

**Town of Warren  
Planning & Zoning Commission  
Regular Meeting – Minutes  
Tuesday, August 8, 2017 – 7:30PM  
Warren Town Hall – 50 Cemetery Road**

---

**Present: Chairman:** Bob Bolte - **Regular Members:** Susan Bates, Kelly Tobin, Howard Lethbridge and John Miller – **Zoning Enforcement Officer:** Stacey Sefcik - **Land Use**

**Secretary:** Stephanie Dubray

**Excused: Vice Chairman:** Christoffer Broadhead - **Regular Members:** Brian Coyle, Robyn Kasler and Phillip Good

**Absent: Alternate:** Darin Willenbrock

1. **CALL TO ORDER AND DESIGNATION OF ALTERNATES.**
  - a. The regular meeting was called to order at 7:30PM. All regular members present were seated for the meeting. The proceedings were recorded digitally, and copies are available in the Land Use Office.
2. **OPPORTUNITY FOR PUBLIC COMMENT.**
  - a. No business was discussed.
3. **APPROVAL OF MINUTES:**
  - a. July 11, 2017 Regular Meeting.

**Motion:** Ms. Tobin, second Ms. Bates to **accept** the minutes from the Regular Meeting on June 13, 2017; **unanimously approved.**

4. **OLD BUSINESS:**
  - a. No business was discussed.
5. **NEW BUSINESS:**
  - a. No business was discussed.
6. **CORRESPONDENCE.**
  - a. The Connecticut Chapter of the American Planning Association: An Act Concerning Temporary Healthcare Structures was passed around and discussed amongst members. There was conversation regarding the numerous concerns surrounding these regulations. There was some discussion of frequent traffic at the structure, the need for approval within fifteen days, and the ultimate cost. There was also a mention that the Building Official has thirty days to approve and the complications that may arise regarding the discrepancies. The option of opting out was considered by the commission. The process was explained to the Board by Ms. Sefcik. Both the Planning and Zoning and Board of Selectmen commissions have to vote to opt-out. Planning and Zoning must also hold a

public hearing. If they do not opt out, the change will go into effect on October 1, 2017.

- b. Ms. Sefcik then went ahead to explain that some changes were made to Public Act 17.39 regarding the Abandonment of Nonconformities. A response from the Town's attorney will clarify whether or not this poses any issues for the Planning and Zoning Commission. Some discussion followed as to what 'voluntarily discontinue' constitutes in this case.
- c. Building Official, Joe Manley, informed Ms. Sefcik recently of Public Act 17.176; which describes that a structure that is non-conforming, will now have a 9 year limit to enforce, which is similar to the Planning and Zoning limit of 3 years. If it is over the 9 years, he will no longer have any ability to enforce and cannot charge a fee for file review.
- d. *The Connecticut Federation of Planning and Zoning Agencies Quarterly Newsletter* – summer 2017 Edition - was passed around to members for review.
- e. Ms. Sefcik reminded the Board that the "5<sup>th</sup> Thursdays" Forum for Land Use Commissions will be held on August 31, 2017 at 6:30pm until 8:00pm.

**Motion:** Ms. Tobin, second Ms. Bates to **opt-out** of regulations concerning temporary structures; **unanimously approved.**

**Motion:** Ms. Tobin, second Ms. Bates to **withdraw their initial vote** to opt-out; **unanimously approved.**

**Motion:** Ms. Tobin, second Ms. Bates to schedule a **public hearing** on September 12, 2017 regarding the possibility of opting out; **unanimously approved.**

#### **7. ZONING ENFORCEMENT OFFICER'S REPORT.**

- a. Ms. Sefcik updated the Commission regarding the outstanding court appeals. In addition, much of her time was spent setting up the Zoning Text Amendments. There are no major concerns at this time.

**Motion:** Mr. Miller, second Mr. Lethbridge to **accept** the Zoning Enforcement Officer's verbal report; **unanimously approved.**

#### **8. OTHER BUSINESS PROPER TO COME BEFORE THE COMMISSION:**

- a. Discussion and Possible Action Regarding Zoning Text Amendments (Including But Not Limited to Definitions, Single Family Residence, Use Charts, Contractor Shop & Storage).

Ms. Sefcik passed around draft copies of the complete Zoning Regulations inclusive of proposed amendments. On page 14 of the draft, changes were made to the 'use' table. There was some discussion regarding the permitted use of Agriculture, which was changed to 'N' (No permit needed). The Board went ahead to discuss possible special exceptions rather than Zoning permits for certain uses in certain zones. Definitions were added for multiple different

terms. A new guideline was developed for regulations regarding set-backs. There was some discussion on 'water toys' and floats, and whether or not a permit is needed. Currently, only a dock requires a zoning permit.

As proposed, there will only be one principle building per lot permitted by the regulations. Ms. Sefcik explained that a possible Special Exception for "Family" compounds was being reviewed by the Commission attorney. Discussion followed as to how many homes should be permitted on one lot, regardless of size and acreage. Mr. Lethbridge also mentioned the issues surrounding the taxation of such lots. The Board spoke about getting the town Assessors opinion on this.

Changes were also proposed to the supplementary regulations in Section 7. In addition, the height exceptions and height requirements were merged together. At this time, Mr. Lethbridge brought up the fact that there are some people who have signs up without a legitimate business in place. It was suggested people need to obtain the necessary approvals in order to attain a business sign. Article 3 Section 19 was added to contain lodging definitions and requirements. It was proposed to have this allowed by special exception rather than by permit.

Language was proposed regarding gas stations and it was suggested that gas stations be permitted by special exception. ZBA must approve the location due to the town size being less than 5,000 (over 5,000 must be approved by Planning and Zoning Commission). Article 4 Section 28, (Zoning Board of Appeals) was proposed to be revised to comply with State Statute. Language was recommended in regard to the expiration of approved site plans and extensions. Notification requirements were added to Section 35, along with updating forms of notice. Demonstration of public hearing signs was discussed, and a form was proposed to demonstrate compliance with this requirement.

Ms. Sefcik asked that the Board read over the Text Amendments and have any questions or concerns ready for the next meeting on September 12, 2017.

**Motion:** Ms. Tobin, second Mr. Lethbridge to **adjourn** the meeting at 9:00pm; **unanimously approved.**