

**REGULAR MEETING AGENDA
COLUMBIA BOARD OF SELECTMEN
Tuesday, January 8, 2019 – 7 pm
Adella G. Urban Administrative Offices Conference Room
323 Route 87, Columbia, CT**

CALL TO ORDER:

- 1. PLEDGE OF ALLEGIANCE:**
- 2. APPROVAL OF AGENDA:**
- 3. APPROVAL OF MINUTES:**
 - 3.1 BOS Regular Meeting Minutes for December 18, 2018.
- 4. OLD BUSINESS:**
 - 4.1 Firefighters abatement ordinance
- 5. NEW BUSINESS:**
 - 5.1 Zoning Fee Ordinance 22-1 and 22-2.
 - 5.2 Ice Fisherman – Bait Bucket Disposal.
- 6. COLUMBIA LAKE / DAM / BEACH:**
 - 6.1 Application for Karen Loiselle Goodwin to repair an existing seawall.
- 7. APPOINTMENTS / RESIGNATIONS:**
- 8. TOWN ADMINISTRATOR REPORT:**
 - 8.1 Update Connecticut Collaborative Health Insurance Program (CT-CHIP).
 - 8.2 Traffic Safety.
- 9. CORRESPONDENCE:**
- 10. BUDGET:**
 - 10.1 Transfers:
 - 10.2 Refunds:
- 11. APPROVE PAYMENT OF BILLS:**
- 12. AUDIENCE OF CITIZENS:**
- 13. BOARD MEMBER COMMENTS:**
- 14. EXECUTIVE SESSION:**
 - 14.1 **Real estate per State Statutes Section 1-200(6)(D); Pending Litigation per State Statutes Section 1-200(6)(B); Personnel per State Statutes Section 1-200(6)(A);**
- 15. ADJOURNMENT:**

REGULAR MEETING MINUTES
COLUMBIA BOARD OF SELECTMEN
Tuesday, December 18, 2018 – 7 pm
Adella G. Urban Administrative Offices Conference Room
323 Route 87, Columbia, CT

Members Present: First Selectman, Steven M. Everett; Deputy Selectman, Robert Hellstrom; Selectman, Lisa Napolitano; Selectman, William O'Brien, Selectman, Robert Bogue.

Also Present: Town Administrator, Mark Walter, Michele Firestone, Reporter from *The Chronicle*.

CALL TO ORDER: S. Everett called the meeting to order at 7:01pm.

1. **PLEDGE OF ALLEGIANCE:** The Pledge of Allegiance was recited at the Special Town Meeting at 6:45 pm.
2. **APPROVAL OF AGENDA:** S. Everett MOVED to Approve the Agenda. MOTION CARRIED 5.0.
3. **APPROVAL OF MINUTES:**
 - 3.1 **BOS Regular Meeting Minutes for December 4, 2018.** R. Bogue MOVED to Approve the BOS Regular Minutes for December 4, 2018. MOTION CARRIED. 5.0.
4. **OLD BUSINESS:**
 - 4.1 **Contract for Salt Shed.** S. Everett stated that he is secure in his vote to move forward with the purchase of the salt shed and appreciates when residents come in with their concerns. S. Everett MOVED to authorize First Selectman, Steven M. Everett or the Town Administrator, Mark B. Walter in his absence to execute a contract with Zlotnick Construction, Inc. to purchase and install a Salt Storage Structure at Columbia's Public Works Facility. MOTION CARRIED 5.0.
 - 4.2 **Markell Property Appraisal.** S. Everett stated that the appraisal is for a large portion of the property for open space and in order to move forward the appraisal will need to be done. R. Hellstrom asked how much the appraisal will cost. M. Walter explained the cost is \$3,000.00. S. Everett recognized Ann Dunnack in the audience. A. Dunnack asked if this appraisal will be a yellow book appraisal. M. Walter responded that it will not be a yellow book appraisal but will be done in anticipation of upgrading to a yellow book when needed.

S. Everett MOVED to authorize Town Administrator, Mark B. Walter to execute a contract for appraisal services for the Markell Property and waive the requirement for two verbal quotes. Elm Realty Advisors, LLC was the sole bidder. MOTION CARRIED 4.1. L. Napolitano opposed.
5. **NEW BUSINESS:**
 - 5.1 **2019/2020 Municipal Holiday Schedule.** S. Everett MOVED to Approve the 2019/20 Municipal Holiday Schedule. MOTION CARRIED 5.0
 - 5.2 **Dedication Page for 2017-2018 Annual Report.** S. Everett asked if there were any nominations or comments. L. Napolitano asked if we could put a list of the previous individuals/groups over the last 20 years and share that

with the BOS. S. Everett asked that the BOS send their nominations to the Town Administrators office.

6. COLUMBIA LAKE / DAM / BEACH: None.

7. APPOINTMENTS / RESIGNATIONS:

7.1 Appointment of Donald Cianci (D) as Permanent Member of Open Space. R. Hellstrom said Don Cianci would be a great addition to the group and has been very dedicated to the cause. R. Hellstrom moved to appoint Don Cianci to the open space committee as a permanent member. MOTION CARRIED 5.0.

8. TOWN ADMINISTRATOR REPORT:

8.1 Sustainable CT. M. Walter stated that he, Steven Everett and Andrea Drabicki went to a meeting on the Sustainable CT Program to learn about the process. At the meeting they heard how other towns implemented the program. A key component that they learned was that this program provides the opportunity for boards and commissions to come together for one goal—defining where the towns want to move going forward and eliminates the silos that often happen within towns. The Sustainable CT program is more than just environmental, it can include fresh local food, more affordable housing, and walking trails. S. Everett stated that he cares less about the plaques or points and feels that the Sustainable CT program is the common-sense approach that we are already doing for the town when it comes to sustainability. He added that for example the sharing of town services. He stated that in a previous BOS meeting we approved the resolution for the Town of Columbia to support participation in the Sustainable CT Municipal Certification Program and Andrea Drabicki is eager to contribute. S. Everett MOVED to appoint Andrea Drabicki as Columbia Sustainable CT Municipal Certification Program representative. MOTION CARRIED 5.0.

9. CORRESPONDENCE:

9.1 CRCOG 2019 Draft Legislative Agenda. M. Walter explained that the CRCOG Legislative Agenda is for the BOS to read and review. He added that we were able to get the Minimum Budget Requirement item in the legislative agenda in both CRCOG and CCM platforms.

10. BUDGET:

10.1 Transfers: None

10.2 Refunds: R. Bogue MOVED to Approve Refunds totaling \$196.60.

AMOUNT	FROM	TO
\$196.60	TOWN OF COLUMBIA	ACAR LEASING LTD.

MOTION CARRIED 5.0.

11. APPROVE PAYMENT OF BILLS: R. Bogue MOVED to Approve the payment of bills totaling \$86,633.02 made up of Emergency 18/19, Regular 18/19, Credit Card and Paychex. MOTION CARRIED 5.0.

12. AUDIENCE OF CITIZENS: No comments from the Audience of Citizens.

13. BOARD MEMBER COMMENTS: R. Bogue asked to go to Executive Session.

- 14. EXECUTIVE SESSION:**
- 15. Real estate per State Statutes Section 1-200(6)(D); Pending Litigation per State Statutes Section 1-200(6)(B); Personnel per State Statutes Section 1-200(6)(A).** S. Everett MOVED to enter into Executive Session at 7:28 pm with M. Walter present to discuss real estate negotiations. MOTION CARRIED 5.0. . No vote was taken, and the Executive Session ended at 7:41 pm.
- 16. ADJOURNMENT:** S. Everett MOVED to ADJOURN at 7:42 pm and the MOTION CARRIED UNANIMOUSLY. The next meeting is scheduled for Tuesday, January 8, 2019.

Respectfully Submitted by Jennifer C. LaVoie

TOWN OF COLUMBIA

January 8, 2019

Board of Selectmen

Item to be included on Agenda

To consider and act upon the following resolutions and call a Special Town Meeting to take appropriate further action:

RESOLVED: That, in accordance with Section 2.4(f) of the Town Charter, the Board of Selectmen call a Special Town Meeting for the purposes of considering amendments to Columbia Town Ordinance 18-3 Tax Abatement for Volunteer Firefighters to extend the tax abatement provided by said Ordinance to benefit eligible retired members of the Columbia Volunteer Fire Department, Inc., in addition to eligible active members of the Columbia Volunteer Fire Department, Inc., as permitted by Connecticut General Statutes Section 12-81w, as amended by Connecticut Public Act 16-99; and to make certain clarifying changes to said ordinance.

RESOLVED: That the call of said Town Meeting contain a clause seeking authorization for the publication of a summary of the amended ordinance in lieu of publishing the Ordinance in full, as permitted by Town Charter Section 3.5 and Connecticut General Statutes Section 7-157(b).

RESOLVED: That it be reported at such Special Town Meeting that the Board of Selectmen recommends that the Town amended said Ordinance 18-3 to read as set forth on Schedule A attached hereto, which has been marked to show changes.

RESOLVED: That the Town Administrator take all appropriate action consistent with the foregoing resolutions to see to the calling and holding of such Special Town Meeting and to the provision in advance of the meeting of copies of these resolutions and Schedule A at the Columbia Town Clerk's office and at any other location he deems appropriate between the date the call was published and the date of said Town meeting.

RESOLVED: That, should said Ordinance be amended, the Town Administrator take all appropriate action to publish notice thereof consistent with any directives of the Town Meeting and otherwise to effectuate such amendments.

Tax Abatement for Volunteer Firefighters

1. Purpose

In an effort to encourage service on the Columbia Volunteer Fire Department, Inc. and in recognition of the benefits and service to the town that Columbia Volunteer Fire Department, Inc. volunteers make to the public safety of the residents of the Town of Columbia, Town, Ordinance 18-3 is hereby amended and restated effective for the Town's grand list of October 1, 2018. The following Tax Abatement Program is hereby established pursuant to section 12-81W of the Connecticut General Statutes as amended by Public Act 16-99 for eligible active or eligible retired members of the Columbia Volunteer Fire Department, Inc. on the terms and conditions hereinafter set forth.

2. Definitions

Abatement means the reduction in property taxes owed by eligible active or eligible retired members of the Columbia Volunteer Fire Department as provided by this section.

Certification Date means January 31, 2020 for the taxes owed on the grand list of October 1, 2019 and January 31st of every year thereafter.

Eligible Active or Eligible Retired Member means a Town resident who is an active or retired volunteer member of the Columbia Volunteer Fire Department, Inc. and who: (a) meets or exceeds all the requirements specified in section 8; (b) was a duly elected Executive Board member of the Columbia Volunteer Fire Department, Inc. in accordance with the requirements of Section 8 for the program year in question; or (c) has elected to retire from seeking to be an eligible active member after having met the requirements of Section 8 for each of twenty-five, not necessarily consecutive, years, whether or not such member remains an active member of the Columbia Volunteer Fire Department, Inc. on an emeritus or some other basis. An eligible retired member shall remain an eligible retired member for every program year following the member's attaining such status, as long as the member remains either an elector or qualified voter in Town in accordance with the Columbia Town Charter.

Fiscal Year means the Town's budget year beginning July 1 of the calendar year immediately following the grand list year.

Grand List Year means October 1st of each calendar year starting with 2019.

Program Year means the calendar year beginning January 1, 2019 and each calendar year thereafter.

Property Owned by Eligible Active or Eligible Retired Member includes property on a Town grand list that is owned in the name of an eligible active member or eligible retired member of the Columbia Volunteer Fire Department, Inc., including property which such member owns jointly with another or as a tenant in common with another or which is owned by a

trust for which such member is the grantor, a primary beneficiary and personally liable for all taxes accruing on trust property.

3. Abatement

Each eligible active or eligible retired member of the Columbia Volunteer Fire Department, Inc., who has been certified pursuant to Section 4 for a program year, shall be entitled to up to One Thousand Dollar (\$1,000.00) abatement in property taxes due from said eligible active or eligible retired member for the grand list year just preceding the certification date. The abatement shall be applied to such property taxes when due during the fiscal year starting July 1 following the certification date.

4. Certification

Annually, on or before January 31st of each program year, the Chief of the Columbia Volunteer Fire Department, Inc. shall certify and submit to the Columbia Town Administrator a list of the eligible active members of the Columbia Volunteer Fire Department, Inc. for the prior program year and the eligible retired members of the Columbia Volunteer Fire Department, Inc. who elected to retire the prior program year or who remain eligible retired members under the definition of “eligible retired member” in section 2. This list shall include the name, address and phone number of every eligible active and eligible retired member and the basis for eligibility. The Columbia Volunteer Fire Department, Inc. shall maintain accurate records of its member’s attendance and participation in duties upon which eligibility is determined and preserve the same for at least 30 years. Such records shall be made available within a reasonable amount of time upon request by the Columbia Board of Selectmen or an authorized agent of the Columbia Board of Selectmen.

5. No Carryover or Carryback of Abatement

Credit of any kind for an abatement earned in one program year cannot be carried forward or backward to any other program year.

6. Status Not Transferable

Status as an eligible active or eligible retired member is not transferable to a third party.

7. Abatement Application

Annually, on or before March 1st of each program year, the Town Administrator shall forward to the Assessor and/or Tax Collector the final certified list of eligible active and eligible retired members of the Columbia Volunteer Fire Department, Inc. for the previous program year with the Town Administrator’s endorsement approving such list. The Assessor and/or Tax Collector shall then apply said abatement for property taxes against property taxes owed on property owned by each listed eligible active and eligible retired member for the fiscal year commencing the following July 1st as follows:

- a) First; to any real estate taxes for real property owed the Town of Columbia in the eligible active or eligible retired member's name, regardless of whether said property is held jointly or as tenant in common; or
- b) Second; to any motor vehicle property tax owed the Town of Columbia in the eligible active or eligible retired member's name, regardless of whether said property is held jointly or as tenant in common; or
- c) Lastly; to any other property taxes owed the Columbia in the eligible active or eligible retired member's name, regardless of whether said property is held jointly or as tenant in common.
- d) In accordance with section 5, any tax abatement earned but not fully credited for any program year may not be taken as a future credit or result in a payment to the eligible active or eligible retired member.
- e) Any tax credit or cash refund otherwise due with respect to taxable property which is subsequently transferred by an eligible active or eligible retired member shall be reduced proportionately for any abatement previously applied to pay such tax.
- f) In the event that the tax to which the abatement is applied is paid in installments due on July 1st and January 1st, the exemption shall be applied (50) percent to each installment.

8. Eligibility Requirements for Active Members

A member of the Columbia Volunteer Fire Department, Inc. shall be considered an eligible active member for a specific program year if, in such program year, the member:

- 1. Responds to at least 50 calls;
- 2. Attends at least 10 drills; and
- 3. Attends at least 5 monthly meetings; or
- 4. Serves as a duly elected Executive Board member of the Columbia Volunteer Fire Department Inc.; provided that, the number of Executive Board members shall not exceed 10 in any program year.

The requirement for attendance at 5 monthly meetings may be waived by the Columbia Volunteer Fire Department Inc. Executive Board if a member has a significant scheduling conflict which prevents attendance. No other requirement for eligibility may be waived by the Columbia Volunteer Fire Department, Inc. Executive Board.

9. Transition and Date of Effectiveness

This amended and restated ordinance shall take effect on the 21st day after publication in accordance with section 3.5 of the Columbia Town Charter. The preexisting version of this

ordinance shall remain applicable to all program years prior to January 1, 2019 and all grand list years prior to October 1, 2019 for which it was otherwise applicable.

Initial Adopted

Special Town Meeting: May 24, 2005

Adopted: May 24, 2005

Published: May 27, 2005

Effective: May 24, 2005

Amended and Restated

Special Town Meeting: February 5, 2018

Adopted:

Published:

Effective:

**LEGAL NOTICE
SPECIAL TOWN MEETING
COLUMBIA, CT**

The duly qualified electors and voters of the Town of Columbia, Connecticut and any other persons entitled to vote upon any of the matters contained in this warning are hereby notified to meet in the Adella G. Urban Conference Room, at 323 Jonathan Trumbull Highway, Columbia, Connecticut, on Tuesday, February 5, 2019, at 6:45 p.m. for the following purposes:

Clause 1 - To consider amendments to Columbia Town Ordinance 18-3 Tax Abatement for Volunteer Firefighters to extend the existing tax abatement for eligible members of the Columbia Volunteer Fire Department, Inc. to benefit eligible retired members of the Columbia Volunteer Fire Department, Inc., as permitted by Connecticut General Statutes Section 12-81w as amended by Connecticut Public Act 16-99 and to make certain clarifying changes to said ordinance.

Clause 2 – To approved, if Clause 1 is adopted, that in lieu of publishing the full text of revised Town Ordinance 18-3, as required by Section 3.5 of the Town Charter, a summary notice be published instead, as permitted by said Section 3.5 and Connecticut General Statutes Section 7-157(b); and that said notice read substantially as follows: “Columbia Town Ordinance 18-3 Tax Abatement for Volunteer Firefighters has been amended so as to extend the annual \$1,000 property tax abatement available for eligible members of the Columbia Volunteer Fire Department, Inc. to also include eligible retired members of the Columbia Volunteer Fire Department, Inc. This summary is prepared for the benefit of the public solely for purposes of information, summarization and explanation. This summary does not represent the intent of the legislative body of the Town of Columbia for any purpose. A complete copy of amended and restated Ordinance 18-3 is available at the offices of the Columbia Town Clerk and Town Administrator and is also available at www.columbia.ct.org.”

Dated at Columbia, Connecticut this _____ day of January, 2019.

Steven Everett
First Selectman

Robert Hellstrom
Board of Selectmen Member

Robert Bogue
Board of Selectmen Member

Lisa Napolitano
Board of Selectmen Member

William O'Brien
Board of Selectmen Member

ATTEST:

Robin M. Kenefick
Town Clerk



TOWN OF COLUMBIA

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

Building & Land Use Department

TO: Columbia Board of Selectmen
FROM: Paula Stahl, Town Planner
DATE: January 3, 2019
RE: Fee Ordinance 22-1 and 22-2

Columbia adopts Zoning Fees by ordinance approved by a town meeting. Some of the fees are for applications to the Planning and Zoning Commission or the Zoning Board of Appeals, other fees are for permits and certificates issued by staff. The last change to the Ordinance was in 2012.

Applications that go before PZC or ZBA require the publication of legal notices, two notices of an upcoming public hearing are required, and one notice of decisions on all applications is also required. The Chronicle advertising costs have increased over the past few years for legal notices. I looked at all the applications that came to the PZC during FY 17/18 and compared the fees paid by the applicant with the Chronicle legal notice costs. For each application, the legal notice costs exceeded the applicant's fee.

The legal notice requirements are by State Statute and came from a time when newspapers played a larger role than today. For the past several legislative sessions, revisions to the requirements have been proposed but not adopted. In the future that may change, in anticipation of that change, some towns have separated the fee to place the legal notices from the additional administrative fee.

Because the ordinance includes other zoning fees, I felt that all the fees should be reviewed as well. To study how Columbia's current fee structure compares with neighboring towns, I reviewed the fees of Hebron, Lebanon, Andover and Coventry to our fees.

The current ordinance includes the ability for the town to hire an outside consultant to determine if a proposal would meet zoning or subdivision regulations, however the need and the cost must be determined before an application is submitted – an almost impossible task.

Currently we have two separate ordinances for fees: 22-1 (Zoning) and 22-2 (ZBA). It seems that at some point the fee for ZBA applications was included with 22-1, however 22-2 was never repealed.

Also, the format of the 22-1 is difficult to read as there is no organization in the format.

PZC and ZBA have reviewed the proposed changes to their fees and agree with the proposal. Connie Kisluk, ZEO and Cindee Hodge, Administrative Assistant have also reviewed the staff and commission fee proposal.

Attached is:

1. Fiscal Year 2017-2018 PZC Application Fees Charged vs. Cost of Legal Notice
2. Fee Comparison to other towns and Proposed Revisions to Fee Ordinance
3. Proposed Ordinance of Zoning Fees with annotations of current fees
4. Current Ordinance 22-1 and 22-2

Fiscal Year 2017-2018 PZC Application Fees Charged vs. Cost of Legal Notices

Special Permit Calvary Chapel

Fee charged:	350.00
2 LN for Public Hearing:	-287.42
1 LN for decision:	-134.73
Net	<u>-72.15</u>

Special Permit for American Woman Fitness Center

Fee charged:	350.00
2 LN for Public Hearing:	-246.50
1 LN for decision:	-149.70
Net	<u>-46.20</u>

Special Permit Heartstone Farm & Winery

Fee charged:	350.00
2 LN for Public Hearing:	-326.34
1 LN for decision:	-117.27
Net	<u>-93.61</u>

Fairview Farms subdivision

Fee charged:	350.00
2 LN for Public Hearing:	-282.44
1 LN for decision:	-124.75
Net	<u>-57.19</u>

Special Permit for Columbia Marine

Fee charged:	350.00
2 LN for Public Hearing:	-269.46
1 LN for decision:	-122.26
Net	<u>-41.72</u>

Heritage Farms subdivision

Fee charged:	350.00
2 LN for Public Hearing:	-304.40
1 LN for decision:	-139.36
Net	<u>-93.76</u>

Total charges for above 18 LN = \$2,505; average of \$139 each or \$417 for PH

**Fee Comparison and
Proposed Revision to Fee Ordinances 22-1 and 22-2**

Date of last revision	Hebron 4/12/2013	Lebanon 3/26/2018	Andover 1/1/2013	Coventry 2/14/2018	Columbia 4/28/2012	Columbia PROPOSED
Planning & Zoning Commission:						
Site plan application	\$150 + \$50 / 1000sf	\$500 + \$100 / pg of plan (\$600 min)	\$250 w/ siteimp \$150 no siteimp	\$100 +\$200 LN Fee	\$350 w/ siteimp \$150 no siteimp	\$200 w/ siteimp \$100 no siteimp +\$150 LN Fee
Site plan modification	"	\$200 + \$100/pg	"	"	"	"
Special Permit	\$200 + \$100 / 1000sf	Site plan fees + \$300 LN Fee (\$900 min)	\$400 w/ siteimp \$250 no siteimp	\$150 +\$600 LN Fee	\$350	\$100 + \$450 LN Fee
Zone Change application	\$350 upto 10ac or \$350 + \$10/ac	\$300 per acre min \$900	\$150	\$150 +\$600 LN Fee	\$350	\$100 + \$450 LN Fee
Regulation Amendment	\$350	\$600 + \$300 LN Fee		\$150 +\$600 LN Fee	\$350	\$100 + \$450 LN Fee
Subdivision application	\$250 + \$125 per lot + \$150 per 100' of road/common driveway	\$300 + \$300 LN \$100 per lot if preliminary plan, or \$200 per lot if no preliminary plan	\$500 + \$100 per lot for 1st 3 lots, \$150 ea add'l	\$50 per lot + 1-5 lots \$100; 6-10 \$150 11-20 lots \$200; 21-40 \$250 +\$600 LN Fee	\$50 per lot \$350 min	\$500 + \$100 per lot + \$450 LN Fee
Subdivision modification	"	"	"	"	"	\$150 per lot modified + \$ 150 LN Fee
Professional Review:						
Review of design of new or rebuilt roads, drainage and other site improvements	\$150 per 100' of new road	\$250 per lot at time of application	TBD	\$85/hr	TBD prior to application submission	\$250 per lot escrow at time of application
Supervision & inspection of construction of new or rebuilt roads, drainage and other site improvements.	4% of est costs per TwnEng	4% of est costs; \$500 min at time of final plan	TBD	\$85/hr	TBD prior to application submission	4% of est costs, \$500 min, escrow at time of final plan
Legal review pertaining to Deeds-Easements-Bonding	none	\$ 500 at time of final plan	TBD	\$200/hr	TBD prior to application submission	\$ 500 escrow at time of final plan
Financing of Special Studies:	none	TBD by PZC	TBD		TBD prior to	TBD by PZC (see below)

In addition to the required application fees, applications requiring environmental, traffic, engineering and/or other expertise deemed by the Planning and Zoning Commission to be beyond the expertise of Town staff to adequately review may require an independent professional study or consultation necessary for the Commission to decide the issue before it. In such cases the Commission may require an applicant, as a condition of processing its application, to pay for the cost of such study or consultation, and the applicant shall be required to place an amount (up to \$10,000.00) estimated by the Planning and Zoning Commission or Town Planner into an escrow fee account within ten (10) days of the applicant's receipt or notice of the estimate. Payments to outside experts will be made by the Town from the escrowed funds. Should there be additional costs, by prior agreement or written contract modification, the balance shall be paid by the applicant before issuance of any permits. The balance of escrowed fees in excess of the actual costs shall be refunded to the applicant.

**Fee Comparison and
Proposed Revision to Fee Ordinances 22-1 and 22-2**

Date of last revision	Hebron 4/12/2013	Lebanon 3/26/2018	Andover 1/1/2013	Coventry 2/14/2018	Columbia 4/28/2012	Columbia Proposed
Zoning Permit / Certificate for:						
New Primary Building (up to 4 inspections)	\$.25 / \$1000 cost \$25 min	\$50	\$25 ea	\$100	\$100 \$25 ea adl	no change
New or addition to accessory/ secondary building or additon to primary building (i.e. new barn, garage, in-ground pool, deck, or addition to primary or accessory building)	\$.25 / \$1000 cost, \$25 min	\$50	\$25 ea	\$50/ \$75	\$25	\$50
Temp Zoning Compliance	\$75/ \$150		\$25	\$25	\$100	no change
Interior Renovations	\$.25 / \$1000 cost \$25 min	\$50		\$25	\$10	\$25
Release letter from Land Records			\$100		\$100	no change
Minor accessory structure or use: (i.e. storage shed, alternative energy system)	\$.25 / \$1000 cost \$25 min	\$50	\$25 ea	\$25	\$10	\$25
Home Occupation		\$100	\$25		\$25	\$25
Sign application/permit freestanding sign wall sign modification to existing sign temporary sign	\$100 each \$50 each \$25 each \$25 each	\$25	\$25	\$25	\$25	no change
Other matters of staff review with no zoning permit required: i.e. lot line revisions, free splits	\$50	\$50	none	\$25	none	\$25
ZBA applications	\$400	\$400	\$390	\$525	\$175 per ordinance 22-2; but charge \$350	\$150 + \$450 LN Fee PH, or + \$150 LN Fee no PH

ORDINANCE FOR A NEW SCHEDULE OF ZONING FEES

SELECTMEN’S MINUTES BOOK 4, PAGE 83
SELECTMEN’S MINUTES BOOK6, PAGE 609
SELECTMEN’S MINUTES BOOK 7, PAGE 1373
SELECTMEN’S MINUTES BOOK 9, PAGE 2297
SELECTMEN’S MINUTES BOOK 10, PAGE 2594
SELECTMEN’S MINUTES BOOK 10, PAGE 2619
SELECTMEN’S MINUTES BOOK 10, PAGE 2647
SELECTMEN’S MINUTES BOOK 12, PAGE 3511
SELECTMEN’S MINUTES, BOOK __, PAGE __ (to be determined)

The revised zoning fee schedule shall be as follows:

Zoning Permit / Certificate of Zoning Compliance

New Primary Building (up to 4 inspections):	\$100 <i>[no change]</i>
Re-inspections:	\$25 each before Zoning Certificate <i>[no change]</i>
New or addition to accessory/secondary building or addition to primary building: (i.e. barn, garage, in-ground pool, deck)	\$50 <i>[currently \$25]</i>
Minor accessory structure: (i.e. storage shed, solar panels)	\$25 <i>[currently \$10]</i>
Temporary Certificate of Zoning Compliance	\$100 <i>[no change]</i>
Interior Renovations:	\$25 <i>[currently \$10]</i>
Home Occupation	\$25 <i>[no change]</i>
Release letter from Land Records	\$100 <i>[no change]</i>
Sign permit	\$25 per application to ZEO <i>[no change]</i>
Other matters requiring staff review with no zoning permit required:	\$25 <i>[new fee]</i>

Proposed Ordinance of Zoning Fees – Annotated with current fees

Applications to Planning & Zoning Commission *[currently \$350 if Public Hearing, and \$150 for no PH]*

Site Plan Application/Modification	
With site improvements:	\$200 + fee for legal notice of decision
With no site improvements:	\$100 + fee for legal notice of decision
Special Permit Application/Modification:	\$100 + fee for public hearing legal notices
Zone Change Application:	\$100 + fee for public hearing legal notices
Regulation Amendment Application:	\$100 + fee for public hearing legal notices
Subdivision Application:	\$100 per lot, minimum \$600 + fee for public hearing legal notices
Subdivision Modification:	\$150 per lot modified <i>[no change]</i> + fee for public hearing legal notices
Fee for Legal Notice Publication:	\$450 for public hearing legal notices \$150 for legal notice of decision only

Professional Review / Consultants *[currently to be determined before the application is submitted]*

Subdivision applications with new or rebuilt roads, drainage and other site improvements:	
Review of design:	\$250 per lot (escrow) at time of application
Supervision of construction:	4% of estimated costs, \$500 min (escrow) at time of final plan submission
Legal review pertaining to deeds, easements, and bonding agreements:	\$500 (escrow) at time of final plan submission

Financing of Special Studies: In addition to the required application fees, applications requiring environmental, traffic, engineering and/or other expertise deemed by the Planning and Zoning Commission to be beyond the expertise of Town staff to adequately review may require an independent professional study or consultation necessary for the Commission to decide the issue before it. In such cases the Commission may require an applicant, as a condition of processing its application, to pay for the cost of such study or consultation, and the applicant shall be required to place an amount (up to \$10,000.00) estimated by the Planning and Zoning Commission or Town Planner into an escrow fee account within ten (10) days of the applicant's receipt or notice of the estimate. Payments to outside experts will be made by the Town from the escrowed funds. Should there be additional costs, by prior agreement or written contract modification, the balance shall be paid by the applicant before issuance of any permits. The balance of escrowed fees in excess of the actual costs shall be refunded to the applicant.

Proposed Ordinance of Zoning Fees – Annotated with current fees

NOTE: *also repeal Ordinance 22-2 - Zoning Board of Appeals Fees for Application*

Applications to Zoning Board of Appeals *[currently \$350 for all applications]*

Variance and Special Permit:	\$150 + fee for public hearing legal notices
Appeal of ZEO Decisions	\$150 + fee for public hearing notices
Application not requiring public hearing	\$150 + fee for legal notice of decision only
Fee for Legal Notice Publication:	\$450 for public hearing legal notices \$150 for legal notice of decision only

NOTE: Fees listed in this ordinance do not include any State fees per CGS 22a-27j as amended.

Adopted: 1/12/84
Effective: 1/7/84

Hearing: 4/3/90
Adopted: 4/3/90
Published: 4/7/90
Effective: 5/1/90

Presented: 10/1/02
Hearing: 10/15/02
Adopted: 10/15/02
Published: 10/21/02
Effective: 11/15/02

Hearing: 12/7/93
Adopted: 12/7/93
Published: 12/10/93
Effective: 1/1/94

Presented: 4/3/12
Adopted: 4/3/12
Published: 4/7/12
Effective: 4/28/12

Hearing: 1/16/01
Adopted: 1/16/01
Published: 1/19/01
Effective: 2/1/01

Hearing: /19
Adopted:
Published:
Effective:

Presented: 12/4/01
Hearing: 12/18/01 – 1/2/02
Adopted: 1/2/02
Published: 1/7/02
Effective: 2/1/02

ORDINANCE FOR A NEW SCHEDULE OF ZONING FEES

SELECTMEN’S MINUTES BOOK 4, PAGE 83
SELECTMEN’S MINUTES BOOK6, PAGE 609
SELECTMEN’S MINUTES BOOK 7, PAGE 1373
SELECTMEN’S MINUTES BOOK 9, PAGE 2297
SELECTMEN’S MINUTES BOOK 10, PAGE 2594
SELECTMEN’S MINUTES BOOK 10, PAGE 2619
SELECTMEN’S MINUTES BOOK 10, PAGE 2647
SELECTMEN’S MINUTES, BOOK __ , PAGE __ (to be determined)

The new zoning fee schedule shall be as follows:

Subdivision/Modifications to same:	\$50 per lot, min. fee \$350
Re-Subdivision/Modifications to same:	\$50 per lot, min. fee \$350
Subdivisions with Section 12.5a-e waivers:	\$50 per lot, min. fee \$350
Engineering for commercial project/ drainage/new town roads:	See Page 2 “Outside Consultant”
New Houses (4 inspections):	\$100
Re-inspections:	\$25 each before Zoning Certificate
Decks, additions, barns, garages:	\$25
Temporary Zoning Compliance:	\$100
Interior Renovations:	\$10
Release Letter from Land Records:	\$100
Special Exceptions:	\$350
Tool/storage shed:	\$10
Zone Change:	\$350
Amendments to Regulations:	\$350
Sign Permit	\$25
Home Occupation/Professional Office	\$25

Site Plan Review/Modifications
(with no site improvements)
including Minor Site Plan Modifications: \$150

Site Plan Review/Modifications \$350
(with site improvements)

NOTE: the fees listed in this ordinance do not reflect additional fees that may be required by various state agencies. Therefore, fees required by various state agencies would be added to the fees listed in this ordinance.

DEFINITION OF OUTSIDE CONSULTANT: Outside Consultant means a Professional who is not a **direct** employee of the Town of Columbia, including, but not limited to planning, zoning, professional engineer(ing), traffic engineer, environmental consultant, radio frequency engineer, certified soil scientist, architect, landscape architect, master gardener, or legal professionals.

Specialized Application Review Fees for Outside Consultants: To be determined prior to acceptance of application using the following text as guidance:

When the expected cost of evaluating specialized aspects of any land use application may require specialized outside consultants or legal opinion, the PZC/staff will work with prospective applicant to help determine reasonable work tasks and fees before a formal application is submitted. The PZC/staff would: identify specialized questions/consultant requirements; help identify the independent consultant(s) who might be used to advise The Town; and involve work tasks and consultant estimated fees; execute an agreement with the applicant detailing work statements and estimated reasonable outside consultant costs; and accept a certified bank check or money order made payable to the Town of Columbia for the total of such actual and reasonable engineering/constant/legal fees due and payable at the same time as the application is received. The funds will be accounted for in an agency general ledger account to monitor the payment for such services. No application will be considered complete until such fee or fees have been paid an such agreement has been submitted.

The outside consultant advising the Town will be contracted using an agreement containing the same special work tasks and estimated reasonable costs and would submit bills for specific tasks completed to the Town. The Town would pay invoices recommended by the PZC/staff for such payment from the funds on deposit. Should there be any special costs, by prior agreement or written contract modification, this balance shall be paid by the applicant before issuance of any permits. Any portion of the specialized review budget remaining shall be returned to the applicant upon completion of the review, evaluation and processing of the subject application.

Sewage Disposal System Permit (effective 12/15/87):

Septic:	\$50
Septic Percolation Test:	\$35
Additional Deep Test Holes:	\$10 each
Review of Engineered Plans:	\$25
Re-inspection due to improper installation:	\$15
Missed appointments:	\$15
Review of subdivision plans:	\$10 per lot
Well permits:	\$25 (\$1 permit, \$24 inspection)
Mortgage inspection by Town Sanitarian	\$25
Consultation at Site:	\$15

Adopted: 1/12/84
 Effective: 1/7/84

Hearing: 4/3/90	Presented: 10/1/02
Adopted: 4/3/90	Hearing: 10/15/02
Published: 4/7/90	Adopted: 10/15/02
Effective: 5/1/90	Published: 10/21/02
	Effective: 11/15/02

Hearing: 12/7/93	Presented: 4/3/12
Adopted: 12/7/93	Adopted: 4/3/12
Published: 12/10/93	Published: 4/7/12
Effective: 1/1/94	Effective: 4/28/12

Hearing: 1/16/01
 Adopted: 1/16/01
 Published: 1/19/01
 Effective: 2/1/01

Presented: 12/4/01
 Hearing: 12/18/01 – 1/2/02
 Adopted: 1/2/02
 Published: 1/7/02
 Effective: 2/1/02

ZONING BOARD OF APPEALS FEES FOR APPLICATION

Selectmen's Minutes Book 4 Page 243

Selectmen's Minutes Book 10 Page 2594

In accordance with Section 8-1c of the Connecticut General Statutes, the Town of Columbia does hereby establish a fee of *one hundred seventy-five (\$175.00) for a Zoning Board of Appeals application. Said fee is based on the costs of required advertising and processing of applications. The Board of Selectman shall review said fee annually with said review to include input from the Zoning Board of Appeal's. ****The applications, requiring action of the Zoning Board of Appeals, do not reflect additional fees required by various State agencies; these fees will be added to those above.**

Review Date:	May 1st
Public Hearing:	April 1, 1986
Adopted:	April 1, 1986
	Board of Selectmen
Publication Date:	April 4, 1986
Effective Date:	April 25, 1986
*Revised: Town Meeting	June 18, 1996.
Publication Date:	June 22, 1996
Effective Date:	July 8, 1996
*Revised Town Meeting	March 30, 2004
Publication Date:	April 7, 2004
Effective Date	April 28, 2004
**Revised : BOS	June 15, 2004
Publication Date:	June 24, 2004
Effective Date:	July 15, 2004
See ZBA Minutes:	May 27, 2004

The Lake Management Advisory Committee discussed at its December 2018 meeting the concern that the contents of the bait buckets of ice fishermen can contain invasive flora and fauna species depending on the type of bait and its source. As an expedient measure, LMAC determined to recommend to the Selectmen that it have the Department of Public Works maintain a covered barrel to collect discarded bait and water which should be visibly placed at the town beach near the water access point marked with a noticeable sign that reads:

ICE FISHERMEN:

PLEASE DUMP
UNNEEDED BAIT AND BAIT BUCKET WATER
HERE
AND
REPLACE LID TO WARD OFF BIRDS

HELP PROTECT THE LAKE FROM
INVASIVE SPECIES

THANK YOU.

The cover on the barrel would be intended to prevent seagulls from transporting bait back onto the ice. The barrel should be removed from the lake watershed from time to time, to empty, clean and return.

As all ice fishermen do not access the lake from the town beach, LMAC also requests permission of the Selectmen for LMAC members to chat with the fishermen and deliver flyers which would explain the situation, and which would read generally as follows:

Dear Ice Fisherman:

The Town of Columbia is taking proactive measures to protect Columbia Lake from invasive plant species and bait fish. Please inspect your gear at home for any strands of algae left from a fishing trip elsewhere and remove any foreign matter before you come to Columbia Lake.

When you finish fishing, please take all unused bait and the water in your bait bucket home with you or discard it in the barrel maintained at the town beach for this purpose. PLEASE DO NOT spill the contents of your bait bucket down a hole or onto the ice when you depart.

Your cooperation is very appreciated. Thank you.

Columbia Board of Selectmen

LMAC also intends to keep these vectors for invasion under review and may make further recommendations.

Sincerely,
Mike Gnazzo

LAKE MANAGEMENT ADVISORY COMMITTEE

January 7, 2019

Mr. Steven M. Everett
First Selectman
323 Route 87, Yeoman's Hall
Columbia, CT 06237

RE: Application for Construction of a Structure on or Over Columbia Lake
Karen Loiselle Goodwin, 48 Erdoni Road, Columbia, CT

On November 13, 2018, Karen Loiselle Goodwin, of 48 Erdoni Road, Columbia, CT submitted an application for permit seeking to repair an existing seawall.

Steve Harrington, Karl Then and I (on the behalf of the Lake Management Advisory Committee) reviewed the application and I spoke with the contractor to review the proposed scope of work. The proposed work involves the re-building of approximately 85 feet of an existing stone seawall. The existing stone seawall will be re-built utilizing the existing stones with a new "dry set" stone seawall of similar configuration and in the same location as the prior stone seawall. There is no significant lake bed excavation anticipated. No work is proposed to the two (2) existing wooden docks.

According to the Standards for Granting Permission for the Construction of Structures on Columbia Lake (Lake Guidelines), the replacement of the stone seawall is acceptable.

After review, it is the recommendation of LMAC to the Board of Selectmen that this permit be approved with the following conditions:

1. All work will be accomplished after Lake Drawdown beginning on November 1, 2018 and shall be completed prior to the lake re-filling on March 15, 2019.
2. No machinery or power equipment will be allowed on the lake bed.
3. No substantial materials will be placed on, added to or removed from the lakebed.
4. The applicant will insure construction of the new seawall and dock will be of sound materials and shall not adversely affect the quality of the Lake water or aquatic life.
5. Disturbance to the lakebed will be minimal. No grading or significant excavation shall be allowed.

Your consideration in this manner is appreciated.
Respectfully Submitted;

Robert R. Powell, Jr.

Robert R. Powell, Jr.
Chairman, Permit Application Sub-Committee
Lake Management Advisory Committee

Town of Columbia
323 Jonathan Trumbull Highway, Columbia, CT 06237
Phone: (860) 228-0110 Fax: (860) 228-1952

Application for Constructing Structures on or over Columbia Lake

Date submitted: 11/13/18

Complete and return to the Board of Selectmen.

Property owner: Karen Loiselle Goodwin
Address: 48 Erdoni Road PO 306 Columbia, CT 06237
Property Location: 48 Erdoni Road, Columbia
Daytime phone # 860-729-9141 (c)
Applicant if different from owner: n/a
Address: _____
Daytime phone # _____

Structure Information:

Proposal is for: New Replacement Repair - Stone Retaining Wall
Structure Type: Dock Seawall Raft Boat Cover

Application must include a sketch of the structure clearly indicating dimensions and placement of the structure in reference to the property, as well as information regarding materials to be used in construction/repair. Supporting information such as maps and pictures are also helpful and may help expedite the process.

Note: Applications made by persons other than the property owner must contain the written approval of the application by the owner. All fee-owners and owners of rights-of-way shall join in any application. Signature below indicates approval for the Board of Selectmen or authorized town personnel to visit property for the purpose of inspecting prior to and after construction.

Owner Signature: Karen Loiselle Goodwin Date: 11/13/18
Applicant Signature: n/a Date: _____

Special note: Permission by the Board of Selectmen to construct a structure on or above the Town owned lake bottom shall not relieve the applicant from obtaining other required approvals, nor shall Selectmen approval indicate eventual approval by other officials.

Approved: _____ Date: _____
First Selectman

GreenScapes

LANDSCAPE CONSTRUCTION & DESIGN



December 17, 2018

Robert and Karen Loiselle Goodwin
48 Erdoni Road
Columbia, CT 06237

Dear Robert and Karen,

GreenScapes, Inc. L.C.C will provide all labor, equipment, materials, and supervision in order to re-build existing stone retaining walls along lake shore. No modifications to the existing shoreline will be done. We will be using existing stones to re- build stone walls. We will also be removing a couple of existing tree limbs that currently hang over the wood docks.

If you should have any further questions, please feel free to contact me.

Sincerely,

Timothy J. Hara
President
GreenScapes, Inc.

Greenscapes, Inc. Landscape Construction & Design Company
15 Teichert Lane Hebron, CT 06248
Phone: 860-228-9105 Fax: 860-530-1465
E-mail: tgreenscapes@comcast.net
www.gogreenscapesinc.com

Unilock Certified Installer
Pavers, Retaining walls
Exterior Lighting

















REQUEST FOR ABATEMENT OR REFUND OF PROPERTY TAXES

Sec. 12-81(20), Sec. 12-124, 12-125, 12-126, 12-127, 12-127a, 12-128, 12-129 Rev. as Amended
 This is to certify that LANCIANO ANN C

has presented satisfactory proof that he/she is entitled to an exemption on the assessment list of 10/01/2017.

- Sec. 12-81 (20) Servicemen Having Disability Rating.
- Sec. 12-124 Abatement to poor.
- Sec. 12-125 Abatement of Taxes of Corporations.
- Sec. 12-126 Tangible Personal Property Assessed in more than one Municipality.
- Sec. 12-127 Abatement or Refund to Blind Persons.
- Sec. 12-127A Abatement of Taxes on Structures of Historical or Architectural Merit.
- Sec. 12-128 Refund of Taxes Erroneously Collected from Veterans and Relatives.
- Sec. 12-129 Refund of Excess Payments.

LANCIANO ANN C
 54 LAKE RD
 COLUMBIA, CT 06237-1317

2017-03-0053331
 53331
 /1HGCP36899A001289



To CAROL W. PRICE CCMC Collector of TOWN OF COLUMBIA State of Connecticut.

I hereby apply for ~~abatement or~~ refund* of such part of my tax as shall represent: *2009 Hender*
~~The service exemption on~~ Sec. 12-129 Refund of Excess Payments. *Accord, gifted during*
 (State reason -- Cross out service exemption if it does not apply) *The tax year.*

		Tax	Interest	Lien	Fee	Total	Overpaid Tax
Total Due	07/01/2018	103.27	0.00	0.00	0.00	103.27	
Total Paid	09/25/2018	168.18	7.97	0.00	1.00	177.15	-64.91 ***
Adjusted Refund:		-64.91	-3.32	0.00	0.00	68.23	

PLEASE READ, SIGN, AND DATE BELOW:

I am entitled to this refund because I made the payments from funds under my control, and no other party will be requesting this refund. I understand that false or deliberately misleading statements subject me to penalties for perjury and/or for obtaining money under false pretenses.

x ANN C. LANCIANO
 Print Name

ANN C. LANCIANO x 12/10/2018
 Signature of Taxpayer Date

COLLECTOR'S RECOMMENDATION TO THE GOVERNING BODY

To the First Selectman, or _____
 It is recommended that refund* of property taxes and interest in the amount of 68.23
 be made to the above-named taxpayer in accordance with the provisions of Section (s):

Sec. 12-129 Refund of Excess Payments.

DATED AT TOWN OF COLUMBIA, CONNECTICUT THIS 10 DAY OF December 2018

Carol W. Price
 CAROL W. PRICE CCMC
 (860) 228-0230

ACTION TAKEN BY GOVERNING BODY

The First Selectman, as authorized by the Board of Selectman, or _____
 approved on the _____ day of _____ 20____. It was voted to refund
 Property Taxes and Interest amounting to \$ _____ to _____.

 First Selectman

 Other Governing Body

 Clerk

**Cross out abatement or refund as required.

Mail To : CAROL W. PRICE CCMC
 TOWN OF COLUMBIA
 323 ROUTE 87
 COLUMBIA, CT 06237-1156

Posted Refund Transaction (s)

TOWN OF COLUMBIA

Int Date: 01/07/2019

Date: 01/07/2019

Page: 1

Condition(s) : Name : LANCI
 Bill Name
 Dist/Susp/Bank Address

Prop Loc/Vehicle Info.
 UniqueID/Reason

Paid Date

Tax

Int

L/F

Total
 Adjusted

Overpaid
 Tax

2017-03-0053331	LANCIANO ANN C 54 LAKE RD COLUMBIA CT 06237-1317	2009/1HGCP36899A001289 53331 Sec. 12-129 Refund of Excess Payments.	9/25/2018	103.27 168.18 -64.91	0.00 7.97 -3.32	0.00 1.00 0.00	103.27 177.15 -68.23	-64.91 Adjusted
TOTAL	1			103.27 168.18 -64.91	0.00 7.97 -3.32	0.00 1.00 0.00	103.27 177.15 -68.23	-64.91 Adjusted