

**Town of Warren
Planning & Zoning Commission
Regular Meeting
Tuesday, January 14, 2020 – 7:30 PM
Warren Town Hall – 50 Cemetery Road**

Present: **Chair:** None; **Vice-Chair:** Susie Bates; **Regular Members:** John Papp, Susie Bates, Andrew Carollo, Howard Lethbridge, Paul Prindle, Ryan Curtiss, Ex-Officio Member, First Selectman, Tim Angevine
Alternate Members: David Kramer, Ruth Schnell
Zoning Enforcement Officer: Kathy Castagnetta
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 REGULAR MEETING.

REGULAR MEETING:

1. CALL TO ORDER AND DESIGNATION OF ALTERNATES

The **REGULAR MEETING** was called to order at 7:30 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.

2. WELCOME NEW ZONING ENFORCEMENT OFFICER

Ex-Officio member, First Selectman, Tim Angevine introduced Kathy Castagnetta to the Commission. Ms. Castagnetta comes to Warren with a vast background in Land Use. First Selectman Angevine distributed Ms. Castagnetta's resume for the Commission's review.

3. ELECTION OF OFFICERS

Ms. Bates opened the Election by asking for nominations. For the position of Chairman, Adam Crane was nominated. There were no further nominations for Chairman. For the position of Vice-Chair, Susie Bates was nominated. There were no further nominations for Vice-Chair.

MOTION: Mr. Curtiss, second Mr. Prindle to **NOMINATE** Regular Commission member, **Adam Crane** (in his absentia) to the position of **CHAIRMAN** of the Town of Warren Planning and Zoning Commission.

Mr. Crane sent an email to Secretary Zampaglione, stating that if he was nominated for Chairman, he would **ACCEPT** the nomination. The email was read into the record by Secretary Zampaglione.

APPROVED: UNANIMOUSLY

ABSTENTIONS: NONE

MOTION: CARRIED

MOTION: Mr. Papp, second Mr. Prindle to **NOMINATE** Regular Commission member, **Susie Bates** to the position of **VICE CHAIR** of the Town of Warren Planning and Zoning Commission. Ms. Bates accepted the Nomination of Vice-Chair.

APPROVED: UNANIMOUSLY

ABSTENTIONS: NONE

MOTION: CARRIED

4. OPPORTUNITY FOR PUBLIC COMMENT

None

3. APPROVAL OF MINUTES

a. December 10, 2019 PUBLIC HEARING and REGULAR Meeting

MOTION: Mr. Papp, second Ms. Bates to **APPROVE** the **December 10, 2019 PUBLIC HEARING and REGULAR meeting MINUTES.**

APPROVED: UNANIMOUSLY

ABSTENTIONS: NONE

MOTION: CARRIED

4. OLD BUSINESS

- a. Mirinda Pettit, 19 Reverie Lane (Assessor's Map 33, Lot 50) – Modification of Zoning Permit #19-19 Approved Detached Garage** – pending ZBA Approval 12/11/19; *ZBA approved application on 12/11/19*

The Commission was informed that Ms. Pettit's, 19 Reverie Lane (Assessor's Map 33, Lot 50) application for modification of a previously approved Variance was MODIFIED and approved by the Zoning Board of Appeals at a Public Hearing/Special Meeting on December 11, 2019.

- b. Robert Caponetti, 291 Woodville Road (Assessor's Map 10, Lot 23) – Zoning Permit requested for Construction of Three Car Detached Garage** (2 applications submitted 11/3/18 & 8/7/19)

Ms. Castagnetta addressed the Commission regarding this property. Mr. Caponetti was not in attendance this evening. Mr. Caponetti has submitted his "As-Built" as this was a required condition on previous zoning permits issued. Ms. Castagnetta has spoken to Mr. Caponetti and had his permission to do a site visit. Ms. Castagnetta visited the site and stated that all setback and height requirements were met. Mr. Caponetti, however, has a metal barn constructed on what appears to be a Wetland area. In addition, Mr. Caponetti has had a cement foundation poured for the Construction of a Three Car Garage (without the proper zoning permit) that may be in a Regulated area. Mr. Caponetti was instructed to hire a soil scientist to review the soils. Work has ceased on the Three Car Garage where the new foundation was poured until this can be determined.

5. NEW BUSINESS

- a. John Sniffen, 15 Cunningham Road (Assessor's Map 33, Lot 21) – Complaint of possible violation regarding neighboring property located at 32 Reed Road (Assessor's Map 17, Lot 44), a Hoop House and Stockpiling of Construction Debris are located on the Sniffen property at 15 Cunningham Road belonging to the 32 Reed Road residence.**

Mr. Sniffen was in attendance to represent 15 Cunningham Road. Mr. Sniffen addressed the Commission with his concerns regarding construction debris and an alleged un-permitted Hoop house that are on or near his property line. Mr. Sniffen provided aerial and other photographs to show the Commission where the perceived property line is and to highlight the Hoop house and debris stockpile. Mr. Sniffen has tried numerous times to contact his neighbor to address this issue, including having an attorney send a certified letter that was returned to Mr. Sniffen, to no avail. Mr. Sniffen asked the Commission for their advice on how to move forward to rectify this. Ms. Castagnetta explained that Mr. Sniffen will need to have the property surveyed again to locate the pins and to definitively show where the property line is. Currently, all surveyed pins cannot be located. Mr. Sniffen was informed by Building Inspector Manley that the area in question may be a Wetland which is also concerning. The Commission explained that there was not much that they can do as this seems to be a civil matter. The Commission requested that Ms. Castagnetta check the files to see if any zoning permits for Accessory Buildings were issued for 32 Reed Road and to also check the GIS map to determine how long the Hoop house has been at that location. Ms. Castagnetta will inform Mr. Sniffen of her findings. Mr. Sniffen thanked the Commission for their time regarding this matter.

6. ZONING ENFORCEMENT OFFICER REPORT

Ms. Castagnetta gave a quick verbal report as this was her second week as ZEO in Warren and is still getting acclimated. Ms. Castagnetta reported on 183 Melius Road (a barn that evolved into living space) and 194 Woodville Road.

7. OTHER BUSINESS PROPER TO COME BEFORE COMMISSION

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

The Commission decided to invite Responsible Parties to a POCD Follow-up meeting on Tuesday, February 18, 2020 at 7:30 pm at the Warren Town Hall, 50 Cemetery Road. A letter will be sent to all responsible parties, boards and commissions requesting at least 2 people attend to give an update and to form a separate Task Force Sub-committee for future follow-up discussions.

Vice-Chair Bates addressed the Commission regarding the Text Amendments to Home-Based Businesses that were begun, heard and then TABLED. A Special Meeting date of January 28, 2020 will be held at the Warren Town Hall, Downstairs Conference Room, 50 Cemetery Road, Warren, CT at 7:30pm

MOTION: Ms. Bates, second Mr. Papp to **ADD AN ITEM TO THE AGENDA** – Discussion regarding the removal of §24.0 of the Town of Warren, Planning & Zoning Regulations

APPROVED: UNANIMOUSLY

ABSTENTIONS: NONE

MOTION: CARRIED

Ms. Bates also discussed §24.0 of the Town of Warren, Planning & Zoning Regulations in regards to this section not conforming to our current Plan of Conservation and Development. A discussion ensued regarding deletion of §24.0 and re-writing it completely or just modifying what is currently written. Overlay and spot zoning were also discussed. A separate Special Meeting will be held to discuss these amendments, date to be determined, however the Commission moved to schedule a Public Hearing at the next Regular meeting regarding the deletion of §24.0.

MOTION: Ms. Bates, second Mr. Curtiss to **DELETE** §24.0 from the town of Warren Planning & Zoning Regulations

APPROVED: UNANIMOUSLY

ABSTENTIONS: NONE

MOTION: CARRIED

- b. Freedom of Information Training Session, Tuesday, January 21, 2020 @ 7:00 pm, Town Hall Conference Room, 50 Cemetery Road. Training is mandatory for all town staff and all Commission members were highly encouraged to attend this important informational meeting.
- c. Secretary Zampaglione informed the Commissioners of email correspondence that had come in recently with questions regarding the Town of Warren Regulations and Definitions related to events, restaurants and solar farming. In addition, Secretary Zampaglione received a lengthy request regarding statistics for Affordable Housing in Warren from Pro Publica. Secretary Zampaglione will reply to correspondence relating to regulations and definitions by replying per the Commission that until a formal application is presented, specifics cannot be discussed. As for the Pro Publica request, Secretary Zampaglione is to reply per the Commission, that Land Use records are available for review in the Land Use office and to give the Land Use office hours of operation.

9. ADJOURMENT

MOTION: Mr. Papp, second Ms. Bates to **ADJOURN** the meeting at 8:35 PM

APPROVED: UNANIMOUSLY

ABSTENTIONS: NONE

MOTION: CARRIED

Respectfully submitted,

Brenda Zampaglione

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Land Use Secretary