

BOLTON PLANNING & ZONING COMMISSION
REGULAR MEETING AGENDA
7:30 PM, WEDNESDAY, FEBRUARY 14, 2018
BOLTON TOWN HALL, 222 BOLTON CENTER ROAD

RECEIVED

FEB 09 2013

Town Clerk of Bolton

1. Call To Order
2. Approval of Minutes:
January 10, 2018 Regular Meeting Minutes
3. PUBLIC HEARINGS (begin at 7:45pm)
 - a. *APPLICATION*: SPECIAL PERMIT APPLICATION: Office Building, 7 Loomis Road, MTS Builders, Inc.
4. Residents' Forum (Public Comment for items *NOT* on the agenda)
5. Staff Reports
6. Old Business
 - a. *DISCUSSION/POSSIBLE DECISION*: SPECIAL PERMIT APPLICATION: Office Building, 7 Loomis Road, MTS Builders, Inc.
 - b. *DISCUSSION*: Temporary Health Care Structures ("Granny Pods")
 - c. Other
7. New Business
 - a. Other
8. Correspondence
9. Adjournment

Bolton Planning & Zoning Commission
Regular Meeting
7:30PM, Wednesday, January 10, 2018
Bolton Town Hall, 222 Bolton Center Road
Minutes & Motions

RECEIVED
 JAN 18 2018
 Town Clerk of Bolton

Members Present: Adam Teller, Christopher Davey, Benjamin Davies, Arlene Fiano, Neal Kerr, Thomas Robbins, and Alternates Thomas Manning (Seated for James Cropley) and Marilee Manning

Members Excused: Jim Cropley and Alternate Rodney Fournier

Staff Present: Patrice Carson, AICP, Consulting Director of Community Development, Jim Rupert, Building Official, Kelly Martin, Recording Secretary

1. **Call to Order:** A. Teller called the meeting to order 7:30pm.
2. **Approval of Minutes:** N. Kerr noted that he was present during the meeting but marked as excused.
 - A. Teller requested alternates be added and paragraph 2 to reflect that the email that was read was received by Richard Treat.
 - A. Fiano noted that T. Manning was seated for B. Davies. She also requested that the wording in 5.b. be cleared up. J. Rupert noted that the person who submitted the application was separate from the one who leased the space. A. Teller requested that the wording would read other applicant to previous applicant and that names and titles are added under submission.
 - A. Fiano moved to approve the minutes as amended. C. Davey seconded. Vote 5:0:1 (Davies). Motion carried.
3. **Report of the Zoning Enforcement Officer:** J. Rupert reported on upcoming and current events. He noted that progress was made with the construction business on Clark Road which exceeded the allowance of vehicles and personnel on the property. The land owner has purchased property in Andover and has begun to move equipment to that property with an expected completed date of one to two weeks. Another issue that the department is working on is signage for liquor stores.
4. **Residence Forum (Public Comment for items *Not* on the agenda):** No public comment.
5. **Public Hearings**
 - A. **Application: Modification of Special Permit, Office/Retail Shop/Open Lot Sales, 310 Hop River Road, Michael R. Martin (#PL-14-6):** Andrew Bushnell represented the applicant and presented certified mail receipts required for the application. A. Bushnell presented a visual of the land in reference to the application. He confirmed that approval was received by Wetlands. There is a building on the lot that was previously used as a daycare. There is also a trailer that was used as a food vendor which was seasonal. The proposal requests to use the existing building for a real estate office as well as an office for MM Electrical (applicant's electrical business). The shed that is placed on the property will be used in conjunction with both businesses. A portion of the lot to the east will be used as a display for landscape business. There will also be the sale of split firewood and sawed lumber. The display area will include five prebuilt sheds, seasonal agriculture, retaining walls, patio pavers and possibly Christmas tree sales. There will be three parking spaces dedicated to the display area. Permission from Wetlands was granted to make

improvements on the existing shed to make it more structurally sound. Fourteen parking spaces will be associated with the building, one handicap as per regulation. There is onsite well and septic. An application will be made for a new sign to be placed at the front of the property as shown on the plan. The soil disturbance will be the five pads for the sheds which will stand 16X16 with 3¼ crushed stone. The water will be able to run off the roofs and onto the stone then filtrate back into the ground. The lot is zoned GB.

A. Teller asked where the septic system was located on the property. A. Bushnell noted that it was not located on the map. J. Rupert commented that the daycare was heavily used and there were two wells originally on the property but one has since been abandoned. He located where on the map they were placed.

A. Teller asked if there was any concern about the access to the site from Route 6. J. Rupert noted that the business will most likely have more employees than patrons visiting the site which means traffic isn't an issue. A. Bushnell noted that there are significant driveway openings and the proposal doesn't ask for any new curb cuts.

C. Davey asked if the firewood would be split onsite. Michael Martin (applicant, MM Electric) noted that the wood would be split off site.

A. Teller asked if there was a need for new lighting. P. Carson noted that the business doesn't intend to operate at night.

A. Fiano noted there was a newly built stone wall in a photo which was in the State ROW. A. Teller noted that the wall isn't located on the property map. J. Rupert noted that the wall needs to be moved out of the ROW and to an approved area. A. Teller noted his concerns stating that the closer it is moved to the parking area, the more likely someone will back into it. If it is moved closer to the building, the more it imposes a traffic issue. If it is for display then it shouldn't be placed in the front of the property and needs to be moved to the display area. P. Carson noted if he wants to leave the wall where it is then he will need an encroachment permit from DOT.

A. Fiano made a motion to close the public hearing (8:14pm). N. Kerr seconded. Vote 7:0:0. Motion carried.

6. Old Business

A. *Discussion/Possible Decision: Modification of Special Permit, Office/Retail Shop/Open Lot Sales, 310 Hop River Road, Michael R. Martin (#PL-17-6)*

T. Manning made a motion to approve Michael R. Martin's Special Permit for office in the existing building and open lot sales, application #PL-17-6, in accordance with the plans submitted as "Plan Prepared for Michael Martin LLC, 310 Hop River Road, Bolton, CT" (1 sheet), dated: 12/7/2017, no revisions, which is conditioned on the following:

1. The applicant shall have the two stone pads on the easterly side of the lot staked by a licensed land surveyor prior to construction to ensure no encroachment into the side yard setback.
2. The Commission's approval letter with conditions shall be placed on the mylars to be recorded in the Office of the Town Clerk.
3. This approval is subject to compliance with any comments or requirements of the Health District, Fire Marshal, and the Town Engineer.
4. All appropriate seals and signatures of the design professionals responsible for this plan shall be placed on the plans before recording.

5. An Erosion Control Bond of \$630.00 shall be posted as part of the permit process prior to any work commencing on the site.
6. The stone wall shown in the State ROW shall be removed and placed in the display area or approved area by staff as a minor modification.

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

A. Fiano seconded. A. Teller commented that the site did have and has violations of the existing plan and things were done before the application was made. As a general rule the commission isn't supposed to approve an application where there are violations. The site doesn't look great now so this plan would be an improvement, so this case was different. He wished the applicant well. However, he told the applicants not to be in violation again. Vote 7:0:0. Motion carried.

B. Review/Discussion: 2017-2018 Priorities List

P. Carson explained the Priorities List is the PZC's progress throughout the year, set in January and reviewed in June. The Commission discussed the List with staff, made some changes, and asked the staff to update and redistribute the List.

C. Other: None

7. New Business

A. Special Permit Application: Office Building, 7 Loomis Road, MTS Builders, Inc. (#PL-18-1)

P. Carson advised that the next hearing date is February 14th. There is one applicant scheduled.

C. Davey made a motion to accept the application and schedule a public hearing for February 14, 2018 in the Town Hall beginning at 7:45pm. T. Robbins seconded. Vote 7:0:0. Motion carried.

B. Other: P. Carson said the Aquifer Protection Commission will meet on February 10, 2018, at 7:30pm to renew the Aquifer Protection Applications.

8. Correspondence: None

9. Adjournment: A. Fiano made a motion to adjourn at 9:30pm. N. Kerr seconded. Vote 7:0:0. Motion carried.

Respectfully submitted,



Kelly Martin, Recording Secretary

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



Town of Bolton

222 BOLTON CENTER ROAD • BOLTON, CT 06043

Date: January 30, 2018

To: Planning & Zoning Commission

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

Subject: MTS Builders Inc.'s Special Permit appl. (8B.2.b) for a 6000 sq.ft. Office (Loomis Commons) at 7 Loomis Road

INFORMATION

Application No.: VP#PL-18-1

Application Date: January 2, 2018

Receipt Date: January 10, 2018

Public Notification: Published in the *Hartford Courant* February 2, 2018 & February 9, 2018

Public Hearing Date(s): February 14, 2018

Applicable Sections: Sections 8B.2.b

Applicant: MTS Builders Inc.

PROPOSAL / EXISTING CONDITIONS/BACKGROUND

Applicant, MTS Builders Inc., of 9 Abbe Road, Manchester, is seeking a Special Permit for a 6,000 square foot office building on a 1.13 acre subdivision lot (#1 Brook Hollow Subdivision) at 7 Loomis Road.

Located on the south side of Loomis Road, one lot in east of West Street, the property is zoned NB and is surrounded by NB Zone on all sides including across the street. Currently the property is vacant. The Brook Hollow Subdivision created this lot and there was a smaller commercial development proposal previously approved for the site. There are no wetlands on the property and no activity is proposed within 100 feet of wetlands or watercourses, so no Inland Wetlands Permit is required. The Inland Wetlands Agent has reviewed the application for the project and does have some comments which are attached.

The applicant and his design professionals met with town staff to discuss the overall concept plan, architectural plans and site development plan. The application appears to have addressed most of the concerns brought up during that meeting.

REPORTS RECEIVED

- Site Plan Checklist - completed
- Project Narrative/Statement of Use
- Review email from Lance Dimock, DPW with no concerns
- 10/19/17 WUCC approval to form a new CCPN for a Public Water System
- 01/11/18 Public Health Code review email from Holly Hood, Sanitarian II with 2 conds
- 01/16/18 review email from Barbara Kelly, Inland Wetlands Agent with comments
- 01/24/18 review letter from Joseph Dillon, PE with 6 issues to address
- 01/30/18 review email from James Rupert, Building Official/ZEO with 5 comments
- 01/30/18 review email from James Rupert, Acting Fire Marshal with 3 comments

ADDITIONAL INFORMATION RECEIVED

- E&S Cost Control Bond Estimate
- Site Improvements Bond Estimate
- Abutters List
- Drainage Report
- 10/11/17 Site Development Plan & Details
- Architectural Floor Plans & Elevations
- Warranty Deed
- Engineering & Legal Review Fee of \$2,000

STAFF ANALYSIS

The plans appear to meet Town Regulations if the following items are adequately addressed and may require additional information:

- Lighting Detail (fixtures & cut sheets) and Isometric map/lighting plan needs to be submitted.
- A Landscaping Plan in accordance with the Town Engineer's comment #2 needs to be submitted.
- The plan needs to show a dumpster location with required screening.
- The Brook Hollow Subdivision Map SE244 shows a vegetative screen along the southern property line which is "to be installed at the time of development of this parcel". This screen needs to be added to the plans with details of what will be planted as the vegetative screen along the southern property line.
- The Brook Hollow Subdivision Map also required rain gardens to be incorporated in the development of each lot and a detail sheet/plan view or the rain gardens was included on Sheet 8 of the subdivision plan. This should be reviewed with the Town Engineer, Wetlands Agent and the Commission.
- Section 16A.3.x. - Buildings and Structures: Architectural and Design Requirements & Section 16B.4.l. - Architectural Character, Historic Preservation, Site Design. The

Commission needs to determine if the design of the proposed building is adequate to meet these standards. If the Commission's intention along this corridor is to preserve the residential-type character and create transitions to existing residential neighborhoods, this site appears to accomplish that. Staff feels the applicant has paid particular attention to blend the appearance of the structure to keep its look unobtrusive to the neighborhood.

- Section 16A.4.d. - Notices - Statutory notices have been published, and the applicant has been provided with abutter notices and a sign for posting. The applicant needs to provide certificate of mailing for abutters notices and an affidavit for the posting of a sign.
- Staff would recommend the building owner of 7 Loomis Road consider working with the Town of Bolton and Mr. Pesce to potentially work toward installing a dry hydrant in the small pond on the adjacent parcel. The pond has been identified by the Town as a key location for the establishment of a water supply to enhance fire protection in that area of Town which would include improvements on 7 Loomis Road.

STAFF RECOMMENDATION

The staff has determined that:

- the application is complete
- the application complies with Town Regulations subject to conditions set forth in the staff reports received
- the use is compatible with other uses in the neighborhood, and is in keeping with the zone in which it is located.

Staff recommends approval of the Special Permit application, subject to conditions set forth in the staff reports received (below) that the Commission determines have not been addressed.

From: Rupert, Jim
Sent: Tuesday, January 30, 2018 1:01 PM
To: Carson, Patrice
Cc: boltonchief34@gmail.com
Subject: FM Review 7 Loomis

Patrice,

Here are the Fire Marshal comments for the 7 Loomis Road site plan. Prior to providing these comments I have discussed this review with Chief Dixon.

The site address should be readily identifiable when approaching it from either direction on Loomis Road.

Each suite should be easily identifiable with signage of sufficient size and location to be readily identifiable to first responders. Such signage should be consistent in style, size, shape and location on the structure.

We would recommend the building owner consider working with the Town of Bolton and Mr. Pesce to potentially work toward installing a dry hydrant in the small pond on the adjacent parcel. The pond has been identified by the Town as a key location for the establishment of a water supply to enhance fire protection in that area of Town which would include improvements on 7 Loomis Road.

Respectfully submitted,

James Rupert
Acting Fire Marshal

From: Rupert, Jim
Sent: Tuesday, January 30, 2018 12:37 PM
To: Carson, Patrice
Subject: 7 Loomis

Patrice,

It was great to have the opportunity to review the site plan for 7 Loomis with you the other day. The items we discussed are as follows;

A lighting plan. The lighting plan is important not only from a PZC perspective but ultimately to make certain that minimum lighting levels are achieved in the parking / pedestrian areas.

Location for dumpster placement.

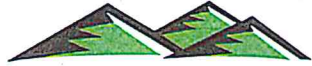
Are bollards necessary to protect porch posts?

While the ANSI A117 document permits the sharing of hatch marking for accessible spaces there is a State amendment to that code that does not permit sharing for van and car accessible spaces. The amendment is ANSI A117 section 502.4.1. Since one of the spaces does need to meet the requirements for van accessibility the only way to share hatch marking would be to have two van accessible spaces.

Ultimately the slope and cross slope of the accessible spaces and the accessible route needs to be readily identifiable. There is a substantial change in elevation between the parking area and the finished floor height as well as a curb but no curb ramp or other accessible route is apparent.

Respectfully,

James Rupert
Building Official/ZEO



Eastern Highlands Health District

4 South Eagleville Road Mansfield, CT 06268 * Tel (860) 429-3325 * Fax (860) 429-3321 * www.ehhd.org

PLAN APPROVAL MEMO

January 11, 2018

Mike Bugnacki
MTS
Manchester, CT 06040

Re: Subsurface Sewage Disposal System Plan for: commercial building (office) with a public water supply
Address: 7 Loomis Bolton CT
Plan Designed by: Mark Reynolds, PE
Plan Date: 10/11/2017, **Latest Revision Date:**

Dear Mike Bugnacki:

The above referenced plan has been reviewed for compliance with the Connecticut Public Health Code and Technical Standards. **The plan is approved with the following conditions:**

1. There is no guaranteed or implied perpetual approval for this plan. This subsurface sewage disposal system design and well location plan is approved based on the conditions depicted on the plan and the requirements of the Public Health Code and the 2015 Technical Standards in effect at the time of our review.
2. CT DPH approval of the water supply (Ph. 1A+1B) is required prior to EHHD approval of the building permit application.

Please note that this plan approval is not an approval to construct the sewage disposal system.

If not already done, a completed application and fee for the Permit to Construct the Sewage Disposal System must be submitted to the health district for review and approval. The permit will be approved when all above noted conditions of approval have been met.

If you have any questions, please call the health district office at 860-649-8066 ext 6108.

Sincerely,

Holly Hood, RS

Holly Hood
Sanitarian II

Cc:Mark Reynolds, PE

From: Kelly; Barbara

Sent: Tuesday, January 16, 2018 6:16 PM

To: Carson, Patrice; jdillon@nlja.com; hhood contact; Hood, Holly; Rupert, Jim; Dimock, Lance

Subject: RE: Special Permit Application Review - 6,000 sq ft Office Building at 7 Loomis Road (Loomis Commons), MTS Builders, Inc.

Hi Patrice,

No activity is proposed within 100 feet of wetlands or watercourses...so no Inland Wetlands Permit is required.

Other comments follow.

Brook Hollow Subdivision Map SE244 shows an 800 square foot building with 5 parking spaces. It also shows a vegetative screen along the southern property line. The new plans show a 6,000 square foot building with 30 parking spaces and no screen along the southern property line.

Currently the site drains in a broad sheet flow toward the southeast.

Plans show a stormwater retention area on the east side of the parcel.

*The proposed overflow spillway directs a concentrated flow east, in the general direction of a building on the adjoining property. Would a drainage easement be necessary? Could the spillway be constructed to direct flows southeast?

*Details for the retention area should be provided – planting info, maintenance, details for the stone berm (denser core?) and spillway (elevation of the top?).

Please let me know if you need any more information.

Take care,
BK

*Barbara Kelly, Agent
Inland Wetlands Commission
Town of Bolton
860.649.8066, x6113
barbara.kelly@boltonct.org*

Nothing that concerns me.

Thank you

Lance Dimock



Jacobson

January 24, 2018

Ms. Patrice Carson, AICP
Director of Community Development
Town Office Building
222 Bolton Center Road
Bolton, CT 06043

Re: Loomis Commons 7 Loomis Road
Site Plan Review
Land Use#: TPL-18-1
NLJA #0968-0039

Dear Ms. Carson:

As requested, we have reviewed the following information received for the subject project at our office through January 12, 2018:

- Item 1: Set of three (3) drawings entitled "Loomis Commons, 7 Loomis Road, Bolton, CT 06043", scales as noted, dated: 10-11-2017, prepared by Rob Hellstrom Land Surveying, LLC and Reynolds Engineering Services, LLC.
- Item 2: Bolton Planning and Zoning Commission Application for Special Permit, Site Plan review or Modification of a Previously Approved Application dated 11-14-17, accompanied by Checklist for Site Plan Review, Statement of Use, Certificate of Convenience and Public Necessity for a Public Well, Warranty Deed, Property Owners within 500', Bond Estimate, Final Drainage Design Report.

The subject application proposes to construct a 6,000 s.f. professional office building with 30 paved parking stalls, associated stormwater measures, a well and septic system.

We have the following comments:

1. The overflow spillway for the proposed stormwater retention area is located within two feet of the property line to the east. The overflow spillway should be relocated to the south end of the retention area. An easement to discharge to the adjoining property may be necessary.
2. In accordance with Section 16A.2.c.9.g of the Town of Bolton Zoning regulations, provide a schedule of new plant materials to be used by botanical name, size and spacing, and size at maturity.

Nathan L. Jacobson & Associates, Inc.
Nathan L. Jacobson & Associates, P.C. (NY)
86 Main Street P.O. Box 337 Chester, Connecticut 06412-0337
Tel 860.526.9591 Fax 860.526.5416

Consulting Civil and Environmental Engineers Since 1972

Application Review VP#PL-18-1, 7 Loomis Road, January 30, 2018



Jacobson

Ms. Patrice Carson, AICP
Director of Community Development
Re: Loomis Commons
7 Loomis Road Site
Plan Review
Land Use#: TPL-18-1
NLJ #0968-0039

January 24, 2018

Page 2 of 2

3. Concrete filled pipe bollard should be placed around the proposed well along the west side of the building.
4. The Handicap Parking Sign with Bollard detail should include a separate "Van Accessible" sign immediately below the "Handicapped Parking Sign".
5. We would recommend that an isometric lighting plan be submitted as part of this site plan application.
6. The Development Schedule as shown on Sheet 3 of 3 should be amended to include "Strip & Stockpile Topsoil" to immediately follow Install Sediment and Erosion Control Structures. Add "Construct Stormwater Basin" and "Construct Building" respectively, prior to Install Pavement and Curbing.

Should you have any questions, please feel free to contact our office.

Very truly yours,

NATHAN L. JACOBSON & ASSOCIATES, INC.


Joseph M. Dillon, P.E.

JMD:jmd

cc: Joyce Stille
James Rupert Lance
Dimock Michael
Bugnacki File