



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

Office of Planning and Community Development

MEMORANDUM

TO: Town of Simsbury Historic District Commission

FROM: George K. McGregor, Planning Director

DATE: October 5, 2023

SUBJECT: Certificate of Appropriateness Period of Validity

Staff has been asked to review the current guideline in the East Weatogue Historic District Handbook related to the period of validity for a Certificate of Appropriateness (COA).

The handbook states that COA is valid for a period of one year. This means that if the project does not commence and/or a building permit is not issued within one year the COA expires and a property owner would have to restart the process upon expiration. From page 16 of the Handbook:



If the Commission approves the Application, a Certificate of Appropriateness will be issued. Certificates will be valid for one year.

This one-year period of validity is NOT state enabled (there is no standard in the State code) and the Commission can amend this period at will. As a guideline and rule of procedure, no public hearing is required, just a majority vote of the Commission.

A review of other select Connecticut Towns reveals no particular consistency regarding the duration of the COA, with time periods ranging from six months to no expiration at all.

Staff favors a much longer period of duration including having no expiration at all. If the Commission is concerned about potential changing conditions in the East Weatogue District, Staff recommends a five-year period, with one extension approved by the Commission of an additional five years.

NOTE: A Majority of the Commission is required to approve changes to the handbook (3 Votes). No public hearing is required.

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