

**Town of Warren**  
**Planning & Zoning Commission**  
**PUBLIC HEARING - Regular Meeting – Minutes**  
**Tuesday, June 12, 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, Howard Lethbridge– **Alternate:** John Papp - **Zoning Enforcement Officer:** Stacey Sefcik -

**Land Use Secretary:** Brenda Zampaglione

**Excused:** NONE **Absent:** Brian Coyle, Philip Good, John Miller

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

- a. The PUBLIC HEARING was called to order at 7:30 PM. 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.

**PUBLIC HEARING**

The hearings opened at 7:30 PM. Ms. Sefcik read into the record the legal notice for the Public Hearing. Regular members present were seated for the meeting. The proceedings were digitally recorded and copies are available in the Land Use Office.

2. Town of Warren Planning and Zoning Commission - Text Amendments to Zoning Regulations (Comprehensive Formatting, Organizational Updates, Typo & Misnumbering Corrections), Incorporation of Previously Approved Telecommunications Regulations, and Content Amendments to Sections: 2 – General Provisions; 5 - Uses; 6 – Area Requirements; 9 – Driveways; 20.2 – Handicapped Parking Space Requirements; 22 – Special Exceptions; 29 – Zoning Board of Appeals; 30 – Zoning Permit; 31 – Site Plans; 32 – Certificate of Zoning Compliance; 33 – Special Exception Applications; 35 – Notification of Public Hearings.

The Legal Notice was read into the record by Ms. Sefcik. Ms. Sefcik noted that Jocelyn Ayer of the Northwest Hills Council of Governments had been forwarded a copy of the edited text Amendments and found no apparent conflict with the state and regional POCD's. Ms. Sefcik also noted that there was NO Correspondence from the Public regarding the Regulations changes. Mr. Bolte then opened the meeting for Public Comment. No Comments were made. The draft amendments were filed in the Town Clerk's office as required. The Town Clerk received no questions/comments either.

**MOTION:** Mr. Broadhead, second Mr. Papp motioned to **ADOPT** Text Amendments to Zoning Regulations effective June 12, 2018.

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

**REGULAR MEETING**

**1. CALL TO ORDER**

- a. The regular meeting was called to order at 7:36 PM immediately after the Public Hearing. All regular members present were seated for the meeting. The proceedings were recorded digitally, and copies are available in the Land Use Office.

## 2. ELECTION OF OFFICERS.

**MOTION:** Ms. Tobin, second Mr. Brodhead Election of Stacey Sefcik as MODERATOR for the Commission.

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

- a. Nominations for the Election Chairman of Planning & Zoning Commission. Ms. Tobin nominated Mr. Bolte for Chairman. Mr. Bolte politely **DECLINED** the Nomination. Mr. Bolte verbally has resigned his position as Chairman. The Commission thanked Mr. Bolte for his Service to the Commission and the Town of Warren. Mr. Bolte will remain on the Commission as a member.
- b. Mr. Brodhead nominated Susan Bates as Chairperson of Town of Warren Planning and Zoning Commission. Ms. Bates **ACCEPTED** the Nomination.

**MOTION:** Mr. Brodhead, second Mr. Lethbridge NOMINATE Ms. Bates as Chairperson of Town of Warren Planning and Zoning Commission. **APPROVED: UNANIMOUSLY ABSTENTIONS: NONE MOTION CARRIED.**

- c. Ms. Tobin Nominated Mr. Brodhead for Vice Chairperson for the Town of Warren Planning and Zoning Commission. Mr. Brodhead **ACCEPTED** the Nomination.

**MOTION:** Ms. Tobin, second Mr. Bolte NOMINATE Mr. Brodhead as Vice Chairperson of Town of Warren Planning and Zoning Commission. **APPROVED: UNANIMOUSLY ABSTENTIONS: NONE MOTION CARRIED.**

## 3. OPPORTUNITY FOR PUBLIC COMMENT.

- a. Blake Levitt, 355 Lake Road, requested that a Ridgeline Protection Regulation be adopted and mentioned to POCD Sub-Committee.

## 4. APPROVAL OF MINUTES:

- b. May 8, 2018 Regular Meeting.

**MOTION:** Ms. Tobin, second Mr. Bolte to **APPROVE** the May 8, 2018 **REGULAR** Meeting **minutes**;

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

## 5. OLD BUSINESS:

- c. Ray Bergati of HOMELAND TOWERS on behalf of Town of Warren, Board of Selectman, §8-24 referral – lease of town property located at 50 Cemetery Road (Assessor's Map 23 Lot 10) and/or Carter Road (Assessor's map 27 Lot 20) for location of Cell Phone Tower and Associated Equipment.

Mr. Bergati presented to the commission the plans for both sites. Discussion with the Public and the commission then ensued. Per Ms. Sefcik, no legal noticing was done for Public comments regarding this motion and that Public comments are welcomed at Town meeting as is the appropriate forum. ZEO, Stacey Sefcik explained in great detail, the §8-24 referral motion and how conditions/details can be attached to the motion. Per Ms. Sefcik, the Commission's goal is to evaluate whether the lease and plan presented conforms to the current POCD. Town of Warren Selectman, Craig Nelson, went on the record for agreeing that he would not sign Carter Road lease unless the tower is moved back 500' to 700' from existing plan.

**MOTION:** Mr. Broadhead, second Ms. Tobin to give a **NON-FAVORABLE** recommendation of §8-24 referral of Homeland Towers cell tower locations on 50 Cemetery Road and Carter Road, due to non-conformity with POCD guidelines.

**APPROVED:** Mr. Brodhead, Mr. Bolte, Ms. Bates, Mr. Lethbridge, Ms. Tobin, Mr. Papp.

**OPPOSED:** Ms. Kasler, Mr. Papp **ABSTENTIONS: NONE MOTION to give a NON-FAVORABLE recommendation CARRIED.**

**6. NEW BUSINESS:**

- d. Town of Warren Affordable Housing Committee on behalf of Town of Warren Board of Selectman - §8-24 referral – Lease of Town-Owned Property located at 50 Cemetery Road (Assessor's Map 23 Lot 10) for site of Workforce Housing.

Mr. Drew Ohmen, Chairman of Town of Warren Affordable Housing Corporation presented to the commission and distributed a topographical map to the Commission for review of the 50 Cemetery Road property. There was a brief discussion as to what they plan to do. Mr. Ohmen explained a plan for 2 – 2 ACRE Lots for 2 Buildings with 6 Units each for an approximate total of 5,700' Square Footage per Building. The property would be leased from the Town of Warren and an outside Management corporation would oversee the Buildings. The Workforce Housing will have NO Age Restrictions for tenants. Mr. Owens explained that area leased can be made larger to accommodate Perc Tests. Ms. Sefcik reminded the Commission the §8-24 referral motion and how conditions/details can be attached to the motion. Per Ms. Sefcik, the Commission's goal is to evaluate whether the plan presented meets requirements of POCD.

**MOTION:** Mr. Lethbridge, second Ms. Tobin **FAVORABLE** recommendation of §8-24 referral of Town of Warren Affordable Housing Committee - Lease of Town-Owned Property located at 50 Cemetery Road (Assessor's Map 23 Lot 10) for location of Workforce Housing, due to conformity with POCD guidelines. **APPROVED:** Mr. Brodhead, Mr. Bolte, Ms. Bates, Mr. Lethbridge, Ms. Tobin, Ms. Tobin, Mr. Papp. **OPPOSED:** NONE **ABSTENTIONS:** NONE **MOTION CARRIED.**

**7. CORRESPONDENCE.**

- e. Reviewed notice of Land Use Training Session. No other business discussed.

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

- f. Ms. Sefcik notified the commission that the Judge Accepted a Stipulated Agreement for **387 LAKE ROAD** which detailed requirements for the cabins and its use for events. Owners have 45 days to gut out cottages so that they cannot be used residentially. The agreement was filed on the Land Records and constitutes the Certificate of Zoning compliance. ZEO, Ms. Sefcik, will inspect to insure cabins are non-residential.

**9. OTHER BUSINESS PROPER TO COME BEFORE THE COMMISSION:**

None to discuss

**10. ADJOURNMENT.**

**MOTION:** Mr. Lethbridge, second Mr. Brodhead to **adjourn** the meeting at 9:36 PM; **APPROVED: UNANIMOUSLY**  
**ABSTENTIONS: NONE**

Respectfully submitted,

*Brenda Zampaglione*

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