

**Chaplin Planning and Zoning Commission**  
**Regular Meeting Minutes**  
**January 14, 2016**  
**Chaplin Town Hall**  
**495 Phoenixville Road, Chaplin, CT**

The meeting was called to order at 7:04 PM by Chairman Peter Fiasconaro.

Members present were Vice-Chairman Doug Dubitsky, Randy Godaire, Alan Burdick and Helen Weingart. Alternate Members present were Cesar Beltran and Ken Fortier. Also present was Zoning Enforcement Officer Jay Gigliotti. Regular members absent were Eric Beer and Dave Garceau Alternate Member Absent was Bill Ireland.

**Seat Alternates:** Chairman Peter Fiasconaro sat Cesar Beltran for Dave Garceau and Ken Fortier for Eric Beer.

**Additions to the Agenda:**

Chairman Peter Fiasconaro asked for a motion to add Elections of Officers to the agenda, as the elections were tabled at the December meeting.

**Motion made by A. Burdick to add "Election of Officers" to the 1/14/16 Agenda, seconded by Cesar Beltran. All Members voted in Favor. Motion Carried.**

"Election of Officers" was added to the agenda under "Old Business Item A"

**Approval of December 10, 2015 Special Meeting Minutes:**

**Cesar Beltran motioned to approve the December 10, 2015 Special Meeting minutes, seconded by Helen Weingart. All Members voted in Favor. Motion Carried.**

**Citizens having New Business:**

Joseph Boucher of Town Engineering, LLC, was present to discuss a possible subdivision of land owned by Walter Landon with the commission. The subject property has frontage on South Bear Hill Rd, South Cemetery Road, Cross Road, Old Hampton Road & South Bear Hill Road Extension. The subject property is located within the entirely within the RAR Zone and also included in the Corridor Overlay District. Discussion followed about the specifics of the property and the potential layouts for new lots.

Mr. Boucher explained his review of the Chaplin Subdivision Regulations indicates the regulations recommend the planning and zoning commission favor "Open Space Subdivision" applications over the "Conventional Subdivision" application. He is at the January Meeting to ask the commission if they would entertain a "Conventional Subdivision" application instead of an "Open Space Subdivision" application; and also, if the commission had a preference in the dedication of Open Space.

Discussion followed regarding the subdivision regulations, both Open Space and Conventional Subdivisions as well as options to satisfy the Open Space dedication requirement.

Joe Boucher thanked the commission for their time and input. He stated he would proceed with the development of the of a subdivision application, taking into account the suggestions he received at this evening's meeting.

**Old Business:**

**A. Elections Of Officers**

**Election of Chairman**

**Peter Fiasconaro nominated Doug Dubitsky for Chairman, Nomination seconded by Cesar Beltran. All Members voted in Favor. Doug Dubitsky abstained. Motion Carried**

**Election of Vice-Chairman**

**Doug Dubitsky nominated Peter Fiasconaro for Vice Chairman, Nomination seconded by Alan Burdick. All Members voted Favor. Peter Fiasconaro abstained. Motion Carried.**

### Election of Secretary

Alan Burdick Nominated Helen Weingart for Secretary, Nomination Seconded by Cesar Beltran. All Members Voted in Favor. Helen Weingart abstained. Motion Carried.

New Business: None

Correspondence: None

### **Report of the Zoning Officer:**

J. Gigliotti reviewed his ZEO Report for January 2016:

### ZONING PERMITS ISSUED

**ZP15-044**-96 & 108 England Road- England Homestead, LLC- Assessor's Map 53-28-4 (96 England Road) & 53-29 (108 England Road), Application for proposed operation of a substance abuse treatment facility as a "pre-existing, non-conforming use within the RAR Zone. Public Hearing was scheduled however, the application was withdrawn before the public hearing was opened. No permit was issued, application was withdrawn by the applicant on 12/5/15.

**ZP15-045**- 187 South Bear Hill Road- Corrine L. Dutton- Assessor's Map 53-58- Application for a proposed 10' x 12' Shedrow, consisting of walls, floor & Roof with two (2) Horse stalls, location of structure is proposed to be located a 100' from a pond on the property and a minimum of 200' from any property line in order to comply with Chaplin's Wetland Regulations and the Zoning Regulations sec. 5.2.A, Property is located within the RAR Zone, Permit was issued on 11/24/15

**ZP15-046**- 44 Marcy Road- Island Beach Properties, LLC c/o Christine Baird- Assessor's Map 8-51-3-Application for the build out of two (2) wooden decks each 11' x 12' in size and shall be located on concrete footings which have been in place for a number of years. They were installed by the previous owner of the property. The property is located within the RAR Zone, Permit was issued on 11/24/15.

**ZP15-047**- 437 North Bear Hill Road- Charles Bradford- Assessor's Map 53-85, Application for the conversion of a un-finished basement to an accessory apartment. PZC Staff reviewed the regulations on several occasions with the applicant and also conducted two (2) inspections of the property. The applicant was able to meet all of the requirements for accessory apartments identified in the zoning regulations section 5.2.A.10, property is located within the RAR Zone, permit was issued on 12/29/15

**ZP16-048**- 97 Bedlam Road- William Hooper- Assessor's Map 91-147, Application is for the placement of a 8' x 8' storage shed, shed is a prefabricated shed that has already been delivered, the applicant is proposing to located the shed at the end of the driveway closest to the residence and shall be located 26' from the side yard property line. Property is located within the RAR Zone, Permit was issued on 1/12/16 with the condition that PZC Staff to verify final shed placement 26' from property line.

### ENFORCEMENT ACTIONS

**113 Cedar Swamp Road**- As of December 2015, there has been no change on the property and PZC Staff has not heard from the property owner. The Deadline for the clean-up is 4/31/16

**26 & 30 Bedlam Road**- Zoning Permit was issued in September 2015, since then work has continued to be done on the 30 x 60 steel building, but is not yet complete. PZC Staff has told the property owner that upon completion of the building, a certificate of Zoning Compliance must be obtained.

**18 Bedlam Road**- As of December 2015, there has been no change on the property and PZC Staff has not heard from the property owner. The Deadline for the clean-up is 8/18/16

**184 Palmer Road**- As of December 2015, there has been no change on the property and PZC Staff has not heard from the property owner. The Deadline for the clean-up is 4/31/16

**262 Willimantic Road-** As of January 2016, PZC Staff has not observed any motor vehicles for sale at the front of the property and it appears that vehicles that had been previously identified as unregistered are no longer being stored on the property.

**80 Marcy Road-** As of December 2015, staff left word with the property owner that the property was in violation of the Chaplin Zoning Regulations for unregistered motor vehicles and the storage of Junk & Debris. Per the PZC's direction at the November Meeting, staff indicated the property owner had 4 months to correct the Violations. As of January 2016, staff has not heard from the property owner and as of December 2015, no changes have occurred on the property.

**70 Singleton Road-** The Eastern Highlands Health District informed both the Building Official and the Zoning Officer that they had received a complaint that a structure was being constructed on the property without any permits. Staff is currently researching this allegation

### **Correspondence**

#### **Planning & Zoning Commission By-Laws**

At the December 10, 2015 PZC meeting, the commission discussed the possible revisions to the By-Laws as they had not been revised in a long time and they are no longer accurate. Staff was directed to find out what process, if any, the PZC would be required to complete in order to make revisions to the by-laws. Staff's investigation indicated that the town does not specify any process or have any ordinance which relates to a commission's revisions of the By-Laws. Staff reviewed the CT General Statutes, the Zoning Regs, Town Ordinances, other commissions and spoke with numerous staff members. It appears that the PZC can make and then vote on revisions to the by-laws, without having to follow any other process.

#### **On-Line GIS System- Main Street GIS**

As discussed at the December 2015 PZC Meeting the Town shall be utilizing a new GIS System in replacement of previous NECCOG GIS. The GIS System is an On-Line Mapping tool which provides information about property lines, ownership, addresses, wetlands, zoning, flood zone and host of other information that is extremely valuable for Land use and permitting. Chaplin's new GIS System is in a temporary operational state and staff has been given the link for the new GIS to provide for commission members as a trial period. PZC Staff has already began using the new system and it is clear that this system is much more user friendly than the NECCOG one. Below is the link to the new system, please do not share with too many people as this is still a trial period. Let me know if you have any questions or discover any issues. Town staff (me included) shall be meeting with the representatives from Main Street GIS on 1/19/16 to complete the new system.

<http://www.mainstreetmaps.com/ct/chaplin/public.asp>

**Items Pro Re Nata: None**

**Cesar Beltran moved to adjourn at 8:26 PM. Dave Garceau seconded the motion and it passed unanimously.**

**Respectfully submitted,**

**Jay Gigliotti, Zoning Enforcement Officer**