

**TOWN OF WARREN
PLANNING & ZONING COMMISSION
Regular Meeting Minutes
Tuesday, March 8, 2016 - 7:30PM
Town Hall Conference Room - 50 Cemetery Road**

PRESENT were Chairman Robert Bolte, Vice Chairman Christoffer Brodhead, **Susan Bates**, Robyn Kasler, John Miller, and Alternates Kelly Tobin and. Also present were Stacey Sefcik, ZEO. Absent were Phil Good, Howard Lethbridge, Chris Fischer, Alternates Darin Willenbrock and Brian Coyle, and Recording Secretary Richelle Hodza.

Call to Order and Designation of Alternates.

Chairman Bolte called the meeting to order at 7:42 p.m. He seated Kelly Tobin for Howard Lethbridge.

Opportunity for Public Comment. There was no comment from the public.

Approval of Minutes. The Minutes of the February 9, 2016 Regular Meeting were moved for approval, seconded and duly approved despite two abstentions by those who were not present at the previous meeting.

Old Business. **Arthur Howland & Associates, PC for DH Partners, LLC petition to Amend the text of Section 17.3 of the Town of Warren Zoning Regulations – “Nonconforming Structures.”** The Public Hearing of this matter was closed February 9, 2016. Revolving discussion of the overhang or eave of the second floor of an extension or enlargement of a pre-existing non-conforming structure regarding the issue of the definition of the overhang resumed. Questions of footprints and structures and their counting toward setbacks were asked and addressed again. Mr. Brodhead questioned why the Commission ought to even allow such a special exception and others wanted to know the genesis of the application to change the present language of the Section. Ms. Sefcik explained that many other towns had provisions for such special exceptions in order to avoid the onerous process of seeking a variance for such permits. Additional discussion followed focusing on the language that would suffice.

Chris Brodhead **MOVED** to adopt an amendment in conformance with the Town’s Plan of Development to Section 17.3B1 of the Zoning Regulations. The Section would read: The extension or enlargement does not extend beyond the existing footprint, i.e., foundation wall. For the purpose of this section, the distance that the roof overhangs beyond the footprint (i.e., the eave) shall not be considered an expansion or enlargement, provided that such overhang does not extend beyond any roof overhang located on any eave or roof surface below it. Mr. Miller **SECONDED**. Ms. Bates was opposed, five were in favor. There were no abstentions. The text amendment was **APPROVED**.

New Business. Ms. Sefcik identified a new application brought to her attention immediately before the meeting. Mr. Brodhead moved to add Dean Gregory’s application for a Zoning Permit to Construct Single Family Dwelling and Driveway at 2 Laurel Mountain Road. The **MOTION** was **SECONDED** by Ms. Bates; it **CARRIED** unanimously and the item was added to the agenda.

Mr. Gregory's plans were presented and discussed. The house he proposed received Wetlands approval and driveway approval from the First Selectman. The proposed dwelling is smaller than a formerly planned dwelling, whose Zoning Permit had been granted. Mr. Brodhead asked whether it met setbacks. Ms. Sefcik confirmed that it is a corner lot and meets the setbacks required as such. Chairman Bolte invited further discussion.

Mr. Brodhead made a **MOTION** to APPROVE the permit for a single family dwelling at 2 Laurel Mountain Road. Ms. Kasler **SECONDED** the motion; it **CARRIED** unanimously. The permit was unanimously approved.

Correspondence. Ms. Sefcik reiterated the availability of various training classes for Land Use commissioners and pointed out the desirability of having a representative of Warren's Commission attend upcoming NHCOC meetings. Ms. Kasler offered to represent P&Z at the next meeting on March 31st. Finally, Ms. Sefcik mentioned the regional transportation information gathering project of NHCOC, which she had emailed to all members.

Zoning Enforcement Officer's Report. The ZEO's report was presented in writing to Commission members and a copy of it can be viewed in the Land Use office.

Mr. Brodhead **MOVED** to accept the ZEO's report. Members asked about the status of the Cease and Desist Order at the Meduri property on Reed Road. Other members wanted an update on the complaints of junk stored on Brick School Road. Ms. Bates **SECONDED** the motion. The motion **CARRIED**.

Other Business Proper To Come Before The Commission. Chairman Bolte brought up his dissatisfaction with applicants bringing their Zoning Permit Applications the night of the meeting and expecting a decision the same night. Ms. Sefcik agreed that it was not good practice and that she believed a 7-day-in-advance rule existed. Ms. Kasler offered that Ms. Sefcik ought to have, or be given, the authority to approve certain straightforward applications, especially in cases where the applicant had had several meetings with Ms. Sefcik, whose expertise could be relied upon for due review, and approval or denial of such applications.

Ms. Sefcik raised the issue of the need for additional text amendments. Mr. Brodhead related that he did not want to have additional monthly meetings for that specific purpose. Chairman Bolte and Ms. Kasler agreed, preferring to lengthen the monthly meetings when necessary to discuss any proposed text amendments that may arise. The question of Commission members who repeatedly miss meetings was raised again. Ms. Sefcik affirmed that the non-appearing member would be written a letter inviting him to resign.

Ms. Bates **MOVED** to adjourn the meeting until **Tuesday, April 12, 2016 at 7:30**. Ms. Tobin **SECONDED**. The motion was unanimously **APPROVED** at 9:05 p.m.

Respectfully submitted,



Richelle Hodza
Clerical Assistant