

**BOLTON PLANNING & ZONING COMMISSION**  
**REGULAR MEETING**  
**7:30 PM, WEDNESDAY, JANUARY 14, 2026**  
**BOLTON TOWN HALL, 222 BOLTON CENTER ROAD**  
**In-Person and Via Zoom**  
**MINUTES**

**PZC Members Present In-Person:** Chairman Tom Manning, Vice-Chair Kawan Gordon, Ellen King, Eric Loveland, Marilee Manning, Alternates Rhea Klein, Peyton Rutledge

**PZC Members Absent:** Vice-Chair James Cropley

**Staff Present Via Zoom:** Patrice Carson, AICP, Consulting Director of Community Development; Rebekah Lyon, Recording Secretary

**Others Present Via Zoom:** Jim Loersh

**1. Call To Order:** T. Manning called the meeting to order at 7:30pm. R. Klein was seated for J. Cropley and P. Rutledge was seated for A. Fiano.

**2. Approval of Minutes: December 10, 2025**

K. Gordon MOVED to APPROVE the December 10, 2025 minutes with a spelling correction from “Payton” to “Peyton” Rutledge. E. King SECONDED. MOTION CARRIED 7:0:0.

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

**4. Staff Reports**

P. Carson reported that she has been working on the following items:

- Various meetings including: Brownfields, CRCOG pathways, CRCOG Transportation, CTCMA quarterly meeting focused on housing, Advance CT Partners economic development
- Annual review/submittal of the town's Hazard Mitigation Plan
- Inquiry on 1 Notch Rd: The property is currently for sale. Asplundh requested the removal of trees. P. Carson said they could trim but not remove because the trees are required to stay as the industrial site screening. Asplundh declined to trim at this time and will remove blue flags.
- Provided affordable housing contacts to Mr. Richard Grodsky
- Upcoming Bolton Notch Interchange meeting later this month to review a proposal for the Bolton Notch Interchange. Currently, there is no funding/engineering for this project.

P. Carson provided an update on the Cider Mill property. The property was selected by CRCOG to be a part of a pilot to highlight housing development opportunities on various property types. P. Carson is expecting to see a proposal in the next several weeks.

**5. Old Business**

**a. Other:**

P. Carson provided PZC members a handout, summarizing CT's affordable housing statute, for reference. P. Carson noted that this may not apply after the new housing bill is implemented.

There are various timelines for the implementation of the new bill, with the first impact expected in July when the regional planning agencies are required to provide information to the state. There is an upcoming meeting on January 22<sup>nd</sup> to review the housing bill. P. Carson will get more information at that meeting. Based on the December meeting P. Carson reports that there continues to be some confusion around the bill and how it will be implemented. Further updates will be provided at the commission at the February meeting.

## **6. New Business**

### **a. 2026/27 Biennial Appointment to CRCOG Regional Planning Commission**

T. Manning provided an overview of the CRCOG Regional Planning Commission meeting schedule (typically 4 meetings per year) and objectives. Commissioners and attendees can get 4 hours in training credits for attending the meetings. Recent topics have included transportation, housing, and Third Places. The commission votes on changes to the regulations following the regional planning commission review and public comment period. T. Manning highlighted the opportunity to learn about what other towns are doing and applications being received. In 2024, T. Manning was the representative, J. Cropley was the alternate.

M. Manning MOVED to APPOINT T. Manning to the CRCOG Regional Planning Commission for 2026/2027. T. Manning SECONDED. MOTION CARRIED 7:0:0.

Since J. Cropley was absent, the alternate appointment will be at the February meeting. E. King expressed interest if J. Cropley decides not to continue as Alternate.

**b. Other:** There was no other new business.

## **7. Ongoing Discussion: Bolton Subdivision and Zoning Regulations**

P. Carson explained the process of adopting new regulations. When the commission decides to send the regulations to public hearing there would need to be at least a 30-day notice period. The proposed regulations would be sent to CRCOG for review, the public hearing would be advertised and held. After the public hearing closes the commission would decide to approve the regulations as written or with amendments and chose an effective date. A legal notice would be published about the decision. New regulations would be codified and posted on the town's website.

M. Manning asked about current restrictions on signs that are not sufficiently illuminated. Emphasis on keeping with the dark sky regulations. There are no current regulations regarding signs that are insufficiently illuminated. Regulatory focus is on ensuring signs are not too bright.

P. Carson reviewed current process for sign application. The application for a sign asks for information including size and location. Staff reviews and decides on most sign applications based on standard of meeting current regulations. The commission would approve signs for some commercial projects or designate to staff.

The current regulations are hard to quantify for some signs. The new regulations aim to simplify the calculations for a sign. Current signs would be grandfathered in as long as the sign is not completely removed. The new regulations are not more constraining and should be easier to implement. The new regulations would allow for canopy signs, which are not currently allowed. Renumbering will be addressed after public hearing.

T. Manning MOVED to bring Article XVIII Signage to public hearing at 7:30pm on Wednesday, March 11<sup>th</sup> at Bolton Town Hall in-person and virtually. M. Manning SECONDED. MOTION CARRIED 7:0:0.

T. Manning asked if there were any other sections of the regulations that staff recommend changes to. P. Carson will prepare some materials for the next meeting for review. CRCOG does not make recommendations for updates to regulations as each municipality does their own planning and zoning. However, towns often learn from each other and may choose to implement similar strategies.

**8. Correspondence:** Board of Selectmen meeting regarding Bolton Notch Intersection on January 27.

Question was raised about communication between ZBA and PZC. Brief discussion of the nature of ZBA, hardships, zoning regulation variances based on individual lot circumstances. Both boards operate autonomously with no regular communication.

**9. Adjournment**

K. Gordon MOVED to ADJOURN the meeting at 8:32pm. R. Klein SECONDED. MOTION CARRIED 7:0:0.

Respectfully submitted by Rebekah Lyon

*Rebekah Lyon*

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



Record No: PL-26-1	Primary Location	Applicant
	No location	No applicant
Planning & Zoning	Owner	
Status: Active	No owner information	
Submitted On: 1/22/2026		

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## Permit Info

**Permit For\*** **Development Title, if any**

Zoning Regulations Amendment

**Occupancy Type** **New Building or Expansion of Existing Building Size?**

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**Is this a modification of a previously approved application? (please note the Commission may require a new application if the proposed modification significantly alters the previously approved application)\***

No, this is a new application.

**Comments**

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## Amendment to Zoning Regulations or Change of Zone

**Regulation Section(s) to be Created or Modified\***

Article XVIII Signage

**Describe Amendment to Zoning Regulations or Change of Use; provide reason for amendment; demonstrate consistency with Bolton Plan of Conservation & Development: (please attach separate document containing proposed amendment language or map showing proposed zoning change):**

Amend Article XVIII Signage

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Deed Reference (Bolton Land Records) (you may obtain this information from the Town Clerk's office or online at <https://recordhub.cottsystems.com>)

Volume*	Page*
0	0

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Assessor's Records Reference (you may obtain this information from the Assessor's Office)

Map No. *	Block No. (if known)
0	

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Parcel/Lot No. \*

0

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Subject Property Location

Current Zone*	Acreage*
GB	0

**Located in Aquifer Protection District?\***

No

**Located in FEMA Flood Zone?**

No

**Wetlands Application Required? (if activity is within 100 ft. of wetlands, a wetlands permit may be required. Please check with the Wetlands Agent if you are unsure).\***

No

**Is the neighboring town line within 500 ft of the subject property?**

—

## Applicant Information

**Applicant Type\***

Staff

**Applicant Name\***

Bolton PZC

**Applicant Address (street, city, state and zip)\***

222 Bolton Center Road  
Bolton, CT 06043

**Applicant Phone Number\***

860-649-8066

**Applicant Email Address**

**Owner Name (of subject property)\***

Bolton PZC

**Owner Address\***

222 Bolton Center Road  
Bolton, CT 06043

**Owner Phone Number\***

860-649-8066

**Owner Email Address****Name of Official Contact/Representative of Application\***

Bolton PZC

**Contact Address (street, city, state and zip)\***222 Bolton Center Road  
Bolton, CT 06043**Contact Phone Number\***

860-649-8066

**Contact Email Address**

## Project Information

**Brief description of proposed use of subject property (provide greater detail in separate written Narrative)\***

Amend Article XVIII Signage

**Gross Sq Ft of Existing Structure(s)**

—

**Gross Sq Ft of Proposed Structure(s)**

—

**Existing Parking Spaces**

—

**Proposed Parking Spaces**

—

**Total Acreage / Sq Ft**

**Linear Feet of Frontage**

—

**List section(s) of Zoning Regulations under which application is made:**

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## Engineer Information

**Company Name**

**Engineer Name**

**Address (street, city, state and zip)**

**Phone**

**Email**

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## Architect Information

**Company Name**

**Architect Name**

**Address (street, city, state and zip)**

**Phone**

**Email**

## Attorney Info

**Name**

**Address (street, city, state and zip)**

**Phone**

**Email**

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## Application Submission and Certification



I hereby certify that I am the owner of the record of the named property or that the proposed work is authorized by the owner of record and I have been authorized to make this application as agent, and we agree to conform to all applicable laws, regulations, and ordinances. All information contained within is true and accurate to the best of my knowledge.

**Applicant's Electronic Signature\***

Bolton PZC

Jan 22, 2026

**Owner's Electronic Signature\***

Bolton PZC

Jan 22, 2026



PLEASE BE ADVISED THAT A SEPARATE AUTHORIZATION PAGE CONTAINING THE LIVE SIGNATURES OF THE APPLICANT AND OWNER (IF DIFFERENT THAN APPLICANT) IS REQUIRED TO BE UPLOADED TO THIS APPLICATION. THAT DOCUMENT MAY BE OBTAINED BY CLICKING ON THE LINK BELOW.



[Click Here to download a copy of the required signature page](#)

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## Internal Use

**Conditions**

**Date Application Received**

—

**Hearing Not Required**



**Petition Received?**

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**Date of Newspaper Publication of Planning and Zoning Commission Action**



**Summary of Planning and Zoning Commission Action** **Legal/Technical Review NOT Required** **Bond amount if Legal/Technical review required:** 

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**Date of Planning and Zoning Commission Action** 

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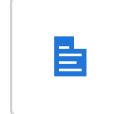
**Date Application Received by Inland/Wetlands Commission (if applicable)** 

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**Date in Inland/Wetlands Commission Action (if applicable)** 

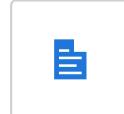
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**Attachments****PROPOSED Amendments to Article XVIII Signage (Sign Regulations)****DRAFT Sign Reg Amendments SHOWING NO MARKUP 260114 PZC Mtg for CRCOG Referral.docx**

Uploaded by Patrice Carson on Jan 23, 2026 at 11:00 AM

Required

**Signed PZC Application Authorization****PZCAplicationAuthorization.pdf**

Uploaded by Patrice Carson on Jan 22, 2026 at 3:44 PM



# Town of Bolton

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222 BOLTON CENTER ROAD • BOLTON, CT 06043

## BOLTON PLANNING & ZONING COMMISSION APPLICATION AUTHORIZATION

**APPLICANT:**

The Applicant, (name) **Bolton PZC**, certifies that he/she is authorized to submit the attached Application for a (subject/project), at (address), and that the statements made within are true to the best of the Applicant's knowledge, information and belief.

**PZC**

**Applicant Signature:** \_\_\_\_\_

**OWNER (IF DIFFERENT THAN APPLICANT):**

I, (name) \_\_\_\_\_, certify that I am the owner of the property located at (address) \_\_\_\_\_; that I authorize (name) \_\_\_\_\_ to act as my Agent/Representative; and that I am a willful participant and am fully aware of the contents of the attached Application for a (subject/project) \_\_\_\_\_.

**Owner Signature:** \_\_\_\_\_

## ARTICLE XVIII

### Signage

#### *§ 450-18.1 Purpose.*

To regulate the size, height, location and illumination of signs in a manner which is content neutral, consistent and supportive of the community and local businesses and to accomplish the following:

1. Recognize the need for signs as a major form of communication while encouraging thoughtful design, spacing, materials and location, with a minimum of clutter.
2. Provide for consistent treatment of all signage.
3. Promote public safety by providing that official traffic regulating devices are easily visible and free from nearby visual obstructions, including blinking signs, excessive number of signs or signs resembling official traffic signs.
4. To balance economic development and the preservation of local and historically significant Town elements.

#### **B. Applicability**

No sign shall be established, constructed, reconstructed, enlarged, extended, moved or structurally altered except in conformity with these Regulations and until a sign permit, if required by this Section, has been issued.

#### **C. Prohibited Signs**

The following signs are prohibited:

1. Signs placed in the street right-of-way without a permit or approval by the town or state.
2. Signs on utility poles or street trees. Any sign attached to a utility pole is illegal in accordance with General Statutes Section 23-65.
3. Attention-getting devices including but not limited to inflatable "dancer" signs, search lights, flashing lights, or similar device visible from a public street.
4. Signs that imitate in size, color, lettering or design any traffic sign or signal and may confuse or mislead pedestrian or vehicular traffic.
5. Electronic messaging signs.
6. Flashing, rotating or moving signs including glittery, fluorescent finishes or finishes that imply movement.
7. Any attached or mounted sign which projects more than sixteen (16) inches from the building.
8. Any sign not expressly permitted by these Regulations.

## D. Permanent Signs Permitted In Commercial or Industrial Zones

### 1. Attached Signs

Description	Max. Number	Max. Area Per Sign	Permit	Lighting
<b>Primary Attached Signs</b>				
A wall sign mounted parallel to building façade, extending not more than 16 inches from wall; <u>or</u> ,  In lieu of a wall sign, an overhanging sign projecting perpendicular or oblique to building or extending more than 16 inches from wall.	1 per each ground floor business with direct outside access	1 sq. ft. per linear ft. of building frontage if single tenant building or unit frontage if multi-tenant building	Staff	Internal Indirect Channel Halo
An additional wall sign of equal size and design to the primary sign; or in the case of buildings with multiple frontages, multiple entrances, or location of parking one larger sign oriented to building entrance may be permitted	1 per each applicable business	0.5 sq. ft. per linear ft. of secondary building frontage		
<b>Roof Signs</b>				
In lieu of a wall sign, for buildings with flat roofs, not to exceed more than four (4) ft from the roof of the building	1 per business	1 sq. ft. per linear ft. of building frontage if single tenant building or unit frontage in multi-tenant building	Commission	Internal Indirect Channel Halo
In lieu of a Primary Attached sign for buildings with pitched roofs, not to exceed the height of the building				
<b>Secondary Wall Signs</b>				
Secondary Wall Sign < 12 sq. ft.; or,	1 per common entrance	1 sq. ft. per tenant, up to 12 sq. ft. total.	Staff	Internal Indirect Channel Halo
Secondary Wall sign > 12 sq. ft.		As approved by Commission	Commission	
<b>Canopy Sign</b>				
In lieu of an additional wall sign, painted or affixed to a permanent automotive fuel or service canopy,	1	0.5 sq. ft. per linear ft. of building frontage	Staff	Internal Indirect Channel Halo

### 2. Detached Signs

Description	Max. Number	Max. Area Per Sign	Permit	Lighting
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<b>Freestanding</b>				
Freestanding sign.	1 per parcel	32 sq. ft.	Commission	Internal Indirect Channel Halo
A second Freestanding sign of similar design may be approved if the Commission finds the second sign will promote safer traffic operations and the lot has frontage on and access from two public streets.	1		Special Permit	
<b>Freestanding Low Profile</b>				
In lieu of any other Freestanding sign, one Freestanding Low Profile sign less than 4 feet in height above surrounding grade (including those designed as a stone wall, retaining wall, or other landscape feature), which are designed to incorporate Natural materials that reflect site characteristics and additional plantings	1	48 sq. ft.	Staff	Internal Indirect Channel Halo

### 3. Other Signs

Description	Max. Number	Max. Area Per Sign	Permit	Lighting
<b>Unified Development Sign</b>				
For developments which have been approved, designed and designated as a business park or industrial park.	1 per major entrance	As approved by Commission	Commission	As approved by Commission
<b>Directional Device</b>				
Shall be set back a minimum of 100 feet from a public street or oriented so that it is not directed towards traffic on a public street.	As approved by Staff	1 sq. ft. per business and 8 sq. ft. per sign face	Staff	No
<b>Traffic Control Device</b>				
On-premises traffic control structure necessary for direction, convenience of the public and control of traffic and parking and in accordance with the Manual on Uniform Traffic Control Devices, as amended.	n/a	2 sq. ft.	No permit required	No
<b>Window Signs</b>				
Non illuminated Window signs.	n/a	25% of window area	No permit required	No
Illuminated Window signs.	1	4 sq. ft.	No permit required	Internal Channel Halo

## E. Permanent Signs Permitted in Residential Zones

Description	Max. Number	Max. Area Per Sign	Permit	Lighting
<b>Announcement Sign for Home Occupation</b>				
Located on the premises for which an approved Home Occupation permit has been issued.	1	4 sq. ft	None	Indirect
<b>All Other Permitted Businesses</b>				
<b>Primary Wall sign</b>				
Mounted parallel to building façade, extending no more than 16 inches from wall	1	16 sq. ft.	Staff	Indirect
<b>Freestanding sign</b>				
On properties with frontage or visibility to a State road	1 per street frontage with an access driveway	16 sq. ft.	Staff	Indirect
On properties with frontage or visibility on any local road		12 sq. ft		
<b>Unified Development Sign</b>				
On properties with a valid subdivision or multi-family development project approval	1 per project	16 sq. ft	Commission	Indirect
<b>Directional Device</b>				
On-premises traffic control structure necessary for direction, convenience of the public and control of traffic and parking and in accordance with the Manual on Uniform Traffic Control Devices, as amended.	n/a	2 sq. ft.	No permit required	No

## F. Temporary Signs

Temporary signs may be displayed in accordance with the table below.

Description	Max. Number	Max. Area	Permit	Property Use	Lighting
<b>Roadside Sign</b>					
Shall not be displayed for more than 60 days per calendar year. For properties with multiple businesses, approval is on a first-come basis. Signs shall be located on the same premises as the business and shall not obstruct driver visibility.	1 per business	8 sq. ft.	No permit required	Commercial	No
<b>Sidewalk Sign</b>					

One sandwich-board style sign placed no farther than 10 feet from the primary entry door to the business provided the placement does not obstruct pedestrian or vehicular access. The sign shall only be displayed during hours that the business is open.	1 per business	8 sq. ft.	No permit required	Commercial	No
<b>Seasonal Sign</b>					
For seasonal or temporary uses, a freestanding, portable, sandwich board sign or lawn style sign may be displayed during the operation of the use but may not be displayed year-round.	n/a	Total sign area not to exceed 16 sq. ft.	No permit required	Any	No
<b>Banner</b>					
Shall not be displayed for more than 60 days per calendar year. Made of flexible material, affixed or suspended between two (2) or more points and located on the ground or attached to a building or structure, and not to exceed a height of two and one-half feet (2½ ft) in height.	1	32 sq. ft. (2.5' x 12')	No permit required	Commercial	No
<b>Project Sign</b>					
Located on a property actively offered for sale or lease or, during the time when such property is actively under construction, repair or improvement to be removed within thirty (30) days following project completion	1	8 sq. ft. .	No permit required	Residential	No
1	32 sq. ft.	Commercial			
<b>Yard Sign</b>					
Affixed to, or located on the ground, or any other structure or natural element, visible from a public right of way or adjacent property, displayed for a period not to exceed sixty (60) days	n/a	6 sq. ft each	No permit required	Any	No
<b>Development Sign</b>					
Located on a property with an active zoning approval related to the development and construction of a commercial building(s) or multiple residential dwellings, for a period not to exceed three (3) years. An additional extension of up to three (3) years may be granted by the Commission.	1 per street frontage	32 sq. ft.	Staff	Any	No

## G. Freestanding Sign Location and Height

Zone	Maximum Height Freestanding	Setback From Front Property Line	Setback from Side/Rear Property Line
Residence Zones R-1/R-2/R-3*			
Business Zones GMUIZ/ GB	12 feet	15 feet*	
RMUZ	6 feet	15 feet	
Neighborhood Business Zone (NB)	6 feet	15 feet	
Industrial Zone (I)	12 feet	15 feet*	

\*Required Setback from Residence Zones is 100 feet

## H. Other Standards

1. A freestanding, low-profile sign shall include a street number on the proposed sign in a separate sign element measuring no more than 15 inches high and 24 inches wide with numerals at least nine (9) inches high. Such element shall not be counted towards the sign area provided it is similar in design, construction and color to the main portion of the sign.
2. An overhanging sign shall not project greater than four (4) feet, measured at right angles to the building to which the sign is attached.
3. No sign shall be erected within or overhang a public right-of-way, except the Commission may permit an exception if the sign shall be installed behind the sidewalk or area where sidewalks would normally be built and the sign shall not overhang the traveled portion of the right-of-way.
4. No sign shall be installed so as to interfere with safe sight lines at a street intersection.

## I. Sign Lighting

All signs shall meet the outdoor lighting requirements of § 450-3.20 of these regulations.

## J. Sign Design and Construction

1. All signs (including temporary signs permitted pursuant to § 450-18.5) shall be professionally designed and constructed of weather-resistant materials. Special events signs shall not be subject to the same standards as other temporary signs.
2. No balloons, streamers, pennants, banners or other devices shall be attached to a sign so as to not distract drivers or pedestrians.

## **K. Sign Maintenance**

1. Signs shall be maintained in good condition and repair.
2. A sign which may be unsafe or in disrepair in the opinion of the Commission shall, upon notice from the ZEO, be repaired or removed by the owner or lessee of the property on which such signs stand within one (1) month of notice.

## **L. Application Requirements**

An application for a sign shall include:

1. The position of the sign and its structure in relation to adjacent buildings or structures and the property line.
2. A detailed plan of the proposed sign showing the dimensions, colors and materials of the sign and all supporting structures, lighting and landscaping.
3. A statement showing the size, dimensions and location of all signs existing on the premises at the time of making said application. For properties with multiple businesses, staff may waive this requirement and only require information on existing signs related to the business subject to the application.

## **M. Special Permit Criteria for Signs**

When granting a Special Permit for a sign, the Commission shall consider making the following findings and considerations.

1. The Commission shall find that:
  - a. The location, size and other aspects of the proposed sign will be in harmony with the orderly development of the area and will not alter the essential characteristics of the area.
  - b. The landscaping, lighting, materials and design elements of the proposed sign are attractive and suitable in relation to site characteristics, the architecture of the building and the style of other buildings in the immediate area.
2. The Commission may also consider special circumstances or conditions which may:
  - a. Be unique to the premises and not shared by other premises in the neighborhood.
  - b. Diminish recognition of the business conducted therein.
  - c. Limit easy identification of a commercial complex.
  - d. Create a potential traffic hazard.
3. Such special circumstances or conditions may include, but shall not be limited to:
  - a. The location of the building on the lot.

- b. The location of buildings on adjacent lots.
- c. Topography.
- d. The configuration of the lot.

#### **N. Increase in Allowed Signage**

The Commission recognizes that through the adoption of these regulations, unique circumstances may exist which necessitates flexibility and to ensure that unintended non-conformities are not created. As such, the Commission may grant approval (with or without a public hearing) for a single sign which exceeds the criteria for sign area established by this Section by not more than twenty-five percent (25%), provided the following criteria have been met:

1. A color rendering of the proposed sign has been provided.
2. A location map indicating the proposed location of the sign has been provided.
3. The proposed sign location will not obstruct pedestrian or vehicular traffic or sight lines.
4. The approval of such request will not result in the creation of any new or expansion of any existing non-conformities.

#### **O. Administration and Enforcement**

The Regulations contained within this Section have been developed by the Commission with careful consideration for the health, safety and welfare for the Bolton community and the protections on free speech. The Commission further recognizes that in accordance with C.G.S Chapter 124, § 8-3, the PZC has the discretion to provide for the enforcement of such regulations.

1. Enforcement of Section 19-2(F)

The Commission may at any point authorize a temporary stay of any enforcement against any sign which may be in violation of the criteria of Section 19-2(F) provided such sign does not create a hazardous condition and/or is not located within a Town or State Right of Way. Such authorization shall apply to all signage, in all zones pursuant to this subsection and shall be for a period of up to sixty (60) days, which may be extended by the Commission.

February 5, 2026

**TO: BOLTON PLANNING AND ZONING COMMISSION**

**REPORT ON ZONING REFERRAL Z-2026-15: Proposed text amendment regarding signage.**

**COMMISSIONERS:** Receipt is acknowledged of the above-mentioned referral. Notice of this proposal was transmitted to the Regional Planning and Development Division of the Capitol Region Council of Governments under the provisions of Section 8-3b of the Connecticut General Statutes, as amended.

**COMMENT:** The staff of the Regional Planning Commission of the Capitol Region Council of Governments has reviewed this zoning referral and finds no apparent conflict with regional plans and policies or the concerns of neighboring towns.

The public hearing date has been scheduled for 3/11/2026.

In accordance with our procedures this letter will constitute final CRCOG action on this referral. Questions concerning this referral should be directed to Jacob Knowlton.

**DISTRIBUTION:** Planner: Andover, Glastonbury, Hebron, Manchester, Vernon, Coventry

Respectfully submitted,

Jennifer Bartiss-Earley, Chairman  
Regional Planning Commission

William Rice, Vice Chairman  
Regional Planning Commission



Jacob Knowlton  
Community Development Planner

CONNECTICUT FEDERATION OF PLANNING & ZONING AGENCIES

P.O. Box 1065

Farmington, CT 06034-1065

[contact.cfpza@gmail.com](mailto:contact.cfpza@gmail.com)

STEVEN BYRNE  
Executive Director  
Telephone: (860) 677-7355

PLEASE FORWARD THIS REGISTRATION MATERIAL TO YOUR LAND  
USE AGENCY'S CHAIRPERSON.

RESERVATIONS MUST BE MADE THROUGH THE CHAIR BY NO  
LATER THAN TUESDAY, MARCH 24, 2026.

PHONE: (860) 677-7355  
EMAIL: [contact.cfpza@gmail.com](mailto:contact.cfpza@gmail.com)

RESERVATION FORM ENCLOSED.

CONNECTICUT FEDERATION OF  
PLANNING & ZONING AGENCIES

**CONNECTICUT FEDERATION OF PLANNING AND ZONING COMMISSIONS**  
**78<sup>th</sup> ANNUAL CONFERENCE**  
**AQUA TURF COUNTRY CLUB**  
**PLANTSVILLE, CONNECTICUT**

January 26, 2026

Chairman of Planning and/or Zoning Commission  
and Zoning Boards of Appeal

RE: CFPZA Annual Conference – March 26, 2026

Dear Chairman:

I am writing to encourage you and your commission members to consider attending this year's Annual Conference of the Connecticut Federation of Planning and Zoning Agencies. The night is sure to be both enjoyable and informative. Part of the evening's program will be a presentation on HB 8002 'An Act Concerning Housing Growth'. This comprehensive law imposes substantial requirements and responsibilities on municipal land use commissions to amend their regulations to allow certain types of housing. This includes state-mandated amendments to zoning regulations to allow 'as-of-right' multi-family housing and eliminate parking requirements for certain types of housing. In addition, this new law requires commissions to focus on planning, requiring that they demonstrate how their towns will meet their affordable housing needs. Our speaker will provide a summary of this new law and address what resources are available to towns.

Public Act 21-29 now requires an educational component for all land use commission members. At a cost of only \$70.00 per individual, this conference is a cost-effective way toward satisfying this requirement while providing an opportunity to enjoy dinner and socialize with commission members from other towns.

In addition, Length of Service awards will be presented to commission members who have served in any capacity for 12 or 25 years. If you have a commission member who is eligible, please submit his or her name using the attached form.

I hope to see you and members of your commission at this worthwhile event!

Steven Byrne, Ex. Dir.  
CT Fed. of Planning & Zoning Agencies

**CONNECTICUT FEDERATION  
OF  
PLANNING AND ZONING AGENCIES**



**ANNOUNCES**

**ITS**



**78<sup>th</sup> ANNUAL CONFERENCE**

**THURSDAY, MARCH 26, 2026**

**AT THE**

**AQUA TURF COUNTRY CLUB  
PLANTSVILLE, CONNECTICUT**

**Cost: \$70.00 per person for Agencies that are members of the CFPZA  
\$80.00 per person for Agencies that are not members of the CFPZA**

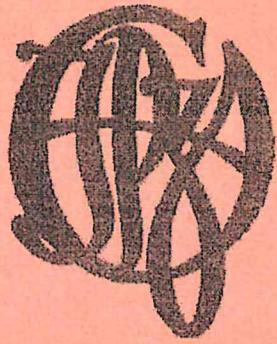
**The enclosed registration form must be received by the  
Connecticut Federation of Planning & Zoning Agencies  
by mail, or email no later than Tuesday, March 24, 2026**

**P.O. Box 1065, Farmington, CT 06034-1065**

**email: [contact.cfpza@gmail.com](mailto:contact.cfpza@gmail.com)**

**Questions? Contact Steve Byrne at (860) 677-7355**

**More info on back →**



CONNECTICUT FEDERATION OF PLANNING AND ZONING AGENCIES

## 78<sup>th</sup> ANNUAL CFPZA CONFERENCE

Aqua Turf Country Club  
Plantsville, CT  
Thursday, March 26, 2026

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### PROGRAM

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5:00 p.m.	<b>SOCIAL HOUR / REGISTRATION</b>
6:00 p.m.	<b>DINNER</b> Salad, Penne, NY Strip, Vegetables, Potato, Dessert
7:15 p.m.	<b>AWARDS PRESENTATION</b> <ul style="list-style-type: none"><li>▪ 12-Year Length of Service Awards</li><li>▪ Lifetime Achievement Awards</li></ul>
8:00 p.m.	<b>TOPIC: HB 8002 'An Act Concerning Housing Growth'</b>

This comprehensive law imposes substantial requirements and responsibilities on municipal land use commissions to amend their regulations to allow certain types of housing. This includes state mandated amendments to zoning regulations to allow 'as-of-right' multi-family housing and eliminate parking requirements for certain types of housing. In addition, this new law requires commissions to focus on planning, requiring that they demonstrate how their towns will meet their affordable housing needs. Our speaker will provide a summary of this new law and address what resources are available to towns.

**Principal speaker:** Delia P. Fey AICP

Our speaker is a Senior Regional Planner for the Northeastern Connecticut Council of Governments. With over 23 years of experience in municipal planning in northeastern CT, Delia has served as town planner, ZEO and wetlands agent in northeastern CT towns, has written regulations, Plans of Conservation & Development and Affordable Housing Plans for multiple towns and reviewed many hundreds of development proposals.

#### DIRECTIONS TO THE AQUA TURF

**I-84 EAST FROM WATERBURY** – Merge onto I-169 E via Exit 27 toward Meriden. Take the CT-10 exit, EXIT 3, toward Cheshire. Turn left onto CT-10 (Highland Ave.). Continue to follow CT-10. Stay straight to go onto Old Turnpike Road. Turn right onto Mulberry Street. Aqua Turf, 556 Mulberry Street is on right.

**I-84 WEST FROM HARTFORD** – Take the CT-10 exit, EXIT 29, on the left toward Milldale. Stay straight to go onto Mulberry Street. Aqua Turf, 556 Mulberry Street is on right.

**FROM I-91 OR THE MERRITT PARKWAY** – Merge onto I-169 E via Exit 27 toward Meriden. Take the CT-10 exit, EXIT 3, toward Cheshire. Turn left onto CT-10 (Highland Ave.). Continue to follow CT-10. Stay straight to go onto Old Turnpike Road. Turn right onto Mulberry Street. Aqua Turf, 556 Mulberry Street is on right.

**CONNECTICUT FEDERATION OF PLANNING AND ZONING COMMISSIONS  
78<sup>th</sup> ANNUAL CONFERENCE  
THURSDAY, MARCH 26, 2026  
AQUA TURF COUNTRY CLUB  
PLANTSVILLE, CONNECTICUT**

## **REGISTRATION FORM**

Agency Name \_\_\_\_\_ Town \_\_\_\_\_

## Town

Individual's names

## Position

Special Diet  
(Please Specify)

**Cost:** \$70.00 per person for Agencies that are members of the CFPZA  
\$80.00 per person for Agencies that are not members of the CFPZA

Mail or email this registration form to:

Connecticut Federation of Planning & Zoning Agencies  
P.O. Box 1065  
Farmington, CT 06034-1065  
[contact.cfpza@gmail.com](mailto:contact.cfpza@gmail.com)

Make checks payable to: "Connecticut Federation of Planning and Zoning Agencies."

Reservations must be received by Tuesday, March 24, 2026.

Cancellations will be accepted until noon on March 25, 2026 by calling CFPZA at (860) 677-7355. All reservations not properly cancelled must be paid for.

**CONNECTICUT FEDERATION OF PLANNING AND ZONING COMMISSIONS**  
**78<sup>th</sup> ANNUAL CONFERENCE**  
**AQUA TURF COUNTRY CLUB**  
**PLANTSVILLE, CONNECTICUT**

January 26, 2026

Chairman of Planning and/or Zoning Commissions  
and Zoning Boards of Appeal

RE: Length of Service Awards / Lifetime Achievement Awards

Dear Chairman:

Length of Service Awards will be presented at the Connecticut Federation of Planning and Zoning Agencies' Annual Conference on March 26, 2026, to those persons who have served 12 or more years as a member of a planning commission, zoning commission, planning and zoning commission or zoning board of appeals.

The twelve years of service may be a combination of time spent as a member of all four agencies. The twelve years, however, must be continuous from year to year.

Lifetime Achievement awards are presented to individuals who have served at least twenty-five (25) years in the area of land use, either as a member of a zoning agency or as staff or advisor to a zoning agency. Please contact Steven Byrne at (860) 677-7355 or by email ([contact.cfpza@gmail.com](mailto:contact.cfpza@gmail.com)) if there is an individual you believe should be considered for this award.

All nominations should be mailed or emailed to:

The Connecticut Federation of Planning and Zoning Agencies  
P.O. Box 1065  
Farmington, CT 06034-1065  
[contact.cfpza@gmail.com](mailto:contact.cfpza@gmail.com)

Please note that individuals who have received these awards in the past are not eligible to receive them again. If you need information about whether an individual has previously been a recipient, please contact us at (860) 677-7355.

All nominations for awards must be returned no later than **March 20, 2026**.

**NOMINATION FORMS ATTACHED**

**LIFETIME ACHIEVEMENT AWARD  
NOMINATION FORM**

1. Name of Agency \_\_\_\_\_ Town \_\_\_\_\_

2. Name and home address of Lifetime Achievement Award candidate:

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

3. Contact information for person(s) making this nomination.

Name	Home Address	Home/Business Phone
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4. Name and address of individual to send congratulation letter confirming award:

\_\_\_\_\_

5. Lifetime Achievement: List below the names of agencies and dates served. Length of service must be continuous and total 25 or more years. It may, however, consist of time spent on a planning commission, zoning commission, combined commission and/or zoning board of appeals. Time spent as an alternate member is valid. This award is also open to individuals who have served part or all of the above time as professional staff to one or more of the above-mentioned agencies.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Individuals who have received this award previously ARE NOT eligible to receive it again.  
Please call (860) 677-7355 or e-mail contact.cfpza@gmail.com to inquire about members  
who may have previously received an award.**

**A brief 1-2 paragraph bio about the recipient's tenure and notable achievements to be read  
by our moderator at the presentation ceremony is requested.**

***TWELVE YEAR  
LENGTH OF SERVICE AWARD  
NOMINATION FORM***

1. Name of Agency \_\_\_\_\_ Town \_\_\_\_\_

2. Name and home address of Length of Service Award candidate:

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

3. Contact information for person(s) making this nomination.

## Home/Business Phone

4. Name and address of individual to send congratulation letter confirming award:

5. Length of Service: List below the names of agencies and dates served. Length of service must be continuous and total 12 years. It may, however, consist of time spent on a planning commission, zoning commission, combined commission and/or zoning board of appeals. Time spent as an alternate member is valid.

**Individuals who have received this award previously ARE NOT eligible to receive it again.  
Please call (860) 677-7355 or e-mail contact.cfpza@gmail.com to inquire about members  
who may have previously received an award.**

## **SAVE THE DATE!**

CFPZA Annual Conference – March 26, 2026

Please consider attending this year's Annual Conference of the Connecticut Federation of Planning and Zoning Agencies scheduled to take place at 5:00 pm on Thursday, March 26, 2026, at the Aqua Turf, Southington, CT. The night is sure to be both enjoyable and informative.

Our speaker will be presenting information on HB 8002 'An Act Concerning Housing Growth'. This comprehensive law imposes substantial requirements and responsibilities on municipal land use commissions to amend their regulations and affordable housing plans. This includes state-mandated amendments to zoning regulations to allow 'as-of-right' multi-family housing and eliminate parking requirements for certain types of housing. In addition, housing plans will need to be adopted or amended to show how each town will meet its affordable housing needs. Our speaker will provide a summary of this new law and also address what resources are available to towns to comply with it.

Connecticut General Statute §8-4c now requires an educational component for all land use commission members. At a cost of only \$70.00 per individual, this conference is a cost-effective way to complete one hour of education while providing an opportunity to socialize with commission members from other towns.

In addition, Length of Service awards will be presented to commission members who have served in any capacity for 12 or 25 years. If you have a commission member who is eligible for this recognition, please submit his or her name. Nomination forms will be included in the registration packet that will be sent to your commission in the coming weeks.

I hope to see you and members of your commission at this worthwhile event!

# CONNECTICUT FEDERATION OF PLANNING AND ZONING AGENCIES QUARTERLY NEWSLETTER

Winter 2026

Volume XXX, Issue 1

## SAVE THE DATE – 2026 ANNUAL CONFERENCE

The Federation will hold its Annual Conference on March 26, 2026 at the Aqua Turf Country Club in Plantsville CT. The event starts at 5:00 p.m. The program for the Conference will include a presentation on HB 8002 ‘An Act Concerning Housing Growth’. Flyers announcing the event will be sent to all members later this month. Attendees will be entitled to receive credit for One Hour of Training as well as enjoy a wonderful dinner.

## CONDITIONS OF APPROVAL FOR A VARIANCE MUST BE STATED ON THE VARIANCE CERTIFICATE

The owners of a parcel of property abutting Long Island Sound were granted a variance to exceed building height limitations contained in the zoning regulations. The variance would allow a room on the top of their planned home, providing access to a rooftop deck. Before work could commence, various tropical storms impacted the Long Island shoreline, leading to revised floodplain and zoning regulations. The property owners submitted a revised permit application for their proposed home which was approved by the land use officer.

A neighbor appealed the zoning permit approval to the zoning board of appeals claiming that the variance could

not be relied upon to approve the new permit because the variance approval was conditioned on the building plans submitted at that time, and not on the new plans which proposed a full top floor instead of a rooftop deck and access room.

The zoning board of appeals affirmed the issuance of the zoning permit. An appeal to court followed. The court found that the variance was not conditioned on the building plans submitted with the variance application. The certificate of variance, which was recorded on the land records, contained no conditions including no references to any building plans. If the board wanted to condition its issuance of a variance based upon plans submitted with the variance application, it must state this on the certificate of variance. *Sargent v. Zoning Board of Appeals*, 236 Conn. App. 269 (2025).

## LOSS OF REMOTE CONNECTION AT HYBIRD MEETING IS LOSS OF FUNDAMENTAL FAIRNESS

A land use commission scheduled a hybrid public hearing on a special permit application. The first night of the public hearing went according to plan. However, at the second night of the hybrid hearing, the zoom meeting connection failed for over two hours. Despite this technical issue, the public hearing continued in-person. The Commission subsequently held a

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# CONNECTICUT FEDERATION OF PLANNING AND ZONING AGENCIES QUARTERLY NEWSLETTER

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hybrid meeting wherein it approved the application. Again, the zoom meeting connection failed leaving remote attendees unable to view or hear the proceedings. The court found these proceedings fatally flawed as the failure of the remote connection during the hearing and meeting on the pending application deprived remote attendees of fundamental fairness.

Fundamental fairness requires that administrative agencies provide the public with the right to offer testimony and other evidence and to cross-examine witnesses as well as pose questions to the agency. The zoom meeting failure deprived the public of this right. The zoom failure and the Commission's response also violated the freedom of information act, providing additional supporting evidence that fundamental fairness was not provided. *Wallach v. Plan & Zoning Commission, LND-CV-24-6188465 (10.28.25)*.

## SEWER CONNECTION PERMITS CAN EXPIRE

An application to connect to a municipal sewage system was approved with a condition that the approval would expire if a connection to the system was not made within 2 years of the approval. This time limit condition was appealed, wherein the court found that it was within the water pollution control authority's powers to impose it. The court also ruled that the 2-year time

period was stayed during any pending appeals to court.

This decision places WPCA approvals in the same class as zoning approvals wherein such approvals can expire and any pending court cases involving the approval stay the running of the time period. *Shapiro Commons LLC v. WPCA, FBT-CV-24-6140246 (10.17.24)*

## TREE REMOVAL AND THERMAL POLLUTION

The removal of mature trees within a regulated area was determined by the commission as likely to cause a significant adverse impact to a wetland, forming the basis for a denial of an application to construct a single-family dwelling. Evidence in the record demonstrated that by removing the trees, there would be increased thermal pollution that would negatively impact water temperature, increase algae growth and change the water content of the soil.

While the applicant disputed whether there would be any adverse impact from the tree removal, the commission could decide which expert evidence to believe as long as fundamental fairness was observed. Fundamental fairness in an administrative hearing includes placing an expert witness on notice of the reviewing agencies concerns and doubts about the expert's evidence. *Milne v. IWWA, FST-CV-24-6068722 (11.10.25)*

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## SELF-INFILCTED HARDSHIP DUE TO LOT MERGER

An application to vary the required street frontage for a lot was denied on the basis that any hardship was self-inflicted. The applicant wanted to split his lot and create a new building lot. One lot contained an existing home and fronted on a street. The second lot would have access by means of a 25' wide deeded driveway. The zoning regulations required 50' of street frontage for an interior lot.

The history of the existing lot was that it had once been two lots. The applicant had purchased both lots and due to a lot merger provision in the zoning regulations, the lots had merged into one lot. Sometime after this merger, the zoning regulations had been amended to increase lot frontage requirements from 25' to 50'.

Any hardship was self-inflicted because if the applicant had placed the lots in different ownership, then he could have avoided the merger of his lots. In doing so, the lots would have been nonconforming as to frontage requirements.

Another issue on appeal was whether the board members were biased against the application. Apparently, this same application had been submitted several times before and been denied each time. Several board members stated their displeasure to have to hear

the same application again. The court found that this frustration did not amount to bias. *Haines v. ZBA, LND-CV-23-6171028 (1.24.25)*

## ANNOUNCEMENTS

### **Lifetime Achievement Award and Length of Service Award**

Nomination forms will be sent out later this month for these awards which will be presented to recipients at the Federation's annual conference. You should begin your process of finding eligible nominees now.

### **Workshops**

Connecticut law now requires that every land use agency member receive 4 hours of training every two years. At the price of \$200.00 per session for each agency attending, our workshops are an affordable way for your board to 'stay legal'.

## ABOUT THE EDITOR

*Steven Byrne is an attorney with an office in Farmington, Connecticut. A principal in the law firm of Byrne & Byrne LLC, he maintains a strong focus in the area of land use law and is available for consultation and representation in all land use matters both at the administrative and court levels.*

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