

Town of Warren
Planning & Zoning Commission
PUBLIC HEARING - SPECIAL Meeting – Minutes
Monday, December 10, 2018 – 7:00PM
Warren Town Hall – 50 Cemetery Road

Present: Chairwoman: Susan Bates – **Vice Chairman:** Absent – **Regular Members:** Howard Lethbridge, Bob Bolte, Philip Good, John Papp

Zoning Enforcement Officer: Stacey Sefcik -

Land Use Secretary: Brenda Zampaglione

Excused: None **Absent:** Brian Coyle, John Miller, Chris Brodhead, Paul Prindle, Adam Crane, Ruth Schnell

1. CALL TO ORDER

- a. The **SPECIAL Meeting** was called to order at 7:00PM. All regular members present were seated for the meeting. 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 BUSINESSES

The Commission discussed Residential and Business Zones as well as Accessory and Primary Usage of properties. 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. 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. POCD goal of protecting residential areas were also considered. The Commission also recognized that Farm related businesses do not fall under these definitions.

Draft revisions to the home business regulations were reviewed. The Commission discussed which types of businesses would be permitted at the Zoning Permit tier and what qualities would require Special Exception approval. Conditions on a Special Exception permit were conversed, i.e., Landscape screening for buffering, hours of operation limitations (7 am – 7 pm), number of employees, stockpiling of materials. A Special Exception Tier was considered by the Commission.

Ms. Sefcik will edit Regulations under 7.4.2 to reflect the following changes:

- Regulation 7.2.4.4 - Total number of NON-RESIDENT employees on site for a home based business may be no more than 2 people, regardless of how many Accessory Home Businesses are approved for the property.
- Regulation 7.4.1.4.a - Change regulation to reflect Lettered Vehicles allowed.
- Whether and how to define Limited Visits/Deliveries to businesses by employees on the site
- Create a Special Exception condition for approved Major Businesses that only allow that one (1) Major Business may exist per property permitted. Regardless of the number of Businesses – parking; car allotment stays the same.

Ms. Sefcik asked the Commission to review the Regulation Home Occupation 7.4 – for commentary at the next Special Meeting, set by Chairwoman Ms. Bates for Wednesday, January 2, 2019. A DRAFT with changes will be distributed at this meeting.

3. ADJOURNMENT

MOTION: Mr. Bolte, second Mr. Good to **ADJOURN** the meeting at 8:38PM;

APPROVED: UNANIMOUSLY ABSTENTIONS: NONE

Respectfully submitted,

Brenda Zampaglione

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Land Use Secretary