

TOWN OF COLUMBIA
ZONING BOARD OF APPEALS
THURSDAY, MAY 23, 2024 - 7:00 P.M.
ADELLA G. URBAN ADMINISTRATIVE OFFICES CONFERENCE ROOM
323 ROUTE 87, COLUMBIA, CT

Regular Meeting – In Person ONLY

AGENDA

- 1. CALL TO ORDER**
- 2. ROLL CALL (Designation of Alternates, as needed)**
- 3. CHANGES/ADDITIONS TO AGENDA**
- 4. APPROVAL OF MINUTES**
 - 4.1 Regular Meeting Minutes of May 25, 2023**
- 5. AUDIENCE OF CITIZENS (Comments on matters not on the Agenda)**

SUSPEND REGULAR MEETING

- 6. OPEN PUBLIC HEARING:**
 - 6.1 ZBA-2223-01:** Application of Ryan and Amelia Doiron of 4 Hunter’s Ridge requesting a Variance of 8 feet from the 50 ‘ rear yard set-back requirement pursuant to Section 7.7 of the Columbia Zoning Regulations. Assessor’s Map #006, Lot #57L, Zone RA.

RESUME REGULAR MEETING

- 7. NEW BUSINESS:**
 - 7.1 ZBA-2223-01:** Application of Ryan and Amelia Doiron of 4 Hunter’s Ridge requesting a Variance of 8 feet from the 50 ‘ rear yard set-back requirement pursuant to Section 7.7 of the Columbia Zoning Regulations. Assessor’s Map #006, Lot #57L, Zone RA.

7.2 Election of Officers

- 8. UNFINISHED BUSINESS**
- 9. BOARD OPEN DISCUSSION**
 - 9.1 Land Use Training Requirement**

10. CORRESPONDENCE

11. ADJOURNMENT

TOWN OF COLUMBIA
ZONING BOARD OF APPEALS
THURSDAY, MAY 25, 2023 - 7:00 P.M.
ADELLA G. URBAN ADMINISTRATIVE OFFICES CONFERENCE ROOM
323 ROUTE 87, COLUMBIA, CT
REGULAR MEETING MINUTES

Members Present: Chairman Joseph Narkawicz, Keith Peck, William Petrone, David Holcroft, Stanley Rosenstein (Alternate)

Members Excused: Jason Belval, Edward DiGiovanni (Alternate)

Staff Present: Zoning Enforcement Officer Constance Kisluk, Board Clerk Joshua Stern

Others Present: Applicants Walter and Nancy Tabor, Alice and Audley Williams, and 2 others

CALL TO ORDER: J. Narkawicz called the meeting to order at 7:01 p.m.

ROLL CALL (Designation of Alternates, as needed): S. Rosenstein was seated for J. Belval.

CHANGES/ADDITIONS TO AGENDA: None

APPROVAL OF MINUTES

1. Regular Meeting Minutes of February 23, 2023

K. Peck **MOVED** to **APPROVE** the Regular Meeting Minutes of February 23, 2023 as presented; W. Petrone **SECONDED; MOTION CARRIED 5:0:0**

2. Regular Meeting Minutes of April 27, 2023

W. Petrone **MOVED** to **APPROVE** the Regular Meeting Minutes of April 27, 2023 as presented; K. Peck **SECONDED; MOTION CARRIED 5:0:0**

AUDIENCE OF CITIZENS (Comments on matters not on the Agenda): None

SUSPEND REGULAR MEETING

REOPEN PUBLIC HEARING:

- 1. ZBA-2223-02:** Application of Walter Tabor (Applicant) and Nancy Tabor (Owner) for variances at 544 Route 87, Columbia, CT, Assessor's Map 032, Lot 039, in the RA Zone. Variances requested include a reduction of the side yard setback requirement from 25' to 0.5' along the northern boundary and from 25' to 11.8' along the southern boundary, both adjacent to existing barn; and a reduction in the rear property line setback adjacent to existing barn from 50' to 25'. The reduced property line setbacks will allow for lot line adjustments that comply with restrictions of the existing Federal Grasslands Conservation Easement.

J. Narkawicz **SUSPENDED** the regular meeting and **REOPENED** the Public Hearing at 7:03 p.m.

J. Narkawicz read the applicant's statement of purpose into the record. He also read an internal memorandum from Town Planner John Guskowski expressing support for hardship argument based on USDA-NCRS strict interpretation of the Conservation Easement restrictions.

Applicant Walter Tabor showed on the site plan where his and Nancy Tabor's current residence is located, and said their eventual plan was always to eventually build their retirement home toward the back of the

property. Around 2013, the Tabors entered an agreement with the US Department of Agriculture (USDA) to preserve some open farmland on the property within three separate easement areas. The USDA administration at the time understood their future plans and worked with them. In March 2022, after obtaining approvals for a lot line revision from the Town, permits to build their retirement home, and a contract to sell their existing home, the Tabors received a cease-and-desist letter challenging the validity of the lines that were re-drawn separating the existing house, barns, and one of three easement areas from the remaining land and two easement areas. The current USDA administration feels the three reserve areas should be placed back under common ownership. W. Tabor explained that the dispute is due to conflicting interpretations of the word "parcel"; a member of the current administration interpreted "parcel" as referring to the entire property. The Tabors are unable to move forward with their plans; they filed a case in federal court but were told the case will likely not be resolved for over a decade.

The application is for variances to accommodate the USDA's request by adjusting the property line that follows the boundary of the first easement area which runs along the side and back of the barn. If the variances are granted, the Tabors would retain ownership of the three easement areas on a single parcel. The existing dwelling, barn, and outbuildings would be on a separate lot unencumbered by any easement areas and sold. The Tabors would then be able, under terms of the USDA agreement, to lease a section of the easement area for approved farming uses to the new owner of the existing dwelling and barn.

In response to questions from D. Holcroft and K. Peck, W. Tabor explained that the original easements are marked by the green lines on the site plan. The easement requires the land to remain grassland and not be developed, creating a large buffer preventing the property line adjustment from affecting anyone.

C. Kisluk said when the new house was permitted, the original lot line revision was granted by the Town after being approved by the former Town Planner and the Town Attorney. If the revision is not permitted or is reversed due to easement terms, as the USDA has argued, there will now be two houses on one lot, which C. Kisluk said may be considered an increase in nonconformity compared to the property line setback reductions currently proposed. In response to a question from J. Narkawicz, C. Kisluk responded that granting variances for reduced setbacks would create a nonconformity with regard to the side and rear property line setbacks, but this would be a lesser nonconformity than two houses on one lot. She referenced another property where the ZBA granted a similar variance a few years ago to avoid two dwellings on one lot.

J. Narkawicz read a passage from a book by Thomas Byrne explaining variances. He noted that the requested variances are very large and posed the question of whether the existing hardship or the one created by the variances would be worse. C. Kisluk noted that the adjusted lot line would run along the easement boundary and be 6" from the barn, not the house, and that the easement area creates its own undevelopable buffer. J. Narkawicz asked how the USDA came to their decision. W. Tabor said he and N. Tabor are required to send documentation of any changes in boundaries or ownership; the cease-and-desist letter was in response to documentation they sent in November 2022 for a closing scheduled for March 6, 2023. He said granting the variance would satisfy the USDA's request by rejoining the three easement parcels under common ownership. He also stressed that the easement prevents the entire area from being developed, effectively creating a large side yard.

W. Petrone asked how difficult it is to revert an easement. W. Tabor said that per a clause in the easement, the parcels can be sold only if it is to the betterment of the entire country, which would not be easily proven. K. Peck said if the easement could be reversed in the future, it would raise problems for granting the variances. N. Tabor said the federal government would have multiple protections in place for the easement.

J. Narkawicz asked W. Tabor to describe the process of establishing the easement. W. Tabor explained the process that had take place to establish the easement.

Alice Williams, of Route 87, said she and Audley Williams are the immediate neighbors to the north. She

expressed support for the application, saying it would cause no detriment to any nearby properties and is motivated by a unique hardship.

K. Peck **MOVED** to **CLOSE** the Public Hearing; D. Holcroft **SECONDED**; **MOTION CARRIED 5:0:0**

RESUME REGULAR MEETING

The regular meeting resumed at 7:41 p.m.

NEW BUSINESS

- 1. ZBA-2223-02:** Application of Walter Tabor (Applicant) and Nancy Tabor (Owner) for variances at 544 Route 87, Columbia, CT, Assessor's Map 032, Lot 039, in the RA Zone. Variances requested include a reduction of the side yard setback requirement from 25' to 0.5' along the northern boundary and from 25' to 11.8' along the southern boundary, both adjacent to existing barn; and a reduction in the rear property line setback adjacent to existing barn from 50' to 25'. The reduced property line setbacks will allow for lot line adjustments that comply with restrictions of the existing Federal Grasslands Conservation Easement.

D. Holcroft **MOVED** to **APPROVE** the application of Walter and Nancy Tabor for Variances of setbacks required under Sections 7.4 and 7.7 of the Columbia Zoning Regulations for property identified as 544 Route 87, Columbia, CT, Assessor's Map 032, Lot 039, in the RA zone and as further shown on site plans submitted with the variance application, and statements made by the applicant, due to the unusual hardship created by the requirements being imposed by the USDA-NCRS with respect to existing Grasslands Conservation Easement Areas, including its current legal challenge to the 2021 Town approved lot line revision. Variances from Columbia Zoning Regulations Sections 7.4 and 7.7 include a reduction of the setbacks adjacent to the existing barn and shed as follows:

- Side yard setback requirement from 25' to 0.5' along the northern boundary adjacent to barn and shed;
- Side yard setback requirement from 25' to 11.8' along the southern boundary adjacent to the existing barn; and
- Rear yard setback 50' to 25' along the western boundary at the rear of the existing barn.

W. Petrone **SECONDED**. **MOTION CARRIED 5:0:0**

UNFINISHED BUSINESS: None

BOARD OPEN DISCUSSION

C. Kisluk and J. Stern reminded the Board members of the land use training requirements for 2023.

CORRESPONDENCE: None

ADJOURNMENT

K. Peck **MOVED** to **ADJOURN**; S. Rosenstein **SECONDED**; **MOTION CARRIED 5:0:0**

The meeting **was ADJOURNED** at 7:54 p.m.

Respectfully submitted by Flo Polek, Board Clerk

Please see the minutes of subsequent meetings for approval of these minutes and any corrections hereto.



TOWN OF COLUMBIA

323 Jonathan Trumbull Highway, Columbia, CT 06237
(860) 228-0440 FAX: (860) 228-2847

RECEIVED

APR 18 2024

TOWN OF COLUMBIA
BUILDING & LAND USE

Date Submitted: _____

Fee Paid: \$660.00 Chk# 103

Application # _____

Fee: \$660 if PH: \$150 ZBA fee + \$450 LN cost + \$60 state fee
\$360 if no PH: \$150 ZBA fee + \$150 LN cost + \$60 state fee

ZONING BOARD OF APPEALS APPLICATION – Other Hearing Requests

Application deadline is four weeks prior to the scheduled ZBA meeting

Zoning Variance (PH) Motor Vehicle Sales/Repair Location Appeal ZEO Decision (PH)

See Sections 52 and 71 of the Columbia Zoning Regulations for specific requirements

Location of Property

Address: 4 Hunters Ridge, Columbia CT 06237 Columbia, CT

Assessor's Map 006 Lot 57L Zone BA Lot Area 1.20

Purpose of Application (attach a detailed statement)

Purpose of Application: Zoning variance for back deck

Action Requested of ZBA: allow extension of rear set-back from 8.6' to 16'

Applicant/Agent Information

Primary Contact

Name: Ryan Doiron and Amelia Doiron

Business Name: n/a

Business Mailing Address: 4 Hunters Ridge, Columbia, CT 06237

Phone: 860-798-7933 Cell: (same) Email: Amelia.Rachel@gmail.com

Interest in property: Owner Option Lessee Legal Engr Survey Other

Property Owner Information (if different from above)

Primary Contact

Name: (same as above)

Address: _____

Phone: _____ Cell: _____ Email: _____

ZBA APPLICATION CHECKLIST

Applications are considered complete only when all of the information as required is received. After filing an application, additional materials and/or revisions must be received at least 10 days prior to the hearing. Failure to submit, or formally request a waiver, all the required items is grounds for denial by the Commission. In addition to the items below, the Commission may require additional information in order to determine if the proposal conforms to the Regulations.

| Office | Applicant* | ALL ZBA APPLICATIONS |
|--------|------------|--|
| | X | Completed Application with original signatures (plus 10 copies) |
| | X | Names and addresses of property owners within 200' of subject property |

FOR ZONING VARIANCE

| | | |
|--|-----|--|
| | X | Detailed Statement with the following: |
| | X | <input type="checkbox"/> Exact purpose of this application and exact action requested of the ZBA |
| | X | <input type="checkbox"/> The specific hardship per CT State Statues Section 8-7 (describe how zoning regulations restrict the use of the property in a way that is different than other properties in the same zoning district) |
| | X | <input type="checkbox"/> Section(s) of the Zoning Regulations to be varied, and the amount of type of each requested variance |
| | X | Four (4) copies of a full scale plot plan based on an A2 survey, plus ten (10) reduced copies at 11" x 17" (a site plan prepared by an engineer may be required if variance request is for a dimensional requirement) the plan shall be drawn to scale and include the following information: |
| | X | <input type="checkbox"/> Lot dimensions with accurate linear and angular dimensions with easements, deed restrictions, adjacent roads and abutter information noted |
| | X | <input type="checkbox"/> Existing and proposed structures including actual dimensions and elevations floor area ratio, setbacks and lot coverages |
| | n/a | <input type="checkbox"/> Area and percentage of existing and proposed impervious cover |
| | X | <input type="checkbox"/> Existing and proposed topography, locations of wetlands and waterbodies, drainage swales and other site features (stone walls, trees, ledges) |
| | X | <input type="checkbox"/> Date, scale, north arrow, and if applicable, seals & signatures of engineer , surveyor and other professional |

FOR MOTOR VEHICLE SALES OR REPAIR LOCATION

| | | |
|--|--|--|
| | | Detailed Statement of the purposed use and requested action by the ZBA |
|--|--|--|

TO APPEAL ZONING ENFORCEMENT OFFICIAL DECISION

| | | |
|--|--|--|
| | | Date of Decision being appealed: _____ (must be less than 30 days) |
| | | Detailed Statement of the reason of the appeal and your decision and the basis |
| | | Copy of the decision being appealed |

* For each item listed, indicate the following

X = provided **NA** = not applicable **W** = written waiver request attached

Other Information

Is the property located within 500' of Columbia's town boundary? Yes No

If yes, name of Town _____

Is the property within a FIRM Flood Zone A, A1-30? Yes No

Have applications been submitted to other Commissions? Yes No

If yes, date of application _____ to _____ Commission

Reason for application _____

Required Information at the time of submitting application

1. Completed and signed Application including a completed checklist
2. If variance request, detailed plot plan / site plan; and stakes, or markers, placed to indicate the location of proposed construction
3. Application fee – Check payable to the Town of Columbia

Prior to submitting an application, applicants are strongly encouraged to discuss the potential application with the ZBA Professional Staff at 860-228-0440 or ZEO@ColumbiaCT.org

By signing this application I am certifying that all information submitted is true and accurate and that I have submitted all required documentation. I hereby permit Columbia staff and Commission members to enter onto and inspect this site during reasonable hours for the purpose of reviewing the site before and after a permit is granted.

Signature of Owner (required) *[Signature]* Date 4/18/24

Signature of Applicant *[Signature]* Date 4/18/24

Signature of Authorized Agent *[Signature]* Date 4-18-24

Dear Town of Columbia Zoning Board of Appeals,

04/18/24

The purpose of this application and action requested of the ZBA:

We are applying for a zoning variance to the rear set-back to gain permission to extend out deck out further than the allowable 8' 6" from the back of our house located at 4 Hunters Ridge. We are requesting permission to build the back deck 20' long x 16' wide.

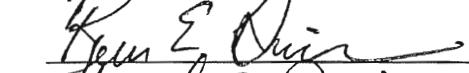

The specific hardship imposed by section 7.6 of the Columbia Zoning Regulation restricting the setback of the property is:

- the buildable area is too narrow to build a functional deck
- the currently permitted deck size does not allow space for the activities we would like to use it for, such as dining, cook-outs, seating for family gatherings, and a play area for pets and children. It would be hazardous to crowd the deck with heat sources (like grills) as we are planning to use the deck for dining and entertaining
- there is already a back door, and we are unable to build a deck off of another location off of the house – the east side of the house has the leech field, the west side has the driveway, and there is a walk-out basement beneath, so the only possible location for the deck is in the rear directly out of the existing back door facing the wood line
- the builder did not inform us that the reason for the changed deck size was due to the set-back restrictions. The original plans shown to us had a larger deck when we negotiated the purchase of the home. When we were later shown the plans with the reduced deck, it was not disclosed to us that the change was due to the narrow set-backs. We did not end up building any deck at this time.

Please refer to the attachments, including photos, letters of recommendation, and plot plans.

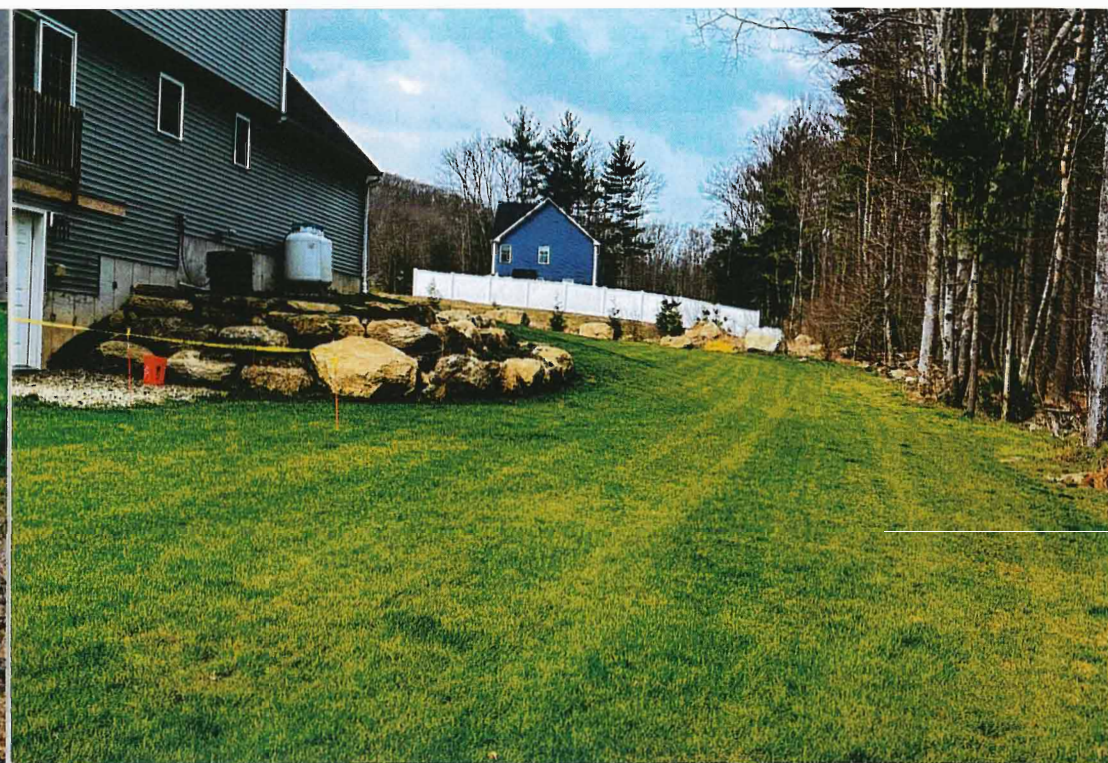
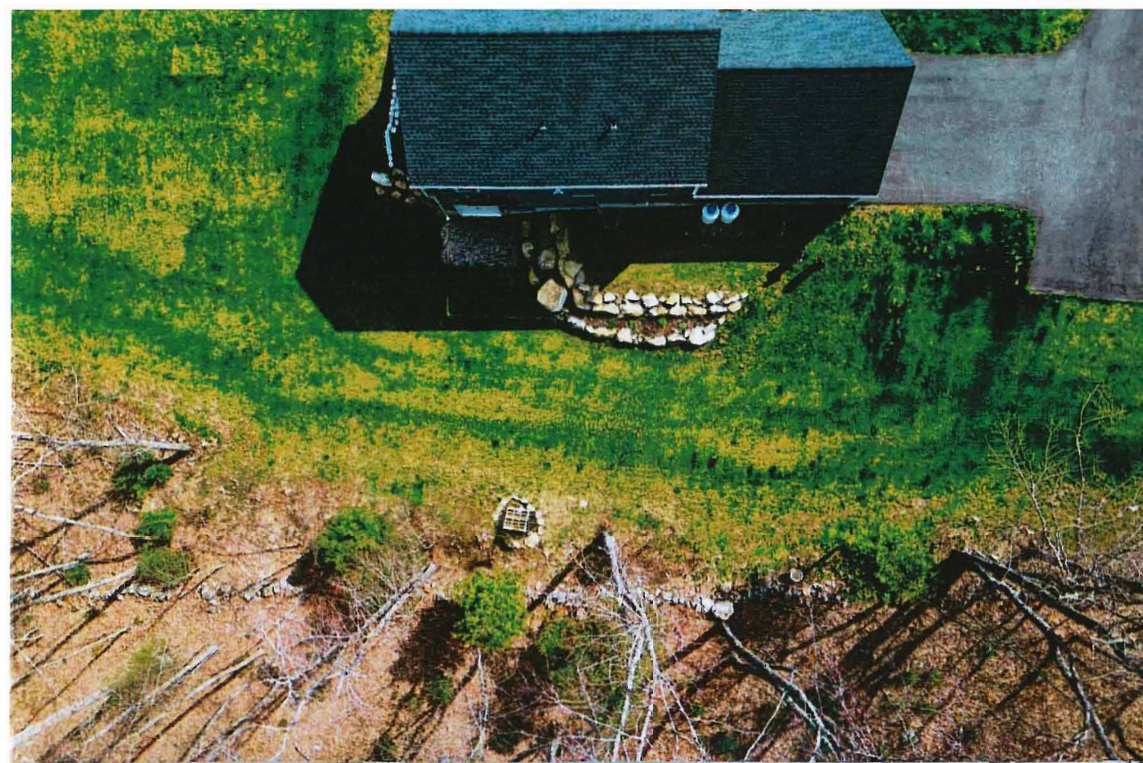
Sincerely,

Ryan Doiron and Amelia Doiron

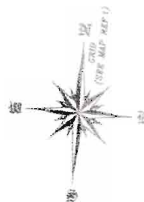
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4-18-24



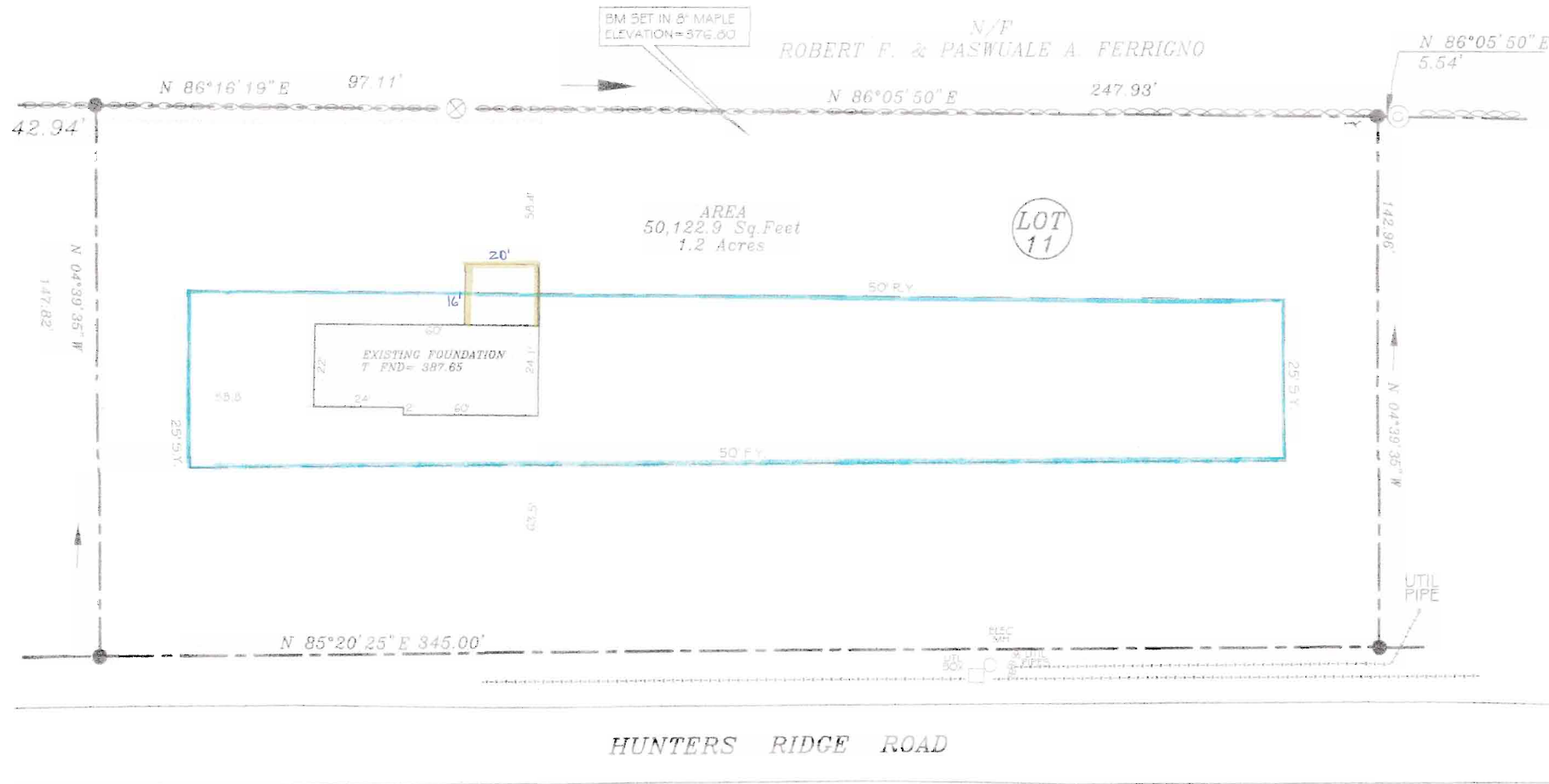
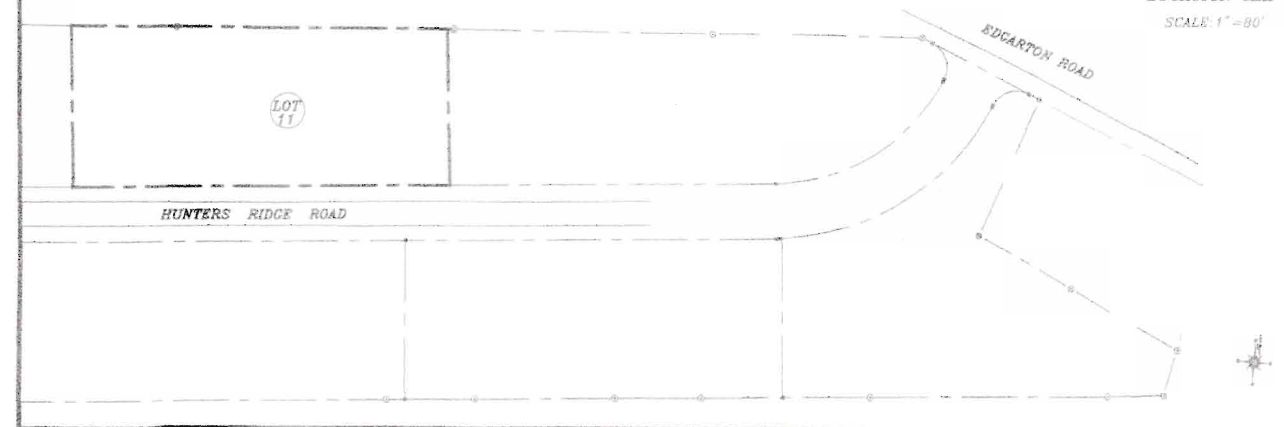
LEGEND

- PROPERTY LINE
- BUILDING LINE; FRONT, REAR, SIDE AS MARKED
- STONE WALL
- WIRE FENCE
- ⊙ ANGLE POINT
- ⊙ IRON PIN OR PIPE FOUND
- ⊙ MONUMENT FOUND
- ⊙ DRILL HOLE FOUND
- ⊙ IRON PIN SET 5/8" REBAR
- ⊙ MONUMENT SET
- ⊙ DRILL HOLE SET
- ⊙ SURVEYOR CONTROL POINT
- - - - - UNDERGROUND UTILITY LINES
- NEW CONSTRUCTION



LOCATION MAP

SCALE: 1" = 80'



ZONE CHART

| RAI - ZONE | REQUIRED | PROVIDED |
|------------------|----------------|------------------|
| MINIMUM FRONTAGE | 200' | 345' |
| MINIMUM AREA | 50,000 SQ. FT. | 50,122.9 SQ. FT. |
| FRONT SETBACK | 50' | 63.5' |
| REAR SETBACK | 50' | 50.4' |
| SIDE SETBACK | 25' | 58.5' |

RECEIVED

JUL 30 2019
TOWN OF COLUMBIA
BUILDING & LAND USE

MAP STANDARD NOTES

1. THIS SURVEY (OR MAP) HAS BEEN PREPARED PURSUANT TO THE REGULATIONS OF CONNECTICUT STATE AGENCIES SECTIONS 20-300B-1 THRU 20-300B-20 AND THE "STANDARDS FOR SURVEYS AND MAPS IN THE STATE OF CONNECTICUT" AS ADOPTED BY THE CONNECTICUT ASSOCIATION OF LAND SURVEYORS, INC. ON SEPTEMBER 26, 1996; THE TYPE OF SURVEY IS A IMPROVEMENT LOCATION SURVEY. BOUNDARY DETERMINATION IS BASED ON A RESURVEY OF PROPERTY AND CONFORMS TO THE "A-2" CLASS OF ACCURACY.

2. THE INTENDED PURPOSE OF THIS MAP/SURVEY IS TO SHOW THE EXISTING FOUNDATION AS-BUILT.

MAP REFERENCES:

1. HUNTERS RIDGE SUBDIVISION SITE DESIGN-LOTS 1 THRU 3, 1112 EDGARTON ROAD, COLUMBIA, CONN. SCALE 1"=40', SHEET 4 OF 9, JOB 2016-031, FILE TA10031-D4, DATED JULY 6, 2011, REVISED TO SEPT. 14, 2012, THIS.



TO MY KNOWLEDGE AND BELIEF, THIS MAP IS SUBSTANTIALLY CORRECT AS NOTED HEREON.

ROBERT H. HELLSTROM, L.S. #15526

| NO. | DATE | DESCRIPTION |
|-----|------|-------------|
| | | |
| | | |
| | | |

ROB HELLSTROM
LAND SURVEYING
32 MAIN STREET
HEBRON, CT.
(860) 228-9853
(860) 228-1360 (FAX)
rob@hellstrom.net

P.O. BOX 497
COLUMBIA, CT. 06237-0497

DATE: JULY 29, 2019 BY: AGS SCALE: 1" = 20' FILE NO.: BL19022 LOT 11 A3

IMPROVEMENT LOCATION PLAN
- PREPARED FOR
SR BLANCHARD, INC.
SHOWING EXISTING FOUNDATION AS-BUILT
4 HUNTER'S RIDGE

COLUMBIA CONNECTICUT

SHEET NO.: 1 OF 1 JOB NO.: 2019-022

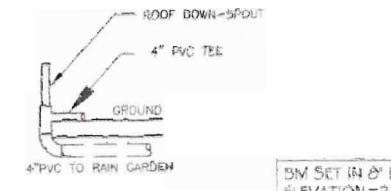
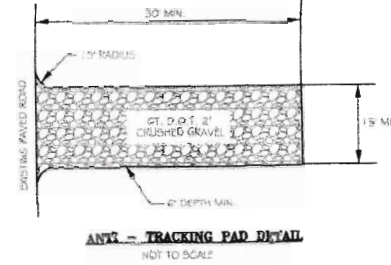
LEGEND

- PROPERTY LINE
- BUILDING LINE
- STONE WALL
- WIRE FENCE
- SILTY FENCE OR HAY BALES
- EXISTING CONTOUR
- LIMIT OF DISTURBANCE
- TREE WITH WIRE
- FENCE POST WITH WIRE
- ANGLE POINT
- IRON PIN OR PIPE FOUND
- MONUMENT FOUND
- DRILL HOLE FOUND
-
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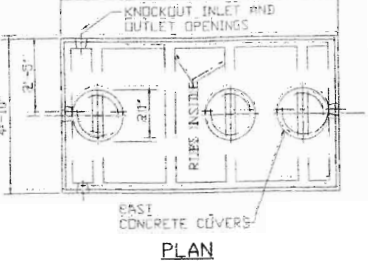
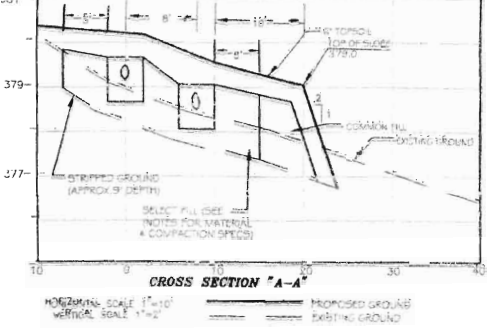
PERC - LOT 11

| TIME | READING | CHANGE |
|-------|---------|--------|
| 12:48 | 9" | |
| 12:53 | 10 1/2" | 1 1/2" |
| 12:58 | 11 1/2" | 1" |
| 1:03 | 12 1/8" | 5/8" |
| 1:08 | 12 3/4" | 5/8" |
| 1:13 | 13 1/8" | 3/8" |
| 1:18 | 13 1/2" | 3/8" |
| 1:23 | 14" | 1/2" |
| 1:28 | 14 1/2" | 1/2" |
| 1:33 | 15" | 1/2" |

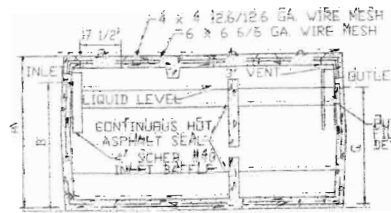
RATE = 10 MIN/PER INCH
DEPTH 19" PRESOAK 1 HOUR



- SEPTIC SYSTEM CONSTRUCTION NOTES**
1. WITH A 2\"/>
 - 2. THE PIPE BETWEEN THE HOUSE AND SEPTIC TANK SHALL BE AN EXTRA HEAVY (ASTM F408) 4\"/>
 - 3. ALL DISTRIBUTION PIPE IS TO BE 4\"/>
 - 4. SEPTIC TANK SHALL BE SET LEVEL ON A MINIMUM OF 1\"/>
 - 5. THERE ARE NO WASHING MACHINES OR SEPTIC PUMPS WITHIN 75' OF THE SEPTIC SYSTEM AS SHOWN ON THIS PLAN.
 - 6. APPROVED STONE AGGREGATE FOR LEACHING TRENCHES SHALL BE BROKEN STONE, CRUSHED STONE, OR SORTED GRAVEL (ASTM D 2013) FROM AREA SPECIFICALLY FOR THIS USE.
 - 7. THE DEPTH OF THE LEACHING TRENCHES SHALL NOT EXCEED 6\"/>
 - 8. THE LOCATION AND ELEVATION OF THE PROPOSED SEPTIC SYSTEM WITHIN THE HOMEYARD SHALL BE TYPED IN THE FIELD BY A LICENSED LAND SURVEYOR.

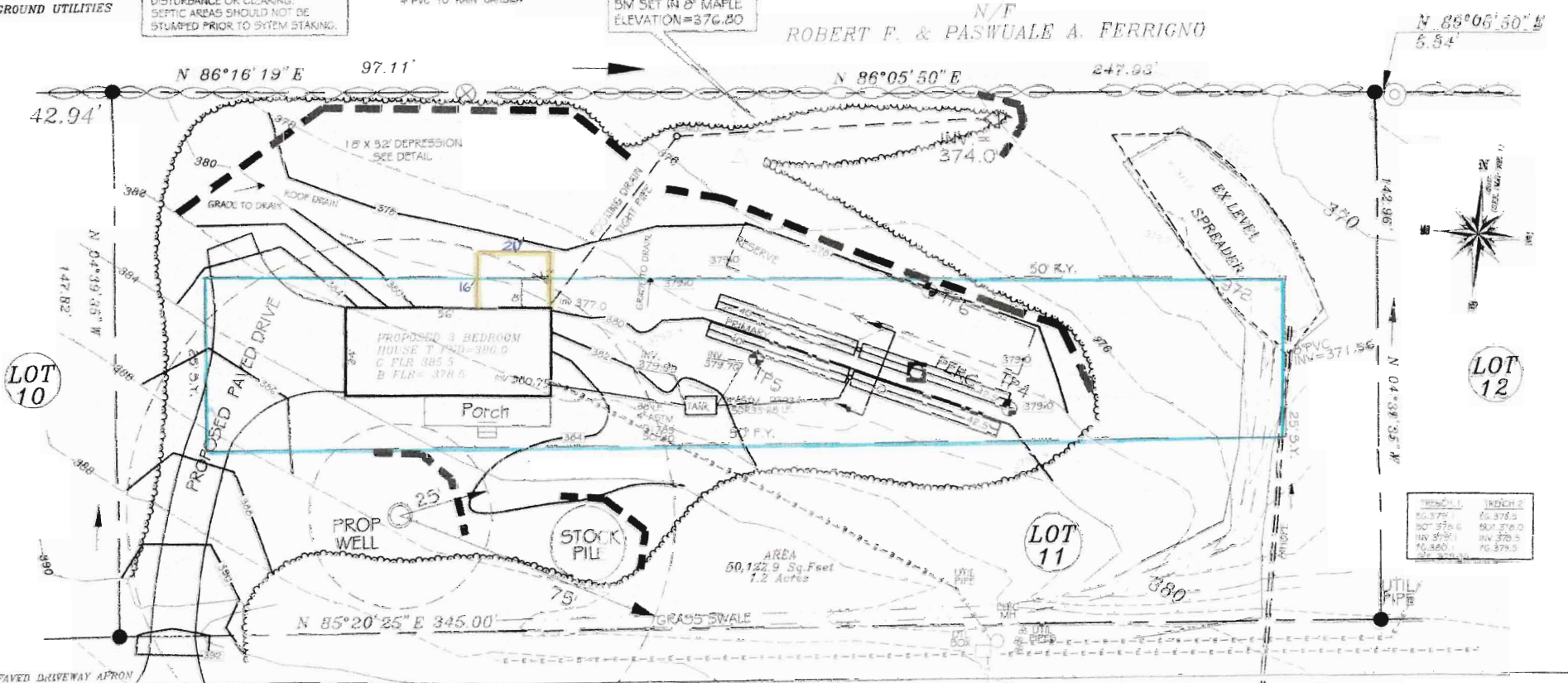


| CAPACITIES | A | B | C |
|------------|--------|-----|---------|
| 1000 GAL. | 166.5' | 97' | 152.95' |



SEQUENCE OF ACTIVITY - HOUSE LOT DEVELOPMENT

1. LIMITS OF DISTURBANCE: Upon approval of individual site plan development, the limit of development shall be established in the field for each proposed structure. Disturbance limits shall be bounded by staked hay bales or silty fences.
2. EROSION CONTROLS: Areas to be disturbed shall be bounded by staked hay bales or silty fences. All erosion controls, including silty fence and anti-tracking pad shall be installed and inspected by the Land Use ZED and Wetland Agent prior to stumps being pulled, grubbing, or excavation. The ZED and Wetland Agent may modify the erosion control requirements based on field conditions so as to adequately control erosion and siltation from the site.
3. TREES CLEARED: Trees shall be cleared and cut to length and stacks or removed from the site. Then the pulling of stumps, grubbing and/or excavation shall begin.
4. STONE WALLS: All existing stone walls that will be removed due to street, driveway, house, septic system or other site construction shall be rebuilt elsewhere on the property, or the stones shall be used to enhance other existing walls on property.
5. DRIVEWAYS: All driveway and driveway shoulders shall be stripped, graded as shown on plan, and gravelled. All driveway shoulders shall be stabilized immediately upon grading, either by diverting runoff, mulching or seeding and hay bales, silty fence or other approved measures the same day that cuts are made.
6. TOPSOIL: All topsoil shall be stripped and saved in an area as shown on the plan or as approved by the Planner and Wetland Agent. Topsoil shall not be removed from the site except as in compliance with the Zoning Regulations.
7. CONSTRUCTION & DISTURBED AREA: Excavation and construction shall commence following inspection and approval of erosion control and construction of the driveway. The disturbed area shall be so as to contain runoff within the lot to the greatest extent possible.
8. SITES IN WINTER: When a site will be open during the winter months, rough grading and 4-6 inch mulching must occur prior to construction in order to minimize erosion and uncontrolled runoff.
9. DRAINS: Foundation and certain areas shall be installed as shown on the approved plan. Any changes to the location of the drains or the additions of any drains shall be approved by the Wetland Agent prior to installation.
10. COMPLETE SITE WORK: Final grading shall occur as soon as possible on all lots where there is potential for erosion and for degradation of wetlands and watercourses. Lots shall be fresh graded, seeded with personal grasses suitable for the respective amount of sun or shade and mulched prior to Certificate of Zoning Compliance.
11. FINAL STABILIZATION: Erosion controls shall be maintained on the lot as long as they are needed to control erosion and sedimentation.
12. EAS CONTROLS: All EAS controls shall be inspected on a daily basis and maintained as necessary until all disturbed areas are permanently re-vegetated or otherwise stabilized. The responsibility of such inspection shall be that of the contractor.
13. System will be staked in field by licensed Land Surveyor and verified by engineer.



HEIGHT REQUIREMENT
EXISTING AVERAGE GROUND ELEVATION IS 362
MAXIMUM BUILDING HEIGHT WILL BE 417
PROPOSED HEIGHT = 386 + 27.25 = 413.5

DESIGN NOTES

1. ALL WORK SHALL BE IN ACCORDANCE WITH THE REQUIREMENTS OF THE CONNECTICUT PUBLIC HEALTH CODE AND TO THE SATISFACTION OF THE TOWN ENGINEER.
2. PERFORMANCE RATE FOR DESIGN IS 100% PER 15% INCH DEPTH TO NEAREST PIPE IN 24\"/>
- 3. REQUIRED EFFECTIVE REACHING AREA FOR 3 BEDROOM HOUSE = 495 SF.
- 4. PROVIDED 2-825 OF 4\"/>
- 5. THIS SYSTEM HAS NOT BEEN DESIGNED FOR THE USE OF LARGE CAPACITY FIVE GALLON RECYCLING TYPE BATTERIES. RECYCLING BATTERIES ARE NOT ALLOWED FOR THIS DESIGN. IN THE EVENT THAT SUCH AN INSTALLATION IS WANTED AFTER THE PROPOSED HOUSE IS BUILT, THE TOWN AND ENGINEER LEAVING THIS CAPACITY WILL BE REQUIRED.
- 6. THE DESIGN SHOWN HEREIN CONTAINS TO ALL APPLICABLE STATE AND LOCAL HEALTH CODE REQUIREMENTS AND TO THE ENGINEERING PROFESSIONAL SEAL AND LICENSE. ENGINEER FAILURE TO ENFORCE IMPLEMENTATION OF ANY REQUIREMENTS BY THE VENDOR OR OTHER PARTY IS NOT A LIABILITY OF THE ENGINEER.
- 7. A 1000 GALLON 2 COMPARTMENT SEPTIC TANK IS REQUIRED, PROVIDED WITH AN OUTLET FILTER DEVICE (OFF-TITLE-07-4 OR APPROVED EQUAL).

ZONE CHART

| RA ₁ - ZONE | REQ'D RED | PROV'D |
|------------------------|----------------|------------------|
| MINIMUM FRONTAGE | 200 | 345 |
| MINIMUM AREA | 59,000 SQ. FT. | 50,122.9 SQ. FT. |

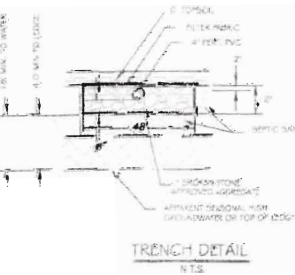
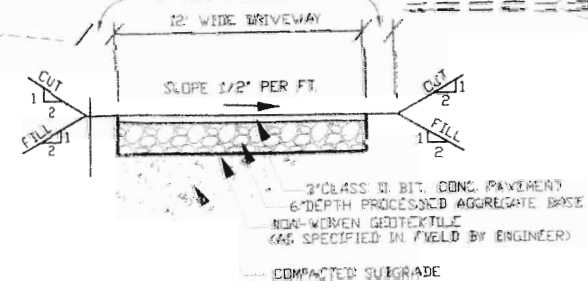
LEACHING SYSTEM CONSTRUCTION NOTES

- TOPSOIL TO BE STRIPPED OFF PRIOR TO FILLING. FILL MATERIAL BETWEEN AND BETWEEN TRENCHES TO BE PERVIOUS, GOOD QUALITY AND CLEAN MEDIUM SAND (SELECT FILL) PLACED AND COMPACTED IN 6\"/>
 - A. THE FILL SHALL NOT CONTAIN ANY MATERIAL LARGER THAN 3 INCHES.
 - B. THE FILL SHALL NOT CONTAIN MORE THAN 45 PERCENT GRAVEL (GRAVEL IS BETWEEN NO. 4 & 3\"/>
 - C. NO MORE THAN 45 PERCENT OF THE MATERIAL CAN BE RETAINED ON THE NO. 10 SIEVE.
 - D. THE FILL LESS THE GRAVEL SHALL MEET THE FOLLOWING GRADATION CRITERIA:

| SIEVE SIZE | #4 | #10 | #20 | #40 | #60 | #100 |
|------------|-----|--------|-------|-------|-------|------|
| % PASSING | 100 | 75-100 | 60-85 | 35-75 | 15-55 | 5-25 |
| % PASSING | 100 | 70-100 | 50-75 | 25-50 | 10-40 | 5-20 |

PERCENT PASSING THE #40 SIEVE CAN BE INCREASED TO NO GREATER THAN 10% IF THE PERCENT PASSING THE #100 SIEVE DOES NOT EXCEED 10% AND THE #20 SIEVE DOES NOT EXCEED 5%. DOCUMENTATION OF TEST RESULTS TO BE PROVIDED TO THE HEALTH DEPARTMENT.

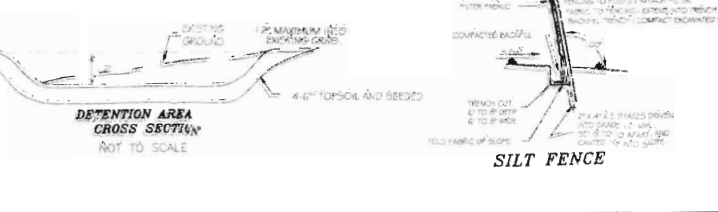
FILL MATERIAL TO BE PLACED PRIOR TO TRENCH EXCAVATION. NO TRAFFIC OTHER THAN TRACK-DOWN EQUIPMENT IS TO CROSS, BUMP, UNLOAD OR OTHERWISE COMPACT THE FILL AREA AFTER POSTER REMOVAL. FILL MATERIAL TO BE DAMPED AT THE EDGE OF THE STRIPPED AREA AND SPREAD AND COMPACTED WITH TRACK-DOWN VEHICLE. STRIPPING IS TO TAKE PLACE UPWIND OF THE LEACHING AREA. THE AREA DOWN GRADIENT OF THE LEACHING AREA IS NOT TO BE DISTURBED.



LOT 11 SEPTIC DESIGN

- DESIGN FOR 3 BEDROOMS - 3 BATH AREA REQUIRED 495 SF.
4\"/>
 1. 0-6\"/>
 - 2. 6-26\"/>
 - 3. 26-54\"/>
 - 4. 54-84\"/>
 - 5. 84-100\"/>

1.5% SLOPE TO 1\"/>

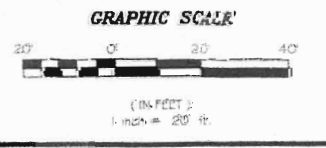


MAP STANDARD NOTES

1. THIS SURVEY (OR MAP) HAS BEEN PREPARED PURSUANT TO THE REGULATIONS OF CONNECTICUT STATE AGENCIES SECTIONS 20-300b-1 THRU 20-300b-28 AND THE STANDARDS FOR SURVEYS AND MAPS IN THE STATE OF CONNECTICUT AS ADOPTED BY THE CONNECTICUT ASSOCIATION OF LAND SURVEYORS, INC. ON SEPTEMBER 26, 1996; THE TYPE OF SURVEY IS AN IMPROVEMENT LOCATION SURVEY. BOUNDARY DETERMINATION IS BASED ON A RESURVEY OF PROPERTY AND CONFORMS TO THE 'A-2' CLASS OF ACCURACY.
 2. TOPOGRAPHIC FEATURES, IF SHOWN HEREON, WERE PREPARED IN ACCORDANCE WITH CLASS T-2.
- MAP REFERENCES:**
1. HUNTERS RIDGE SUBDIVISION SITE DESIGN LOTS 1 THRU 3, 11 & 12 EDGEMOND ROAD COLUMBIANA, CT. SCALE 1\"/>

REYNOLDS ENGINEERING SERVICES, LLC
68 BOGG LANE
LEBARON, CT 06249
(860) 455-7459

Map A. Reynolds, P.E. CT LIC# 117891



TO THE KNOWLEDGE AND BELIEF OF THE SURVEYOR, THIS MAP IS SUBSTANTIALLY CORRECT AS NOTED HEREON.

ROBERT W. HELLSTROM, L.S. #13026

BY RHD 5-3-11

TEST PIT 4 - DEPTH 84"
0-6\"/>

TEST PIT 3 - DEPTH 80"
0-6\"/>

M-INDETERMINATE, R15-28, W-34

TEST PIT 2 - DEPTH 74"
0-6\"/>

TEST PIT 1 - DEPTH 74"
0-6\"/>

ROB HELLSTROM LAND SURVEYING
32 MAIN STREET
HEBRON, CT.
(860) 228-3853
(860) 228-1350 (FAX)
rob@hellstromland.com

DATE: APRIL 30, 2019 BY: AGGRAV

IMPROVEMENT LOCATION PLAN
- PREPARED FOR -
SR BLANCHARD, INC.
SHOWING PROPOSED HOUSE AND SEPTIC
4 HUNTERS RIDGE

COLUMBIA CONNECTICUT

SHEET NO.: 1 OF 1 JOB NO.: 2019-022
SCALE: 1\"/>

RECEIVED
JUN 11 2019
TOWN OF COLUMBIA
BUILDING DEPARTMENT



Land Use Training Guidelines

Established in accordance with Section 9 of Public Act 21-29

Effective January 1, 2022

Overview

Section 9 of Public Act 21-29 includes new requirements for (1) the training of municipal land use officials, (2) the establishment of land use training guidelines, and (3) the reporting on training compliance. The Office of Policy and Management (OPM) is specifically tasked with addressing item (2), which is the focus of this publication.

The pertinent legislative language for each of the three new requirements is summarized below, and it provides the framework for OPM's Land Use Training Guidelines that follow.

1) Training of Municipal Land Use Officials

“On and after January 1, 2023, each member of a municipal planning commission, zoning commission, combined planning and zoning commission and zoning board of appeals shall complete at least four hours of training.”

- Those in office on 1/1/2023 must complete four (4) hours by 1/1/2024, and every other year thereafter.
- Those taking office after 1/1/2023, must complete four (4) hours of training not later than one year after taking office, and every other year thereafter.

2) Establishment of Land Use Training Guidelines

“Such training shall include at least one hour concerning affordable and fair housing policies and may also consist of (1) process and procedural matters, including the conduct of effective meetings and public hearings and the Freedom of Information Act, as defined in section 1-200 of the general statutes, (2) the interpretation of site plans, surveys, maps and architectural conventions, and (3) the impact of zoning on the environment, agriculture and historic resources.”

- See **Land Use Training Guidelines** below.

3) Reporting on Training Compliance

“Not later than March 1, 2024, and annually thereafter, the planning commission, zoning commission, combined planning and zoning commission and zoning board of appeals, as applicable, in each municipality shall submit a statement to such municipality's legislative body or, in a municipality where the legislative body is a town meeting, its board of selectmen, affirming compliance with the training requirement established pursuant to subsection (a) of this section by each member of such commission or board

required to complete such training in the calendar year ending the preceding December thirty-first.”

- o Each affected board and commission must report to its local authority on the status of its members’ compliance with the training requirements by 3/1/2024, and annually thereafter.

Land Use Training Guidelines

The following guidelines allow sufficient flexibility for land use training providers to develop, market, and periodically refresh their course offerings in a manner that is responsive to changes in land use laws and the preferences of municipal officials, with regard to how relevant subject matter is conveyed (e.g., depth, breadth, packaging of topical content). This flexible approach is meant to provide commission and board members with more robust training opportunities that will satisfy local compliance reporting requirements and their own personal interests.

These guidelines were developed by OPM, in collaboration with the [Connecticut Association of Zoning Enforcement Officials](#), the [Connecticut Conference of Municipalities](#), the [Council of Small Towns](#), the [Connecticut Chapter of the American Planning Association](#), the [Land Use Academy at the Center for Land Use Education and Research at The University of Connecticut](#), the [Connecticut Bar Association](#), the [regional councils of governments](#), the [Partnership for Strong Communities](#), the [Connecticut Federation of Planning and Zoning Agencies](#), and other nonprofit or educational institutions that provide land use training.

The guidelines are effective January 1, 2022. If you would like additional information on land use training resources, please contact any of the collaborating entities listed above.

- A. Mandatory Training** (Note: At least 1 hour out of the 4-hour biennial training requirement must come from the Affordable and Fair Housing Policies Section.)

1) Affordable and Fair Housing Policies Section

Topics can include one or more of the following:

- Zoning Laws and Segregation
- The Fair Housing Act
- Municipal Land Use Planning and Zoning Responsibilities Under the Fair Housing Act
- The Meaning of Affirmatively Furthering Fair Housing and How it Applies to Municipalities
- Planning and Zoning to Affirmatively Further Fair Housing
- Zoning Reforms to Promote Diverse Housing Options
- What is Affordable Housing, Who Needs It, and How Has It Evolved Over the Years?
- Addressing Community Affordable Housing Needs with the Public

B. Optional Training (Note: Any combination of courses from the Optional Training sections may be used to supplement the Mandatory Training portion of the 4-hour biennial training requirement.)

1) Process and Procedures Section (Suggested 1.0 – 1.5 hours)

Topics can include one or more of the following:

- **The Legal Basis for a Local Commission’s Land Use Authority**
 - Roles and responsibilities of land use commissions and agencies, both regulatory and non-regulatory
 - Types of power of local commissions – legislative, administrative, quasi-judicial
 - Euclid v. Ambler Realty and other court cases
 - Enabling legislation
 - Local regulations
 - Role of the courts and when they get involved
- **Planning and Running a Public Meeting**
 - Quorum requirements
 - When are public hearings required?
 - Who can speak at a public hearing?
 - Time limits for speaking
 - Timeframes for a public hearing
 - Extensions
 - Crowd control when the number of people who show for a hearing exceeds legal capacity
 - Meeting logistics – room size, public access to presentations, order of speaking
 - Best practices for running in-person, online, or hybrid meetings
 - How to manage difficult situations during a public hearing
 - Alternates – Their role in public hearings, procedure for seating them in place of a regular member
 - Voting – Who votes, abstentions
 - Recording of meetings by others
- **Commissioner Conduct**
 - Bias – what constitutes bias and how to handle
 - Predetermination – what constitutes pre-determination and how to handle it
 - Conflicts of interest – personal, financial, perceived conflicts
 - Commissioner recusal – who decides, basis for recusal
 - How to handle conflicted commissioners who won’t recuse themselves
 - Ex-parte communications – what to do if someone approaches you about an application
 - Court remedies in case of a finding of bias, predetermination or conflict
 - Social media concerns

- Representation by a commissioner at another commission
- Freedom of Information Act

2) **Site Plans, Surveys, Maps and Architectural Conventions Section** (Suggested 1.0 hour)

Topics can include one or more of the following:

- **The Basics**

- Difference between maps and plans
- Finding what the plan contains
- Location Map – where is the site within the community
- List of Drawings – How to find what you are looking for
- Title Block – What information this provides
- Legend – what different symbols tell you
- Scale – graphic v. written scale, how to use an engineer’s scale, how to measure distances
- Zoning Table – what it tells you
- Orientation – north not always the same on each sheet
- Site plan checklist – what it is and how to use it.
- Topography and slope
- Why plans should be stamped by engineer, surveyor, etc.

- **Reading a Site Plan**

- Frontage and lot size requirements
- Setbacks – How to measure front, side and rear yards
- Corner lots – how the regulations apply re: frontage and setbacks
- Minimum lot size
- Rear lots
- Traffic circulation – how does the traffic flow within the site
- Parking requirements
- Existing and proposed grades and spot elevations.
- Cut and fill and why it matters
- Site drainage and stormwater systems
- Utility locations and sizing
- Landscaping/planting plan – how to tell what is being proposed for location, quantity, and size
- Ingress and egress – location, distance from intersections, sight line concerns
- Construction issues – E&S controls, anti-tracking pads
- Use of GIS – overview of site, visual context, not to be used in place of stamped plans

3) **Environment, Agriculture and Historic Resources Section** (Suggested 1.0 – 1.5 hours)

Topics can include one or more of the following:

- **Inland Wetlands and Watercourses**
 - Statutory requirements to regulate
 - Regulated activities
 - Activities that are permitted by right and non-regulated
 - Regulation of agricultural activities
 - Enforcement
- **Aquifer Protection**
 - Statutory requirements to regulate
 - Mapping and regulation of activities
- **Coastal Area Management**
 - Applications requiring coastal area management review
 - Coastal site plan review
 - Criteria for Coastal Site Plan Review (CSPR)
- **Flood Management**
 - Overview of FEMA mapping and role in land use permitting
- **Right to Farm Act**
 - Applicability to municipal land use permitting
- **Endangered Species Act**
 - Applicability to local permitting
- **Low Impact Development and Stormwater Management**
 - Applicability to local zoning and subdivision regulation
- **Historic District Commissions**
 - Formation and modifications of districts
 - Certificates of appropriateness
- **Historic Buildings, Places and Roads**
 - When can historic factors be considered in municipal land use permitting?

It is strongly recommended that any new commission or board members first complete a Basic Training course, such as that provided by the [CLEAR Land Use Academy](#), before pursuing training in other topics of interest.

While this guidance is intentionally limited to the one mandatory training section and the three optional training sections prescribed in Section 9 of Public Act 21-29, OPM recognizes that there are numerous related topics that affected land use boards and commissions might find acceptable for their members' compliance in meeting the 4-hour training requirement.

Since there is no formal state certification program, each municipality is ultimately responsible for ensuring the compliance of its affected commission and board members. Municipalities are

encouraged to consult with their respective COG on possible ways to achieve regional efficiencies in this effort, such as by facilitating the sharing of information related to existing municipal land use training resources and best practices, as well as the scheduling and hosting of regional training sessions offered by land use training providers.

Land Use Training Link to UCONN Center for Land Use Education and Research Website:

<https://clear.uconn.edu/ua/advanced/>



Advanced Training

Land Use Academy

Basic Training

Advanced Training

Resources

Instructors

About

Contact

This training will include plenty of time for audience participation, questions, observations, etc.

4.5 AICP CM credits pending including 1.5 law credits

Virtual Advanced Land Use Academy Training: 2/2/2023 – 2/16/2023

In February 2023 we offered a VIRTUAL version of our “Advanced Training” for land use commissioners over Zoom. The training was offered over three consecutive Thursdays in February. All sessions were 1.5 hours long.

The sessions included:

- **Bias, Predisposition, and Conflicts**, presented by Richard P. Roberts (Feb. 2), VIEW recording, SLIDES;
- **Running a Meeting and Making a Decision**, presented by Kenneth R. Slater, Jr. (Feb. 9), VIEW recording, SLIDES; and
- **Fair and Affordable Housing**, presented by Mark Branse (Feb. 16), VIEW recording, SLIDES

All three presentations can also be viewed in a playlist below:

Land Use Academy Advanced 2023
3 videos

Land Use Academy Ad... 1:51:17
First session of the Virtual Land Use Academy Advanced Legal Issues...

Land Use Academy Ad... 1:42:25
This second of 3 sessions in UConn CLEAR's Land Use Academy...

Land Use Academy Ad... 1:45:27
The third session of three in UConn CLEAR's Land Use Academy...

Advanced Land Use Academy 2023 Virtual Series

0:00 / 1:51:17

If a land use commissioner attended or watches the recordings of all 3 sessions they could meet most of their training requirement for the year, at least theoretically – it is ultimately up to each town to determine whether the statutory requirements are met.

Recorded Advanced Training

You can access previous recorded versions of our Advanced Training below.

Bias, Pre-disposition (predetermination) and Conflicts

Includes:

- How bias and conflicts are defined
- Ex-Parte communications
- Appearance and representation by Commission members
- Financial or other interests
- Relatives
- Conduct during the meeting
- Recusal

[VIEW PRESENTATION](#)

Implementing and Enforcing Land Use Decisions

Includes:

- Permissible scope of land use approvals
- Limits on the use of modifications and conditions
- Appropriate imposition of off-site improvements
- Construction and bonding of public improvements and E&S controls
- Open space and project mitigation
- Payments in lieu
- Enforcement of subdivision approvals
- Zoning and wetlands enforcement- who, what, where and how

[VIEW PRESENTATION](#)


Running a Meeting and Making a Decision

Includes:


- Pre-application meetings
- Keeping control of the meeting (who speaks, when, hostile crowd control, etc.)
- Voting by commissioner who misses a meeting
- Seating alternates
- Running a public hearing
- Evaluation of evidence 22a-19
- Environmental interventions
- Standards and criteria
- Proper motions
- Findings
- Keeping the record
- What to do with reports (IWWC, traffic, CTDEP, neighboring towns, RPAs, consultants, etc.)

[VIEW PRESENTATION](#)

CONTACT

 860-345-4511

 clear@uconn.edu

 UConn Center for Land Use Education & Research
Middlesex County Extension
PO Box 70, 1066 Saybrook Road
Haddam, CT 06438

STAY IN TOUCH



FUNDERS AND PARTNERS

CLEAR is a partnership of the Department of Extension and the Department of Natural Resources and the Environment at the College of Agriculture, Health and Natural Resources, and the Connecticut Sea Grant College Program. Support for CLEAR comes from UConn and from state and federal grants.

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