

**TOWN OF CHAPLIN, CONNECTICUT  
HISTORIC DISTRICT COMMISSION**

**MINUTES OF A BUSINESS MEETING/THE ANNUAL MEETING  
HELD ON September 9<sup>th</sup>, 2014 IN THE CONF RM, CHAPLIN LIBRARY**

Jean Givens, Chair, called the meeting to order at 7:05 PM. Members present were Warren Church (vice chair), Jean Givens (chair), Kitty LeShay, Catherine Lynch (secretary), Paul Peifer, Catherine Smith (alternate), Paige Westerfield (alternate).

**A. Business Meeting**

1. Approval of the minutes. Peifer **moved** and Church seconded approval of the minutes of April 8<sup>th</sup>, 2014. The motion carried with four in favor and one abstention.

3. New Business. Lynch noted two changes in the District that appear to have skipped applications for Certificates of Appropriateness (CA). There is a new trellis at 342 Phoenixville Road, and a new skylight has been exposed on the rear extension at 73 Chaplin Street.

a. *342 Phoenixville Road*. Discussion involved the question of whether the trellis is new or a replacement. Smith will talk to the current owners, explaining what having a house in the District entails.

b. *73 Chaplin Street*. At the time Elenor DeVane installed the new skylight in 2013, it was entirely obscured from the view from the road by evergreen vegetation and hence to not require a CA. In 2014 DeVane cleared vegetation around the house, exposing the skylight. There was some discussion of whether this meant the skylight should require an application for a CA retroactively.

Peifer recalled that the Town had gone to court and won over the installation of skylights without a CA at 15 Chaplin Street. He noted that it is important to treat cases equitably. Church wondered if this were not similar to a case in which storm damage to vegetation exposed older, pre-existing exterior features, in which case a CA would not be required. Smith thought that if DeVane were to apply for a CA for the skylight, it would have to be denied in order not to create a precedent for skylights and thus the Commission should not require her to apply for a CA. Givens suggested that the Commission should consider developing a policy of informing people that installing features or structures obscured by vegetation without an application for a CA would be contingent on maintaining that vegetation. A majority of the Commissioners were loathe to ask that DeVane apply for a CA. When her time permits, Lynch will contact Gregory Farmer, a Connecticut Trust for Historic Preservation circuit rider, to learn his perspective on the problem.

4. Old Business. None.

5. Correspondence. None.

**B. Annual Meeting**

1. Election of Officers. With Givens stepping down as chair, LeShay **moved** and Givens seconded a slate of officers for 2015: Paul Peifer as chair, Warren Church as vice chair, and Catherine Lynch as secretary. The vote to approve the slate was unanimous.

Church will return the Commission's copy of the key to the Library, and Peifer will pick the key up there, signing it out in his name instead of Givens'.

2. Meeting Dates. Lynch **moved** and LeShay seconded a meeting schedule for 2015 of February 3<sup>rd</sup>, May 5<sup>th</sup>, September 8<sup>th</sup> (annual meeting), and November 10<sup>th</sup>, all on Tuesdays at 7:00 PM. LeShay will reserve the Conference Room in the Chaplin Public Library for these scheduled meetings.

The last scheduled meeting for 2014, November 11<sup>th</sup>, falls on Veterans' Day, and the Commission postponed that meeting to a special meeting on November 18<sup>th</sup> instead.

Givens closed the meeting at 7:50 PM.

Respectfully submitted,  
Catherine Lynch  
Secretary

The next meeting will be held on November 18<sup>th</sup>, 2014, and these minutes are subject to approval at that time.