

TOWN OF WARREN
PLAN OF CONSERVATION & DEVELOPMENT SUBCOMMITTEE
Special Meeting Minutes
Monday, July 10, 2018 - 7:00PM
Warren Town Hall – 50 Cemetery Road

PRESENT: Susan Bates, Howard Lethbridge, John Papp, First Selectman, Craig Nelson; ZEO, Stacey Sefcik;
Secretary, Brenda Zampaglione

ABSENT: Kelly Tobin

1. CALL TO ORDER.

The meeting was called to order at 7:02 PM. All members were present and seated for the meeting. The proceedings were digitally recorded, and copies are available in the Land Use Office.

2. APPROVAL OF MINUTES.

- a. May 14, 2018
- b. June 25, 2018

MOTION: Ms. Bates, second Mr. Lethbridge to **APPROVE** the May 14, 2018 **SPECIAL** Meeting minutes;
APPROVED: UNANIMOUSLY ABSTENTIONS: NONE MOTION CARRIED

MOTION: Ms. Bates, second Mr. Lethbridge to **APPROVE** the June 25, 2018 **SPECIAL** Meeting minutes;
APPROVED: UNANIMOUSLY ABSTENTIONS: NONE MOTION CARRIED

3. DISCUSSION WITH FIRST SELECTMAN, CRAIG NELSON REGARDING THE IMPORTANCE OF HOME BASED BUSINESS TO THE LOCAL ECONOMY and HOW TO ASSIST LOCAL BUSINESSES WHILE PROTECTING NEIGHBORHOOD CHARACTER.

Home based businesses have evolved over the years, and most businesses under the current zoning regulations will need a Special Exception permit. Most do not have Zoning approval and have not registered with the town. We need to find a middle ground and balance neighborhood character with home businesses that are important to the local economy. Start by sending out a friendly letter stating a permit is necessary. Create a non-conformity list to register those without a permit? Per Ms. Sefcik, Town of Warren Assessor, Linda Bertaccini, has been concerned about this issue for some time and is on board with sending a friendly letter explaining how to come into compliance. Discussion about creating a Zoning permit level of approval for certain types of home businesses with Special Exception required for more intensive situations.

Discussion on "Stockpiling" ensued. Clarification of Stockpiling is needed to establish a clear understanding of the issues. Currently only excavation and grading in the regulations mention Stockpiling. Clarity is also needed regarding non-residents who are storing equipment in town. Creation of more stipulations for the Special Exception permit is needed in this area.

Farm Conversion was discussed. Farm buildings 10 years old or greater (with proof), can be used as manufacturing, warehouse, professional offices. Adding on a contractor shop and storage with the stipulation that a member of the immediate family occupies the parcel on which the farm building is located or abutting the farm parcel (Planning and Zoning text amendments not yet approved) would resolve a few current situations in town and permit a sensible re-purposing of existing farm buildings.

Ms. Sefcik will discuss the above with the Planning and Zoning Board at the next meeting on July 10, 2018 as the Board reviews Regulation amendments to our current regulations.

4. UPDATE ON INFORMATIONAL POSTCARD/RESIDENT INPUT SURVEY.

Ms. Sefcik gave the Subcommittee a Meeting/Forum Timeline. Ms. Sefcik requested that the Subcommittee consider inviting business owners from the town to these Topic Meetings. Ms. Sefcik then updated the Subcommittee on the Postcard that will be sent to invite town residents to the Community Issues Forum on September 22, 2018. A time of 7:00PM was finalized for this discussion. Postcard drop date will be August 23rd, mailed to all residents. Jocelyn Ayer is working on the final proof of the postcard and resident input survey.

5. STATUS UPDATE ON COMMUNITY ISSUES FORUM.

The Subcommittee finalized a time of 7:00PM for the Forum which will be at the Community Center. There will be a page in the September issue of the Town Newsletter with information on the Forum. Babysitting for residents with children will be looked into as well as food and beverages for the Forum. Use of the Senior Bus will be considered as all residents should be able to attend. Ms. Sefcik will check to see if getting the schools involved will help raise awareness for the Forum. Students can submit a piece of artwork relating to the town of Warren as a contest (prize TBD) for submission in for the POCD manual.

6. OTHER BUSINESS PROPER TO COME BEFORE THE SUBCOMMITTEE:

Nothing to discuss.

7. ADJOURNMENT:

The Subcommittee agreed to adjourn the meeting at 8:00PM, unanimously.

Respectfully submitted,

Brenda Zampaglione

**Brenda Zampaglione
Land Use Secretary**