

BOLTON PLANNING & ZONING COMMISSION
REGULAR MEETING
7:30 PM, WEDNESDAY, SEPTEMBER 10, 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, Alternate Diane DeNunzio

PZC Members Present Via Zoom: Arlene Fiano

PZC Members Absent: Vice-Chair James Cropley, Steven Clark, Jeremy Flick, Alternates Tom Crockett and Kawan Gordon

Staff Present Via Zoom: Patrice Carson, AICP, Consulting Director of Community Development, Michael D'Amato, Zoning Enforcement Officer, Kacie Cannon, Recording Secretary

Others Present In-Person: Andrew Ladyga

Others Present Via Zoom: James Loersch

1. Call to Order: T. Manning called the meeting to order at 7:30 p.m. D. DeNunzio was seated for S. Clark.

2. Approval of Minutes: August 13, 2025

M. Manning MOVED to approve the minutes as written. D. DeNunzio SECONDED. MOTION CARRIED 3:0:2 (D. DeNunzio and T. Robbins Abstained).

3. Residents' Forum: No residents wished to speak.

4. Staff Reports:

P. Carson highlighted several meetings she attended this month including the following:

- Quarterly CROG Planning and Development Forum on cleanup regulations for Brownfield development
- Quarterly staff meeting
- Meeting involving all COGs in the State to discuss the alternatives to House Bill 5002, where she voiced the need to invest more in utilities to advance development in small towns like Bolton
- AdvancedCT Partners meeting
- Town staff CROG Regional Transportation Safety Plan meeting with the Town Administrator, First Selectman, and Public Works Director

P. Carson added that she will be sending out the draft 2026 PZC Meeting Schedule and noted that meetings will continue on the second Wednesday of month, except for one meeting that falls on a holiday. In addition to the meetings noted above, P. Carson has been addressing lot line reconfiguration questions and continuing to work on Connecticut's Countryside. M. Manning asked what Brownfield refers to. P. Carson replied that it refers to contaminated commercial sites requiring remediation.

M. D'Amato reported that he has been working on permits and violations and noted a significant increase in neighbor disputes.

5. Old Business

a. Other: There was no other old business.

6. New Business

- a. **Other:** There was no other new business.

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

Signage Regulations:

P. Carson reminded the PZC that they agreed to take photos of signs around town to indicate the styles they prefer or oppose and to use Tolland's sign regulations as a guide for modifying Bolton's regulations. She mentioned that she and M. D'Amato discussed implementing a uniform 25-square-foot sign requirement in all zones, except the neighborhood business zone. T. Manning encouraged members to take photos and review Tolland's regulations for discussion at the next meeting.

M. Manning asked if there has been any determination on categorizing retail stores according to layout size. P. Carson replied that no specific measurements have been determined yet.

Permitted Use Table:

The PZC reviewed the Permitted Use Table and agreed to the following:

- **Home Occupations and Home Occupations with Non-Resident Employees, On-site customers:**
 - Keep Home Occupations with customers in R1-R3 zones as Site Plan
 - Allow Home Occupations with customers in the Neighborhood Business Zone (NBZ) and Residential Mixed-Use Zone (RMUZ) with a Site Plan
 - Allow in General Mixed-Use Zone (GMUIZ) with a Special Use Permit for all Home Occupations with or without customers
- **Houses of Worship**
 - Create two categories for places of assembly including houses of worship, theaters, restaurants, meeting venues, and other places of assembly based on size (small vs. large)
 - Allow small places of assembly in NBZ and RMUZ with a Site Plan
 - Allow small or large places of assembly in GB and GMUIZ with a Site Plan

Discussion: The PZC discussed whether to allow stationary or temporary food trucks in any of the zones and prior issues with allowing them. M. Manning encouraged members to reconsider allowing them due to their increasing popularity.

- **Lawn & Garden Equipment Sales w/Accessory Small Engine Repair**
 - Allow with a Special Use Permit in NBZ and GB Zones
 - Allow with a Site Plan in Industrial Zones
- **Livestock, Poultry and Hens:** No changes
- **Manufacturing or Assembly of Outdoor Recreation Goods and the Manufacturing or Processing of Goods:**
 - Combine the two line items into one category labeled "Manufacturing, Assembly, or Processing of Goods"
 - Allow in Industrial Zone with a Site Plan
 - To be continued (see note below)

M. D'Amato noted that conditions cannot be applied to site plan approvals. He suggested identifying and standardizing any conditions in the regulations such as hours of operation, required landscape buffers, etc.

****Note: The meeting ended abruptly due to an internet outage at Town Hall, and the PZC agreed to adjourn.***

8. Correspondence: This agenda item was not discussed due to the meeting ending unexpectedly.

9. Adjournment

A. Fiano MOVED to ADJOURN the meeting at 8:28 p.m. M. Manning 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.

Bolton Planning & Zoning Commission
222 Bolton Center Road
Bolton, CT 06043

Date: October 9, 2025
To: Elizabeth Waters, Town Clerk
From: Planning & Zoning Commission

Subject: **REGULAR PLANNING & ZONING COMMISSION MEETING DATES FOR 2026**

The following are the regular meeting dates scheduled for the Planning & Zoning Commission in 2026 which fall on the second Wednesday of every month EXCEPT for November:

January 14

February 11

March 11

April 8

May 13

June 10

July 8

August 12

September 9

October 14

November 11 -this is Veteran's day so need to reschedule

December 9

Special meetings are scheduled as necessary and notified by posting an agenda at the Town Hall and on the Town Website.

All meetings begin at 7:30pm virtually, in the Town Hall Meeting Room, or where otherwise notified and agendas are posted 24 hours prior to the meeting.