

TOWN OF WATERFORD
GENERAL FUND
2026-2027 PROPOSED BUDGET

DEPT/AGENCY: 10110 PLANNING & ZONING COMMISSION

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. (11/18/25)	2026-2027 BD OF SELECTMEN APPROVED	2026-2027 BD OF FINANCE APPROVED	BOF Approved \$ Increase	BOF Approved % Increase
PERSONNEL COSTS												
51110	ADMINISTRATION	119,913	19,930	110,469		10,320	100,385	100,385	100,385	100,385	(10,084)	-9.13%
51120	INSPECTION	299,519		310,491		155,974	343,253	343,253	343,253	343,253	32,762	10.55%
51210	CLERICAL/TECHNICAL	152,371	-10,000	171,570		113,660	157,139	157,139	157,139	157,139	(14,431)	-8.41%
51810	OVERTIME	1,868		6,164		390	1,500	1,500	1,500	1,500	(4,664)	-75.67%
51910	FRINGE BENEFITS	2,431		2,955		2,825	2,475	2,475	2,475	2,475	(480)	-16.24%
51920	F.I.C.A	40,763		45,791		20,759	46,235	46,235	46,235	46,235	444	0.97%
	SUBTOTAL	616,865	9,930	647,440	0	303,928	650,987	650,987	650,987	650,987	3,547	0.55%
SERVICES												
52010	ADVERTISING	1,632		4,000		1,088	4,000	4,000	4,000	4,000	0	0.00%
52020	POSTAGE	356		450		124	450	450	450	450	0	0.00%
52030	PROFESSIONAL FEES	19,865	10,000	20,000		5,005	20,000	20,000	20,000	20,000	0	0.00%
52040	SERVICE CONT. & REPAIR	15,242		16,172		3,685	17,172	17,172	17,172	17,172	1,000	6.18%
52050	DUES, CONF. & EDUCATION	4,892		3,260		155	3,295	3,295	3,295	3,295	35	1.07%
52060	PRINTING	376		450		2	450	450	450	450	0	0.00%
52070	REIMBURSABLE EXPENSE	0		200		0	200	200	200	200	0	0.00%
	SUBTOTAL	42,363	10,000	44,532	0	10,059	45,567	45,567	45,567	45,567	1,035	2.32%
MATERIALS & SUPPLIES												
53010	OFFICE SUPPLIES	598		2,450		316	2,450	2,450	2,450	2,450	0	0.00%
53090	FUELS & LUBRICANTS	624		594		165	650	650	650	650	56	9.43%
	SUBTOTAL	1,222	0	3,044	0	481	3,100	3,100	3,100	3,100	56	1.84%
OFFICE EQUIPMENT												
54060	OFFICE FURNITURE & EQUIP.	0		0			0	0	0	0	0	0.00%
	SUBTOTAL	0	0	0	0	0	0	0	0	0	0	0.00%
DEPARTMENT TOTAL		660,450	19,930	695,016	0	314,468	699,654	699,654	699,654	699,654	4,638	0.67%



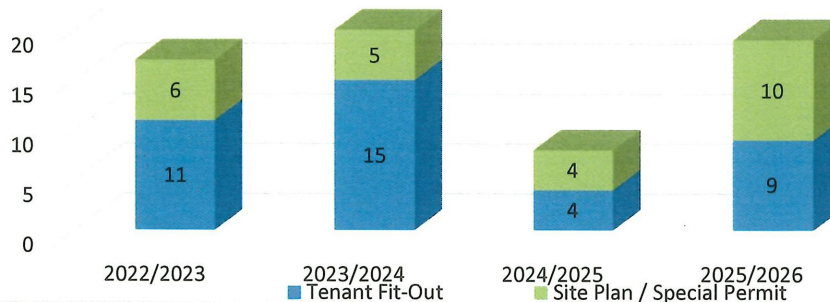
DATE: March 20, 2026
TO: Glenn Patterson, Chairman
Town of Waterford Board of Finance
FROM: Mark Wujtewicz, Planning Director
RE: Planning and Zoning Commission FY27 Budget Review
Commercial Development applications Year 2022 thru Year to Date 2026

Thank you for the opportunity to provide you and the Board with additional backup information regarding the commercial development trends in Waterford over the past 4 years to date. As requested at the March 9, 2026 Board of Finance Budget Review meeting, this information is being provided to assist the Board in its review of the funding for the part time position of the Economic Development Community Liaison. While the purpose of this position is to support the efforts of the Economic Development Commission in its outreach and assistance to both new business ventures looking to locate in Waterford as well as supporting the existing Waterford business community, the staff support will be within the Planning and Zoning Commission personnel structure.

The data provided below reflects the commercial development activity in Waterford using two standard metrics. The first metric provided represents the number of building permits issued for tenant fit outs which are new businesses moving into existing commercial space. The second metric represents the number of Site Plan and Special Permit approvals for commercial projects that are reviewed and approved by the Planning and Zoning Commission. These are for projects that involve new construction or redevelopment of existing commercial sites. The combined totals of these two metrics per year is an indicator of the amount of commercial activity and interest in Waterford.

With the exception of year 2024/2025, the data indicates an average overall increasing trend in commercial development activity. This increase is anticipated to continue as the business community continues to express its interest in Waterford.

Waterford Economic Development Activity: 2022-2026



TOWN OF WATERFORD
FY2027 BUDGET REQUEST
DEPARTMENT: Planning and Zoning Commission



BUDGET FUNCTION

The Waterford Planning and Zoning Commission budget includes the cost of Commission services, such as land use application reviews, long-range planning, and maintaining and enforcing Waterford's zoning and subdivision regulations. The Commission provides staff for all land use and economic development services in Waterford. The Planning staff provide expertise and assistance to the Board of Selectmen, RTM, and other agencies in Waterford and beyond concerning land use and economic development opportunities in Town.

This budget also includes funds for professional services and technical support that address town-wide needs. Grant writing and project management services are all funded in this budget.

This budget proposal represents a **.64 %** increase over the FY26 approved budget.

MEMBERS

Gregory Massad, Chair
Timothy Bleasdale
Karen Barnett
Timothy Conderino
Victor Ebersole

ALTERNATES

Doris Crum
Michael Elbaum
Joseph DiBuono

TOWN OF WATERFORD
FY2027 BUDGET REQUEST
DEPARTMENT: Planning and Zoning Commission



LOOKING AHEAD

Capital Projects - Document Scanning

The Planning Department in partnership with the Building Department (the Departments) will be undertaking a project to scan all Planning and Building related documents. It is estimated that there are over 1 million documents including large maps of various sizes, letter, legal and 11X17 sized documents between the two Departments. The Departments have consulted with several companies who specialize in scanning and document management and have gotten estimates to scan their documents and create a document management system. Documents will be stored in cloud based servers and will be available to staff and the public through the town's website. This project will reduce the amount of paper documents that are stored in the Town Hall basement which will have the following benefits:

- Reducing the risk of loss due to fire or flooding
- Increasing government transparency through ease of access by the public
- Reduced staff time searching for paper files

This project has been submitted as a Capital Non-Recurring project for funding in FY-26/27.

Staffing

The Planning and Zoning Department is proposing to add a part time position of Economic Development Community Liaison to its current staffing levels. The purpose of the position is to assist the Economic Development Commission by performing tasks such as business recruitment and retention which may include researching and implementing grant opportunities. This position will also support the Economic Development Commission by providing an individual to assist the Commission in its initiatives and to represent the Commission at meetings with regional, state and national Economic Development Organizations. This will allow the Planning and Zoning staff to deliver the expected level of services to Waterford residents and businesses and fulfill the duties of the Department.

TOWN OF WATERFORD
FY2027 BUDGET REQUEST
DEPARTMENT: Planning and Zoning Commission



BUDGET SUMMARY

PLANNING & ZONING COMMISSION: Proposed Fiscal Year 2027

PERSONNEL:

10110-51110-101-010-10-00-51 ADMINISTRATION	100,385
10110-51120-101-010-10-00-51 INSPECTION	343,253
10110-51210-101-010-10-00-51 CLERICAL AND TECHNICAL	157,139
10110-51810-101-010-10-00-51 OVERTIME	1,500
10110-51910-101-010-10-00-51 FRINGE BENEFITS	2,475
10110-51920-101-010-10-00-51 F.I.C.A.	46,235

TOTAL **650,987**

SERVICES:

10110-52010-101-010-10-00-52 ADVERTISING	4,000
10110-52020-101-010-10-00-52 POSTAGE	450
10110-52030-101-010-10-00-52 PROFESSIONAL FEES	20,000
10110-52040-101-010-10-00-52 SERVICE CONT. AND REPAIRS	17,172
10110-52050-101-010-10-00-52 DUES, CONFERENCES & EDUCAT	3,295
10110-52060-101-010-10-00-52 PRINTING	450
10110-52070-101-010-10-00-52 REIMBURSABLE EXPENSES	200

TOTAL **45,567**

MATERIALS & SUPPLIES:

10110-53010-101-010-10-00-53 OFFICE SUPPLIES	2,450
10110-53090-101-010-10-00-53 FUELS AND LUBRICANTS	650

TOTAL **3,100**

OFFICE EQUIPMENT:

10110-54060-101-010-10-00-54 OFFICE EQUIPMENT	0
---	---

TOTAL **0**

TOTAL **699,654**

TOWN OF WATERFORD FY2027 BUDGET REQUEST



DEPARTMENT: Planning and Zoning Commission

Advertising Line 10110-52010



\$4,000 Requested

Legal advertisements are required for announcing public hearings and decisions. The Department pays for all advertising associated with applications. Applicants reimburse the Town for the cost of public hearing notices. Reimbursements generally offset 25% of total advertising expenditures each year.

The Commission also places and pays for required advertisements for projects it sponsors. The Commission publishes legal notices for commission-sponsored public hearings and provides notice for public meetings. In FY27, the Commission will continue working on adoption of updated sections of the Zoning Regulations. Updates will require paying for legal advertisements. Advertisements average \$200 each.

Postage Line 10110-52020

\$450 Requested

Postage is used for normal communications with applicants and the public, and for required certified/return receipt postage for decision letters and abatement orders. Postage funding is also required to support neighborhood mailings to alert people about specific planning initiatives that may affect them.

Professional Fees Line 10110-52030

\$20,000 Requested

Professional services are sought for projects that require specific expertise and technical capacity that exceed the typical job duties of the planning staff. The department provides the vast majority of planning services in-house. Certain projects require professional support. Examples include conducting property surveys, traffic impact analysis, market analysis, reviews of engineering design by professional engineers, software development and advanced GIS services. This line would also be used to hire professionals as needed to conduct reviews of development applications and matters before the Commission that are not paid for by applicants.

Service Contracts and Repairs Line 10110-52040

\$17,172 Requested

Printer and Copier Contracts- \$3,964

The Department uses a large format plotter on a daily basis. This machine can scan, copy, and print large plans and is also used by the Assessor and Town Clerk. The plotter is subject to a \$2547 annual lease. The Department also leases a black and white copier which is used for the majority of printing. The Ricoh yearly lease is \$1,060, plus \$.00714 per copy. The Department budgets for 50,000 copies per year, which equates to \$357 in copies. The total cost of this service is \$1,417.

Annual GIS Parcel Mapping - \$10,000

Through a competitive bid process, Waterford awarded Tighe & Bond a contract to serve as an on-call provider and to complete annual parcel updates and web hosting for a public GIS interface. Parcel updates

TOWN OF WATERFORD

FY2027 BUDGET REQUEST



DEPARTMENT: Planning and Zoning Commission

form the basis for the Assessor's data and for all permitting activity in the Town. The public GIS site is a platform that utilizes the updated parcel mapping and continues to provide staff and the public with information ranging from zoning to floodplain data. It is also an important tool for people reviewing properties for potential development.

Cellular Phone Plans - \$1,848

The Planning Director and field staff use three smartphones and one iPad tablet in the daily functions of their duties. Each phone and tablet requires a wireless plan to cover phone, text and data fees. The phone plans are \$44 per month. The iPad plan is \$22 per month. Each phone will cost \$528 per year to operate while the annual operational cost for the iPad is \$264. The total cost of cellular plans is \$1,848.

Software Licenses - \$1,360

The Department maintains a Survey Monkey membership. This service provides the ability to develop simple or complex surveys to support a variety of functions. Projects in FY27 that will benefit from having access to Survey Monkey include the Plan of Preservation, Conservation, and Development, the Economic Development Commission work, small business outreach, and department performance surveys. The cost is \$360 per year and provides flexibility in survey design.

The Department uses Muncity, a permit tracking software that is also utilized by other Town departments. While the Waterford IT Department covers the cost of the annual licensing, the Planning Department is responsible for the administrative fee. For FY 27, the fee is \$1,000.

Dues, Conferences and Education Line 10110-52050

\$3,295 Requested

Department staff are committed to maintaining professional certifications and keeping current with information and issues in the field of planning. Involvement with regional and national organizations, attending conferences and seeking opportunities to improve the technical skills of all department members supports high quality work product that benefits Waterford residents and business owners. Whenever possible, staff seeks out free educational opportunities. There are some instances where valuable educational opportunities are not free. Enabling staff to participate in these events generates positive returns for the town by exposing staff to new technical information, legal updates in the field and information about grants that may benefit Waterford.

American Planning Association (APA) & CT Chapter APA - \$1,100

The Department maintains membership in the American Planning Association for two staff members. APA membership is tiered based on salary. Currently the Planning Director and Planner maintain APA membership. American Planning Association staff members are also required to maintain membership in their State Chapters. The CT Chapter of the American Planning Association charges 35% of the national dues for membership. The total cost for membership dues is \$1,100.

TOWN OF WATERFORD FY2027 BUDGET REQUEST



DEPARTMENT: Planning and Zoning Commission

American Institute of Certified Planners (AICP) -\$180

The Planning Director is required to maintain AICP (American Institute of Certified Planners) status as a condition of employment. Maintaining the AICP designation requires APA membership (listed above), State chapter membership (listed above), and AICP Dues. AICP Dues are \$180.

Conference attendance and continuing education are a critical aspect of professional development. Participating in conferences allows staff to meet continuing education requirements for professional certifications and to stay current on legal issues, emerging trends and technical skills related to their jobs. The following conference fees are included in this budget.

Southern New England Chapter of the American Planning Association (SNEAPA) Annual Conference -\$350

The SNEAPA annual conference provides planning staff with educational and networking opportunities in the immediate region. Attending conferences with peers from Connecticut and Southern New England towns helps staff learn about local projects and funding opportunities that benefit Waterford. Legislative updates and legal developments of the past year are presented at this conference, which helps staff stay current on important planning and zoning issues. The conference is also an opportunity to earn the required Certification Maintenance (CM) Credits toward the Planning Director's required AICP certification.

American Planning Association Annual Conference -\$450

The conference draws professionals from planning and associated fields from around the country and the world and presents staff with the opportunity to learn firsthand about innovative planning, economic development and capital projects that could be applied in Waterford. The conference is also an opportunity to earn the required Certification Maintenance (CM) Credits toward the Planning Director's required AICP certification. The location of the conference changes annually. The APA also offers an online option which is \$450. In an effort to assess needs versus wants, the Planning Director will attend the virtual conference in FY27. By doing so the Planning Director will have the opportunity to earn the required CM Credits for their AICP certification at a significant cost savings to the Town. The Planning Director will look in future years to attend the national conference in person when it is in a location more proximate to Waterford in order to reduce costs.

Connecticut Association of Zoning Enforcement Officials (CAZEO) - \$360

CAZEO is the professional organization for the Zoning Official. During the 2021 Legislative Session, P.A. 21-29 was passed which requires that beginning on January 1, 2023 anyone appointed as a Zoning Enforcement Official must be certified and maintain their certification. CT Zoning Enforcement Official Certification is required in Waterford's job description for the Zoning Official. CAZEO membership costs \$150 per year. Maintenance of CZEO status requires attendance at 7 meetings annually which cost \$30.00 each.

Association of State Floodplain Managers (ASFPM)/Connecticut Association of Floodplain Managers (CAFM) - \$355

The Zoning Official acts as Waterford's Floodplain Administrator. The Floodplain Administrator is responsible for ensuring the Town's compliance with the requirements of the National Flood Insurance Program (NFIP). Compliance with the NFIP enables Waterford property owners to purchase flood insurance. Annual membership in the ASFPM is \$180. Annual membership in the CAFM is \$65. Annual CAFM conference

TOWN OF WATERFORD

FY2027 BUDGET REQUEST

DEPARTMENT: Planning and Zoning Commission



registration is \$110.

Northeastern Arc Users Group (NEARC) Conference - \$0

NEARC is an organization formed in 1986 to support GIS (Geographic Information System) users in the Northeast US. Waterford's Planner is responsible for managing, maintaining and upgrading GIS data for internal and public users. GIS technology is consistently evolving and it is important that Waterford's Planner maintain current knowledge of the field. In an effort to assess needs versus wants, the FY27 budget item was reduced to \$0 with the Planner attending the conference on every other year in order to reduce costs.

One-day training seminars - \$500

Throughout the course of the year, various training seminars are conducted by State, Federal and educational institutions. These training opportunities afford staff the opportunity to improve technical skills, learn about upcoming policies and laws and learn about grant opportunities and best practices from other communities and organizations that can benefit Waterford. Newly enacted State Legislation through Public Act 23-173 now requires that each member of the Planning and Zoning Commission complete four hours of training under the guidelines established by the State Office of Policy and Management. Trainings may be conducted as webinars or on-site. The trainings are typically one-time events; therefore, it is difficult to anticipate exact costs. Typically, these events range from \$30 to \$150 per attendee.

Printing Line 10110-52060

\$450 Requested

Funds are expended for printing oversized documents, reprinting of plans and studies, aerial photographs, posters and zoning maps. Color copies produced by the Town's printing service cost the Department \$.07/per copy. The Planning Department will continue to expand its efforts to engage the community in various planning projects. Part of the cost of public engagement includes printing flyers, maps, letters and postcards to send to residents and business owners.

Reimbursable Expenses Line 10110-52070

\$200 Requested

This line covers reimbursements to commissioners and staff members for out-of-pocket expenses. Examples of expenses include parking fees at job-related meeting, mileage for travel to work-related events when a town vehicle is not available and materials for public outreach programs.

Office Supplies Line 10110-53010

\$2,450 Requested

The Department routinely purchases office supplies that are not included in the supply purchasing program managed in the Finance Department. Items the Department purchases from this line include thumb drives, display boards, and commissioner name plaques. The Department estimates that \$350 will be needed for the supplies listed above in FY27.

The Department maintains a desktop color printer for daily work. Color printing is required to produce documentation for violations, evidence for court proceedings and to print project-related maps and images

TOWN OF WATERFORD FY2027 BUDGET REQUEST



DEPARTMENT: Planning and Zoning Commission

for customers. The Department uses the Town printing services for bulk printing of flyers, postcards or other large jobs, but daily color printing is still necessary. Whenever possible, staff prints in black and white to avoid unnecessary use of the color printer. The estimated cost for color toner cartridges for use in the color printer is \$1,200. Plotter paper and ink cartridges for the large format copier is anticipated to cost \$900 in FY27.

Fuels and Lubricants Line 10110-53090

\$650 Requested

The Planning and Zoning Commission pays the fuel for two vehicles shared by staff including the Planning Director, Environmental Planner, Planner and Zoning Official. This budget also pays for fuel for a vehicle assigned to the Tax Assessor which is operated on a daily basis for field work. Vehicles from this department are also shared with other departments as requested. The Department estimates using approximately 325 gallons at \$2.05 per gallon. \$650 is requested.

Office Equipment Line 10110-54060

\$0 Requested

TOWN OF WATERFORD FY2027 BUDGET REQUEST

DEPARTMENT: Planning and Zoning Commission



PLANNING DEPARTMENT 5 YEAR HISTORY OF EXPENDITURES										
	FY2025		FY2024		FY2023		FY2022		FY2021	
	ORIGINAL BUDGET	FY2025 ACTUAL	ORIGINAL BUDGET	FY2024 ACTUAL	ORIGINAL BUDGET	FY2023 ACTUAL	ORIGINAL BUDGET	FY2022 ACTUAL	ORIGINAL BUDGET	FY2021 ACTUAL
PLANNING & ZONING COMMISSION:										
PERSONNEL:										
10110-51110-101-010-10-00-51 ADMINISTRATION	110,470	119,913	111,283	107,362	111,283	122,419	108,835	109,252	104,097	106,866
10110-51120-101-010-10-00-51 INSPECTION	302,919	299,519	282,411	288,459	282,917	271,747	272,386	277,241	272,147	269,685
10110-51210-101-010-10-00-51 CLERICAL AND TECHNICAL	166,362	152,371	162,634	160,034	157,143	149,923	149,889	139,099	142,460	142,475
10110-51810-101-010-10-00-51 OVERTIME	6,164	1,868	6,164	1,750	6,164	1,421	5,139	2,158	4,910	1,907
10110-51910-101-010-10-00-51 FRINGE BENEFITS	4,594	2,431	5,838	2,531	7,955	803	7,705	3,813	5,687	5,268
10110-51920-101-010-10-00-51 F.I.C.A.	44,822	40,763	43,478	39,789	43,258	38,907	41,613	37,976	40,491	37,840
Total PERSONNEL	635,331	616,865	611,808	599,925	608,720	585,220	585,567	569,539	569,792	564,041
SERVICES:										
10110-52010-101-010-10-00-52 ADVERTISING	4,000	1,632	4,000	2,739	4,000	3,439	4,000	3,371	4,000	2,790
10110-52020-101-010-10-00-52 POSTAGE	450	356	450	280	450	343	450	388	450	436
10110-52030-101-010-10-00-52 PROFESSIONAL FEES	20,000	19,865	20,000	42,205	20,000	2,768	20,000	5,728	20,000	7,766
10110-52040-101-010-10-00-52 SERVICE CONT. AND REPAIRS	16,172	15,242	15,781	6,461	15,781	8,020	16,741	6,741	25,764	25,513
10110-52050-101-010-10-00-52 DUES, CONFERENCES & EDUCAT	6,380	4,892	3,521	3,491	3,371	2,848	2,721	3,195	4,396	3,427
10110-52060-101-010-10-00-52 PRINTING	450	376	450	139	450	250	450	187	450	240
10110-52070-101-010-10-00-52 REIMBURSABLE EXPENSES	200	0	200	0	200	0	200	0	200	0
Total SERVICES	47,652	42,363	44,402	55,315	44,252	17,668	44,562	19,610	55,260	40,172
MATERIALS & SUPPLIES:										
10110-53010-101-010-10-00-53 OFFICE SUPPLIES	2,750	598	2,750	2,343	2,750	2,343	2,750	1,732	2,750	2,479
10110-53090-101-010-10-00-53 FUELS AND LUBRICANTS	840	624	810	746	810	746	595	465	765	266
Total MATERIALS & SUPPLIES	3,590	1,222	3,560	3,089	3,560	3,089	3,345	2,197	3,515	2,745
OFFICE EQUIPMENT:										
10110-54060-101-010-10-00-54 OFFICE EQUIPMENT	0	0	1,440	0	1,440	0	1,440	108	700	286
Total OFFICE EQUIPMENT	0	0	1,440	0	1,440	0	1,440	108	700	286
TOTAL	686,573	660,450	661,210	658,329	657,972	605,977	634,914	591,454	629,267	607,244

TOWN OF WATERFORD

FY2027 BUDGET REQUEST

DEPARTMENT: Planning and Zoning Commission



TOWN OF WATERFORD PROPOSED REVENUE BY DEPARTMENT GENERAL FUND 2026-2027 FISCAL YEAR

All revenues from each department must be listed in the following categories. Please add any revenue lines that are not listed below.

DEPARTMENT: Planning

LINE ITEM	2023-2024 ACTUAL	2024-2025 ACTUAL	2025-2026 EXPECTED	2025-2026 YTD (03/20/26)	2026-2027 PROPOSED	VARIANCE
Alarm Monitoring						\$ -
Alarm Penalties						\$ -
Ambulance Subsidy						\$ -
Beach Admission Fees						\$ -
Benefit Assessments						\$ -
Bulky Waste Fees						\$ -
Conveyance Tax						\$ -
Copy Fees						\$ -
East Lyme Animal Control Fee						\$ -
Enhanced E 9-1-1						\$ -
Fines/Penalties						\$ -
Hazardous Household Waste						\$ -
Inspection Fees						\$ -
Interest/Lien Fees						\$ -
Inter-Municipal Revenues						\$ -
Miscellaneous						\$ -
Permitting/Licensing Fees	49,138	46,047	55,075	129,503	50,087	\$ (4,988)
Program/Registration Fees						\$ -
Recording Fees						\$ -
Regional Communications Fees						\$ -
Rentals						\$ -
Sale of Recyclables						\$ -
State Operational Grants						\$ -
Tipping Fees						\$ -
Versa Kart/Blue Box Purchases						\$ -
TOTALS	\$ 49,138	\$ 46,047	\$ 55,075	\$ 129,503	\$ 50,087	\$ (4,988)

TOWN OF WATERFORD
PERSONNEL WORKSHEET - 10 PLANNING & ZONING COMMISSION
2026/2027 FISCAL YEAR

DATE OF HIRE	EMPLOYEE	HOURS WORKED/ WEEK	HOURLY RATE FY27	SALARY FY26	LONGEVITY FY26	SALARY FY27	LONGEVITY FY27	TOTAL EMPLOYEE SALARY	LINE 51920 PAYROLL TAXES (F.I.C.A)
51110 - ADMINISTRATION									
	VACANT PLANNING DIRECTOR	40	N/A	60,784.70	N/A	100,384.78	N/A	100,384.78	7,679.44
	TOTALS			60,784.70	0.00	100,384.78	0.00	100,384.78	7,679.44
51120 - INSPECTION									
11/25/1996	ENVIRONMENTAL PLANNER	40	N/A	111,291.04	\$ 2,504.05	114,073.32	\$ 2,566.65	116,639.97	8,922.96
9/11/1989	PLANNER	40	N/A	111,291.04	\$ 2,504.05	114,073.32	\$ 2,566.65	116,639.97	8,922.96
3/27/2023	ZONING OFFICIAL	40	N/A	82,900.65	\$ -	84,973.16	\$ -	84,973.16	6,500.45
	ECONOMIC DEVELOPMENT ASST	PT	N/A	0.00	\$ -	25,000.00	\$ -	25,000.00	1,912.50
	TOTALS			305,482.73	5,008.10	338,119.80	5,133.30	343,253.10	26,258.86
51210 - CLERICAL/TECHNICAL									
	*add longevity			310,490.83					
51210 - CLERICAL/TECHNICAL									
	*RETIRED 04/06/1998 Office Coordinator I (w/payout)	35	\$ -	58,947.47	\$ 600.00	0.00	N/A	0.00	0.00
10/12/2010	Office Coordinator I	35	\$ 34,701.9	41,214.51	\$ 250.00	63,400.42	\$ 350.00	63,750.42	4,876.91
10/03/2022	Secretary I	35	\$ 27,293.3	50,118.87	\$ -	49,864.79	\$ -	49,864.79	3,814.66
6/26/2023	Secretary/Clerk	35	\$ 23,822.5	42,577.50	\$ -	43,523.65	\$ -	43,523.65	3,329.56
	TOTALS			192,858.35	850.00	156,788.85	350.00	157,138.85	12,021.12
	*add longevity			193,708.35					
51810 - OVERTIME									
				1,500.00	0.00	1,500.00	0.00	1,500.00	114.75
51910 -FRINGE/F.I.C.A.									
				2,318.00				2,475.00	160.65
	TOTALS			568,801.88	5,858.10	596,793.43	5,483.30	604,751.73	46,234.82
	BUDGET TOTAL W/F.I.C.A			612,315.22				650,986.55	

WORKDAYS 2026/2027 261 WEEKS TO BUDGET 52.2

TOWN OF WATERFORD
FRINGE BENEFITS WORKSHEET - 10 PLANNING & ZONING COMMISSION
2026/2027 FISCAL YEAR

POSITION	CLOTHING ALLOWANCE (NON-TAXABLE)	HRA FUNDING (NON- TAXABLE)	TOTAL FRINGE BENEFITS	PAYROLL TAXES (F.I.C.A)	LINE 51910	LINE 51920
ENVIRONMENTAL PLANNER	\$ 125.0000	800.00	925.00	61.2		
PLANNER	\$ 125.0000	1,300.00	1,425.00	99.45		
ZONING OFFICIAL	\$ 125.0000		125.00	0		
			0.00	0		
			0.00	0		
			0.00	0		
			0.00	0		
TOTALS - FRINGE BENEFITS			2,475.00	160.65		

***ADDED TO FICA ON
PERSONNEL WORKSHEET

**TOWN OF WATERFORD
PROPOSED REVENUE BY DEPARTMENT
GENERAL FUND
2026-2027 FISCAL YEAR**

All revenues from each department must be listed in the following categories. Please add any revenue lines that are not listed below.

DEPARTMENT: Planning

LINE ITEM	2023-2024 ACTUAL	2024-2025 ACTUAL	2025-2026 EXPECTED	2025-2026 YTD (11/14/25)	2026-2027 PROPOSED	VARIANCE
Alarm Monitoring						\$ -
Alarm Penalties						\$ -
Ambulance Subsidy						\$ -
Beach Admission Fees						\$ -
Benefit Assessments						\$ -
Bulky Waste Fees						\$ -
Conveyance Tax						\$ -
Copy Fees						\$ -
East Lyme Animal Control Fee						\$ -
Enhanced E 9-1-1						\$ -
Fines/Penalties						\$ -
Hazardous Household Waste						\$ -
Inspection Fees						\$ -
Interest/Lien Fees						\$ -
Inter-Municipal Revenues						\$ -
Miscellaneous						\$ -
Permitting/Licensing Fees	49,138	46,047	55,075	20,091	49,587	\$ (5,488)
Program/Registration Fees						\$ -
Recording Fees						\$ -
Regional Communications Fees						\$ -
Rentals						\$ -
Sale of Recyclables						\$ -
State Operational Grants						\$ -
Tipping Fees						\$ -
Versa Kart/Blue Box Purchases						\$ -
TOTALS	\$ 49,138	\$ 46,047	\$ 55,075	\$ 20,091	\$ 49,587	\$ (5,488)

**PLANNING AND ZONING COMMISSION
MEETING MINUTES**

RECEIVED FOR RECORD
WATERFORD, CT

2025 NOV 20 P 2:13
November 18, 2025

6:30 PM

ATTEST: *Doris Crum*
CLERK

Remote Access Only

Members Present: Chairman Greg Massad, Karen Barnett, and Tim Conderino
Members Absent: Tim Bleasdale and Victor Ebersole
Alternates Present: Doris Crum and Michael Elbaum
Alternates Absent: Joseph DiBuono
Staff Present: Mark Wujtewicz, Planner and Katrina Kotfer, Recording Secretary

1. CALL TO ORDER AND APPOINTMENT OF ALTERNATES

Chairman Massad called the meeting to order at 6:30 PM. M. Elbaum was seated for T. Bleasdale and D. Crum was seated for V. Ebersole.

2. APPROVAL OF MINUTES

MOTION: Motion made by M. Elbaum, seconded by T. Conderino, to approve the September 9, 2025 meeting minutes.

VOTE: 4-0-1 (D. Crum abstained from the vote)

3. APPLICATION RECEIPT

#PL-25-18 Request of Sharon Brown, owner & applicant for a two lot resubdivision for property located at 9 Josan Drive, R-40 zone, as shown on plans entitled "Brown CAM Resubdivison Revised Through August 14, 2025". A coastal site plan review is required in accordance with the Coastal Management Act.

PUBLIC HEARING MUST OPEN BY:

12/4/2025

APPLICATION WAS RECEIVED:

9/30/2025

G. Massad noted that the application was received on September 30, 2025 and would be heard that evening.

#PL-25-19 Request of Mikhail Yevsyuk, Applicant and Esther Poe, Owner for a Coastal Site Plan review and approval for a new single family home on property located at 2 Forest Street VR-7.5 Zone in accordance with Sections 6A.4.1 and 25.4 of the Zoning Regulations and as shown on plans entitled "Site Plan of 2 Forest Street, Waterford, Connecticut, Prepared for Mikhail Yevsyuk, October 9, 2025"

ACTION REQUIRED BY:

1/22/26

The application will be scheduled for review at a future date.

4. PUBLIC HEARING

#PL-25-18 Request of Sharon Brown, owner & applicant for a two lot resubdivision for property located at 9 Josan Drive, R-40 zone, as shown on plans entitled "Brown CAM Resubdivison Revised Through August 14, 2025". A coastal site plan review is required in accordance with the Coastal Management Act.

PUBLIC HEARING MUST OPEN BY:

12/4/2025

APPLICATION WAS RECEIVED:

9/30/2025

Chairman Massad opened the public hearing at 6:36 pm.
M. Wujtewicz read the list of exhibits 1-9 into the record.

- EXHIBIT 1 - Application
 - 1a. Application Form 1 (9 pages)
 - 1b. Application Form 2 (5 pages)
 - 1c. Statement of Use
 - 1d. Consistency with Plan of Conservation and Development
 - 1e. Statement of Design Compatibility
 - 1f. Storm Water Management Report
- EXHIBIT 2 - Site Plan "Brown CAM Resubdivision" Last Revision date August 14, 2025 (4 Sheets)
- EXHIBIT 3- Notice of Public Hearing advertised in the Day newspaper on Tuesday, November 4, 2025 and Tuesday, November 11, 2025
- EXHIBIT 4 - Notice of Public Hearing to Applicant dated October 14, 2025
- EXHIBIT 5 - Certificates of Mailings
- EXHIBIT 6 - Notice of Conservation Commission Action
- EXHIBIT 7 - DEEP Site Plan Review Checklist
- EXHIBIT 8 - Staff Report dated November 18, 2025
- EXHIBIT 9 - Site Plan "Brown CAM Resubdivision" Last Revision date November 13, 2025 (4 Sheets)

Brian Florek, LS, was present on behalf of his client, Sharon Brown. His client is requesting a two lot resubdivision to create two lots for their children. He also stated that the application also includes a request for a waiver from Section 5.3.8 of the Subdivision Regulations which prohibits Flag Lots in subdivisions of less than five lots. Proposed Lot 1 meets the criteria of a Flag Lot. His client is proposing to build two residential houses with a shared driveway. The lots are proposed to be connected to municipal water and sewer systems. The project is located within the Coastal Area Management Boundary and was referred to the Connecticut Department of Energy and Environmental Protection (DEEP) for review. The proposed drainage has been designed by Dave Cooley, PE. The proposed stormwater drainage system will be connected to the Municipal drainage system in Josan Drive, and it will not have an impact on Town resources. B. Florek referenced that this property was created as part of a 1956 subdivision for Josan Drive and that if the property had not been part of a previous subdivision his client would have proposed a free split to create two lots.

Jill Neri, 11 Josan Drive, voiced concerns with the wetlands potentially being impacted behind her property and water overflow that builds into the road.

B. Florek stated that the wetland area in the front of the property will be protected by boulders as required by the Conservation Commission permit. He also stated that based upon the design of the stormwater system there will be any additional water added to the wetland. It will be isolated from any surface water runoff from the proposed driveway.

B. Florek also stated that the wetland to the rear of the property will not be impacted or disturbed in accordance with the Inland Wetland Permit that was granted by the Conservation Commission.

Chairman Massad asked three times if anyone from the public would like to speak regarding the application. There was no public response.

MOTION: Motion made by T. Conderino, seconded by D. Crum to close the public hearing for PL-25-18.

VOTE: 5-0
Public hearing closed at 7:49 pm.

The Commission moved to the Application Review.

5. APPLICATION REVIEW

#PL-25-18 Request of Sharon Brown, owner & applicant for a two lot resubdivision for property located at 9 Josan Drive, R-40 zone, as shown on plans entitled "Brown CAM Resubdivison Revised Through August 14, 2025". A coastal site plan review is required in accordance with the Coastal Management Act.

PUBLIC HEARING MUST OPEN BY:

12/4/2025

APPLICATION WAS RECEIVED:

9/30/2025

M. Wujtewicz reviewed the staff report with the Commission.

The Commission discussed the following findings:

The property is located entirely within the R-40 (Low Density Residential) Zone District

1. The division of the property constitutes a resubdivision in accordance with the definition of resubdivision within the Town of Waterford Subdivision Regulations and State Statute.
2. The proposed lots meet the lot design standards of Sections 3.34, 3.38 and 5 of the Town of Waterford Zoning Regulations.
3. The Waterford Conservation Commission issued Inland Wetland Permit# C-24-06 for regulated inland wetland activities.
4. The Waterford Conservation Commission issued a report of its action on application #C-24-0 in accordance with CGS §8.3(g).
5. The resubdivision is consistent with the applicable coastal policies in Section 22a-92 of the Connecticut General Statutes.
6. Based upon a review of the information provided in the record and in accordance with Section 5.7.1.1 of the Waterford Subdivision Regulations, the Commission finds that the granting of the waiver to Section 5.3.8 of the Subdivision Regulations with conditions allowing one flag lot in the two lot resubdivision will not be detrimental to the public safety, health and welfare nor will it have a significant adverse effect on other adjacent property.

The Commission discussed the following conditions:

1. Pursuant to section 3.38.4 of the Zoning Regulations, the Commission finds that access to Lot 2 shall be over Lot 1 perpetuity. Cross reciprocal easements shall be required over Lot 1 in favor of Lot 2. These easements shall incorporate the use of the driveway access and utilities and are to be recorded on the land records at the time final plans are recorded.
2. The shared driveway shall be designed and constructed in such a way as to support emergency vehicle apparatus. The driveway and associated drainage improvements within the area of the cross reciprocal easement shall be constructed prior to the issuance of a zoning compliance permit for house construction.
3. The public and shared improvements, including the drainage improvements and shared driveway shall be bonded prior to recording the final plans on the land records.

4. Access and utility easement language shall be submitted to the Planning Department and reviewed prior to filing the final plans on the land records.

MOTION: Motion made by T. Conderino, seconded by D. Crum to approve with conditions Application PL-25-18, a 2-Lot residential resubdivision located at 9 Josan Drive with conditions 1 through 4 and to adopt the findings 1 through 7 of the staff report date November 18, 2025.

VOTE: 5-0

The agenda was modified to move item 6 earlier in the meeting.

6. PRE-APPLICATION REVIEW

Pre-application review pursuant to CGS Section 7-159b and Section 22a.5 of the Waterford Zoning Regulations of a potential application for a proposed subdivision and PDD development at 53 Great Neck Road.

Brandon Handfield, PE, Yantic River Consultants, Skip Adams and Gordy Adams were present for the presentation. B. Handfield reviewed a Preliminary Master Plan for a Planned Design District Multi-Family development with the Commission. He noted they are proposing 47 single family units and 46 townhouse units, totaling 93 units. He reviewed potential setbacks from property lines, recreational areas and open spaces. The proposed plan has no direct wetland impacts and no work proposed in the coastal boundary.

Commissioners voiced concerns with the density, affordability and consistency with the Town's Plan of Conservation and Development.

B. Handfield thanked the Commission for their input and will review the Commissions comments with his clients.

4. PUBLIC HEARING (Continued)

#PL-25-12 – Application of the Waterford Planning & Zoning Commission to amend the Zoning Regulations Sections 1 Definitions, 3.41, 3.41.1, 3.41.2, 3.41.3 and 6.1.2 as they pertain to Agri-Tourism.

M. Wujtewicz read the list of exhibits 1-9 into the record.

EXHIBIT 1 -	Application (9 pages)
EXHIBIT 2 -	Proposed Regulation Amendments
EXHIBIT 3 -	SECCOG Referral
EXHIBIT 4 -	Public Hearing Notice run in The Day newspaper July 8, 2025 and July 15, 2025
EXHIBIT 5 -	Copy of Application to Town Clerk's Office
EXHIBIT 6 -	Certified copy of Sections 1, 3 and 6 of the Town of Waterford Zoning Regulations, revised through effective date: June 4, 2025
EXHIBIT 7 -	SECCOG Response
EXHIBIT 8 -	Staff Report
EXHIBIT 9 -	DEEP Response

Kyle Stoddard 116 Old Colchester Road, read a statement regarding Agri-Tourism.

Chairman Massad asked three times if anyone from the public would like to speak regarding the application. There was no additional public response.

MOTION: Motion made by D. Crum, seconded by M. Elbaum to close the public hearing for PL-25-12.

VOTE: 5-0

The public hearing closed at 7:20 pm.

The Commission moved to the Application Review.

5. APPLICATION REVIEW (Continued)

#PL-25-12 – Application of the Waterford Planning & Zoning Commission to amend the Zoning Regulations Sections 1 Definitions, 3.41, 3.41.1, 3.41.2, 3.41.3 and 6.1.2 as they pertain to Agri-Tourism.

M. Wujtewicz reviewed the staff report with the Commission. The Commission discussed eliminating the language limiting the number of events that can be conducted in a calendar year currently in the regulations. The Commission also proposed eliminating the existing requirement for a Zoning Compliance Permit to be issued for each event and to eliminate the current language regulating the number of events that can occur within a week and during a weekend.

Concerns were raised regarding enforcement of special permit conditions and the zoning regulations. The discussion was continued to the next meeting.

7. ADMINISTRATIVE REVIEW

Draft 2024/2025 Planning and Zoning Annual Report

MOTION: Motion made by M. Elbaum, seconded by K. Barnett to approve the 2024/2025 Planning and Zoning Annual Report.

VOTE: 5-0

Draft 2026 Meeting Schedule

MOTION: Motion made by M. Elbaum, seconded by K. Barnett to approve the 2026 meeting schedule.

VOTE: 5-0

Draft Planning and Zoning FY 2027 Budget

MOTION: Motion made by D. Crum, seconded by T. Conderino to approve the FY 2027 budget.

VOTE: 5-0

8. CORRESPONDENCE

No correspondence was received or discussed.

9. COMMISSION BUSINESS

M. Wujtewicz reviewed the status of current and upcoming projects throughout Town with the Commission.

10. ADJOURNMENT

MOTION: Motion made by K. Barnett, seconded by D. Crum to adjourn at 8:17 pm.

VOTE: 5-0

Respectfully Submitted,



Katrina Kotfer
Recording Secretary