

Town of Warren
Planning & Zoning Commission
Regular Meeting – Minutes
Tuesday, February 13, 2018 – 7:30PM
Warren Town Hall – 50 Cemetery Road

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

1. CALL TO ORDER AND DESIGNATION OF ALTERNATES.

- a. The regular meeting was called to order at 7:35PM. All regular members present were seated for the meeting. Alternate John Papp was seated for Regular Member, Phil Good. 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. January 9, 2018 Regular Meeting.

MOTION: Ms. Tobin, second Ms. Bates to **approve** the January 9, 2018 Regular Meeting **minutes; unanimously approved.**

4. OLD BUSINESS:

- a. No business was discussed.

5. NEW BUSINESS:

- a. Michael & Jessica Dell'Aera, Hopkins Road (Assessor's Map #7 Lot 2) – Zoning Permit to Construct Single Family Dwelling, Driveway, In-Ground Swimming Pool, Shed, and Associated Utilities.

Ms. Dell'Aera presented to the commission the plans for the site. The lot is over 2 acres and 75 feet away from the road. They currently have Mr. Neff as the property engineer. There was a brief discussion as to what they plan to do. The driveway comes from the left side of the property, into the garage. They chose the highest and driest point for the home, parallel to the road. Ms. Sefcik read aloud a stipulation proposed by the First Selectmen, asking that the drainage be inspected by the road foremen prior to sign-off. Ms. Sefcik recommended approval, with an as-built required.

MOTION: Mr. Miller, second Ms. Kasler to **approve** the application with the driveway approval and as-built plan; **7 in favor – 1 abstention; approved.**

- b. Robert Siddall, 8 Sandcastle Road – Special Exception per Section 26 of the Town of Warren Zoning Regulations to Operate Home Business. *(Receive and Schedule Public Hearing)*.

Mr. Siddall presents to the commission. Ms. Sefcik explains that she will send around a letter from the applicant describing his business and intentions on the property. The applicant went on to explain that he has a heating and cooling business, with 4 service vans and 3 full-time employees that arrive between 7:30AM and 8:30AM, to pick up their supplies. They are typically

gone for most of the day. They do not work on site, the property is meant only for supplies. Mr. Siddall does however live on site as well. It was asked how much of the property is used for the business, to which Mr. Siddall explained he uses a 30X40 garage for materials. He will prepare a schematic site map showing the property in its entirety. It was mentioned that he does have a portable toilet behind a fence near the garage, which will be on the site plan.

MOTION: Mr. Lethbridge, second Mr. Miller to hold a **public hearing** for this application on March 13, 2018; **unanimously approved.**

- c. Catherine Deckelbaum, 33 Arrow Point Road – Special Exception per Section 16.2.1-F of the Town of Warren Zoning Regulations to Construct 465 Square Foot Patio within the Shoreline Setback Area. (*Receive and Schedule Public Hearing*).

Mr. Jeremy Oskandy presents to the commission on behalf of Arthur Howland, the site plans for 33 Arrow Point Road. Ms. Sefcik read aloud the regulation mentioned above. The gazebo has been removed and they now wish to put a 473 square foot patio in its place. They plan to keep the disturbance to a minimum, removing the existing gravel pad for a blue-stone patio using sand filled joints and grading for infiltration. There will also be rain gardens for drainage as well. There will be a vegetative buffer for shoreline stabilization so as to avoid erosion. There was a brief discussion as to which trees are being proposed for removal. Ms. Sefcik explained the original application to the commission as well. There will be 2 maple trees removed, one 12inches and another 6 inches. They have received Wetlands approval and Mr. Sean Hayden has been involved with this application as well, he is not opposed to the proposed plans. It was noted that the gravel pad has since been removed. At this time, the commission agreed they would prefer to have something in writing from Mr. Hayden explaining his position on this matter.

MOTION: Mr. Miller, second Mr. Lethbridge to hold a **public hearing** for this application on March 13, 2018; **unanimously approved.**

MOTION: Mr. Broadhead, second Mr. Lethbridge to **move to item 8A** on the agenda at this time; **unanimously approved.**

6. CORRESPONDENCE.

- a. No business was discussed.

7. ZONING ENFORCEMENT OFFICER'S REPORT.

- a. Ms. Sefcik reminded the commission that it is time to review the Plan of Conservation and Development. It was recommended that every month the commission reviews a chapter.
- b. Ms. Sefcik sent a few enforcement letters to those who were in violation this month. Those including an outdoor toilet at a home business, outdoor wood-burning furnace and home business without permits, and accessory structures without permits where resident does not live on site, which is against regulations, in addition to wetlands issues. Ms. Sefcik will file a cease and desist order if she does not hear back from the property owner.

8. OTHER BUSINESS PROPER TO COME BEFORE THE COMMISSION:

- a. Informal Discussion with Town of Warren Affordable Housing Committee.

Mr. Ohmen presents to the commission, explaining that they have met with the First Selectmen as their initial step towards building on Town property. Previously, the regulation stated that there was a limit of 5 family dwellings per unit, which was since changed to a limit of 4. Based on the amount of space needed for the septic and water, the committee asks that the regulation be amended to a limit of 5 family dwellings per unit. It was also mentioned that the current regulations need some clarification as it created some confusion for both the committee and board members. Mr. Massey came forward and presented to the commission as well. He expressed the need for 6 dwellings per unit as opposed to the current 4. It was mentioned that the neighboring town of Cornwall offers 10 dwellings per unit. They are asking that the commission adjust zoning regulations so the committee can work together, as the allowable units makes it near impossible for Affordable Housing to make a difference in town. Ms. Sefcik passed around the flyer for Partnership for Communities report for our town. The committee members went on to explain that this is the

best opportunity to have work done, in many years. It was offered that the commission may want to create a specific zone for such work, so as to know where the parcel is.. It was explained that you cannot designate an Affordable Housing Zone, in one area. The commission asks that the committee write up their intentions for review. Ms. Sefcik offered to speak with other towns as well to see their regulations on this. Mr. Travers presents to the commission, explaining that the driveway to the Town hall would be access as well. This driveway is town owned, and therefore would be the access to the units they are proposing.

b. Discussion Regarding Illuminated Signage at 7 Sackett Hill Installed By the Town of Warren.

Ms. Sefcik presents to the commission the proposed letter that was drafted, per the last meeting. There was some opposition as to the contents of the letter, so it was suggested that the commission agree what to write-up before sending. Mr. Lethbridge asked that there be a brief recap of this matter. It was mentioned that the Selectmen are aware of this issue. Some discussion followed as to what changes need to be made to the aforementioned letter. Ms. Sefcik explained that there is a possible solution, which would require an amendment to the regulation. Section 21.1 could be adjusted to exclude governmental signs erected by the Town of Warren. More discussion followed, stating this sets a poor example for the rest of the town. It was asked by some members why there was no one present at the meeting from the Board of Selectmen to speak on this issue. At this time, the commission then went on to amend the letter, removing certain portions. Upon removal, the board agreed upon the revisions and decided to have that sent to the Board of Selectmen. Some members pointed out that if neighbors complain, there will be a record of the Zoning Commissions opposition, based on this letter.

MOTION: Mr. Lethbridge, second Ms. Bates to **send the drafted letter**, as amended, to the **Board of Selectmen; unanimously approved.**

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

This matter was tabled at this time.

9. ADJOURNMENT.

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

Respectfully submitted,



Stephanie Dubray
Land Use Secretary