

TOWN OF WATERFORD
GENERAL FUND
2023 - 2024 PROPOSED BUDGET

DEPT/AGENCY: 10115 ZONING BOARD OF APPEALS

LINE ITEM	DESCRIPTION	2021/2022 ACTUAL EXPENDED	2022/2023 RTM APPROP.	2022/2023 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND & ENCUMB AS OF 1/1/23	2023/2024 DEPT/ AGENCY REQUEST	2023/2024 APPROVED BD/COMM. (12/7/22)	Department Request \$ Increase	Department Request % Increase
SERVICES									
52010	ADVERTISING	2,667	3,700			3,700	3,700	0	0.00%
52020	POSTAGE	116	160			160	160	0	0.00%
52050	DUES, CONF. & EDUC.	50	400			400	400	0	0.00%
	SUBTOTAL	2,833	4,260	0	0	4,260	4,260	0	0.00%
MATERIALS & SUPPLIES									
53010	OFFICE SUPPLIES	26	50			50	50	0	0.00%
	SUBTOTAL	26	50	0	0	50	50	0	0.00%
DEPARTMENT TOTAL		2,859	4,310	0	0	4,310	4,310	0	0.00%

**TOWN OF WATERFORD
FY2024 BUDGET REQUEST
Zoning Board of Appeals**



BUDGET FUNCTION

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

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

BUDGET SUMMARY

Line	Description	FY23/24 Amount
52010	Advertising	\$ 3,700
52020	Postage	\$ 160
52050	Dues, Conferences & Education	\$ 400
53020	Other Supplies	\$ 50
Zoning Board of Appeals Total Request		\$ 4,310

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.

**TOWN OF WATERFORD
FY2024 BUDGET REQUEST
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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. \$160.00 is requested, which matches the FY23 funding request.

DUES, CONFERENCES, EDUCATION LINE 10115-52050 \$ 400 Requested

Current and new ABA 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 states of their service to the Town to maintain an understanding of relevant zoning issues. \$400 is requested in FY24.

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. Board member name plates and updated Zoning Regulation binders are funded through this line.

BOARD MEMBERS

Cathy Gonyo – Chair
Michele Kripps – Vice Chair
Anne Darling, Secretary
Warren Mackenzie
John Morgan

ALTERNATES

Jason Maryeski
Greg Gallup
William Herzfeld

TOWN OF WATERFORD

FY2024 BUDGET REQUEST

Zoning Board of Appeals



Zoning Board of Appeals
5 Year History of Expenditures

	FY2022		FY2021		FY2020		FY2019		FY2018	
	ORIGINAL	FY2021	ORIGINAL	FY2021	ORIGINAL	FY2020	ORIGINAL	FY2019	ORIGINAL	FY2018
	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL
ZONING BOARD OF APPEALS:										
SERVICES:										
10115-52010-101-010-15-00-52 ADVERTISING	3,700	2,667	3,700	2,908	3,700	2,406	3,706	2,404	2,741	3,637
10115-52020-101-010-15-00-52 POSTAGE	160	116	160	155	160	53	160	97	160	214
10115-52050-101-010-15-00-52 DUES, CONFERENCES	400	50	400	200	400	0	400	0	400	90
Total SERVICES	4,260	2,833	4,260	3,263	4,260	2,459	4,266	2,501	3,301	3,941
MATERIALS & SUPPLIES:										
10115-53010-101-010-15-00-53 OFFICE SUPPLIES	50	26	50	85	50	0	50	0	50	14
Total MATERIALS & SUPPLIES	50	26	50	85	50	0	50	0	50	14
TOTAL	4,310	2,859	4,310	3,348	4,310	2,459	4,316	2,501	3,351	3,955

MINUTES RECEIVED FOR RECORD
SPECIAL VIRTUAL MEETING WATERFORD, CT

2022 DEC -8 A 8:34

Zoning Board of Appeals

ATTEST: *[Signature]* December 7, 2022
TOWN CLERK 5:30 PM

Members Present: Catherine Gonyo, Michelle Kripps, John Morgan
Members Absent: Anne Darling, Warren Mackenzie
Alternates Present: William Herzfeld, Greg Gallup
Alternates Absent: Jason Maryeski
Staff Present: Jill Stevens, Zoning Official

1. CALL TO ORDER AND APPOINTMENT OF ALTERNATES

Chairwoman Gonyo called the meeting to order at 5:30. W. Herzfeld and G. Gallup were appointed to sit for A. Darling and W. Mackenzie

2. APPROVAL OF MINUTES

MOTION: Motion made by J. Morgan, seconded by M. Kripps to approve the minutes of the October 5, 2022 meeting as written.

VOTE: 5-0

3. NEW BUSINESS

Review and approval of 2021/2022 Annual Report

MOTION: Motion made by W. Herzfeld, seconded by M. Kripps, to approve the 2021/2022 Annual Report.

VOTE: 5-0

Review and approval of 2023/2024 ZBA Budget

MOTION: Motion made by M. Kripps, seconded by G. Gallup, to approve the 2023/2024 ZBA Budget as drafted.

VOTE: 5-0

4. CORRESPONDENCE

No correspondence was received.

5. ADJOURNMENT

MOTION: Motion made by W. Herzfeld, seconded by G. Gallup, to adjourn the meeting at 5:36.

VOTE: 5-0

Respectfully Submitted,

[Signature]
Dawn Choisy
Recording Secretary