



# TOWN OF ROXBURY CONNECTICUT

Zoning Board of Appeals

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

## ROXBURY ZONING BOARD OF APPEALS REGULAR MEETING MAY 17, 2018 MINUTES

### CALL TO ORDER

Nanette Falkenberg called the meeting to order at 7:37 p.m.

### IDENTIFICATION OF MEMBERS

Members Present: Nanette Falkenberg, Bill Davies, Margaret Miner  
Alternates Present: Nancy Schoenholtz, Doug Lewis, Suzanne Scott  
Staff Present: Julie Cady, Secretary

Doug Lewis was seated as a regular member.

### APPROVAL OF MINUTES

Regular Meeting - March 15, 2018

Motion: To approve the March 15, 2018 Regular Meeting Minutes by Doug Lewis, seconded by Margaret Miner and carried unanimously.

### NEW BUSINESS

Discussion of Revised Application

A draft of the revised application was presented to the Board in two sections; Instructions and Roxbury Zoning Board of Appeals application.

There was a discussion about applying surcharge fees to applications which require additional outside consultant services. An estimated cost would be charged in addition to the application fee. Town Ordinance *Article VII: SUPPLEMENTAL LAND USE FEES, Sec. 10-36. Fees Supplementing Other Fees of Land Use* allows for estimated costs to be applied to applications which require additional outside consultant services in the processing of land use applications. The ordinance allows for the following outside consultant services:

- A professional who is not an employee of the town, including but not limited to:
  - Engineering
  - Traffic
  - Environmental
  - Wetlands
  - Planning
  - Legal

It was agreed that the application will inform applicants about the Supplemental Land Use Fees ordinance and apprise them that the Board may, in its discretion, require the applicant to pay such fees.

There was a discussion about having a separate application for an appeal from the decision of the Zoning Enforcement Officer (ZEO). It was agreed that this would be addressed following the completion of the variance application revisions.

It was decided to add a sentence to the application strongly recommending the applicant speak to the ZEO prior to submitting the application.

The time frame for the submission of the application was discussed along with the noticing of a public hearing. There was a discussion about reviewing the application at the first meeting it goes before, and then holding the Public Hearing the next month. It is currently done at the same meeting the month the application is received. Bill

Davies expressed concerns this would slow down the process, and ultimately punish the applicant and the contractors who are submitting completed applications in a timely fashion.

It was agreed that the time frame for the submission of the application will be moved up one week, to allow sufficient time for the proper noticing of a Public Hearing. A calendar will be included with the packet with the filing deadlines for each meeting.

Another draft, including the numerous additions and changes suggested by the ZBA will be presented to the next meeting for review and approval. Suggested changes in policy and process will be formalized by the adoption of the new application.

**OTHER BUSINESS**

There was no other business to discuss.

**ADJOURNMENT**

Motion: To adjourn at 9:20 p.m. by Nancy Schoenholtz, seconded by Bill Davies and carried unanimously.

Respectfully submitted,

*Julie Cady*

Julie Cady, Secretary