

**Chaplin Planning and Zoning Commission  
Chaplin, Connecticut**

**Regular Meeting Minutes**  
**January 8, 2015**

The meeting was called to order at 7:06 PM

Members Present:

Chairman Peter Fiasconaro, Vice Chairman Doug Dubitsky (7:11pm), Dave Garceau, Alan Burdick and John Meyer (7:10pm)

Alternate Members Present:

Ken Fortier

Also present was Zoning Enforcement Officer Jay Gigliotti

Members Absent:

Randy Goodaire, Eric Beer, Alternate Cesar Beltran and Alternate Bill Ireland .

Town Attorney Dennis O'Brien and Recording Clerk Jennifer Nelson were unable to attend

**Seat Alternates:** Alternate Ken Fortier was seated for Eric Beer.

**Approval of December 11, 2014 Minutes:**

The meeting minutes indicated that Dave Garceau was present at the December 11, 2014 Meeting. Dave Garceau was not present at this meeting and the minutes shall be amended to remove him from the members present list..

Additionally, the minutes reflected that Dave Garceau voted to approve Item A under Old Business. of Alternate Cesar Beltran voted to approve Item A under Old Business and Dave Garceau, who was absent at the December 11, 2014 meeting, was written in place Cesar Beltran. The minutes shall be amended replacing Dave Garceau with Alternate Cesar Beltran in the approval votes for Item A under Old Business.

**Alan Burdick moved to approve the minutes of December 11, 2014 as amended, seconded by Peter Fiasconaro. Dave Garceau Abstained. Motion Carried.**

**Citizens having New Business:** None.

**Old Business:**

**A. Continued Discussion of Revisions to Section 5.2.A.10 "Accessory Apartments" of the Chaplin Zoning Regulations**

Dave Garceau asked what had been discussed about sec. 5.2.A.10 at the previous meeting. Chairman Peter Fiasconaro provided a brief summary of Attorney Dennis O'Brien's discussions with the commission regarding the accessory apartment section of the regulations. Chairman Fiasconaro additionally explained that while Vice Chairman Dubitsky was not present at the December Meeting, he had provided a draft of his revisions to the Accessory Apartment Section of the Zoning Regulations. Attorney O'Brien indicated that he would generate a review of Mr. Dubitsky's draft revision and provide a copy his review to the commission at the next meeting. Vice Chairman Dubitsky explained that Attorney O'Brien had generated x7 comments during his review the draft revision. Upon the completion of his review Mr. O'Brien sent his review comments to all of the PZC members via email, on the day of the meeting, January 8, 2015, around 2pm. Vice Chairman Dubitsky requested ZEO J. Gigliotti make copies of the Draft revision to the Accessory Apartments regulation, as well as Attorney O'Brien's review comments, and

ensure each member present at the meeting had one of each copy of each so that a review and discussion could occur. While Mr. Gigliotti made the photocopies of these x2 documents, Vice Chairman Dubitsky provided the commission with a summary his revision process and also responded to several general questions from commission members. In addition to Vice Chairman's summary, discussion occurred regarding the topics covered at the December Meeting, relating to "Section 5.2.A.10- Accessory Apartments" of the zoning regulations. Once Mr. Gigliotti finished making the copies, he distributed one of each to the commissioners. After providing the members with a few moments to review each of the x2 documents, Vice Chairman Dubitsky began to discuss each of Attorney O'Brien's x7 review comments, one by one against his draft revision to section 5.2.A.10- Accessory Apartments of the zoning regulations.

During the review and Discussion of Attorney O'Brien's x7 comments, the commission members discussed the requirement of the property owner, or the individual immediate family to occupy the primary dwelling on the property vs. the affect that absentee ownership could have on the abutting neighbors or the town of Chaplin in general. Additional concerns discussed included the different types of ownership, the lack of a Police force in Chaplin, the use of the accessory apartment for student housing or similar housing uses that may be disruptive to the neighborhood or the Town, the location of an Accessory Apartment to be located on the lot, the size of the accessory apartment, the size of the lot to place an accessory apartment, the number of bedrooms, number of bathrooms, number of total rooms, the parking requirements of both the accessory apartment as well as the Primary dwelling, the conformance with current zoning code setbacks, non-conforming lots and lots of record, subdivision of the land, subdivision regulations and requirements, buildable area, septic and well systems, Eastern Highlands Health District, building permits, zoning permits, the number of Accessory apartments to be allowed on the property, attached & detached Accessory apartments, conversions of accessory structures to apartments, the possibility to provide residents advance notice of regulations when obtaining permits or purchasing land, procedure for special permits to allow accessory apartments on lots with unique conditions and several other concerns and ideas that were brought up by the commission members or were stated in Attorney O'Brien's email. Finally, as it was stated in Attorney O'Brien's comments, discussion occurred on the purpose of the Accessory Apartment regulations as well as the zoning regulations as a whole, which is to provide all of Chaplin's residents with Health, Safety and Quality of Life in the Town of Chaplin.

At the conclusion of the concerns and topics discussed, the Commission agreed to Vice Chairman Dubitsky's offer to make revisions to the draft that was discussed, taking into account all of the concerns that were addressed at this meet as well as the discussion of the comments from Attorney O'Brien. Once he had completed these revisions to his draft, Vice Chairman Dubitsky would, prior to the next meeting in February, send that to ZEO Jay Gigliotti, who shall then forward them to all of the PZC members, Attorney O'Brien and First Selectman Bill Rose.

**New Business:** None

**Correspondence:**

Chairman Fiasconaro explained to the commission that the ZEO had received information from the Regional Council of Governments offering review services of regulation revisions and the development of Plan's of Conservation and Development. Discussion followed regard the State Statutes requirements to provide the Council of Government the opportunity to co9mment on drafts of POCD, when Chaplin was required to develop another POCD, Council of Government's review of regulation revisions and what Council of Government Chaplin belonged to.

ZEO Jay Gigliotti indicated that the Town of Mansfield had sent a link to him, allowing for the review of their draft POCD.

**Report of the Zoning Officer:**

Several Topics were covered by ZEO Jay Gigliotti and then discussed by the Commission. During discussion of ongoing enforcement, the status of the second access drive at 174 Willimantic Road was discussed. The most recent zoning permit issued to the property owner, for an 1800 sq. ft. addition to the existing building had yet to begin work on the addition. The issuance of this zoning permit required the second access drive to be closed off as it was a public safety concern, as well as a concern which has been identified by the Ct Dept. of Transportation. J. Gigliotti explained that he had copied CT DOT on all of the correspondence sent to the property owner regarding the addition and the continued use of the second drive. He felt that they had been adequately noticed of the issue. As the zoning permit had not yet begun, the commission could not yet initiate enforcement, so the commission directed Jay Gigliotti to contact CT DOT and explain that the Chaplin Planning and Zoning Commission has concerns relating to the public safety of the traffic movements at 174 Willimantic Road.

**Items Pro Re Nata:** None

**Adjournment:**

**Motion Made by John Meyer to adjourn, Seconded by Vice Chairman Dubitsky. All Members Voted in Favor. Chairman Fiasconaro adjourned the meeting at 8:48pm**

Respectfully submitted,

**Jay Gigliotti, Zoning Enforcement Officer**