

BOLTON PLANNING & ZONING COMMISSION
REGULAR MEETING
7:30 PM, WEDNESDAY, June 10, 2026
BOLTON TOWN HALL, 222 BOLTON CENTER ROAD
In-Person and Via Zoom
MINUTES

PZC Members Present In-Person: Chairman Tom Manning, James Cropley, Arlene Fiano, Ellen King, Marilee Manning, Alternate Peyton Rutledge

PZC Members Present Via Zoom: Eric Loveland, Alternates Rhea Klein and Joshua Lloyd

PZC Members Absent: Vice Chair Kawan Gordon

Staff Present Via Zoom: Patrice Carson, AICP, Consulting Director of Community Development; Michael D’Amato, Zoning Enforcement Officer; Rebekah Lyon, Recording Secretary

Others Present Via Zoom: Jim Loersh

1. Call To Order: T. Manning called the meeting to order at 7:37pm. Alternate R. Klein was seated for K. Gordon.

2. Approval of Minutes:

April 8, 2026: T. Manning MOVED to APPROVE the April 8, 2026 meeting minutes with the following corrections: amend item 7 to reflect that the Board of Selectmen will NOT hold a public hearing, note that R. Klein, P. Rutledge, and J. Lloyd are alternates, strike “skills” before the reference to shop, correct spelling to reflect last name “Lloyd”. J. Cropley SECONDED. MOTION CARRIED 7:0:0.

May 13, 2026: T. Manning MOVED to APPROVE the May 13, 2026 meeting minutes as written. E. King SECONDED. MOTION CARRIED 7:0:0.

May 27, 2026: T. Manning MOVED to APPROVE the May 27, 2026 meeting minutes as written. J. Cropley. 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:

- amendments to the Zoning Regulations Section 450-7.2 Middle Housing
- inquiries about property
- a semi-final report on Cider Mill was received and a final report is expected by next meeting

M. D’Amato reported attending the CRCOG regional housing growth plan technical advisory committee kickoff. The committee will be meeting monthly. Currently still waiting on guidance from OPM.

5. Old Business

a. Discussion: Amendments to the Zoning Regulations Section 450-7.2 Middle Housing (#PL-26-2)

The Commission discussed cottage cluster developments, noting they would remain limited to a single parcel oriented around a common green space, with curb cuts reflecting the layout. There is no process under summary review to perform a subdivision. Shared utilities were also discussed; it was determined these do not impact summary review.

Regarding building materials and elements, the Commission discussed removing lapped, shingled, or panel fiber cement board. E. King recommended removing fiber cement board from Item A for primary materials. The majority were in favor of the removal, and fiber cement board was removed as an option for primary materials.

The Loomis Road project was discussed in the context of the proposed regulations. Staff reflected on the proposed Middle Housing regulations, stating that they incorporate lessons learned from past projects.

The Commission discussed refuse areas, noting that for smaller developments such as two-unit buildings, a dumpster would not be required — only a designated area for refuse cans. Screening of that area was also discussed.

Turning to dimensional standards, the Commission discussed removing maximum building width from the table, as other requirements already limit building size. Removal of maximum building coverage was also discussed.

The Commission discussed pre-existing non-conformities, noting that landscaping and green space requirements could be enforced. On the question of maximum unit size, the Commission discussed whether to impose limits, noting that some municipalities prefer to let the market decide while others limit the number of bedrooms to promote affordability. The Commission agreed not to establish a maximum unit size. Height was discussed, with a limit of 40 feet and three stories noted.

The Commission also discussed requiring bike storage and the preservation of stone walls and large trees, or their rebuilding. Regarding rooflines, the Commission noted that flat roofs would be out of character given the surrounding area, citing one existing flat-roofed structure along Route 44, and agreed to exclude flat roofs. Windows should be operable, and building size and additions were discussed.

T. Manning MOVED to hold a public hearing online and in person on Wednesday July 8, 2026, beginning at 7:30 PM on new Zoning Regulations Section 450-7.2 Middle Housing (#PL-26-2). J. Cropley SECONDED. MOTION CARRIED 7:0:0.

b. Other: There was no other Old Business.

6. New Business

a. DISCUSSION/POSSIBLE DECISION: Release of Site Improvement and E&S Bonds for William Phillips, 1 Notch Road (#PL-21-1)

T. Manning MOVED to RELEASE site improvement and E&S bonds for William Phillips relating to the 1 Notch Rd project. M. Manning SECONDED. MOTION CARRIED 7:0:0

b. Other: The Commission briefly discussed a request from St. Maurice Church to place two dumpsters behind the building. The Commission stated this would require a Zoning Permit issued by Staff who will review a permit application in accordance with zoning regulations.

7. ONGOING DISCUSSION: Bolton Subdivision and Zoning Regulations

There was no further discussion.

8. Correspondence: Correspondence received from Town of Manchester in reference to zoning regulations revisions as included in packet and the CFPZC Newsletter.

9. Adjournment

J. Cropley MOVED to ADJOURN the meeting at 9:05 PM. A. Fiano 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-26-3

Primary Location

Applicant

Planning & Zoning

No location

No applicant

Status: Active

Owner

No owner information

Submitted On: 6/17/2026

Permit Info

Permit For*

Development Title, if any

Zoning Regulations Amendment

Occupancy Type

New Building or Expansion of Existing Building Size?

—

—

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

Amendment to Zoning Regulations or Change of Zone

Regulation Section(s) to be Created or Modified*

Section 450-7.2 Middle Housing

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):

Add NEW Section 450-7.2 Middle Housing

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

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

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

Parcel/Lot No. *
0

Subject Property Location

Current Zone*	Acreage*
GB	0

Located in Aquifer Protection District?*	Located in FEMA Flood Zone?
No	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)*

Add NEW Section 450-7.2 Middle Housing

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:

Engineer Information

Company Name

Engineer Name

Address (street, city, state and zip)

Phone

Email

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

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*

Owner's Electronic Signature*

✔ Bolton PZC
Jun 17, 2026

✔ Bolton PZC
Jun 17, 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](#)

Internal Use

Conditions 

Date Application Received

—

Hearing Not Required

Petition Received?

—

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:

—

Date of Planning and Zoning Commission Action

—

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

—

Date in Inland/Wetlands Commission Action (if applicable)

—

Public Hearings

Hearing Type

Planning & Zoning

Hearing Date

07/08/2026

Legal Notice Publication Date 1

06/26/2026

Legal Notice Publication Date 2

07/03/2026

Hearing Commencement Deadline 

—

Hearing Extended? 

Hearing Extension Date 

—

Hearing Completion Date 

—

Comment 

Attachments



Signed PZC Application Authorization

REQUIRED

PZCSignedApplicationAuthorization_.pdf

Uploaded by Patrice Carson on Jun 17, 2026 at 3:07 PM



Town of Bolton

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.

Applicant Signature: PZC

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: _____

§ 450-7.2 Middle Housing.

A. Intent.

- (1) The intent of this Section is to establish the review process, construction standards, and site design requirements for Middle Housing developments as defined herein when located in certain zones.

B. Applicability.

- (1) This section shall apply to developments that include between two and nine residential units contained within one or more buildings when proposed in one of the following zones as shown on the official Zoning Map.

Zones	
General Business Zone	GB
Neighborhood Business Zone	NB
Rural Mixed Use Zone	RMUZ
Gateway Mixed Use Industrial Zone	GMUIZ

- (a) Middle Housing as defined herein shall include the following developments as outlined in November Special Session Public Act 25-1:

- [1] Transit Community Middle Housing Development: a residential building containing not less than two dwelling units but not more than nine such units, including, but not limited to, townhouses, duplexes, triplexes, perfect sixes and cottage clusters.
- [2] Mixed-Use Development: a development on a single parcel containing two or more residential units and one or more commercial, public, institutional, retail, office or industrial uses, as defined by CGS§8-13m.

C. Review Process.

- (1) Applications for Middle Housing shall be submitted and reviewed in accordance with the following:
 - (a) All applications shall be submitted in a manner as determined by the Commission and shall include:
 - [1] A completed application form.
 - [2] A site plan depicting property lines, existing and proposed structures, parking, lighting, utilities, applicable setbacks, landscaping etc. as more particularly described §450-16.2.
 - [3] An Erosion & Sedimentation Control Plan, as outlined in §450-3.9, and which meets the most recent standards adopted by CT DEEP.
 - [4] Building elevations which demonstrate compliance with the design requirements established herein.
 - [5] Floorplan(s) depicting all interior space, prepared by a licensed architect.

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- [6] A stormwater management plan which complies with the Stormwater Quality Manual adopted by DEEP (2024) and the standards of §450-16.2L.

- (2) Evaluation of a Middle Housing application shall be through the Summary Review process. Accordingly, while such developments shall be permitted without the need to obtain a Special Permit, Variance or conduct a Public Hearing, it remains the applicant's responsibility to demonstrate that all standards established herein have been met.

- (3) Applications submitted under this section shall be reviewed and processed in accordance with the timeframes established by CGS §8-7d (as amended):
 - (a) Administrative Approval by Town Planner:
 - [1] Applications which propose the conversion of an existing building.
 - (b) Planning & Zoning Commission Review:
 - [1] All other applications which are not subject to Administrative Approval by the Town Planner in subsection (a) above.

 - (4) Following submission, an application may be referred to Town staff for review as deemed necessary by the decision-making body. Such departments may include but are not limited to the Town Engineer, Fire Marshal/Chief, Zoning Enforcement Officer or Public Works Director.

 - (5) If, upon review, the decision-making body determines that such application complies with the standards of these regulations, such application shall be approved or approved with modifications in accordance with the standards and conditions of these regulations. If the decision-making body determines that such application does not comply with the standards of these regulations or that the development as proposed would have a substantial adverse effect on public health or safety which cannot be adequately mitigated through modifications to the application, the decision-making body shall deny the application.

 - (6) For developments which contain one or more non-residential uses, the applicable standards and review process established by these Regulations shall apply to and continue to govern those uses which shall not be reviewed through the process established herein.

- D. Building Materials and Design.
 - (1) Primary Materials. At least 60% of each façade shall be constructed of primary materials. For facades over 1000 square feet, more than one material shall be used to fulfill the 60 percent requirement.

- (a) Permitted primary building materials include: high quality, durable, natural materials, such as stone, brick; wood lap siding; glass or modern materials with the same visual characteristics, in their traditional applications (e.g., wood, stone, brick, glass, metal, etc.) shall be used as primary building materials.
- (b) Masonry veneers shall appear as full depth at the corners.
- (c) Each building façade shall be designed to incorporate a minimum of 20% transparency.



- (2) Roof Materials. Acceptable roof materials include 300 pounds or better, dimensional asphalt composite shingles, metal tiles or standing seam, slate, and ceramic tile.
- (3) Building Elements. All buildings shall include or be retrofitted to include building elements, features and treatments as shown in the examples provided for each Building Type detailed in Subsection J. Such design is expected to incorporate one or more of the following elements:

Common Architectural Details and Facade Treatments

- (a) Façade Treatments: Modulation, Expression lines, Recesses and projections, material changes, roofline variation.
- (b) Architectural details: Fascia boards, bay windows, chimneys, cupolas, shutters, pilasters, cornices, dormers, window trims/surrounds, columns.



- (4) Roof Types. Gable, hip, gambrel, saltbox and mansard roof types are permitted.



E. Unit Configuration.

- (1) Each unit shall contain independent living facilities, including provisions for living, sleeping, eating, cooking, laundry, sanitation and personal storage.
- (2) Each unit shall contain operable windows unless otherwise prohibited by Building and/or Fire Codes.

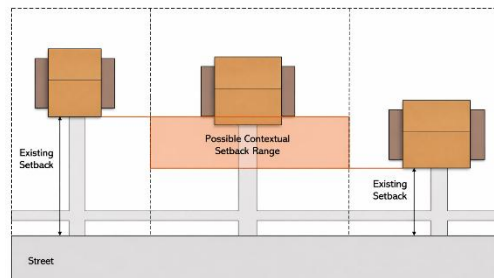
F. Site Layout and Design.

- (1) Parking.
 - (a) Parking spaces should be provided at a ratio of 1 space per unit.

- (b) Parking shall not be located in the front yard unless previously existing.
- (c) Only one driveway access/curb cut per parcel shall be allowed.

(2) Building Orientation and Layout

- (a) When applicable, in lieu of the required front setback requirement, when a new building is proposed between existing buildings, the contextual setback shall be used to ensure the established development patterns are maintained.



- (b) Buildings shall be oriented towards the streets or to interior green space.

- (c) Where multiple buildings are being proposed, taller buildings shall be located to the rear of the property.

(3) Landscape Design.

- (a) Each building shall include foundation plantings of at least 4 shrubs per 20 lineal feet of building length. Plantings shall include a mix of 60 percent evergreens and 40 percent flowering shrubs. All shrubs shall be at least 3-gallon in size at time of planting.

- (b) One street tree shall be provided for every 50ft of street frontage. Such trees may be deciduous or evergreen. Deciduous trees shall be at least 2 inches caliper at time of planting and evergreen trees shall be at least 8 feet in height at time of planting. Existing trees of at least four inches caliper may be used to satisfy the planting requirement.

- (c) All unpaved ground areas shall be landscaped with grass or groundcover. Gravel, pea-stone, or mulch shall not be permitted except within tree or shrub planting beds.

- (d) A planted landscape buffer, not less than 15ft in width shall be provided when such development is adjacent to a commercial use. Buffers shall include a mix of native coniferous and deciduous trees and shrubs, including:

- [1] At least 1 medium or large shade tree and one understory tree every linear 40'; and
- [2] A continuous double row of shrubs is required between shade trees: Composition must include a double row of individual shrubs with a minimum width of 18-24" at planting and 36" at maturity, spaced no more than 36" on center; a minimum height of 24" in one year and maximum height of 48"; or

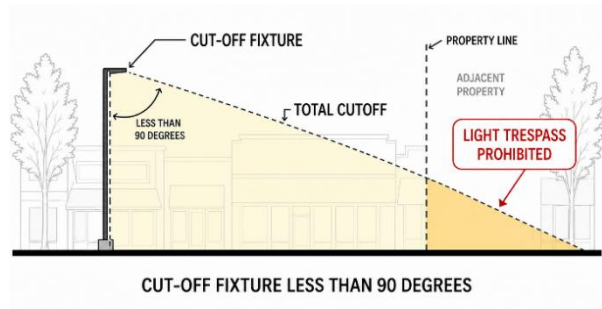


- [3] Additional screening may be provided through the use of vinyl or wood fencing, not to exceed 6ft in height.

- (e) Existing stone walls and large trees shall be preserved or rebuilt or replaced when their preservation is not feasible.

G. Lighting.

- (1) Full cut-off fixtures which are shielded and have a cutoff angle of less than ninety degrees shall be provided. Floodlights are prohibited.
- (2) Each building shall have at least (1) decorative luminaire at each entrance door.
- (3) Parking areas shall be illuminated using fixtures mounted on poles no higher than 15ft.
- (4) Lighting shall not exceed a temperature of 3000 kelvins.



H. Open Space and Resident Amenities.

- (1) At least 500 square feet of green space shall be provided on the lot for each unit proposed. Such area shall include some form of outdoor seating, which is shaded or otherwise protected.

I. Refuse Areas.

- (1) Dumpsters and refuse areas shall be provided behind the principal building and screened with vinyl fencing or chain link fencing with slats at least six feet in height.
- (2) Refuse areas shall be secured and not be located within a required setback.
- (3) Dumpsters shall be located on a concrete pad.

J. Building Design Examples.





K. Dimensional Standards.

		GB	NB	RMUZ&GMUIZ
1	Multiple Principal Buildings	Yes	Yes	Yes
2	Minimum Front Setback	35	35	Build to line
3	Minimum Side Setback	25	25	25
4	Minimum Rear Setback	25	25	25
5	Maximum Impervious Coverage	50%	45%	50%
6	Maximum Overall Height	40/3	40/3	40/3
7	Required Building Separation	20	20	20

L. Pre-existing Conversions.

(1) The intent of these regulations is to promote middle housing as defined herein by encouraging a development pattern which is appropriate for Bolton. Accordingly, while the Commission recognizes that certain buildings or parcels may exist with pre-existing non-conforming qualities, in no case shall a non-conforming characteristic of a site or building be recognized so as to prevent incorporation of any of the following elements associated within a Middle Housing development:

- (a) Lighting;
- (b) Open Space and Resident Amenities;
- (c) Landscape Buffering;
- (d) Operable Windows.

M. Alternative Compliance.

(1) Middle Housing developments shall be reviewed and approved in accordance with subsection C above. However, in situations where incorporation of the building design or site layout standards required herein are infeasible or would create an unreasonable burden which would jeopardize the establishment of an otherwise compliant middle housing development, the applicant may request partial deviation from such standards by Special Permit. The Commission may approve such Special Permit request provided one or more of the following criteria have been established, as applicable:

- (a) The subject property contains a lawfully established existing building, built prior to the effective date of this regulation and was previously constructed to contain a commercial use; and

- (b) The application will provide at least one deed-restricted Affordable unit which complies with the requirements of CGS § 8-30g; and
 - (c) The requested deviation(s) is consistent with all relevant purpose and intent statements of these zoning regulations and with the general purpose and intent of the Plan of Conservation and Development; and
 - (d) The application as proposed will not have a substantial or undue adverse effect upon adjacent property, or the public health, safety, and general welfare.
 - (e) When the type of relief requested pertains to the required roof type, such application for relief is accompanied by a statement from a professional engineer or licensed architect which documents the constraints, confirms that full compliance would require removal or full replacement of primary structural components and outlines the proposed mitigation to be provided.
 - (f) When the type of relief requested pertains to the required location of on-site parking, such application for relief is accompanied by an alternative plan which demonstrates how the required greenspace will be provided and how such parking is to be screened from the roadway.
- N. Conflicting Provisions:
- (1) Should any language contained within this Section conflict with the standards included in another Section of these regulations which has been referenced, the standard which is more objective and stringent shall apply.