

**Bolton Zoning Board of Appeals
Regular Meeting Minutes
December 9, 2025, 7:00 p.m.
Bolton Town Hall, 222 Bolton Center Road
In-Person Meeting and Virtual Utilizing Zoom**

Members Present: Vice-Chairman William Pike, Joshua Machnik, Jonathan Treat, Athina Loveland, Alternate Andrew Chambers

Members Present Via Zoom: Anne Decker

Others Present in Person: Michael and Michelle Pierce

Others Present via Zoom: Board Secretary Kacie Cannon

Regular Meeting

1. Call to Order: Vice-Chairman William Pike called the meeting to order at 7:07 p.m.

2. Election of Officers:

W. Pike requested nominations for Chairman and Vice-Chairman.

J. Machnik nominated W. Pike to serve as Chairman, and W. Pike accepted the nomination. The Board voted unanimously to appoint W. Pike as Chairman.

J. Machnik nominated himself to serve as Vice-Chairman. The Board voted unanimously to appoint J. Machnik to serve as Vice-Chairman.

3. Approval of Minutes:

- **April 8, 2025**

J. Machnik moved to approve the April 8, 2025 Meeting Minutes. J. Treat seconded. Motion carried 5:0:0.

4. Resident's Forum/Public Comment:

There was no public comment.

5. New Business:

Application: ZBA-25-2: Michael & Michelle Pierce – 28 Clark Rd – Variance to construct 800 sq ft addition 12.69 feet from the side-yard property line

W. Pike invited Michael and Michelle Pierce to present their variance request. He explained the decision-making process and noted that four affirmative votes are required for approval.

W. Pike added that a valid property hardship is required to grant a variance.

Michelle Pierce explained that the variance is being requested to construct a double-wide garage with additional living space above the garage for her children on the left side of the home. Michael Pierce stated that the house is approximately 1200 to 1300 sq. ft. and building on the back of the home would not allow for a garage. He explained that the house is currently 32 feet from the side yard property line, and the garage would require 20 feet of

that space. Due to the side yard setback requirements, they are requesting a variance approximately 8 feet.

W. Pike clarified that the required side yard setback is 25 feet and noted the applicants currently have five or six feet that they can utilize without a variance. The Board discussed the site plan error showing a 20-foot setback, instead of the required 25 feet, and concluded that the variance needed is approximately 14 feet.

W. Pike requested the dimensions for the front of the garage and front yard setback. Mr. Pierce stated that the front of the garage is six feet, and the surveyor did not measure the front yard which is estimated to be approximately 90 feet or more from the road. W. Pike agreed that as long as it is more than 35 feet, it is compliant, but noted that the measurement must be verified. The Board discussed the R-1 zone requirements and determined that confirmation is needed to ensure the property is in an R-1 zone.

J. Treat asked the applicants to identify the hardship supporting the variance request. W. Pike recommended postponing a decision until the January meeting since the hardship information was not properly stated in the application. Mr. Pierce stated that they were not expecting a decision until January. W. Pike explained that a hardship is not based on pure want, need, or financial reasons, but must be based on unique features of the property that limit reasonable use. Mr. Pierce stated that their lot is narrower than surrounding properties and they have had difficulty in locating plot plans for the property.

J. Treat explained that the Board is required to consider and protect the abutting properties. W. Pike asked if the abutters have been notified. Mrs. Pierce stated that she will posting a yard sign and sending letters to notify the abutters prior to the January meeting. W. Pike stated that a decision cannot be made until the abutters have been notified and given an opportunity to respond.

W. Pike recommended that the applicants provide information showing where the back left corner of the property would be relative to the 25-foot setback and to verify the front yard setback to ensure compliance with the 35-foot requirement. He added that a surveyor does not need to take the measurements, and the applicants may measure it themselves. J. Treat suggested that the applicants contact the Town Clerk for the hardship definition. W. Pike also advised the applicants to contact the surveyor to correct the site plan to reflect the 25-foot side yard setback required in R-1 zones.

A. Chambers asked if the impervious coverage is appropriate, and the Board confirmed that it is. W. Pike stated that he will follow up with Danielle Pallazzini on the application to clarify any miscommunication in the review and decision process.

6. Old Business: None

7. Schedule 2026 Regular Meeting Dates

W. Pike noted that the Town Hall is not available on Tuesdays, and the Board will need to meet on Mondays if they wish to continue meeting at that location. The Board agreed to hold the meetings on Mondays at 7:00 p.m. as follows:

- January 12, 2026
- February 9, 2026
- March 9, 2026
- April 13, 2026
- May 11, 2026
- June 8, 2026
- July 13, 2026
- August 10, 2026
- September 14, 2026
- October 12, 2026
- November 9, 2026
- December 14, 2026

8. FY 26-27 Budget

The Board reviewed the budget and determined there was no need for an increase.

W. Pike moved to approve the FY 26-27 Budget. J. Treat seconded. Motion carried 5:0:0.

9. Other

W. Pike welcomed the new members to the Board and encouraged alternates to attend the meetings to become fully oriented on Board procedures. A. Loveland agreed and noted that she is already more informed after attending the meeting tonight.

J. Treat recommended the new members carefully review the Board materials they received.

W. Pike added that one of the challenges is documenting hardships, or a lack thereof, and stated that the Board is here to help and suggest alternatives to assist residents in achieving their goals.

10. Adjournment

J. Machnik moved to adjourn the meeting at 7:39 p.m. J. Treat seconded. Motion carried 5:0:0.

Respectfully submitted by Kacie Cannon

Kacie Cannon

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