

TOWN OF WARREN  
PLANNING & ZONING COMMISSION

PUBLIC HEARING AND REGULAR MEETING AGENDA

**Tuesday, September 8, 2020 – 7:30 p.m.**  
Warren Woods Town Park – Pavilion Building  
255 Brick School Road

**1. CALL TO ORDER & DESIGNATION OF ALTERNATES**

**2. STATEMENT OF THE CHAIRMAN**

**3. PUBLIC HEARING**

**Paul Szymanski, P.E.**, for applicant, Sawing High Climbers, LLC, Emma Lozman (Plumb), Member, 69 Davis Road, South Kent, Connecticut **Special Exception and Site Plan Applications under Section 24 to allow construction of a 50' x 80' barn to store equipment with office, driveway, well, sanitary system, related grading, and appurtenances** on property owned by The Living Trust of Theodore E. Theodorsen and Mary Irene Theodorsen, 56 Old Ox Road, Manhasset, New York located on **Kent Road, Map 21, Lot 27** in the North Zone. <https://www.warrenct.org/planning-zoning-commission/pages/application-rte-341kent-rd-plumb-project>

**4. APPROVAL OF MINUTES**

- a) July 14, 2020, Regular Meeting
- b) August 25, 2020, Special Meeting

**5. OLD BUSINESS**

Closed public hearings

**6. NEW BUSINESS**

**2020-09-1-ZA** / James Newton / 64 Sackett Hill Road (Map 18, Lot 3) / Construction of a single-family dwelling, septic, driveway, and pool

**7. ZONING ENFORCEMENT OFFICER REPORT**

Attached, Dated 9/4/2020

**8. CORRESPONDENCE**

**9. OPPORTUNITY FOR PUBLIC COMMENT** (Other than on any public hearing open or closed)

**10. ADJOURNMENT**

Respectfully Submitted,



Richelle Hodza  
Zoning Enforcement Officer  
Town of Warren  
9/4/2020

## MEMORANDUM

TO: Town of Warren Planning and Zoning Commission  
FROM: Richelle Hodza  
RE: Land Use Enforcement Officer's Report  
DATE: September 4, 2020 (To be presented at regular meeting September 8, 2020)

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### **Introductory Comments**

On August 12, I was hired by the Town of Warren as its Land Use Officer, including positions of administrator, zoning enforcement officer, and inland wetlands and watercourses enforcement officer. My regular hours of 12 per week are Monday through Friday from 10:00 a.m. to 1:00 p.m. I hold my office open to the public on Mondays and Wednesdays only, but am available by appointment. Tuesdays are reserved for site visits whether they are for inspections, proposals, compliance, or to investigate possible violations. Other site walks are by appointment. Thursdays are reserved for office work. I will also prepare for and attend the three regular land use meetings per month (IW&CC, P&ZC, and ZBA) as well as any special meetings that may be called.

I look forward to working with the Commission in my new capacity since having left my clerical job in Warren's Town government to work for Paul Szymanski, PE, President of Arthur H. Howland & Associates in March 2017. Additional experience was earned beginning in July 2018 when I took a position in Washington as full time ZEO and WEO. I subsequently worked part-time for the Town of North Canaan as its ZEO and Land Use Administrator. I have received certificates for attending various training programs offered by CAZEO (Connecticut Association of Zoning Enforcement Officers) and CLEAR (Center for Land Use Education and Research). I hold a master's degree and am presently in my second year of doctoral studies. My complete resume is available for inspection upon request by email to [landuse@warrenct.org](mailto:landuse@warrenct.org).

### **Status of the Warren Land Use Department in General and Planning and Zoning Commission in Particular**

As you are aware, Stacey Sefcik left Warren in June 2019 after a number of years as Land Use Officer. It was not until January 2020 that Kathleen Castagnetta was hired and she remained for only three months. Both of these employees offered a few hours assistance per week, even after they left; however, serious gaps in coverage have resulted in a backlog of paperwork and, resulting in the necessity for arduous historical research. With regard to the Commission, I am heartened by the willingness of our townspeople to volunteer their service for the important work with which they are tasked. Newer members will require time to acclimate and educate themselves; however, because the Commission is large with eight members and three alternates, there is a solid corps of members with experience. Regardless of experience, the statutes, plan of conservation and development, local regulations and ordinances must govern the work of the Commission. In matters of procedure not addressed by these documents, it is the custom of the Town to consult *Robert's Rules of Order Newly Revised*.

### **Violations Issued - None**

Respectfully submitted,



Richelle Hodza, Zoning Enforcement Officer  
September 4, 2020