

BYLAWS

of

THE TOWN OF CHAPLIN, CONNECTICUT PLANNING & ZONING COMMISSION

ARTICLE I: Purposes and Authorization

The objectives and purposes of the Planning and Zoning Commission of Chaplin, Connecticut are those set forth in Chapters 124 and 126 of the Connecticut Statutes, as amended, and those powers and duties delegated to the Chaplin Planning and Zoning Commission by the aforementioned statutes by Town Ordinances in accordance with the above enabling law.

ARTICLE II: Name

The Commission shall be known as the Chaplin Planning and Zoning Commission. In these Bylaws it is referred to as the "Commission" or the "PZC".

ARTICLE III: Office of the Agency

The office of the Chaplin Planning and Zoning Commission shall be at the Chaplin Town Hall where all Commission records shall be kept. Copies of all official documents, records, maps, etc., shall be filed or recorded.

ARTICLE IV: Membership

1. The PZC membership and their terms of office shall be as specified in the Chaplin Town Ordinance establishing the Commission published April 6, 1964, and the aforementioned Connecticut General Statutes. A full Commission shall consist of seven regular members.
2. There shall be three alternate members. If a regular member of the Commission is absent, or disqualified, the Chairman of the Commission must designate an alternate to so act, choosing alternates in rotation, so that they can act as nearly equal a number of times as possible. The procedures set forth on the General Statutes for the seating of alternates is specific, and must be closely followed. If any alternate is not available to sit in accordance with the regular rotation, such fact must be reported in the minutes of the meeting.

ARTICLE V: Officers and their Duties

1. The officers of the Commission shall consist of a Chairman, a Vice-Chairman and a Secretary, who shall be members of the Commission.
2. The Chairman shall preside at all meetings and hearings of the Commission and shall have the duties normally conferred by parliamentary usage on such officers. The Chairman shall have the

authority to appoint committees, call special meetings, certify the expenditure of funds up to \$75 without prior approval of the Commission and generally perform other duties as may be prescribed by these By-laws. The Chairman shall be one of the Commission members. He or she shall have the privilege of discussing all matters before the Commission and of voting thereon.

3. The Vice-Chairman shall act in lieu of the Chairman when the Chairman is absent at meetings or hearings.
4. The Secretary shall keep the records and minutes of the Commission, and shall be responsible for submitting legal notices for publication and sending notifications as required by certified mail. The Secretary shall also record public hearings on magnetic tape, attend to Commission correspondence and submit PZC Annual Reports to the Board of Finance. The Chairman shall have the authority to have a PZC Recording Clerk who attends PZC meetings take the minutes of meetings, notify members and alternates of meetings, post PZC meeting notices and agendas with the Town Clerk, and distribute drafts of minutes to members and alternates. In the absence of the Secretary and the Recording Clerk, the Chairman shall appoint a Secretary *pro tem* to take meeting minutes.

ARTICLE VI: Election of Officers

1. The Commission shall hold its annual organizational meeting at the time of its regular meeting in December of every year. At this meeting officers shall be elected by the Commission to serve in the following calendar year.
2. Nominations shall be made from the floor at the annual organizational meeting, and the election of the officers specified in Article V above shall follow immediately thereafter.
3. A candidate receiving a majority vote from the entire membership of the Commission shall be declared elected, and shall serve for the next year or until his or her successor shall take office.

ARTICLE VII: Vacancies in Office

1. Vacancies in office shall be filled by regular election procedure as prescribed in the ordinance establishing the Commission.
2. Resignations from the Commission shall be in written form and be transmitted to the Chairman, who shall then forward the same to the Town Clerk and the Board of Selectmen.

ARTICLE VIII: Meetings

1. Regular meetings will be held on the third Tuesday of each month at the Chaplin Town Hall at 7:30 pm. In the event of conflict with holidays, the meeting will be held on the next business day. A designated PZC officer shall notify the membership of the change of date of such a rescheduled regular meeting not less than 24 hours before that meeting.

6. The presiding officer shall assure an orderly hearing and shall take necessary steps to preserve decorum and order at all times. The presiding officer shall reserve the right to adjourn or close the hearing in the event the discussion becomes unruly and unmanageable.

7. The show of hands by those persons present shall not be allowed on any general question presented at a public hearing. The hearing shall be conducted only for the purpose of taking testimony to be considered in deliberations at regular meetings of the Commission. If a general consensus of the meeting is desired, the Commission may provide properly identified sheets of paper on which the electors may signify in writing their opinions as either in favor or opposed to the question before the public hearing.

ARTICLE XIII: Employees

1. Within the limits of the funds available for its use, the Commission may employ such staff personnel and/or consultants as it sees fit to aid the Commission in its work. Appointments shall be made by a majority vote of the entire membership. The Chairman may be authorized to sign contracts for employing personnel and contracting for planning services as might be approved by the Commission.
2. The term of office of the **Zoning Enforcement Officer** shall be on a continuing basis until he or she is replaced, and performance of the Zoning Enforcement Officer shall be reviewed every year at the December regular meeting.

ARTICLE XIV: Committees

Committees may be appointed by the Chairman for purposes and terms of which the Commission approves.

ARTICLE XV: Public relations

The Chairman or a duly appointed Commission member shall act as public relations officer for the Commission. Duties of the public relations officer include the preparation of PZC position letters to legislators and other officials, and the writing of press releases.

ARTICLE XVI: Amendments

These Bylaws may be amended by a majority vote of the entire voting membership of the Commission, only after the proposed changes have been read and discussed at a previous regular meeting, except that the Bylaws may be changed at any time by a unanimous vote of the entire voting membership of the Commission.

DATE OF ADOPTION:

JAN 17 1995

2. Notice of a Special Meeting shall be communicated to members and alternates not less than 24 hours before such a meeting.
3. An Emergency Meeting of the PZC does not require an agenda to be posted in advance of the meeting. Minutes of an Emergency Meeting must be filed within 72 hours of the close of the meeting.
4. A majority of the voting membership shall constitute a quorum, and the number of votes necessary to transact business shall be a majority of the members of the Commission. Specifically, a quorum shall be four regular members, or three regular members and a voting alternate member, or two regular members and two voting alternate members. A quorum is required to conduct business.
5. All Commission meetings shall be open to the public when in session, and can be open to the public when the Commission is in executive session when so voted by a majority of the Commission members present and voting.
6. Unless otherwise specified, Róberts' Rules of Order shall govern the proceedings at the meetings of the Commission.

ARTICLE IX: Disqualification

1. No member of any municipal commission or agency of the Town of Chaplin shall appear for or represent any person, firm, corporation or other entity in any matter pending before the Commission whether or not he or she is a member of the Commission hearing such matter. No member or alternate of the Commission shall participate in a hearing or decision of the Commission upon any matter in which he or she is directly or indirectly interested in a personal or financial sense. Such a member or alternate shall disqualify him- or herself from Commission deliberations and voting on the matter in question.
2. In the event of such disqualification, such fact shall be entered into the minutes of the Commission along with the reason for disqualification. Also, the Chairman shall temporarily appoint an alternate in attendance to act in lieu of a disqualified member for voting purposes on the matter in question.
3. If the matter of disqualification is questionable, i.e., the voting member or alternate in question does not think he should disqualify himself, while other Commission members feel circumstances warrant disqualification, then a member may call for a vote on the matter of disqualification. Disqualification shall be accomplished by a majority vote.

ARTICLE X: Order of Business at Regular Meetings

1. Unless otherwise determined by the Chairman, the order of business at regular meetings shall be:
 - A. Call to order.
 - B. Roll call. Seat Alternate(s) if necessary.
 - C. Approve minutes of previous meeting(s).

- D. Citizens Having New Business Before the PZC.
- E. Old Business.
- F. New Business.
- G. Correspondence.
- H. Report of the Zoning Officer.
- I. Items *pro re nata*.
- J. Adjourn.

ARTICLE XI: Hearings

1. The Commission may hold public hearings, in addition to required hearings, when it decides that such hearings will be in the public interest.
2. All public hearings prescribed by law shall be held in accordance with the requirements set forth for such hearings in Chapters 124 and 126 of the Connecticut General Statutes.
3. The matter before the Commission may be presented in summary by a member of the Commission designated by the Chairman, or a staff member, and parties of interest shall have the privilege of the floor under conduct rules read aloud at the start of the hearing by the Chairman or other PZC officer.
4. The proceedings of every hearing shall be recorded by the Commission on magnetic tape, or by a competent stenographer. The recording or transcription of the proceedings shall be the legal record of the hearing, and will be placed permanently on file in Commission archives.

ARTICLE XII: Conduct of Public Hearings

1. The Chairman of the Commission shall preside at public hearings. In the advent of the Chairman's absence, the Vice-Chairman or a duly appointed member shall act as presiding officer.
2. The Secretary or Chairman shall read the legal notice advertising the hearing, and note the dates and the newspapers in which the notice appeared.
3. A summary of the question or issue shall be stated by the presiding officer at the opening of the hearing. Comments shall be limited to subject advertised for the hearing. The Commission shall have the privilege of speaking first. The presiding officer shall describe the method of conduct of the hearing.
4. The presiding officer shall first call for comments from the proponents of the issue, to be followed by comments by those opposed to the issue. At the discretion of the presiding officer, this order of testimony may be reversed. In any case, each group shall make its statements without allowing an intermixture of comments pro and con. Rebuttal statements shall be permitted in their turn.
5. It shall be made clear at the hearing that all questions and comments must be directed through the Chair only after being properly recognised by the presiding officer. Each speaker commenting on the issue shall first clearly state his or her name and address.

TOWN OF CHAPLIN, CONNECTICUT
PLANNING & ZONING COMMISSION

MINUTES OF REGULAR MEETING OF PZC HELD 01/17/95 AT THE TOWN HALL

1. Chairman Boomer called the meeting to order at 7:35 p.m.
2. Members present: Boomer, Carbone, Garceau, Kopek, Northrop, Peifer and alternates Godaire and Schein. Birkmanis was absent.
3. Godaire was seated for Birkmanis.
4. MOTION made by Garceau and seconded by Peifer to approve the minutes of December 20, 1994 Regular meeting. VOTE approved: Boomer, Carbone, Garceau, Godaire, Northrop, Peifer. Abstained. Kopek.
5. CITIZENS HAVING NEW BUSINESS -- None
6. OLD BUSINESS
 - A. Discuss and Act on PZC Bylaws
MOTION made by Kopek and seconded by Carbone to adopt the Revised By-Laws effective 1/17/1995. VOTE all approved.

7. NEW BUSINESS

A. Chairman Boomer reviewed various correspondence received throughout the month which included a request from the First Selectman requesting comments and/or suggestions from PZC on a draft ordinance establishing a Conservation Commission.

B. No permits were issued this month by the Zoning Officer.
C. Schein will set a date for an informational meeting with Walter Welz on PA490.

D. Some light discussion on the regs. A particular problem was addressed about the need for a note on the subdivision mylar maps stating that the roads are approved by PZC but must be accepted by a Town vote before it's an official Town road.

It was suggested that including Bed & Breakfast homes in the regs would make it easier for any to be established in the future.

There are mixed opinions on raising the minimum footage of 850 square feet for homes. Some members feel there's already ample affordable housing available and not increasing the footage would be a mistake. Others feel they have no authority for raising the footage and it would be challenged.

Northrop will compile a list of proposed changes on one sheet for the next meeting.

8. ADJOURN

Motion made by Northrop and seconded by Carbone to adjourn the meeting at 9:10. VOTE all approved

Respectfully submitted,

Linda Nielsen
Recording Clerk

RECEIVED: February 3, 1995
CHAPLIN, 17:15
[Signature]
TOWN CLERK