

BOLTON PLANNING & ZONING COMMISSION
REGULAR MEETING
7:30 PM, WEDNESDAY, OCTOBER 8, 2025
BOLTON TOWN HALL, 222 BOLTON CENTER ROAD
In-Person and Via Zoom
MINUTES

PZC Members Present In-Person: Chairman Tom Manning, Arlene Fiano, Marilee Manning, Thomas Robbins, Alternate Diane DeNunzio

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

PZC Members Absent: Steven Clark, Alternate Tom Crockett

Staff Present Via Zoom: Kacie Cannon, Recording Secretary

1. Call to Order: T. Manning called the meeting to order at 7:31 p.m. D. DeNunzio was seated for S. Clark, and K. Gordon was seated for J. Cropley. K. Gordon was later unseated upon J. Cropley's arrival at 7:33 p.m.

T. Manning moved Item No. 8 Correspondence to Item No. 5 and renumbered the order of Business.

2. Approval of Minutes: September 10, 2025

A Fiano MOVED to approve the September 10, 2025 minutes as written. D. DeNunzio SECONDED. MOTION CARRIED 5:0:2 (J. Cropley and J. Flick Abstained).

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

4. Staff Reports:

No staff reports were provided since P. Carson and M. D'Amato were absent.

5. Correspondence:

T. Manning shared correspondence from P. Carson stating that she emailed the sign regulations with staff comments to the PZC members. She also provided an update on K. Cannon's resignation status, and T. Manning noted that a letter of support on the matter will be discussed under Item No. 7(b) New Business.

The correspondence also highlighted comments from M. D'Amato regarding the update/elimination of sign definitions under Section 3 of the current sign regulations and requesting feedback from the PZC on how generators, LP tanks, and condenser units should be regulated. T. Manning suggested taking signs up under Item No. 8(a) and the Use Table under Item No. 8(b).

6. Old Business

a. Other: There was no other old business.

7. New Business

a. DISCUSSION/DECISION: Schedule of 2026 Regular Meeting Dates

T. Manning noted that the November meeting date falls on Veteran's Day. The PZC discussed alternative dates and agreed to meet on November 4, 2026 provided the meeting room was available which staff will check.

T. Manning MOVED to APPROVE the 2026 Planning and Zoning Commission Regular Meeting Dates Schedule as presented with the change to November 4, 2026, and to file the schedule with the Town Clerk's Office as required by statute. T. Robbins SECONDED. MOTION CARRIED 7:0:0.

b. Other: Letter of Support

The PZC asked K. Cannon if a letter of support would encourage her to withdraw her resignation. She affirmed that it would if a resolution can be reached at an upcoming meeting with the administration. The PZC agreed to provide a letter of support.

8. ONGOING DISCUSSION: Bolton Subdivision and Zoning Regulations

The PZC proposed the following changes to the draft Signage Regulations:

Section A: Purpose

- No changes were made

Section B: Applicability:

- No changes were made

Section C: Prohibited Signs

- The PZC discussed whether to prohibit internally illuminated signs, banners, and electronic flashing signs and noted various examples where they can be beneficial. They also discussed the review and approval process that is currently in place and agreed to leave Section C as written.

Section D: Permanent Signs Permitted in Commercial or Industrial Zones

1. Attached Signs

Primary Attached Signs:

- Staff to determine whether or not to include the ZEO under the Permit column
- Replace the list under the Lighting column with a note stating, "as determined by staff."

Secondary Wall Signs:

- Add "as determined by staff" under the Lighting column
- Allow canopy signs
- Add a prohibition on roof signs as Item No. 8 under Section C
- Change "Any sign not expressly permitted by these Regulations" to Item No. 9
- Remove Roof Signs section from the table in Section D(1)

2. Detached Signs

Freestanding

- Change the Permit Column from Commission to Staff
- Strike "if the Commission finds" from Row 2

Freestanding Low Profile Signs

- Change the Permit Column from Commission to Staff

3. Other Signs

Unified Development Sign:

- Add “industrial park” after business park and remove “a sign at each major entrance” since it is already stated in the Max. Number column
- Keep as Commission approval

Directional Device and Traffic Control Device Sections

- No changes

Window Signs:

- Hold for further discussion with staff

Section E: Permanent Signs Permitted in Residential Zones

No changes were made to the Primary Wall sign, Unified Development sign, or Directional Device. However, the PZC discussed whether it is appropriate to allow three signs at a residential business and recommended offering a choice between a Primary Sign or a Freestanding Sign.

Announcement Sign:

- Remove “Located within 10 feet of the building” under Announcement Sign
- Determine whether to increase the sign size

Freestanding Sign:

- Change Permit column from Commission to Staff

9. Adjournment

J. Cropley MOVED to ADJOURN the meeting at 8:55 p.m. D. DeNunzio 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.