

Chaplin Planning and Zoning Commission
Chaplin, Connecticut

Regular Meeting Minutes
February 26, 2015

The meeting was called to order at 7:05 PM by Commission Chair Peter Fiasconaro. Members present were John Meyer, Alan Burdick, Dave Garceau, Doug Dubitsky and Randy Godaire. Alternate members present were Ken Fortier and Bill Ireland. Also present was Zoning Enforcement Officer Jay Gigliotti. Unable to attend was regular commission member Eric Beer and alternate member Cesar Beltran.

Seat Alternates: Bill Ireland was seated for Eric Beer.

Approval of Minutes: John Meyer moved to approve the minutes of 1/8/2015. Dave Garceau seconded the motion. Under Old Business, A.—the addition of 'x' before any reference to numbers in paragraphs 1, 2, and 3 should be removed, and under the Correspondence section of the minutes, the word in the 4th sentence should read "comment" instead of "co9mment". **The minutes, as corrected, passed with the following vote:**

YES: P. Fiasconaro, D. Dubitsky, D. Garceau, J. Meyer, and A. Burdick.

ABSTAIN: B. Ireland and R. Godaire

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:

A new draft document was distributed, incorporating changes discussed at previous meetings, and the commission continued their discussion of the proposed regulation for Accessory Apartments. This regulation is found on the bottom of page 12 and carried over to page 13 of the zoning regulations. Commissioner Meyer expressed concern the commission is revising regulations that do not have a written complaint issued about them and questioned how priorities were set for regulation revisions. Mr. Gigliotti responded that many of the revisions that will be discussed at future meetings are based upon questions and concerns that have been raised with either him on Tuesday evenings, or with the First Selectman, and those regulations that have generated the greatest amount of conversation are slated for revision discussion, including the regulation on accessory apartments. The commission members discussed the following issues:

✓ The definition of "egress". It is not changed language from the original draft and is defined by building codes;

Changes to the current draft are:

✓ The first sentence is now accessory "apartment" – singular, not plural;

✓ Paragraph a.—now just "applicable setback(s)", no more language regarding "yards";

✓ Paragraph b.—language regarding relationships is referenced in paragraph f;

✓ How the regulation would impact barn conversions;

✓ Are attached dwellings duplexes or accessory apartments? If it's the same size as the primary unit, it's a duplex;

✓ The last sentence of paragraph c will be moved to create a new paragraph "g".

After a continued discussion that addressed commission member concerns, **Doug Dubitsky moved to adopt the 2/26/15 draft revision #2, as amended to include paragraph "g" for the accessory apartment regulation 5.2.A.10 and send to town meeting after final review by town attorney Dennis O'Brien. Dave Garceau seconded the motion and it passed unanimously.**

New Business:

A. Discussion and Possible Action on the Chaplin Planning and Zoning Commission FY 2015-16 Budget Request:

Commissioner Doug Dubitsky recused himself from the discussion of this agenda item. The commission members reviewed the current year-to-date expenditures, the pay structure for the Zoning Enforcement Officer, and the process to request additional funds for the current fiscal year. After a continued discussion of any potential upcoming issues, potential pending applications, and potential timing of any town meetings to address regulation changes, **Bill Ireland moved to request an additional \$5,000. from the board of finance and to ask for the authority to transfer any budget money from technical assistance and advertising to the agent salary line for Fiscal Year 2014-15. John Meyer seconded the motion.** The commission then reviewed protocol for requesting line item transfers and **Bill Ireland moved to amend his motion to request an additional \$5,000 only. John Meyer seconded the motion to amend the motion and it passed with the following vote:**

YES: P. Fiasconaro, J. Meyer, A. Burdick, R. Godaire, B. Ireland, and D. Garceau.

ABSTAIN: D. Dubitsky

Bill Ireland moved to request an additional \$5,000. for the agent salary line item. John Meyer seconded the motion and it passed with the following vote:

YES: P. Fiasconaro, J. Meyer, A. Burdick, R. Godaire, B. Ireland, and D. Garceau.

ABSTAIN: D. Dubitsky

The commission then discussed the request for the Fiscal Year 2015-16. **Dave Garceau moved the Planning and Zoning Commission submit a budget request of \$23,750 which includes a 2% salary increase for the agent salary. John Meyer seconded the motion.** After a brief discussion of upcoming commission needs, **the motion passed with the following vote:**

YES: P. Fiasconaro, J. Meyer, A. Burdick, R. Godaire, B. Ireland, and D. Garceau.

ABSTAIN: D. Dubitsky

The detail budget request is:

36100	Agent Salary	18,870.
36101	Clerical Hire	780.
36102	Advertising	1200.
36103	Dues	0
36104	Mileage	2000.
36105	Office	200.
36106	Postage	200.
36107	Technical Assistance	500.
36108	Training	0

Correspondence: None

Report of the Zoning Officer: Mr. Gigliotti will email a written report to commission members; one zoning permit was issued for 39 Lynch Road.

Items Pro Re Nata: The next regulation revision to be discussed will be agricultural regulations which are referenced throughout the zoning regulations.

Doug Dubitsky moved to adjourn at 9:10 PM. Dave Garceau seconded the motion and it passed unanimously.

Respectfully submitted,

Jennifer Nelson, Recording Secretary