

**TOWN OF WATERFORD
GENERAL FUND
2021-2022 PROPOSED BUDGET**

DEPT/AGENCY: 10115 ZONING BOARD OF APPEALS

LINE ITEM	DESCRIPTION	2019/2020 ACTUAL EXPENDED	2020/2021 RTM APPROP.	2020/2021 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND & ENCUMB AS OF 1/1/21	2021/2022 DEPT/ AGENCY REQUEST	2021/2022 APPROVED BD/COMM.	Department Request \$ Increase	Department Request % Increase	2021/2022 RECOMMENDED BD OF SELECTMEN	BOS Request \$ Increase
SERVICES											
52010	ADVERTISING	2,406	3,700			3,700		0	0.00%		
52020	POSTAGE	53	160			160		0	0.00%		
52050	DUES, CONF. & EDUC.		400			400		0	0.00%		
	SUBTOTAL	2,459	4,260	0	0	4,260	0	0	0.00%	0	0
MATERIALS & SUPPLIES											
53010	OFFICE SUPPLIES		50			50		0	0.00%		
	SUBTOTAL	0	50	0	0	50	0	0	0.00%	0	0
	DEPARTMENT TOTAL	2,459	4,310	0	0	4,310	0	0	0.00%	0	0



ZONING BOARD OF APPEALS FISCAL YEAR 2022 BUDGET

Town of Waterford

waterfordct.org/zoning-board-of-appeals

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BOARD MEMBERS

*Joshua Friedman,
Chair*

*Cathy Newlin,
Vice Chair*

Ann Darling, Secretary

Michele Kripps

Warren Mackenzie

BOARD ALTERNATES

Jason Maryeski

Danielle McCarty

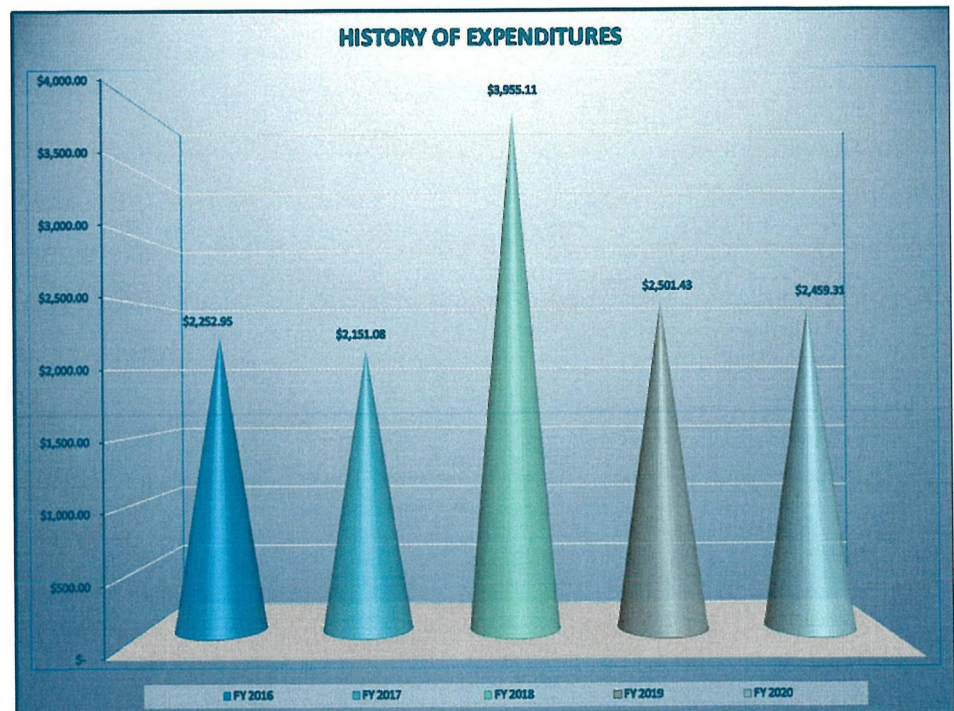
Darcy Van Ness

BUDGET FUNCTION

The Zoning Board of Appeals has three primary functions, as defined in state statute:

1. To hear and make decisions concerning requests to vary standards in the Waterford Zoning Regulations.
2. To hear appeals of decisions made by the Zoning Enforcement Officer.
3. To review certificates of location for motor vehicle uses, including dealer/repairer licenses.

This budget provides the necessary funding to support the ZBA's work. Application fees are required and offset costs to manage the ZBA. For example, in FY20 the ZBA received \$1,740 in application fees and spent \$2,407. Advertising for public hearings accounts for the majority of ZBA expenditures.



BUDGET SUMMARY

The total requested ZBA Budget in FY22 is \$4,310. This is equal to the approved FY21 ZBA Budget.

Line Number	Description	Amount Requested
10115-52010	Advertising	\$ 3,700
10115--52020	Postage	\$ 160
10115-52050	Dues, Conferences and Education	\$ 400
10115-53010	Office Supplies	\$ 50
TOTAL		\$ 4,310

BUDGET EXPLANATIONS BY CATEGORY

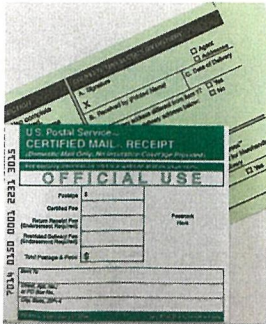
Advertising Line 10115-52010 \$3,700 Requested



The ZBA is required under the Connecticut General Statutes to advertise notice of public hearings and Board actions. The cost of each advertisement depends on the complexity of the actual applications. Average advertising costs for individual applications in the last five years ranged from \$215 to over \$600. Total annual advertising costs can vary significantly from year to year based on the number of applications the ZBA receives.

Waterford updated its application fee structure in 2014. This change has resulted in application fees generally offsetting advertising costs. Advertising costs for complex applications sometimes do exceed the fees collected. If the ZBA initiates a change to the fee schedule, Planning Department staff would perform analysis and draft language to modify Title 16 in the Waterford Code of Ordinances.

Postage Line 10115-52020 \$160 Requested



All ZBA public hearing notices and actions are sent via certified mail to the applicants. Property owners and agents also receive these mailings. Each certified letter costs approximately \$6.75. The department has seen an increase in ZBA applications over the last several years. \$160 is requested, which matches the FY21 funding request.

Dues, Conferences and Education Line 10115-52050 \$400 Requested

Current and New ZBA members benefit from several educational opportunities throughout the fiscal year. The State of Connecticut offers a training seminar specifically targeted to ZBA members that is held annually in the spring. The CT Association of Zoning Enforcement Officers (CAZEO) hosts monthly meetings that address relevant topics and current issues in zoning practice. The annual CT Bar Association conference also typically includes sessions geared toward zoning practice and current legal matters. Access to these training opportunities helps ZBA members at all stages of their service to the Town to maintain an understanding of relevant zoning issues. \$400 is requested in FY22.

Office Supplies Line 10115-53010 \$50 Requested

The ZBA historically maintains \$50 in this line to pay for items that are not supplied by the Planning Department or Finance Office. Name plates and updated ZBA binders members are funded through this line.

HISTORY OF EXPENDITURES

10115	ACTUAL BUDGET EXPENDITURES				APPROVED FUNDS	PROPOSED
	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022
52010 ADVERTISING	\$ 1,812	\$ 3,637	\$ 2,404	\$ 2,406	\$ 3,700	\$ 3,700
52020 POSTAGE	\$ 79	\$ 214	\$ 97	\$ 53	\$ 160	\$ 160
52050 DUES, CONFERENCES & EDUCAT	\$ 260	\$ 90	\$ -	\$ -	\$ 400	\$ 400
53010 OFFICE SUPPLIES	\$ -	\$ 14	\$ -	\$ -	\$ 50	\$ 50
TOTALS	\$ 2,151	\$ 3,955	\$ 2,501	\$ 2,459	\$ 4,310	\$ 4,310