

Town of Warren
Planning & Zoning Commission
Regular Meeting – Minutes
Tuesday, July 10, 2018 – 7:30PM
Warren Town Hall – 50 Cemetery Road

Present: Chairman: Susie Bates – **Vice Chairman:** Christoffer Brodhead - **Regular Members:** Bob Bolte, Robyn Kasler, Howard Lethbridge, John Miller **Alternate:** John Papp - **Zoning Enforcement Officer:** Stacey Sefcik -

Land Use Secretary: Brenda Zampaglione

Excused: NONE **Absent:** Brian Coyle, Philip Good, Kelly Tobin

REGULAR MEETING

1. CALL TO ORDER

- a. The regular meeting was called to order at 7:30PM. All regular members present were seated for the meeting. Mr. Papp arrived at 7:36PM and was seated for Phil Good. The proceedings were recorded digitally, and copies are available in the Land Use Office.

2. OPPORTUNITY FOR PUBLIC COMMENT.

- a. Mr. William Manasse for Scott & Lisa Stewart and David Robinson, residents on North Shore Road. Regarding an application submitted to install docks at 159 North Shore Road/The Cove, LLC. There is a disagreement on where the boundary lines are.

3. APPROVAL OF MINUTES:

- a. June 12, 2018 Regular Meeting.

MOTION: Ms. Kasler, second Mr. Bolte to **AMEND** the May 8, 2018 **REGULAR** Meeting **minutes** to show that under **OLD BUSINESS**, Mr. Papp was **OPPOSED** in regards to the **NON-FAVORABLE** recommendation motion set forth by Mr. Brodhead in the matter of Ray Bergati for HOMELAND TOWERS. In addition, Ms. Kasler's name was omitted under **NEW BUSINESS** in the matter of Town of Warren Affordable Housing **FAVORABLE** recommendation motion set forth by Mr. Lethbridge, as **APPROVED**.

APPROVED: UNANIMOUSLY ABSTENTIONS: John Miller MOTION CARRIED.

4. OLD BUSINESS:

No business

5. NEW BUSINESS:

- a. Paul Szymanski of Arthur Howland & Associates for Barbara Johnson, Trustee, 10 North Shore Road – Special Exceptions Per Sections 14.2.1-F and 14.3 to Construct Patio Larger than 100 Square Feet and Single Family Dwelling within the Shoreline Setback Area.

Mr. Szymanski clarified the plan for the Commission. Mr. Szymanski explained that he had full approval from Inland Wetlands Commission in addition to TAHD approval. There was a pro-active archaeological survey done in two areas on the parcel without finding. Per Ms. Sefcik a mandatory Public Hearing must be scheduled. There was

concern regarding the garage being within the 50-100' area. Mr. Szymanski will modify his request, removing the garage from the plan and make it a storage area and call it a living space. Mr. Szymanski requested the PUBLIC HEARING be held on August 14, 2018, however, the Commission scheduled the PUBLIC HEARING on **September 11, 2018** due to the necessity for revised plans.

MOTION: Mr. Bolte, second Mr. Lethbridge **SCHEDULE PUBLIC HEARING on September 11, 2018**

APPROVED: Ms. Bates, Mr. Brodhead, Ms. Kasler, Mr. Miller, Mr. Papp

OPPOSED: NONE **ABSTENTIONS:** NONE **MOTION CARRIED.**

6. CORRESPONDENCE.

- a. None to discuss

7. ZONING ENFORCEMENT OFFICER'S REPORT.

- a. Ms. Sefcik gave the Commission her report and the following items were discussed by the Commission.
- b. **387 LAKE ROAD** - The 45 day period to gut out cottages so that they cannot be used residentially has expired. Ms. Sefcik, will inspect to insure cabins are non-residential.
- c. **3 BLISS ROAD – Construction of a Driveway/Parking Area without Permits.** Ms. Sefcik was notified that there was a parking area which posed a safety and visibility issue. Ms. Sefcik sent a letter of **VIOLATION** and the owner has since contacted Ms. Sefcik stating that the Driveway would be removed. Ms. Sefcik to continue to monitor.

MOTION: Mr. Brodhead, second Mr. Lethbridge **ACCEPT ZEO REPORT** submitted to the Commission.

APPROVED: Ms. Bates, Mr. Bolte, Ms. Kasler, Mr. Miller, Mr. Papp

OPPOSED: NONE **ABSTENTIONS:** NONE **MOTION CARRIED.**

8. OTHER BUSINESS PROPER TO COME BEFORE THE COMMISSION:

- a. **Update from Plan of Conservation and Development Subcommittee.** Ms. Sefcik gave the Commission a list of dates for the Topic Meetings and for the Public Issues Forum. Ms. Sefcik then reviewed the topics with the Commission and requested that they invite people who would be topic specific to the meetings. Ms. Sefcik reviewed the post card that will be sent to town residents, with a drop date of 7/23/18. Marketing for the Top meetings and Forum will be posted on the town website and newsletter. Post card photo contest was discussed as well as the Senior bus and child care for the Forum on September 11th at 7:00PM at the Community Center. The survey which will be sent to residents will be on the website as well. Ms. Sefcik encouraged the Commission to share the survey link with as many people as possible.
- b. **Discussion of Second Round of Possible Text Amendments – Including But Not Limited to Conversion of Farm Buildings, Special Events, Short-Term Rentals, Use Table, and Definitions.** Ms. Sefcik gave the Commission documents with the amendments for perusal and discussion. **Definitions** changes are marked in **RED**, **Conversion of Farm Buildings** changes are marked as **ITALICIZED** text. Ms. Sefcik outlined the changes for the Commission as a lengthy discussion was had on Regulation 21.1 and 21.2. An edit will be made to Regulation 21.1 to show that there is a need for proof that a farm has been used as a farm. Ms. Sefcik explained the 21.2 Regulation. Ms. Sefcik will confirm with the town Land Use attorney to see if “FAMILY” needs to be defined for this Regulation. Home Business Regulations were then discussed without resolution. Discussion on amendments to create Zoning permit level of approval for some home business types. Discussed registration of existing businesses during grace period, with all new businesses to conform to these amendments. Ms. Sefcik will talk with the town Land Use attorney to see what is needed to establish a moratorium and possible registration i.e., town meeting, legal notices. Lastly, 5.0 USE TABLE was distributed.

MOTION: Mr. Bolte, second Mr. Brodhead to **TABLE** further review of **AMENDMENTS** until next meeting on August 14, 2018.

APPROVED: Ms. Bates, Mr. Lethbridge, Ms. Kasler, Mr. Miller, Mr. Papp

OPPOSED: NONE **ABSTENTIONS:** NONE **MOTION CARRIED**

9. ADJOURNMENT.

MOTION: Mr. Brodhead, second Mr. Lethbridge to **adjourn** the meeting at 8:59PM; **APPROVED: UNANIMOUSLY**
ABSTENTIONS: NONE

Respectfully submitted,

Brenda Zampaglione

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Land Use Secretary