

Zoning Commission Hybrid Meeting  
April 17, 2024 7:00 P.M.  
Putnam Municipal Complex  
Room 201 Second Floor  
200 School Street  
Putnam, CT 06260

Roll Call:

Public Hearing on Docket # 2024-01 Dorothy H. Miller requests for a Home Occupation Permit for a home baking business used for a Cottage Food Operator permit from the State of Connecticut. Property located at 110 Prospect Street, Town Assessors Map 16, Lot 13, Zoned R-10. VOTE REQUIRED

Agenda:

Regular Meeting:

Review the minutes of the March 20, 2024, meeting. VOTE REQUIRED

Correspondence:

Unfinished Business:

New Business: VOTE REQUIRED

Docket # 2024-01 Dorothy H. Miller – 110 Prospect Street – Home Occupation

Other Business:

Review/Discussion regarding upcoming applications for text amendments.

Accepting of New Applications for public hearing on June 19, 2024

Adjournment.

Topic: Zoning Zoom Meeting

Time: Apr 17, 2024 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/87484840593?pwd=w0vqpparAFU3aScoZu2pX4gV6SmjNz.1>

Meeting ID: 874 8484 0593

Passcode: 1A9xm9

---

By Phone

- +1 929 205 6099 US (New York)

Meeting ID: 874 8484 0593

Passcode: 730634

Find your local number: <https://us06web.zoom.us/j/87484840593?pwd=w0vqpparAFU3aScoZu2pX4gV6SmjNz.1>

Zoning Commission Hybrid Meeting Minutes  
March 20, 2024 7:00 P.M.  
Putnam Municipal Complex  
Room 201 Second Floor  
200 School Street  
Putnam, CT 06260

Present: Patricia Hedenberg-Chair, Liz Thompson, Douglas Taylor, Nick Huston,  
Lisa-Jean Clifford-Via Zoom

Agenda:

Regular Meeting:

Review the minutes of the February 21, 2024, meeting.

Motion by Douglas Taylor to accept the minutes, second by Nick Huston. Patricia Hedenberg, Nick Huston, Douglas Taylor, Liz Thompson voted in favor. Lisa-Jean Clifford abstained from voting as she was not present at the meeting.

Correspondence: None

Unfinished Business: None

New Business:

Review/Discussion regarding upcoming applications for text amendments.

Bruce Fitzback reviewed drafts of proposed text amendments with the Commission regarding accessory dwelling units, wildlife rehabilitation and nature preserver facilities and the industrial heritage overlay district.

Motion by Nick Huston to accept the Z.E.O review with the removal of 30% from line 11 on page 160, second by Liz Thompson. ALL WERE IN FAVOR

Motion by Nick Huston to put the draft of all the proposed text amendments in application form for the next meeting, second by Douglas Taylor. ALL WERE IN FAVOR.

Other Business:

Accepting of New Applications for public hearing on April 17, 2024. None

Motion by Nick Huston to adjourn at 8:18 P.M., second by Liz Thompson. ALL WERE IN FAVOR.

Respectfully submitted by Brenda Roy.

Please note these minutes have not been accepted by the Commission and will be placed on their next meeting agenda.



# TOWN OF PUTNAM ZONING COMMISSION

Check One:

- ☐ Application for Special Permit of Exception  
☐ Application for Amendment to Regulation  
☐ Application for Zone Change  
☒ Other, Home occupation permit

Docket No. 2024-01  
Date 3.20.2024  
Fee: 160.00 ck # 7154  
Amount - Check No.

- 1.) Name of Applicant: Dorothy B Miller  
Address, Telephone No., & Email Address 110 Prospect Street Putnam CT  
062100 / 207-632-3223 dorothy.miller110@gmail.com
- 2.) Owner of Land David Miller, Dorothy Miller  
Address, Telephone No., & Email Address 110 Prospect St Putnam  
207-632-3223 / 860-336-9475 dorothy.miller110@gmail.com
- 3.) Location of Property 110 Prospect Street Putnam CT 06210 Zone R-10  
Street Address
- Assessor's Map No. 16 Lot No. 13

- 4.) State the nature of your request in detail including the section of the regulations that affect you. Also please attach a sketch of your proposal with this application. If this application is for a Zone Change attach a list of the abutters that are within 500 feet of the property.

Please see attached request with detail for  
change occupation permit to be used for a  
Cottage Food operation.

SUBMIT THIS APPLICATION NO LESS THAN 21 WORKING DAYS PRIOR TO MEETING DATE

I hereby certify that all the information provided is accurate and complete.

[Signature]

Signature of Applicant

Date

Date Accepted \_\_\_\_\_

Date Rejected \_\_\_\_\_

Signature of Chairperson Date

This is a request for a Home Occupation Permit to be used specifically for a Cottage Food Operator, Home baking business, in regulations with town and Connecticut State regulation.

Per Town of Putnam Zoning Regulations, Section 706 – Customary Home Occupation – baking/ preparation, packaging, etc., will be carried out with in my primary dwelling, 110 Prospect Street, for financial gain.

All Baking operations will be carried out by myself, Dorothy R. Miller, with no outside employees.

As 110 Prospect Street is my primary residence the use of the dwelling as a Cottage Food Operation would be maintained as a secondary use on the property, with no disruption to the residential character of the building and/or neighborhood.

As to meet Section 706, Item D requirements please see below:

D.1. – Performed by myself, Dorothy R Miller, using approximately 225 sq. ft. out of a living area total of 1,818sq. ft., Roughly 12% of the dwelling floor area.

D.2 – Only products made on the premises may be sold at retail

D.3 – There are no plans to erect a sign that would be in violation of section 602.

D.4 – No vibration, smoke, dust, odors, heat or glare or offensive noise shall be produced

D.5 – No hazardous, flammable or combustible liquids, material and or wastes located, stored, used, or displayed in association with uses of home occupation

D.6 – No interference with radio and television reception in the vicinity.

D.7. – No traffic shall be generated by such home occupation in greater volumes than would normally be expected in a residential neighborhood

D.8. – Any parking to be used would be the usage of our personal driveway located on the property at 110 Prospect Street.

No home occupation of the cottage food operation, shall be done until permit is considered and issued by the Putnam Zoning Commission

The permit requested is not for any type of automotive use.

Attached to this permit are the property card for 110 Prospect Street and the three abutting properties. As well as notification to said abutters of planned Home occupation permit usage.

March 19, 2024

Hey Neighbors!

In accordance with the Putnam Zoning Commission regulation's, I'm writing a short note to provide notice of my application with them to apply/request for permitting for a Home Occupation Permit and a Cottage Food Operator Licensees.

What does this mean? You've all had one of my Christmas cookie boxes 🍪 I clearly love baking and would like to pursue a home baking business. What this permit does is allow me to use my home and kitchen to do so in a legal and business matter.

If there are any concerns or issues. Feel free to call or stop by to chat, either now or at any point in the future. Thank you all so much.

Kindly,

A handwritten signature in blue ink, appearing to read 'Dorothy R Miller', with a long horizontal flourish extending to the right.

Dorothy R Miller

# Property Card: 110 PROSPECT ST

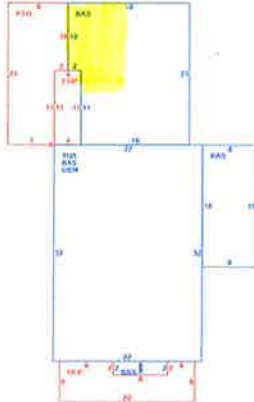
Town of Putnam, CT



*Home Occupation Permit Property*

| Parcel Information                                                                                                                                                       |                                                                                                                                                                  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Parcel ID:</b> 016-013-000<br><b>Vision ID:</b> 1537<br><b>Owner:</b> MILLER DAVID<br><b>Co-Owner:</b><br><b>Mailing Address:</b> 110 PROSPECT ST<br>PUTNAM, CT 06260 | <b>Map:</b> 016<br><b>Lot:</b> -013<br><b>Land Area in Acres:</b> 0.5<br><b>Use Description:</b> 1-Family<br><b>Zone:</b> R-10<br><b>Neighborhood Code:</b> 0045 |
| Sale History                                                                                                                                                             | Assessed Value                                                                                                                                                   |
| <b>Book/Page:</b> 0681/ 0264<br><b>Sale Date:</b> 8/30/2011<br><b>Sale Price:</b> \$165,000                                                                              | <b>Land:</b> \$23,000<br><b>Buildings:</b> \$84,540<br><b>Extra Bldg Features:</b> \$2,500<br><b>Outbuildings:</b> \$0<br><b>Total:</b> \$110,040                |

## Building Details: Building # 1

|                                                                                                                                                                             |                                                                                                                                                                                                                                                            |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Exterior Details                                                                                                                                                                                                                                              | Building Interior                                                                                                                                                                                                                                                                                                                             |
| <b>Building Type:</b> Conventional<br><b>Appr. Year Built:</b> 1900<br><b>Occupancy:</b> 1<br><b>Stories:</b> 1.75<br><b>Roof Cover:</b> Asphalt<br><b>Roof Type:</b> Gable/Hip<br><b>Ext Wall Desc 1:</b> Cedar or Redwd<br><b>Ext Wall Desc 2:</b> Vertical | <b>Living Area:</b> 1818<br><b>No. Total Rooms:</b> 8<br><b>No. Bedrms:</b> 3<br><b>No. Full Baths:</b> 1<br><b>No. Half Baths:</b> 0<br><b>Bath Style:</b> Average<br><b>Kitchen Style:</b> Average<br><b>Wall Type 1:</b> Plastered<br><b>Wall Type 2:</b><br><b>Heat Type:</b> Hot Water<br><b>Heat Fuel:</b> Oil<br><b>A/C Type:</b> None |



www.cai-tech.com

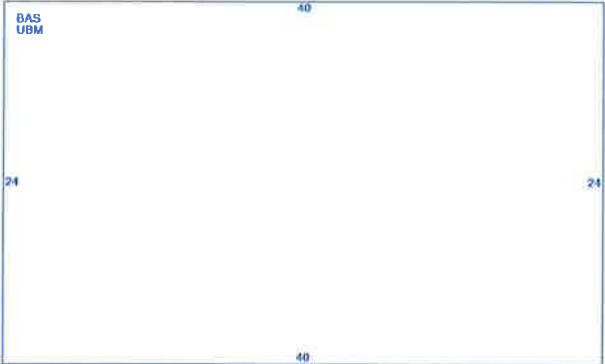
This information is believed to be correct but is subject to change and is not warranted.

Property Card: 100 PROSPECT ST  
Town of Putnam, CT



Abutting Property (Side)

| Parcel Information                                                                                                                                                               |                                                                                                                                                                   |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Parcel ID:</b> 016-018-000<br><b>Vision ID:</b> 1538<br><b>Owner:</b> BENOIT SHERMAN A<br><b>Co-Owner:</b><br><b>Mailing Address:</b> 100 PROSPECT ST<br><br>PUTNAM, CT 06260 | <b>Map:</b> 016<br><b>Lot:</b> -018<br><b>Land Area in Acres:</b> 0.31<br><b>Use Description:</b> 1-Family<br><b>Zone:</b> R-10<br><b>Neighborhood Code:</b> 0045 |
| Sale History                                                                                                                                                                     | Assessed Value                                                                                                                                                    |
| <b>Book/Page:</b> 0191/ 0300<br><b>Sale Date:</b> 8/14/1989<br><b>Sale Price:</b> \$0                                                                                            | <b>Land:</b> \$22,300<br><b>Buildings:</b> \$80,600<br><b>Extra Bldg Features:</b> \$0<br><b>Outbuildings:</b> \$900<br><b>Total:</b> \$103,800                   |

| Building Details: Building # 1                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                        |                                                                                                                                                                                                                                                                               |
| Exterior Details                                                                                                                                                                                                                         | Building Interior                                                                                                                                                                                                                                                                                                                                                |
| <b>Building Type:</b> Ranch<br><b>Appr. Year Built:</b> 1984<br><b>Occupancy:</b> 1<br><b>Stories:</b> 1<br><b>Roof Cover:</b> Asphalt<br><b>Roof Type:</b> Gable/Hip<br><b>Ext Wall Desc 1:</b> Vinyl Siding<br><b>Ext Wall Desc 2:</b> | <b>Living Area:</b> 960<br><b>No. Total Rooms:</b> 5<br><b>No. Bedrooms:</b> 3<br><b>No. Full Baths:</b> 1<br><b>No. Half Baths:</b> 0<br><b>Bath Style:</b> Old Style<br><b>Kitchen Style:</b> Old Style<br><b>Wall Type 1:</b> Drywall/Sheet<br><b>Wall Type 2:</b><br><b>Heat Type:</b> Electr Basebrd<br><b>Heat Fuel:</b> Electric<br><b>A/C Type:</b> None |



www.cai-tech.com

This information is believed to be correct but is subject to change and is not warranted.

# Property Card: 112 PROSPECT ST

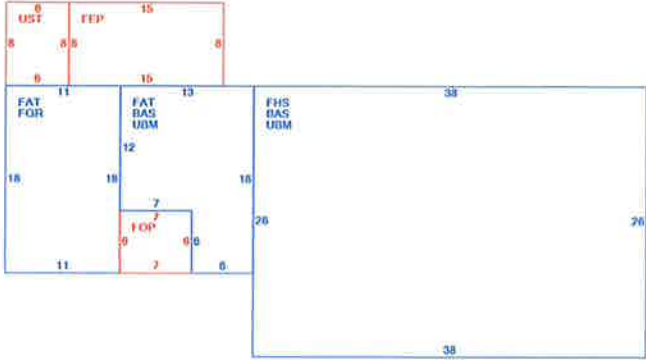
Town of Putnam, CT



Abutting Property (Side)

| Parcel Information                                                                                                                                                         |                                                                                                                                                                   |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Parcel ID:</b> 016-006-000<br><b>Vision ID:</b> 1536<br><b>Owner:</b> FISCHER ALAN<br><b>Co-Owner:</b><br><b>Mailing Address:</b> 31 CHARLES ST<br><br>PUTNAM, CT 06260 | <b>Map:</b> 016<br><b>Lot:</b> -006<br><b>Land Area in Acres:</b> 0.46<br><b>Use Description:</b> 1-Family<br><b>Zone:</b> R-10<br><b>Neighborhood Code:</b> 0045 |
| Sale History                                                                                                                                                               | Assessed Value                                                                                                                                                    |
| <b>Book/Page:</b> 843/ 268<br><b>Sale Date:</b> 8/2/2021<br><b>Sale Price:</b> \$225,000                                                                                   | <b>Land:</b> \$25,900<br><b>Buildings:</b> \$124,000<br><b>Extra Bldg Features:</b> \$2,700<br><b>Outbuildings:</b> \$0<br><b>Total:</b> \$152,600                |

## Building Details: Building # 1

|                                                                                                                                                          |                                                                                                                                                                                                                                                                |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Exterior Details                                                                                                                                                                                                                           | Building Interior                                                                                                                                                                                                                                                                                                                                 |
| <b>Building Type:</b> Cape Cod<br><b>Appr. Year Built:</b> 1947<br><b>Occupancy:</b> 1<br><b>Stories:</b> 1.5<br><b>Roof Cover:</b> Asphalt<br><b>Roof Type:</b> Gable/Hip<br><b>Ext Wall Desc 1:</b> Clapboard<br><b>Ext Wall Desc 2:</b> | <b>Living Area:</b> 2028<br><b>No. Total Rooms:</b> 7<br><b>No. Bedrms:</b> 3<br><b>No. Full Baths:</b> 2<br><b>No. Half Baths:</b> 0<br><b>Bath Style:</b> Old Style<br><b>Kitchen Style:</b> Old Style<br><b>Wall Type 1:</b> Plastered<br><b>Wall Type 2:</b><br><b>Heat Type:</b> Hot Water<br><b>Heat Fuel:</b> Oil<br><b>A/C Type:</b> None |



www.cai-tech.com

This information is believed to be correct but is subject to change and is not warranted.

# Property Card: 21 GENEVIEVE ST

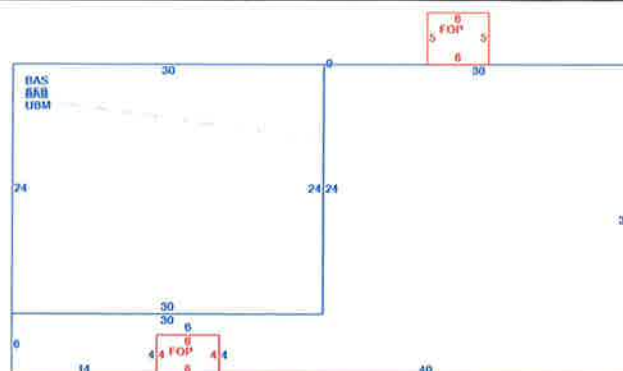
Town of Putnam, CT



*Abutting Property (Back side)*

| Parcel Information                                                                                                                                                                          |                                                                                                                                                                   |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Parcel ID:</b> 016-005-000<br><b>Vision ID:</b> 1535<br><b>Owner:</b> CHAMPAGNE ERIC S & AMANDA S<br><b>Co-Owner:</b><br><b>Mailing Address:</b> 21 GENEVIEVE ST<br><br>PUTNAM, CT 06260 | <b>Map:</b> 016<br><b>Lot:</b> -005<br><b>Land Area in Acres:</b> 0.53<br><b>Use Description:</b> 1-Family<br><b>Zone:</b> R-10<br><b>Neighborhood Code:</b> 0030 |
| Sale History                                                                                                                                                                                | Assessed Value                                                                                                                                                    |
| <b>Book/Page:</b> 834/ 907<br><b>Sale Date:</b> 9/21/2020<br><b>Sale Price:</b> \$0                                                                                                         | <b>Land:</b> \$23,000<br><b>Buildings:</b> \$108,600<br><b>Extra Bldg Features:</b> \$3,900<br><b>Outbuildings:</b> \$3,000<br><b>Total:</b> \$138,500            |

## Building Details: Building # 1



| Exterior Details                                                                                                                                                                                                                         | Building Interior                                                                                                                                                                                                                                                                                                                                    |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Building Type:</b> Ranch<br><b>Appr. Year Built:</b> 1955<br><b>Occupancy:</b> 1<br><b>Stories:</b> 1<br><b>Roof Cover:</b> Asphalt<br><b>Roof Type:</b> Gable/Hip<br><b>Ext Wall Desc 1:</b> Wood Shingle<br><b>Ext Wall Desc 2:</b> | <b>Living Area:</b> 1776<br><b>No. Total Rooms:</b> 7<br><b>No. Bedrooms:</b> 4<br><b>No. Full Baths:</b> 3<br><b>No. Half Baths:</b> 0<br><b>Bath Style:</b> Average<br><b>Kitchen Style:</b> Average<br><b>Wall Type 1:</b> Plastered<br><b>Wall Type 2:</b><br><b>Heat Type:</b> Forced Air-Duc<br><b>Heat Fuel:</b> Oil<br><b>A/C Type:</b> None |



www.cai-tech.com

This information is believed to be correct but is subject to change and is not warranted.