

**Town of Warren
Planning & Zoning Commission
Tuesday, July 9, 2019 – 7:30 PM
Warren Town Hall – 50 Cemetery Road**

Present: Chairwoman: Susan Bates; **Vice Chairman:** Absent; **Regular Members:** Howard Lethbridge, John Papp, Bob Bolte, Adam Crane; Paul Prindle;

Zoning Enforcement Officer: Stacey Sefcik

Land Use Secretary: Brenda Zampaglione

Absent: Brian Coyle, Christoffer Brodhead, 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. Paul Prindle will be seated as an alternate for Philip Good. 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. June 18, 2019

MOTION: Mr. Lethbridge, second Mr. Bolte to **APPROVE** the **June 18, 2019 SPECIAL MEETING** (Home Business Discussion)

APPROVED: UNANIMOUSLY

ABSTENTIONS: NONE

MOTION: CARRIED

The minutes of today's meeting, July 9, 2019 will record the following:

b. June 11, 2019 Regular Meeting

The Minutes of the June 11, 2019 Planning & Zoning Commission be accepted as a true and correct record with the following amendment:

Page 2 – Per Chairwoman Bates – Other Business Proper to come before Commission – Discussion Regarding Process to Fill Zoning Officer Vacancy – 2nd paragraph, 5th line, **REPLACE** the sentence: “Some members feel presents a lack of support given by the Board of Selectman to the Planning & Zoning Commission.” to now read: **Some members feel as the absence of any Selectman to attend the meeting presents a lack of support given by the Board of Selectmen to the Planning & Zoning Commission.**

MOTION: Mr. Lethbridge, second Mr. Bolte to **ADOPT** the **AMENDED June 11, 2019 REGULAR MEETING** minutes;

APPROVED: UNANIMOUSLY

ABSTENTIONS: NONE

MOTION: CARRIED

c. May 28, 2019 Special Meeting (POCD Public Hearing & Adoption)

MOTION: Mr. Lethbridge, second Mr. Bolte to **APPROVE** the **May 28, 2019 SPECIAL MEETING** (POCD Public Hearing & Adoption)

APPROVED: UNANIMOUSLY

ABSTENTIONS: NONE

MOTION: CARRIED

d. April 23, 2019 Special Meeting (Home Business Discussion)

The Minutes of the April 23, 2019 Planning & Zoning Commission be accepted as a true and correct record with the following amendment:

Page 1 – Per Chairwoman Bates – Home Occupation Motion – Amend the minutes to show that Commissioner Paul Prindle did not 2nd the Motion made by Vice Chairman Christoffer Brodhead as he was absent from the meeting. Commissioner Adam Crane seconded the Motion made by Vice Chairman Christoffer Brodhead.

MOTION: Mr. Lethbridge, second Mr. Bolte to **ADOPT** the **AMENDED April 23, 2019 SPECIAL MEETING** (Home Business Discussion) minutes;

APPROVED: UNANIMOUSLY

ABSTENTIONS: NONE

MOTION: CARRIED

e. March 12, 2019 Regular Meeting

The Minutes of the March 12, 2019 Planning & Zoning Commission be accepted as a true and correct record with the following amendment(s):

Page 1 – Per Chairwoman Bates – APPROVAL OF MINUTES, a. February 12, 2019 – Amend the minutes to show that the date of the meeting was February 25, 2019, not February 12, 2019.

MOTION: Mr. Lethbridge, second Mr. Bolte to **ADOPT** the **AMENDED March 12, 2019 REGULAR MEETING** minutes;

APPROVED: UNANIMOUSLY

ABSTENTIONS: NONE

MOTION: CARRIED

f. February 25, 2019 – Special Meeting (Kent Road Home Business Public Hearing)

The Minutes of the February 25, 2019 Planning & Zoning Commission be accepted as a true and correct record with the following amendment(s) made on the March 12, 2019 Regular meeting:

Page 2 – Continued Public Hearing – item #2 - 10 North Shore Road – Let the record show that the PUBLIC HEARING was closed at the February 25, 2019 meeting and as amended in the March 12, 2019 Regular Meeting minutes.

MOTION: Mr. Lethbridge, second Mr. Papp to **ADOPT** the **AMENDED February 25, 2019 SPECIAL MEETING** (Kent Road Home Business Public Hearing) minutes;

APPROVED: UNANIMOUSLY

ABSTENTIONS: NONE

MOTION: CARRIED

4. OLD BUSINESS

- a. Town of Warren Planning & Zoning Commission – Text Amendments to Section 5, Section 12 (Home Occupation), and Section 23 (Home Business) of the Zoning Regulations. *Public Hearing Scheduled for August, 13, 2019 – No Action Required.*

Ms. Sefcik reported the Text Amendments final draft was sent to Jocelyn Ayer, NHCOC for her review, as well as to Attorney Matt Willis for his review. In addition, all noticing was done and a copy was given to the Town of Warren Town Clerk, which she has added to the website. All is ready to go for the August 13, 2019 PUBLIC HEARING.

5. NEW BUSINESS

- a. **Warren Land Trust – Kent Road, Eel Pond Preserve (Assessor's Map 22 Lot 23)** – Zoning Permit to Construct Viewing Platform

Copies of the application were distributed by Ms. Sefcik to the Commissioners. Ms. Sefcik noted that the Town of Warren Inland Wetlands Commission had issued a Declaratory Ruling on this matter at the June 26, 2019 meeting. Elizabeth Chandler and Rebecca Neary were present to represent Warren Land Trust. They explained that the platform will not be floating on the water and that there would be a kiosk placed at the entrance to give visitors information about wildlife and Eel Pond Preserve. Warren Land Trust will get the necessary paperwork for signage from the Land Use Office.

MOTION: Mr. Lethbridge, second Mr. Papp to **APPROVE** the application for **Warren Land Trust – Kent Road, Eel Pond Preserve (Assessor's Map 22 Lot 23)** – Zoning Permit to Construct Viewing Platform

APPROVED: UNANIMOUSLY

ABSTENTIONS: NONE

MOTION: CARRIED

6. ZONING ENFORCEMENT OFFICER'S REPORT

Ms. Sefcik distributed her report to the Commissioners for perusal.

10 North Shore Road - Chairwoman Bates asked Ms. Sefcik if a site visit had been done recently. Ms. Sefcik will check with Sean Hayden as he was helping with the 10 North Shore in relation to site visits.

Hopkins Road, Stonewalls by George - enforcement update questioned by Ms. Bates. Ms. Bates also asked if there were any photographs available to peruse, Ms. Sefcik responded, "Not at this time."

3 Bliss Road – Mr. Bolte questioned the enforcement of illegal parking at this location. Has a Cease & Desist been issued yet? Ms. Sefcik responded that this is town of Warren property and is now a town issue. Boulders have been placed by the town as it is a Town of Warren right of way. Signs that were confusing will be changed to be made clear on parking.

58 Woodville Road – Mr. Bolte questioned the enforcement of an illegal business located at this property. A heating oil truck has been observed on the site recently. Ms. Sefcik noted that once the Home Business Regulations are adopted and approved – enforcement action can then be taken based on the new regulations.

Ms. Sefcik **AMENDED** her report – page 1 – ENFORCEMENT – 58 Woodville/46 Cornwall Road should have read 58 Woodville/College Farms Road.

MOTION: Mr. Lethbridge, second Mr. Papp to **ACCEPT** the **July 9, 2019** Zoning Enforcement Officer's report as **AMENDED**

APPROVED: UNANIMOUSLY

ABSTENTIONS: NONE

MOTION: CARRIED

7. OTHER BUSINESS PROPER TO COME BEFORE COMMISSION

- a. **Town of Kent Planning & Zoning Office application #44-19SP, Dolores R. Schiesel, Esq. for Roberti Family, LLC**, and letter was read into the record by Ms. Sefcik. Noticing from neighboring towns is required within 500' feet of town line. **175 Carter Road (Map 14 Block 21 Lot 35)** – Change of Use from Single Family Dwelling and Accessory Dwelling Unit to a Convalescent Home. Ms. Sefcik explained that the existing buildings will house the resident/patients. The Main house has a total of 6 bedrooms with 2 beds each for a total of 12 patients, the guest house on the property would be utilized for housing as well, having 2 bedrooms with 2 beds each for a total of 4 residents/patients. These residents/patients will be in recovery for alcohol and substance abuse. There will be a Public Hearing for this proposal in the large meeting room at the Kent Town Hall, 41 Kent Green Boulevard, Kent, CT 06757 on July 11, 2019 beginning at 7:00 pm. The Commission decided to have Ms. Sefcik send a letter to the Town of Kent voicing concerns over traffic on Brick School Road.

MOTION: Mr. Bolte, second Mr. Lethbridge to **REPLY** to the **July 2, 2019 letter from the Town of Kent** regarding **Town of Kent Planning & Zoning Office application #44-19SP, Dolores R. Schiesel, Esq. for Roberti Family, LLC** detailing the concerns of traffic and safety on Brick School Road in the Town of Warren in relation to the Convalescent Home proposal.

APPROVED: UNANIMOUSLY

ABSTENTIONS: NONE

MOTION: CARRIED

MOTION: Chairwoman Bates, second Mr. Papp to **ENTER** into **EXECUTIVE SESSION @ 8:03 PM**, Ms. Sefcik and Ms. Zampaglione left the meeting room.

APPROVED: UNANIMOUSLY

ABSTENTIONS: NONE

MOTION: CARRIED

MOTION: Chairwoman Bates, second Mr. Papp to **END EXECUTIVE SESSION @ 9:10 PM**, Ms. Sefcik and Ms. Zampaglione were asked to return to the meeting room to continue the **REGULAR MEETING**

APPROVED: UNANIMOUSLY

ABSTENTIONS: NONE

MOTION: CARRIED

9. ADJOURMENT

MOTION: Mr. Lethbridge, second Mr. Papp to **ADJOURN** the meeting at 9:15 PM

APPROVED: UNANIMOUSLY

ABSTENTIONS: NONE

MOTION: CARRIED

Respectfully submitted,

Brenda Zampaglione

Brenda Zampaglione
Land Use Secretary