

**Town of Warren**  
**Planning & Zoning Commission**  
**Special Meeting – Minutes**  
**Tuesday, August 14, 2018 – 7:30PM**  
**Warren Community Center – 7 Sackett Hill Road**

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**Present: Chairman:** Susie Bates – **Vice Chairman:** Christoffer Brodhead - **Regular Members:** Bob Bolte, Robyn Kasler, Howard Lethbridge, John Miller **Alternate:** John Papp - **Zoning Enforcement Officer:** Stacey Sefcik -  
**Land Use Secretary:** Brenda Zampaglione  
**Excused:** NONE **Absent:** Brian Coyle, Philip Good, Kelly Tobin

**REGULAR MEETING**

**1. CALL TO ORDER**

- a. The regular meeting was called to order at 7:34PM. All regular members present were seated for the meeting. Mr. Brodhead arrived at 7:36PM. John Papp was seated for Phil Good. The proceedings were recorded digitally, and copies are available in the Land Use Office.

**2. OPPORTUNITY FOR PUBLIC COMMENT**

- a. None to discuss

**3. APPROVAL OF MINUTES:**

- a. July 10, 2018 Regular Meeting.

**MOTION:** Mr. Papp, second Mr. Lethbridge to **APPROVE** the July 10, 2018 **REGULAR** Meeting **minutes**.

**APPROVED: UNANIMOUSLY ABSTENTIONS: NONE MOTION CARRIED.**

**4. OLD BUSINESS:**

- a. Arthur Howland & Associates for Barbara Johnson, Trustee, 10 North Shore Road – Special Exceptions Per Sections 14.2.1-F and 14.3 to Construct Patio Larger than 100 Square Feet and Single Family Dwelling within the Shoreline Setback Area. (*Public Hearing Scheduled for September 11, 2018*).

**5. NEW BUSINESS:**

- a. Paul Szymanski of Arthur Howland & Associates for Arthur Howland & Associates, PC – Petition to **AMEND** Section 14.3 of the Town of Warren Zoning Regulations Pertaining to Permitting Detached Garages in the Shoreline Setback Area by Special Exception.

Mr. Szymanski stated that the current regulation allows for principal and accessory structures within 50' to 100' of the waterbody by Special Exception but **EXCLUDES** automobile garages. Mr. Szymanski maintains that it is not consistent with the protection of a waterbody as a garage would contain a spill, detrimental materials would not infiltrate the waterbody. Mr. Szymanski proposed **AMENDING** the **REGULATION** of Section 14.3, Development on Major Water Bodies **EXCLUDING** a **DETACHED** garage within 50 to 100' as a detached garage would store an excess number of vehicles that are atypical of one's use of a residential property. With this amendment, attached garages would now be permitted within 50' to 100' of the shorefront.

Mr. Szymanski proposed to **AMEND** a typographical text error in the **REGULATIONS FROM** 13.3.1 **to** 14.3.1.

**MOTION:** Mr. Bolte, second Mr. Papp **SCHEDULE PUBLIC HEARING** on **October 9, 2018**

**APPROVED:** Ms. Bates, Mr. Brodhead, Ms. Kasler, Mr. Miller, Mr. Lethbridge

**APPROVED: UNANIMOUSLY ABSTENTIONS: NONE MOTION CARRIED.**

- b. Josh Tanner, Public Works Supervisor, on Behalf of Town of Warren Board of Selectmen - §8-24 Referral – Municipal Improvements to Intersection of Hopkins Road and North Shore Road.

Mr. Tanner addressed the Board explaining the current island at this Intersection of Hopkins Road and North Shore Road would be dug out and replaced with a 30' Flare Intersection making the intersection a straight "T". This would allow for a better site line and improve public safety. Currently, there is confusion with people using the incorrect land resulting in more accidents. Business signs would be relocated to the East side.

**MOTION:** Mr. Miller, second Mr. Bolte to give a **FAVORABLE** recommendation that this plan is consistent with the Plan of Conservation and Development.

**APPROVED: UNANIMOUSLY ABSTENTIONS: NONE MOTION CARRIED.**

**6. CORRESPONDENCE.**

- a. None to discuss

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

- a. No report available

**8. UPDATE FROM PLAN OF CONSERVATION AND DEVELOPMENT SUBCOMMITTEE**

- a. Ms. Sefcik updated the Commission on the results to date of the Online Survey results forwarded to her by the NHCOC. The results of which were discussed at the most recent POCD meeting. To date, 170 responses had been received. The survey was sent out via email from the Town, postcards mailed to every resident, Park and Recreation newsletter is to contain an article, Facebook postings and reaching out to community groups. Farm Protection and Retaining Younger Residents were highly rated on the survey. Special Topic Forum flyers were distributed and discussed as well as the September 22<sup>nd</sup> Community Forum. To date, there have been approximately 20 submissions for the photo contest. Other avenues to encourage town participation were discussed. The Commission was recommended to participate.

**b. DISCUSSION OF SECOND ROUND OF POSSIBLE TEXT AMENDMENTS – INCLUDING BUT NOT LIMITED TO HOME-BASED BUSINESSES, CONVERSION OF FARM BUILDINGS, SPECIAL EVENTS, SHORT-TERM RENTALS, USE TABLE, AND DEFINITIONS.**

Ms. Sefcik gave the Commission documents with the amendments for perusal and discussion. Ms. Sefcik outlined the changes for the Commission. Home Business Regulations were then discussed without resolution. A discussion on amendments to create a Zoning permit level of approval for some home business types. The Commission considered registration of existing businesses during grace period, with all new businesses to conform to these amendments. Ms. Sefcik will contact Jocelyn Ayer of NHCOC to discuss amnesty and to see if other towns in the area had this issue and how it was done.

Definitions of Terms were then deliberated (proposed changes marked in red), Accessory Apartments, Guest Suites, kennels, lodging and transient lease language, manufacturing, schools and short term rentals need to be more clearly defined. The Commission discussed holding a Public Hearing but decided to wait.

**9. ADJOURNMENT.**

**MOTION:** Mr. Bolte, second Mr. Papp to **ADJOURN** the meeting at 8:59PM;

**APPROVED: UNANIMOUSLY ABSTENTIONS: NONE MOTION CARRIED**

Respectfully submitted,

*Brenda Zampaglione*

**Brenda Zampaglione**  
**Land Use Secretary**