

**BOLTON PLANNING & ZONING COMMISSION
REGULAR MEETING
7:30 PM, WEDNESDAY, JANUARY 11, 2023
BOLTON TOWN HALL, 222 BOLTON CENTER ROAD
In-Person and Via Zoom**

MINUTES

PZC Members Present (In-person): Chairman Tom Manning, Arlene Fiano and Thomas Robbins

PZC Members Present (via Zoom): Vice-Chair James Cropley, Jeffrey Scala, Jeremy Flick, Rodney Fournier, Tom Crockett (Alternate), Kawan Gordon (Alternate) and Steven Clark (Alternate)

Staff Present (via Zoom): Patrice Carson, AICP, Consulting Director of Community Development and Linda H. McDonald, Recording Secretary

Others Present (via Zoom): Trevor Forbes, James Wasky, Jerry Fossey and Attorney Curtis Roggi

Others Present (In-person): Andrew Ladyga

1. Call to Order: Chairman T. Manning called the meeting to order at 7:31 p.m.

2. Approval of Minutes: December 14, 2022

T. Manning MOVED to APPROVE the regular meeting minutes of December 14, 2022 as presented. R. Fournier SECONDED. By roll call vote, the MOTION CARRIED 6:0:1 with J. Cropley abstaining.

3. Residents' Forum: No one came forth to speak.

4. Staff Reports:

P. Carson reported she is working on some senior housing regulations and items for Connecticut's Countryside, which was formerly the Four-Town Regional Action Plan Committee, who will hold a follow-up summit meeting on January 30, 2023 at 7:00 – 8:30 p.m. at Patriots Park Lodge in Coventry. PZC members are invited to attend.

P. Carson reported Interim ZEO Michael D'Amato has been working on the cannabis regulations, some pre-application meetings, Bolton Notch RV follow-up, the 271 Hop River Road ZBA application and finishing up the OpenGov fixes for the permitting system.

5. Old Business

a. Other: There was no Old Business.

6. New Business

a. Discussion/Decision: Request for Waiver of Extension of Time to File Plans with Town Clerk under Zoning Regulations, Sections 16A.4.g.2 and 16B.5.b: Special Permit application for Veterinary Hospital/Veterinary Emergency Care, 233 Boston Turnpike and 12 Williams Road (Bolton Vet), Veterinarians of Eastern Connecticut LLC (#PL-22-3)

Attorney Roggi, representing Bolton Veterinary Hospital and Veterinarians of Eastern Connecticut, spoke on the difficulty hiring staff to move the project forward. He said the applicant is re-evaluating the cost and downsizing the project, hoping to go forward sometime this year.

P. Carson said, given the circumstances of covid, staff believe the applicant requests are appropriate.

T. Manning MOVED to waive the 90-day filing requirements in Sections **16a.4.g.2** and **16B.5.b.** of the Bolton Zoning Regulations for all approvals granted under Permit #PL-22-3 for Veterinarians of Eastern Connecticut LLC, which application and plans were approved by the Planning and Zoning Commission on May 11, 2022 and grant an extension of time to December 20, 2023 to file plans with the Town Clerk's office. Additionally, in accordance with the Town Attorney's Legal Opinion No. 234 issued on December 12, 2022, the \$683,393.00 Site Completion Bond will be reviewed by the town engineer and reduced to include only timely and adequate completion of any site improvements that will be conveyed to or controlled by the Town. Bonding requirements for Erosion and Sedimentation Controls will remain as originally approved. J. Flick SECONDED. By roll call vote, the MOTION CARRIED 7:0:0.

b. Application: Modification of Special Permit to allow Part-time Use for Religious Assembly and As-Needed Preparation of Humanitarian Packages/Emergency Relief Items, 180 West Street (Highland Meeting Room), Peter DeMallie, Design Professionals, Inc. (#PL-23-1)

P. Carson reported all materials have been received and the application is complete.

T. Manning MOVED to RECEIVE the application for Modification of Special Permit to allow Part-time Use for Religious Assembly and As-Needed Preparation of Humanitarian Packages/Emergency Relief Items, 180 West Street (Highland Meeting Room), Peter DeMallie, Design Professionals, Inc. (#PL-23-1) and to set a public hearing date for Wednesday, February 8, 2023 at 7:30 pm, a hybrid meeting, in-person at Town Hall, 222 Bolton Center Road and virtual. J. Scala SECONDED. By roll call vote, the MOTION CARRIED 7:0:0.

c. Other: There was no other New Business.

7. Ongoing Discussion: Regulation regarding the Cultivation, Sale and Distribution of Adult Use Cannabis, Bolton PZC (#PL-22-6)

P. Carson reported that Capital Region Council of Governments has sent a review dated January 6, 2023 where they acknowledged receipt of the zoning referral and have no apparent conflict with regional plans and policies or the concerns of neighboring towns. CRCOG acknowledged the possible February 8, 2023 public hearing date.

P. Carson said there would have to be a legal notice posted and notification to surrounding towns before the commission could hold a public hearing. She said the moratorium ends in April and the commission will have to have some kind of decision by the March meeting, either to allow cannabis sales in the GB Zone by Special Permit, prohibit any cannabis establishment, or to extend the current moratorium. Discussion followed. P. Carson said she will check to see if one has to be a resident to speak at the public hearings and, per request of A. Fiano, provide clarification on the meaning of "equity joint venture" before holding the public hearing. Members reviewed maps of the two RT 6 6 GB Zones and the Boston Turnpike GB Zone.

T. Manning MOVED to set three concurrent public hearings on cannabis (#PL-22-6) to be held on Wednesday, February 8, 2023 at 7:30 pm in-person at Town Hall, 222 Bolton Center Road and virtual for the following items:

1. Proposed Zoning Regulation amendment to allow only Retail Sales of cannabis products only in the GB Zone by Special Permit

2. Proposed Zoning Regulation amendment to prohibit any cannabis establishment
3. Proposed extension of the current moratorium to continue to further evaluate the public input and consider amendments to draft regulations that were presented at the public hearing.

R. Fournier SECONDED. By roll call vote, the MOTION CARRIED 7:0:0.

8. Correspondence: P. Carson said each member received a copy of the CT Federation of Planning and Zoning Agencies newsletter and information on the CT Bar Association's virtual seminar on Saturday, March 11, 2023 from 9:00 a.m. to 4:30 p.m. The \$45.00 fee covers the cost of the book used during the virtual meeting. She said she is sure some of it will qualify as part of the four-hour training required for the commissioners and asked that anyone interested in participating contact her before February 15th. Discussion followed on the lack of an education list to the towns to indicate what qualifies for the required training.

9. Adjournment: J. Scala MOVED to ADJOURN the meeting at 8:07 p.m. J. Cropley SECONDED. MOTION CARRIED 7:0:0.

Respectfully submitted by Linda H. McDonald

Linda H. McDonald

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



Town of Bolton

222 BOLTON CENTER ROAD • BOLTON, CT 06043

Date: January 27, 2023

To: Planning & Zoning Commission

From: Patrice L. Carson, AICP, Consulting Director of Community Development

Subject: Modification of a Special Permit for 180 West Street to Allow Part-Time Use for Religious Assembly & As-Needed Preparation of Humanitarian Packages/Emergency Relief Items

INFORMATION

Application No.: VP#PL-23-1

Wetlands Permit: IW-2014-2

Application Date: January 6, 2023

Wetlands Permit Effective: March 26, 2014

Receipt Date: January 11, 2023

Public Notification: Published in *Hartford Courant* January 27, 2023 & February 3, 2023

Public Hearing Date(s): February 8, 2023

Applicant(s): Peter DeMallie, Design Professionals, Inc.

Owner(s): Highland Meeting Room, Inc.

Applicant Peter DeMallie, Design Professionals, Inc., of 21 Jeffrey Drive, South Windsor, CT, is seeking a modification of a Special Permit to allow the existing building to be used on a part-time basis for religious assembly and as-needed preparation of humanitarian packages and emergency relief items on 1.10 acres at 180 West Street. The application proposes changes only to the interior of the existing building, which was a 30-seat restaurant. The current exterior of the building, parking, and driveway access/egress will not change.

Located north of School Road, the property is zoned NB and is surrounded by R-1 Zone on all sides except directly north where it abuts another NB zoned property. Currently on the property there is an existing 2-story house with attached 2-car garage which was converted into a 30-seat restaurant, and a large barn. Side yards of the garage and barn are non-conforming. There are wetlands on the property and a 100-foot wetlands regulated area at the rear of the property emanating from the Szymanski property to the east. A permit was issued for work previously done on the property. There is no proposal to do any additional work on the property therefore, no additional wetland permits will be required.

On December 14, 2022, the Commission held an informal discussion with the applicant and his team. As an informal discussion nothing was binding, but the PZC felt the use, as outlined, would fit into the current regulations and zone.

Please see below for individual staff comments. As the plans are revised, there may be additional staff comments that the applicant will need to address.

REPORTS RECEIVED

- Site Plan Checklist – completed
- 01/13/23 review email from Inland Wetlands Agent Cameron Covill with no issues
- 01/24/23 review email from Fire Chief Bruce Dixon with no issues
- 01/24/23 review email from Fire Marshal Jim Rupert with no issues
- 01/24/23 review email from ZEO Mike D'Amato with no issues
- 01/25/23 review email from Joseph Dillon, PE with no issues
- 01/25 & 26/23 Public Health Code review from Thad Kind, EHHD with issues to address

ADDITIONAL INFORMATION RECEIVED

- Overall Location Map
- Site Location Map
- Site Plan 03/19/2014, REVISED 01/08/2015 (1 sheet)
- First Floor Layout Plan 07/25/2014
- Written Narrative of Intended Use of the Property
- Abutter List & proof of Mailing for Notification
- Engineering & Legal Review Fee of \$2,000

ADDITIONAL CONSIDERATION OF INFORMATION TO RECEIVE

- Any requested waivers allowable under the Zoning Regulations

STAFF ANALYSIS

The use fits the zone of the property and is a good reuse of the site. There are reports and information still needed for the staff to recommend a decision on this application, specifically for Public Health.

- The applicant needs to provide an affidavit/proof for the posting of a sign.
- Addressing additional comments outlined in Staff Reports attached with this report.
- All intended signage, including directional signage, and the location of that signage is not part of this application and shall be part of a separate application once the PZC makes a decision on the Special Permit.

STAFF RECOMMENDATION

The staff has determined that:

- the application is complete
- Once the public health concerns are addressed, the application would comply with Town Regulations subject to conditions set forth in the staff reports received (attached)
- the use is compatible with other uses in the neighborhood, and is in keeping with the zone in which it is located

From: Bruce Dixon <boltonchief34@gmail.com>

Sent: Tuesday, January 24, 2023 2:54 PM

To: Carson, Patrice <pcarson@boltonct.org>

Cc: Rupert, Jim <jrupert@boltonct.org>; A Michael Eremita <meremita@att.net>

Subject: Re: REMINDER: Staff Review Requested BY Thursday: Modification of Special Permit, 180 West Street, Peter DeMallie, Design Professionals, Inc. (VP#PL-23-1)

Hello Patrice,

I have verbally reviewed this with the Fire Marshal and Deputy Fire Marshal and see no reason to hold up the process from the fire department point of view at this time. If the buyer changes the proposed venues or business ventures, I would request additional review by the fire department.

Best regards,

Bruce A. Dixon
Fire Chief
Bolton Fire Department
168 Bolton Center Road
Bolton, CT 06043
860-649-3910 Office

From: Rupert, Jim <jrupert@boltonct.org>

Sent: Tuesday, January 24, 2023 4:46 PM

To: Carson, Patrice <pcarson@boltonct.org>; 'jdillon@nlja.com' <jdillon@nlja.com>; Thad King (KingTD@ehhd.org) <KingTD@ehhd.org>; Bruce Dixon <boltonchief34@gmail.com>; Call, William <wcall@boltonct.org>; Dimock, Lance <ldimock@boltonct.org>; Zoning Official, Interim <zeo@boltonct.org>

Subject: RE: REMINDER: Staff Review Requested BY Thursday: Modification of Special Permit, 180 West Street, Peter DeMallie, Design Professionals, Inc. (VP#PL-23-1)

Patrice,

It does not currently appear that any changes are proposed to exiting or parking or exterior lighting. As such we have no comments at this time. It should be noted that should the occupancy change from the current approved use as a restaurant to anything else a building permit for a change of use will be required and must be approved by the building official and fire marshal prior to occupancy. One additional factor is, there should be an awareness that the second floor may not be used for any purpose at this time.

Respectfully,

Jim Rupert
Fire Marshal

From: Zoning Official, Interim <zeo@boltonct.org>
Sent: Tuesday, January 24, 2023 6:23 PM
To: Carson, Patrice <pcarson@boltonct.org>
Subject: RE: REMINDER: Staff Review Requested BY Thursday: Modification of Special Permit, 180 West STreet, Peter DeMallie, Design Professionals, Inc. (VP#PL-23-1)

Hi Patrice

I don't have any specific comments, anything else I might add would be in any potential approval conditions.

Thanks,

Mike

From: Covill, Cameron <ccovill@boltonct.org>
Sent: Friday, January 13, 2023 9:33 AM
To: Carson, Patrice <pcarson@boltonct.org>
Subject: Re: Staff Review Requested: Modification of Special Permit, 180 West STreet, Peter DeMallie, Design Professionals, Inc. (VP#PL-23-1)

There are wetlands on-site, more than 100' from edge of parking lot as field located prior to issuing permit number IW-2014-2 for septic system construction in Upland Review Area in 2014. As this is for a change of use for the property with no intended construction or other disturbance, there is no potential resource impact as proposed.

-Cameron J. Covill
Bolton Inland Wetlands Agent
P: (860) 649-8066 x.6113 or (860) 875-3881
[Inland Wetlands Commission - Bolton, Connecticut \(boltonct.org\)](http://boltonct.org)

From: Joseph M. Dillon, P.E. <jdillon@nlja.com>
Sent: Wednesday, January 25, 2023 1:55 PM
To: Carson, Patrice <pcarson@boltonct.org>
Cc: Rupert, Jim <jrupert@boltonct.org>
Subject: RE: REMINDER: Staff Review Requested BY Thursday: Modification of Special Permit, 180 West STreet, Peter DeMallie, Design Professionals, Inc. (VP#PL-23-1)

Patrice,

The application proposes no exterior modifications or improvements. As such, we have no comments from an engineering standpoint.

Regards,
Joe

From: Thad D. King <KingTD@ehhd.org>
Sent: Thursday, January 26, 2023 10:31 AM
To: 'jerry.fossey@gmail.com' <jerry.fossey@gmail.com>
Cc: Carson, Patrice <pcarson@boltonct.org>
Subject: RE: 180 West St Bolton - Special Permit

From your response –

1. The kitchen will not be used for food preparation. Will it be used for food storage?
2. Some baked goods are temperature control foods such as cream pastries, cream/custard pies and tarts, pudding prepared from a mix or scratch. Baked goods even if prepared elsewhere that are taken out of a package and repacked can be considered food preparation. Will any of these be the case?
3. Below are the classifications for food service establishments. Please read through and identify the class of the proposed operation that applies. Assembly of prepackaged nonperishable food items into a kit is not food preparation.

(A) Class I is a food service establishment with commercially prepackaged foods and/or hot or cold beverages only. No preparation, cooking or hot holding of potentially hazardous foods is included except that commercially packaged precooked foods may be heated and served in the original package within four (4) hours.

(B) Class II is a food service establishment using cold or ready-to-eat commercially processed food requiring no further heat treatment and/or hot or cold beverages. No cooking, heating or hot holding of potentially hazardous foods is included, except that commercially packaged precooked foods may be heated and served in the original package within four (4) hours, and commercially precooked hot dogs, kielbasa and soup may be heated if transferred directly out of the original package and served within four (4) hours.

(C) Class III is a food service establishment having on the premises exposed potentially hazardous foods that are prepared by hot processes and consumed by the public within four (4) hours of preparation.

(D) Class IV is a food service establishment having on the premises exposed potentially hazardous foods that are prepared by hot processes and held for more than four (4) hours prior to consumption by the public.

The public hearing is for the special permit review. Application with EHHD can occur before or after the hearing. It appears your food preparation is limited, potentially a class I or II establishment.

Thad King MPH REHS CP-FS
Eastern Highlands Health District
4 South Eagleville Rd
Mansfield CT 06268
860 429 3325 W
860 208 9940 C

From: jerry.fossey@gmail.com <jerry.fossey@gmail.com>
Sent: Wednesday, January 25, 2023 10:00 PM
To: Thad D. King <KingTD@ehhd.org>
Cc: 'Peter DeMallie' <PDeMallie@designprofessionalsinc.com>; pcarson@boltonct.org; trevor@cheyennecompany.com; 'James Waskey' <James.Waskey@adformgroup.com>
Subject: FW: 180 West St Bolton - Special Permit
Importance: High

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Hello Thad,

Thanks for your help on this. Patrice has asked that we answer your questions directly with you.

- How many meals?
 - We wont be using this facility for meals.
- What kind of food prep?
 - Baked goods
 - Food Kits, ready to cook or ready to reheat
 - Snack Packs (these don't involve any food prep as they are only pre-packaged items)
 - Distribution is off-site, for example delivered to a food pantry or homeless shelter for them to distribute, or distribution at an event.

To be clear, the reference to thousands of meals probably derived from us distributing 2000 "Frontline Snack Packs" to law enforcement officers and family at the funeral service for the fallen Bristol Police Officers. I have attached a photo, it is a bag assembled with non-perishable and prepackaged items, and doesn't involve any food prep or meal prep:

- Small Bottle of water
- Small pack of chips, munchies or other savory snack
- Beef stick
- Breath Mint (Candy)
- Snack Bar or Protein Bar

Does that answer your questions enough for the public hearing?

Can we begin our EHHD application prior to the public hearing, or is it better to wait?

Is the application the same as you note below for the use described above? (Not a restaurant)

Please let me know if you have any questions.

Thank you
Jerry

From: Carson, Patrice <pcarson@boltonct.org>
Sent: Wednesday, January 25, 2023 1:49 PM
To: 'pdemallie@designprofessionalsinc.com' <pdemallie@designprofessionalsinc.com>
Cc: Trevor Forbes <trevor@cheyennecompany.com>; Samara Haddock
<samara.haddock@designprofessionalsinc.com>; Barry Clarke
<BClarke@designprofessionalsinc.com>; Suzanne Choate <SChoate@designprofessionalsinc.com>;
Glen Martin <glen.martin@designprofessionalsinc.com>
Subject: FW: 180 West St Bolton - Special Permit
Importance: High

Peter,

The issues in the email below will need to be addressed satisfactorily with EHHD prior to the public hearing, otherwise the hearing will need to be continued to March.

Can you please contact Thad directly to see what he will need to address this.

Thank you.

Patrice

*Patrice L. Carson, AICP
Consulting Director of Community Development
Town of Bolton
860.359.1454*

From: Thad D. King <KingTD@ehhd.org>
Sent: Wednesday, January 25, 2023 12:44 PM
To: Carson, Patrice <pcarson@boltonct.org>
Subject: RE: 180 West St Bolton - Special Permit

I think the important question is how many meals, what kind of food prep. A thousand meals in a short time period is not possible. If they can address quantity and type with a clear description at the meeting, then they can complete these items after as conditions.

Thad King MPH REHS CP-FS
Eastern Highlands Health District
4 South Eagleville Rd
Mansfield CT 06268
860 429 3325 W
860 208 9940 C

From: Carson, Patrice <pcarson@boltonct.org>
Sent: Wednesday, January 25, 2023 12:17 PM
To: Thad D. King <KingTD@ehhd.org>
Cc: 'pdemallie@designprofessionalsinc.com' <pdemallie@designprofessionalsinc.com>
Subject: RE: 180 West St Bolton - Special Permit

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Thank you Thad. I have a few questions:

1. Would any of these items need to be addressed before the Planning & Zoning Commission makes a decision on the application? If so, which ones?
2. Can or should any of these items be conditions of approval should the PZC go in that direction? If so, which ones?

*Patrice L. Carson, AICP
Consulting Director of Community Development
Town of Bolton
860.359.1454*

From: Thad D. King <KingTD@ehhd.org>
Sent: Wednesday, January 25, 2023 11:09 AM
To: Carson, Patrice <pcarson@boltonct.org>
Cc: 'pdemallie@designprofessionalsinc.com' <pdemallie@designprofessionalsinc.com>
Subject: 180 West St Bolton - Special Permit

The attached documents other than the narrative were provided to Jerry Fosse on 12-12-22 regarding this property. The application narrative supplies little detail regarding the food preparation activities which can be described through a plan review.

1. Application for plan review for the food service establishment is required and can be made at

<https://easternhighlandshealthdistrict.viewpointcloud.com/categories/1083/record-types/6462>

The kind of preparation detail would include the type of food proposed; prepared foods ready to serve, foods heated and served, foods prepared, reheated, and served, or a combination thereof. A menu is typically provided.

The narrative referenced a meal prep example for "thousands" to a memorial service. Is that number of meals proposed at this site?

The attached layout can be used for the facility floorplan and attached to the application.

2. A Food Establishment License is required which can be applied for after plan approval and a pre-operational inspection and can be made here,

<https://easternhighlandshealthdistrict.viewpointcloud.com/categories/1083/record-types/6458>

3. The water system will need to be reactivated by the applicant though contacting CTDPH.
4. As a point of reference, the wastewater design criteria in the public health code for a restaurant with public bathrooms is 30 Gals/Seat, without public bathrooms is 20 Gals/Seat, and for take-out, 5 Gals/Meal Served. The existing Permit to Discharge for the wastewater system for this site is 900 Gals/day, attached.

Thad King MPH REHS CP-FS
Eastern Highlands Health District
4 South Eagleville Rd
Mansfield CT 06268
860 429 3325 W
860 208 9940 C



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 &	96 FRENCH RD	BOLTON, CT 06043
CHICK NORMA F + CHICK ALDEN B	22 NORMA'S WAY	BOLTON, CT 06043
REICHERT WILLIAM ALEXANDER LIFE USE	11 NORMA'S WAY	BOLTON, CT 06043
FLETCHER GLORIA M	89 FRENCH RD	BOLTON, CT 06043
WEIGLE BRYAN A & KRYSTAL A	101 FRENCH RD	BOLTON, CT 06043
WEIGLE MANFRED K &	98 FRENCH RD	BOLTON, CT 06043
WEIGLE MANFRED K &	98 FRENCH RD	BOLTON, CT 06043
ZELESKY MARK F & MICHELLE J	98 FRENCH RD	BOLTON, CT 06043
RICH SCOTT A & LORI	14 NORMA'S WAY	BOLTON, CT 06043
CORDIER KEVIN &	105 FRENCH RD	BOLTON, CT 06043
OQUENDO JOSE L & CHUNG S	111 FRENCH RD	BOLTON, CT 06043
BURKMAN ASHLEY R	87 FRENCH RD	BOLTON, CT 06043
JODOIN SETH G	104 FRENCH RD	BOLTON, CT 06043
	7 NORMA'S WAY	BOLTON, CT 06043

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Antonio & Angela Grasso
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City, State, Zip+4
Baltimore CT 06043

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Dennis Granks Jr & Danna Deard
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City, State, Zip+4
Baltimore CT 06043

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32 William Dr
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Hempden CT 06448

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3 Rock Rd
City, State, Zip+4
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10 School Rd
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Postage \$0.63

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Joseph C Pollard
3 School Rd
Bolton CT 06043

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BOLTON PLANNING & ZONING COMMISSION

APPLICATION

#**PL-23-1** **PENDING**

DATE & TIME OF PUBLIC HEARING: 02-08-23 7:30 P.M.

HEARING PLACE: 222 BOLTON CENTER RD. &
VIRTUAL: SEE TOWN.BOLTONCT.ORG

GENERAL DESCRIPTION: SPECIAL PERMIT MODIFICATION TO ALLOW P/T USE FOR RELIGIOUS
ASSEMBLY & PREPARATION OF
AS-NEEDED HUMANITARIAN PACKAGES/EMERGENCY RELIEF ITEMS

For more information, call 860-649-8066, ext. 6103

Carson, Patrice

From: Joseph M. Dillon, P.E. <jdillon@nlja.com>
Sent: Wednesday, January 18, 2023 7:35 AM
To: Carson, Patrice
Cc: Rupert, Jim; Palazzini, Danielle
Subject: 129 Boston Turnpike
Attachments: 01-17-23 129 Boston Turnpike Bond Release.pdf

Patrice,

Attached is my recommendation letter for the release of the bond for 129 Boston Turnpike.

Regards,
Joe

Joseph M. Dillon, P.E.

 **Nathan L. Jacobson & Associates**
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86 Main Street, P.O. Box 337, Chester, Connecticut 06412-0337

860.526.9591 • jdillon@nlja.com • www.nlja.com



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86 Main Street P.O. Box 337 Chester, Connecticut 06412-0337

Tel: (860) 526-9591 Fax: (860) 526-5416

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MEMORANDUM

TO: Patrice Carson, AICP

DATE: January 17, 2023

FROM: Joseph M. Dillon, P.E. 

PROJECT No.: 0968-0047

SUBJECT: Global Convenience Store and Filling Station
129 Boston Turnpike
Bond Release

COPIES: Jim Rupert, Danielle Palazzini, File

A Site Improvement Bond is currently being held in the amount of \$300,000. Based on my inspections, the work has been completed in substantial conformance with the approved plans. As such, we would recommend that the site improvement bond be released in its entirety.

If you have any questions, please do not hesitate to contact me.

END OF MEMORANDUM

From: Tom Danieluk <TDanieluk@globalp.com>
Sent: Tuesday, January 17, 2023 2:52 PM
To: Carson, Patrice <pcarson@boltonct.org>
Cc: Palazzini, Danielle <dpalazzini@boltonct.org>
Subject: RE: Letter of Credit

Thank you

Thomas Danieluk
Senior Project Manager
Global Partners, LP
800 South Street, Suite 500
P.O. Box 9161
Waltham, MA 02454-9161

Mobile: 860-428-3870
tdanieluk@globalp.com

From: Carson, Patrice <pcarson@boltonct.org>
Sent: Tuesday, January 17, 2023 2:51 PM
To: Tom Danieluk <TDanieluk@globalp.com>
Cc: Palazzini, Danielle <dpalazzini@boltonct.org>
Subject: RE: Letter of Credit

This message originated from outside of Global Partners - Please use caution before opening attachments or clicking on links.

Hi Tom,

I have asked the Town Engineer to give me a letter stating that work is complete and the bond can be released. That letter will go to the PZC at their next meeting on February 8, 2023, and they will vote to release the bond. I will then have to get paperwork to the Finance Department and they will release the Bond back.

I can let you know when all that is complete. Any other questions, please let me know.

Patrice

Patrice L. Carson, AICP
Consulting Director of Community Development
Town of Bolton
860.359.1454

From: Tom Danieluk <TDanieluk@globalp.com>
Sent: Monday, January 16, 2023 2:58 PM
To: Carson, Patrice <pcarson@boltonct.org>
Cc: Palazzini, Danielle <dpalazzini@boltonct.org>
Subject: Letter of Credit

Patrice, I would like to see if we could close out the Letter of Credit for 129 Boston Turnpike. Please let me know what is needed for this request? Thanks

Thomas Danieluk
Senior Project Manager
Global Partners, LP
800 South Street, Suite 500
P.O. Box 9161
Waltham, MA 02454-9161

Mobile: 860-428-3870
tdanieluk@globalp.com

Palazzini, Danielle

From: Carson, Patrice
Sent: Thursday, February 2, 2023 3:44 PM
To: Palazzini, Danielle
Subject: PZC Agenda Item 7b. Request for Extension of Time to File Plans for Bed & Breakfast, 60 Villa Louisa Road, (A Villa Louisa), Asim Etem (#PL-22-7)

From: Asim <asimetem@gmail.com>
Sent: Tuesday, January 31, 2023 3:12 PM
To: Carson, Patrice <pcarson@boltonct.org>
Subject:

Hello,

Dear Planning and Zoning Commission, I am requesting a 90 day extension of time to file the approved Bed and Breakfast Plans for 60 Villa Louisa Road with the Town Clerk

Thank you.

Sincerely,
Asim Etem

Sent from [Mail](#) for Windows

Palazzini, Danielle

From: Carson, Patrice
Sent: Thursday, February 2, 2023 3:41 PM
To: Palazzini, Danielle
Subject: PZC Agenda Item 8a. Request for Letter of Support for Parking Area for Nathan Hale Corridor/Greenway
Attachments: Map - entire route.docx; Map - proposed parking area parcel.pdf

From: Gwen Marrion <gmarrion@snet.net>
Sent: Tuesday, January 24, 2023 4:48 PM
To: Carson, Patrice <pcarson@boltonct.org>
Subject: Request for letter of support

Dear Patrice,

I'm writing to ask if you would ask the Planning and Zoning Commission to write a letter of support for a parking area off Route 6, next to the Munson's employee parking lot, to provide public access to the Nathan Hale Corridor.

I know you are familiar with the corridor but for the P&Z members' information, here is a description:

The Nathan Hale Corridor is the land that the State of CT transferred to Bolton, Coventry and Andover in 2016 after the State determined that the area would not be used to extend Route 6. Maps of the corridor and the proposed parking area are attached. The parking area would be located on town-owned land that is next to the Munson's employee parking lot.

After the land was received Bolton and Coventry jointly applied for and received a grant to hire a consultant to help plan the use of the corridor. Unfortunately no adequate public parking in Bolton was identified so the property has only been used periodically by some groups for hiking events on a case-by-case basis as permitted by the Bolton Board of Selectmen, and by neighbors who can access the land on foot. The property is beautiful, with high ridge lines, three waterfalls, hemlock groves, huge boulders, a marsh and streams and is an asset that residents from all neighboring towns will enjoy.

Recently the Board of Selectmen authorized me to apply for a grant under the DEEP's Recreational Trails Grant Program to help fund the construction of a parking area and a letter from P&Z, recognizing the importance of creating parking so that residents from Bolton and the entire area have access to it, would enhance the application.

Would you please put this request on the Feb. 8 P&Z agenda?

Below is a template that can be used if the board wants to. If they agree to write a letter of support would you please ask that it be mailed to be, by February 17, so that I can submit it with the application? My contact information is below.

Thank you and please let me know if you have any questions.

Thank you,

Gwen
38 Maple Valley Road

Sample letter

Kimberly Bradley, Trails and Greenways Program Coordinator
Department of Energy and Environmental Protection
79 Elm Street
Hartford, CT 06106

Dear Ms. Bradley,

The Bolton Planning and Zoning Commission supports the application of the Town of Bolton under the Recreational Trails Grant Program for funding for the construction of a parking area for access to the Nathan Hale Corridor in Bolton, Coventry and Andover.

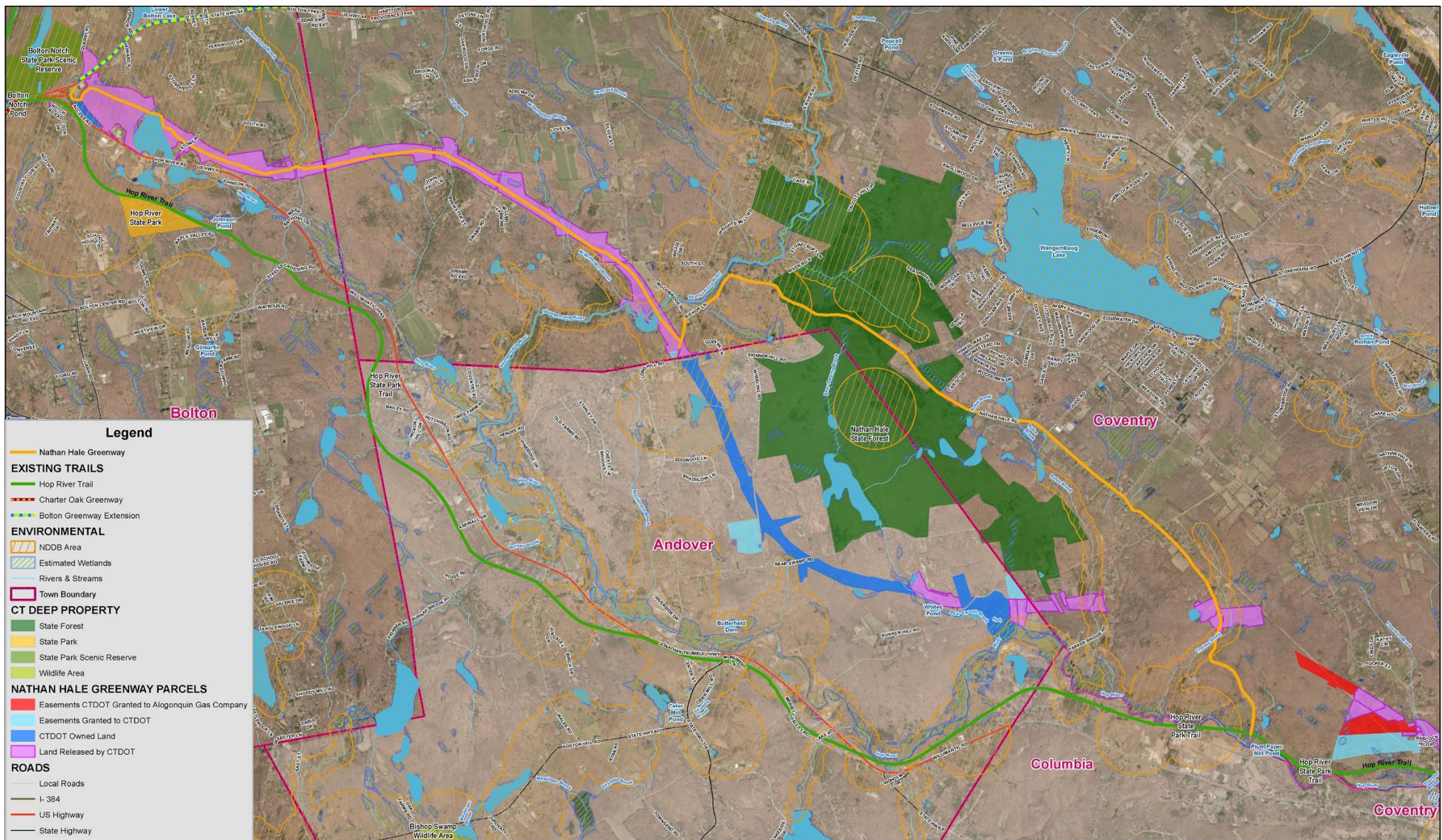
Bolton's portion of the corridor is located at the northern most point of the 7-mile corridor, making Bolton the logical starting point for trail users. The vision for the corridor is to eventually connect trails in Bolton land with those on land in Coventry, Andover and possibly to the Hop River State Park Trail farther south.

The property is beautiful, with high ridge lines, three waterfalls, hemlock groves, huge boulders, a marsh and streams. Currently it is underutilized because of the lack of parking. With a Recreational Trails Program grant the Town of Bolton will be able to welcome and invite the public from all neighboring towns to enjoy this beautiful asset.

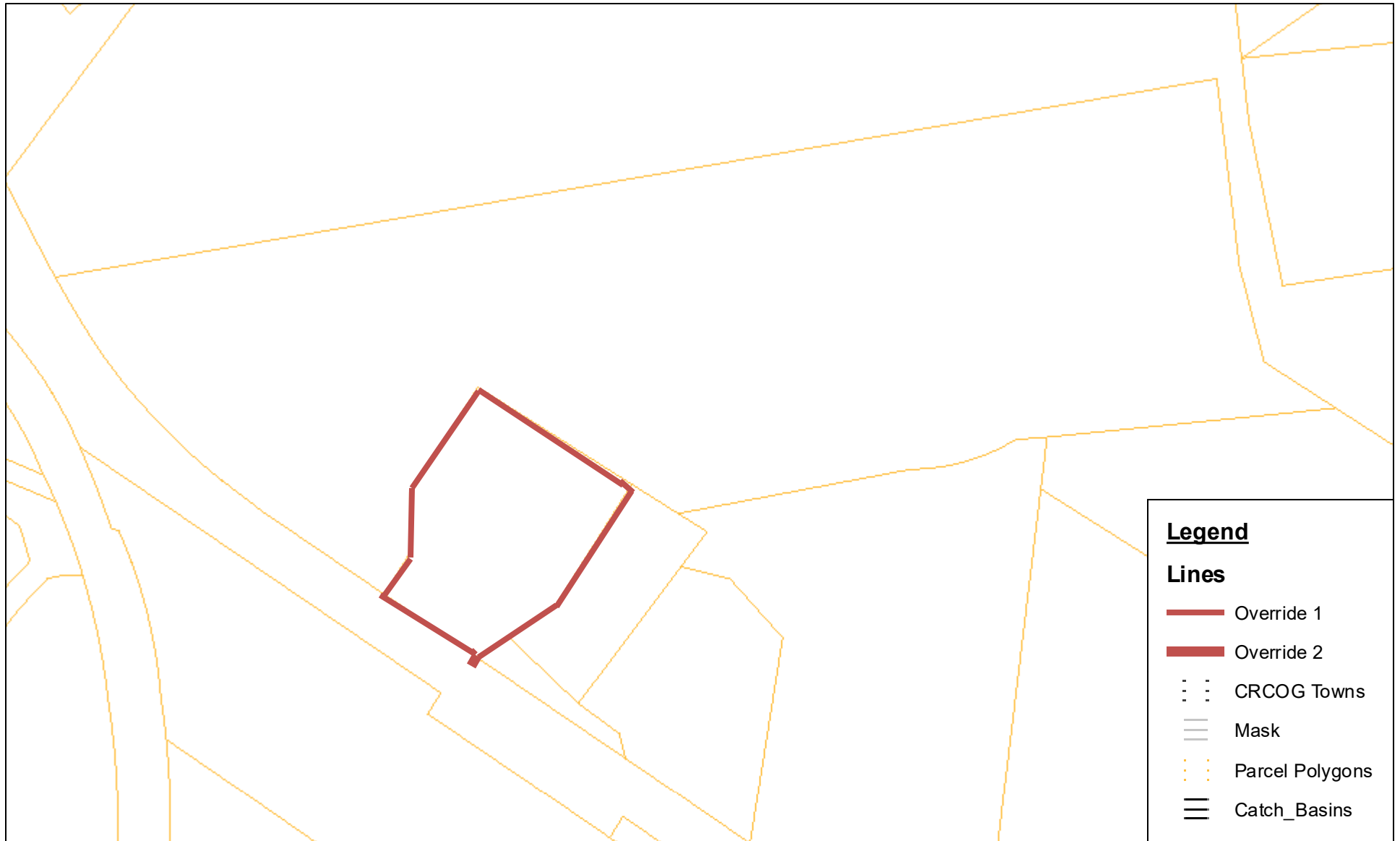
Thank you for considering the Town of Bolton's request.

Very truly yours,

Thomas Manning, chair
Bolton Planning and Zoning Commission



ArcGIS Web Map



CRCOG **CAPITOL REGION**
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Created: 1/3/2023



Town of Bolton

222 BOLTON CENTER ROAD • BOLTON, CT 06043

JAMES M. RUPERT
TOWN ADMINISTRATOR

02/03/23

To: Chairman Tom Manning and the Bolton PZC

From: James Rupert

Subject: 8-24 referral for 130 Hop River Road

Dear Chairman Manning and the members of the Bolton PZC,

On behalf of the Board of Selectmen I am requesting that you consider and act on an 8-24 referral for the property located at 130 Hop River Road. This site is owned by the Town of Bolton and will be the subject of some improvements in the future. The lot formerly had a single family home on it that was taken down many years ago. Our intention is to utilize an existing curb cut with the permission of CT DOT and make a parking area for a trail head. The driveway is proposed to be gravel with the exception of the apron. The driveway is proposed to lead to a gravel parking area for approximately ten cars and will be outlined with large stones or felled trees using natural materials from the site to the extent possible. We expect some limited signage identifying the location and that the parking area is closed at sunset.

Thank you for your consideration.

James Rupert
Town Administrator

From: Sara Trueax <notifications@branchcms.com>
Sent: Friday, January 13, 2023 12:47 PM
To: Palazzini, Danielle <dpalazzini@boltonct.org>
Subject: Email Popup Form Submission

New form submission on January 13, 2023

Name: Sara Trueax

Email: organizing@desegregatect.org

A copy of this form will be sent to your email as listed above.

Phone number: 8607787386

Message: Hello!

I'm not sure who to speak to regarding a request to present at an upcoming meeting—would you be able to help please? My name is Sara Trueax and I am an organizer with DesegregateCT. We are a pro-homes coalition of neighbors and nonprofits advocating for more equitable, affordable, and environmentally-sustainable land use policies in Connecticut, with a focus on expanding the diversity and supply of our housing.

I'm emailing today to request to be added to the agenda of an upcoming meeting with the Planning and Zoning Commission to present a short brief on our upcoming state-level proposal, Work Live Ride. It is a new and exciting direction for the state to assist local municipalities in building more homes near their public transportation and we think it could have a very positive impact on Bolton if passed into law. We're excited to speak with the Commission and residents to explain the proposal, answer questions, and take feedback.

Please let us know some possible dates and times that are available and we'll coordinate with our team to present. Thank you for the opportunity!

Sincerely and respectfully,

Sara

Attachment:

Contact name: Building and Land Use Department

Contact: ZHBhbGF6emluaUBib2x0b25jdC5vcmc=

▪

CONNECTICUT FEDERATION OF PLANNING & ZONING AGENCIES

790 Farmington Avenue, Building 2B

Farmington, CT 06032

cfpza@live.com

STEVEN BYRNE

Executive Director

Telephone: (860) 677-7355

PLEASE FORWARD THIS REGISTRATION MATERIAL TO YOUR LAND
USE AGENCY'S CHAIRPERSON.

RESERVATIONS MUST BE MADE THROUGH THE CHAIR BY NO
LATER THAN TUESDAY, MARCH 22, 2022.

PHONE: (860) 677-7355

EMAIL: cfpza@live.com

RESERVATION FORM ENCLOSED.

CONNECTICUT FEDERATION OF
PLANNING & ZONING AGENCIES

**CONNECTICUT FEDERATION OF PLANNING AND ZONING COMMISSIONS
74th ANNUAL CONFERENCE
AQUA TURF COUNTRY CLUB
PLANTSVILLE, CONNECTICUT**

February 2, 2022

Chairman of Planning and/or Zoning Commissions
and Zoning Boards of Appeal

RE: CFPZA Annual Conference – March 24, 2022

Dear Chairman:

I am writing to encourage you and your commission members to consider attending this year's Annual Conference of the Connecticut Federation of Planning and Zoning Agencies. The night is sure to be both enjoyable and informative. Part of the evening's program will be a presentation discussing Compliance with the 2021 Legislative Agenda. The 2021 Legislative Session saw the passage of numerous laws that directly affect planning and zoning agencies. Many of these new laws require action by agencies and impose new limitations on zoning authority. This year's presentation addresses accessory apartments, parking requirements, recreational marijuana, outdoor dining, affordable housing plan, special permits and the canceling of character, training for planning and zoning agency members, remote and hybrid public meetings, limits on application fees.

Public Act 21-29 now requires an educational component for all land use commission members. At a cost of only \$65.00 per individual, this conference is a cost-effective way toward satisfying this requirement while providing an opportunity to enjoy dinner and socialize with commission members from other towns.

In addition, Length of Service awards will be presented to commission members who have served in any capacity for 12 or 25 years. If you have a commission member who is eligible, please submit his or her name using the attached form.

I hope to see you and members of your commission at this worthwhile event!

Steven Byrne, Ex. Dir.
CT Fed. of Planning & Zoning Agencies

**CONNECTICUT FEDERATION
OF
PLANNING AND ZONING AGENCIES**



ANNOUNCES

ITS



74th ANNUAL CONFERENCE

THURSDAY, MARCH 24, 2022

AT THE

**AQUA TURF COUNTRY CLUB
PLANTSVILLE, CONNECTICUT**

**Cost: \$65.00 per person for Agencies that are members of the CFPZA
\$75.00 per person for Agencies that are not members of the CFPZA**

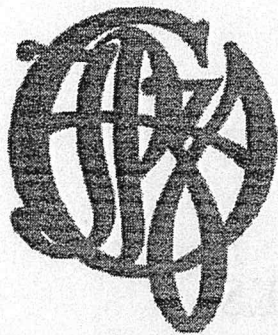
**The enclosed registration form must be received by the
Connecticut Federation of Planning & Zoning Agencies
by mail, or email no later than Tuesday, March 22, 2019**

790 Farmington Ave., Bld. 2B, Farmington, CT 06032

email: cfpza@live.com

Questions? Contact Steve Byrne at (860) 677-7355 or cfpza@live.com

More info on back →



CONNECTICUT FEDERATION OF PLANNING AND ZONING AGENCIES

74th ANNUAL CFPZA CONFERENCE

Aqua Turf Country Club

Plantsville, CT

Thursday, March 24, 2022

PROGRAM

- 5:00 p.m. **SOCIAL HOUR / REGISTRATION**
6:00 p.m. **DINNER**
Salad, Penne, NY Strip, Vegetables, Potato,
Dessert
7:15 p.m. **AWARDS PRESENTATION**
 - 12-Year Length of Service Awards
 - Lifetime Achievement Awards8:00 p.m. **TOPIC: Compliance with the 2021 Legislative Agenda**

The 2021 Legislative Session saw the passage of numerous laws that directly affect planning and zoning agencies. Many of these new laws require action by agencies and impose new limitations on zoning authority. This year's presentation addresses accessory apartments, parking requirements, recreational marijuana, outdoor dining, affordable housing plan, special permits and the canceling of character, training for planning and zoning agency members, remote and hybrid public meetings, limits on application fees.

Principal speaker:

Brian Miller, The Miller Planning Group, Wallingford, CT has over 40 years of planning experience, mostly in the Northeast with several years of experience in Colorado. His education includes a bachelor's degree in Economics from the University at Albany and a Master of Urban Planning from the University of Illinois. Before consulting, he served as the Director of Development Services for the Town of Berlin, Connecticut; Long Range Planning Manager for the City of Longmont, Colorado; and Economist with the New England Regional Commission. He was also a member of the Governor's Blue-Ribbon Task Force to study Affordable Housing, and is the former Chairman of the Cheshire, CT, Economic Development Commission.

DIRECTIONS TO THE AQUA TURF

I-84 EAST FROM WATERBURY – Merge onto I-169 E via Exit 27 toward Meriden. Take the CT-10 exit, EXIT 3, toward Cheshire. Turn left onto CT-10 (Highland Ave.). Continue to follow CT-10. Stay straight to go onto Old Turnpike Road. Turn right onto Mulberry Street. Aqua Turf, 556 Mulberry Street is on right.

I-84 WEST FROM HARTFORD – Take the CT-10 exit, EXIT 29, on the left toward Milldale. Stay straight to go onto Mulberry Street. Aqua Turf, 556 Mulberry Street is on right.

FROM I-91 OR THE MERRITT PARKWAY – Merge onto I-169 E via Exit 27 toward Meriden. Take the CT-10 exit, EXIT 3, toward Cheshire. Turn left onto CT-10 (Highland Ave.). Continue to follow CT-10. Stay straight to go onto Old Turnpike Road. Turn right onto Mulberry Street. Aqua Turf, 556 Mulberry Street is on right.

CONNECTICUT FEDERATION OF PLANNING AND ZONING COMMISSIONS
74th ANNUAL CONFERENCE
THURSDAY, MARCH 24, 2022
AQUA TURF COUNTRY CLUB
PLANTSVILLE, CONNECTICUT

REGISTRATION FORM

Agency Name _____ Town _____

Individual's names

Position

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Cost: \$65.00 per person for Agencies that are members of the CFPZA
\$75.00 per person for Agencies that are not members of the CFPZA

Number of Attendees _____ x \$65.00 or \$75.00 = \$ _____

Mail, fax or email this registration form to:

Connecticut Federation of Planning & Zoning Agencies
790 Farmington Avenue, Bld. 2B
Farmington, CT 06032
cfpza@live.com

Make checks payable to: "Connecticut Federation of Planning and Zoning Agencies."

Reservations must be received by Tuesday, March 22, 2022.

Cancellations will be accepted until noon on March 23, 2022 by calling CFPZA at (860) 677-7355. All reservations not properly cancelled must be paid for.

CONNECTICUT FEDERATION OF PLANNING AND ZONING COMMISSIONS
74th ANNUAL CONFERENCE
AQUA TURF COUNTRY CLUB
PLANTSVILLE, CONNECTICUT

Chairman of Planning and/or Zoning Commissions
and Zoning Boards of Appeal

RE: Length of Service Awards / Lifetime Achievement Awards

Dear Chairman:

Length of Service Awards will be presented at the Connecticut Federation of Planning and Zoning Agencies' Annual Conference on March 24, 2022, to those persons who have served 12 or more years as a member of a planning commission, zoning commission, planning and zoning commission or zoning board of appeals.

The twelve years of service may be a combination of time spent as a member of all four agencies. The twelve years, however, must be continuous from year to year.

Lifetime Achievement awards are presented to individuals who have served at least twenty-five (25) years in the area of land use, either as a member of a zoning agency or as staff or advisor to a zoning agency. Please contact Steven Byrne at (860) 677-7355 or by email (cfpza@live.com) if there is an individual you believe should be considered for this award.

All nominations should be sent to the following address:

The Connecticut Federation of Planning and Zoning Agencies
790 Farmington Ave., Building 2B
Farmington, CT 06032

The nominations can also be sent by email at cfpza@live.com.

Please note that individuals who have received these awards in the past are not eligible to receive them again.

All nominations for awards must be returned no later than **March 18, 2022**.

NOMINATION FORMS ATTACHED

**TWELVE YEAR
LENGTH OF SERVICE AWARD
NOMINATION FORM**

1. Name of Agency _____ Town _____

2. Name and home address of Lifetime Achievement Award candidate:

Name: _____

Home Address: _____

3. Contact information for person(s) making this nomination.

Name	Home Address	Home/Business Phone
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4. Name and address of individual to send congratulation letter confirming award:

5. Length of Service: List below the names of agencies and dates served. Length of service must be continuous and total 12 years. It may, however, consist of time spent on a planning commission, zoning commission, combined commission and/or zoning board of appeals. Time spent as an alternate member is valid.

**Individuals who have received this award previously ARE NOT eligible to receive it again.
Please call (860) 677-7355 or e-mail cfpza@live.com to inquire about members who may
have previously received an award.**

***LIFETIME ACHIEVEMENT AWARD
NOMINATION FORM***

1. Name of Agency _____ Town _____

2. Name and home address of Lifetime Achievement Award candidate:

Name: _____

Home Address: _____

3. Contact information for person(s) making this nomination.

Name	Home Address	Home/Business Phone
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4. Name and address of individual to send congratulation letter confirming award:

5. Lifetime Achievement: List below the names of agencies and dates served. Length of service must be continuous and total 25 or more years. It may, however, consist of time spent on a planning commission, zoning commission, combined commission and/or zoning board of appeals. Time spent as an alternate member is valid. This award is also open to individuals who have served part or all of the above time as professional staff to one or more of the above-mentioned agencies.

**Individuals who have received this award previously ARE NOT eligible to receive it again.
Please call (860) 677-7355 or e-mail cfpza@live.com to inquire about members who may
have previously received an award.**

A brief biographical paragraph to be read at the presentation ceremony is requested.