



City of Milford, Connecticut

Founded 1639

70 West River Street – Milford, CT 06460-3317

Tel 203-783-3245

Website: www.ci.milford.ct.us

Email: dsulkis@milfordct.gov

Planning and Zoning Office

David B. Sulkis, AICP, City Planner

MEMORANDUM

Land Use Training Guidelines

February 1, 2022

Dear Board Members,

Section 9 of Public Act 21029 requires training for municipal land use officials, establishment of guidelines, and the reporting on training compliance. I've attached the overview by the Office of Policy and Management of the new requirement.

It can be summarized as follows:

1. Training of Land Use Officials

On and after 1/1/23 each member shall complete four hours of training.

- Those in office on 1/1/23 must complete 4 hours by 1/1/24, and every other year thereafter.
- Those taking office after 1/1/23 must complete 4 hours not later than one year after taking office, and every other year thereafter.

2. Land Use Training Guidelines

One hour on affordable and fair housing is required. The other three hours can be chosen from the list shown on the attachment.

3. Reporting on Training Compliance

No later than March 1, 2024, and annually thereafter, the Planning and Zoning Board shall submit a statement to the Board of Aldermen affirming compliance.

Memo: Land Use Training

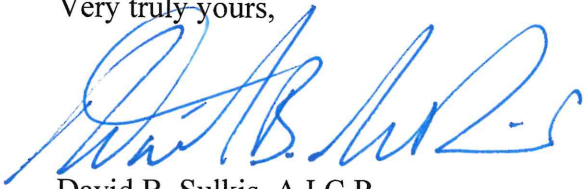
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A list of classes, along with dates, locations, and times will be forwarded to you when they become available.

In order to fulfill our requirement for administering and reporting these requirements, DPLU will develop a spreadsheet of the classes. All you need do is record the date and time spent of the class you took and notify me as by email. DPLU will maintain the record for reporting to the board of Aldermen at the end of the calendar year. Remember, for those in office on 1/1/23 you must complete your 4 hours by 1/1/24. For those taking office after 1/1/23 the training must be completed one year after taking office.

Very truly yours,



David B. Sulkis, A.I.C.P.

City Planner/ Executive Secretary to the Planning and Zoning Board