

Town of East Lyme  
Zoning Commission  
Regular Meeting Schedule  
2023 Proposed

Regular Meetings are held at the East Lyme Town Hall, Meeting Room #1  
On the following listed Thursdays beginning at 7:30 PM  
Special Meetings may be called at other times.

Members are requested to advise the Zoning Office @ 691-4114 if they are unable to attend a meeting.

**2023 Calendar**

**January 5, 2023**  
**January 19, 2023**

**February 2, 2023**  
**February 16, 2023**

**March 2, 2023**  
**March 16, 2023**

**April 6, 2023**  
**April 20, 2023**

**May 4, 2023**  
**May 18, 2023**

**June 1, 2023**  
**June 15, 2023**

**July 6, 2023**

**August 3, 2023**

**September 7, 2023**  
**September 21, 2023**

**October 5, 2023**  
**October 19, 2023**

**November 2, 2023**  
**November 16, 2023**

**December 7, 2023**

Zoning

**To:** Boards and Commissions  
**From:** East Lyme Town Clerk, Karen Miller Galbo  
**Date:** October 21, 2022  
**RE:** Meeting Information

*According to Connecticut General Statutes, Section 1-225, the Chairman of each Board and Commission is required to file a schedule of Regular Meetings for the ensuing year with the Town Clerk's Office. Schedules should be filed no later than January 31<sup>st</sup> of each year. However, no meeting of any Board or Commission shall be held sooner than thirty days after such schedule has been filed. Therefore, it is recommended that schedules be filed no later than December 31<sup>st</sup>.*

*Each Board and Commission is required to make available its Agenda for each Regular Meeting at least twenty four hours before the meeting to which it refers. This Agenda is required to be filed with the Town Clerk. Minutes for each meeting are required to be made available to the public in the Town Clerk's Office within seven days, excluding weekends and holidays.*

*The vote of each member upon any Motion is required to be put down in writing and made available to the public within forty eight hours, excluding weekends and holidays.*

**Please Note The Following Important Information:**

- When a Member resigns from a Board, Commission, Agency, or Committee they must provide a letter of resignation to the Town Clerk, with an effective date of resignation stated in that letter.
- When a New Member is appointed to a Board, Commission, Agency, or Committee the Town Clerk's Office must be notified. The new members must also be advised to come into the Town Clerk's Office to be sworn in. A Member cannot vote at any meeting until they have been sworn in. We need to know about the new appointment prior to that member coming to us for swearing in. Often times the new members come in the following day and we have not been notified that they have been appointed. We need confirmation of their appointment prior to swearing them in.
- If a meeting is scheduled by a Board, Commission, Agency, or Committee and that meeting is not on the Schedule of Meetings that was provided to the Town Clerk's Office at the beginning of the year the newly scheduled meeting is called a Special Meeting. No other business may be undertaken at a special meeting except that stated on the Agenda.