

BOLTON PLANNING & ZONING COMMISSION
Regular Meeting
7:30 p.m., Wednesday, December 14, 2022
Virtual
Minutes & Motions

Members Present: Chairman Tom Manning, Arlene Fiano, Jeremy Flick (joined at 8:21p.m.), Rodney Fournier, Thomas Robbins, Jeffrey Scala, and Alternates Tom Crockett, Steven Clark (joined at 8:11 p.m.)

Members Excused: Vice Chairman Jim Copley, Alternate Kawan Gordon

Staff Present: Patrice Carson, AICP, Consulting Director of Community Development, Michael D'Amato, Interim Zoning Enforcement Officer, and Yvonne Filip, Recording Secretary

Others Present: Mohammad Ali, Peter DeMallie, Greg Fedus, Nathaniel Fleming, Asif Choudhry, Jerry Fossey, James Waskey, Carol Parada-Ziolko, Andrew Ladyga, Trevor Forbes

1. Call to Order: T. Manning called the meeting to order at 7:32 p.m. and seated T. Crockett for J. Copley.

T. Manning added by consensus item 7.d. Other: Holding Hybrid Meetings in the New Year.

2. Approval of Minutes: November 9, 2022, Regular Meeting Minutes

T. Crockett moved to approve the minutes of the November 9, 2022, Regular Meeting. **R. Fournier seconded.** Vote: 7-0-0. Motion passed.

3. Residents' Forum

Andrew Ladyga –Introduced himself. He and wife, Elicia, own Lyndale Farms and the property across the street. He wants to let everyone know they won two of the cannabis licenses. He has spoken with Coventry and Bolton about having businesses on their property. They know Bolton is under a moratorium. He would like to work together with the towns' staff about ideas and thoughts for cannabis and other commercial businesses. A goal is to attract some commercial businesses to the towns. The Ladyga's would like to share the information they have gotten from Coventry to move forward with the process. There is a lot of excitement in this area for these establishments. This might be a good opportunity for Bolton. He had a chance to visit Alltown Fresh and met with the people there. That building is a beautiful building. Congratulations to Bolton on having that business.

T. Manning: Once the PZC has had their discussion, A. Ladyga will need a sketch plan for a particular site if he wants an informal discussion. He can talk to Staff before a meeting for information that will be helpful to present to the PZC.

4. Staff Reports

P. Carson reported:

- Working on the items on the agenda
- Looking at some regulations for senior housing. Those will be brought forward along with other regulation amendments to be made.

M. D'Amato reported:

- Has been working on cannabis regulations
- Permit reviews
- Closing out some of the zoning violations
- Danielle has been fixing some of the issues with the permitting system. This is streamlining the application process and making the office more accessible.

5. Public Hearings (begin at 7:30 p.m.)

a. Continuation: Modification of Special Permit Application for Gas Station/Convenience Store, 271 Hop River Road, Nathaniel Fleming (#PL-22-8)

Gregg Fedus, representing Nathaniel and Asif: This hearing was continued last month to get an opinion from the Town Attorney about Bolton's regulations pertaining to bonding for private property constructions.

P. Carson: The Town Attorney's opinion is that he agrees the PZC can ask for bonding for work which would be in the Town's control once a project was finished, such as drainage, trail work, and parking, etc. Since this property is private, bonding for those items are not under control of the town and would not be required. The town can control other aspects of the project by not issuing the CO until all the items required are completed. The PZC can and should ask for an Erosion & Sedimentation Control bond which, for this project, is \$9,784.60, and would have to be a cash bond. Staff also caught a previous review oversight of needing a signature block on each of the plan pages. Otherwise, the current plans have addressed Staff's concerns.

Audience of Citizens: No one wished to comment.

T. Crockett moved to close the public hearing. **T. Manning seconded.** Vote: 7-0-0. Motion passed.

6. Old Business

a. Discussion/Possible Decision: Modification of Special Permit Application for Gas Station/Convenience Store, 271 Hop River Road, Nathaniel Fleming (#PL-22-8)

T. Manning moved: I make a motion to approve Nathaniel Fleming's Modification of a Special Permit application for a gas station/convenience store with drive-thru window at 271 Hop River Road, application #PL-22-8, in accordance with the application and plans submitted as "Planning & Zoning Submission, 271 Hop River Road, Proposed Convenience Store, 271 Hop River Road, Bolton - Connecticut" (11 sheets) dated: August 11, 2022, revised through 11/02/22, Elevation Plans dated: 08-17-22 which is conditioned on the following:

1. A copy of any required submission to the CTDOT shall be submitted to the Land Use Department.
2. A signature block for approval by the Commission and date of signing shall be placed on each page of the plans.
3. The approval letter with conditions shall be placed on the mylars to be recorded in the Office of the Town Clerk.
4. All appropriate seals and signatures of the design professionals for this plan shall be placed on the plans before recording.
5. This approval is subject to compliance with any comments or requirements of the State Department of Public Health, Eastern Highlands Health District, Fire Marshal, the Town Engineer, and Inland Wetlands Commission.

6. An Erosion & Sedimentation Control Bond including contingency in the amount of \$9,784.60 shall be posted as part of the permit process prior to any commencement of work on the site.
7. Signs are not part of this decision. Any proposed signage or menu sign board will need separate permit application(s) and approvals from the Zoning Enforcement Officer.
8. Since the property is undergoing remediation, the water system shall be provided with treatment to remove those potential remediation contaminants, and the system water will be tested for those contaminants pursuant to the remediation plan and results shall be provided to the CTDPH and EHHD. This approval shall be binding to the applicant, landowner and their successors and assigns.
9. Prior to the Issuance of a Certificate of Zoning Compliance, final grading, stabilization and seeding shall be in place or adequate bond filed with the Town.
10. Prior to the Issuance of a Certificate of Zoning Compliance, one electronic PDF and paper copy of the final as-built survey showing structures, pins, driveways/parking, final floor elevations and spot grades shall be submitted.
11. Additional erosion & sedimentation controls may be required by Town staff as necessitated by field conditions.
12. By acceptance of this approval and its conditions, the applicant, owner and/or their successors and assigns acknowledge the right of Town staff to periodically enter upon the subject property for the purpose of determining compliance with the terms of this approval.

The Planning and Zoning Commission finds with these conditions the plan meets the requirements of the Bolton Zoning Regulations.

J. Scala seconded.

Discussion: J. Scala: PZC is asking for a copy of the submission to CTDOT in item 1. Do we want the approval from CTDOT supplied for the file for item 1? J. Scala suggested the approval from CTDOT be added to the application file.

T. Manning accepted this amendment. Vote: 7-0-0. Motion as amended passed.

b. Other: There was none.

7. New Business

a. Informal Discussion: Potential Non-Profit Use of 180 West Street, Peter DeMallie, Design Professionals, Inc.

Peter DeMallie was present representing Highland Meeting Room. The subject property was Our Place Restaurant zoned RMUZ. Client has their main property at 133 Highland Street, Manchester which is a faith based organization. This property would be used as a satellite facility. There is seating for 30 with commercial kitchen, septic system, bathrooms, and parking. They have contacted EHHD; the septic system has a capacity of 9,000 gallons. It is a public water system that is deactivated right now but could be reactivated. The use for Highland Meeting Room would be part-time assembly of this faith based system. They feel the use would be compatible with the neighborhood. There would be no weddings or funerals. The group could use the commercial kitchen for the assembling kits or care bundles for groups in the area when called upon helping out in disasters or other large, unexpected gatherings; the group calls this their Rapid Response team. They have reached out to neighbors to explain how the group would use the building. In conversation with Town staff it was agreed to the idea preserving the underlying zone for future commercial uses.

T Manning: There is no need to change the regulations for the first reason for this group's stated purpose. The Rapid Relief team work using the commercial kitchen fits the RMUZ use. The assembly of a small prayer group is the other use? P. DeMallie: Yes, but their main activity is at the main facility in Manchester. T. Manning: If there is any change of 50 people assembling it would be a business occupancy rather than assembly. With 30 it falls under Personal Business Services. This is his opinion and feels there is no need to change the regulation.

R. Fournier: Would the parking have to be changed? What is the group's tax status? P. DeMallie: They are not doing site improvements. 18 parking spaces is adequate for what they want to do. They are a non-profit and they would not pay taxes in Bolton. J. Waskey: The organization is classified as 501C3.

T. Crockett: Why is this phase part-time in the description of intended use? P. DeMallie: The intention is to use this satellite property less than the main property in Manchester. The commercial kitchen would be used to assemble the kits to respond to crises, which are all donated, never sold, perhaps assembling one evening a week and part time on Sundays.

R. Fournier: What is your primary area of service for the care kits? J. Fossey: It is as far as we can reach. We have reached as far as New Hartford and to the shore from this location as well as some of Massachusetts. T. Crockett: Will anyone live in this building? P. DeMallie: No one is residing there and there is no intention of residency there. It would be vacant most of the week.

J. Flick (joined the meeting at 8:21pm): For the food production portion, no one is going to be on site to receive anything? P. DeMallie confirmed that is correct.

P. DeMallie: Summed up his understanding of this informal discussion that the PZC feels this purpose will fit into the current regulations and zone. The group's next step is to submit a Special Permit application. Town staff has been very helpful through this process. Their candidness and assistance is appreciated. J. Waskey: Agrees about Staff's help and appreciates the PZC having this discussion with the group. J. Fossey: Thank you and our group could help out with Bolton's needs as well in the future if ever needed.

b. Election of Officers

R. Fournier nominates T. Manning for the position of Chairman. T. Crockett seconded. **R. Fournier moved** to close the nominations for Chairman and cast one ballot. Vote: 7-0-0. Motion passed.

Newly re-elected Chairman T. Manning asked for nominations for Vice Chairman/Secretary. **A. Fiano** nominated J. Scala. **T. Crockett** nominated R. Fournier. **R. Fournier** nominated J. Cropley. **R. Fournier** withdrew his nomination. The Chairman closed the nominations and called for a vote for the one of two nominees – J. Scala or J. Cropley. J. Scala received two votes; J. Cropley received five votes. J. Cropley was re-elected as Vice Chairman/Secretary.

c. Discussion/Possible Decision: FY 2023/24 Budget

P. Carson: The draft budget is a little less than last year at \$4,205. This is July 1, 2023-June 30, 2024 fiscal year. T. Manning: The professional mandated training is required in the coming year. That budgeted cost is \$640 until June 30, 2023 and \$500 for the next fiscal year.

D'Amato: CCM will publish a state-wide calendar of training meetings that are recorded so

people can watch the recordings to obtain the necessary training credits. Each Commissioner needs four hours of training every two-three years. T. Manning: Payroll is up to \$1,000; that looks like a good number as does the professional training figure. What about the advertising line item? P. Carson: Based on rates and number of ads that are needed.

T. Manning moved to send the draft budget to the BOS. **R. Fournier seconded.** Vote: 7-0-0. Motion passed.

d. Other: Holding Hybrid Meetings in the New Year

T. Manning: Asked if A. Fiano was willing to learn to operate the Owl as mentioned in the past?

A. Fiano: Has learned how to operate the system. Two people have to be trained in the event of an absence of a trained person. Running the Owl does not interfere with participation in the discussion. P. Carson: The operating person would be in Town Hall turning the system on and off. T. Manning: He could be the second person to run the Owl system. He thought he would be suggesting hiring someone to do this, including a salary in the budget, but there does not seem to be the need for that.

T. Manning moved that the 2023 meetings of the Planning & Zoning Commission be held in a hybrid format. **R. Fournier seconded.**

Discussion: A. Fiano: Is P. Carson's preference to be remote for these meetings? A. Fiano's concern is if the public is coming to Town Hall it might be important to have someone from Town staff present. P. Carson: Town staff will be part of the meeting whether online or in person. T. Manning: If the PZC wants Staff to be present in Town Hall we can ask them to attend in person. P. Carson: All of the applications are in digital format now. A. Fiano: BOS hybrid meetings have worked out fine. It is nice to have the option of meeting in person. T. Crockett: People coming to the meetings will expect to see the PZC or staff. M. D'Amato: Legislation says bodies can decide on the format on a meeting-by-meeting basis. That can be noted on the meeting agenda. P. Carson: The submitted meeting schedule already notes that.

R. Fournier: He has been on virtual meetings with the BOS and shown up and watched himself. You can do both.

P. Carson: The Chairman of the PZC can make the decision about the format for each meeting when he receives the draft agenda from staff. T. Manning: We can start by holding a hybrid meeting in January pending a weather event, and decided on each after that. No vote on the motion. Motion failed.

8. Ongoing Discussion: Regulations Regarding the Cultivation, Sale, and Distribution of Adult Use Cannabis Bolton PZC (#PL-22-6)

P. Carson: The proposal includes two options: (1) prohibition, or (2) allow retail sales by Special Permit in GB zone. Maps showing the general business zone and the abutters within 500 feet that would be affected were part of the packet as requested.

T. Manning: He feels this is ready to go to the public hearing but asked if anyone prefers to do something different? R. Fournier: He prefers to extend the moratorium for six months. He does not understand how Bolton benefits by allowing this. T. Manning: Is R. Fournier's feeling for prohibition rather than allowing this? Fournier: Yes.

T. Crockett: How long can we stay in moratorium? P. Carson: This was set for 9 months to decide whether to prohibit or allow it and adopt regulations. Under that guise you do not want to stay in moratorium much longer than 12 months. T. Crockett: He would be in favor of prohibition. J. Flick: Prohibition. A. Fiano: Permit by Special Permit. T. Robbins: He is not quite at a decision yet. T. Manning: One of the ways to get to a decision is to get the opinion of the public through a public hearing. J. Scala: No cultivation. Otherwise, he is ready to move forward. T. Manning: PZC is talking about a Special Permit for retail only. J. Scala: He is okay with someone making products and okay with retail sales, no cultivating.

P. Carson: The moratorium timeline gives you until the April meeting to decide this matter. Backing into that meeting the PZC should have something ready to go to CRCOG at the February meeting and you can set the public hearing for some time in March.

R. Fournier: He read that 50% of towns in the state are in a moratorium on this issue and it seems to be all of the smaller towns. Larger towns are permitting it because they have the commercial areas for the retail space. A. Fiano: If we have public hearing are we still in the moratorium? P. Carson: Yes, you are. A. Fiano: We need to get this to a public hearing. T. Robbins agrees. J. Scala: The public hearing can present both options? P. Carson: You have a meeting on prohibiting it and one on allowing it. M. D'Amato: You advertise them separately but can have a joint meeting. P. Carson: Suggests the PZC have the hearings and then possibly have an extension on the moratorium period if needed. M. D'Amato: Shared information from what has been happening in nearby towns. A. Fiano: Feels a virtual public hearing is unsuccessful; she strongly recommends this be an in-person meeting. P. Carson: Or hybrid. A. Fiano: From her experience people not in the room can spend a long time waiting to be heard. The people on Zoom can feel extremely left out. J. Scala: Wants the town residents to ultimately make the decisions.

T. Manning: Asked that staff send the regulations as prepared to CRCOG. The PZC can set the public hearing for February at their January PZC meeting. P. Carson: She will send the prohibition, retail, and the extension of the moratorium to CRCOG.

9. Correspondence: There was none.

10. Adjournment

R. Fournier moved to adjourn the meeting at 9:09 p.m. A. Fiano seconded. Vote 7-0-0. Motion passed.

Respectfully Submitted,

Yvonne B. Filip

Yvonne B. Filip, Planning & Zoning Commission Recording Secretary

Please see minutes of subsequent meetings for approval of these minutes and any corrections hereto.

CURTIS H. ROGGI
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STONINGTON, CONNECTICUT 06378

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CURTISROGGI@YAHOO.COM

January 6, 2023

Town of Bolton, Connecticut
Planning and Zoning Commission
222 Bolton Center Road
Bolton, CT 06043

Re: Request for extension of time and updating of Zoning Approvals.

Dear Mr. Chairman and Members of the Commission,

I am the attorney for Veterinarians of Eastern Connecticut LLC and Bolton Veterinary Hospital, P.C.

We have been informed that Town of Bolton has made a significant change in the scope of items requiring the posting of a bond prior to construction. The change reduces our bonding dollar amount from \$683,393.00 to \$14,656.00. With these funds freed up we are actively revisiting our construction schedule, budget and financing.

We have made progress on other issues concerning construction costs, financing and internal staffing. Like other businesses we are slowly emerging from COVID and are dealing with inflation and rising interest rates.

It is our hope that we proceed with construction of our new hospital this year.

We respectfully request that;

- (1) the bonding amounts contained in our current permits be updated to reflect the recent change in the Town of Bolton bonding requirements and;
- (2) this commission waive the limited 90-day extension regulation and;
- (3) extend the time period of all approvals granted under Permit #PL-22-3 as permitted by Section **16B.5.b. Endorsement and Filing** of the Bolton Zoning Regulations until December 20, 2023.

Thank you for your time and consideration.

Very truly yours,



Curtis H Roggi, Esq.



PL-23-1

Planning & Zoning

Status: Active

Date Created: Jan 6, 2023

Applicant

Peter DeMallie
pdemallie@designprofessionalsinc.com
DPI, P.O. Box 1167, 21 Jeffrey Drive
South Windsor, CT 06074
8602918755

Primary Location

180 WEST ST
BOLTON, CT 06043

Owner:

Highland Meeting Room, Inc.
133 Highland Street Manchester, CT 06040

Permit Info

Permit For

Special Permit Modification

Development Title, if any

Highland Meeting Room

Occupancy Type

Commercial

New Building or Expansion of Existing Building Size?

No

Is this a modification of a previously approved application? (please note the Commission may require a new application if the proposed modification significantly alters the previously approved application)

Yes, this is a modification.

Comments

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Deed Reference (Bolton Land Records) (you may obtain this information from the Town Clerk's office or online at <https://recordhub.cottsystems.com>)

Volume

191

Page

876

Assessor's Records Reference (you may obtain this information from the Assessor's Office)

Map No.

17

Block No. (if known)

--

Parcel/Lot No.

66

Subject Property Location

Current Zone

NB

Acreage

1.1

Located in Aquifer Protection District?

No

Located in FEMA Flood Zone?

No

Wetlands Application Required? (if activity is within 100 ft. of wetlands, a wetlands permit may be required. Please check with the Wetlands Agent if you are unsure).

No

Is the neighboring town line within 500 ft of the subject property?

No

Applicant Information

Applicant Type

Owner

Applicant Name

Highland Meeting Room, Inc.

Applicant Address (street, city, state and zip)

133 Highland Street, Manchester, CT 06040

Applicant Phone Number

860-938-0246

Applicant Email Address

trevor@cheyennecompany.com

Owner Name (of subject property)

same

Owner Address

same

Owner Phone Number

same

Owner Email Address

same

Name of Official Contact/Representative of Application

Peter Runels DeMallie, President

Contact Address (street, city, state and zip)

Design Professionals, Inc., P.O. Box 1167, 21 Jeffrey Drive, South Windsor, CT 06074

Contact Phone Number

860-291-8227 (direct); 860-922-0920 (cell)

Contact Email Address

pdemallie@designprofessionalsinc.com

Project Information

Brief description of proposed use of subject property (provide greater detail in separate written Narrative)

The proposed part-time use is a faith-based nonprofit to occupy the former restaurant for religious assembly purposes, along with preparation of humanitarian packages/emergency relief items for crisis situations on an as-needed basis. For further detail, please see the attached application narrative statement, along with other related documents.

Gross Sq Ft of Existing Structure(s)

2,175

Gross Sq Ft of Proposed Structure(s)

--

Existing Parking Spaces

18

Proposed Parking Spaces

18

Total Acreage / Sq Ft

48,000

Linear Feet of Frontage

150.01

List section(s) of Zoning Regulations under which application is made:

8B.2.b. Special Permit Modification

Engineer Information

Company Name

Design Professionals, Inc.

Engineer Name

Suzanne Choate, P.E., Director of Engineering

Address (street, city, state and zip)

P.O. Box 1167, 21 Jeffrey Drive, South Windsor, CT 06074

Phone

860-291-8755

Email

schoate@designprofessionalsinc.com

Architect Information

Company Name

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Architect Name

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Address (street, city, state and zip)

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Phone

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Email

--

Attorney Info

Name

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Address (street, city, state and zip)

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Phone

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Email

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Zoning Site Plan and Special Permit Checklist

All draft deeds for any roads, road widenings and easements for drainage, conservation, driveways, utilities

Not Included

Evidence of request for approval by the Health District and/or Sewer Authority for review, as appropriate

Not Included

Evidence of submission of application to the Inland Wetlands Commission if it is within that Commission's jurisdiction

Not Included

Evidence of submission of a request for review and approval by the Fire Marshal and Fire Chief of the water supply for fire protection

Not Included

Copies of any required applications to other local, state or federal regulatory approvals

Not Included

Written evidence of applicant's legal interest in the subject property (deed, lease option to purchase, bond for deed, etc.)

Not Included

List of mailing address of all current property owners within 500 feet of the subject property from the Town Assessor records

Included

List of all hazardous or potentially hazardous materials which will be present on the property with a full description of procedures that will be used to assure safety with the material safety data sheets

Not Included

Digital copy of plans in DXF or DGN format if available

Not Included

Paper and digital copies of all reports including hydrology, hydraulic and drainage computations and

Not Included

5 sets of complete stamped and signed site plans measuring 24" x 36

Not Included

A-2 boundary survey of the subject property showing all existing and proposed boundary lines and markers, easements, adjoining property lines and the names of all current abutting property owners

Not Included

Names of abutting lot owners

Included

USDA Soils boundaries and types

Not Included

Plan title block in the extreme lower right corner (not sideways) to include the name of the town of Bolton

Not Included

All plan sheets numbered with the format "sheet x of y"

Not Included

Clear legible plans with all lines, symbols and features readily identifiable

Not Included

North arrow on each plan including the reference meridian

Not Included

Graphic bar scale on each plan sheet, not smaller than 1"= 40' unless otherwise approved by the Commission

Not Included

Overall plan of site at a smaller scale, with sheet index, if the site does not fit on one sheet at a scale of 1"=40'

Not Included

Key map at a scale of 1"= 500' showing the relation of the site to abutting properties and streets, shown on plan and zoning district boundaries within 500' of site

Not Included

Original and revision plan dates and revision explanations shown on the affected plan sheets

Not Included

Existing and proposed grading with two foot contours to T-2 standards, for all ground surfaces, shown on plan

Not Included

Existing and proposed structures and features, their uses and those to be removed, shown on the plan

Not Included

HVAC equipment located outside the building(s)

Not Included

Existing and proposed driveway entrances to street, parking, loading areas, fire lanes, sidewalks and construction detail drawings, shown on plan

Not Included

Sight distances from property entrances along public roads shown on plan and on profile if grading is needed

Not Included

Soil test locations and soil test results shown on plan

Not Included

Existing and proposed sewage disposal systems and design information, shown on plan

Not Included

Outside Storage Areas\Field

Not Included

Underground / overhead utilities, existing and proposed

Not Included

Existing and proposed water supply shown on plan

Not Included

Existing wells and sewage disposal systems on other properties that could conflict with proposed site improvements, shown on plan

Not Included

Existing and proposed footing drains, curtain drains and dry wells, shown on plan

Not Included

Existing and proposed drainage systems, any affected floodway or floodplain and construction detail drawings, shown on plan, including base flood elevation and floor elevation data.

Not Included

Existing and proposed bridges and culverts on or adjacent to the site, shown on plan

Not Included

Existing and proposed signs with dimensions and construction detail drawings, shown on plan

Not Included

Existing and proposed fences and walls with dimensions and construction detail drawings, shown on plan

Not Included

Zoning district boundaries affecting the site, shown on plan

Not Included

Table shown on plan of zoning dimensions required and provided for lot area, street frontage, lot width, yard setbacks, impervious area, building coverage and the height and floor area of each building

Not Included

Table on plan of parking / loading spaces required / provided

Not Included

Fire lanes

Not Included

New Sidewalks and other pedestrian walk-ways

Not Included

Off-site traffic improvements

Not Included

Limits of wetlands as delineated by a certified soil scientist with the soil scientist's signed certification, shown on plan or a certification signed by a soil scientist that no wetlands are within 100 feet

Not Included

Natural features including 100 year flood plain areas, ponds, vernal pools, aquifers, slopes steeper than 25% and potential areas of endangered species, shown on plan

Not Included

Landscaping plan including the locations, numbers, installed sizes, anticipated mature sizes, species and common names of proposed plants plus cost estimate based on published Connecticut DOT unit prices

Not Included

Existing trees of 6" caliper or greater

Not Included

Significant archaeological sites

Not Included

Lighting plan including the location, size, height, light intensity coverage areas and manufacturer's product descriptions for each light type

Not Included

Erosion and Sedimentation Control Plan, with narrative and construction detail drawings, in accordance with the latest Connecticut Guidelines for Soil Erosion and Sediment Control

Not Included

Best management practices to remove contaminants, including sediments and oils, from runoff water, shown on plan, in construct detail drawings, and explained in a report by a qualified professional

Not Included

Architectural elevation drawings of proposed buildings

Not Included

Architectural floor plans of existing and proposed buildings

Not Included

Perspective color drawings or digital views of the site as seen from adjacent roads and from abutting property lines showing the proposed conditions including buildings, landscaping and appurtenant features

Not Included

Traffic Impact Report for applicable sites as described in Zoning Regulations Section 16A.2.k.

Not Included

Thorough, well organized drainage design report for before and after development conditions, that conforms to the latest Conn. Dept. of Transportation and Conn. Dept. of Environmental Protection guidelines and requirements with appropriate calculations, maps, graphics and narrative descriptions of hydrology, hydraulics, assumptions, erosion controls, drainage paths and systems for the 1, 2, 10, 50 and 100 year storm events

Not Included

Thorough, well organized drainage design report for before and after development conditions, that conforms to the latest Conn. Dept. of Transportation and Conn. Dept. of Environmental Protection guidelines and requirements with appropriate calculations, maps, graphics and narrative descriptions of hydrology, hydraulics, assumptions, erosion controls, drainage paths and systems for the 1, 2, 10, 50 and 100 year storm events

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Statement in drainage report that the after development flows for all storm events do not exceed the before development flows

Not Included

Sanitary Waste Disposal Plan (if community sewerage system)

Not Included

Evaluation of the impact of proposed development upon existing and potential public surface and ground drinking water supplies, pursuant to CGS, Section 8-2

Not Included

Not Included

Existing and proposed Covenants or Restrictions

Not Included

Engineer's itemized cost estimate for the installation of all erosion and sediment controls based on published Connecticut DOT unit prices

Not Included

Engineer's itemized cost estimate for public improvements based on published Connecticut DOT unit prices as basis for the establishment of a performance bond.

Not Included

Engineer's itemized cost estimate in connection with any restoration guarantee required pursuant to Section 12

Not Included

Application Submission and Certification

I hereby certify that I am the owner of the record of the named property or that the proposed work is authorized by the owner of record and I have been authorized to make this application as agent, and we agree to conform to all applicable laws, regulations, and ordinances. All information contained within is true and accurate to the best of my knowledge.

Applicant's Electronic Signature

Trevor Forbes
01/05/2023

Owner's Electronic Signature

Trevor Forbes
01/05/2023

PLEASE BE ADVISED THAT A SEPARATE AUTHORIZATION PAGE CONTAINING THE LIVE SIGNATURES OF THE APPLICANT AND OWNER (IF DIFFERENT THAN APPLICANT) IS REQUIRED TO BE UPLOADED TO THIS APPLICATION. THAT DOCUMENT MAY BE OBTAINED BY CLICKING ON THE LINK BELOW.

Click Here
([https://viewpointcloud.blob.core.windows.net/profile-pictures/PZC_Application_Authorization_Tue_Oct_04_2022_16:09:05_GMT+0000_\(Greenwich_Mean_Time\).pdf](https://viewpointcloud.blob.core.windows.net/profile-pictures/PZC_Application_Authorization_Tue_Oct_04_2022_16:09:05_GMT+0000_(Greenwich_Mean_Time).pdf))
to download a copy of the required signature page

Internal Use

Conditions

--

Date Application Received

--

Hearing Not Required

Petition Received?

--

Date of Newspaper Publication of Planning and Zoning Commission Action

--

Summary of Planning and Zoning Commission Action

--

Legal/Technical Review NOT Required



Bond amount if Legal/Technical review required:

--

Date of Planning and Zoning Commission Action

--

Date Application Received by Inland/Wetlands Commission (if applicable)

--

Date in Inland/Wetlands Commission Action (if applicable)

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Attachments

 5047 - Bolton PZC Application Authorization.pdf

Uploaded by Peter DeMallie on Jan 6, 2023 at 9:21 am

 5047 PZC Special Permit Narrative (Signed).pdf

Uploaded by Peter DeMallie on Jan 6, 2023 at 9:01 am

 LIST OF ABUTTERS WITHIN 500 FT.pdf

Uploaded by Danielle Palazzini on Jan 6, 2023 at 9:52 am

 5047 - Overall Location Map.pdf

Uploaded by Peter DeMallie on Jan 6, 2023 at 9:22 am

 5047 - Site Location Map.pdf

Uploaded by Peter DeMallie on Jan 6, 2023 at 9:22 am

 5047 - Site Plan.pdf

Uploaded by Peter DeMallie on Jan 6, 2023 at 9:23 am

 5047 - Proposed First Floor Layout Plan.pdf

Uploaded by Peter DeMallie on Jan 6, 2023 at 9:23 am

History

Date	Activity
Jan 5, 2023 at 10:15 am	Peter DeMallie started a draft of Record PL-23-1
Jan 5, 2023 at 10:26 am	Peter DeMallie altered Record PL-23-1, changed ownerName from "" to "Parreira Joaquim L & Parreira Luisa"
Jan 5, 2023 at 11:05 am	Peter DeMallie altered Record PL-23-1, changed ownerCity from "BOLTON" to "Manchester"
Jan 5, 2023 at 11:05 am	Peter DeMallie altered Record PL-23-1, changed ownerEmail from "" to "trevor@cheyennecompany.com"
Jan 5, 2023 at 11:05 am	Peter DeMallie altered Record PL-23-1, changed ownerName from "Parreira Joaquim L & Parreira Luisa" to "Highland Meeting Room, Inc."
Jan 5, 2023 at 11:05 am	Peter DeMallie altered Record PL-23-1, changed ownerPhoneNo from "" to "860-938-0246"
Jan 5, 2023 at 11:05 am	Peter DeMallie altered Record PL-23-1, changed ownerPostalCode from "06043" to "06040"
Jan 5, 2023 at 11:05 am	Peter DeMallie altered Record PL-23-1, changed ownerStreetName from "97 FRENCH RD" to "Highland Street"
Jan 5, 2023 at 11:05 am	Peter DeMallie altered Record PL-23-1, changed ownerStreetNo from "" to "133"
Jan 6, 2023 at 9:22 am	Peter DeMallie added attachment 5047 - Overall Location Map.pdf to Record PL-23-1
Jan 6, 2023 at 9:22 am	Peter DeMallie added attachment 5047 - Site Location Map.pdf to Record PL-23-1
Jan 6, 2023 at 9:23 am	Peter DeMallie added attachment 5047 - Site Plan.pdf to Record PL-23-1
Jan 6, 2023 at 9:23 am	Peter DeMallie added attachment 5047 - Proposed First Floor Layout Plan.pdf to Record PL-23-1
Jan 6, 2023 at 9:38 am	Peter DeMallie submitted Record PL-23-1
Jan 6, 2023 at 9:40 am	completed payment step Permit Fee on Record PL-23-1

Date	Activity
Jan 6, 2023 at 9:40 am	approval step Application Review was assigned to Danielle Palazzini on Record PL-23-1
Jan 6, 2023 at 9:46 am	reactivated payment step Permit Fee on Record PL-23-1
Jan 6, 2023 at 9:49 am	completed payment step Permit Fee on Record PL-23-1
Jan 6, 2023 at 9:53 am	Danielle Palazzini approved approval step Application Review on Record PL-23-1
Jan 6, 2023 at 9:53 am	approval step Legal/Technical Review was assigned to Patrice Carson on Record PL-23-1
Jan 6, 2023 at 9:53 am	Danielle Palazzini assigned approval step Legal/Technical Review to Danielle Palazzini on Record PL-23-1
Jan 6, 2023 at 9:53 am	Danielle Palazzini approved approval step Legal/Technical Review on Record PL-23-1
Jan 6, 2023 at 9:53 am	approval step Inland Wetlands Approval was assigned to Cameron Covill on Record PL-23-1
Jan 6, 2023 at 9:53 am	approval step Planning Approval was assigned to Patrice Carson on Record PL-23-1
Jan 6, 2023 at 9:53 am	approval step Engineering Approval was assigned to Joe Dillon - Engineer on Record PL-23-1
Jan 6, 2023 at 9:53 am	approval step Fire Marshal Approval was assigned to Jim Rupert on Record PL-23-1
Jan 6, 2023 at 9:53 am	Danielle Palazzini assigned approval step Fire Marshal Approval to William Call on Record PL-23-1
Jan 6, 2023 at 10:17 am	Cameron Covill approved approval step Inland Wetlands Approval on Record PL-23-1

Timeline

Label	Status	Activated	Completed	Assignee	Due Date
 Permit Fee	Paid	Jan 6, 2023 at 9:38 am	Jan 6, 2023 at 9:49 am	-	-
 Application Review	Complete	Jan 6, 2023 at 9:40 am	Jan 6, 2023 at 9:53 am	Danielle Palazzini	-
 Legal/Technical Review	Complete	Jan 6, 2023 at 9:53 am	Jan 6, 2023 at 9:53 am	Danielle Palazzini	-
 Inland Wetlands Approval	Complete	Jan 6, 2023 at 9:53 am	Jan 6, 2023 at 10:17 am	Cameron Covill	-
 Engineering Approval	Active	Jan 6, 2023 at 9:53 am	-	Joe Dillon - Engineer	-
 Fire Marshal Approval	Active	Jan 6, 2023 at 9:53 am	-	William Call	-
 Planning Approval	Active	Jan 6, 2023 at 9:53 am	-	Patrice Carson	-
 Application Approval	Inactive	-	-	-	-
 Bond Received	Inactive	-	-	-	-
 Legal/Technical Review Release	Inactive	-	-	-	-



Town of Bolton

222 BOLTON CENTER ROAD • BOLTON, CT 06043

BOLTON PLANNING & ZONING COMMISSION APPLICATION AUTHORIZATION

APPLICANT:

The Applicant, (name) Trevor Forbes, certifies that he/she is authorized to submit the attached Application for a (subject/project) Highland Meeting Room, Inc., at (address) 180 West St, Bolton CT 06043, and that the statements made within are true to the best of the Applicant's knowledge, information and belief.

Applicant Signature: _____

OWNER (IF DIFFERENT THAN APPLICANT):

I, (name) Trevor Forbes, certify that I am the owner of the property located at (address) 180 West St, Bolton CT 06043; that I authorize (name) Peter DeMallie to act as my Agent/Representative; and that I am a willful participant and am fully aware of the contents of the attached Application for a (subject/project) Highland Meeting Room, Inc.

Owner Signature: _____

N/F DONALD TEDFORD 175 WEST STREET MAIL: 39 VILLAGE HILL RD. LEBANON, CT. 06249 (VACANT)

N/F CHARLES & MARYSE LACASSE 179 WEST STREET

N/F PATRICK & JESSICA LACASSE 181 WEST STREET

PARKING SCHEDULE

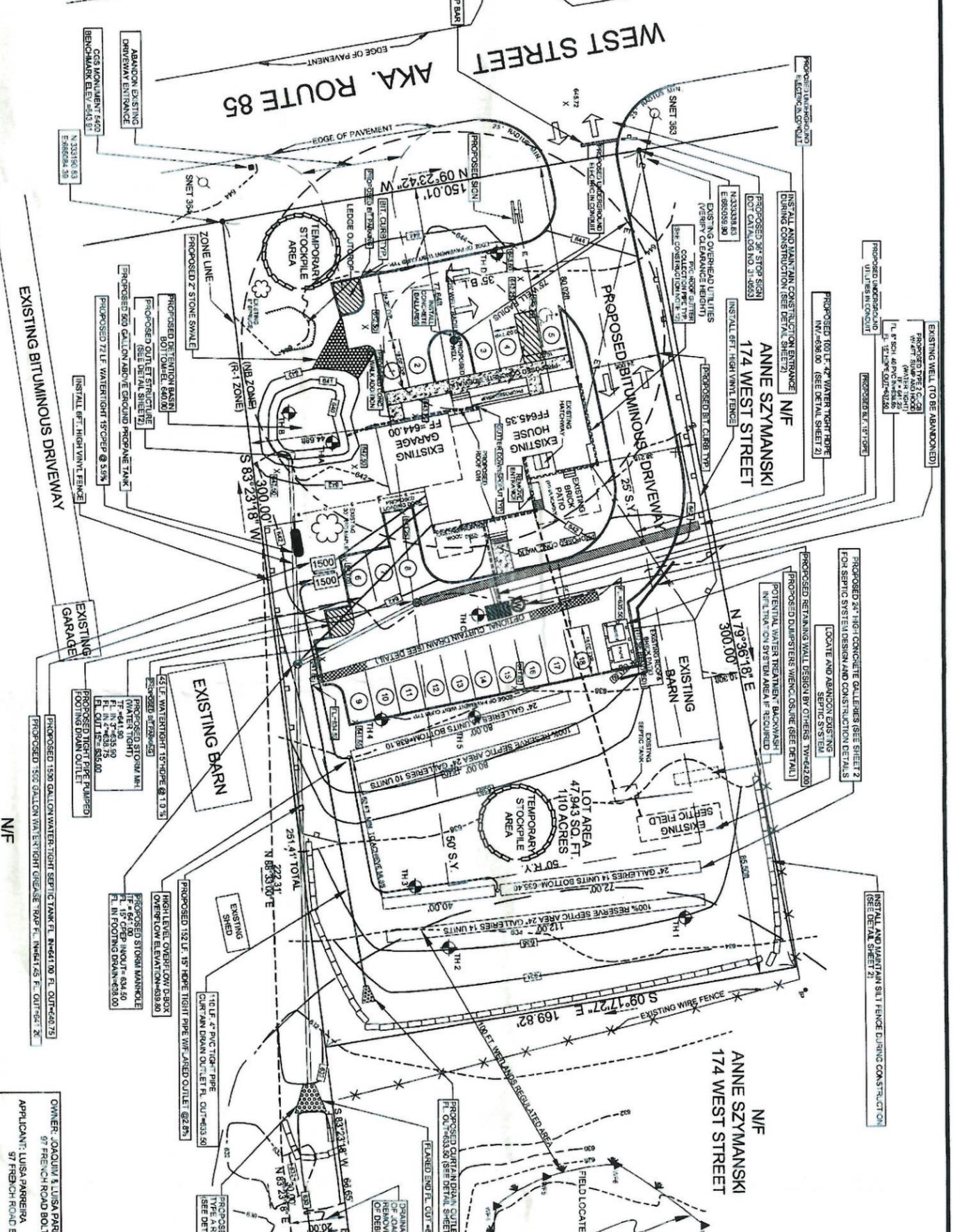
REQUIRED	EXISTING	PROPOSED
13 MIN / 25 MAX	4	8

ZONING TABLE

LAND USE	REQUIREMENT	EXISTING	PROPOSED
ZONING DISTRICT	NEIGHBORHOOD BUSINESS	NEIGHBORHOOD BUSINESS	NEIGHBORHOOD BUSINESS
MAXIMUM STORES	23	23	23
MAXIMUM HEIGHT	35 FEET	35 FEET	35 FEET
MAXIMUM LOT COVERAGE	25%	25%	25%
MAXIMUM LOT FRONTAGE	47.84 SQ. FT.	47.84 SQ. FT.	47.84 SQ. FT.
MINIMUM LOT FRONTAGE	150 FEET	150 FEET	150 FEET
MINIMUM LOT DEPTH	35 FEET (15 FEET)	35 FEET (15 FEET)	35 FEET (15 FEET)
MINIMUM SIDE Y.D.	25 FEET (15 FEET)	25 FEET (15 FEET)	25 FEET (15 FEET)
MINIMUM REAR Y.D.	25 FEET (15 FEET)	25 FEET (15 FEET)	25 FEET (15 FEET)
	* 50 FT. WHERE ADJUTING RESIDENTIAL ZONE		

THE VENTILATORS ON THIS MAP WERE IDENTIFIED IN THE FIELD USING THE ACCURACY REPRESENTED ON THIS PLAN.

JOHN P. LAM, REGISTRAR DATE



N/F JEAN WRIGHT 186 WEST STREET MAIL: 21 MADISON STREET MANCHESTER, CT. 06040

N/F ANNE SZYMANSKI 174 WEST STREET

LEGEND

- EXISTING IRON PIPE
- EXISTING BUILDING
- EXISTING PROPOSED WELL
- EXISTING SPOT GRADE
- PROPOSED SPOT GRADE
- EXISTING CONTOUR
- PROPOSED CONTOUR
- TEST HOLE
- NATURAL WETLAND FLAG
- EXISTING TREE
- PROPOSED TOP OF CONCRETE FOUNDATION
- PROPOSED FINISHED FLOOR
- PROPOSED UG GAS LINE
- PROPOSED UG UTILITY LINE

OWNER: JOAQUIM & LUISA PARRERA
 97 FRENCH ROAD BOLTON, CT. 06043
 APPLICANT: LUISA PARRERA
 97 FRENCH ROAD BOLTON, CT. 06043
 PARCEL LOCATION: 80 WEST STREET MAP 77 LOT 66
 PARCEL AREA: 47,943 SQ. FT. 1.10 ACRES



- NOTES:
- THIS SURVEY AND MAP ARE PREPARED IN ACCORDANCE WITH THE REQUIREMENTS OF THE CONNECTICUT ZONING ACT AND THE REGULATIONS OF THE CONNECTICUT DEPARTMENT OF CONSTRUCTION.
 - THE SURVEYOR HAS CONDUCTED A VISUAL INSPECTION OF THE SITE AND HAS FOUND NO EVIDENCE OF UNLAWFUL CONSTRUCTION.
 - THE SURVEYOR HAS CONDUCTED A VISUAL INSPECTION OF THE SURROUNDING AREAS AND HAS FOUND NO EVIDENCE OF UNLAWFUL CONSTRUCTION.
 - THE SURVEYOR HAS CONDUCTED A VISUAL INSPECTION OF THE ADJACENT PROPERTIES AND HAS FOUND NO EVIDENCE OF UNLAWFUL CONSTRUCTION.
 - THE SURVEYOR HAS CONDUCTED A VISUAL INSPECTION OF THE PUBLIC RECORDS AND HAS FOUND NO EVIDENCE OF UNLAWFUL CONSTRUCTION.
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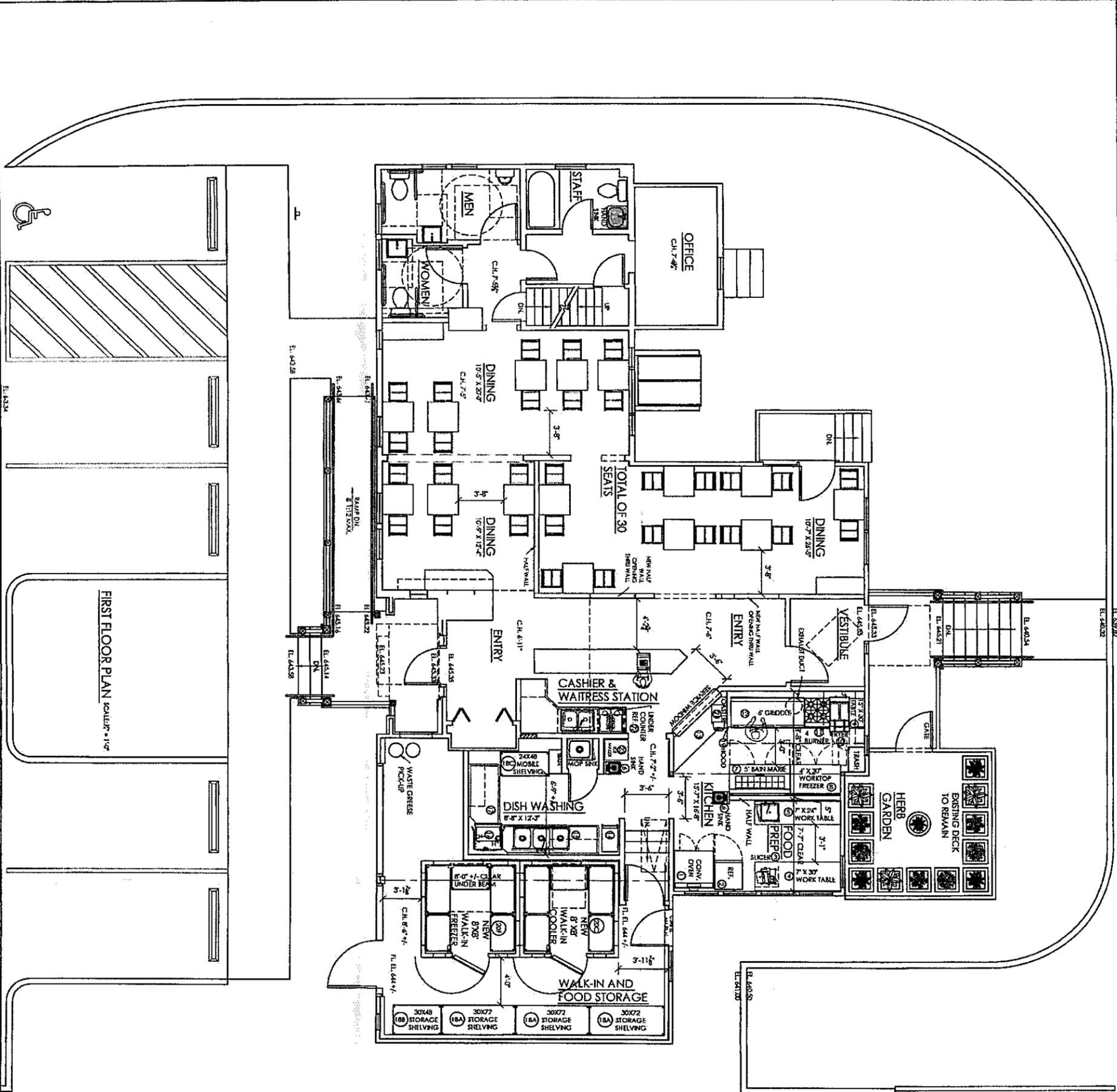
PLAN PREPARED FOR
JOAQUIM & LUISA PARRERA
 "OUR PLACE RESTAURANT"

HOLMES & HENRY ASSOCIATES LLC.
 CONSULTING ENGINEERS LAND SURVEYORS
 279 BOSTON TURNPIKE CONENTRY, CT. 06238
 860-742-0340

LIMITED PROPERTY / IMPROVEMENT LOCATION SURVEY
 SCALE: 1"=20' DATE: 9/19/14 FILE NO: 33067 SHEET: 1 OF 2
 REVISIONS: 3/21/14, 4/22/14, 5/21/14, 10/23/14, 11/21/14, 10/20/15 PROPOSED TANK







FIRST FLOOR PLAN SCALE: 1/4" = 1'-0"

CODE INFORMATION

CODE BASIS: CONNECTICUT STATE BUILDING CODE, 2003 WITH 2009 & 2011 AMENDMENTS
 INTERNATIONAL EXISTING BUILDING CODE 2003
 LEVEL 3 ALTERNATION, CHANGE OF USE (SINGLE FAMILY RES. (SFR) R301 TO A-2 RESTAURANT AND ADDRESS (CHAPTERS 5, 6, 7, 8 & 9 APPLICABLE))
 INTERNATIONAL BUILDING CODE 2003 (NEW WORK)
 INTERNATIONAL BUILDING CODE 2003 (NEW WORK)
 CONNECTICUT STATE FIRE SAFETY CODE, 2003 WITH 2009 & 2012 AMENDMENTS
 PART 2, INTERNATIONAL FIRE CODE 2003
 SECTION 2702.10.1.1: COMPARTMENTATION THROUGH THE EXISTING DECKED TO BE IN COMPLIANCE WITH PART 2 OF THE CODE.
 PART 2, IBC 2003, SECTION 101.2.2.2

USE GROUP: A-2 - RESTAURANT
 NOTE: EXISTING RESTAURANT & FOOD UTILITY SERVICES ONLY.
 EXISTING UPPER HALF STORY TO BE REMOVED EXCEPT FOR LIGHT NONCOMBUSTIBLE ATTIC STORAGE.

TYPE OF CONSTRUCTION: 5B COMBUSTIBLE UNPROTECTED
 NOT SPECIFIED (TOTAL FLOOR AREA: 2397.5 S.F.)
 HEIGHT & AREA: ALLOWED - A-2 1 ST., 42' 4.000 SF.
 ACTUAL 1 ST., 18'-0" x 2,299 SF. EXISTING BUILDING PORCH
 50 SF. EXISTING COVERED PORCH
 20 SF. PROPOSED COVERED PORCHES
 TOTAL AREA 2397.5 S.F.

OCCUPANT LOAD

DINING AREA	40 @ 15 SF/PERSON
ENTRY AREA	14 @ 15 SF/PERSON
OFFICE	1 @ 100 SF/PERSON
KITCHEN	2 @ 200 SF/PERSON
FOOD STORAGE	1 @ 200 SF/PERSON
TOTAL	58

EXIT CAPACITY: 300

KITCHEN EQUIPMENT SCHEDULE

ITEM #	DESCRIPTION
1	BROODT MODEL #87948E 24" FUEL BURNING CONNECTION OVEN
2	IRIE MFG. MODEL #123 SINGLE DOOR REFRIGERATOR
3	GLORIE MFG. MODEL #C-123 ANNUAL ESCAPE SLICER
4	ADVANCE TACO MODEL #145-307 5/8" WORK TABLE 30" X 30"
5	ADVANCE TACO MODEL #145-307 5/8" WORK TABLE 30" X 30"
6	ADVANCE TACO MODEL #145-307 5/8" WORK TABLE 30" X 30"
7	ADVANCE TACO MODEL #145-307 5/8" WORK TABLE 30" X 30"
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9	ADVANCE TACO MODEL #145-307 5/8" WORK TABLE 30" X 30"
10	ADVANCE TACO MODEL #145-307 5/8" WORK TABLE 30" X 30"
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27	ADVANCE TACO MODEL #145-307 5/8" WORK TABLE 30" X 30"
28	ADVANCE TACO MODEL #145-307 5/8" WORK TABLE 30" X 30"
29	ADVANCE TACO MODEL #145-307 5/8" WORK TABLE 30" X 30"
30	ADVANCE TACO MODEL #145-307 5/8" WORK TABLE 30" X 30"

THE QUANTITIES ARE ONE (1) FOR EACH EXCEPT WHERE OTHERWISE NOTED.

PROPOSED FIRST FLOOR LAYOUT PLAN
 NEW BREAKFAST/LUNCH RESTAURANT
 FOR JACK & LUISA PARRERA
 180 WEST ST., BOLTON, CT.



den wright & associates
 architects

49 hartford turnpike vernon, ct 06066 (850) 646-3269



DATE	7/25/14
BY	DW
SCALE	AS SHOWN
PROJECT	13-19
NO.	A-1



P.O. BOX 1167
21 JEFFREY DRIVE
SOUTH WINDSOR, CT 06074
PHONE: 860.291.8755
FAX: 860.291.8757
www.designprofessionalsinc.com

CIVIL & TRAFFIC ENGINEERS / LAND SURVEYORS / PLANNERS / LANDSCAPE ARCHITECTS
Serving Connecticut, Massachusetts, & Rhode Island since 1986

Narrative Statement
Special Permit Modification Application
Highland Meeting Room, Inc.
180 West Street
Bolton, Connecticut
DPI Project No. 5047
January 5, 2023

On December 14, 2022, the applicant, Highland Meeting Room, Inc. of Manchester, Connecticut, accompanied by their consulting planner, Peter DeMallie of Design Professionals, Inc. in South Windsor, met informally with the Planning & Zoning Commission to determine if their proposed adaptive re-use of the former Our Place Restaurant use at 180 West Street (Route 85) could proceed, and if so, how it could proceed. Prior to the PZC meeting, the applicant and DPI met with Patrice Carson and Michael D'Amato of the Town staff.

The restaurant closed on or around March of 2020, and it was housed on a 1.1 acre parcel, with 150 feet of frontage on the east side of the road in the Neighborhood Business Zone (NB), immediately contiguous to the R-1 Zone and it constitutes the third lot northerly of School Street. It has a total of eighteen parking spaces (five out front, and 13 to the rear). The septic system was installed in 2015, and we have been told by the sanitarian from the Eastern Highlands Health District (Thad), that its 900 gallons per day rating is more than enough for the proposed use. We should also have little problem reactivating the state well permit. The building, originally erected in 1943, and apparently upgraded for the restaurant use, has a thirty seat dining area, a full commercial kitchen, lavatories and an office.

Highland Meeting Room, Inc. is a 501c3 faith-based nonprofit, and they have been looking for a building for some of their members to assemble for religious purposes in the former dining room of the restaurant, on a part-time basis, and also for their membership to prepare, assemble and package items, primarily in the commercial kitchen, to assist individuals or groups in a time of need or crisis for off-site distribution, and also on a part-time basis. The faith assembly times are expected to be generally one evening a week (maximum two hours), plus twice on Sundays (maximum two hours each period). The rapid relief effort will be on an as-needed basis. For example, they were requested by the Connecticut State Police to prepare food and beverage packs for the thousands of police officers and mourners at a recent memorial service for two slain Bristol police officers at Rentschler Field in East Hartford. Other examples of relief efforts have included items for natural disasters, humanitarian efforts in the Hartford region, and in Ukraine. At no time do they expect occupancy to exceed 35 members/guests. This building will be a satellite facility for Highland Meeting Room's main building in Manchester, and primarily for when their members break up into smaller groups for faith-based discussions and activities. Their current facility does not have ample space for all of the break-out groups. Also, please bear in mind that the applicant

will not be using this facility for any large gatherings, such as weddings or memorial services or funerals.

During the informal PZC meeting in December, the consensus of the Commission and staff was that Highland Meeting Room should apply under Section 8B.2.b. for a Modified Special Permit Use, under use 7. Personal and Business Services, and also under use 17. Light Manufacturing. The former would be for the small part-time faith-based assembly use, and the latter for activities associated with preparing the emergency relief items. It was understood that the underlying zoning district, and all of the uses associated therewith, will remain intact in the event, in the future, the building becomes available for a different use, consistent with the original intent of the NB zoning district. At this time the applicants are not contemplating any changes to the exterior of the site, and if any are required for the interior, they are expected to be minimal in scope. The building and site are well suited for the proposed use.

Following the December informal meeting, Highland Meeting Room, Inc. acquired the subject property (deed was recorded December 23, 2022, Volume 191, Page 876 of the Town Land Records).

Of note, the applicant has reached out to several neighbors and neighboring businesses with respect to their proposal, and indeed they want to be good neighbors.

Sincerely,



Peter R. DeMallie, President & CEO
DESIGN PROFESSIONALS, INC.

LIST OF ABUTTERS WITHIN 500 FT.

YAVINSKY CATHERINE M & SCANLAN JOSEPH A	83 FRENCH RD	BOLTON, CT 06043
O'BRIEN ASA & O'BRIEN URSZULA	93 FRENCH ROAD	BOLTON, CT 06043
GRAY GARY D & JEANNE F	86 FRENCH RD	BOLTON, CT 06043
ROKICKI DAREN J	100 FRENCH RD	BOLTON, CT 06043
BARTEL WILLIAM P & WALBURGA	30 WESTRIDGE DR	BOLTON, CT 06043
PARREIRA JOAQUIM L & LUISA A	124 FRENCH RD	BOLTON, CT 06043
RIDDLESWORTH LINDA V	97 FRENCH RD	BOLTON, CT 06043
SCHULTZ MADELINE G	88 FRENCH RD	BOLTON, CT 06043
BRADLEY PETER C EMILY A & CHICK NORMA F + CHICK ALDEN B	96 FRENCH RD	BOLTON, CT 06043
REICHERT WILLIAM ALEXANDER LIFE USE	22 NORMA'S WAY	BOLTON, CT 06043
FLETCHER GLORIA M	11 NORMA'S WAY	BOLTON, CT 06043
WEIGLE BRYAN A & KRYSTAL A	89 FRENCH RD	BOLTON, CT 06043
WEIGLE MANFRED K & WEIGLE MANFRED K &	101 FRENCH RD	BOLTON, CT 06043
ZELESKY MARK F & MICHELLE J	98 FRENCH RD	BOLTON, CT 06043
RICH SCOTT A & LORI	98 FRENCH RD	BOLTON, CT 06043
CORDIER KEVIN & OQUENDO JOSE L & CHUNG S	98 FRENCH RD	BOLTON, CT 06043
BURKMAN ASHLEY R	14 NORMA'S WAY	BOLTON, CT 06043
JODOIN SETH G	105 FRENCH RD	BOLTON, CT 06043
	111 FRENCH RD	BOLTON, CT 06043
	87 FRENCH RD	BOLTON, CT 06043
	104 FRENCH RD	BOLTON, CT 06043
	7 NORMA'S WAY	BOLTON, CT 06043

ZONING REFERRAL FORM



FOR: NOTIFICATION OF REFERRALS BY ZONING COMMISSIONS	
Please fill in, save a copy for your records and send with appropriate attachments by certified mail or electronically to: zoningref@crcog.org	
FROM: <input type="checkbox"/> Zoning Commission <input type="checkbox"/> Planning and Zoning Commission <input type="checkbox"/> City or Town Council (acting as Zoning Commission)	Municipality:
TO: Capitol Region Council of Governments Policy Development & Planning Department 241 Main Street Hartford, CT 06106	Date of Referral:
<i>Pursuant to the provisions of Section 8-3b of the General Statutes of Connecticut, as amended, the following proposed zoning amendment is referred to the Capitol Region Council of Governments for comment:</i>	
NATURE OF PROPOSED CHANGE:	
<input type="checkbox"/> Adoption of amendment of ZONING MAP for any area within 500 feet of another Capitol Region Municipality. Attach map showing proposed change.	<input type="checkbox"/> Adoption or amendment of ZONING REGULATIONS applying to any zone within 500 feet of another Capitol Region Municipality. Attach copy of proposed change in regulations.
THE CHANGE WAS REQUESTED BY: <input type="checkbox"/> Municipal Agency: <input type="checkbox"/> Petition	
DATE PUBLIC HEARING IS SCHEDULED FOR:	
MATERIAL SUBMITTED HEREWITH:	
<input type="checkbox"/> Regulation Changes	<input type="checkbox"/> Map of Change
<input type="checkbox"/> Public Notice	<input type="checkbox"/> Supporting Statements
<input type="checkbox"/> Other (Specify):	
HAS THIS REFERRAL BEEN SUBMITTED PREVIOUSLY TO CRCOG? <input type="checkbox"/> YES <input type="checkbox"/> NO. IF YES, ON WHAT DATE:	
(FOR USE BY CRCOG)	Name:
Date Received:	Title:
Sent certified/e-mail?	Address:
File Number	Phone:
	Email:

BY LAW, THE ZONING COMMISSION SHALL GIVE WRITTEN NOTICE OF ITS PROPOSAL TO THE REGIONAL COUNCIL OF GOVERNMENTS **NOT LATER THAN THIRTY DAYS** BEFORE THE PUBLIC HEARING TO BE HELD IN RELATION TO THE SUBJECT SUBDIVISION.
NOTICE SHALL BE MADE BY CERTIFIED MAIL, RETURN RECEIPT REQUESTED OR BY EMAIL TO zoningref@crcog.org.

CRCOG-2017

Andover / Avon / Berlin / Bloomfield / Bolton / Canton / Columbia / Coventry / East Granby / East Hartford / East Windsor / Ellington / Enfield / Farmington / Glastonbury / Granby / Hartford / Hebron / Manchester / Mansfield / Marlborough / New Britain / Newington / Plainville / Rocky Hill / Simsbury / Somers / South Windsor / Southington / Stafford / Suffield / Tolland / Vernon / West Hartford / Wethersfield / Willington / Windsor / Windsor Locks

A voluntary Council of Governments formed to initiate and implement regional programs of benefit to the towns and the region

SECTION 10- Golf Courses Special Provisions

Golf Courses-10A-10G (to remain)

New 10H- Cannabis Establishments

1. Purpose

The purpose of this section is to allow for the comprehensive review and deliberation of cannabis establishments to ensure any cannabis establishment proposed is in harmony with and will not have a detrimental effect upon the surrounding area and, that both the operation and location are protective of public health and welfare.

2. Definition of Terms:

For the purposes of this section only, the terms referred to herein shall be defined and used as outlined and defined in PA-21-1 (SB 1201) as amended.

Cannabis Establishment: a non-profit, person(s) or business entity otherwise engaged in an activity which would be defined as a producer, dispensary facility, cultivator, micro-cultivator, retailer, hybrid retailer, food and beverage manufacturer, product manufacturer, and product package, delivery service or transporter.

Cannabis Hybrid Retailer: A person that is licensed to purchase cannabis and sell cannabis and medical marijuana products.

Cannabis Retailer: A person, excluding a dispensary facility and hybrid retailer, that is licensed to purchase cannabis from producers, cultivators, micro-cultivators, product manufacturers and food and beverage manufacturers and sell cannabis to consumers and research programs.

Cultivator: A person that is licensed to engage in the cultivation, growing and propagation of the cannabis plant at an establishment with not less than fifteen thousand square feet of grow space.

Micro-cultivator: A person licensed to engage in the cultivation, growing and propagation of the cannabis plant at an establishment containing not less than two thousand square feet and not more than ten thousand square feet of grow space, prior to any expansion authorized by the Commissioner of DCP.

Food and Beverage Manufacturer: A person that is licensed to own and operate a place of business that acquires cannabis and creates food and beverages.

Producer: A person that is licensed as a producer pursuant to section 21a-408i of the general statutes and any regulations adopted thereunder.

Product Manufacturer: A person that is licensed to obtain cannabis, extract and manufacture products exclusive to such license type.

Product packager: A person that is licensed to package and label cannabis.

3. Cannabis Establishments Allowed by Special Use Permit

Cannabis Establishments may only be permitted in the General Business Zone subject to the standards specified herein in addition to the standards set forth in Section 16 of these Regulations.

Cannabis Establishment Type	GB		
Retailer or Dispensary Facility	SP		
Hybrid Retailer	SP		
Cultivator	X		
Micro-Cultivator	X		
Food and Beverage Manufacturer	X		
Product Manufacturer	X		
Product Packager	X		
Producer	X		

4. Cannabis Retailers, Hybrid Retailers and Dispensaries:

A. All retail establishments shall meet the following criteria:

1. Shall not be located within one thousand (1000) feet of any other cannabis establishment as defined herein or, within five hundred (500) feet of any child day-care facility, park, playground, school or place of worship when measured using a direct line between any main entrance of the proposed permit premises and any part of a lot used as such.
2. Hours of operation will be limited to no earlier than 8:00am or later than 9:00pm.
3. No consumption of any cannabis product may take place on site.
4. Signage shall be in accordance with Section 300-29 of these Regulations and comply with the provisions of RERACA.

B. Any application for a Cannabis Retailer shall include:

1. An operational plan to indicate at a minimum, how the facility will be managed related to:
 - i. Hours of operation
 - ii. Security and access
 - iii. Installed signage
 - iv. Odor monitoring and mitigation
 - v. Parking and Circulation and Traffic

5. Conditional Approval:

In addition to any conditions imposed pursuant to Section 16 of the Regulations, all special permits for cannabis establishments shall be subject to the following conditions:

- A.** Special Permits shall be approved with the condition that the applicant continuously maintains all necessary approvals required by the State of Connecticut for the duration of the operation.
- B.** The conditional approval shall not be considered fully executed until a copy of the State issued license has been provided to the Land Use Office. Such approval must be filed with the Town within six (6) months of the issuance of the Special Permit.
 1. The Zoning Officer may issue not more than two six-month extensions to this requirement provided the applicant can demonstrate that an application has been filed with the Department of Consumer Protection and the expected decision date will fall within the timeframe of the extension.
- C.** No entity shall commence operations, sales or advertisements without a valid, current license from the State and fully executed Special Permit from the Town.

Proposed Prohibition Language:

SECTION 5 – PROHIBITED USES

(new)5J: Any Cannabis Establishment, as defined by PA 21-1 “An Act Concerning Responsible and Equitable Regulation of Adult Use Cannabis” or “RERACA” including but not limited to: Retailer, Hybrid Retailer, Dispensary Facility, Cultivator, Micro-Cultivator, Food and Beverage Manufacturer, Product Packager or Producer. However, for the purposes of this Section, the lawful delivery and/or transportation of Cannabis within Bolton by any person or entity who has obtained and maintains all necessary licenses by the State of CT and, as defined by RERACA shall not be subject to this prohibition.

Proposed Extension of 9-Month Moratorium Language:

The Planning and Zoning Commission hereby adopts a three (3) month extension to Section 17-2 Section 3 Temporary Moratorium in order to further evaluate the public input and consider amendments to draft regulations that were presented at the public hearing.

Section 17-2: Temporary Moratorium on Cannabis Establishments

Section 3: Temporary Moratorium:

For the reasons set for above, and notwithstanding any other provisions of the Zoning Regulations to the contrary, the Planning & Zoning Commission hereby adopts a temporary moratorium related to the acceptance, review and/or approval of applications seeking to establish the use of land and/or structures for a Cannabis Establishment and other uses related to recreational marijuana. This moratorium shall be in effect until July 16, 2023~~nine (9) months from the date of adoption~~ or until such time as the Commission adopts Zoning Regulations that regulate the establishments and activities described herein, whichever occurs earlier. While this moratorium is in effect, the Commission will undertake a planning process to evaluate the potential impact of allowing these establishments and uses and consider any draft regulatory language provided by the CT Department of Consumer Protection with the ultimate goal of adopting a new Zoning Regulation which addresses these uses in a manner that is suitable to the Town.

CONNECTICUT LAND USE LAW FOR MUNICIPAL LAND USE AGENCIES, BOARDS, AND COMMISSIONS

Saturday, March 11, 2023
9:00 a.m. – 4:30 p.m.

Webinar

This is a virtual meeting and will be accessible via Zoom. Zoom is a cloud-based platform for video and audio conferencing. It can be accessed through a browser on any device, or the Zoom app.

To receive your Webinar Link, you must provide your e-mail address when you register.

To receive your printed course material, in a timely manner, please register by February 15th.

This program conforms to the statutory guidelines for planning and/or zoning commission and zoning board of appeals member training. This program fulfills general training requirements and half of the required one hour of training concerning affordable housing and fair housing policies. Note: the Office of Policy and Management does not certify individual programs.



Sponsored by the
Connecticut Bar Association
Planning and Zoning Section

CONNECTICUT LAND USE LAW FOR MUNICIPAL LAND USE AGENCIES, BOARDS, AND COMMISSIONS

The future of Connecticut's communities will be shaped by its land use laws and regulations. Developers, neighbors, and preservationists all intersect before municipal land use boards and commissions, advocating their particular interests and approaches. Each commission member regularly has to make critical decisions, all within the context of complicated statutory and case law.

This introductory level course will focus on topics of immediate concern to all municipal land use agencies, boards, commissions, and their staffs. The topics reflect both timely and practical situations, confronting participants at every level of the municipal land use process. This course will provide a broad review of the municipal land use process, including zoning, planning, zoning board of appeals, and wetlands issues. Members of municipal land use agencies, boards, and commissions, as well as municipal planners, enforcement officers, and engineers will benefit from this full day course.

SEMINAR PROGRAM

9:00 a.m. – 9:10 a.m.

Welcome

Atty. Jason A. Klein, Stamford
Chair, CBA Planning and Zoning Section

9:10 a.m. – 9:40 a.m.

Planning Commissions

Atty. Amy E. Souchuns, Milford

This session will cover powers of the planning commission, plan of development, statutory notice requirements, subdivisions and resubdivisions, multi-agency approvals, reasons for denial, open space, changes in regulations, bonding requirements, conditional approvals, and mandating off-site improvements.

9:40 a.m. – 10:10 a.m.

Zoning Commissions

Atty. Marjorie F. Shansky, New Haven

This session will cover enabling legislation, powers of zoning commissions and proper purposes and goals of zoning, the comprehensive plan, proper notices of hearings, designating and amending zoning districts, spot zoning, floating zones, the uniformity requirement, dependence upon other governmental agency action, rendering decisions, and publications of notices of decisions.

10:10 a.m. – 10:20 a.m.

Break

10:20 a.m. – 10:50 a.m.

Non-Conforming Uses

Atty. Christopher J. Smith, Hartford

This session will entail a general discussion of the origin, scope, and problems of non-conforming uses.



10:50 a.m. – 11:20 a.m.

Special Permit and Site Plan Review

Atty. Brian R. Smith, Hartford

This session will cover statutory requirements and the distinction between special permit and site plan review, and appeals from decisions on applications for special permit and site plan approval.

11:20 a.m. – 11:50 a.m.

Zoning Board of Appeals

Atty. Dorian R. Famiglietti, Vernon

This session will cover functions of zoning boards of appeal, variances, legal requisites for hardship, including issues of confiscation and self-created hardships, other statutory duties of the ZBA, and hearing procedures.

12:00 p.m. – 12:30 p.m.

The 2020 ZiPLeR Awards

Atty. Dwight H. Merriam, FAICP, CRE, Weatogue

12:30 p.m. – 1:00 p.m.

Wetlands Law and Procedure

Atty. Michael A. Zizka, Hartford

This session will cover a review of procedures of municipal inland wetlands and watercourse agencies, and how wetlands law impacts the zoning and planning process.

1:00 p.m. – 1:30 p.m.

Conflict of Interest and Predisposition

Atty. Richard P. Roberts, Hartford

This session will cover statutory provisions on conflict of interest, rules governing predisposition and predetermination, court decisions on conflict of interest, drawing the line between cases where disqualification applies and does not apply, and procedural problems when a question of conflict arises.

1:30 p.m. – 2:00 p.m.

Procedural Issues in the Municipal Land Use Process

Atty. Peter S. Olson, Bethel

This session will cover a review of statutory provisions and case law concerning administrative process, applications; conducting a public hearing; creating the administrative record, and making appropriate findings and conclusions to support decisions.

2:00 p.m. – 2:10 p.m.

Break

2:10 p.m. – 2:40 p.m.

Affordable Housing: The Municipal Perspective

Atty. Ira W. Bloom, Westport

This session will cover a review of an application filed under Section 8-30g of the General Statutes from the Planning & Zoning Commission perspective, including practical advice and a review of the relevant case law.

2:40 p.m. – 3:10 p.m.

Things to Watch out For:

Fair Housing Act, Religious Land Use and Institutionalized Persons Act (RLUIPA)

Atty. Jason A. Klein, Stamford

This session will cover a review of the implications of federal legislation on local zoning, particularly the Fair Housing Act and the Religious Land Use and Institutionalized Persons Act (RLUIPA) as well as state law considerations regarding religious expression and free speech issues.

3:10 p.m. – 3:40 p.m.

Enforcement

Atty. Charles R. Andres, New Haven

This session will cover analysis and discussion of Connecticut law concerning enforcement through the zoning, planning, and wetlands process.

3:40 p.m. – 4:10 p.m.

Environmental Interventions

Atty. Janet P. Brooks, East Berlin

This session will cover interventions under Conn. Gen. Stat. Section 22a-19 for the purpose of raising environmental issues: what they are, what they do, and what you have to do when you get one.

4:10 p.m. - 4:30 p.m.

Q&A

Short Term Rentals (Written material)

Atty. Dwight H. Merriam, FAICP, CRE, Weatogue

Please Note:

This program is available only to members of municipal land use agencies and their support staff.

Refunds of seminar fees will not be granted for cancellations after the course material is mailed out.

To receive your printed course material, in a timely manner, please register by February 15th.

To receive your webinar link, you must provide your e-mail address when you register.

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Registration Form
Connecticut Land Use Law Seminar
Saturday, March 11, 2023

To Register

To receive your printed course material, in a timely manner, please register by February 15th.

To receive your webinar link, you must provide your e-mail address when you register.

- Visit ctbar.org/LandUse2023 to register online
- Mail the completed form to:
Connecticut Bar Association, 30 Bank St, New Britain, CT 06051
- Fax the completed form to (860) 223-4488
- Call (860) 223-4400

Payment must accompany registration.

(Please use a separate registration form for each registrant)

Yes, I will attend the Virtual Connecticut Land Use Law Seminar \$45.00 (includes printed copy of materials)

No, I cannot attend the seminar, but would like to purchase _____ copies of the seminar materials \$45.00 per copy (includes shipping and handling)

Please PRINT full name.

Name: _____

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