

TOWN OF WARREN
PLANNING & ZONING COMMISSION
Regular Meeting Minutes
Tuesday, December 8, 2015 - 7:30PM
Town Hall Conference Room - 50 Cemetery Road

Commission members present were Chairman Robert Bolte, Vice Chairman Christoffer Brodhead, Susan Bates, Robyn Kasler, John Miller, and Alternate Kelly Tobin. Also present were Stacey Sefcik, ZEO and Recording Secretary Richelle Hodza. Absent were Chris Fischer, Phil Good, Howard Lethbridge, and Alternates Darin Willenbrock and Brian Coyle.

1. **CALL TO ORDER AND DESIGNATION OF ALTERNATES.** Chairman Bolte called the meeting to order at 7:32 p.m. and seated Ms. Tobin for Mr. Lethbridge.
2. **PUBLIC COMMENT.** Chairman Bolte invited public comment. There was none.
3. **APPROVAL OF MINUTES.** Chairman Bolte asked if anyone had any changes to suggest. No one had. Mr. Miller **MOTIONED** to approve the Minutes of the November 10, 2015 regular meeting, **SECONDED** by Ms. Bates. The motion **CARRIED**.
4. **OLD BUSINESS.** Chairman Bolte read the single item on the agenda into the record: Arthur Howland & Associates, PC for DH Partners, LLC petition for a Text Amendment to Section 17.3 of the Town of Warren Zoning Regulations – “Nonconforming Structures.” On behalf of DH Partners, LLC, Mr. Paul Szymanski, PE was present. Commission members had before them the current wording, the applicant’s original proposed language, and the revised proposed language. Mr. Szymanski read the revised proposed text amendment into the record. Ms. Sefcik noted that she and Mr. Szymanski, with the assistance of the Town’s attorney, had been working to make the existing regulation more clear. There had been no disagreement among Commission members about the intent of the regulation either in its existing form or in its proposed form; however, the proposed language of Section 17.3.A.1, specifically regarding the parenthetical phrase “exclusive of overhangs” remained confusing. The proposed language was further discussed and clarified to the Commission by both Mr. Szymanski and Ms. Sefcik. When no further comments or questions were ventured, Mr. Brodhead made a **MOTION** to set a Public Hearing for January 12, 2016 at 7:30 p.m. Ms. Bates **SECONDED**. All were in favor, the motion **CARRIED**.
5. **NEW BUSINESS.** There was no new business.
6. **CORRESPONDENCE.** There was no correspondence.
7. **ZONING ENFORCEMENT OFFICER’S REPORT.** Commission members were issued a written report by Ms. Sefcik. Members took some minutes to read same. Chairman Bolte asked if anyone had any questions or comments about the report. None were heard. Mr. Brodhead made a **motion** to accept the report. Ms. Binns **SECONDED**; motion **CARRIED**.
8. **OTHER BUSINESS PROPER TO COME BEFORE THE COMMISSION.** No other new business proper was identified.

At 7:55 p.m., Ms. Bates made a **MOTION** to adjourn the meeting until January 12, 2016 at 7:30 p.m. immediately following the public hearing. Mr. Brodhead **SECONDED**, the motion **CARRIED** unanimously.

Respectfully submitted,



Richelle Hodza,
Recording Secretary