

**Town of Warren
Planning & Zoning Commission
Public Hearing & Regular Meeting
Tuesday, February 11, 2020 – 7:30 PM
Warren Town Hall – 50 Cemetery Road**

Present: Chair: Adam Crane; **Vice-Chair:** Susie Bates; **Regular Members:** John Papp, Andrew Carollo, Howard Lethbridge, Ryan Curtiss

Alternate Members: Sahaedevan Fossland

Zoning Enforcement Officer: Kathy Castagnetta

Land Use Secretary: Brenda Zampaglione

Absent: David Kramer, Ruth Schnell, Phil Good, Paul Prindle

Also Present: 10 members of the Public

PUBLIC HEARING:

1. CALL TO ORDER AND DESIGNATION OF ALTERNATES

The **PUBLIC HEARING** was called to order at 7:30 PM. All regular members were seated for the meeting. Sahaedevan Fossland was seated as an Alternate in place of Phil Good. The proceedings were recorded digitally, and copies are available in the Land Use office.

2. OPPORTUNITY FOR PUBLIC COMMENT

None

3. PUBLIC HEARING

- a. Proposed Amendment to the Warren Zoning Regulations to delete §24.0: “Manufacturing, Professional Offices and Warehouses” as proposed by the Warren Planning and Zoning Commission. *Close hearing by March 17, 2020.*

Ms. Castagnetta read the legal notice for this proposal into the record for the Commission. Ms. Castagnetta also read a letter that was received from NHCOC into the record citing that there is no apparent conflict. Ms. Castagnetta then continued by reading a memo that she created into the record.

Several residents who attended the meeting spoke against the deletion of §24.0, stating that the concern is that there will be no regulation in place during the interim of re-drafting the regulation. In addition, residents who attended were concerned as to how long it will take for the Commission to come to a final re-draft of the regulation.

Chair Crane and Vice Chair Bates addressed the public’s questions and concerns. Mr. Carollo discussed amending the regulation versus deletion and Ms. Castagnetta clarified for the Commission that amendments to the regulation can be addressed in that manner.

John Meeker, 43 Kent Road – wanted it to be on the record that the Commission already has the power to grant Special Exception permits which is required as the regulation is written currently. Why does the Commission have to do the work to make it look good on paper?

MOTION: Mr. Lethbridge, second Mr. Papp to **CLOSE** the **PUBLIC HEARING** @ 7:56 PM on the Proposed Amendment to the Warren Zoning Regulations to delete §24.0: “Manufacturing, Professional Offices and Warehouses”

APPROVED: UNANIMOUSLY

ABSTENTIONS: NONE

MOTION: CARRIED

4. APPROVAL OF MINUTES

- a. January 14, 2020, Regular Meeting
- b. January 28, 2020, Special Meeting

MOTION: Vice Chair Bates, second Mr. Lethbridge to **APPROVE** the January 14, 2020 **REGULAR** meeting **MINUTES** as amended to show that January 14th Adam Crane was not listed as ABSENT at this meeting.

APPROVED: UNANIMOUSLY

ABSTENTIONS: NONE

MOTION: CARRIED

MOTION: Vice Chair Bates, second Mr. Papp to **APPROVE** the January 28, 2020 **SPECIAL** meeting **MINUTES** as amended to show that Ms. Fossland was not listed as ABSENT at this meeting.

APPROVED: UNANIMOUSLY

ABSTENTIONS: NONE

MOTION: CARRIED

5. OLD BUSINESS

a. Discussion and possible decisions on closed public hearings

Commissioners discussed the Public Hearing regarding the matter of deletion of §24.0: “Manufacturing, Professional Offices and Warehouses.” The discussion was concerning as to whether the regulation should be deleted and re-drafted or kept and amended as necessary in addition to an estimate as to how long it may take to re-draft the regulation.

MOTION: Mr. Papp, second Mr. Carollo to **WITHDRAW** the Proposed Deletion of §24.0 “Manufacturing, Professional Offices and Warehouses”

APPROVED: Mr. Papp, Mr. Carollo, Mr. Lethbridge, Mr. Curtiss, Chair Crane, Ms. Fossland

OPPOSED: Vice Chair Bates

ABSTENTIONS: NONE

MOTION: CARRIED

6. NEW BUSINESS

None

7. ACCEPT FOR PUBLIC HEARING

a. Paul Szymanski, P.E., Special Exception and Site Plan Applications under §24 to allow construction of a 50’ x 80’ barn/office to store equipment, driveway, well, sanitary system and related grading on property located on Kent Road, (Assessor’s Map 21, Lot 27) in the North Zone. *Suggested Hearing Date: April 14, 2020.*

Mr. Szymanski, P.E. representing Kent Road, (Assessor’s Map 21, Lot 7) provided a brief overview of a site map concerning this project. There are 30 acres on this property with frontage on Rt. 341 and Brick School Road which exceeds 400 feet which meets requirements. He is proposing a 50 feet by 80 feet Office and Barn to store equipment in. There is a proposed gravel driveway leading to the structure, there will be parking in the front and rear for @ 8 parking spaces for 1 or 2 employees, in addition to a proposed storage yard. Vegetation will be maintained 200 to 250 feet to the closest property and neighbors. Mr. Szymanski will provide an aerial photo at the Public Hearing for the Commission to peruse. There are Wetlands on the East and West side of the property, an application has been submitted to Town of Warren IWCC. Mr. Szymanski is proposing Storm Water Management to handle run-off from the roof and driveway. A well and septic system is proposed per TAHD. Mr. Szymanski informed the Commission that there is @ 600 feet of site line in both directions on the property. Fuel storage was questioned by the Commission and Mr. Szymanski will answer at the Public Hearing. Mr. Szymanski noted that there will be no processing of material on the site. Ms. Castagnetta proposed a Public Hearing date of April 14, 2020 be set.

MOTION: Mr. Papp, second Mr. Lethbridge to **SCHEDULE** a **PUBLIC HEARING** of the Town of Warren Planning & Zoning Commission to hear this application on **APRIL 14, 2020**, Downstairs Conference Room, Warren Town Hall, 50 Cemetery Road, Warren @ 7:30 pm

APPROVED: UNANIMOUSLY

ABSTENTIONS: NONE

MOTION: CARRIED

8. ZONING ENFORCEMENT OFFICER REPORT

Ms. Castagnetta sent via email her report to all Commissioners on February 10, 2020. She verbally reviewed her report with the Commission.

MOTION: Mr. Lethbridge, second Vice Chair Bates to **ACCEPT** the Zoning Officers Enforcement Report as submitted.

APPROVED: UNANIMOUSLY

ABSTENTIONS: NONE

MOTION: CARRIED

9. CORRESPONDENCE

- a. CT Federation of Planning & Zoning Agencies Quarterly previously emailed to Commissioners by Secretary Zampaglione
- b. NHCOC Referral Response letter regarding the deletion of §24.0: “Manufacturing, Professional Offices and Warehouses.”
- c. Letter of Resignation from the Town of Warren Planning & Zoning Commissioner David Kramer, dated 2/11/20 was read into the record.

10. OTHER BUSINESS PROPER TO COME BEFORE COMMISSION

- a. Discussion regarding role as Planning & Zoning Commissioner was given by Chair Crane
- b. Reminder of Upcoming Special Meetings
 - i. February 18, 2020 – POCD Responsible Parties Follow-up meeting, invitations were mailed, a few groups have responded to event
 - ii. February 25, 2020 – Home Office/Business draft regulation discussion/workshop, how to get the word out was discussed, facebook posting, scrolling sign in town, flyer at General Store, TOW website.
- c. Discussion of proposed text amendments to zoning regulations regarding Home Occupation, Ms. Castagnetta commented on the previously drafted regulation was much more permissive than what the current regulation allows.

9. ADJOURNMENT

MOTION: Vice Chair Bates, second Mr. Carollo to **ADJOURN** the meeting at 8:30 PM

APPROVED: UNANIMOUSLY

ABSTENTIONS: NONE

MOTION: CARRIED

Respectfully submitted,

Brenda Zampaglione

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Land Use Secretary



Town of Warren
Planning & Zoning Commission
50 Cemetery Road
Warren, CT 06754
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MEMO TO: Warren Planning and Zoning Commissioners
FROM: Kathy Castagnetta, Land Use Officer
DATE: February 10, 2020
SUBJECT: Zoning Enforcement Officer Report

32 Reed Road: As you may recall 32 Reed Road abuts the Cunningham property at 15 Cunningham Road and Mr. Sniffen was concerned regarding encroachment of sheds and debris. I reviewed the file for 32 Reed Road, and over the years there were permits issued for various outbuildings. The file contains no A-2 survey as-built of any structures, making it difficult to determine where on the property structures are located. Mr. Sniffen has had his property line staked to demonstrate encroachments. Based upon a review of the file it appears there are outbuildings which have been constructed without benefit of a zoning permit. I will be contacting the property owner to resolve this matter.

291 Woodville Road: Review of soil survey maps indicated wetlands in area of barn and proposed garage. Discussed with property owner's engineer and inspected site with Sean Hayden, Soil Scientist. It was concluded there are no wetlands soils within 100' of existing and proposed structures. Zoning Permit has been issued for garage.

Bobcat Lane: Driveway permit issued to begin driveway for future dwelling. Wetlands approvals obtained as well.

218 Kent Road: Review of file and site inspection revealed structures in compliance. Certificate of zoning compliance issued for house and barn additions.

Anita Way: At the request of a resident of Anita Way as well as the First Selectman, I researched the history of the road known as Anita Way which is part of the Warren Highlands Subdivision. I have created a file in the subdivision cabinet which contains copies of this research. The resident wanted to know who owned the road and how they go about bringing it up to town standards. I provided copies of the research to them as well as copies of what the residents of Partridge Road did to improve their road. I have provided copies of all information to the First Selectman's office.

11 Cornwall Road: I met with the Fire Marshall, Building Official and a potential buyer with regard to 11 Cornwall Road to discuss his questions and concerns regarding the site.

Misc Wetland Agenda Items: I reviewed several pending violations that have been carried over on the Wetlands agenda for the past several months and discussed the issues with all property owners and am working to resolve of these matters.

Inspections of on-going projects:

I accompanied the Building Official on inspections of three construction sites at 10 Northshore Road, 7 Hopkins Road and 35 Arrow Point. In addition we drove down Mountain Lake Road to see the property of the Greek Orthodox Archdiocese where an application is anticipated to be submitted in the near future.

Inspections with Sean Hayden:

Sean has accompanied me on a review various site with regard to wetland issues. He has been helpful in pointing out some zoning concerns as well and helping me to become familiar with the Town.