# TOWN OF ELLINCTON CONNECTICUT BERNEL BERNEL

#### STATE OF CONNECTICUT – COUNTY OF TOLLAND INCORPORATED 1786

## TOWN OF ELLINGTON

55 MAIN STREET – PO BOX 187 ELLINGTON, CONNECTICUT 06029-0187 www.ellington-ct.gov

TEL. (860) 870-3120

TOWN PLANNER'S OFFICE

FAX (860) 870-3122

## ZONING BOARD OF APPEALS REGULAR MEETING AGENDA MONDAY, SEPTEMBER 14, 2020, 7:00 PM ZOOM MEETING

## PUBLIC IN-PERSON ATTENDANCE NOT PERMITTED DUE TO COVID19, INSTRUCTIONS TO JOIN VIRTUAL MEETING PROVIDED BELOW

- I. CALL TO ORDER:
- II. PUBLIC COMMENTS (ON NON-AGENDA ITEMS):
- **III. PUBLIC HEARINGS:** 
  - V202004 Gondal Corporation, owner/applicant, request for a variance of the Ellington Zoning Regulations Section 6.3.7.3-Detached Signs Permitted in C, PC, I and IP Zones: to allow a 72 square foot detached sign (existing is a 48 square foot sign, 18 feet in height; requirement is a 20 square foot sign, 8 to 10 feet in height) at 83 West Road, APN 028-056-0000 in a Commercial (C) zone.
  - V202005 Dallas Reid, owner/applicant, request for a variance of the Ellington Zoning Regulations Section 3.2.3-Minimum Yard Setbacks: to reduce the side yard setback from 10ft to 2ft and the rear yard setback from 10ft to 3ft for a shed at 211 Pinney Street, APN 053-33-0000 in a Rural Agricultural Residential (RAR) zone.
  - V202006 David Wittig, owner/applicant, request for a variance of the Ellington Zoning Regulations Section 3.2.3-Minimum Yard Setbacks: to reduce the side yard setback from 10ft to 0.5ft for a lean-to attached to the detached garage at 9 Deborah Drive, APN 160-043-0000 in a Rural Agricultural Residential (RAR) zone.

#### IV. ADMINISTRATIVE BUSINESS:

- 1. Approval of the August 3, 2020 Regular Meeting Minutes.
- 2. Correspondence/Discussion:

#### V. ADJOURNMENT:

Join Meeting via ZOOM Video Communications:

In order to comply with COVID-19 limited in-person meetings and social distancing requirements, this meeting will be conducted using the online video conferencing service provider Zoom. Meeting details will be provided on the Agenda and posted on the Ellington webpage (www.ellington-ct.gov), Agenda & Minutes, Zoning Board of Appeals.

Join Zoom Meeting via link: https://zoom.us/j/95407539694 Meeting ID: 954 0753 9694

Password: 469766

Join Zoom Meeting by phone: 1-646-558-8656 US (New York) Meeting ID: 954 0753 9694

Password: 469766

Note: Next regular meeting is scheduled for 10/05/2020

## Town of Ellington Zoning Board of Appeals Application

Type of Application: Variance Appeal of Decision Auto Dealer / Repairer License Notices associated with this application will be sent to the Notices associated with this application will be sent to the applicant unless otherwise requested. unless otherwise requested. Applicant's Information (if different than or Owner's Information GONDAL COPDORATION SAME -CLO ATTORNEY BRUCE FADER Mailing Mailing JACOBS WAIKET, RICE+ BARY LLC Address: Address: 146 MAIN ST. MANCHESTER CT 06042 bfader a) JURB. com Primary Contact Phone #: 860-646-19121 Primary Contact Phone #: Secondary Contact/Phone #1860-716-1187 Secondary Contact Phone # Owner's Applicant's Signature: Signature: By signing below I certify that all information submitted By signing below I certify that all information submitted with this true and accurate to the best of my knowledge, that I am true and accurate to the best of my knowledge, that I am aware of and understand the application requirements and regulations, and understand the application requirements and regulations, and acknowledge that the application is to be considered complete only when all in that the application is to be considered complete only when all information and documents required by the Board have been submitted. documents required by the Board have been submitted. Moreover, by signing above I/we expressly provide written consent to the filing of the application and RECE access to the site by the Board or its staff. AUG 20 83 WEST ROAD Street Address: Zone: ( Assessor's Parcel Number (APN): 028 - 056 - 0000 TOWN OF EL PLANNING DE Public Water: 

Yes 
No Public Sewer: 

Yes 
No If not served by public water and sewer, applicant/owner shall make application to North Central District Health Department (Enfield Office Is parcel within 500' to any municipal boundary? Tyes No Are there any wetlands/watercourses within 100' of construction activity or within 250' of wetlands/water when located in the Shenipsit Lake Drainage Basin? Yes No Is the project in a public water supply watershed area? Yes No If YES, applicant shall notify Connecticut Water Company and Commissioner of Public Health about the proposed project by certified management of Public Health about the proposed project by certified management of Public Health about the proposed project by certified management of Public Health about the proposed project by certified management of Public Health about the proposed project by certified management of Public Health about the proposed project by certified management of Public Health about the proposed project by certified management of Public Health about the proposed project by certified management of Public Health about the proposed project by certified management of Public Health about the proposed project by certified management of Public Health about the proposed project by certified management of Public Health about the proposed project by certified management of Public Health about the proposed project by certified management of Public Health about the proposed project by certified management of Public Health about the proposed project by certified management of Public Health about the proposed project by certified management of Public Health about the proposed project by certified management of Public Health about the Public Health about t receipt within 7 days of application Conn. Gen. Stat. §8-3i(b). Copy of application, plans, and supporting documents must accompany no notice and copies of return receipts must be provided to the Planning Department. Previous Variances related to this property? Yes No If yes, specify date Requesting a Variance to Zoning Regulations Section: (For Variance Application only) Describe Variance Request, Appeal of Decision, or Auto Dealer/Repairer License: (Attach additional sheets if REPLACE EXISTING AS EQ. FT FRONT YARD SIGN WITH 72 SQ.F Hardship: Describe hardship and indicate why other options are unacceptable. (For Variance Application only) STATIONS CONVENCENCE Store

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## JACOBS, WALKER, RICE & BARRY, LLC

ATTORNEYS AT LAW

146 MAIN STREET

MANCHESTER, CONNECTICUT 06042

TELEPHONE (860) 646-0121 FAX (860) 645-6229 www.jwrbcioa.legal LEONARD JACOBS (RETIRED 2017)
RONALD JACOBS
1927-2017

MARIA K. TOUGAS
GREGORY W. MCCRACKEN
ALEXANDRA B. BOWEN
BRUCE P. FADER

MICHAEL J. RICE

DAVID M. BARRY, JR.

15 NORTH MAIN STREET
SUITE 100
WEST HARTFORD, CT 06107

### August 14, 2020

SENT VIA EMAIL (jcolonese@ELLINGTON-CT.GOV) AND US MAIL, POSTAGE PREPAID

Arthur Aube, Chairperson
Town of Ellington Zoning Board of Appeals
Town Hall Annex
57 Main Street
Ellington, CT 06029
ATTN: John Colonese, Zoning Enforcement Officer

AT TW. John Colonese, Zohnig Emolecment Officer

e: Variance Application – Signage Regulation under Section 6.3.7A

Applicant: Property:

Gondal Corporation 83 West Road (Rt. 83)

Dear Mr. Aube, Board Members, and Mr. Colonese:

On behalf of my client, Gondal Corporation, I wish to submit the attached Application which is seeking a variance of the square footage of the existing detached sign located within 65 feet of the front lot line of the property. The existing sign, which is legally, non-conforming, is 48 square feet and the applicant is seeking to replace it with a new sign and logo containing a total of 72 square feet.

In support of the Application, please find enclosed:

- 1. A check in the amount of \$210 for the application fee, paid to the order of the Town of Ellington.
- 2. Twelve (12) copies of the sign diagram.
- 3. List of Property Owners Within 100' of the property.
- 4. Legal description of the property, if necessary.

I would appreciate that you place the subject Variance Application on the agenda of the next available ZBA meeting.

RECEIVED

AUG 20 2020

TOWN OF ELLINGTON
PLANNING DEPARTMENT

Pg lof 2

## JACOBS, WALKER, RICE & BARRY, LLC

Town of Ellington Zoning Board of Appeals August 14, 2020 Page 2

Please do not hesitate to contact me if you have any questions.

Thank you.

Respectfully,
JACOBS, WALKER, RICE & BARRY, LLC

Bruce P. Fader

Attachments

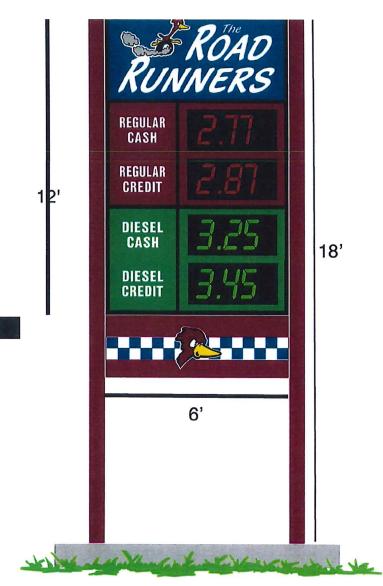
Cc: Hussnain Gondal, Agent, Gondal Corporation (w/attach.)

Pg 20f2

## RECEIVED

AUG 20 2020

TOWN OF ELLINGTON PLANNING DEPARTMENT



Top sign 6' wide 10' tall overall height of sign is 18'
Lower smaller sign is 2' x 6'
total signage is 72 square feet

## Town of Ellington Zoning Board of Appeals Application

		Application #		
Type of Application: Myorianas - Appeal of D	ecision D Auto Declar / Beneficial issues	V 202005		
Type of Application:   ✓ Variance   Appeal of D	ecision	Date Received		
	*	\$ 26/2020		
Notices associated with this application will be sent to the applicant unless otherwise requested.	Notices associated with this application will be unless otherwise requested.	e sent to the applicant		
Owner's Information	Applicant's Information (if different	ent than owner)		
Name: Dallas Reid	Name:			
	Mailing			
Mailing Address: 211 Pinney St	Address:			
	Call			
21100110				
Email: Dallas reid @ yahoo, com	Email:			
WHEN NOT REQUIRED BY LAW TO MAIL NOTICE BY USPS, MAY NOTICES BE EMAILED TO YOU? ★YES □ No	WHEN NOT REQUIRED BY LAW TO MAIL MAY NOTICES BE EMAILED TO YOU?			
Primary Contact Phone #: (860) 874-1004	Primary Contact Phone #:	_		
Secondary Contact Phone #:	Secondary Contact Phone #:			
Owner's Signature: Dellas Reid Date: 817/13	Applicant's Signature:	Date:		
By signing below I certify that all information submitted with this application is true and accurate to the best of my knowledge, that I am aware of and understand the application requirements and regulations, and acknowledge that the application is to be considered complete only when all information and documents required by the Board have been submitted. Moreover, by signing above I/we expressly provide written consent to the filing of the application and	true and accurate to the best of my knowledge, understand the application requirements and regul that the application is to be considered complete only documents required by the Board have been submitted.	that I am aware of and ations, and acknowledge y when all information and led.		
access to the site by the Board or its staff.	l R	ECEIVED		
Street Address: 211 Pinney St	A A	JG 26 2020		
Assessor's Parcel Number (APN): <u>653</u> - <u>033</u>	- <u><i>00</i>00                                 </u>	N OF EL TON		
Public Water: Yes No Public Sewer: Yes No If not served by public water and sewer, applicant/owner shall make appli	PLANI	NING DE. A ENT		
Is parcel within 500' to any municipal boundary?   Ye	s 🖾 No			
Are there any wetlands/watercourses within 100' of con		nds/watercourses		
when located in the Shenipsit Lake Drainage Basin?				
Is the project in a public water supply watershed area? If YES, applicant shall notify Connecticut Water Company and Commissive receipt within 7 days of application Conn. Gen. Stat. §8-3i(b). Copy of application and copies of return receipts must be provided to the Planning Dep	ioner of Public Health about the proposed project by olication, plans, and supporting documents must acc	certified mail, return ompany notice. Proof of		
Previous Variances related to this property? Yes	No If yes, specify date	Min. Yard		
Requesting a Variance to Zoning Regulations Section:	(For Variance Application only) Section 3.	2.3 Setbacks		
Describe Variance Request, Appeal of Decision, or Auto Dealer/Repairer License: (Attach additional sheets if needed)  Seeking a Variance request to put my shed in the back left				
corner of yard 2 ft off side p		ff back		
property line.				
Hardship: Describe hardship and indicate why other optic	ons are unacceptable (For Variance Application	n only)		
Back corner is only flat area	in back of vard, also	o I would		
	am not able to put	in corner		
Plus next April we are putting in		keep as		
	·			



## North Central District Health Department

□ Enfield - 31 North Main Street - Enfield, CT 06082 - (860) 745-0383 Fax 745-3188
□ Vernon - 375 Hatford Turnpike, Room 120 - Vernon-Rockville, CT 06066 - (860) 872-1501 Fax 872-1531
□ Windham - Town Hall - 979 Main Street - Willimantic, CT 06226 - (860) 465-3033 Fax 465-3032
□ Stafford - Town Hall - 1 Main Street - Stafford Spring, CT 06076 - (860) 684-5609 Fax 684-1768

## **Plan Approval**

#### For

## **Building Additions, Conversions, Changes of Use, or Accessory Structures**

211	Pinney Street	Ellington		
Street #	Street Name	Town		
Dallas R	Reid	211 Pinney Street	Ellington	CT 06026
Owner Na	me	Owner Address	Town	ST Zip

This approval indicates that the proposal has been reviewed by the Health Department and is in compliance with applicable regulations as contained in the Public Health Code for this project. Permission is hereby granted on 8/14/2020, to construct a 10' x 16' Storage Shed as shown on plan received 8/11/2020.

The 10' x 16' Storage Shed will meet applicable separation distances from the septic system and well. The 10' x 16' Storage shed shall be set no closer than 10' from the septic system and well.

All zoning requirements for any accessory structure must be met prior to the installation of the 10' x 16' Storage Shed.

CARE MUST BE TAKEN TO PROTECT THE SEPTIC SYSTEM DURING CONSTRUCTION / INSTALLATION.

If a repair is needed for the septic leach field then the shed may need to be moved if the best repair area is under the shed location.

Please Note that the above approval indicates compliance with Connecticut Public Health Requirements. Any other permits required from Zoning, Inland Wetlands or Building Officials are not ensured by this approval.

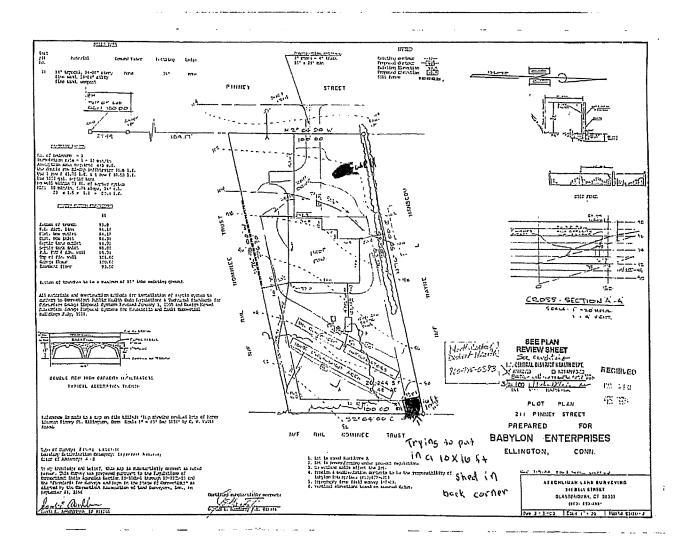
Approved by:

Bryan Nagel, B.S.

Sanitarian

Page: 1 Date: 8/1

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## SEE PLAN REVIEW SHEET

NO. CENTRAL DISTRICT HEALTH OF SAPPROVED DINOT APPROVED

10' x 16' Storage Shee

8/26/20 English

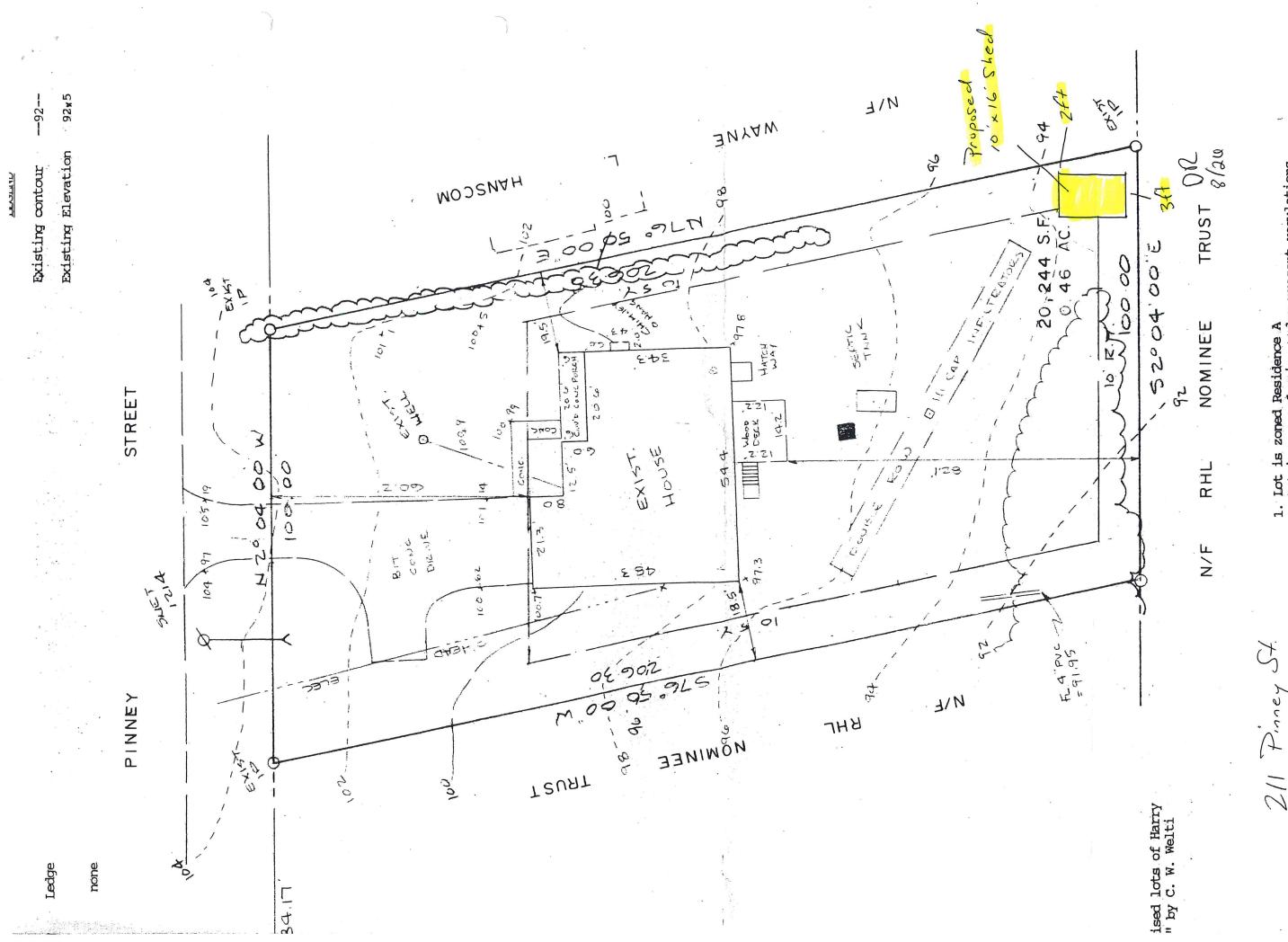
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NORTH CENTRAL DISTRICT HEALTH OF PARTMENT

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Eroslon & sedimentation controls to be the Babylon Enterprises (860)677-6759
Topography from field survey 1-7-00.
Vertical elevations based on assumed datum.

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## Town of Ellington Zoning Board of Appeals Application

		Application #
Type of Application: Variance Appeal of De	ecision  Auto Dealer / Repairer License	V 202006
		Date Received 9/2/2020
Notices associated with this application will be sent to the applicant unless otherwise requested.	Notices associated with this application will b unless otherwise requested.	1
Owner's Information	Applicant's Information (if differen	ent than owner)
Name: )owid (Dittig	Name:	
Mailing C. Do ( )	Mailing	<u> </u>
Address: 4 Deboted Drive	Address:	- Q V
Ellington, CT 06029		
Email:	Email:	
WHEN NOT REQUIRED BY LAW TO MAIL NOTICE BY USPS, MAY NOTICES BE EMAILED TO YOU? Yes No	WHEN NOT REQUIRED BY LAW TO MAII MAY NOTICES BE EMAILED TO YOU?	
Primary Contact Phone #: 860-573-6188	Primary Contact Phone #:	
Secondary Opntact Phone #: 800 - 895 - 3249	Secondary Contact Phone #:	
Owner's Signature Date: 1777000	Applicant's Signature:	Date:
By signing below I certify that all information submitted with this application is true and accurate to the best of my knowledge, that I am aware of and understand the application requirements and regulations, and acknowledge that the application is to be considered complete only when all information and documents required by the Board have been submitted. Moreover, by signing	By signing below I certify that all information submit true and accurate to the best of my knowledge, understand the application requirements and regu that the application is to be considered complete on documents required by the Board have been submit	that I am aware of and lations, and acknowledge
above I/we expressly provide written consent to the filing of the application and access to the site by the Board or its staff.		SEP - 2 2020
Street Address: 9 Deborch & Elling	por CT TO	WN OF ELLINGTON
Assessor's Parcel Number (APN): 160 - 0430-	Zone: PLAN	NNING DEPARTMENT
Public Water: Yes No Public Sewer: Yes No If not served by public water and sewer, applicant/owner shall make applic	ation to North Central District Health Department (I	Enfield Office).
Is parcel within 500' to any municipal boundary? $\ \square$ Yes	₽No	
Are there any wetlands/watercourses within 100' of conswhen located in the Shenipsit Lake Drainage Basin? $\Box$		ands/watercourses
Is the project in a public water supply watershed area?   If YES, applicant shall notify Connecticut Water Company and Commission		. and if in all and it was to see
receipt within 7 days of application Conn. Gen. Stat. §8-3i(b). Copy of appl notice and copies of return receipts must be provided to the Planning Department.	lication, plans, and supporting documents must acc	
Previous Variances related to this property? Yes	•	
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Hardship: Describe hardship and indicate why other option		on only)
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### **Barbra Galovich**

Subject:

FW: Ellington Zoning Board of Appeals application

From: Sherry Skinner [mailto:sherryskinner6895@gmail.com]

Sent: Thursday, September 03, 2020 9:50 AM

**To:** Barbra Galovich <br/>
<br/>
Subject: Re: Ellington Zoning Board of Appeals application

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

We are seeking 91/2 foot Variance cause satellite shows proof

Sent from my iPhone

On Sep 2, 2020, at 1:02 PM, Barbra Galovich < bgalovich@ellington-ct.gov > wrote:

Sherry,

Per our telephone conversation, I have attached a copy of the ZBA application and site drawing. Please draw in the carport with measurements and distance to side yard. The fee the \$210.00. We accept checks made payable to "Town of Ellington" or credit cards.

On your application, please explain your hardship requesting the variance. You can provide pictures of the site, as well. I will need all documents asap in order to complete the legal notice and provide you enough time to send it to your abutters within 100 feet. The Certificate of Mailing will need to be post marked by Friday in order for us to legally have the public hearing on September 14, 2020. Please note that I am out of the office on Friday and will need time to process your application. If you have any questions, please feel free to call our office.

Thank you, Barbra

Barbra Galovich, CZET Land Use Assistant Town of Ellington 55 Main Street Ellington, CT 06029 (860) 870-3120

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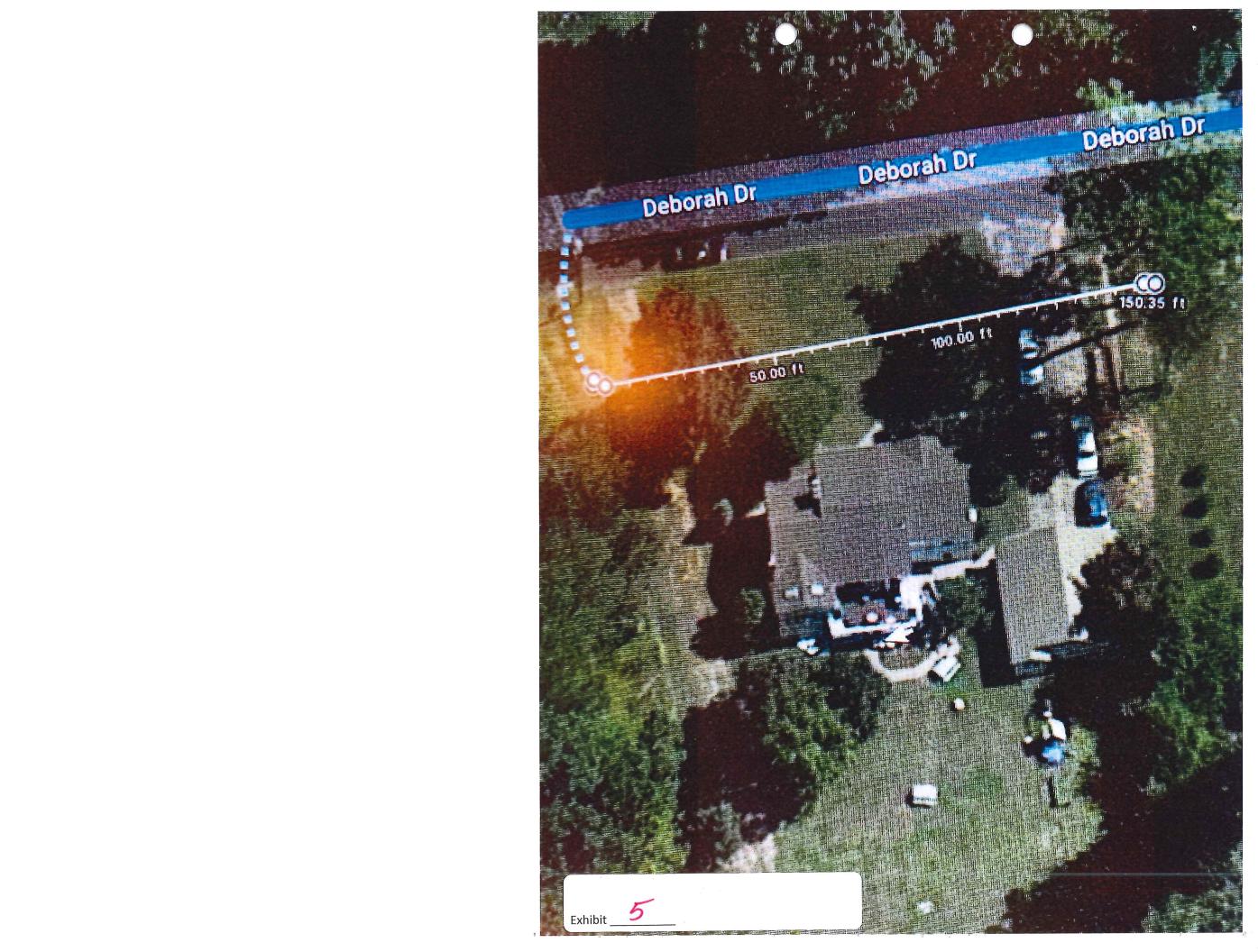


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Exhibit 2







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## Street View



# TOWN OF BLLINGTON CONNECTION CONN

## STATE OF CONNECTICUT – COUNTY OF TOLLAND INCORPORATED 1786

## TOWN OF ELLINGTON

55 MAIN STREET - PO BOX 187 ELLINGTON, CONNECTICUT 06029-0187 www.ellington-ct.gov

TEL. (860) 870-3120

TOWN PLANNER'S OFFICE

FAX (860) 870-3122

## ZONING BOARD OF APPEALS REGULAR MEETING MINUTES MONDAY, AUGUST 3, 2020, 7:00 PM TOWN HALL ANNEX, 57 MAIN STREET, ELLINGTON, CT

PRESENT:

Chairman Art Aube, Vice Chairman Ken Braga, Alternate Ron Stomberg; Present via ZOOM meeting: Regular Members Mort Heidari, Sulakshana Thanvanthri, Erin Stavens

and Alternates Ron Brown and Rodger Hosig

ABSENT:

STAFF

PRESENT:

John Colonese, Assistant Town Planner/Zoning Enforcement Officer and Present via

ZOOM meeting: Barbra Galovich, Recording Clerk

#### I. CALL TO ORDER:

None

Chairman Aube called the Zoning Board of Appeals (ZBA) meeting to order at 7:02 PM at the Ellington Town Hall Annex, 57 Main Street, Ellington, CT.

### II. PUBLIC COMMENTS (ON NON-AGENDA ITEMS): None

John Colonese, Assistant Town Planner/Zoning Enforcement Officer, explained general procedures for how the meeting will be conducted.

### III. PUBLIC HEARINGS:

1. V202003 - Michael Charettes Auto Authority LLC, owner, John Kloter, applicant, request for a variance of the Ellington Zoning Regulations Section 3.1-Permitted Uses: to permit a construction/landscaping business as well as an automobile repair or storage business (automobile body shop previously allowed by variance for the Niemann family) at 121 Jobs Hill Road, APN 090-007-0000 in a Rural Agricultural Residential (RAR) zone.

**TIME:** 7:04 PM

SEATED: Aube, Braga, Heidari, Stavens, and Thanvanthri

John Kloter, 249 Crystal Lake Road, Ellington was present to represent the application.

Mr. Kloter stated he is looking to purchase 121 and 123 Jobs Hill Road and would like to move his landscape contractor business to 121 Jobs Hill Road. He is proposing to use a portion of the existing building at 121 Jobs Hill Road for the landscape contractor business, and rent out the other portion of the building to an automobile repair business or for vehicle storage. He explained the proposed changes as noted on the sketch provided with the application as follows: replacing the existing fencing for the landscape business equipment storage and

Zoning Board of Appeals Regular Meeting Minutes August 3, 2020 Page 1 of 3

parking areas; adding material bins adjacent to the driveway area; and screening the bins. Mr. Kloter also plans to re-establish the gravel area near the front of the property for a driveway turnaround area.

Chairman Aube asked Mr. Kloter to clarify if he was proposing two separate businesses within the building. Mr. Kloter stated his landscape business would be in the portion of the existing building noted as 'main shop' on the sketch, and the other portion noted as 'rental' on the sketch would remain as an automobile repair shop. Alternate Brown asked if there is a difference between auto body repairs versus general auto repairs. Mr. Kloter stated he would like to be allowed any type of automobile repair as he does not have a tenant lined up for the space yet. Mr. Colonese explained that any automobile repair business that needs to be licensed through the State of Connecticut Department of Motor Vehicle, will need to make application to the Zoning Board of Appeals for location approval.

Alternate Stomberg asked who will own the duplex house located at 123 Jobs Hill Road. Mr. Kloter said he would purchase 121 and 123 Jobs Hill Road and rent the house.

Mr. Colonese stated the North Central District Health Department (NCDHD) and the Building Official provided comments and added that their requirements would have to be met should the Board decide to approve the variance request. Chairman Aube asked about the septic and well locations. Mr. Kloter reviewed the locations of the septic system and well.

Commissioner Thanvanthri asked the applicant if he is planning to widen the driveway from Jobs Hill Road. Mr. Kloter stated the driveway would not need to be widened from Jobs Hill Road, but he plans to create an area to turn around in front of where the split rail fence is currently located. He said he believes there will be less traffic entering and exiting the site due to the nature of his landscape business.

No one from the public spoke regarding the application.

Commissioner Heidari asked for clarification on the hardship. Mr. Kloter stated the hardship is due to the previous variance approvals being for the Niemann family only and he is not part of the family. Commissioner Stavens said the hardship is the conflict with the variances that were previously granted by the Zoning Board of Appeals.

Commissioner Braga noted there is no change in use to the portion of the building that will remain automobile repair.

MOVED (BRAGA), SECONDED (STAVENS) AND PASSED UNANIMOUSLY TO CLOSE THE PUBLIC HEARING FOR V202003.

MOVED (AUBE), SECONDED (BRAGA) AND PASSED UNANIMOUSLY TO APPROVE WITH CONDITIONS V202003 – Michael Charettes Auto Authority LLC, owner, John Kloter, applicant, request for a variance of the Ellington Zoning Regulations Section 3.1-Permitted Uses: to permit a construction/landscaping business as well as an automobile repair or storage business (automobile body shop previously allowed by variance for the Niemann family) at 121 Jobs Hill Road, APN 090-007-0000 in a Rural Agricultural Residential (RAR) zone.

#### **CONDITIONS:**

1. Approval removes the stipulation that variance is valid for the duration of its use by members of the Niemann family.

Zoning Board of Appeals Regular Meeting Minutes August 3, 2020 Page 2 of 3

- Proposed storage bins shown on plans shall be screened from view from Jobs Hill Road. North Central District Health Department approval required.
- Ellington Building Official approval required.
- Any future change of use requires approval from the Zoning Board of Appeals.

### HARDSHIP:

Variances granted on September 30, 1974 for an auto body shop, and on April 27, 1981 for an addition to the auto body shop.

## IV. ADMINISTRATIVE BUSINESS:

1. Approval of the July 6, 2020 Regular Meeting Minutes.

MOVED (BRAGA), SECONDED (STAVENS) AND PASSED UNANIMOUSLY TO APPROVE THE JULY 6, 2020 MEETING MINUTES AS WRITTEN.

2. Correspondence/Discussion: None

## V. ADJOURNMENT:

MOVED (BRAGA), SECONDED (AUBE) AND PASSED UNANIMOUSLY TO ADJOURN THE **ZBA MEETING AT 7:42 PM.** 

Respectfully submitted,

Barbra Galovich, Recording Clerk

Zoning Board of Appeals Regular Meeting Minutes August 3, 2020 Page 3 of 3