

Town of Warren
Planning & Zoning Commission
Regular Meeting – Minutes
Tuesday, July 11, 2017 – 7:30PM
Warren Town Hall – 50 Cemetery Road

Present: Chairman: Bob Bolte – **Vice Chairman:** Christoffer Broadhead - **Regular Members:** Susan Bates, Kelly Tobin, Robyn Kasler, Howard Lethbridge – **Zoning Enforcement Officer:** Stacey Sefcik - **Land Use Secretary:** Stephanie Dubray

Excused: Regular Members: Brian Coyle, John Miller and Phillip Good

Absent: Alternate: Darin Willenbrock

1. CALL TO ORDER AND DESIGNATION OF ALTERNATES.

- a. The regular meeting was called to order at 7:37PM. 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. June 13, 2017 Regular Meeting

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

- b. June 28, 2017 Special Meeting

Motion: Ms. Bates, second Mr. Lethbridge to **accept** the minutes from the Special Meeting on June 28, 2017; **motion carried** 5-0-1 with Mr. Broadhead abstaining.

4. OLD BUSINESS:

No business was discussed.

5. NEW BUSINESS:

No business was discussed.

6. CORRESPONDENCE.

No business was discussed.

7. ZONING ENFORCEMENT OFFICER'S REPORT

a. The commission briefly discussed the report presented by Ms. Sefcik.

Motion: Ms. Bates, second Ms. Tobin to **accept** the Zoning Enforcement Officer's Report from July 11, 2017; **unanimously approved.**

8. OTHER BUSINESS PROPER TO COME BEFORE THE COMMISSION:

A. Discussion and Possible Action Regarding Zoning Text Amendments (Definitions, Single Family Residence, Contractor Shop & Storage, Driveway Width.)

The commission discussed the above topics and agreed to add definitions for single family dwelling, and accessory dwelling units. They also decided to clarify that only one single family dwelling is permitted on any one lot. However, they continued to discuss whether to reinstate a provision that would permit construction of a second single family dwelling unit provided the property owner can demonstrate the property could meet subdivision requirements. The commission agreed to add information to the General Provisions and continued to discuss revisions to Home Occupations Regulations, including the addition of language related to contractor shop and storage. The commission closed with the addition of several definitions but ultimately wanted to table this matter until the next regular meeting so as to have time to review further.

Motion: Mr. Broadhead, second Mr. Lethbridge to **adjourn** the meeting at 9:10PM; **unanimously approved.**

Respectfully submitted,

A handwritten signature in cursive script that reads "Stephanie Dubray".

Stephanie Dubray
Land Use Secretary