

**Town of Warren
Planning & Zoning Commission
Public Hearing & Regular Meeting
Tuesday, November 12, 2019 – 7:30 PM
Warren Town Hall – 50 Cemetery Road**

Present: **Chair:** None; **Vice Chair:** None; **Regular Members:** John Papp, Susie Bates, Andrew Carollo, Howard Lethbridge, Paul Prindle, Adam Crane, Ryan Curtiss, Ex-Officio Member, First Selectman, Craig Nelson;
Alternate Members: Ruth Schnell, David Kramer
Zoning Enforcement Officer: None
Land Use Secretary: Brenda Zampaglione
Absent: Victoria Fossland, Phil Good

Ms. Bates opened the meeting at 7:30 PM. Ms. Bates will be seated as Temporary Chair for the PUBLIC HEARING portion of this meeting.

PUBLIC HEARING:

- 1. Julie Retclaff & Whitney Flood, 194 Woodville Road (Assessor's Map 10, Lot 11) – Special Exception**
Permit per Section 12.0 and 23.0 of the Town of Warren Zoning Regulations for Home-Based Business (Bakery)

The Legal Notice for this **PUBLIC HEARING** was read into the record by Secretary Zampaglione. No correspondence has been received in the Land Use Office regarding this application per Ms. Zampaglione. Mr. Flood and Ms. Retclaff were present to represent 194 Woodville Road. Mr. Flood distributed a copy of an application to TAHD for a "Change of Use". Mr. Flood did not have his TAHD approval as of this meeting. The Commission reviewed the site plan that Mr. Flood presented. Mr. Flood answered questions for the Commission to their satisfaction.

MOTION: Mr. Lethbridge, second Mr. Papp to **CONTINUE** the **PUBLIC HEARING** until **December 10th 2019**, to allow time for the TAHD approval paperwork to be submitted by Mr. Flood. This **MOTION** was made at 7:47 PM.
APPROVED: UNANIMOUSLY ABSTENTIONS: NONE MOTION: CARRIED

REGULAR MEETING:

1. ELECTION OF OFFICERS

Ms. Bates requested **NOMINATIONS** for **Chairperson** and **Vice Chairperson** for this Commission. Nominations of members made at the last meeting were declined. There were no **NOMINATIONS** forthcoming. Election of Officers will be **TABLED** until **December 10, 2019**. Ms. Bates agreed to **TEMPORARILY** be **Chairperson for the remainder of this meeting**.

2. FREEDOM OF INFORMATION (FOIA)

Ex-Officio Member, First Selectman, Mr. Nelson addressed the Commission regarding Freedom of Information and distributed the pamphlet, "*Highlights of the Connecticut Freedom of Information Act* ", to all members for perusal.

3. CALL TO ORDER AND DESIGNATION OF ALTERNATES

The **REGULAR MEETING** was called to order at 7:48 PM. All regular members were seated for the meeting. Alternates were not seated as a quorum of the Regular members has been met. The proceedings were recorded digitally, and copies are available in the Land Use office.

New Members to the Town of Warren Planning & Zoning Commission were welcomed and were asked to introduce themselves to the Commission.

4. OPPORTUNITY FOR PUBLIC COMMENT

Temporary Chairperson Bates opened the meeting for Public Comment.

- a. First Selectman Elect, Tim Angevine, introduced himself to the Commission offered his full support to this Commission.

3. APPROVAL OF MINUTES

- a. October 8, 2019 Regular Meeting

MOTION: Mr. Lethbridge, second Mr. Papp to **APPROVE** the **October 8, 2019** REGULAR meeting **MINUTES** with **AMENDMENTS** of two **typographical** corrections.

APPROVED: UNANIMOUSLY

ABSTENTIONS: NONE

MOTION: CARRIED

4. OLD BUSINESS

- a. **Miranda Petit, 19 Reverie Lane (Assessor's Map 33, Lot 50) – Modification of Zoning Permit #19-19 Approved Detached Garage**

Ms. Petit was in attendance to represent 19 Reverie Lane. Per Ms. Petit, she has decided to move the Detached Garage to a different location, still within the setback that a Variance was granted to her by Zoning Board of Appeals on September 25, 2019. Ms. Petit further stated that the request for a second driveway cut (granted permission by First Selectman Nelson) was not going to be needed. Ms. Pettit will use the existing driveway to access the Detached Garage. TAHD had previously approved the area for the Detached Garage but since the location has now moved, the Commission is requesting an **AMENDED** approval from TAHD. Ms. Pettit will follow-up with the amended approval from TAHD.

MOTION: Mr. Papp, second Mr. Carollo, to **APPROVE** the **MODIFIED** application for **ZP #19-19** to allow Construction Approved Detached Garage within the Front Yard Setback **CONTINGENT** on **TAHD AMENDED APPROVAL**, submission of A-2 MAP of Site Plan and with the **CONDITION** of an **AS BUILT** be **SUBMITTED** upon completion.

APPROVED: UNANIMOUSLY

ABSTENTIONS: NONE

MOTION: CARRIED

5. NEW BUSINESS

- a. **Julie Retclaff & Whitney Flood, 194 Woodville Road (Assessor's Map 10, Lot 11) – Special Exception Permit per Section 12.0 and 23.0 of the Town of Warren Zoning Regulations for Home-Based Business (Bakery)**

The **PUBLIC HEARING** in the matter of 194 Woodville Road (Assessor's Map 10, Lot 11) was **CONTINUED** until **December 10, 2019** Planning & Zoning meeting.

- b. **James Maguire, 3 Bliss Road (Assessor's Map 47, Lot 2) – Zoning permit requested for Parking Area.** Tom Maguire, Property Manager, was in attendance to represent 3 Bliss Road. The application and associated map were distributed and ruminated by the Commission. All Commission questions were answered to their satisfaction.

MOTION: Mr. Lethbridge, second Mr. Papp to **APPROVE** the application **AS PRESENTED** to the Commission to allow Construction of a Parking Area.

APPROVED: UNANIMOUSLY

ABSTENTIONS: NONE

MOTION: CARRIED

- c. **Eva & William Roode, 45 Sunset lake Road (Assessor's Map 12, Lot 3) – Zoning Permit to Construct Shed (24' x 14')**

Eva and William Roode were in attendance to represent 45 Sunset Lake Road. Ms. Roode questioned the Assessor's Map and Lot # as being incorrect. Ms. Roode believes the Lot # to be 14. Secretary Zampaglione will check for the correct Map and Lot # with the Assessor's Office and confirm with the property owners. The application and Site Plan were distributed to the Commission for perusal. All Commission questions were answered to their satisfaction.

MOTION: Mr. Lethbridge, second Mr. Prindle to **APPROVE** the application **AS PRESENTED** to the Commission to allow Construction of a Shed with the **CONDITION** that an **AS BUILT** be **SUBMITTED** upon completion.

APPROVED: UNANIMOUSLY

ABSTENTIONS: NONE

MOTION: CARRIED

- d. **John Sniffen & Deborah Lohnau, 15 Cunningham Road (formerly listed as REED Road on the agenda) (Assessor's Map 17, Lot 45) – Zoning Permit to Construct House, Garage and Barn (24' x 48')**

John Sniffen was in attendance to represent 15 Cunningham Road. The application and Site Plan were distributed to the Commission for perusal. As of this date, TAHD approval was still forthcoming. All Commission questions were answered to their satisfaction.

MOTION: Mr. Prindle, second Mr. Papp to **APPROVE** the application **AS PRESENTED** to the Commission to allow Construction of a house, Garage and Barn (24' x 48') **CONTINGENT on TAHD APPROVAL** and with the **CONDITION** that an **AS BUILT** be **SUBMITTED** upon completion.

APPROVED: UNANIMOUSLY

ABSTENTIONS: NONE

MOTION: CARRIED

- e. Alistair Carr, 184 Brick School Road (Assessor's Map 27, Lot 2) – Zoning Permit to Construct Pool (20' x 40'), Sauna (8' x 12'), represented by Geoffrey Fairbairn, Fairbairn Brothers Builders.**

Mr. Geoffrey Fairbairn, Fairbairn Brothers Builders, was in attendance to represent Alistair Carr, 184 Brick School Road. The application and Site Plan (dated October 2019) were distributed to the Commission for perusal. The Commission questioned if the 6 parcels on the map presented were all with the address of 184 Brick School Road as the pool and sauna seem to be located on a parcel other than 184 Brick School Road. Mr. Fairbairn could not definitively answer the question. Ex-Officio Member First Selectman Nelson looked at the Town of Warren GIS map and determined that according to what has been filed with the Town Clerk, it appears that all parcels are separate from 184 Brick School Road. In addition, TAHD approval was only for 20' x 40' pool. Sauna is not listed on TAHD approval or TAHD map associated with this matter. The Commission states that the lots need to be combined in order to locate the pool and sauna in the area for which it was applied. At this time, the Commission cannot consider the application as it is incomplete (pg. 5). Questions by the Commission were not answered to their satisfaction.

MOTION: Mr. Papp, second Mr. Lethbridge to **TABLE** the **APPLICATION** for further clarification regarding the 6 Parcels in the matter of 184 Brick School Road and for further approval of TAHD for the sauna.

APPROVED: UNANIMOUSLY

ABSTENTIONS: NONE

MOTION: CARRIED

- f. Bertrand Ouellette, 11 Brick School Road (Assessor's Map 21, Lot 26-01) – Zoning Permit to Construct Garage (22' x 24')**

Bertrand Ouellette was in attendance to represent 11 Brick School Road. Mr. Ouellette explained that the building was a pre-fab. The application was distributed to Commission members for perusal in addition to the pre-fab building specs. All Commission questions were answered to their satisfaction.

MOTION: Mr. Lethbridge, second Mr. Papp to **APPROVE** the application **AS PRESENTED** to the Commission to allow Construction of a Garage (22' x 24') with the **CONDITION** that an **AS BUILT** be **SUBMITTED** upon completion.

APPROVED: UNANIMOUSLY

ABSTENTIONS: NONE

MOTION: CARRIED

6. OTHER BUSINESS PROPER TO COME BEFORE COMMISSION

- a. Steve Pener of Wm. Pitt Sotheby, Kent, representing client, Emma Lozman, had some questions regarding Zoning Regulations. Ms. Lozman may purchase land in Warren and as a potential buyer, has questions concerning Section 24 of the Zoning Regulations regarding Manufacturing, Professional Offices and Warehouses. Ms. Lozman owns an Arborist Company in Kent and is potentially proposing to build a single structure for an office and storage. The Commission answered questions in general but without an application before the Commission, specifics were not discussed.**

b. Planning & Zoning 2020 Calendar Meeting Schedule

Secretary Zampaglione distributed the 2020 Meeting Schedule for the Commission's perusal.

MOTION: Mr. Papp, second Mr. Prindle to **APPROVE** the Town of Warren Planning and Zoning **2020 Calendar Meeting Schedule** as presented by Secretary Zampaglione;

APPROVED: UNANIMOUSLY

ABSTENTIONS: NONE

MOTION: CARRIED

c. Schedule POCD 6 month follow-up meeting for Responsible Parties Update

The Commission decided to **TABLE** the discussion for the POCD 6 month Responsible Parties meeting date until December 10, 2019 Planning & Zoning meeting.

9. CORRESPONDENCE

- a.** Secretary Zampaglione read a letter from the Town of Kent Planning & Zoning Commission to the members. The letter is regarding a NOTICE OF PUBLIC HEARING on December 12, 2019 to discuss and act on the removal of Sections 6200.5 and 6200.6 regarding the maximum size percentage of an accessory dwelling unit; Section 8320.2.b regarding the maximum grade of a driveway; a correction of administrative errors to Sections 8172 and 8320.f in the Town of Kent Zoning Regulations. The Commission asks Secretary Zampaglione to telephone Kent's ZEO for follow-up to questions the Commission had regarding these changes in regulations.
- b.** Secretary Zampaglione received the CT Federation of Planning and Zoning Agencies Fall 2019 newsletter via USPS. Secretary Zampaglione will scan and email the contents of the newsletter to Commissioner's within the next few days.

10. ADJOURNMENT

MOTION: Mr. Papp, second Mr. Lethbridge to **ADJOURN** the meeting at 9:00 PM

APPROVED: UNANIMOUSLY

ABSTENTIONS: NONE

MOTION: CARRIED

Respectfully submitted,

Brenda Zampaglione

Brenda Zampaglione
Land Use Secretary