDER

NS | ND | NA | NV

To assure the orderly progress of a meeting or hearing, the chairperson may rule individuals — whether members of the commission, staff, or the public — out of order where: (1) comments are irrelevant to the item under discussion, (2) comments have already been made, (3) the specified period of time in which to speak has expired, or (4) comments are disruptive to the order of the meeting.

#### 26. Instruction to DISREGARD

NS | ND | NA | NV

To assure the objectivity of the hearings and meetings, the chairperson may instruct the members to DISREGARD comments and/or written or visual materials that are inflammatory or prejudicial. Such comments, however, are retained

in any recordings or transcribed minutes of the meeting, and in the public record.

#### 27. Motion to APPEAL THE RULING OF THE CHAIR

S | D | NA | V

A right of members of a commission to challenge the action of a chairperson, so as to ensure that proper procedures are followed, not to impede deliberation and decision.

#### 28. A POINT OF ORDER

NS | ND | NA | NV

A right of members of a commission to request that the chairperson follow proper order. The intent is to assure proper progress of deliberation, not to contest action of the chairperson (as in #27 Motion to APPEAL THE RULING OF THE CHAIR). The point of order seeks to address an immediate concern, not debate larger procedural issues. Repeated use of A POINT OF ORDER to delay or frustrate decision is inappropriate and damages the continuity of deliberation.

#### 29. A POINT OF INFORMATION

NS | ND | NA | NV

A right of members of a commission to request the specific inclusion or clarification of matters of fact from the chairperson.

#### 30. A POINT OF PERSONAL PRIVILEGE

NS | ND | NA | NV

A right of any member of the commission to express matters of serious concern. For example, if a member of the commission is aware of a conflict of interest in a specific case, that member should at the time that the case is brought forward on the agenda, raise A POINT OF PERSONAL PRIVILEGE, declare that a conflict of interest exists, and withdraw from all further participation on that case. As a special note: I encourage that a member, having declared a conflict of interest, leave the chamber until that case has been decided. ♦