

**Town of Warren  
Planning & Zoning Commission  
Public Hearing & Regular Meeting  
Tuesday, December 10, 2019 – 7:30 PM  
Warren Town Hall – 50 Cemetery Road**

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**Present:** **Chair:** None; **Vice Chair:** None; **Regular Members:** John Papp, Susie Bates, Andrew Carollo, Paul Prindle, Adam Crane, Ryan Curtiss  
**Alternate Members:** David Kramer  
**Zoning Enforcement Officer:** None  
**Land Use Secretary:** Brenda Zampaglione  
**Absent:** Victoria Fossland, Phil Good, Howard Lethbridge, Ruth Schnell

**Ms. Bates opened the meeting at 7:30 PM. Ms. Bates will be seated as Temporary Chair for the PUBLIC HEARING & REGULAR MEETING.**

**PUBLIC HEARING:**

1. **Julie Retzlaff & Whitney Flood, 194 Woodville Road (Assessor's Map 10, Lot 11) – Special Exception**  
Permit per Section 12.0 and 23.0 of the Town of Warren Zoning Regulations for Home-Based Business (Bakery)

Mr. Flood was present to represent 194 Woodville Road. TAHD approval was received for "Change of Use". There was no Public Comment regarding this matter and no other questions from the Commission.

**MOTION:** Mr. Papp, second Mr. Prindle to **CLOSE** the **PUBLIC HEARING**. This **MOTION** was made at 7:35 PM.  
**APPROVED: UNANIMOUSLY**                      **ABSTENTIONS: NONE**                      **MOTION: CARRIED**

**REGULAR MEETING:**

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

The **REGULAR MEETING** was called to order at 7:36 PM. All regular members were seated for the meeting. Alternates were not seated as a quorum of the Regular members has been met. The proceedings were recorded digitally, and copies are available in the Land Use office.

2. **OPPORTUNITY FOR PUBLIC COMMENT**  
None

3. **APPROVAL OF MINUTES**
  - a. November 12, 2019 **PUBLIC HEARING** and **REGULAR Meeting**

**MOTION:** Mr. Papp, second Mr. Crane to **APPROVE** the **November 12, 2019 PUBLIC HEARING** and **REGULAR meeting MINUTES**.  
**APPROVED: UNANIMOUSLY**                      **ABSTENTIONS: NONE**                      **MOTION: CARRIED**

4. **OLD BUSINESS**
  - a. **Julie Retzlaff & Whitney Flood, 194 Woodville Road (Assessor's Map 10, Lot 11) – Special Exception Permit** per Section 12.0 and 23.0 of the Town of Warren Zoning Regulations for Home-Based Business (Bakery)

**MOTION:** Mr. Crane, second Mr. Carollo, to **APPROVE** the **SPECIAL EXCEPTION ZONING PERMIT** as presented on the application for a Home Based Business (Bakery) per Section 12.0 and 23.0 of the Town of Warren Planning and Zoning Regulations.  
**APPROVED: UNANIMOUSLY**                      **ABSTENTIONS: NONE**                      **MOTION: CARRIED**

- b. Alistair Carr, 184 Brick School Road (Assessor's Map 27, Lot 2) – Zoning Permit requested to Construct a Pool (20' x 40') and to Construct a Sauna (8' x 12')**

There was no one in attendance to represent this application. Discussion tabled until the next meeting on January 14, 2020.

- c. Miranda Petit, 19 Reverie Lane (Assessor's Map 33, Lot 50) – Modification of Zoning Permit #19-19 Approved Detached Garage – pending ZBA Approval 12/11/19**

Temporary Chair Bates addressed the Commission regarding this matter. ZP #19-19 modification has not been issued pending Zoning Board of Appeals approval on the modification (building moved to another location but within previous variance granted)

## **5. NEW BUSINESS**

- a. Philip & Carol Smith, Reverie Lane (Assessor's Map 33, Lot 21) – Zoning Permit requested for New Construction of a wood frame, single story, modular House and Attached Garage (84' x 30' x 17')**

No Inland Wetlands Conservation permit required. Commission reviewed the application and site plans. TAHD has been approved and received.

**MOTION:** Mr. Papp, second Mr. Carollo to **APPROVE** the application and plans **AS PRESENTED** to the Commission to allow New Construction of a wood frame, single story, modular House and Attached Garage (84' x 30' x 17') at Reverie Lane (Assessor's Map 33, Lot 21) with the **CONDITION** that an **"AS BUILT"** plan be **SUBMITTED** by applicant upon completion.

**APPROVED: UNANIMOUSLY**

**ABSTENTIONS: NONE**

**MOTION: CARRIED**

- b. Shannon Strong & David Greg, 61 Valley Road (Assessor's Map 10, Lot 30-02) – Zoning Permit to Install Swim Spa (8' x 16')**

The Commission reviewed the application and plans. Ms. Strong demonstrated where the swim spa would be on the site map that was submitted. TAHD approval was received. Questions by the Commission were answered to their satisfaction.

**MOTION:** Mr. Curtiss, second Mr. Carollo to **APPROVE** the application and site plan **AS PRESENTED** to the Commission to allow Installation of a Swim Spa (8' x 16') at 61 Valley Road (Assessor's Map 10, Lot 30-02).

**APPROVED: UNANIMOUSLY**

**ABSTENTIONS: NONE**

**MOTION: CARRIED**

- c. Jane Guttridge & Shari Baker, 24 City Road (Assessor's Map 32, Lot 16) – Zoning permit to Construct a Storage Shed (28' x 12' x 12')**

Temporary Chair Bates read a letter that was submitted by the applicant dated November 27, 2019 requesting that the Commission waive the regulation that a site map would be needed. Ms. Guttridge explained to the Commissioners that the evidence that was submitted with the application was enough to determine that the proposed shed conforms to regulations. The Commission evaluated that this applicant did not need to submit a site plan after a review of the maps presented with the application. All questions from the Commission were satisfactorily answered by the applicants.

**MOTION:** Mr. Prindle, second Mr. Carollo to **APPROVE** the application **AS PRESENTED** to the Commission to allow Zoning permit to Construct a Storage Shed (28' x 12' x 12') at 24 City Road (Assessor's Map 32, Lot 16) with the **CONDITION** that an **"AS BUILT"** plan be **SUBMITTED** by the applicants upon completion.

**APPROVED: UNANIMOUSLY**

**ABSTENTIONS: NONE**

**MOTION: CARRIED**

- d. Robert Caponetti, 291 Woodville Road (Assessor's Map 10, Lot 23) – Zoning Permit requested for Construction of Detached Three Car Garage (2 applications submitted 11/3/18 & 8/7/19)**

Mr. Caponetti was present to represent 291 Woodville Road (Assessor's Map 10, Lot 23). Mr. Caponetti was informed by the Building Inspector that he was to stop work on the Three Car Garage that he was constructing in order to get his

Zoning Permits in order. There is no evidence that a Zoning Permit was issued for this applicant for this project per Secretary Zampaglione. An application was submitted in November 2018 and the check was deposited (as is required). The former ZEO did not issue a permit as conditions on previous Zoning Permits had not been met. Mr. Caponetti submitted a second application for the same Three Car Garage in August 2019. At that time, Mr. Caponetti was informed that he had to meet the conditions of previous permits (submission of As Built plan and A2 Survey). Mr. Caponetti's application was on hold in the former ZEO's office until previous conditions were met. Secretary Zampaglione contacted Mr. Caponetti on numerous occasions to follow up on past conditions to no avail. It was discovered that Mr. Caponetti had started the work and had the foundation poured without the proper permits (IWC permit approval was questioned – application not submitted). Mr. Caponetti thought he was given a Zoning Permit for the Three Car Garage by the former ZEO and that he had a copy at home. Mr. Caponetti will stop work on the Three Car Garage and try to find his copy of the Zoning Permit issued before the next meeting on January 14, 2020. In addition, Mr. Caponetti informed the Commission that he would comply with the previous conditions and submit the proper plans to the Land Use office. A copy of previous permits will be sent to Mr. Caponetti to aid him in getting the required conditions of previous Zoning Permits met.

## **6. OTHER BUSINESS PROPER TO COME BEFORE COMMISSION**

### **a. Schedule POCD 6 month follow-up meeting for Responsible Parties Update**

The Commission decided to TABLE further discussion for the POCD 6 month Responsible Parties meeting date until a letter can be sent to all interested parties requesting at least 2 people from their Board or Commission attend to give an update. The letter is to be drafted by Secretary Zampaglione and reviewed by the Commissioners.

- b.** Temporary Chair Bates addressed the Commission regarding the Text Amendments to Home-Based Businesses that were begun, heard and then TABLED. A Special Meeting will be held to review progress thus far. Secretary Zampaglione will send copies of minutes from previous Special Meetings (last 6 months) in which this matter was discussed to all members via email. A Special Meeting date of January 28, 2020 will be legally noticed to meet at the Warren Town Hall, Downstairs Conference Room, 50 Cemetery Road, Warren, CT at 7:30 pm.
- c.** Temporary Chair Bates informed the Commission that First Selectman Angevine apologizes for not being in attendance this evening due to a prior commitment. He further informed Temporary Chair Bates that he is actively seeking a new Zoning Enforcement Official. No other details were provided. Secretary Zampaglione informed the Commission that an ad had been placed on the CAZEO website.
- d.** Secretary Zampaglione informed the Commissioners of email correspondence that had come in recently with questions regarding the Town of Warren Regulations and Definitions related to events, restaurants and solar farming. In addition, Secretary Zampaglione received a lengthy request regarding statistics for Affordable Housing in Warren from Pro Publica. Secretary Zampaglione will reply to correspondence relating to regulations and definitions by replying per the Commission that until a formal application is presented, specifics cannot be discussed. As for the Pro Publica request, Secretary Zampaglione is to reply per the Commission, that Land Use records are available for review in the Land Use office and to give the Land Use office hours of operation.

## **9. ADJOURNMENT**

**MOTION:** Mr. Papp, second Mr. Curtiss to **ADJOURN** the meeting at 8:48 PM

**APPROVED: UNANIMOUSLY**

**ABSTENTIONS: NONE**

**MOTION: CARRIED**

**Respectfully submitted,**

*Brenda Zampaglione*

**Brenda Zampaglione**  
**Land Use Secretary**