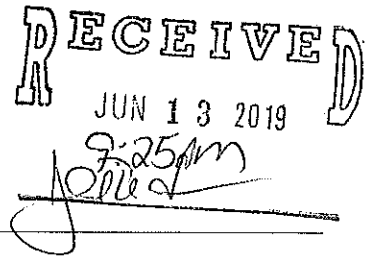


**Town of Warren
Planning & Zoning Commission
Tuesday, June 11, 2019 – 7:30 PM
Warren Town Hall – 50 Cemetery Road**



Present: Chairwoman: Susan Bates; **Vice Chairman:** Christoffer Brodhead; **Regular Members:** Howard Lethbridge, John Papp, Bob Bolte, Adam Crane
Zoning Enforcement Officer: Stacey Sefcik
Land Use Secretary: Brenda Zampaglione
Absent: Brian Coyle, John Miller, Paul Prindle, Ruth Schnell

1. CALL TO ORDER AND DESIGNATION OF ALTERNATES

The **REGULAR** meeting was called to order at 7:32 PM. All regular members were seated for the meeting. The proceedings were recorded digitally, and copies are available in the Land Use office.

2. OPPORTUNITY FOR PUBLIC COMMENT

None

3. APPROVAL OF MINUTES

a. May 28, 2019

MOTION: Mr. Lethbridge, second Mr. Bolte to **MOVE** the approval of the **February 12, 2018 PUBLIC HEARING SPECIAL MEETING**, April 23, 2019 **SPECIAL MEETING** and the May 28, 2019 **REGULAR MEETING** minutes to the next meeting on July 9, 2019.

APPROVED: UNANIMOUSLY

ABSTENTIONS: NONE

MOTION: CARRIED

4. OLD BUSINESS

None

5. NEW BUSINESS

a. **Thomas Carey for Town of Warren, 15 Sackett Hill Road (Assessor's Map 23, Lot 12) - Site Plan Modification to Construct Handicapped-Accessibility Ramp and Parking Improvements at the Warren Public Library**

Mr. Carey on behalf of the Town of Warren distributed the Modified Site Plan and application to the Commissioners to peruse. Mr. Carey explained the modifications to the plan which includes changing to a one way driveway, additional parking/handicapped parking spaces and a new handicap ramp/portico for building access. The land of this property is owned by Region 6 but the building is owned by the Town of Warren who submitted and authorized this application. Region 6 had reviewed and approved, and have given their permission to make the improvements. The improvements will include a modest area for the recycle and trash bins which are currently on the north side of the building and often "blow" down the hill. They will be re-located to the south side of the building off the sidewalk near the stairs in a small corralled area. The proposed handicap ramp is not greater than 5 feet. No significant exchange to the landscaping except for a few extra parking spaces by the island. Mr. Bolte questioned who owned the land and the building. The building is owned by the town and the land is owned by the school district, both have approved of the plan. The application was signed by the Board of Selectmen and provided authorization to Mr. Carey. Mr. Lethbridge questioned the position of some of the parking spaces and potential impediment to the Fire House traffic. Mr. Lethbridge conceded that while there appeared to be sufficient room for fire trucks leaving the fire house, it would be tight. Mr. Bolte questioned as to whether this application should be under the Special Exception permitting process. Ms. Sefcik noted that the USE of the building has not changed and therefore is not a Special Exception per Town of Warren Special Exception regulations. After much discussion it was agreed that the improvements were a modification to the original site plan. The requirements regarding ADA Compliance were also ruminated by the Commission. A few members of the Library Board spoke regarding the importance of making improvements to the Warren Public Library and how the accessibility to the library will be improved by these modifications.

Chairwoman Bates recused herself and left the room at 8:02 PM. Vice Chairman Brodhead then chaired the remaining portion of this application.

MOTION: Mr. Lethbridge, second Mr. Papp to **APPROVE** the application for **Thomas Carey for Town of Warren, 15 Sackett Hill Road (Assessor's Map 23, Lot 12)** - Site Plan Modification to Construct Handicapped-Accessibility Ramp and Parking Improvements at the Warren Public Library.

APPROVED: UNANIMOUSLY

ABSTENTIONS: NONE

MOTION: CARRIED

Chairwoman Bates re-entered the meeting room at 8:04 PM and resumed chairing the remainder of the meeting.

6. CORRESPONDENCE

Ms. Sefcik received the spring 2019 quarterly newsletter of the Connecticut Federation of Planning and Zoning Agencies, Ms. Zampaglione will scan and email copies to all Commissioners.

7. ZONING ENFORCEMENT OFFICER'S REPORT

Ms. Sefcik did not have a report to submit as applications submission has been very slow and there are no immediate signs of this changing. Chairwoman Bates requested that Ms. Sefcik email a report to the Commissioners.

8. OTHER BUSINESS PROPER TO COME BEFORE COMMISSION

a. Discussion Regarding Process to Fill Zoning Enforcement Officer Vacancy

The Board began by thanking Ms. Sefcik for her many years of service to the Town of Warren and the Planning and Zoning Commission.

The Town of Warren Board of Selectmen had been invited via email to attend this meeting in hopes of having a discussion regarding the hiring of an interim or permanent ZEO. The Commissioners were very dismayed that none of the Selectmen had replied to the email, and that none of the three Selectmen invited were in attendance for this meeting. Members of the Commission were discouraged that it appeared that the Selectmen did not want the input of the Commissioners regarding a possible new hire for the ZEO position. Some members feel presents a lack of support given by the Board of Selectmen to the Planning and Zoning Commission. It was decided by all Commissioner's that a letter would be drafted and written to all three Board of Selectmen expressing the Commission's interest in the hiring process, job description, as the Commission will be working closely with the next ZEO. A draft of the letter was dictated for transcription and will be sent next week. Chairwoman Bates will sign the letter on behalf of the Planning and Zoning Commission.

Related to the vacant position of ZEO, Ms. Sefcik assured the Commission that she will stay on for meetings if needed and also keep office hours on Tuesdays from 4:30 – 6:30 pm in the interim. Ms. Sefcik is also available via phone and email if the need arises. Sean Hayden of Lake Waramaug Task Force agreed to assist with lakefront site visits to current projects as he is most up to date on them and the Commission appreciates the Taskforces support in this matter. The Commission discussed possible interim arrangements for enforcement support in case time sensitive issues were to arise.

b. Discussion of Text Amendments pertaining to Home-Based Businesses

The discussion regarding Home-Based Business text amendments resumed where it was left off at the last meeting. All regulations were ruminated and edited by the Commissioners. There will be a SPECIAL MEETING held on June 18, 2019 at Warren Town Hall, 50 Cemetery Road, at 6:30 pm to make final edits to the text amendments proposed. It was the Commissions hope that they be finalized and ready for legal noticing after this meeting. Ms. Sefcik will make final edits for the Commission.

9. ADJOURMENT

MOTION: Vice Chairman Brodhead, second Mr. Papp to **ADJOURN** the meeting at 9:23PM

APPROVED: UNANIMOUSLY

ABSTENTIONS: NONE

MOTION: CARRIED

Respectfully submitted,

Brenda Zampaglione
Land Use Secretary