

**Town of Warren**  
**Planning & Zoning Commission**  
**PUBLIC HEARING - SPECIAL Meeting – Minutes**  
**Tuesday, November 27, 2018 – 7:30PM**  
**Warren Town Hall – 50 Cemetery Road**

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**Present: Chairman:** Susan Bates – **Vice Chairman:** Absent - **Regular Members:** Howard Lethbridge, Bob Bolte, Philip Good, John Papp, Adam Crane – **Alternate:** Ruth Schnell  
**Zoning Enforcement Officer:** Stacey Sefcik -  
**Land Use Secretary:** Brenda Zampaglione  
**Excused:** None     **Absent:** Brian Coyle, John Miller, Chris Brodhead, Paul Prindle

**1. CALL TO ORDER**

- a. The **SPECIAL Meeting** was called to order at 7:30PM. All regular members present were seated for the meeting. Ms. Schnell was seated for Mr. Brodhead. The proceedings were recorded digitally, and copies are available in the Land Use Office.

**2. DISCUSSION AND POSSIBLE ACTION REGARDING POTENTIAL TEXT AMENDMENTS PERTAINING TO HOME-BASED BUSINESS AND REGISTRATION OF EXISTING BUSINESSES**

The Commission discussed that there are currently @ 50-60 home businesses in Town operating without benefit of Zoning approval. Ms. Bates reiterated that it was not the goal of the Commission to put any of our resident business owners out of business; they are important to our town to thrive. However, the Commission, in fairness to all Town residents and abutting neighbors of businesses and those businesses who have adhered to Zoning Regulations all along, does have a responsibility to ensure all businesses comply with the Zoning Regulations. Ms. Sefcik noted the current difficulty of taking enforcement action on the very few home businesses that are intrusive to their neighbors. Those few, when contacted, question why many others operating without Zoning approval have not been similarly contacted. In the interest of fairness and uniformity, members agreed that all who are not currently operating with Zoning approval should be asked to do so.

After a lengthy discussion of various options, the Commission agreed that the Zoning Regulations should be **amended** to allow for approval by Zoning Permit for less intense situations. Currently there is only a Special Exception level which requires a mandatory Public Hearing. A new Zoning Permit Tier, assuming Home Business applicants meet the stated requirements; would have a high likelihood of approval. A Special Exception Permit would likely be required for more intense situations, i.e., number of employees, operation on a lot less than 2 acres, and/or outside stockpiling of products/materials.

The Commission noted that most existing businesses would likely be able to achieve compliance via this new Zoning Permit proposal. Documentation received via the application process would provide a base line for all parties to understand what business activities are approved to take place on site.

**MOTION:** Mr. Papp, second Mr. Lethbridge to determine it is the official position of the Planning and Zoning Commission that the **Home Business Regulations** be **AMENDED** to provide for a **ZONING PERMIT TIER** and that once these amendments are **ADOPTED**, any **EXISTING** businesses **currently operating without benefit of Zoning Approval** will be requested to file an application under these newly Adopted Regulations.

**APPROVED: UNANIMOUSLY ABSTENTIONS: NONE**

**3. ADJOURNMENT**

**MOTION:** Mr. Lethbridge, second Mr. Good to **ADJOURN** the meeting at 8:37PM;

**APPROVED: UNANIMOUSLY ABSTENTIONS: NONE**

Respectfully submitted,

*Brenda Zampaglione*

Brenda Zampaglione  
Land Use Secretary