

TOWN OF WATERBURY
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 & ENCUMBR AS OF 1/1/21	2021/2022 DEPT/ AGENCY REQUEST	2021/2022 APPROVED BD/COML (11/4/20)	2021/2022 FIRST SELECTMAN RECOMM	RECOMMENDED BD OF SELECTMEN (2/3/21)	2021/2022 BOARD OF FINANCE REDUCTIONS	2021/2022 RECOMMENDED BD OF FINANCE (3/8/21)	BOF Approved \$ Increase	BOF Approved % Increase
SERVICES													
52010	ADVERTISING	2,406	3,700		1,832	3,700	3,700	3,700	3,700		3,700	0	0.00%
52020	POSTAGE	53	160		88	160	160	160	160		160	0	0.00%
52050	DUES, CONF. & EDUC.		400		0	400	400	400	400		400	0	0.00%
	SUBTOTAL	2,459	4,260	0	1,920	4,260	4,260	4,260	4,260	0	4,260	0	0.00%
MATERIALS & SUPPLIES													
53010	OFFICE SUPPLIES		50		15	50	50	50	50		50	0	0.00%
	SUBTOTAL	0	50	0	15	50	50	50	50	0	50	0	0.00%
DEPARTMENT TOTAL		2,459	4,310	0	1,935	4,310	4,310	4,310	4,310	0	4,310	0	0.00%



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

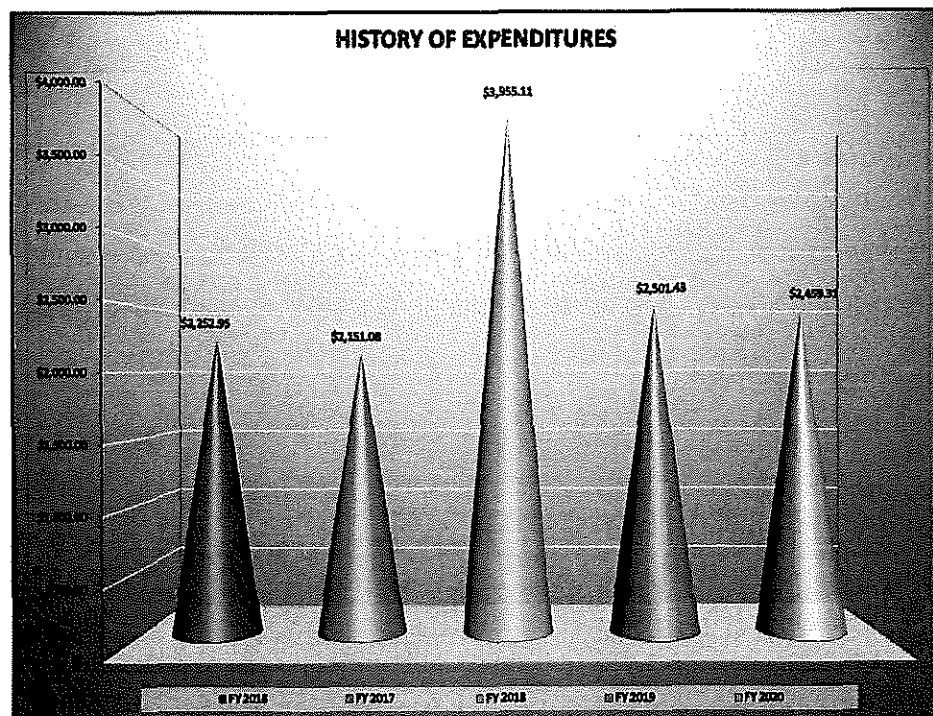
Darcy Van Ness

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

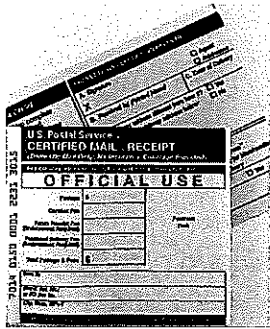
Advertising Line 10115-52010 \$3,700 Requested



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

**MINUTES
SPECIAL MEETING**

Zoning Board of Appeals
Remote Access

November 4, 2020
6:30 PM

Members Present: Joshua. Friedman, Chair Catherine Newlin; Vice Chair; Anne Darling, Secretary;
Michele Kripps
Members Absent: Warren Mackenzie
Alternates Present: Jason Maryeski, Darcy Van Ness
Alternates Absent: Danielle McCarty
Staff Present: Jill Pisechko, Zoning Official; Robert Avena, Town Attorney; Anna Scanlon,
Recording Secretary

1. CALL TO ORDER AND APPOINTMENT OF ALTERNATES

Chair Friedman called the meeting to order at 6:30 PM and appointed Darcy Van Ness to sit for Warren Mackenzie and Jason Maryeski to sit for Anne Darling as she had to recuse herself for business reasons.

2. APPROVAL OF MINUTES

A consensus of the board approved the minutes of the Special Meeting, October 1, 2020.

3. PUBLIC HEARING

Application #ZBA-20-7 - Appeal of James & June Wino, owners and applicant and Brian Florek, LS, agent at 4 Ellen Ward Road, C-MF zone. Variances are requested from zoning regulations section 8.4— Side yard setback variance of 7.5 feet to allow a side yard setback of 22.5 feet, and 16.1 – Minimum Lot Size variance of 3,415 square feet to allow a minimum lot size of 26,585 square feet. Variances are required to fix an overlapping boundary issue discovered on deeds brought forth which did not properly compensate for the residential structures as shown on plan entitled "Lot Line Revisions Survey, Property Belonging to James & June Wino, 4 Ellen Ward Road" dated 10/14/2020.

The following exhibits were read into the record:

EXHIBIT 1. Application and Support Material for 4 Ellen Ward Road dated September 14, 2020

EXHIBIT 2. Site Plan Dated October 14, 2020

EXHIBIT 3. Site Plan, Certificates of Mailing, dated October 16, 2020

EXHIBIT 4. ZEO Memo dated, October 26, 2020

Brian Florek, LS, agent addressed the board. Mr. Florek stated that once he did the requested survey of the property he discovered an issue with the deed of 4 Ellen Ward Road, the deed that was in three pieces. The structure on 6 Ellen Ward Road is over the property line and has been that way approximately since the 1940's or and kept on repeating the same deed going forward. Mr. Florek would like to propose to create a new quit claim deed to correct this issue.

Robert Avena, requested more history on the ownership and transfers that have occurred and how the structures got there. Mr. Florek did not have documentation with him to answer. Robert Avena, stated, 6 is becoming less non-conforming, and over time the three lots are separate lots of record. Even though they are owned by the same owners they have a right to look at them separately. They are proposing to get rid of a non-conformity which is the structure on different lot and is certainly a legal reason to correct the record. In doing so, there are two variances that are necessary to create that egregious error of having a Waterford building on top of a separate lot in the town. There was no public comment.

MOTION: Motion made by Michele Kripps seconded by Darcy Van Ness to close the public hearing on Application #ZBA-20-7.

VOTE: 5-0
There being no further comments or questions, the public hearing was closed at 6:57 PM.

2020 NOV 10 PM 3:41

RECEIVED

4. OLD BUSINESS

Application #ZBA-20-5 - Appeal of Nevil C. & Gloria J. Petrini, owners and applicant and James Bernardo, LS, agent at 23 Division Street, R-20 zone. Variance is requested from zoning regulations section 4.4.1--Front yard setback variance of 20 feet to allow a front yard setback of 30 feet. Variance is required to construct an addition to an existing single family dwelling as proposed on plan entitled "Zoning Location Survey, Property of Nevil C. Petrini & Gloria J. Petrini for property located at 23 Division Street" dated August 28, 2020.

MOTION: Motion made by Catherine Newlin; seconded by Michele Kripps to approve Application #ZBA-20-5.

VOTE: 5-0

MOTION: PASSED

5. NEW BUSINESS

5.1. Budget Fiscal Year 2022 Review

MOTION: Motion made by Darcy Van Ness seconded by Catherine Newlin to approve the 2022 Fiscal Year Budget for the Zoning Board of Appeals.

VOTE: 5-0

MOTION: PASSED

5.2. Annual Report Fiscal Year 2020 Review

Brief discussion on reevaluating the Zoning Board of Appeals processing fees.

6. CORRESPONDENCE

7.

There was no correspondence.

8. ADJOURNMENT

MOTION: Motion made by Cathy Newlin and seconded by Michele Kripps, to adjourn the meeting at 7:20 PM.

VOTE: 5-0

Respectfully Submitted,

Anna Scanlon
Recording Secretary