

**BOLTON PLANNING & ZONING COMMISSION**  
**REGULAR MEETING**  
**7:30 PM, WEDNESDAY, FEBRUARY 12, 2025**  
**BOLTON TOWN HALL, 222 BOLTON CENTER ROAD**  
**In-Person and Via Zoom**  
**MINUTES**

**PZC Members Present In-Person:** Chairman Tom Manning, Marilee Manning, Alternate Diane DeNunzio  
**PZC Members Present Via Zoom:** Arlene Fiano, Jeremy Flick, Alternates Tom Crockett and Kawan Gordon  
**PZC Members Absent:** Vice-Chair James Cropley, Steven Clark, Thomas Robbins

**Staff Present Via Zoom:** Patrice Carson, AICP, Consulting Director of Community Development, Recording Secretary Kacie Cannon

**Others Present In-Person:** Tyler Clark, Andrew Ladyga

**Others Present Via Zoom:** Jim Loersch

**1. Call to Order:** T. Manning called the meeting to order at 7:30 p.m. D. DeNunzio was seated for J. Cropley, K. Gordon was seated for T. Robbins, and T. Crockett was seated for S. Clark.

**2. Approval of Minutes: January 8, 2025**

M. Manning MOVED to APPROVE the Regular Meeting Minutes of January 8, 2025 as written. D. DeNunzio SECONDED. MOTION CARRIED 7:0:0.

**3. Residents' Forum**

T. Manning advised resident Tyler Clark that the amendment he is interested in will be discussed under Item No. 7(c). P. Carson added that a public hearing will be scheduled and recommended reserving comments until that time so they are on the record. T. Manning noted that the resident may also ask questions and make comments under the Resident's Forum or under Item No. 7(c).

**4. Staff Reports**

P. Carson asked if the Staff Report could be discussed at the end of the meeting since M. D'Amato will not be present until later. P. Carson also asked for the codification of the subdivision regulations and scheduling of a public hearing to be added to the Agenda under Item 5(a). She explained that the regulations are complete and ready for public hearing. T. Manning approved the requests.

P. Carson reported that e-mails and social media posts regarding the Connecticut's Countryside website are being sent out to those who have subscribed to receive notifications. She added that approximately 40% of businesses in Bolton are on the website and staff is working on adding more; however, there are some businesses that are not interested in participating.

**5. Old Business**

**a. Other: Codification of Subdivision Regulations – Schedule Public Hearing**

P. Carson stated that the Subdivision Regulations have been codified by General Code. She reminded the PZC that they reviewed and made changes to the draft in the summer, and those changes were finalized by General Code and returned for approval. A public hearing is required to formalize the changes. P. Carson

suggested combining the Codification of Subdivision Regulations and the Bolton Zoning Regulations into one public hearing to save on advertising costs. She noted that the next PZC meeting is scheduled for March 12<sup>th</sup> and asked if the public hearing should be scheduled for that meeting or in April. She explained that the changes must be reviewed by CRCOG prior to the hearing, and they have 30 days to do so; however, she will request that they expedite the review. If their review is not complete by March 12<sup>th</sup>, the hearing would have to be extended to April.

T. Manning MOVED to hold a public hearing on Wednesday, March 12, 2025, beginning at 7:30pm virtually and in person at 222 Bolton Center Road to consider updates and amendments to the Subdivision Regulations through the codification process. J. Flick SECONDED. MOTION CARRIED 7:0:0.

## **6. New Business**

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

## **7. ONGOING DISCUSSION: Bolton Subdivision and Zoning Regulations**

P. Carson provided an outline of the proposed changes. She noted that two items were excluded that need further discussion. The first item is the 500-foot notification to abutters, and the second concerns the requirement of multi-family units over commercial units that the PZC has considered eliminating.

P. Carson recommended removing multiple family dwellings from the RMUZ and the GMUIZ. She noted that allowing multiple family dwellings in the business and industrial areas takes away from the land to be used for business and industry, which is currently only 2 percent of the Town, and recommended saving those spaces for commercial use. T. Manning stated that he is not opposed to eliminating the requirement and noted that further discussion is needed on promoting affordable housing. P. Carson shared a draft outlining the elimination of section 450-8.3B.(2)(v) of the RMUZ. Also, elimination of section 450-9.2B.(2)(s) of the GMUIZ but replacing that with "Intentionally left blank" rather than renumbering the rest of that regulation.

### **a. Add Definition for Lot Coverage Area; Lot Coverage**

The PZC reviewed the definition that was added for Lot Coverage. M. Manning asked if the definition includes overhangs. P. Carson confirmed that it does. J. Flick asked if the definition falls under the same category as mixed-use. P. Carson replied that it is applicable to any zone. K. Gordon asked who created the definition. P. Carson explained that staff created the definition after reviewing definitions from other towns and obtaining final approval from M. D'Amato who will use it most. The PZC approved of the definition.

### **b. Amend Section 450-3.22 Minor modifications**

P. Carson provided the draft changes and noted that redundancies in the language have been removed to provide clearer instruction. She added that there are certain items that would still need to be approved by the PZC. T. Manning asked who the "decision-making body" is in item C of the section. P. Carson stated that it is the Zoning Enforcement Officer. T. Manning suggested replacing "decision-making body" with "Zoning Enforcement Officer".

P. Carson pointed out an error concerning gender-specific language that should be changed in Section A. The PZC agreed to change the language from "in his discretion" to "in their discretion."

### **c. Amend Section 450-3.3 Nonconforming uses To Allow Limited Expansion of Existing Buildings**

P. Carson stated that the only change to this section is to add Item No. (3). T. Manning suggested adding "on the non-conforming side" to the end of the sentence in Item No. (3)(a).

Tyler Clark asked if he needs to bring anything to the public hearing regarding the amendment change since it applies to his property. M. Manning replied that he is not the applicant and does not need to do anything. T. Manning advised Mr. Clark to read the final version and provide any necessary comments at the hearing.

**d. Amend Sections 450-8.3 Rural Mixed-Use Zone (RMUZ) and 450-9.2 Gateway Mixed Use Industrial Zone (GMUIZ) to Remove Requirement of Multifamily Residences on Upper Floors of Commercial Uses**

The PZC reviewed the elimination of the two sections and agreed to leave the GMUIZ section blank rather than renumber the section. T. Manning noted that while the change decreases the opportunity for multifamily residences, it eases the suppression on business development.

M. Manning asked what would happen if someone wanted to build a small business with two apartments above it. P. Carson explained that a text amendment would be needed but added that it is cost-prohibitive at this point. T. Manning explained that the regulation currently requires businesses to have residences above their business, and this change removes that requirement.

T. Manning outlined the agreed upon changes to the regulations as follows:

- Lot Coverage Definition approved with no recommended changes
- Replace “in his discretion” with “in their discretion” in Item A of Section 450-3.22
- Replace “decision-making body” with “zoning enforcement officer” in Item C of Section 450-3.22
- Add “on the non-conforming side” to the end of the sentence in Item No. (3)(a) of Section 450-3.3
- Approve the proposed recommendations for Sections 450-8.3 and 450-9.2

T. Manning MOVED to hold a public hearing on Wednesday, March 12, 2025, beginning at 7:30pm virtually and in person at 222 Bolton Center Road to consider amendments to the Zoning Regulations as presented and amended for Agenda Item Nos. 7(a) through 7(d). K. Gordon SECONDED. MOTION CARRIED 7:0:0.

P. Carson will send the recommended changes to CRCOG tomorrow and request a quick turnaround.

**e. Other:** There were no other items for discussion.

**8. Correspondence**

P. Carson shared a newsletter from the Connecticut Federation of Planning and Zoning Agencies and highlighted their annual conference being held on Thursday March 27, 2025 at the Aqua Turf Club in Plantsville, CT from 5:00-9:00pm. They will be discussing the Affordable Housing Statutes 8-3G.

P. Carson noted that the Connecticut Bar Association is conducting an online training session on Saturday, March 22, 2025 from 9:00am–4:30pm. Participants are required to register and pay to receive the training materials and website link. P. Carson noted that PZC members can attend individually or meet at Town Hall and participate as a group. She explained that attending the training would provide at least two hours of training credit and may cover all four hours. T. Manning encouraged the PZC to attend if they have not done so previously, and P. Carson noted that the registration deadline is February 26, 2025.

T. Manning stated that the Regional Planning and Zoning Commission is holding a virtual training on March 6, 2025 at 7:00pm that would provide one hour of training. No registration or fee is required to attend, and participants can simply join the training. P. Carson asked PZC members to advise her of any trainings they complete so she can log the hours as they must be reported to the State. A. Fiano asked if the trainings would be recorded for later viewing for those who cannot attend. P. Carson stated that she would find out.

She will also contact the Connecticut Bar Association about the group rate and number of credit hours participants will receive and will e-mail the information to the PZC.

P. Carson noted that M. D'Amato is unable to join the meeting for the staff report. She reported that the property owners located across the street from All Town Fresh are replacing the trailers on the property with new trailers of the same size in the same locations. P. Carson noted that a site plan was sent and will need to reconstruct the driveway and add new utilities for the units. The project will result in a decrease in the impervious area and associated runoff. She asked if this modification would be approved by a Zoning Enforcement Officer through the minor modification process or whether it would require PZC approval considering there is no increase in units or major changes to the drainage. The PZC discussed the details and agreed that the Zoning Enforcement Officer can process the project application.

## **9. Adjournment**

D. DeNunzio MOVED to adjourn the meeting at 8:22 p.m. J. Flick SECONDED. MOTION CARRIED 7:0:0.

Respectfully submitted by Kacie Cannon

Kacie Cannon

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