

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
MINUTES

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

PZC Members Present Via Zoom: Vice Chair 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, 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 R. Fournier.

2. Approval of Minutes: November 8, 2023

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: Kawan Gordon put his name forward for appointment by the commission to the alternate vacancy appointment.

4. Staff Reports

P. Carson reported she received the amendments to the zoning regulations codification from General Code and has started to review the document. M. D'Amato reported regular activity in the office. He said he finished putting together the slides on affordable housing as requested by the commission. He suggested the presentation be scheduled in the future once the commission is fully staffed with members.

5. Old Business

a. DISCUSSION/POSSIBLE DECISION: Schedule of 2024 Regular Meeting Dates:

P. Carson noted the proposed January 10, 2023 regular meeting date would have to be a special meeting by statute because that date is less than 30 days from approval of the 2024 meeting dates by the commission.

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.

b. Other: No other old business.

6. New Business

a. **APPOINTMENT OF PLANNING & ZONING COMMISSION REGULAR MEMBER: To fill vacated term of Rodney Fournier, term ending November 20, 2025**

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.

b. **APPOINTMENT OF PLANNING & ZONING COMMISSION ALTERNATE MEMBER: To fill vacancy of Kawan Gordon, term ending November 20, 2025**

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 to agenda item 6.b: **APPOINTMENT OF PLANNING & ZONING COMMISSION ALTERNATE MEMBER: To fill vacancy of Steven Clark, term ending November 20, 2025.** T. Crockett SECONDED. By voice vote, MOTION CARRIED 7:0:0.

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

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.

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

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

e. **DISCUSSION/DECISION: Request for Waiver of Extension of Time to File Plans With Town Clerk Under Zoning Regulations Sections 16A.4.g.2. & 16B.5.b: Special Permit Application for Veterinary Hospital/Veterinary Emergency Care, 233 Boston Turnpike & 12 Williams Road (Bolton Vet), Veterinarians of Eastern Connecticut LLC (#PL-22-3)**

P. Carson explained the extension the commission gave Bolton Veterinary Clinic will run out on December 20, 2023. They have directed their architect to redesign the hospital to reduce the size of the project, to reduce some of the costs. She said it is taking a while to get those plans done. They are asking for an additional 120-day extension for approvals under that permit so they can come in for modification.

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.

f. DISCUSSION/POSSIBLE DECISION on Bond Release Request: Site Improvement Bond for Dollar General, 1100 Boston Turnpike, Garrett Homes, LLC (#PL-21-5)

M. D'Amato explained when the Dollar General received its CO there were some outstanding site improvements that were not in accordance with the plan. It was a matter of timing with landscaping, lawn establishment, and some minor items relating to the storm water basin. He said the town took an administrative performance bond to cover the cost of those items and to guarantee the installation of the landscape buffer that was required at the top of the berm. He said the developer requested a bond release and he went out and did an inspection. M. D'Amato said the planted berm leaves a little bit to be desired when compared to the approved plan. Town Engineer Joe Dillon is satisfied that the basin is in compliance with the plan. M. D'Amato said the work required with the berm cannot be done given the time of year and will have to wait until spring to determine which plantings survived or need to be replaced. He reached out to the developer with this information and suggested waiting for any action related to the bond until the town can confirm complete compliance rather than releasing a portion of such a small amount (\$6,000). He said the town has to respond to the request for bond release within 60 days.

The consensus of the commission is not to take any action on the release of the bond until spring when the plantings can be reviewed.

g. Other

P. Carson said K. Gordon, M. Manning, and D. DeNunzio will have to complete the 4 hours of training by the end of 2024. All other members have a deadline of December 31, 2023 to complete the training hours. M. D'Amato said UCONN CLEAR has three live training courses available before the end of the year. FOI training in Bolton is scheduled for tomorrow at 6:00 p.m. and will count toward one of the four training hours.

7. Ongoing Discussion: Bolton Subdivision and Zoning Regulations

P. Carson shared the amended document from General Code after the zoning regulations were codified. A public hearing will be held to adopt the amended codification with all the changes. Upon request from the commission, P. Carson will send the members the document for review. She noted the codified version will be easier to use and search. M. D'Amato added no real substance changes have been made.

8. Correspondence

A referral letter was received from an applicant proposing a ground-mounted solar photovoltaic facility at 250 Carter Street in Manchester.

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

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