

TOWN OF WARREN
PLANNING & ZONING COMMISSION
50 Cemetery Road, Warren, CT

MEETING MINUTES
Tuesday, December 5th, 2023

1. Call to order, Roll Call, and Designation of Alternates
Chair Victoria Sahadevan Fossland called the meeting of the Town of Warren Planning and Zoning Commission (P&Z) to order at 7:00 PM.
Members present were Jack Baker, Pete Sandberg, Deb Ouellette, and Ryan Curtiss.
Alternate present were Caroline Klein. She was seated for Paul Prindle. Janell Mullen was present as the Town of Warren's Land-Use Official. One member of the public was present via Zoom.
2. Items to Add to the Agenda – *There were no items to be added.*
3. Approval of the Minutes
 - A. Last Regular Meeting – November 8th, 2023. Chair Victoria Sahadevan Fossland suggested a change on page 3 Section 7 A so that the last sentence of the second paragraph reads: *She suggested an amendment on page 3 of the current draft. Jack Baker moved to approve the minutes as amended. Pete Sandberg seconded the motion. The motion passed unanimously.*
4. Official Correspondence – *No Official Correspondence had been received.*
5. New Business- *There was no new business.*
6. Old Business
 - A. Regulations Review: Home Businesses
The Commission referred to a draft memorandum regarding Home Business Regulations revised to December 5th. Chair Victoria Sahadevan Fossland opened the floor to comments. Vice Chair Pete Sandberg discussed the added language on pg. 3, specifically the use of the word “significant”, which had been pulled from the Zizka book, *What's Legally Required*. Jack Baker commented on size constraints stating that most other towns did have a size limit which was proportionate to the primary dwelling unit. He discussed the possible drawbacks of leaving the language from the current regulation out. Jack Baker added that any home business going to Special Exception could have conditions limiting the extent of the business such as hours of operation and size constraints. He also noted that the current limitation on external storage, which is capped at 1,000 sf is quite large. Chair Victoria Sahadevan Fossland stated that the key piece of that detail was whether it was visible from the public roadway. Deb Ouellette brought up the point that views from “abutting properties” of items in storage should also be considered. Pete Sandberg then discussed the use of accessory buildings for a home business, such as barns. Ryan Curtiss mentioned that the 33% could possibly remain as a guideline and any home business larger than that could just be considered a Major Home Business and need a permit. Chair Victoria Sahadevan Fossland concluded they were getting closer to an amendment and that there were many language elements to review, such as the format of the definitions and key word choice. The Commissioners agreed upon simplifying a term to “Shop & Storage.” The group consensus was that further comments would be emailed to the land-use officer directly and that she and the Chair would work closely on a final draft prior to the February meeting.

7. Zoning Agent's Report –

The Commission reviewed the report; Janell Mullen noted that permitting overall has slowed. She also stated that 13 Sunset Lake Road would soon seek a zoning certification of compliance.

8. Other Business Proper

A. 2023-24 Calendar of Meetings –

Chair Victoria Sahadevan Fossland opened the discussion by stating the majority of the meetings will still be scheduled on the first Tuesday of the month and were set for 7 pm. The meetings that had been moved to Wednesday were a result of Election Day and the timing of the Fourth of July holiday.

B. Commission Training: *What's Legally Required*, Chapter 6, Substance of Land Use Regulations and Ordinances, pages 36-55 (end before section 6)

Chair Victoria Sahadevan Fossland opened the discussion by asking about the subdivision exception for erosion & sedimentation control. Janell Mullen stated that despite the exemption, she had not experienced an instance where an applicant didn't employ proper stormwater mitigation measures due to a subdivision exemption. Jack Baker noted that the Cottage Food Operation section had assisted with the Home Business Amendment. Janell Mullen also added that the book had been updated during the pandemic so most of the new legislation affecting land-use Commissions had made its way into the book.

9. Opportunity for Public Comment

No members of the public remained at the meeting.

10. For the Good of the Commission

The Commission agreed that they had appreciated the Home Business Discussion and that they were close to an amendment.

11. Adjournment

Caroline Klein moved to adjourn at 8:17 pm. Ryan Curtiss seconded the motion. The motion passed unanimously.

Respectfully submitted,

Janell Mullen
Town of Warren Land-Use Official
December 5, 2023