

BOLTON PLANNING & ZONING COMMISSION  
REGULAR MEETING AGENDA  
7:30 PM, WEDNESDAY, July 11, 2018  
BOLTON TOWN HALL, 222 BOLTON CENTER ROAD

RECEIVED

JUL 06 2018

Town Clerk of Bolton

1. Call To Order
2. Approval of Minutes: June 13, 2018 Regular Meeting Minutes
3. Residents' Forum (Public Comment for items *NOT* on the agenda)
4. Staff Reports
5. Old Business
  - a. *DISCUSSION/POSSIBLE DECISION*: Site Plan Application to Remodel/Update Fuel Station/Convenience Store, 1135 Boston Turnpike (Valero Station), Boston Turnpike Enterprises, LLC (#PL-18-2)
  - b. General Discussion/Review of Possible Amendments to the Zoning Regulations (time permitting)
  - c. Other
6. New Business
  - a. 8-24 Referral – Expansion of Town Garage
  - b. *SPECIAL PERMIT APPLICATION*: Assembly of Cabinets & Showroom, 25 West Street, Dean Cabinetry (#PL-18-3)
  - c. Other
7. Correspondence
8. Adjournment

**BOLTON PLANNING & ZONING COMMISSION**

RECEIVED

**Regular Meeting**

**7:30PM, Wednesday, June 13, 2018**

**Bolton Town Hall, 222 Bolton Center Road**

**Minutes & Motions**

**JUN 22 2018**

Town Clerk of Bolton

**Members Present:** Chairman Adam Teller, Arlene Fiano, Rodney Fournier (alternate), Marilee Manning (alternate), Thomas Manning (alternate), Thomas Robbins

**Members Excused:** James Copley, Neal Kerr, Benjamin Davies, Christopher Davey

**Staff Present:** Patrice Carson, AICP, Director of Community Development, Yvonne Filip, Recording Secretary. Jim Rupert (arrived at 7:36)

**1. Call to Order:**

Chairman A. Teller called the meeting to order at 7:31 p.m.

T. Manning was seated for J. Copley; M. Manning was seated for N. Kerr; R. Fournier was seated for C. Davey until his arrival.

A. Teller received consensus from the Members to move item 6a to top of agenda.

After hearing item 6a the Chairman received consensus to move to item 3 - Residents' Forum.

**2. Approval of Minutes:**

Corrections:

Approval of Minutes - change to Vote 4-0-3 (Davies, Kerr, Robbins abstained) Approved

**A. Fiano moved** to approve the minutes of the May 9, 2018, regular meeting, as corrected. **M. Manning seconded.** Vote 5-0-1 (Fournier abstained) Approved

**3. Residents' Forum:**

None

**4. Staff Reports:**

P. Carson stated the PZC should have received email notification of a combined board meeting to be held next week at 7:00 p.m. at the Town Hall. Please let K. McCavanagh know if you cannot attend.

J. Rupert reported that several administration zoning approvals for pools, decks, propane tanks, and accessory structures. The 65 Shoddy Mill Road enforcement issue has been referred to the Town Attorney. There is positive movement on the Stony Road dumping - the owner intends to have the debris cleaned up by the end of June.

**5. Old Business:**

**a. Discussion: Site Plan Application to Remodel/Update Fuel Station/Convenience Store, 1136 Boston Turnpike (Valero Station), Boston Turnpike Enterprises, LLC (#PL-18-2)**

P. Carson stated that the signs were posted four days ahead of the meeting per the standard of when there is not a public hearing. The completed checklist for site plan review and special permit applications were provided to the PZC. A new set of plans were received this afternoon; these were distributed to the Members. Staff has made a cursory review and noted a few items that still need to be addressed. These are detailed in the emails between P. Carson, J. Dillon, and J. Rupert dated June 13, 2018, which were provided to the PZC. The fencing has been corrected at the site per the screening requirement.

P. Carson advised the Commission to review the architectural plan as there are some design changes. The elevation plan was reviewed. The footprint is increase slightly on one corner. The PZC did not feel the style differs greatly and it is an improvement on the building.

The Inland Wetland Agency must make a decision on the Site Plan before the PZC can act. This is a State requirement. The applicant, Salem Mehar, asked if the PZC can provide approval with conditions that all Staff requirements be satisfied. A. Teller reiterated that a decision from IWA must be rendered first.

This item will be on the July meeting agenda.

A. Teller asked for and received consensus from the Members to move item 5b to the bottom of the agenda, as time permits, before Staff must leave.

**b. General Discussion/Review of Possible Amendments to the Zoning Regulations (time permitting)**

**c. Other**

None

**6. New Business**

**a. Request from Bolton Land Trust for Letter of Support to acquire Land Owned by 89 Church Street Realty**

Tony Gorman, 22 West Street - representing the Bolton Land Trust and is seeking a letter of support from the PZC for a 50/50 grant to purchase 68 acres on Brandy Street that abuts the Lombardi Preserve. The property will also fit into the long term plan to connect open space to Heritage Farm. The organization that will award the grant money wants to see whole-hearted community support for the purchase. The Land Trust has already received letters in support from the Conservation Commission, the Inland Wetlands Agency, and the Board of Selectman.

Carson provided the Members with a copy of the property card and an open space map that outlines the piece in red. This is an appropriate piece of land to be added to the open space in town as explained by Tony. The open space goal is 20%. Although it will be removed from the tax record, it will provide community space. The property is not buildable. No cost from the Town.

Sandra Pierog, First Selectman, stated it is a priority piece along the Rochambeau Route. S. Pierog stated that this property adds \$268 to the tax rolls; the assessment is slightly higher than \$6,000, therefore, removing the property from the tax rolls is not significant.

**T. Manning moved** to support sending the letter as submitted in support of the Land Trust's grant application. **A. Fiano seconded.** Vote 6-0-0 Approved

**b. Discussion/Possible Decision: Request for Minor Modification of Approved Special Permit for Dentist's Office at 1100 Boston Turnpike (Rosenlicht Property), Bolton Cosmetic & Family Dentistry, Modification of Approved Berm (#PL-17-3)**

J. Rupert, ZEO, was unclear if he should address the change as a minor modification. From a technical perspective J. Rupert along with town staff is capable of managing the issue. The concern is because this permit went to a public hearing with neighbors and Commission members speaking out during regarding the berm and drainage during the hearing. The contractor is concerned that creating a swale on the uphill side as approved could damage tree roots that create the vegetative buffer to the neighbor to the West. Also, they were concerned about the maintenance of the swale that could have water backing up behind their properties. However, currently the water moves away and downhill from the abutting properties.

A. Teller was contacted for his opinion, but felt the Commission should provide direction. The applicant has asked to shift to berm to the East and modify the end based on the actual field conditions. The berm shift would move it one to two feet easterly from the current design. The berm is on the West side of the propter and runs north to south. The berm would remain at the proposed height and trees would be planted at the top of the berm. The Inland Wetlands Agent feels she can approve this as a minor modification; she feels this is a favorable change. J. Rupert has heard from one of the neighbors about this change; that person was representing a couple of the abutting properties. The property owner has not been heard from.

A.Teller stated that the PZC has confidence that this minor modification is within his discretionary ability. When the abutting property owners and the owner of this property are heard from, the decision can be made. If there is a strong objection, the matter should be sent back to the PZC. The applicants impatience in having the matter decided upon is no reason to lower Staff's standards.

**c. Other**

T. Manning attended the Regional Disaster Planning meeting; Maryellen Kowelski is retiring.

A. Teller noted that a Charter Study Committee is being convened. There are seven people on the committee, including A. Teller. This is not a Charter Revision Committee. The last Charter Review group found that a charter revision was not necessary; their recommendation was to clean up some language.

**7. Correspondence**

None

P. Carson stated that if the Members are reviewing the zoning regulations and find possible amendments to please send them to Staff.

**8. Adjournment:**

**A. Fiano moved** o adjourn the meeting at 8:16 p.m. **R. Fournier seconded.** Vote 6-0-0

Approved

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.*

Vol 715/18  
CK # 4117  
\$ 485.00



# Town of Bolton

PL-18-3

*original signature*

222 BOLTON CENTER ROAD • BOLTON, CT 06043

## BOLTON PLANNING AND ZONING COMMISSION

### APPLICATION FOR SPECIAL PERMIT, SITE PLAN REVIEW OR MODIFICATION OF A PREVIOUSLY APPROVED APPLICATION

1. Application Title: 25 West Street

2. Check all that apply:

- Special Permit Application     Modification of an Approved Special Permit Application\*
- Site Plan Review Application     Modification of an Approved Site Plan Review Application\*
- Minor Modification by Commission or Land Use staff

\* The Commission may require a new application if the proposed modification significantly alters the previously approved application.

3. Street Address of subject property 25 West Street

4. Deed Reference (Bolton Land Records) Volume 141 Page 388

5. Assessor's Records Reference: Map # 14; Block # \_\_\_\_\_ Parcel / Lot # 14

6. Current zone(s) of subject property NB Acreage: 7.25

7. In Aquifer Protection District? Yes \_\_\_\_\_ No X

8. In FEMA Flood Area? Yes \_\_\_\_\_ No X

9. Wetlands Application Required? Yes \_\_\_\_\_ No X

10. Applicant(s) JAKEE, LLC

Address 102 South Road, Bolton, CT Zip 06043

Phone # 860-805-0502 Fax # \_\_\_\_\_ E-mail DeanCabinetry@

11. Owner(s) of subject property Swanson Holdings, LLC shcglobal.net

Address 1 Jefferson Crossing, Farmington, CT Zip 06032

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_ E-mail \_\_\_\_\_

12. Official Contact / Representative regarding this Application: John Dean

Address 102 South Road, Bolton CT Zip 06043

Phone # 860.805-0502 Fax # \_\_\_\_\_ E-mail \_\_\_\_\_

13. Project Engineer: N/A

Address \_\_\_\_\_ Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_ E-mail \_\_\_\_\_

14. Project Architect: N/A

Address \_\_\_\_\_ Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_ E-mail \_\_\_\_\_

15. Other Experts Retained by Applicant: N/A

16. Briefly describe the proposed use of the subject property. Provide greater detail in Project Narrative.

We would like to relocate our business to this location. We are currently at 263 Boston Turnpike, Bolton, CT

17. Square footage of new / expanded space: 16,000 # of new parking spaces None

18. List the Section(s) of the Zoning Regulations under which application is made: \_\_\_\_\_

8B.2.B.17

19. Provide all the applicable items for a complete application including a completed Checklist for Site Plan Review and Special Permit Applications. A completed checklist must be provided to comprise a complete application.

20. Applicant's Endorsement:

I am a willful participant and fully familiar with the contents of this application.

Signature [Signature] Date 6/25/18

21. Owner's Endorsement:

I am a willful participant and fully familiar with the contents of this application.

Signature [Signature] Date 7/2/18

**NOTE: If there are any material changes to this application, the Applicant shall immediately notify the Town Staff in writing.**

**Applicants may be subject to Supplemental Review fees to defray the cost of Professional Review Services such as engineering or legal reviews.**

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**For Town Use Only**

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Base Fee Paid \_\_\_\_\_ Check # \_\_\_\_\_

Date application received by Inland Wetlands Commission (if applicable) \_\_\_\_\_

Date of Inland Wetlands Commission action (if applicable) \_\_\_\_\_

Date application received by Planning and Zoning Commission \_\_\_\_\_

Date of public hearing (if required) \_\_\_\_\_

Date of Planning and Zoning Commission action \_\_\_\_\_

Date of newspaper publication of Planning and Zoning Commission action \_\_\_\_\_

Summary of Planning and Zoning Commission action \_\_\_\_\_

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**Revised March 11, 2009**

**Revised May 23, 2011**



**BOLTON PLANNING & ZONING COMMISSION  
CHECKLIST FOR SITE PLAN REVIEW (§ 16A)  
AND SPECIAL PERMIT (§ 16B) APPLICATIONS  
March 11, 2009; revised May 23, 2011**

THIS CHECKLIST MUST BE COMPLETED BY THE APPLICANT OR AN AUTHORIZED REPRESENTATIVE AND SUBMITTED WITH THE APPLICATION.

The Planning and Zoning Commission will use this checklist in determining the completeness or incompleteness of the application. The applicant is responsible for providing all the applicable information on this checklist. The applicant is encouraged to provide any additional information to clearly present a proposed activity and its potential effects on the community. The Commission may require additional information not included in this checklist to determine compliance with the regulations.

AN APPROVAL OF AN APPLICATION COULD BE DENIED IF AN APPLICATION LACKS SUFFICIENT INFORMATION.

Some of the items below are essential for any application while others may not be applicable for a particular proposal. The applicant is encouraged to ask the town staff to review the completed application with all supporting information and the completed checklist, prior to submitting the application to the Planning and Zoning Commission so that the staff can provide the applicant an opinion on the completeness of the application.

Pursuant to Section 16A.2.p, at time of application submission, the applicant may request in writing that the Commission determine that all or a part of the information required under Section 16A.2.c through o. (except subsections e., f., i., and j.) is NOT necessary in order to decide on an application.

Applicants may be subject to supplemental review fees to defray the costs of professional review services such as engineering or legal reviews. Please see attached information sheet.

Name of Development \_\_\_\_\_

Applicant \_\_\_\_\_ Date \_\_\_\_\_

Item	Description <i>(* indicates that requirement is waived in connection with minor modification requests)</i>	Applicant			Staff	
		Included	Not Included	Not Applicable	Completeness Opinion	
					Yes	No
1	Completed, signed application by applicant and owner					
2	Payment of required application fees					
2A	Statement of Use in accordance with § 16A.2.b					
3	All draft deeds for any roads, road widenings and easements for drainage, conservation, driveways, utilities					
4	Evidence of request for approval by the Health District and/or Sewer Authority for review, as appropriate					
5	Evidence of submission of application to the Inland Wetlands Commission if it is within that Commission's jurisdiction					
6	Evidence of submission of a request for review and approval by the Fire Marshal and Fire Chief of the water supply for fire protection					
7	Copies of any required applications to other local, state or federal regulatory approvals*					
8	Written evidence of applicant's legal interest in the subject property (deed, lease option to purchase, bond for deed, etc.)					

Item	Description	Applicant			Staff		Comm
		Included	Not Included	Not Applicable	Completeness Opinion		
					Yes	No	
9	List of mailing address of all current property owners within 500 feet of the subject property, from the Town Assessor records (for special permit only)*						
10	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*						
12	Digital copy of plans in DXF or DGN format if available*						
13	Paper and digital copies of all reports including hydrology, hydraulic and drainage computations*						
14	14 sets of complete stamped and signed site plans measuring 24" x 36" (*2 sets if minor modification)						
	<b>THE FOLLOWING ITEMS 15 THROUGH 51 SHALL BE INCORPORATED IN PLANS</b>						
15	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						
16	Names of abutting lot owners*						
17	USDA Soils boundaries and types*						
18	Plan title block in the extreme lower right corner (not sideways) to include the name of the town of Bolton						
19	All plan sheets numbered with the format "sheet x of y"						
20	Clear, legible plans with all lines, symbols and features readily identifiable						
21	North arrow on each plan including the reference meridian						
22	Graphic bar scale on each plan sheet, not smaller than 1"=40' unless otherwise approved by the Commission						
23	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'						
24	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						
25	Original and revision plan dates and revision explanations shown on the affected plan sheets						
26	Existing and proposed grading with two foot contours to T-2 standards, for all ground surfaces, shown on plan*						
27	Existing and proposed structures and features, their uses and those to be removed, shown on the plan						
28	HVAC equipment located outside the building(s)						
29	Existing and proposed driveway entrances to street, parking, loading areas, fire lanes, sidewalks and construction detail drawings, shown on plan						
30	Sight distances from property entrances along public roads shown on plan and on profile if grading is needed*						
31	Soil test locations and soil test results shown on plan						
32	Existing and proposed sewage disposal systems and design information, shown on plan						
33	Outside Storage Areas						

Item	Description	Applicant			Staff		
		Included	Not Included	Not Applicable	Completeness Opinion		Comments
					Yes	No	
34	Underground / overhead utilities, existing and proposed						
35	Existing and proposed water supply shown on plan						
36	Existing wells and sewage disposal systems on other properties that could conflict with proposed site improvements, shown on plan*						
37	Existing and proposed footing drains, curtain drains and dry wells, shown on plan*						
38	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.						
39	Existing and proposed bridges and culverts on or adjacent to the site, shown on plan*						
40	Existing and proposed signs with dimensions and construction detail drawings, shown on plan						
41	Existing and proposed fences and walls with dimensions and construction detail drawings, shown on plan						
42	Zoning district boundaries affecting the site, shown on plan						
43	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						
44	Table on plan of parking / loading spaces required / provided						
45	Fire lanes						
46	Sidewalks and other pedestrian ways						
47	Off-site traffic improvements*						
41	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						
42	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						
43	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						
44	Existing trees of 6" caliper or greater						
45	Significant archaeological sites*						
46	Lighting plan including the location, size, height, light intensity coverage areas and manufacturer's product descriptions for each light type						
47	Erosion and Sedimentation Control Plan, with narrative and construction detail drawings, in accordance with the latest Connecticut Guidelines for Soil Erosion and Sediment Control*						

Item	Description	Applicant			Staff		Comments
		Included	Not Included	Not Applicable	Completeness Opinion		
					Yes	No	
48	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*						
49	Architectural elevation drawings of proposed buildings or additions						
50	Architectural floor plans of existing and proposed buildings or additions						
51	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 *						
52	Traffic Impact Report for applicable sites as described in Zoning Regulations Section 16A.2.k.*						
53	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*						
54	Statement in drainage report that the after development flows for all storm events do not exceed the before development flows*						
55	Sanitary Waste Disposal Plan (if community sewerage system)*						
56	Evaluation of the impact of proposed development upon existing and potential public surface and ground drinking water supplies, pursuant to CGS, Section 8-2						
57	Certified copy of Certificate of Public Convenience and Necessity in connection with a "water company", in accordance with CGS, Section 8-25a*						
58	Existing and proposed Covenants or Restrictions						
59	Engineer's itemized cost estimate for the installation of all erosion and sediment controls based on published Connecticut DOT unit prices*						
60	Engineer's itemized cost estimate for site improvements based on published Connecticut DOT unit prices as basis for the establishment of a completion bond*						

\_\_\_\_\_  
Signature of staff

\_\_\_\_\_  
Date

FILING FEES SHALL ALSO BE INCREASED TO INCLUDE ADDITIONAL EXPERT COSTS INCURRED BY THE TOWN OF BOLTON, INCLUDING BUT NOT LIMITED TO, ALL OF THE EXPENSES AND FEES OF UTILIZING CONTRACTED OR RETAINED EXPERTS TO ANALYZE, REVIEW AND REPORT ON AREAS REQUIRING A LEGAL OR TECHNICAL REVIEW IN ORDER TO ASSIST THE PLANNING AND ZONING COMMISSION AND/OR TOWN STAFF IN THEIR DELIBERATIONS. SAID COSTS WILL BE ESTIMATED BY THE COMMISSION OR ITS DESIGNEES, BASED ON PRELIMINARY ESTIMATES FROM SUCH EXPERTS, AND SAID ESTIMATE OF COSTS TIMES 150% WILL BE PAID OVER TO THE TOWN OF BOLTON PRIOR TO PROCEEDING ON THE APPLICATION BY THE TOWN. SAID PAYMENT SHALL CONSTITUTE A PORTION OF THE APPLICATION FEE AND THE APPLICATION SHALL NOT BE DEEMED COMPLETE UNTIL PAID IN FULL. UPON COMPETITION OF THE TECHNICAL AND LEGAL REVIEW, INCLUDING BUT NOT LIMITED TO MYLARS, AND A DETERMINATION OF THE COSTS INCURRED, ANY EXCESS WILL BE REFUNDED TO THE APPLICANT. THE APPLICANT SHALL BE RESPONSIBLE FOR ALL CONTRACTED OR RETAINED COSTS INCURRED RELATED TO THE APPLICATION. THIS INCLUDES COSTS ABOVE THE 150% ESTIMATE IF INCURRED BY THE TOWN OF BOLTON.

Botlon Planning and Zoning  
Application for Special Permit  
For 25 West Street -Dean Cabinetry relocation

July 3, 2018

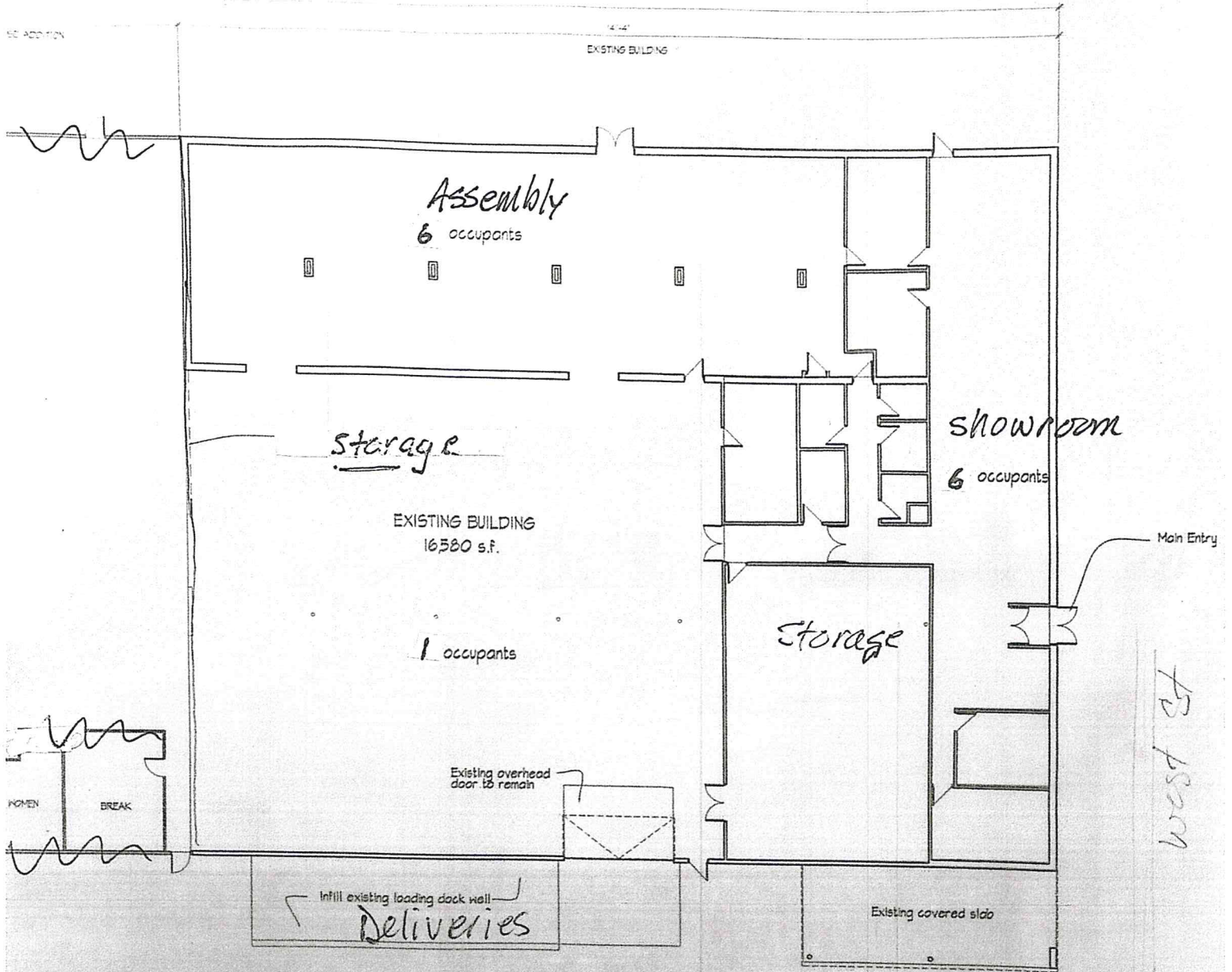
Explanation of Permit:

Dean Cabinetry, currently located at 263 Boston Turnpike in Bolton, is requesting permission to relocate its business to 25 West Street, as well as the relocation of the existing signage.

The business operation would remain identical after the relocation, which includes:

- Showroom meeting space for clients and designers (4)
- Light assembly of custom cabinetry
- Storage of both custom and stock cabinetry
- General hours are 7:30am - 5:00pm
- No Hazardous materials are used or stored on site
- We will maintain our current employee count of 12
- Vehicle count would typically be 12 cars, not including client's
- No lighting will be installed on the ground sign





PLAN

12619 s.f.



**BUILDING AREA**

Existing building = 16,580 s.f.  
 New addition = 12,619 s.f.  
 Total proposed building = 29,199 s.f.

**BUILDING OCCUPANT LOAD**

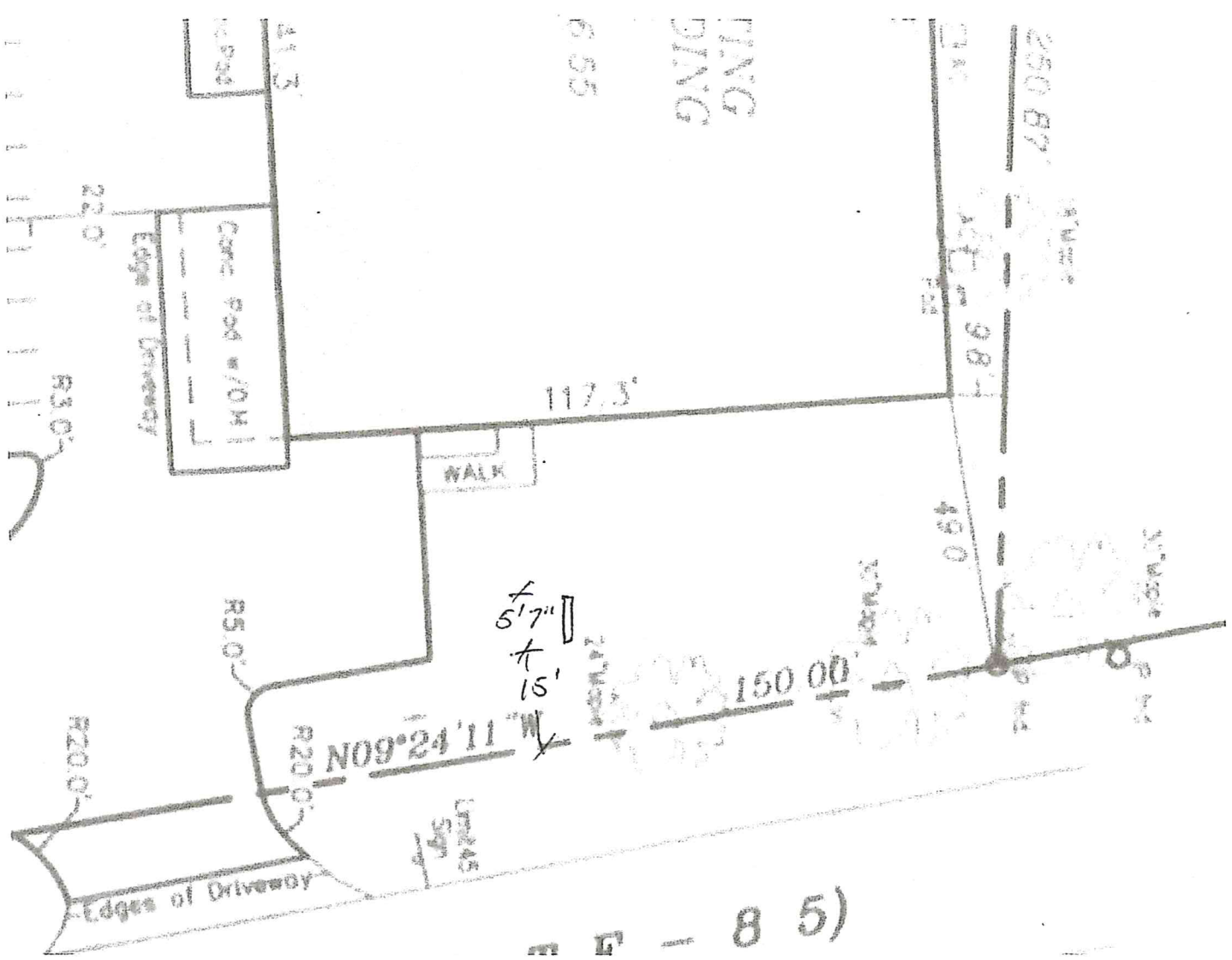
Existing building = 75 occupants  
 New addition = 25 occupants  
 Total proposed building = 100 occupants

25 West Street, Bolton

25 West St

P. King





85)



