

**BOLTON PLANNING & ZONING COMMISSION**  
**REGULAR MEETING**  
**7:30 PM, WEDNESDAY, DECEMBER 13, 2023**  
**BOLTON TOWN HALL, 222 BOLTON CENTER ROAD**  
**In-Person and Via Zoom**

**MOTIONS**

**PZC Members Present In-Person:** Tom Manning, Jeremy Flick, Marilee Manning, Thomas Robbins, Alternate Tom Crockett

**PZC Members Present Via Zoom:** James Cropley, Arlene Fiano

**PZC Members Absent:** Alternate Steven Clark

**Staff Present Via Zoom:** Patrice Carson, AICP, Consulting Director of Community Development, Michael D’Amato, Interim Zoning Enforcement Officer, Recording Secretary Linda H. McDonald

**Others Present in-person:** Diane DeNunzio

**Others Present via zoom:** Andrew Ladyga, Kawan Gordon

1. **Call to Order:** T. Manning called the meeting to order at 7:32 p.m. T. Crockett was seated for Alternate S. Clark.
2. **Approval of Minutes:**  
T. Crockett MOVED to APPROVE the regular meeting minutes of November 8, 2023 as presented. J. Flick SECONDED. By roll call vote, MOTION CARRIED 7:0:0.
3. **Residents’ Forum**
4. **Staff Reports**
5. **Old Business:**
  - 5.a **DISCUSSION/POSSIBLE DECISION: Schedule of 2024 Regular Meeting Dates:**  
T. Manning MOVED to approve the 2024 Planning and Zoning Commission Regular Meeting dates schedule as amended and file it with the Town Clerk’s Office as required by statute. T. Crockett SECONDED. MOTION CARRIED 7:0:0.
  - 5.b **Other**
6. **New Business**
  - 6.a **Appointment of Planning and Zoning Commission regular member:**  
T. Crockett MOVED to appoint Steven Clark to fill the term of regular member Rodney Fournier ending November 18, 2025. J. Flick SECONDED. By voice vote, MOTION CARRIED 7:0:0.
  - 6.b **Appointment of Planning and Zoning Commission alternate member:**  
A. Fiano MOVED to appoint Kawan Gordon to fill the vacant alternate member seat, term ending November 18, 2025. J. Cropley SECONDED. By voice vote, MOTION CARRIED 7:0:0.  
  
T. Manning MOVED to add agenda item 6.c: Appointment of Planning and Zoning Commission alternate member to fill the vacancy of Steven Clark. T. Crockett SECONDED. By voice vote, MOTION CARRIED 7:0:0.
  - 6.c: **Appointment of Planning and Zoning Commission alternate member to fill the vacancy of Steven Clark:**

T. Crockett MOVED to appoint Diane DeNunzio to fill the term of alternate member Steven Clark, term ending November 18, 2025. T. Robbins SECONDED. By voice vote, MOTION CARRIED 7:0:0.

**6.c Election of Officers:**

T. Crockett MOVED to nominate Tom Manning as Planning and Zoning Commission Chair. M. Manning SECONDED. There were no other nominations.

T. Crockett MOVED to close the ballot and call the question. T. Robbins SECONDED. By voice vote, MOTION CARRIED 7:0:0.

T. Crockett MOVED to nominate James Cropley as Planning and Zoning Commission Vice Chair/Secretary. T. Robbins SECONDED. There were no other nominations.

M. Manning MOVED to close the nominations. J. Flick SECONDED. By voice vote, MOTION CARRIED 7:0:0.

T. Manning called for a vote for the slate of Tom Manning for Planning and Zoning Commission Chair and James Cropley as Planning and Zoning Commission Vice Chair/Secretary. All members voiced in favor 7:0:0.

**6.d DISCUSSION/POSSIBLE DECISION: FY 2024/2025 Budget:**

J. Cropley MOVED to approve the FY2024/2025 budget as presented. M. Manning SECONDED. By voice vote, MOTION CARRIED 7:0:0.

**6.e DISCUSSION/DECISION:** Request for waiver of extension of time to file plans with Town Clerk under Zoning Regulations Sections 16A.4.g.2 and 16B.5.b: Special Permit for Veterinary Hospital/Veterinary Emergency Care, 233 Boston Turnpike and 12 Williams Road (Bolton Vet), Veterinarians of Eastern Connecticut LLC (#PL-22-3):

T. Crockett MOVED to waive the 90-day filing requirements in Sections **16a.4.g.2** and **16B.5.b.** of the Bolton Zoning Regulations for all approvals granted under Permit #PL-22-3 for Veterinarians of Eastern Connecticut LLC, which application and plans were approved by the Planning and Zoning Commission on May 11, 2022, and grant an extension of time to April 18 2024 to file plans with the Town Clerk's office. T. Robbins SECONDED. By voice vote, MOTION CARRIED 7:0:0.

**6.f DISCUSSION/POSSIBLE DECISION on Bond Release Request:** Site Improvement Bond for Dollar General, 1100 Boston Turnpike, Garrett Homes, LLC (#PL-21-5): No action taken.

**6.g Other**

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

**8. Correspondence**

**9. Adjournment:** J. Cropley MOVED to adjourn the meeting at 8:27 p.m. By voice vote, MOTION CARRIED 7:0:0.

Respectfully submitted by Linda H. McDonald

*Linda H. McDonald*