

**BOLTON PLANNING & ZONING COMMISSION**  
**REGULAR MEETING**  
**7:30 PM, WEDNESDAY, AUGUST 9, 2023**  
**BOLTON TOWN HALL, 222 BOLTON CENTER ROAD**  
**In-Person and Via Zoom**

**MINUTES**

**PZC Members Present In-Person:** Chairman Tom Manning, Arlene Fiano, Rodney Fournier, & Alternate Tom Crockett

**PZC Members Present Via Zoom:** Vice-Chair James Cropley, Jeffrey Scala, Alternates Kawan Gordon & Steven Clark

**PZC Members Absent:** Jeremy Flick, Thomas Robbins

**Staff Present Via Zoom:** Patrice Carson, AICP, Consulting Director of Community Development, Michael D’Amato, Interim Zoning Enforcement Officer

**Others Present in-person:** Michael Bugnacki

**Others Present via zoom:** James Grady, Grady Construction; Andrew Ladyga

**1. Call to Order:** Chairman T. Manning called the meeting to order at 7:30pm. T. Crockett was seated for T. Robbins. S. Clark was seated for J. Flick.

**2. Approval of Minutes: July 12, 2023**

T. Crockett MOVED to APPROVE the regular meeting minutes of July 12, 2023 as presented. S. Clark SECONDED. By roll call vote, the MOTION CARRIED 7:0:0.

**3. Residents’ Forum:** No one came forth to speak.

**4. Staff Reports**

P. Carson reported that the majority of her time since the last meeting has been spent on the Sustainable CT recertification application which is due this Friday. T. Manning asked how this benefited the town. P. Carson stated that it tells people that Bolton is a Sustainable Community, but she was unable to say if the town had benefited from grant applications or other things because of the accreditation. It helps the town look at things it might not normally consider. It is a voluntary program and not all municipalities in CT participate. M. D’Amato stated that the process is more slanted toward larger communities that have large staffs and budgets to put towards the effort.

M. D’Amato reported on doing permit reviews, ongoing and new enforcement, Zoning Regulations work, met with property owners on their projects, and still on his list is getting some of the high-density housing information – the town that has that is going through a document scanning project so their files aren’t readily available, but he will get the information for the Commission as soon as it is available.

**5. Old Business**

**a. Other:** No other old business.

**6. New Business**

**a. DISCUSSION/POSSIBLE DECISION: Site Plan Application for Deck, 35 Lakeside Circle, James Grady (#PL-23-5)**

Applicant James Grady of Grady Construction presented a plan for a deck at 35 Lakeside Circle. He has received a wetlands permit and zoning variance and is now looking to get final PZC approval. The plan is to use Techno piers so there will be no heavy machinery or digging. The rest will be installing the wood and composite decking and railings, installing silt fence before starting the project to prevent anything from washing down into the lake, and vacuuming sawdust daily to keep a clean, tight jobsite. The Commission is reviewing this because there will be construction within 50 feet of the lake and the setback lines are trapezoidal so it's a bit awkward on the site. The new owners who are older have a set of stairs where the deck will go which are unsafe and would like to be able to get to the back yard safely and easily. The previous house that was once there had a covered deck in the same location that was closer to the lake and larger than the deck now proposed. It was removed and never put back except some of the foundation is still there. Zoning Regulation 3A7. James Grady stated he graduated from UConn in 2004 with a bachelor's degree in engineering for natural resource management and can confidently say that this project would not have any effect on the ecology of the lake or polluting the lake at all. No abutters have commented at any of the permit meetings he has attended.

T. Manning MOVED that the PZC approves the deck proposed by James Grady for 35 Lakeside Circle in the Site Plan application #PL-23-5 and finds that it is in compliance with the requirements of 3A7 of Zoning Regulations. J. Cropley SECONDED. No discussion. By roll call vote, MOTION CARRIED 7:0:0.

**b. APPLICATION: Special Permit for 6-Unit Senior Housing Project, 7 Loomis Road, Michael Bugnacki (#PL-23-6)**

Applicant Michael Bugnacki submitted an application and maps for 6 one-bedroom, one-bathroom, 1000 square foot apartments for age-restricted 62 and older at 7 Loomis Road where the PZC previously approved a commercial building of 6 1000 square foot business spaces. There does not seem to be a need for more office or business space recently but there is a need for senior housing and Mr. Bugnacki thinks it's a good match for that need. P. Carson stated that the application is complete.

T. Manning MOVED that the PZC receive application #PL-23-6 and set a public hearing for 7:30pm on Wednesday, September 13, 2023 at the Bolton Town Hall, 222 Bolton Center Road and virtually. J Scala SECONDED. No discussion. By roll call vote, MOTION CARRIED 7:0:0.

**c. Other:** There was no other new business.

**7. Ongoing Discussion: Bolton Subdivision and Zoning Regulations**

P. Carson updated the Commission on where the town was on the codification process and read a note from the Town Clerk. The timeline is still up in the air. Since the last meeting, Commissioners were supposed to review the use chart - that shows business and industrial uses in those zones and combines all the uses allowed in those zones and how they are allowed; by site plan (SP) or special permit (SUP) – and identify things they think do not require a special permit or could be done at a staff level and not necessarily have to come to the Commission. Kawan reviewed his comments which were approached with an eye toward making sure the public is safeguarded as he looked at the type of business and potential risks or exposures (chemicals, radiation, etc.). In his opinion, there were about 6 business types that would not need a special permit, i.e., offices would not need a special permit because the public would probably not interface with potential hazards; same with banks or financial institutions, driving ranges or miniature golf courses. Retail shops might be different as a clothing retail shop may not pose any risk, but he questioned places that sell food products. Also questioned a studio, depending on what they do. Kawan did not really separate those things that needed to go to the Commission or just to staff. The chair thanked Kawan for his review and asked that it be shared with the PZC.

There was a short discussion about Special Permit/Special Use Permit which requires a public hearing versus Site Plan which does not require a public hearing. P. Carson reminded the Commission that almost everything in Bolton is allowed by Special Permit and this was pointed out during the POCD process. The Commission had decided then that it would be good to do what they are doing now and review what could be allowed without Special Permit, simplifying the process, shortening the length of time for a decision, and lessening the cost by going through either Site Plan or just a staff review.

J. Cropley said he is concerned about allowing things by staff review only - not currently because he feels we have a great staff reviewing things – but he feels like that hasn't always been the case and would be concerned about that in the future. He also asked about the recourse for someone who didn't get approved by the staff. M. D'Amato stated that any decision by the ZEO can be appealed to the ZBA to see if the decision had been made correctly. But Site Plan applications are "yes or no" questions. If the criteria in the regulations is met, then the answer is yes, whether it's the PZC or staff making that decision. You cannot attach special conditions to Site Plans. The goal would be to establish the standards within the regulations so that the yes or no questions are very easy to understand and demonstrate so that staff or the PZC is simply going through the plans and application to be sure it complies with the established standards. The current regulations are pretty comprehensive as to what the standards are, but the PZC might want to review them and combine them so they are in one place and easy to understand. The staff could still seek guidance from the PZC if it needed to. There are towns that have language that dictates that if staff has any concerns about the compliance of a particular application that they can review the application with the PZC. The process does not change, but it allows staff to seek guidance from the Commission on what a particular interpretation might be (for example how to categorize axe throwing). The first step for the PZC might be to look at the uses that no one is going to argue what they are (Site Plan) and leave the more complicated uses as they are (Special Permit). A cap on the use could also be established, i.e., any office space over 2,000 square feet goes to the PZC but under 2,000 square feet could be done by staff. Staff will send out the original table again and Kawan's comments.

**8. Correspondence:** An email was received from Town Administrator Jim Rupert regarding the 8-24 Referral for the temporary office structure in front of the Notch Road Municipal Center that the PZC recommended approval on last month. Jim said that after meeting with the contractors on site they found it necessary to change the orientation of the building based on the utilities and other factors so that the long side is parallel to the street which is different from what was originally proposed, and wanted to notify the PZC in case there was anything else necessary for them to proceed. A sketch was included in the packet. P. Carson said that since the PZC already recommended approval of the proposal for the use, they probably did not need to re-recommend anything for the orientation of the building. R. Fournier stated it was a big plus to move the building to take advantage of what is already on the site.

**9. Adjournment:** J. Cropley MOVED to adjourn the meeting at 8:24pm. R. Fournier SECONDED. MOTION CARRIED 7:0:0.

Respectfully submitted by Patrice Carson

*Patrice L. Carson*

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



**PL-23-6**

Planning & Zoning

Status: Active

Submitted On: 8/2/2023

**Primary Location**

7 LOOMIS RD  
BOLTON, CT 06043

**Owner**

MTS BUILDERS INC  
ABBE RD 9 MANCHESTER,  
CT 06040-6867

**Applicant**

Michael Bugnacki  
 860-798-5609  
 bugnacki@aol.com  
 9 Abbe Road  
Manchester, CT 06040

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**Permit Info**

**Permit For\***

Special Permit Application

**Development Title, if any**

**Occupancy Type**

Residential

**New Building or Expansion of Existing Building Size?**

Yes

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

No, this is a new application.

**Comments**

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

**Volume\***

167

**Page\***

285

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

**Map No. \***

17

**Block No. (if known)**

**Parcel/Lot No. \***

131

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## Subject Property Location

**Current Zone\***

NB

**Acreage\***

1.13

**Located in Aquifer Protection District?\***

No

**Located in FEMA Flood Zone?**

No

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

No

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

No

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## Applicant Information

**Applicant Type\***

Owner

**Applicant Name\***

Michael Bugnacki

**Applicant Address (street, city, state and zip)\***

9 Abbe Road, Manchester CT 06040

**Applicant Phone Number\***

8607985609

**Applicant Email Address**

bugnacki@aol.com

**Owner Name (of subject property)\***

Michael Bugnacki

**Owner Address\***

9 Abbe Road, Manchester CT 06040

**Owner Phone Number\***

8607985609

**Owner Email Address**

bugnacki@aol.com

**Name of Official Contact/Representative of Application\***

Michael Bugnacki

**Contact Address (street, city, state and zip)\***

9 Abbe Road, Manchester CT 06040

**Contact Phone Number\***

8607985609

**Contact Email Address**

bugnacki@aol.com

## Project Information

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

6 each 1000 square foot one bedroom one bathroom units with a 10' x 10' cover rear patio with each unit

**Gross Sq Ft of Existing Structure(s)**

0

**Gross Sq Ft of Proposed Structure(s)**

6000

**Existing Parking Spaces**

0

**Proposed Parking Spaces**

10

**Total Acreage / Sq Ft**

49429

**Linear Feet of Frontage**

200.24

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

6A.14 &amp; 8B.2.b

## Engineer Information

**Company Name**

Reynolds Engineering Services LLC

**Engineer Name**

Mark Reynolds

**Address (street, city, state and zip)**

68 Bogg Lane, Lebanon CT 06249

**Phone**

8604657419

**Email**

Markreynoldsenineer@gmail.com

## Architect Information

**Company Name**

Young Designs Unlimited LLC

**Architect Name**

Robert Young

**Address (street, city, state and zip)**

P.O. Box 99, Scotland, CT 06264-0099

**Phone**

8609083509

**Email**

yngdsns@aol.com

## Attorney Info

**Name**

Edward J Joy

**Address (street, city, state and zip)**

128 East Center Street, Manchester CT 06040

**Phone**

8609664142

**Email**

EJoylaw@gmail.com

## Zoning Site Plan and Special Permit Checklist

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

Not Included

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

Not Included

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

Not Included

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

Not Included

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

Not Included

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

Not Included

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

Not Included

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

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Digital copy of plans in DXF or DGN format if available

Not Included

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

Not Included

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

Not Included

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

Included

Names of abutting lot owners

Included

USDA Soils boundaries and types

Not Included

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

Not Included

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

Included

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

Included

North arrow on each plan including the reference meridian

Included

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

Included

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

Included

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

Included

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

Included

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

Included

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

Included

HVAC equipment located outside the building(s) Included	Existing and proposed driveway entrances to street, parking, loading areas, fire lanes, sidewalks and construction detail drawings, shown on plan  Included
Sight distances from property entrances along public roads shown on plan and on profile if grading is needed Included	Soil test locations and soil test results shown on plan  Included
Existing and proposed sewage disposal systems and design information, shown on plan Included	Outside Storage Areas\Field  Included
Underground / overhead utilities, existing and proposed Included	Existing and proposed water supply shown on plan  Included
Existing wells and sewage disposal systems on other properties that could conflict with proposed site improvements, shown on plan Included	Existing and proposed footing drains, curtain drains and dry wells, shown on plan  Included
Existing and proposed drainage systems, any affected floodway or floodplain and construction detail drawings, shown on plan, including base flood elevation and floor elevation data. Included	Existing and proposed bridges and culverts on or adjacent to the site, shown on plan  Included
Existing and proposed signs with dimensions and construction detail drawings, shown on plan Included	Existing and proposed fences and walls with dimensions and construction detail drawings, shown on plan  Not Included
Zoning district boundaries affecting the site, shown on plan Included	Table shown on plan of zoning dimensions required and provided for lot area, street frontage, lot width, yard setbacks, impervious area, building coverage and the height and floor area of each building  Included
Table on plan of parking / loading spaces required / provided Included	Fire lanes  Not Included

New Sidewalks and other pedestrian walk-ways Included	Off-site traffic improvements Included
Limits of wetlands as delineated by a certified soil scientist with the soil scientist's signed certification, shown on plan or a certification signed by a soil scientist that no wetlands are within 100 feet —	Natural features including 100 year flood plain areas, ponds, vernal pools, aquifers, slopes steeper than 25% and potential areas of endangered species, shown on plan Not Included
Landscaping plan including the locations, numbers, installed sizes, anticipated mature sizes, species and common names of proposed plants plus cost estimate based on published Connecticut DOT unit prices Included	Existing trees of 6" caliper or greater Not Included
Significant archaeological sites Not Included	Lighting plan including the location, size, height, light intensity coverage areas and manufacturer's product descriptions for each light type Included
Erosion and Sedimentation Control Plan, with narrative and construction detail drawings, in accordance with the latest Connecticut Guidelines for Soil Erosion and Sediment Control Included	Best management practices to remove contaminants, including sediments and oils, from runoff water, shown on plan, in construct detail drawings, and explained in a report by a qualified professional Included
Architectural elevation drawings of proposed buildings Included	Architectural floor plans of existing and proposed buildings Included
Perspective color drawings or digital views of the site as seen from adjacent roads and from abutting property lines showing the proposed conditions including buildings, landscaping and appurtenant features Not Included	Traffic Impact Report for applicable sites as described in Zoning Regulations Section 16A.2.k. Not Included

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

Not Included

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

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

Not Included

Sanitary Waste Disposal Plan (if community sewerage system)

Not Included

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

Not Included

Certified copy of Certificate of Public Convenience and Necessity in connection with a "water company", in accordance with CGS, Section 8-25a

Not Included

Existing and proposed Covenants or Restrictions

Not Included

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

Not Included

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

Not Included

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

Not Included

## Application Submission and Certification

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

**Applicant's Electronic Signature\***

✓ Michael Bugnacki  
Aug 2, 2023

**Owner's Electronic Signature\***

✓ Michael Bugnacki  
Aug 2, 2023

PLEASE BE ADVISED THAT A SEPARATE AUTHORIZATION PAGE CONTAINING THE LIVE SIGNATURES OF THE APPLICANT AND OWNER (IF DIFFERENT THAN APPLICANT) IS REQUIRED TO BE UPLOADED TO THIS APPLICATION. THAT DOCUMENT MAY BE OBTAINED BY CLICKING ON THE LINK BELOW.  
(<https://town.boltonct.org/boards-commissions/planning-and-zoning>)

Click Here ([https://viewpointcloud.blob.core.windows.net/profile-pictures/PZC\\_Application\\_Authorization\\_Tue\\_Oct\\_04\\_2022\\_16:09:05\\_GMT+0000\\_\(Greenwich\\_Mean\\_Time\).pdf](https://viewpointcloud.blob.core.windows.net/profile-pictures/PZC_Application_Authorization_Tue_Oct_04_2022_16:09:05_GMT+0000_(Greenwich_Mean_Time).pdf)) to download a copy of the required signature page

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## Internal Use

### 🔒 Conditions

🔒 Date Application Received

—

🔒 Hearing Not Required

🔒 Petition Received?

—

🔒 Date of Newspaper Publication of Planning and Zoning Commission Action

—

🔒 Summary of Planning and Zoning Commission Action

🔒 Legal/Technical Review NOT Required

🔒 Bond amount if Legal/Technical review required:

—

🔒 Date of Planning and Zoning Commission Action

—

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

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🔒 Date in Inland/Wetlands Commission Action (if applicable)

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# Town of Bolton

222 BOLTON CENTER ROAD • BOLTON, CT 06043

## BOLTON PLANNING & ZONING COMMISSION APPLICATION AUTHORIZATION

### APPLICANT:

The Applicant, (name) MICHAEL BUGNACKI certifies that he/she is authorized to submit the attached Application for a (subject/project) # 7 LUDMIS ROAD, at (address) # 7 LUDMIS ROAD, and that the statements made within are true to the best of the Applicant's knowledge, information and belief.

Applicant Signature: \_\_\_\_\_

8-2-23

### OWNER (IF DIFFERENT THAN APPLICANT):

I, (name) \_\_\_\_\_, certify that I am the owner of the property located at (address) \_\_\_\_\_; that I authorize (name) \_\_\_\_\_ to act as my Agent/Representative; and that I am a willful participant and am fully aware of the contents of the attached Application for a (subject/project) \_\_\_\_\_.

Owner Signature: \_\_\_\_\_

8-2-23



**EROSION AND SEDIMENTATION CONTROL REPORT**  
 PREPARED FOR:  
 MTS BUILDERS, INC.  
 1000 W. 10TH STREET, SUITE 100  
 MANASSAS, VA 20108

**PROJECT NAME:**  
 1000 W. 10TH STREET, SUITE 100  
 CONSTRUCTION SERVICES

**PROPOSED DEVELOPMENT:** ALLOW FOR THE CONSTRUCTION OF A 6,000 SQ FT OFFICE BUILDING WITH ASSOCIATED PARKING AREA.

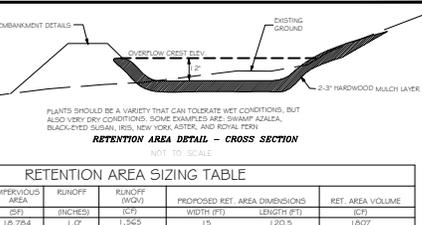
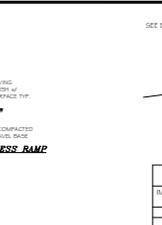
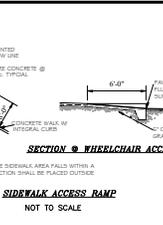
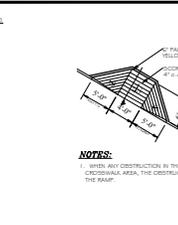
**DATE:**  
 1. DATE OF PREPARATION: 05/15/2023  
 2. DATE OF REVISION: 05/15/2023

**1. GENERAL EROSION AND SEDIMENTATION CONTROL MEASURES:**

- INSTALL EROSION AND SEDIMENTATION CONTROL STRUCTURES.
- CONSTRUCT PERMANENT RETENTION BASIN.
- INSTALL SLOPE PROTECTION.
- INSTALL EROSION AND SEDIMENTATION CONTROL.

**2. EROSION AND SEDIMENTATION CONTROL MEASURES:**

THE CONSTRUCTION PLAN PROPOSED EROSION CONTROL MEASURES WHICH ARE NECESSARY TO PREVENT EROSION AND SEDIMENTATION FROM THE CONSTRUCTION SITE. THESE MEASURES SHALL BE MAINTAINED THROUGHOUT THE CONSTRUCTION PERIOD AND SHALL BE REMOVED UPON COMPLETION OF THE CONSTRUCTION SITE.



PLANTS SHOULD BE A VARIETY THAT CAN TOLERATE WET CONDITIONS, BUT ALSO VERY DRY CONDITIONS. SOME EXAMPLES ARE: SWAMP AZALEA, BLACK-EYED SUSAN, IRIS, NEW YORK ASTER, AND ROYAL TON.

**RETENTION AREA DETAIL - CROSS SECTION**  
 NOT TO SCALE

1. WHEN ANY CONSTRUCTION IN THE RETENTION AREA FALLS WITHIN A CROSSING AREA, THE CONSTRUCTION SHALL BE PLACED OUTSIDE THE RAMP.

2. REQUIRED STORAGE VOLUME IS CALCULATED AS THE VOLUME OF 1 INCH OF RUNOFF FROM THE IMPERVIOUS AREA OF THE SITE.

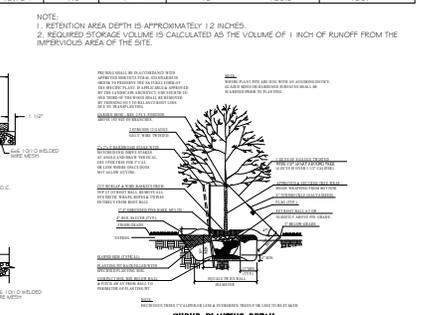
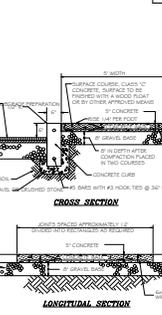
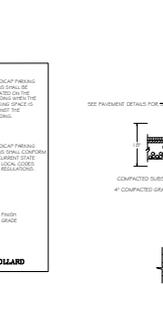
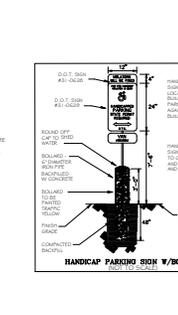
IMPERVIOUS AREA (SQ FT)	RUNOFF (INCHES)	RUNOFF (CU FT)	PROPOSED RET. AREA DIMENSIONS (FT)	RET. AREA VOLUME (CU FT)
18,784	1.0	1,765	15' x 20' x 1'	1,807

**3. CONSTRUCTION SCHEDULING AND EROSION CONTROL MEASURES:**

- A REGISTERED LAND SURVEYOR SHALL STAKE THE CENTER LINE OF THE NEW ACCESS ROAD.
- CONSTRUCTION OF THE NEW ACCESS ROAD SHALL BE COMPLETED PRIOR TO THE START OF CONSTRUCTION OF THE BUILDING AND PARKING.
- ALL EXISTING VEGETATION SHALL BE REMOVED FROM THE CONSTRUCTION SITE.
- ALL EXISTING VEGETATION SHALL BE REMOVED FROM THE CONSTRUCTION SITE.
- ALL EXISTING VEGETATION SHALL BE REMOVED FROM THE CONSTRUCTION SITE.

**4. CONSTRUCTION SCHEDULING AND EROSION CONTROL MEASURES:**

- A REGISTERED LAND SURVEYOR SHALL STAKE THE CENTER LINE OF THE NEW ACCESS ROAD.
- CONSTRUCTION OF THE NEW ACCESS ROAD SHALL BE COMPLETED PRIOR TO THE START OF CONSTRUCTION OF THE BUILDING AND PARKING.
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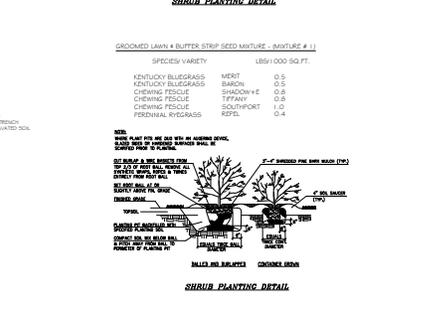
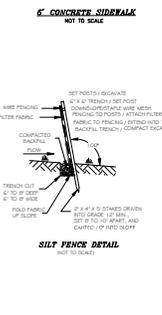
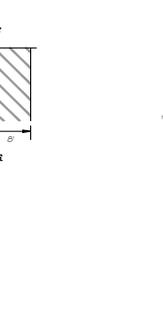
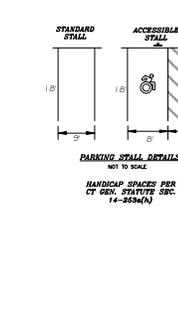


**5. CONSTRUCTION SCHEDULING AND EROSION CONTROL MEASURES:**

- A REGISTERED LAND SURVEYOR SHALL STAKE THE CENTER LINE OF THE NEW ACCESS ROAD.
- CONSTRUCTION OF THE NEW ACCESS ROAD SHALL BE COMPLETED PRIOR TO THE START OF CONSTRUCTION OF THE BUILDING AND PARKING.
- ALL EXISTING VEGETATION SHALL BE REMOVED FROM THE CONSTRUCTION SITE.
- ALL EXISTING VEGETATION SHALL BE REMOVED FROM THE CONSTRUCTION SITE.
- ALL EXISTING VEGETATION SHALL BE REMOVED FROM THE CONSTRUCTION SITE.

**6. CONSTRUCTION SCHEDULING AND EROSION CONTROL MEASURES:**

- A REGISTERED LAND SURVEYOR SHALL STAKE THE CENTER LINE OF THE NEW ACCESS ROAD.
- CONSTRUCTION OF THE NEW ACCESS ROAD SHALL BE COMPLETED PRIOR TO THE START OF CONSTRUCTION OF THE BUILDING AND PARKING.
- ALL EXISTING VEGETATION SHALL BE REMOVED FROM THE CONSTRUCTION SITE.
- ALL EXISTING VEGETATION SHALL BE REMOVED FROM THE CONSTRUCTION SITE.
- ALL EXISTING VEGETATION SHALL BE REMOVED FROM THE CONSTRUCTION SITE.

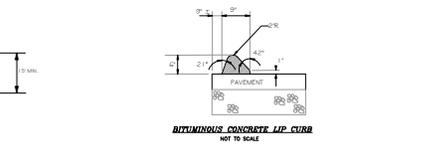
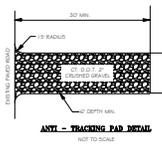
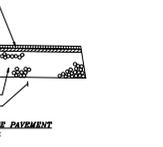
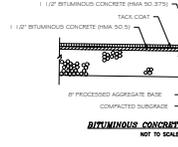


**7. CONSTRUCTION SCHEDULING AND EROSION CONTROL MEASURES:**

- A REGISTERED LAND SURVEYOR SHALL STAKE THE CENTER LINE OF THE NEW ACCESS ROAD.
- CONSTRUCTION OF THE NEW ACCESS ROAD SHALL BE COMPLETED PRIOR TO THE START OF CONSTRUCTION OF THE BUILDING AND PARKING.
- ALL EXISTING VEGETATION SHALL BE REMOVED FROM THE CONSTRUCTION SITE.
- ALL EXISTING VEGETATION SHALL BE REMOVED FROM THE CONSTRUCTION SITE.
- ALL EXISTING VEGETATION SHALL BE REMOVED FROM THE CONSTRUCTION SITE.

**8. CONSTRUCTION SCHEDULING AND EROSION CONTROL MEASURES:**

- A REGISTERED LAND SURVEYOR SHALL STAKE THE CENTER LINE OF THE NEW ACCESS ROAD.
- CONSTRUCTION OF THE NEW ACCESS ROAD SHALL BE COMPLETED PRIOR TO THE START OF CONSTRUCTION OF THE BUILDING AND PARKING.
- ALL EXISTING VEGETATION SHALL BE REMOVED FROM THE CONSTRUCTION SITE.
- ALL EXISTING VEGETATION SHALL BE REMOVED FROM THE CONSTRUCTION SITE.
- ALL EXISTING VEGETATION SHALL BE REMOVED FROM THE CONSTRUCTION SITE.



**NOTES & DETAILS**

DATE: 05/15/2023  
 DRAWN BY: [Name]  
 CHECKED BY: [Name]  
 PROJECT: 1000 W. 10TH STREET, SUITE 100  
 SHEET: 7 OF 10

**CIVIL ENGINEERING CONSULTANTS**  
**RES**  
 Reynolds Engineering Services, LLC

2 OF 3

**SOILS INFORMATION**

**TEST PIT RESULTS**

Test Pit Observed by:  
Holly Flood, R.S., Eastern Highlands Health District  
Matthew Murray, C.E.T., Towne Engineering, Inc.  
Test Pit observed on: December 15 through 16, 2004

TEST PIT #1  
0'-0" TOPSOIL  
0-2' ORANGE-BROWN FINE SANDY LOAM  
2'-0" TO 2'-6" GRAY COMPACT LOAMY SANDY TILL  
MOTTLING AT 2'  
EDGE AT 70'  
SEEPAGE AT 55'

TEST PIT #2  
0'-0" TOPSOIL  
1.5-2' ORANGE-BROWN FINE SANDY LOAM  
2'-0" TO 2'-6" GRAY LOAMY SANDY TILL  
MOTTLING AT 25'  
EDGE AT 50'  
SEEPAGE AT 54'

TEST PIT #3  
0'-0" TOPSOIL  
10-25' ORANGE-BROWN FINE SANDY LOAM  
25'-0" TO 25'-6" SATURATED MOTTLED, FINE, GRAY LOAMY SANDY TILL  
MOTTLING AT 25'  
EDGE AT 64'  
SEEPAGE AT 63'

Test Pit Observed by:  
Holly Flood, R.S., Eastern Highlands Health District  
Sandy Shook, P.E.  
Test Pit observed on: December 30, 2014

TEST PIT #203  
0'-0" TOPSOIL  
7-2' GRAY-BROWN LOAMY SAND  
2'-2" TO 2'-6" SANDY FRAGILE TILL  
MOTTLING AT 2'  
NO EDGE OBSERVED  
SEEPAGE AT 54'

**PERCOLATION TEST DATA (BG 11.7)**

MARY A. REYNOLDS, P.E.  
Note: All readings taken from the top of the hole.

**PERCOLATION TEST LOCATION #1**

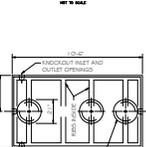
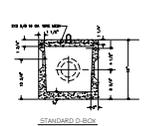
HOLD DEPTH:	22.25'
TIME	DEPTH
4:50	11.0' PRESOAK
4:55	10.0' RZTTL
5:00	13.0'
5:05	15.75'
5:10	17.5'
5:15	19.0'
5:20	20.5'
5:25	22.0' DRY

**PERC. RATE: 3.1 in/hr**

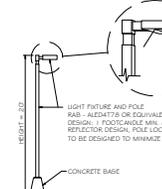
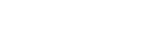
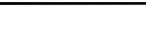
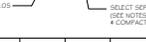
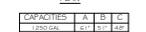
**MINIMUM LEACHING SYSTEM SPREAD BASIS CALCULATIONS**

LOT #1

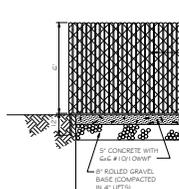
Percolation Rate: 3.1 (TEST HOLE #203)  
Soil: S-1  
Minimum Spread: 4.0  
Percolation Factor: 1.0  
Final Percolation Rate: 3.1  
Final Percolation Rate: 3.1  
Final Percolation Rate: 3.1



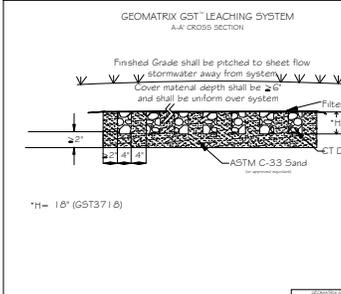
CAPACITIES	A	B	C
1250 GAL	5.1'	5.1'	4.0'
1500 GAL	5.7'	5.7'	4.0'



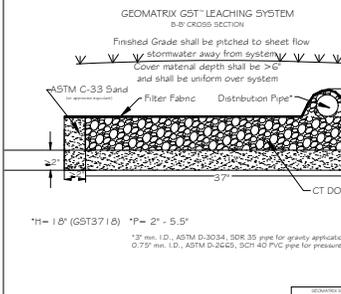
**PARKING LOT LIGHT**  
NOT TO SCALE



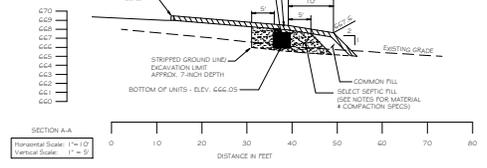
**CONCRETE DUMPSTER PAD WITH VINYL CLAD CHAIN LINK FENCE**  
NOT TO SCALE



**GEOMATRIX GST LEACHING SYSTEM**  
A-A CROSS SECTION



**GEOMATRIX GST LEACHING SYSTEM**  
B-B CROSS SECTION



**SECTION A-A**  
Horizontal Scale: 1" = 10'  
Vertical Scale: 1" = 5'

**DESIGN NOTES:**

- ALL CONSTRUCTION TO CONFORM TO STANDARDS OF THE CONNECTICUT PUBLIC HEALTH CODE AND TO THE SATISFACTION OF THE TOWN SANITARIAN.
- PERCOLATION RATE FOR DESIGN: 3 MIN PER INCH DEPTH TO RESTRICTIVE LAYER: 2 1/4" - MOTTLING AT 2 1/4" (TEST HOLE #203)
- DESIGN FOR 2 1/2 BEDROOM UNITS (MULTI-FAMILY) PERCOLATION RATE = 3.1 INCHES PER HOUR  
FIRST 3 BEDROOMS: ELA REQUIRED = 495 S.F.  
LAST 2 1/2 BEDROOMS: ELA REQUIRED = 495 S.F. (MULTI-FAMILY)  
TOTAL ELA REQUIRED: 990 S.F.
- DESIGN: USE 1250 L.F. OF GEOMATRIX GST 371 B (ELA PROVIDED) = 8.2 GRAF \* 150 L.F. = 1032 S.F. ELA
- THIS SYSTEM HAS NOT BEEN DESIGNED FOR THE USE OF LARGE CAPACITY (1+ GALLONS) DISCHARGE TYPE BATTERIES. RESIDENTIAL GARAGE DISPOSABLES ARE NOT ANTICIPATED FOR THIS DESIGN. IN THE EVENT THAT SUCH AN INSTALLATION IS CONTEMPLATED FOR THE PROPOSED HOUSE, A LARGER SEPTIC TANK AND INCREASED LEACHING FIELD CAPACITY WILL BE REQUIRED.
- THE DESIGN SHOWN HEREON CONFORMS TO ALL APPLICABLE STATE AND LOCAL HEALTH CODE REQUIREMENTS AND TO GOOD ENGINEERING PRACTICE. I CAN NOT GUARANTEE AGAINST FAILURE DUE TO IMPROPER INSTALLATION, IMPROPER MAINTENANCE OR TO NATURAL PHENOMENA BEYOND THE SCOPE OF NORMAL FIELD INVESTIGATION.

**SEPTIC SYSTEM CONSTRUCTION NOTES:**

- CONSTRUCTION SEQUENCE:  
A. STRIP 4" TOPSOIL FROM LEACHING AREA.  
B. CONSTRUCT LEACHING UNITS TO DESIGN AND GRADE.  
C. LEACH FIELD GRADE TO FINISHED GRADE AND SEED. PROTECT DISTURBED AREA WITH PERMANENT EROSION CONTROL MEASURES.
- THE PIPE BETWEEN THE HOUSE AND SEPTIC TANK SHALL BE 4" EXTRA HEAVY CAST IRON, DUCTILE IRON OR EXTRA STRENGTH PVC ASTM D1785, SDR 35 OR APPROVED EQUAL.
- ALL DISTRIBUTION PIPES TO BE 4" EXTRA HEAVY CAST IRON OR APPROVED EQUAL UNLESS NOTED.
- SEPTIC TANK SHALL BE SET LEVEL ON A MINIMUM OF 2" OF PROCESSED GRAVEL OR BROWN STONE ON COMPACTED SUBGRADE.
- THERE ARE NO ADJACENT WELLS OR SEPTIC FIELDS WITHIN 75' OF THE PROPOSED WELD AND SEPTIC SYSTEM AS SHOWN ON THIS PLAN.
- APPROVED STONE AGGREGATE FOR LEACHING TRENCHES SHALL BE BROWN STONE, CRUSHED STONE, OR SCREENED GRAVEL, MINIMUM 1/2" SIZE FROM 8" DIA. PERFORATION TO 12" DIA. FOR 6" DIA. STONE.

STONE SIZE	PERCENT PASSING (BY WEIGHT)
1/2-INCH	90-100
1-INCH	20-50
3/8-INCH	0-5
3/4-INCH	0-5
#40	0-5
#20	0-1.8

- THE DEPTH OF THE LEACHING UNITS SHALL NOT EXCEED 3' INTO ORIGINAL GRADE.
- THE LEACHING AREA BETWEEN THE PROPOSED SEPTIC SYSTEM SHALL BE GRADED IN THE FIELD BY UNDESIGNED LANDSCAPER. BROWNINGS SHALL BE SET IN THE VICINITY OF THE LEACH FIELD AT THE TIME OF PLANTING.

**LEACHING SYSTEM CONSTRUCTION NOTES:**

- TOPSOIL TO BE STRIPPED OFF PRIOR TO INSTALLING FILL MATERIAL BETWEEN AND BEYOND TRENCHES TO BE PREVIOUSLY GOOD QUALITY AND CLEAN MEDIUM SAND SELECT FILL PLACED AND COMPACTED TO 4" LIFTS. SELECT FILL SHALL MEET THE FOLLOWING MINIMUM REQUIREMENTS:  
A. THE FILL SHALL NOT CONTAIN ANY MATERIAL LARGER THAN 3 INCHES.  
B. THE FILL SHALL NOT CONTAIN MORE THAN 5 PERCENT GRAVELS, SANDS OR OTHERS AND 4 PERCENT MORE THAN 4 PERCENT OF THE MATERIAL CAN BE RETAINED ON THE NO. 40 SIEVE.  
C. THE FILL SHALL BE SET TO MEET THE FOLLOWING GRAVIMETRIC DATA:  
GRAVIMETRIC DATA  
LIQUID LIMIT (LL) 40  
PLASTICITY INDEX (PI) 10  
PERCENT PASSING (BY WEIGHT)  
NO. 10 100  
NO. 20 90  
NO. 40 85
- DOCUMENTATION OF TEST RESULTS ARE TO BE PROVIDED TO THE HEALTH DISTRICT.
- FILL MATERIAL TO BE PLACED PRIOR TO TRENCH BACKFILLING. ALL TRENCHES DEEPER THAN TRENCH OBSERVATION EQUIPMENT IS TO BE CLOSED, DAMP UNLINED OR OTHERWISE COMPACT THE FILL AREA AFTER TRENCH BACKFILL. ALL MATERIAL IS TO BE DAMPED AT THE END OF THE TRENCH AREA AND SPREAD AND COMPACTED WITH TRACKED OR VEHICLES. STOCKPILING IS TO TAKE PLACE UPSTREAM OF THE LEACHING AREA. THE AREA DOWN-SLOPE OF THE LEACHING AREA IS NOT TO BE DISTURBED.



**SIGN DETAIL**  
NOT TO SCALE

Drawn By: MAM  
 Date: 04/11/05  
 Checked By: MAM  
 Date: 04/11/05  
 Approved By: MAM  
 Date: 04/11/05  
 Scale: AS NOTED  
 Drawing No: 7/26/2023  
 Project Title: SENIOR HOUSING COMPLEX  
 Location: 7 LOOMIS ROAD  
 Prepared For: MRS BUILDERS, INC.  
 Prepared By: MRS BUILDERS, INC.  
 Civil Engineers Consultants  
 145 WASHINGTON AVENUE  
 SUITE 100  
 WOODSTOCK, CT 06097  
 Phone: 860.255.1234  
 Fax: 860.255.1235  
 Email: info@res-engineers.com  
 Website: www.res-engineers.com  
 Drawing #: 3 OF 3  
 Job #: 21-145



#9 Abbe Road  
Manchester, CT 06040  
(860)798-5609 Cell  
(860)798-0144  
Bugnacki@aol.com  
CT Registration # HIC 0536495  
CT Registration #NHC0001077

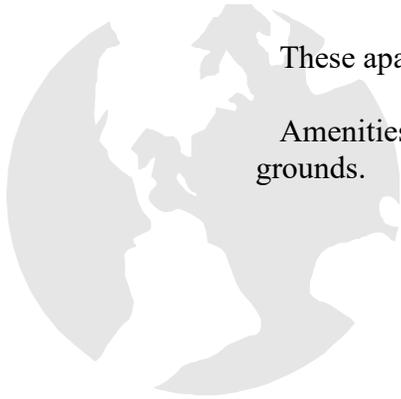
# MTS BUILDERS

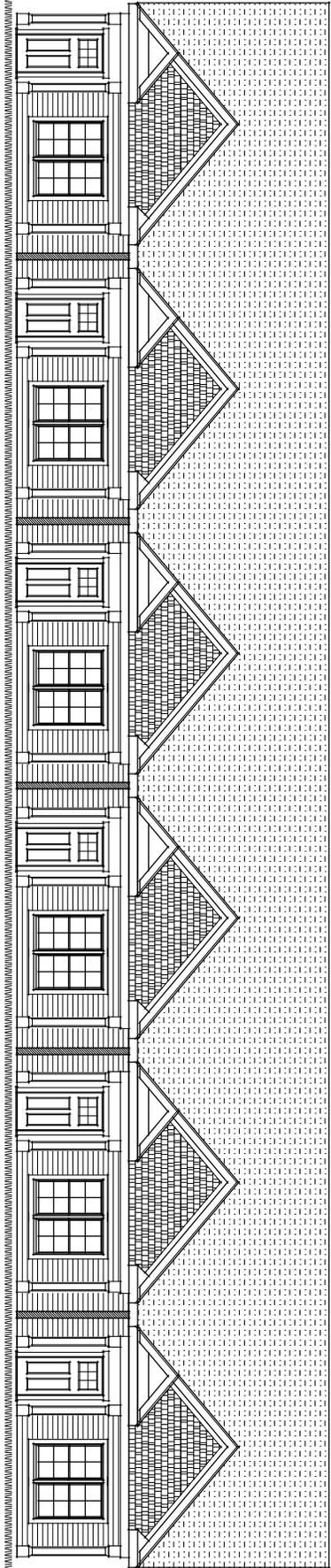
## #7 LOOMIS PROJECT NARRATIVE

MTS Builders, Michael Bugnacki is proposing to build 6 units each 1000 square feet including one bedroom, one full bathroom, kitchen and living room. There will also be a 10' x 10' foot mechanical and storage area and a 10' by 10' covered patio area.

These apartments will be available for clients 62 years old or older.

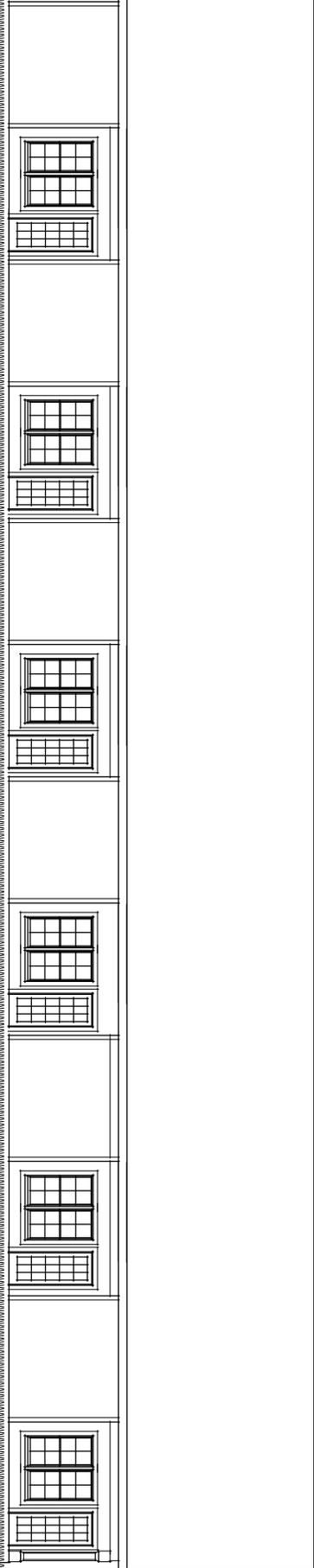
Amenities will include paved handicap accessible parking and landscaped grounds.





**FRONT ELEVATION**

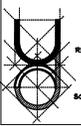
SCALE: 1/4" = 1'-0"



**REAR ELEVATIONS**

SCALE: 1/4" = 1'-0"

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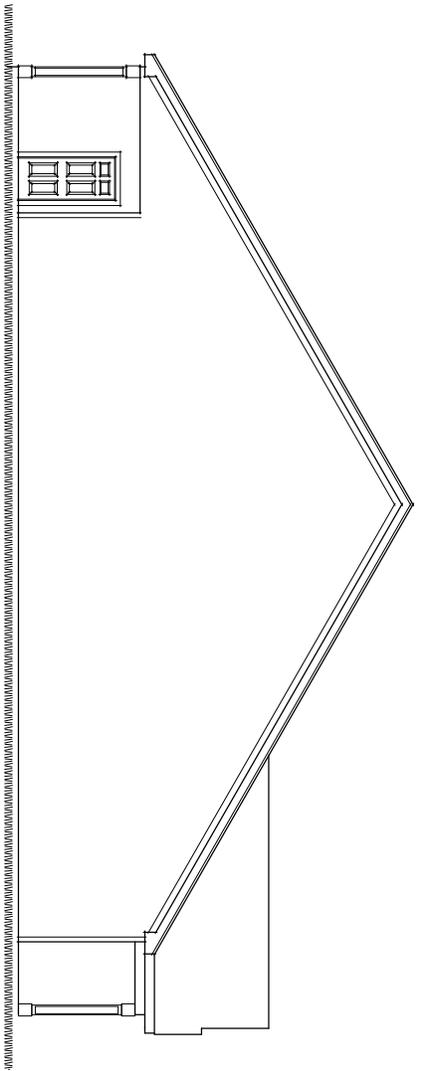
**YOUNG DESIGNS  
 UNLIMITED LLC**  
 RESIDENTIAL DESIGN / SPACE DESIGN  
 P.O. BOX 11  
 SCOTLAND, CONNECTICUT 06224-0011  
 CELL: (860) 408-3304

**FRONT & REAR  
 ELEVATIONS**

DATE: JULY 31, 2023  
 SCALE: AS NOTED  
 DRAWN BY: **B. YOUNG**  
 DATA REF: 8748  
 REVISIONS: DATE

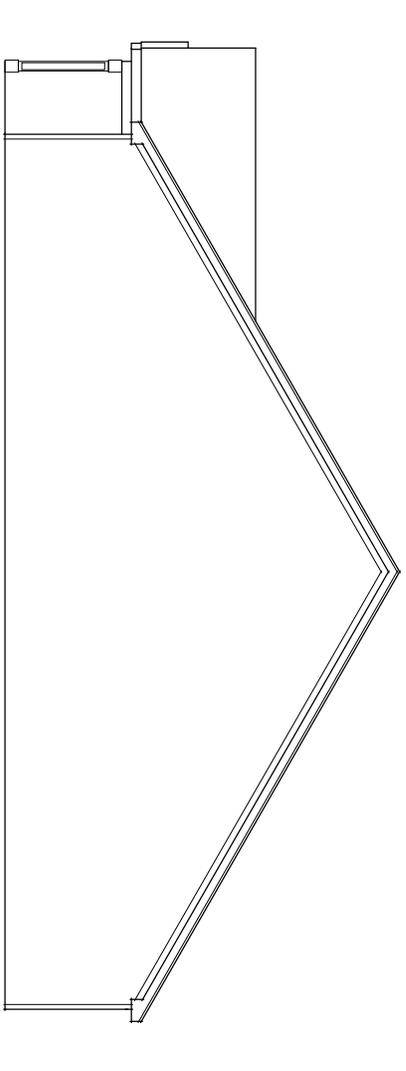
Six Units of  
 Senior Housing Apartments  
 7 Loomis Road  
 Bolton, Conn.

REVISIONS: DATE  
 SHEET NO. **A1**



**LEFT SIDE ELEVATION**

SCALE: 1/4" = 1'-0"



**RIGHT SIDE ELEVATION**

SCALE: 1/4" = 1'-0"

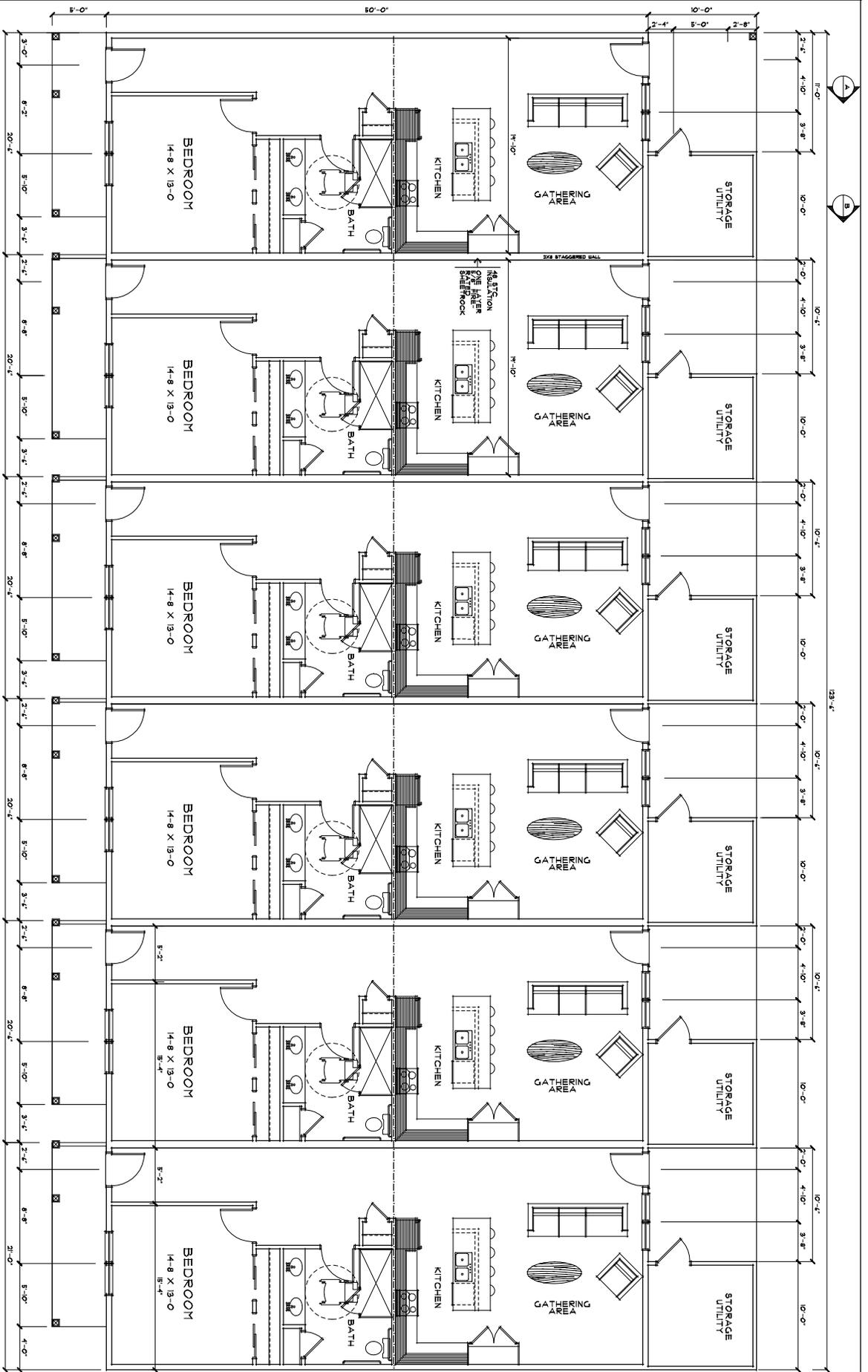
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**YOUNG DESIGNS  
 UNLIMITED LLC**  
 RESIDENTIAL DESIGN / SPACE DESIGN  
 P.O. BOX 11  
 SCOTLAND, CONNECTICUT 06241-0011  
 CELL: 860.408.3304

**RIGHT / LEFT  
 ELEVATIONS**  
 DATE: JULY 31, 2023  
 SCALE: AS NOTED  
 DRAWN BY: *B. YOUNG*  
 DATA REF: 8148  
 REVISIONS: \_\_\_\_\_ DATE: \_\_\_\_\_

Six Units of  
 Senior Housing Apartments  
 7 Loomis Road  
 Bolton, Conn.

REVISIONS: \_\_\_\_\_  
 DATE: \_\_\_\_\_  
 SHEET NO. **A2**



# FLOOR PLAN

SCALE: 1/4" = 1'-0"



**YOUNG DESIGNS  
UNLIMITED LLC**

RESIDENTIAL DESIGN / SPACE DESIGN

P.O. BOX 14  
SCOTLAND, CONNECTICUT 06224-0014  
CELL: (860) 408-3304



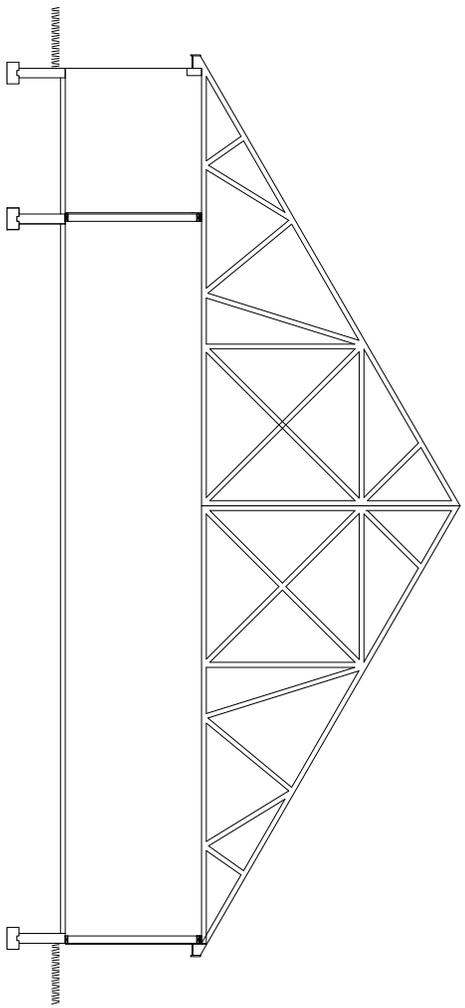
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**FIRST FLOOR  
PLAN**

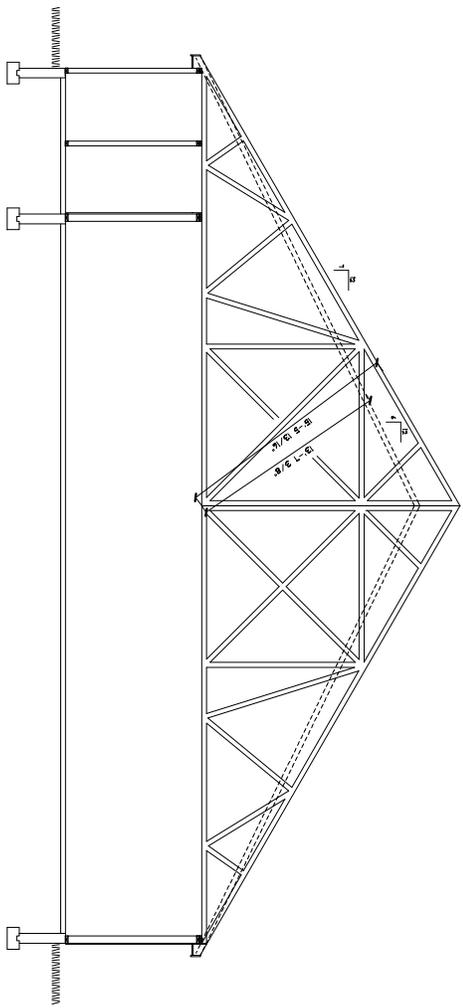
DATE: JULY 31, 2023  
SCALE: AS NOTED  
DRAWN BY: **E. YOUNG**  
DATA REF: 8748  
REVISIONS:  
DATE:

Six Units of  
Senior Housing Apartments  
7 Loomis Road  
Bolton, Conn.

TOTAL: UNO UNO  
SHEET NO. **A4**  
UNO UNO



**A**  
CROSS SECTION  
SCALE: 1/4" = 1'-0"



**B**  
CROSS SECTION  
SCALE: 1/4" = 1'-0"

NOTE:  
1. THE BUILDING CONTRACTOR MUST CHECK AND VERIFY ALL DIMENSIONS AND CONDITIONS OF THE SITE AND ALL MATERIALS TO BE USED IN THE CONSTRUCTION OF THE PROJECT.  
2. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM ALL APPLICABLE AGENCIES AND LOCAL BUILDING CODES.  
3. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY INSURANCE COVERAGE.  
4. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY UTILITIES AND SERVICES.  
5. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY TRANSPORTATION AND LOGISTICS SERVICES.

**YOUNG DESIGNS  
UNLIMITED LLC**  
RESIDENTIAL DESIGN / SPACE DESIGN  
P.O. BOX 11  
SCOTLAND, CONNECTICUT 06224-0011  
CELL: 860.408.3304

**CROSS SECTIONS**

DATE: JULY 31, 2023  
SCALE: AS NOTED  
DRAWN BY: **B. YOUNG**  
DATA REF: 8748  
REVISIONS: \_\_\_\_\_ DATE: \_\_\_\_\_

Six Units of  
Senior Housing Apartments  
7 Loomis Road  
Bolton, Conn.

REVISIONS: \_\_\_\_\_ DATE: \_\_\_\_\_  
TOTAL: \_\_\_\_\_  
SHEET NO. **A6**  
UNO 8/27/23

NATHAN JAMES S & HEDY I	3 BRIAN DR	BOLTON, CT 06043
LORCH ANNE LUND	100 WEST ST	BOLTON, CT 06043
11 LOOMIS ROAD ASSOCIATES LLC	66 HEBRON RD	BOLTON, CT 06043
ORZOLEK DAWN M &	63 WEST ST	BOLTON, CT 06043
CALABRESE ANTHONY & ANNETTE	55 WEST ST	BOLTON, CT 06043
MENSINGER BRIAN E	12 BRIAN DR	BOLTON, CT 06043
SHIFRIN NICHOLAS S & DAY SYDNEY C	56 WEST ST	BOLTON, CT 06043
MTS BUILDERS INC	9 ABBE RD	MANCHESTER, CT 06040
HAC ANDRZEJ & EWA & SURV	91 HARRIS DRIVE	NEWINGTON, CT 06111
BURNHAM DONALD & DEBRA & SURV	24 BROOK ST	EAST HARTFORD, CT 06108
JAKEE LLC	102 SOUTH RD	BOLTON, CT 06043
TESSIER NORMAN E & JERALDINE E	40 WEST ST	BOLTON, CT 06043
TESSIER NORMAN E & JERALDINE E	40 WEST ST	BOLTON, CT 06043
HILLS ROSEMARY & HENRY W	17 BRIAN DR	BOLTON, CT 06043
MEANS RICHARD T	9 BRIAN DR	BOLTON, CT 06043
IRISH PRESTON L JR & CHRISTINE E	60 WEST ST	BOLTON, CT 06043
TRUEMAN BRIAN L & JENNIFER L & SURV	15 LOOMIS RD	BOLTON, CT 06043
SPEARS SHAWN W & LEANNE	19 LOOMIS RD	BOLTON, CT 06043
CRANDALL KARA ANN &	27 LOOMIS RD	BOLTON, CT 06043
ERWIN JOHN Q & SUSAN I	49 WEST ST	BOLTON, CT 06043
WISINSKI WILLIAM T	1257 YACHT HARBOR DR	SINGER ISLAND, FL 33404
BOLTON WEST LLC	87 SHODDY MILL RD	BOLTON, CT 06043
HAILSTON BRIAN & FRANCES	59 WEST ST	BOLTON, CT 06043
BRIMMER-CATOLANE DEBORAH	33 WEST ST	BOLTON, CT 06043
PURDY PATRICIA H	P O BOX 1140	CANAAN, CT 06018
TOWN OF BOLTON	222 BOLTON CENTER ROAD	BOLTON, CT 06043



# Town of Bolton

222 BOLTON CENTER ROAD • BOLTON, CT 06043

Date: August 31, 2023

To: Planning & Zoning Commission

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

**Subject: Michael Bugnacki's Special Permit appl. for 6-Unit (1,000 sq.ft. each) Senior Housing Project at 7 Loomis Road**

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## INFORMATION

**Application No.:** VP#PL-23-6

**Application Date:** August 3, 2023

**Receipt Date:** August 9, 2023

**Legal Notification:** Published in *Hartford Courant* September 1, 2023 & September 8, 2023

**Public Hearing Date(s):** September 13, 2023

**Applicable Regulation Sections:** Sections 6A.14l. & 8B.2.b.18.

**Applicant:** Michael Bugnacki

## PROPOSAL / EXISTING CONDITIONS/BACKGROUND

Applicant, Michael Bugnacki., of 9 Abbe Road, Manchester, is seeking a Special Permit for six (6) 1,000 square foot units of senior housing (62 and over) in one 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. On February 14, 2018, a 6,000 square foot office building was approved for this site but never built. The new proposal utilizes a similar footprint approved in 2018 with much less parking (originally approved 30 spaces, now requesting 10 spaces). 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 and walked the site and since there are no wetlands or watercourses within 100', the project is not subject to Town of Bolton Inland Wetland Regulations.

## **REPORTS RECEIVED**

- Site Plan Checklist - completed
- Project Narrative/Statement of Use
- 08/31/23 review email from Thad King, Sanitarian II with 4 comments to address
- 08/17/23 review email from Bruce Dixon, Fire Chief with 1 comment to address
- 08/30/23 review email from Cameron Covill, Inland Wetlands Agent with no concerns
- 08/30/23 Review comments from Sean Bailey, DPW with 1 comment to address
- 08/30/23 review email from Rich McKinnon, Chief Building Official, with no concerns
- 08/30/23 review email from Randy Heckman, Building Official, with no concerns
- 08/30/23 review letter from Joseph Dillon, PE with 4 comments to address
- 08/31/23 review email from James Rupert with 2 comments to address

## **ADDITIONAL INFORMATION RECEIVED**

- Abutters List
- Certificate of Mailing to Abutters
- 07/26/23 Site Development Plan & Details rev. 08/02/23 - 3 pages
- 07/31/23 Architectural Floor Plans & Elevations
- 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 (see comment #1 of Town Engineer's letter below).
- The current site shows 10 parking spaces and 2 handicapped parking spaces for a total of 12 spaces. The applicant should give thought to some designated parking spaces for visitors presuming some of the units will have a need for 2 parking spaces.
- E&S Cost Control Bond Estimate should be submitted for review by the Town Engineer.
- Public Improvements Bond Estimate (if any are expected) should be submitted for review by the Town Engineer.
- Calculations for the sizing of the proposed stormwater measures should be provided. Please also see other drainage information requested in the Town Engineer's letter.
- 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.
- From the emergency response perspective we would like to see the building on a master key system with one knox box installed in a conspicuous location.

- Public Health comments in August 31, 2023 EHHD letter from Thad King need to be addressed.
- 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 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:** Bruce Dixon <boltonchief34@gmail.com>  
**Sent:** Thursday, August 17, 2023 8:55 PM  
**To:** Carson, Patrice <pcarson@boltonct.gov>  
**Cc:** Joe Dillon <jdillon@nlja.com>; King, Thad <tking@boltonct.gov>; McKinnon, Rich <rmckinnon@boltonct.gov>; Zoning Official, Interim <zeo@boltonct.org>; zeo@boltonct.gov; Covill, Cameron <ccovill@boltonct.gov>; Call, William <wcall@boltonct.gov>; Heckman, Randy <rheckman@boltonct.gov>; Bailey, Sean <sbailey@boltonct.gov>; Rupert, Jim <jrupert@boltonct.gov>  
**Subject:** Re: Special Permit Application Review - 6-Unit Senior Housing Project, 7 Loomis Road, Michael Bugnacki (#PL-23-6)

Hello Patrice,

Thank you for sending these plans to me for review.

At this time, I am in agreement with the plans as presented, and of course, subject to review and comments from the Fire Marshal's office.

I am interested in signage and street / unit numbering of the apartments.

Please include me if there are any changes going forward.

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

---

August 30, 2023

Patrice,

My only concern is that they have sufficient site lines.

Thanks,  
Sean Bailey  
Highway Foreman & Deputy Townwide Facilities Director

**From:** Covill, Cameron <[ccovill@boltonct.gov](mailto:ccovill@boltonct.gov)>  
**Sent:** Wednesday, August 30, 2023 11:09 AM  
**To:** Carson, Patrice <[pcarson@boltonct.gov](mailto:pcarson@boltonct.gov)>  
**Subject:** Re: COMMENTS DUE TO ME TOMORROW: Special Permit Application Review - 6-Unit Senior Housing Project, 7 Loomis Road, Michael Bugnacki (#PL-23-6)

Hi Patrice,

I checked the maps and checked the site in person, there are no wetlands or watercourses within 100' and it is therefore not subject to Town of Bolton Inland Wetland Regulations.

-Cameron J. Covill  
*Inland Wetlands Commission*  
*Town of Bolton*  
860.649.8066, x6113  
[ccovill@boltonct.gov](mailto:ccovill@boltonct.gov)

---

**From:** McKinnon, Rich <[rmckinnon@boltonct.gov](mailto:rmckinnon@boltonct.gov)>  
**Sent:** Wednesday, August 30, 2023 2:20 PM  
**To:** Carson, Patrice <[pcarson@boltonct.gov](mailto:pcarson@boltonct.gov)>  
**Subject:** RE: COMMENTS DUE TO ME TOMORROW: Special Permit Application Review - 6-Unit Senior Housing Project, 7 Loomis Road, Michael Bugnacki (#PL-23-6)

Good afternoon,

I don't see any issues at this point in the process.

Thanks,  
**Rich McKinnon**  
Chief Building Official  
Andover, Ashford, Bolton, & Willington  
Bolton Land use Department Head  
[rmckinnon@boltonct.gov](mailto:rmckinnon@boltonct.gov)  
860-649-8066 ext 6105

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**From:** Heckman, Randy <[rheckman@boltonct.gov](mailto:rheckman@boltonct.gov)>  
**Sent:** Wednesday, August 30, 2023 2:14 PM

Application ReviewVP#PL-23-6, 7 Loomis Road, August 31, 2023

**To:** Carson, Patrice <[pcarson@boltonct.gov](mailto:pcarson@boltonct.gov)>

**Subject:** RE: COMMENTS DUE TO ME TOMORROW: Special Permit Application Review - 6-Unit Senior Housing Project, 7 Loomis Road, Michael Bugnacki (#PL-23-6)

I have no real concerns about this project.

Thanks,  
Randy  
Building Official

---

**From:** Rupert, Jim <[jrupert@boltonct.gov](mailto:jrupert@boltonct.gov)>

**Sent:** Thursday, August 31, 2023 10:22 AM

**To:** Carson, Patrice <[pcarson@boltonct.gov](mailto:pcarson@boltonct.gov)>; Joe Dillon <[jdillon@nlja.com](mailto:jdillon@nlja.com)>; King, Thad <[tking@boltonct.gov](mailto:tking@boltonct.gov)>; McKinnon, Rich <[rmckinnon@boltonct.gov](mailto:rmckinnon@boltonct.gov)>; Zoning Official, Interim <[zeo@boltonct.org](mailto:zeo@boltonct.org)>; Covill, Cameron <[ccovill@boltonct.gov](mailto:ccovill@boltonct.gov)>; Call, William <[wcall@boltonct.gov](mailto:wcall@boltonct.gov)>; Heckman, Randy <[rheckman@boltonct.gov](mailto:rheckman@boltonct.gov)>; Bailey, Sean <[sbailey@boltonct.gov](mailto:sbailey@boltonct.gov)>

**Cc:** Palazzini, Danielle <[dpalazzini@boltonct.gov](mailto:dpalazzini@boltonct.gov)>

**Subject:** RE: COMMENTS DUE TO ME TOMORROW: Special Permit Application Review - 6-Unit Senior Housing Project, 7 Loomis Road, Michael Bugnacki (#PL-23-6)

Patrice,

I reviewed this application including my previous comments. I did not find an isodiagram indicating light levels at grade which are necessary to determine compliance with both the Zoning Regulations and the Building Code with regard to meeting minimum illuminance. All other previous comments seem to be adequately addressed in the current plans. From the emergency response perspective we would like to see the building on a master key system with one knox box installed in a conspicuous location.

Thank you,

Jim



August 30, 2023

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

Re: Senior Housing Complex  
7 Loomis Road  
Site Plan Review  
NLJA #0968-0055

Dear Ms. Carson:

As requested, we have reviewed the following information received for the subject project at our office through August 2, 2023:

- Item 1: Town of Bolton Planning and Zoning commission Application Authorization dated 8-2-23, accompanied by List of Property Owners within 500 feet and Project Narrative.
- Item 2: Set of three (3) drawings titled "Senior Housing Complex, 7 Loomis Road, Bolton, CT", scales as noted, dated 8-2-23, prepared by Reynolds Engineering Services, LLC.

The subject application proposes to construct a building with six dwelling units of 1,000 s.f. each, for people 62 years of age and older, with associated parking, utilities, and stormwater measures.

We have the following comments:

1. In accordance with Section 3A.20.c, a lighting plan shall be prepared.
2. Calculations for the sizing of the proposed stormwater measures should be provided.
3. We would recommend that the base of the proposed overflow spillway be widened to create a level spreader along the 665 contour, to diffuse the stormwater runoff before leaving the property.
4. Provide additional detail for the grading of the entrance drive off Loomis Road. It appears that the 671 and 672 contours do not match into the existing topography. Additionally, spot elevations should be provided along the Loomis Road gutter line.

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

---

**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



Jacobson

Ms. Patrice Carson, AICP  
Director of Community Development  
Re: Senior Housing Complex  
7 Loomis Road  
Site Plan Review  
NLJ #0968-0055

August 30, 2023

Page 2 of 2

Very truly yours,

NATHAN L. JACOBSON & ASSOCIATES, INC.

Joseph M. Dillon, P.E.

JMD:jmd

cc: James Rupert  
Rich McKinnon  
File



Eastern Highlands Health District

1 South Eggenstein Road (Phone: (860) 439-3323 Fax: (860) 439-3321 Web: [www.ehhd.org](http://www.ehhd.org))

### Revisions Required

August 31, 2023

Michael Bugnacki  
9 Abbe Road  
Manchester CT 06040

RE: Septic Plan Review, for 7 LOOMIS RD. Reference #SPR-23-203

Dear Michael Bugnacki:

The above referenced Project has been reviewed for compliance with the Connecticut Public Health Code and Technical Standards.

Additional Information is Required:

The plan dated revised 8-25-23 was reviewed.

The question regarding the jurisdiction of the subsurface sewage disposal system has been referred to the CTDPH, if this proposal meets the definition of a multifamily system or is a community system under CTDEEP permitting.

The attached CTDPH public water screening form should be submitted for a public water system determination.

The required septic tank size based on a multifamily residential use is 2000 Gal.

The leaching field area design is based on a 1 bedroom multifamily flow of 150 Gal/Br/Day with 165 SQ FT/Br ELA.

If you have any questions, please contact me.

Sincerely,

Traci King, MPH, RDHS RS

860-439-3323 (Manchester)

860-549-8058 x8108 (Bristol)

[kingt@ehhd.org](mailto:kingt@ehhd.org)

---

Preventing Illness & Promoting Wellness for Communities in Eastern Connecticut  
Andover \* Ashford \* Bolton \* Chaplin \* Columbia \* Coventry \* Mansfield \* Scotland \* Tolland \* Willington



**STATE OF CONNECTICUT  
DEPARTMENT OF PUBLIC HEALTH  
PUBLIC WATER SYSTEM SCREENING FORM**  
Pursuant to CGS Sections 16-262m & 8-25a and RCSA Section 19-13-B102

**Section 1: Basic Information**

**Project Type:**       Conversion of Existing Structure/Property       Proposed Development  
 Unclassified Facility Currently in Operation       PWS Classification Review (Change in Use)  
 Change of Ownership (PWS Responsibilities letter will be sent out)

Anticipated Start Date:

Name of Facility			Maximum Daily Population Served		Customer of a water company? <input type="checkbox"/> Yes <input type="checkbox"/> No
PWS ID #			Current:	Proposed:	
Property Address			Number of Service Connections:		Proposed/current daycare capacity: <input type="checkbox"/> NA
City	State	ZIP Code	Residential	Non-Res	
Number of days per year facility is/will be operational:					

Description of Project (Attach additional pages if necessary, please see instructions for additional information):

**Section 2: Facility Information**

Type of Facilities (Check all that apply)  Residential  School  Food Service  Day Care  Campground  
 Medical/Dental  Professional Office  Youth Camp  Gas Station  Retail  Manufacturing  Place of Worship  
 Park/Recreation Area  Other - specify: \_\_\_\_\_

Will or does the facility supply water for human consumption to its employees, students, customers, visitors and/or members?:  Yes  No

Type of water use at the facility (check all that apply):  
 drinking  bathing/showering  cooking  dishwashing  public restroom  drinking water fountain  
 other: \_\_\_\_\_

Will or do at least 25 persons (including employees, customers, parishioners, visitors, etc. but not necessarily the same persons) visit the facilities/businesses supplied by the water system daily at least 60 days out of the year (days do not need to be consecutive days)?  Yes  No

Facility annual operating period (begin/end dates of operation): From \_\_\_\_\_ (month/day) to \_\_\_\_\_ (month/day)

Number of same persons (i.e. employees, students, but not residents) that will or do regularly use the facility on a daily basis for at least six months a year: \_\_\_\_\_

Number of persons whose primary residence is or will be supplied by the facility based on design population: \_\_\_\_\_

Does this water system have any treatment?  Yes  No  
 If yes, specify type: \_\_\_\_\_ Purpose: \_\_\_\_\_

**Section 3: Property Owner Contact Information**

Name		Legal Contact Person (if owner is not an individual)		
Mailing Address		City	State	ZIP Code
Telephone	Fax	Emergency Phone		
E-mail Address				

**Section 4: Certification Statement**

I certify to the best of my knowledge that the information provided in this application is complete and correct. I understand that the information I provide will be used by the Department of Public Health, Drinking Water Section to determine if a proposed project or existing facility will be or is considered a water company and a public water system and to also determine the most appropriate steps for initiating the regulatory process.

Signature of Property Owner/Legal Contact: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name of Property Owner/Legal Contact: \_\_\_\_\_

*For Local Health Use Only*

**Section 5: Local Health Department Review**

Please provide any additional information you believe would be helpful for DWS staff to evaluate this form. Examples of additional information include any previous property names/ PWSID the water system may have been regulated under, whether the property is part of a plaza with other uses and what those other uses might be, etc:

[Large empty area for providing additional information]

Local health understanding of water use at the facility:

- drinking  bathing/showering  cooking  dishwashing  public restroom  drinking water fountain
- other: \_\_\_\_\_

Is the information provided by the applicant in Section 1 and 2 of this form consistent with your understanding of the current/proposed use of the property?  Yes  No

Signature of Local Director of Health or Registered Sanitarian \_\_\_\_\_

Date \_\_\_\_\_

Printed Name of Local Director of Health or Registered Sanitarian \_\_\_\_\_

**FOR DWS USE ONLY**

CPCN:  Yes  No

Reactivation of former PWS:  Yes  No

New Water System (currently in operation):  Yes  No

PWS Classification Review:  Yes  No

Change of Ownership (send PWS responsibilities letter)  Yes  No

System Classification:  C  NTNC  TNC  NP Date of determination: \_\_\_\_\_ DWS Project #: \_\_\_\_\_

**Please submit completed forms and all Supporting Documents to:**

[DWDCompliance@ct.gov](mailto:DWDCompliance@ct.gov)

or

Department of Public Health  
Drinking Water Section  
410 Capitol Avenue, MS#12DWS  
P.O. Box 340308  
Hartford, CT 06134-0308

**From:** Zoning Official <zeo@boltonct.gov>  
**Sent:** Friday, September 08, 2023 9:55 AM  
**To:** Carson, Patrice <pcarson@boltonct.gov>  
**Subject:** ITE Trip Codes

See below for trips per unit:

252	Senior Adult Housing - Attached	Dwelling Units		0.26	
-----	---------------------------------	----------------	--	------	--

Code	Description	Unit of Measure	Trips Per Unit	General Urban/ Suburban	Dense Multi- Use Urban
<b>RESIDENTIAL</b>					
210	Single-Family Detached Housing	Dwelling Units	0.99		
<b>OFFICE</b>					
710	General Office Building	1,000 SF GFA	→	1.15	0.87
712	Small Office Building	1,000 SF GFA	2.45		
<b>SERVICES</b>					
911	Walk-In Bank	1,000 SF GFA	12.13		
912	Drive-In Bank	1,000 SF GFA	20.45		
918	Hair Salon	1,000 SF GFA	1.45		

Thank you,

**Michael D'Amato, AICP, CZEO**  
 Zoning Officer  
 Town of Bolton, CT

September 8, 2023

Michael Bugnacki  
MTS Builders  
9 Abbe Road  
Manchester, CT 06040

Re: Traffic Impact  
7 Loomis Road, Bolton, CT

Dear Mr. Bugnacki,

I have assessed the impact that the proposed project will have, based on the weekday a.m. and p.m. peak traffic hours of the adjacent roadway system. These hours are studied because they are the busiest of the week, and traffic added to the roadway has the most impact at these times.

You propose a six unit senior housing complex with a driveway on Loomis Road. There will be a clear line of sight to Route 85 (approximately 250 feet to the west), and a clear line of site, exceeding 500 feet to the east.

I used the Institute of Traffic Engineers' publication *Trip Generation Manual, 10<sup>th</sup> Edition*, to estimate the number of vehicle trips that the apartment building will generate, assuming it is fully occupied. ITE's Land Use Code 220 – Multifamily Housing (Low-Rise), is a compilation of studies of this type of facility.

The proposed six unit facility can be expected to generate up to six vehicle trips during each of the a.m. and p.m. peak roadway hours. This is an insignificant increase in the traffic volumes in the area and will not cause any roadway capacity or safety problems.

I reviewed the Connecticut Crash Data Repository to see if there is an existing accident experience in the vicinity. Typically, if there are three accidents of a similar type, in each of the preceding three years, there would be cause for further investigation. I checked the most recent three years for any accidents that occurred within five hundred feet of the proposed driveway location. There were only three accidents, which indicates that there is not a problem with the roadways and the slight addition of the site traffic will not cause additional problems.

In addition, it is my understanding that the site is currently approved for general office or retail use. Depending on the specific use, the site could generate between 10 to 20, or more, trips in the peak hours. While this would not likely cause a capacity or safety concern, it is more traffic than the proposed residential facility will generate.

In my opinion, traffic generated by the proposed project can be safely and efficiently accommodated by the existing roadway system. I hope this information is helpful to you, please contact me if you would like to discuss these issues in further detail.

Sincerely,



Daniel W. O'Neill, P.E.



9/6/23

Dear Planning & Zoning Commission, Attention Thomas Manning, P&Z Chairman: It has been brought to our attention, from MTS construction Co, owned by M. Bugnacki. that his plan is to construct #6, 1000 sq ft units for Senior Citizens. The initial question is, what level of need and care is this proposal expecting to meet? There is independent, assisted and complete care levels of "need". Frankly my wife and I are opposed to the project, particularly where the proposed site is at 7 Loomis Rd. Our list of reasons as to why we oppose are as follows:: 1) The intersection of Loomis Rd and Rte 85 has a history of not being the safest. Over the past 40 years there have been several accidents and at least 2 deaths near there. When you increase the traffic flow, including older folks, family, visitors and emergency vehicles responding to necessary distress calls, it will increase the risk of more accidents and bodily injury. 2) We and neighbors depend on Dug wells and Septic systems for water and handling of bodily waste. Our particular concern is the area of dug wells.. We don't want to incur the risk of having our current water supply reduced because of the increased demand resulting from either one "big" well or likely #6 separately dug wells. There may not be any consequences to the new wells but we don't want to take the chance. 3) Will the presence of this project influence the value of the current properties already making up the neighborhood. I'm sure the units will look "good" but will that leave a positive or negative impact to the neighborhood already established? The primary reason our objection is presented in written form is that my Wife and I will be out of town and unable to attend this hearing in person.

Sincerely Mr and Mrs Preston L Irish Jr and (wife:Christine) 60 West St, Bolton, Ct 06043

*Preston L Irish Jr.  
Christine Irish*

Please respond so we know you have received this note and have sent it to the appropriate person. Again, We're sorry we can't be there in person.



-copy

**From:** Mike Bugnacki <mikebugnacki64@icloud.com>  
**Sent:** Saturday, September 02, 2023 5:05 PM  
**To:** Patrice Carson <pcarson@boltonct.org>  
**Subject:** Sign is posted at seven in Loomis for the public hearing

This message originated from outside of Bolton. Please be careful when clicking links or opening attached documents.

## Sign is posted at seven in Loomis for the public hearing



Mike Bugnacki <mikebugnacki64@icloud.com>  
To: Patrice Carson





Name and Address of Sender

MTS Builders Inc.  
9 Abbe Road  
Manchester, CT. 06040

Certificate of Mailing - Firm

TOTAL NO. of Pieces Listed by Sender

Affix Stamp Here  
Postmark with Date of Receipt.

U.S. POSTAGE PAID  
GLASTONBURY, CT  
06033  
AUG 24 23  
AMOUNT  
**\$14.25**  
R2305K132795-06



0000

Postmaster, per (name of receiving employee)

USPS Tracking Number  
Firm-specific Identifier

Address  
(Name, Street, City, State, and ZIP Code™)

Parcel Airlift

Fee

Postage

Special Handling

1.

Nicholas S + Sydney C Shifrin

56 West Street, Bolton CT 06043

2.

MTS Builders Inc

9 Abbe Road Manchester, CT 06040

3.

Andrzej + EWA + SURV HAC

91 Harris Drive Newington, CT 06111

4.

Donald + Debra + Suru  
Burnham

24 Brook St, East Hartford, CT 06108

5.

JAKEE LLC

107 South Street, Bolton, CT 06073

6.

Norman + Geraldine S  
Tessier

40 West Street, Bolton CT 06073



Name and Address of Sender

MTS Builders Inc.  
9 Abbe Road  
Manchester, CT. 06040

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of Pieces Received at Post Office™

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Special Handling

Parcel Airlift

1.	2.	3.	4.	5.	6.
Rosemary + Henry W HILLS	17 Brian Drive, Bolton, CT 06043				
Richard T Means	9 Brian Drive, Bolton, CT 06043				
Pristen L JR + Christine E Irish	60 West Street, Bolton, CT 06043				
Brigit L + Jennifer + SURU True-man	15 Loomis Road, Bolton, CT 06043				
Shawn W + Leanne SPENS	19 Loomis Road, Bolton, CT 06043				
Kara Ann + Edwin Joseph Crandall	27 Loomis Rd, Bolton, CT 06043				

Affix Stamp Here  
Postmark with Date of Receipt.



Certificate of Mailing - Firm



Name and Address of Sender

MTS Builders Inc.  
9 Abbe Road  
Manchester, CT. 06040

Certificate of Mailing - Firm

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USPS® Tracking Number Firm-specific Identifier		Postmaster, per (name of receiving employee)		Postage	Fee	Special Handling	Parcel Airlift
1.	James + Hedy I Nathan	3 Brian Drive, CT Bolton CT 06043					
2.	Anne Lund Lorch	100 west street, Bolton CT 06043					
3.							
4.	11 Loomis Road Associates LLC	66 Hebron Road, Bolton, CT 06043					
5.	Dawn M + Michael T Orzolek	63 West Street, Bolton CT 06043					
6.	Anthony + Annette Calabrese	55 West Street, Bolton, CT 06043					
	Brian E Messinger	12 Brian Drive, Bolton, CT 06043					





Name and Address of Sender

MTS Builders Inc.  
9 Abbe Road  
Manchester, CT. 06040

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TOTAL NO. of Pieces Listed by Sender

Affix Stamp Here  
Postmark with Date of Receipt



TOTAL NO. of Pieces Received at Post Office™

Postmaster, per (name of receiving employee)

Postage

Fee

Special Handling

Parcel Airlift

USPS® Tracking Number  
Firm-specific Identifier

Address  
(Name, Street, City, State, and ZIP Code™)

1. John G r Susan J Erwin

49 west st Bolton, CT 06043

2. William T Wisinski

1257 Yacht Harbor Drive  
Florida 33404/Singer Island

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06043

4. Brian + Frances Hailston

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5. Deborah Brimmer - Catalone

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**From:** Carson, Patrice  
**Sent:** Friday, September 01, 2023 11:07 AM  
**To:** PZC  
**Subject:** FW: Land Use Commissioner Training - to be completed by end of 2023

Hi Commissioners,

Below is information on Commissioner training that needs to be completed by the end of the year. There are many opportunities for you to do this on your own or we can schedule it as a group. We can discuss this at the next meeting on September 13.

Have a wonderful weekend!

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

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As we are approaching the January 1, 2024 deadline to complete the initial four (4) required credits of the land use commissioner training under the CGS Sec. 8-4c, I am excited to share a number of upcoming opportunities for our commissioners to obtain the required credits. I am listing the most immediate opportunities below and providing a link to our CT Land Use Commissioner Training Calendar CT Land Use Commissioner Training (google.com)<[https://calendar.google.com/calendar/u/0/embed?src=c\\_2575a7a28f55fd370826e93751dccb84f95116ca38c358d0303dbe0d8fe2afb9@group.calendar.google.com&ctz=America/New\\_York](https://calendar.google.com/calendar/u/0/embed?src=c_2575a7a28f55fd370826e93751dccb84f95116ca38c358d0303dbe0d8fe2afb9@group.calendar.google.com&ctz=America/New_York)> where you can find training information and registration links (when available). Feel free to share the link to the calendar with your commissioners.

August 31, 2023: Land Use Commissioner Training - NHCOG 5th Thursday Event (1.5 credits - virtual) The 5th Thursday event hosted by the Northwest Hills Council of Governments (NHCOG) will feature the CLEAR Land Use Academy - Basic Training, The Legal Requirements & Procedures, Roles and Responsibilities and provide 1.5 hours of credit toward the state required land use commissioner training. Presented by Renata Bertotti, AICP, Assistant Extension Educator in LU Planning and Climate Resilience, UConn CLEAR & CAHNR Department of Extension. Session will be presented online over ZOOM, be open to all and start at 7:00 p.m.

September 7, 2023: Land Use Commissioner Training - SCCOG (1.5 credits-virtual) The Southeastern Connecticut Council of Governments (SCCOG) will host the CLEAR Land Use Academy - Basic Training, Legal Requirements and Procedures, Roles and Responsibilities, which provides 1.5 hours of credit toward the state required land use commissioner training. Presented by Renata Bertotti, AICP, Assistant Extension Educator in LU Planning and Climate Resilience, UConn CLEAR & CAHNR Department of Extension. Session will be presented online over ZOOM, be open to all and start at 6:30 p.m.

September 21, 2023: Land Use Commissioner Training - CRCOG (1.5 credits-virtual) The Capital Region Connecticut Council of Governments (CRCOG) will host the CLEAR Land Use Academy - Basic Training, Legal Requirements and Procedures, Roles and Responsibilities, which provides 1.5 hours of credit

toward the state required land use commissioner training. Presented by Renata Bertotti, AICP, Assistant Extension Educator in LU Planning and Climate Resilience, UConn CLEAR & CAHNR Department of Extension. Session will be presented online over ZOOM, be open to all and start at 7:00 p.m.

September 28, 2023: Land Use Commissioner Training - SCCOG (1.5 credits – in-person) The Southeastern Connecticut Council of Governments (SCCOG) will host the CLEAR Land Use Academy - Basic Training, Fundamentals of Reading Plans, which provides 1.5 hours of credit toward the state required land use commissioner training. Presented by Renata Bertotti, AICP, Assistant Extension Educator in LU Planning and Climate Resilience, UConn CLEAR & CAHNR Department of Extension. This session assists commissioners with developing plan reading skills including understanding scale, topography, hydrology and stormwater. Participants learn to translate what is on the plans to what it will look like on the ground. The in-person session will start at 6:30 p.m. at 5 Connecticut Avenue, Norwich, CT 06360. The attendance is limited, future sessions may be held if there is interest.

September 30, 2023: Land Use Commissioner Training - NVCOG (4 credits – in person) The Naugatuck Valley Council of Governments will host the CLEAR Land Use Academy Basic Training – The Legal Requirements & Procedures, Roles & Responsibilities and The Fundamentals of Reading Plans which will cover three (3) credits of the required CGS Sec. 8-4c training. Presented by Renata Bertotti, AICP, Assistant Extension Educator in LU Planning and Climate Resilience, UConn CLEAR & CAHNR Department of Extension. At the same event, Jocelyn Ayer, Director of the Litchfield County Center for Housing Opportunity<<https://cthousingopportunity.org/lccho>>, will present a session on Fair and Affordable Housing Policies, which will cover one (1) credit on Fair and Affordable Housing Policies as required by State Statute. Registration details for this in-person event will be provided in September.

October 12, 2023: Land Use Commissioner Training - SCRCOG (4 credits – in person) The South Central Regional Council of Governments will host the CLEAR Land Use Academy Basic Training – The Legal Requirements & Procedures, Roles & Responsibilities and The Fundamentals of Reading Plans which will cover three (3) credits of the required CGS Sec. 8-4c training. Presented by Renata Bertotti, AICP, Assistant Extension Educator in LU Planning and Climate Resilience, UConn CLEAR & CAHNR Department of Extension. At the same event, David Fink, former Policy Director at Partnership for Strong Communities and SCRCOG Regional Housing Consultant, will present a session on Fair and Affordable Housing Policies which will cover one (1) credit on Fair and Affordable Housing Policies as required by State Statute. This will be an in-person event conducted at location TBD, from 4:00 p.m. – 8:00 p.m., and the attendance will be limited. Session will be recorded.

October 28, 2023: Land Use Commissioner Training - UConn CLEAR @ Middlesex County Extension (4 credits – in person) The UConn Center for Land Use Education and Research (CLEAR) will be running an all-day Land Use Academy on Saturday, October 28, 2023, at the UConn Middlesex County Extension Center located at 1066 Saybrook Road, Haddam, CT, 06438. This will be an in-person event at which the four (4) credits of the required CGS Sec. 8-4c training will be provided. Renata Bertotti will present the Land Use Academy Basic Training – The Legal Requirements & Procedures, Roles & Responsibilities and The Fundamentals of Reading Plans, which will cover three (3) credits of the required CGS Sec. 8-4c training, and Mark Branse, a distinguished attorney from Halloran Sage, will present a session on Fair and Affordable Housing Policies which will cover one (1) credit on Fair and Affordable Housing Policies as required by the State Statute. We plan on recording this session and posting it on CLEAR website for those who cannot attend. However, I am told that we have the best food caterer ever (at nominal charge to attendees), so in-person attendance is strongly recommended 😊. The Academy will begin at 9:00 a.m. Registration will be available here soon: <https://clear.uconn.edu/lu/> November 16, 2023:

Land Use Commissioner Training @CRCOG (1.5 credits - virtual) The Capital Region Connecticut Council of Governments will host the CLEAR Land Use Academy - Basic Training, Fundamentals of Reading Plans, which provides 1.5 hours of credit toward the state required land use commissioner training. Presented by Renata Bertotti, AICP, Assistant Extension Educator in LU Planning and Climate Resilience, UConn CLEAR & CAHNR Department of Extension. This session assists commissioners with developing plan reading skills including understanding scale, topography, hydrology and stormwater. Participants learn to translate what is on the plans to what it will look like on the ground. Session will be presented online over ZOOM, be open to all and start at 7:00 p.m.

**From:** Capitol Region Council of Governments <[cpalmer@crcog.org](mailto:cpalmer@crcog.org)>

**Sent:** Friday, September 01, 2023 8:35 AM

**To:** Carson, Patrice <[pcarson@boltonct.gov](mailto:pcarson@boltonct.gov)>

**Subject:** CRCOG to Host Commissioner Land Use Training - 9/21 and 11/16



**Please share the following information with \*\*\* your land use boards and commissions \*\*\***

CRCOG is hosting two virtual sessions for **ALL** land use boards and commission members to complete their required trainings by 2024 per Public Act 21-29. Check out our **FLYER** for more information on each session!

**Training #1, September 21st @ 7:00 - 8:30pm**

**Registration link: [bit.ly/3Oy1DmV](https://bit.ly/3Oy1DmV)**

**Training #2, November 16th @ 7:00 - 8:30pm**

**Registration link: [bit.ly/3OVKRPQ](https://bit.ly/3OVKRPQ)**

*These trainings will occur at our next Regional Planning Commission meetings **prior** to official RPC business.*

**ALL commissioners are welcome to attend the trainings.**

**Questions or prefer CRCOG reach out to your commissioners directly?**

Email Jacob Knowlton at [jknowlton@crcog.org](mailto:jknowlton@crcog.org).



# CRCOG is hosting Commissioner Land Use Training Sessions

CRCOG is hosting two upcoming virtual sessions for land use boards and commissions to help all members complete their required trainings by 2024. These trainings will be presented by **Renata Bertotti**, AICP, Assistant Extension Educator in Land Use Planning and Climate Resilience, UCONN Extension. Both will be presented online via Zoom, please see registration links below.

**Training #1, September 21st @ 7:00 - 8:30pm**  
**Training #2, November 16th @ 7:00 - 8:30pm**

*These trainings will occur at CRCOG's upcoming Regional Planning Commission meetings prior to official RPC business.*

## **CRCOG Land Use Commissioner Training #1 | September 21, 2023**

The Capitol Region Council of Governments will host the CLEAR Land Use Academy - Basic Training, Legal Requirements and Procedures, Roles and Responsibilities, which provides 1.5 hours of credit toward the state required land use commissioner training. This session will go over the legal basis for land use regulation, roles of commissions, public hearings and timeframes, ex-parte communications, and more.

**Registration Link:** [bit.ly/3Oy1DmV](https://bit.ly/3Oy1DmV)

## **CRCOG Land Use Commissioner Training #2 | November 16, 2023**

The Capital Region Connecticut Council of Governments will host the CLEAR Land Use Academy - Basic Training, Fundamentals of Reading Plans, which provides 1.5 hours of credit toward the state required land use commissioner training. This session assists commissioners with developing plan reading skills including understanding scale, topography, hydrology and stormwater. Participants learn to translate what is on the plans to what it will look like on the ground.

**Registration Link:** [bit.ly/3OVKRPQ](https://bit.ly/3OVKRPQ)

Email Jacob with any questions at [jknowlton@crcog.org](mailto:jknowlton@crcog.org)

**Each session will provide 1.5 hours towards training requirements.**

**Sessions are  
\*\* FREE \*\***





CRCOG | 241 Main Street, Hartford, CT 06106

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