

BOLTON PLANNING & ZONING COMMISSION
REGULAR MEETING
7:30 PM, WEDNESDAY, MARCH 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, Thomas Robbins, Alternates Tom Crockett and Diane DeNunzio

PZC Members Present Via Zoom: Vice-Chair James Cropley, Alternate Kawan Gordon

PZC Members Absent: Steven Clark, Arlene Fiano, Jeremy Flick

Staff Present Via Zoom: Patrice Carson, AICP, Consulting Director of Community Development, Michael D'Amato, Zoning Enforcement Officer, 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 7:33 p.m. K. Gordon was seated for A. Fiano, T. Crockett was seated for J. Flick, and D. Denunzio was seated for S. Clark.

2. Approval of Minutes: February 12, 2025

T. Crockett MOVED to APPROVE the Regular Meeting Minutes of February 12, 2025. D. Denunzio SECONDED. MOTION CARRIED 5:0:2 (J. Cropley and T. Robbins Abstained).

3. Residents' Forum: None

4. Staff Reports

P. Carson reported that CRCOG has launched a Priority Pathways project, which consists of small group meetings to discuss a regional bike and pedestrian plan. She is participating in the Andover and Coventry group which is collecting data on walkway and bikeway connections. P. Carson also highlighted several items she has been working on over the past month.

M. D'Amato noted that he is also participating in a separate CRCOG group that is discussing the DOT's autobahn plan and the funding challenges and difficulties it creates in executing pathway projects for towns reliant on state roads. He also attends CRCOG's Industrial Warehousing Distribution Committee meetings, and they are conducting a study on future statewide and regional demands for warehouse space to determine potential facility locations and impacts on traffic.

T. Manning asked if there have been any enforcement actions. M. D'Amato replied that there have been some alleged violations but nothing requiring formal action. T. Manning asked for updates on 37 Notch Road. M. D'Amato noted that the Inland Wetlands Commission is in the process of handling the enforcement action and meeting with Jim Rupert.

5. Public Hearings:

a. APPLICATION: Subdivision Regulation Amendments and Updates (#PL-25-2)

1. Reorganization to improve functionality and useability;

2. Updates to the numbering format

3. Minor non-substantive changes to improve consistency amongst the use of terms and resolve document conflicts

T. Manning opened the Public Hearing. P. Carson read the Legal Notice, which was published on February 20, 2025, into the record. She provided a brief overview of the amendment and codification process and highlighted the following changes to the Subdivision Regulations:

- Corrections that create consistency throughout the document
- Addition of Editor’s Notes
- Updated definitions
- Addition of statute citations and specific section numbers where applicable
- Minor grammatical changes
- Changing the number of copies required to the Commission’s discretion
- Updates to Endorsement procedures and requirements
- Updates and definitions added by the Town Engineer
- Agency name changes where applicable

T. Manning and T. Crockett thanked the staff for their time and efforts in updating the regulations. There were no comments from the public on the changes.

T. Manning MOVED to close the Public Hearing. T. Crockett SECONDED. MOTION CARRIED 7:0:0.

b. APPLICATION: Zoning Regulation Amendments (#PL-25-1)

1. Add Definition for Lot Coverage Area; Lot Coverage

2. Amend Section 450-3.22 Minor modifications

3. Amend Section 450-3.3 Nonconforming uses to Allow Limited Expansion of Existing Buildings

4. 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 Floor of Commercial Uses

T. Manning opened the Public Hearing. P. Carson read the Legal Notice, which was published on February 20, 2025, into the record and highlighted the following changes to the regulations:

- Addition of a lot coverage definition that includes building coverage
- Language allowing the Zoning Enforcement Officer to issue permits for specific minor modifications outlined in Section A
- Updated procedures for minor modifications requiring Commission approval
- Addition of vertical expansion allowances under non-conforming uses
- Removal of the Rural Mixed Use Zone (RMUZ) and Gateway Mixed Use Industrial Zone (GMUIZ) regulations requiring multifamily dwellings on upper floors of commercial buildings.

There were no comments from the public on the changes.

T. Manning MOVED to close the Public Hearing. T. Crockett SECONDED. MOTION CARRIED 7:0:0.

6. Old Business

a. DISCUSSION/POSSIBLE DECISION: Subdivision Regulation Amendments and Updates (#PL-25-2):

1. Reorganization to improve functionality and useability;

2. Updates to the numbering format

3. Minor non-substantive changes to improve consistency amongst the use of terms and resolve document conflicts

T. Crockett MOVED to approve the amendments and updates to the Bolton Subdivision Regulations as presented in application #PL-25-2 made during the codification process, effective 4/01/2025, which include:

1. Reorganization to improve functionality and useability;
2. Updates to the numbering format
3. Minor non-substantive changes to improve consistency amongst the use of terms and resolve document conflicts.

J. Cropley SECONDED. MOTION CARRIED 7:0:0.

b. DISCUSSION/POSSIBLE DECISION: Zoning Regulation Amendments (#PL-25-1)

1. Add Definition for Lot Coverage Area; Lot Coverage
2. Amend Section 450-3.22 Minor modifications
3. Amend Section 450-3.3 Nonconforming uses to Allow Limited Expansion of Existing Buildings
4. 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 Floor of Commercial Uses

T. Crockett MOVED to approve the amendments and updates to the Bolton Zoning Regulations as presented in application #PL-25-1, effective 4/01/2025, which include:

1. Add Definition for Lot Coverage Area; Lot Coverage
2. Amend Section 450-3.22 Minor modifications
3. Amend Section 450-3.3 Nonconforming uses To Allow Limited Expansion of Existing Buildings
4. 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

D. Denunzio SECONDED. MOTION CARRIED 7:0:0.

c. Other: There were no other items for discussion.

7. New Business

a. Other

T. Manning noted that he instructed an individual to speak with staff on a potential violation since the PZC does not enforce violations and asked if he provided the appropriate instruction. M. D'Amato affirmed and explained that complaints must be submitted to staff in writing using the appropriate forms. He added that anonymous complaints are not addressed due to the volume and nature of false complaints that arise as a result of personal disputes between neighbors unless there is an immediate safety concern.

K. Gordon raised concerns about the Route 44/Route 6/I384 interchange and stated that there are approximately 60 comments on social media from the public noting the dangers of the interchange. He asked that the following paraphrased comments be entered into the record:

1. "Mortal danger"
2. "Serious hazard"
3. "Tailgate me dangerously"
4. "Worry for my family"

5. "Absolutely insane"

K. Gordon highlighted previous studies that were done on the interchange and suggested the PZC review the study and consider implementing the proposed changes. P. Carson replied that the interchange consists of state routes, and the PZC does not have authority to make changes. K. Gordon suggested implementing better signage at a minimum. P. Carson noted that the state uses consistent signage on all of their roads and are unlikely to detract from standard signage. She advised K. Gordon to bring the matter to the Board of Selectman as the Town Traffic Authority and state representatives.

M. Manning asked for an explanation on the proposed autobahn. M. D'Amato replied that highway engineers want to implement wide and flat roads that tend to increase speeding and negatively impact pedestrians. He added that Willington is trying to implement a streetscape that provides pedestrian islands for safe crossing; however, the DOT does not want them installed on the roadway.

K. Gordon will attend the next BOS meeting to share his concerns. J. Cropley noted that previous discussions on the interchange resulted in a determination that the area has less accidents than Route 44 and South Road. K. Gordon agreed that the data shows that area is more dangerous.

8. ONGOING DISCUSSION: Bolton Subdivision and Zoning Regulations

There was no discussion on this item.

9. Correspondence

There was no correspondence.

10. Adjournment

J. Cropley MOVED to adjourn the meeting at 8:38 p.m. M. Manning 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.