

**Town of Warren**  
**Planning & Zoning Commission**  
**Regular Meeting – Minutes**  
**Tuesday, January 9, 2018 – 7:30PM**  
**Warren Town Hall – 50 Cemetery Road**

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**Present: Chairman:** Bob Bolte – **Vice Chairman:** Christoffer Brodhead - **Regular Members:** Susan Bates, Kelly Tobin, Robyn Kasler, John Miller, Phillip Good – **Alternate:** John Papp - **Zoning Enforcement Officer:** Stacey Sefcik - **Land Use Secretary:** Stephanie Dubray

**Excused: Regular Member:** Howard Lethbridge **Alternate:** Brian Coyle

**1. CALL TO ORDER AND DESIGNATION OF ALTERNATES.**

- a. The regular meeting was called to order at 7:32PM. All regular members present were seated for the meeting. Alternate John Papp was seated for Regular Member, Howard Lethbridge. The proceedings were recorded digitally, and copies are available in the Land Use Office.  
The commission introduced themselves to the new Alternate Member, John Papp.

**2. OPPORTUNITY FOR PUBLIC COMMENT.**

- a. No business was discussed.

**3. APPROVAL OF MINUTES:**

- a. November 14, 2017 Regular Meeting.

**MOTION:** Mr. Miller, second Ms. Bates to **approve** the November 14, 2017 Regular Meeting **minutes; unanimously approved.**

**4. OLD BUSINESS:**

- a. Bertrand & Debora Ouellette, 11 Brick School Road – Zoning Permit Application #17-33 to Construct 56-1/2' x 46' Single Family Dwelling.

Mr. and Mrs. Ouellette present to the commission the plans for the site work. Ms. Sefcik explains that the applicant already has TAHD approval. She has not identified any issues at this time. Mr. Brian Neff compiled the plans for the construction, and he does not have any issues with the plan either as this is well within the setbacks. There are wetlands on the property but it is outside of the proposed area. No wetlands permit is required at this time.

**MOTION:** Mr. Miller, second Mr. Brodhead to **approve** the application; **unanimously approved.**

- b. Town of Warren Planning & Zoning Commission - Public Hearing to Consider Opting out of PA17-155 “An Act Concerning Temporary Health Care Structures” to go into effect October 1, 2017. (***TABLED PENDING DISCUSSION WITH BOARD OF SELECTMEN – DATE STILL TO BE DETERMINED.***)

At this time, the board briefly discussed the idea of coordinating with the Board of Selectmen to write a regulation suitable for the Temporary Health Care Structures. The board agreed to table the public hearing until a draft letter is written with a proposed regulation to address this matter.

**MOTION:** Ms. Tobin, second Mr. Good to **table the public hearing** until a set of regulations are drafted and submitted to the Board of Selectmen; **unanimously approved.**

**5. NEW BUSINESS:**

- a. No business was discussed.

**6. CORRESPONDENCE.**

- a. The Regional Plan of Conservation and Development: 2017-2027, was presented to the commission for review.
- b. It was also briefly discussed that there is a NWCT Economic Development Summit on January 30, 2018 in case members are interested. In addition, there are also Land Use Training Seminars taking place on February 22 and March 6, 2018 at the NHCOG office in Goshen for those who wish to attend. The 5<sup>th</sup> Thursdays Forum will also take place March 29, May 31, August 30, and November 29, 2018.

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

- a. It was briefly discussed that the application in the matter of 121 North Shore Rd is tabled until January 25<sup>th</sup> at the request of the applicant.
- b. At this time the commission discussed the matter regarding an illuminated sign constructed for the Town of Warren. It was noted that a permit is not needed but that illumination would not conform to the current regulations. The proposed sign was discussed at a Board of Selectmen meeting between 2006 and 2010. At that time there were no objections noted but currently we have not located the minutes confirming that. The commission conversed on what the best form of action would be going forward as the sign is already up. It was then discussed that the hours in which the sign is illuminated could negatively impact the neighbors view. Some members also added that the size of the sign is rather large. In addition, the question of whether or not this was discussed at the Board of Finance in regard to the allocation for the funds to construct the sign was discussed briefly. At this time we do not have record of the aforementioned discussion. At this time, Ms. Sefcik went ahead to explain that she would look into the possible need for an 824 review. The commission agreed to draft a letter to the Board of Selectmen requesting information on the hours of operation, the lack of compliance to the current regulations and possibly the need for an 824 review.

**MOTION:** Mr. Miller, second Ms. Tobin to **draft a letter to the Board of Selectmen** requesting general information regarding the illuminated sign, including the hours of operation, the need for compliance and a discussion of a possible Section 824 hearing; **unanimously approved.**

- c. It was briefly mentioned that the property owner at 167 Town Hill Rd has not yet lowered the height of his shed as discussed. There has not been any other construction on the property but Ms. Sefcik will contact the owner, reminding him of the height requirements for compliance to be achieved.
- d. The Board then discussed the property at 325 Brick School Rd. The site is still rather unsightly and has quite a bit of 'junk' on the premise visible from the road and the neighboring property. It was noted that the owner had a health complication that limited his ability to address the issues at the property. At this time we are not able to issue a citation, but Ms. Sefcik will contact the owner in the coming weeks to address the issues. There are multiple cars on site, some of which are registered while others are being used for parts. It was mentioned that a call to the DEEP may be necessary if this is not addressed in the near future. The commission agreed that an attempt to contact either the owner or a relative would be the best form of action at this time.

**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.)

**\*This portion of the meeting will be in reference to the Draft Zoning Regulations Booklet\***

Ms. Sefcik began by addressing the need to confirm definitions, use charts and the contractor shop & storage. Ms. Sefcik went on to explain the proposed changes for new sections 7.3 and 7.4. The definition of Traditional Home Enterprise was read aloud and confirmed with the commission. It was proposed that new section 7.4.1.3 be removed from the regulations at this time. The Board agreed on this matter. It was noted that members would like to have a discussion of what the commission's goal is in adjusting the regulations. It was re-addressed that the commission previously favored avoiding the need for special exceptions unnecessarily. Briefly, Ms. Sefcik explained the importance of having such regulations to avoid any future complications and issues that are not enforceable.

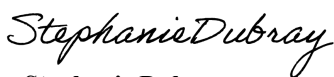
It was mentioned that in new section 7.3.2, the portion that describes the necessary square footage and percentage that shall be used for the Home Office, was removed from the regulations. There was more deliberation in regards to the parking for a Home Office. At this time, it was described to the commission, the difference between Residential and a Home Office, and the need for these definitions. It was further defined that the need for these regulations is for when issues arise, there is the ability to enforce and correct them. The current regulations require a special exception and public hearing for all home businesses. With that in mind, the commission wants to make this process easier for those who are responsible, considerate neighbors. With the current proposal, if an applicant meets the specific requirements, they would be compliant simply with a zoning permit. Those with more than 2 non-resident employees, less than 2 acres of property, or where outdoor displays of goods is requested, would receive a higher level of review under the special exception process.

At this time the commission moved to discuss the possibility of holding a public information session so that the public can have some input in these decisions. It was mentioned that moving to special exception would cause some residents to avoid coming forward. To that end, the commission moved to discuss new section 7.4.2.3, in which they ultimately decided to remove from the regulations. It was debated whether or not the Board wanted to keep the wording in new section 7.4.2.4, in which prohibits no more than 2 non-resident employees. They went on to agree that based on new section 7.4.2.8, the aforementioned wording is appropriate. Should they wish to increase the number of employees, they can do so by special exception. New section 7.4.2.2 was then adjusted from 3 parking spaces to parking for the employees and the resident. The commission then wondered if based on new section 7.4.2.5, would people not be able to display items related to retail in their front yard. The Board chose to allow outdoor displays of goods by special exception. At this time, a member brought up the issue of defining an offensive odor as described in new section 7.4.2.6. Being that the Board has no scientific way to standardize what constitutes an offensive odor or nuisance, this will at least give the commission grounds to enforce should a complaint be made. Lastly, the commission agreed that the wording in new section 7.4.2.7 should be kept as is.

## **9. ADJOURNMENT.**

**MOTION:** Mr. Broadhead, second Mr. Good to **adjourn** the meeting at 9:24pm; **unanimously approved.**

Respectfully submitted,



Stephanie Dubray  
Land Use Secretary