

TOWN OF WATERFORD
GENERAL FUND
2026-2027 PROPOSED BUDGET

DEPT/AGENCY: 10115 ZONING BOARD OF APPEALS

LINE ITEM	DESCRIPTION	2024-2025 ACTUAL EXPENDED	FY2025 TRANSFERS IN/OUT	2025-2026 RTM APPROP.	2025-2026 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND & ENCUMB AS OF 1/1/26	2026-2027 DEPT/ AGENCY REQUEST	2026-2027 APPROVED BD/COMM. (11/5/25)	2026-2027 BD OF SELECTMEN APPROVED	2026-2027 BD OF FINANCE APPROVED	BOF Approved \$ Increase	BOF Approved % Increase
SERVICES												
52010	ADVERTISING	2,004	0	3,700		2,960	3,700	3,700	3,700	3,700	0	0.00%
52020	POSTAGE	103		160		0	160	160	160	160	0	0.00%
52050	DUES, CONF. & EDUC.	0		400		0	400	400	400	400	0	0.00%
SUBTOTAL		2,107		4,260	0	2,960	4,260	4,260	4,260	4,260	0	0.00%
MATERIALS & SUPPLIES												
53010	OFFICE SUPPLIES	0		50		0	50	50	50	50	0	0.00%
SUBTOTAL		0	0	50	0	0	50	50	50	50	0	0.00%
DEPARTMENT TOTAL		2,107	0	4,310	0	2,960	4,310	4,310	4,310	4,310	0	0.00%

TOWN OF WATERFORD

FY2027 BUDGET REQUEST

Zoning Board of Appeals



BUDGET FUNCTION

The Zoning Board of Appeals has three primary functions, as defined in Connecticut 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

The following proposal represents 0% increase over the approved FY 26 budget.

MEMBERS

Cathy Gonyo, Chair

Anne Darling, Vice Chair

Michele Kripps

John Morgan

William Herzfeld

ALTERNATES

Jason Kohl

Greg Gallup

TOWN OF WATERFORD FY2027 BUDGET REQUEST Zoning Board of Appeals



BUDGET SUMMARY

ZONING BOARD OF APPEALS: Proposed Fiscal Year 2027

SERVICES:

10115-52010-101-010-15-00-52 ADVERTISING	3,700
10115-52020-101-010-15-00-52 POSTAGE	160
10115-52050-101-010-15-00-52 DUES, CONFERENCES & EDUCATION	400

TOTAL	\$ 4,260
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MATERIALS & SUPPLIES:

10115-53010-101-010-15-00-53 OFFICE SUPPLIES	50
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TOTAL	50
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TOTAL	\$ 4,310
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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 \$210 to over \$400. Total annual advertising costs can vary significantly from year to year based on the number of applications the ZBA receives.

TOWN OF WATERFORD FY2027 BUDGET REQUEST Zoning Board of Appeals



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 FY 26 funding request.

Dues, Conferences, 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. State Legislation through Section 8-4c of the Connecticut General Statutes now requires that each member of the Zoning Board of Appeals complete four hours of training under the guidelines established by the State Office of Policy and Management. 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 maintain an understanding of relevant zoning issues. \$400 is requested in FY27.

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.

**Special Meeting
MINUTES**

RECEIVED FOR RECORD
WATERFORD, CT

Zoning Board of Appeals
Remote Access Only

November 5, 2025
2025 NOV - 11 AM 21
4:00 PM

Members Present: Chairwoman Cathy Gonyo, Michelle Kripps, John Morgan
Members Absent: Anne Darling and William Herzfeld
Alternates Absent: Evan Brown, Greg Gallup and Jason Kohl
Staff Present: Mark Wujtewicz, Planner and Katrina Kotfer, Recording Secretary

1. CALL TO ORDER AND APPOINTMENT OF ALTERNATES

Chairwoman Gonyo called the meeting to order at 4:03. No alternates were appointed.

2. APPROVAL OF MINUTES

MOTION: Motion made by J. Morgan, seconded by M. Kripps, to approve the minutes of the June 4, 2025 meeting as written.

VOTE: 3-0

3. NEW BUSINESS

Draft 2026 Meeting Schedule

MOTION: Motion made by J. Morgan, seconded by M. Kripps, to approve the Draft 2026 Meeting Schedule.

VOTE: 3-0

Draft 2024/2025 ZBA Annual Report

MOTION: Motion made by J. Morgan, seconded by M. Kripps, to approve the Draft 2024/2025 Annual Report.

VOTE: 3-0

Draft FY 2027 ZBA Budget

MOTION: Motion made by J. Morgan, seconded by M. Kripps, to approve the Draft FY2027 ZBA budget.

VOTE: 3-0

New Applications

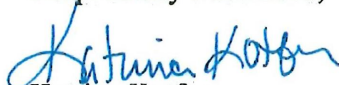
M. Wujtewicz informed the Board that a new application including variances and a Coastal Area Management Site Plan for property located at 37 Oswegatchie Road has been received and will be scheduled for a public hearing within the statutory time frames.

4. ADJOURNMENT

MOTION: Motion made by J. Morgan, seconded by M. Kripps, to adjourn the meeting at 4:06 PM.

VOTE: 3-0

Respectfully Submitted,


Katrina Kotfer
Recording Secretary