



TOWN OF ROXBURY CONNECTICUT

Zoning Board of Appeals

29 North Street • P.O. Box 203 • Roxbury, CT 06783-0203

ROXBURY ZONING BOARD OF APPEALS SPECIAL MEETING JANUARY 18, 2018 MINUTES

CALL TO ORDER

Nanette Falkenberg called the meeting to order at 7:30 p.m.

IDENTIFICATION OF MEMBERS

Members Present: Nanette Falkenberg, Judith Kelly, Margaret Miner, Bill Davies, Karen Kopta

Alternates Present: Nancy Schoenholtz, Douglas Lewis, Suzanne Scott

Staff Present: Julie Cady, Secretary

NEW BUSINESS

Election of Officers

Motion: To nominate Nanette Falkenberg as Chairman of the Town of Roxbury's Zoning Board of Appeals for 2018 by Karen Kopta, seconded by Doug Lewis and carried unanimously.

Motion: To nominate Judith Kelly as Vice Chairman of the Town of Roxbury's Zoning Board of Appeals for 2018 by Karen Kopta, seconded by Doug Lewis and carried unanimously.

2018 Meeting Calendar

Motion: To approve the 2018 Town of Roxbury's Zoning Board of Appeals Regular Meeting Schedule by Suzanne Scott, seconded by Judith Kelly and carried unanimously.

Revisions to ZBA Application and Review Process

There was a discussion about updating the ZBA application, to make sure it is complete for both applicants and ZBA members. There was also discussion about the best process for receiving and accepting applications and scheduling public hearings. Legal fees incurred by ZBA in the last fiscal year were reviewed; discussion followed about potential strategies to mitigate these fees in the future. It was agreed that further investigation is necessary before proceeding on any of these matters. Nanette Falkenberg and Julie Cady were asked to gather certain materials before the next meeting. In addition, the current Roxbury ZBA application packet will be mailed out to all ZBA members for their review within two weeks.

Annual Report

The 2016-2017 Annual Report was reviewed with the board.

APPROVAL OF MINUTES

June 15, 2017 Public Hearing/Regular Meeting

Motion: To approve the June 15, 2017 Public Hearing/Regular Meeting Minutes by Karen Kopta, seconded by Suzanne Scott and carried. Margaret Miner, Bill Davies, Judith Kelly, and Nancy Schoenholtz abstained.

OTHER BUSINESS

There was no other business to discuss.

ADJOURNMENT

Motion: To adjourn at 8:30 p.m. by Judith Kelly, seconded by Bill Davies and carried unanimously.

Respectfully submitted,

Julie Cady

Julie Cady, Secretary