

BOLTON PLANNING & ZONING COMMISSION
REGULAR MEETING
7:30 PM, WEDNESDAY, April 8, 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, Eric Loveland, Peyton Rutledge, Marilee Manning, Ellen King, Arlene Fiano, Rhea Klein, James Cropley (arrived 7:46 pm)

PZC Members Absent: Joshua Llyod

Staff Present Via Zoom: Michael D'Amato, Zoning Enforcement Officer; Jim Rupert, Town Administrator

Others Present in Person: First Selectman, Rodney Fournier; John Marino, JAM Landscaping Connecticut

1. **Call To Order:** T. Manning called the meeting to order at 7:42pm. T. Manning appointed P. Rutledge for J. Llyod.
2. **Approval of Minutes: February 11, 2020:** A. Fiano MOVED to APPROVE the minutes from the February 11, 2026 as written. K. GORDON SECONDED. MOTION CARRIED, 7:0:0.
3. **Residents' Forum:** No residents wished to speak.
4. **Staff Reports:** M. D'Amato reports:
 - Working with P. Carson to consider regulation amendments that may be necessary to be compliant with House Bill 8002. They plan to have regulations as complete as possible for July 1, 2026 with the understanding that refinements may be necessary to fully comply. Relevant bills that may impact regulations are still being considered by the CT Legislature.
 - The owner of the property on the corner of Tolland Rd and RTE 44 has been in contact with town staff and is contemplating getting some of his items inside a building to be compliant.
5. **Public Hearings:**
 - a. **Application: Amendments to the Zoning Regulations Article XVIII Signage (#PL-26-1):** T. Manning MOVED to POSTPONE opening the public hearing until the May 13th Planning and Zoning meeting. M. Manning SECONDED. MOTION CARRIED, 7:0:0.

6. Old Business

- a. **Discussion/Possible Decision: Amendments to the Zoning Regulations Article XVIII Signage (#PL-26-1):** Postponed
- b. **Other:** Brief discussion of HB 8002. The focus of the bill is on creating additional housing units. For Bolton, that may look like converting vacant or underused commercial buildings into housing units. Discussion on limitations of sewer for housing projects.

7. New Business

a. **8-24 Referral: Soccer Fields and Walking Track at Herrick Park**

First Selectman Rodney Fournier requested an endorsement from the Planning and Zoning Commission for the proposed soccer fields and walking track at Herrick Park. Grant funding has been secured. The proposed soccer fields would be on the left side as you enter Herrick Park. There would be a line of trees. The fields would not be illuminated. The drainage would go down towards the western side of the field. The abutters have been notified. One full sized soccer field and a junior field would be developed for a total of 1.5 fields. A crushed stone walkway would be installed around the fields. No bleachers are planned at this time. A parking area is included in design. There would be no impact to existing trails.

Brief discussion of the relevancy of Conservation Commission concerns regarding proposed scope of work to Planning and Zoning Commission decisions. Conversation Commission is continuing to have discussions with town staff and many of the concerns have been addressed. Inlands and Wetlands Commission has reviewed the project. Inlands and Wetlands did not hold a public hearing because the proposed work is outside of the upland review area and not directly impacting wetlands. The Board of Selectman will take the project up and hold a public hearing.

T. Manning MOVED that in accordance with 8-24 Municipal Improvements of the CT General Statutes, the Bolton Planning and Zoning Commission has reviewed the request by the Town Administrator on behalf of the Board of Selectman to create soccer fields and a walking track at Herrick Park. The project is consistent with the POCD and the Planning and Zoning Commission RECOMMENDS ACCEPTANCE of the same to the Board of Selectman. A. Fiano SECONDED. MOTION CARRIED, 7:0:0.

b. **Informal Discussion: Landscaping Business at 1 West Street, John Marino:**

John Marino shared that his landscaping business, JAM Landscaping Connecticut, is looking to purchase a property in town and is considering 1 West Street. The plan for

the property would include a skills shop and selling some landscape materials. The material yard would be placed so as not to be very visible from the road. The business would be willing to adding trees for additional privacy. Informal discussion with commissioners including business activities planned, curb cuts, and noise ordinance.

8. Ongoing Discussion

a. Bolton Subdivision and Zoning Regulations: No

9. Correspondence: None

10. Adjournment

J. Cropley MOVED to ADJOURN the meeting at 8:56pm. K. Gordon 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.

BOLTON PLANNING & ZONING COMMISSION
REGULAR MEETING
7:30 PM, WEDNESDAY, May 13, 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

PZC Members Present Via Zoom: Alternate Rhea Klein

PZC Members Absent: James Copley, Arlene Fiano, Alternates Joshua Lloyd & Peyton Rutledge

Staff Present Via Zoom: Patrice Carson, AICP, Consulting Director of Community Development

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 A. Fiano.

2. Approval of Minutes: April 8, 2026: P. Carson will clarify 1) if the BOS will hold a public hearing regarding the soccer fields and 2) if J. Rupert attended the meeting via Zoom. Minutes will be taken up at the next meeting.

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

4. Staff Reports

P. Carson reported:

- Continuing to work on housing regulations.
- Reviewed OPM's preliminary housing growth plan guidelines and submitted comments on behalf of the Town of Bolton.
- Worked with the assessor to align parcel and zoning information; correcting inaccuracies related to system migration. GIS maintenance costs are included in the budget.
- Completed professional development, including cyber training and an economic development webinar series.
- Reviewed a brownfields application from another town in coordination with CRCOG.
- Received a request for bond release at 1 Notch Rd.; referred to the town engineer.
- Meetings and work efforts related to 366 Boston Tpke, 1100 Boston Tpke, and Cider Mill property.

5. Public Hearings:

a. Application: Amendments to the Zoning Regulations Article XVIII Signage (#PL-26-1)

Chairman Manning read the legal notice. No written testimony was received. The Capital Region Council of Governments (CRCOG) reviewed the proposed zoning regulations and found no apparent conflicts with regional plans or neighboring towns. No comments were received from neighboring towns. The public hearing was opened for testimony but none was received. P. Carson stated that this is a complete rewrite of the sign regulations with the intent to make them easier to use for the public and businesses. No further discussion from the Commission. T. Manning MOVED to CLOSE the public hearing. K. Gordon SECONDED. MOTION CARRIED 6:0:0.

6. Old Business

a. Discussion/Possible Decision: Amendments to the Zoning Regulations Article XVIII Signage (#PL-26-1)

K. Gordon thanked the commissioners and staff for their efforts and commented that the revisions were thoughtfully considered, content-neutral, and less restrictive.

T. Manning MOVED to AMEND the Bolton Zoning Regulations Article XVIII Signage as presented in application #PL-26-1 effective June 1, 2026. M. Manning SECONDED. MOTION CARRIED 6:0:0.

b. Other: There was no other Old Business.

7. New Business: There was no New Business.

8. Ongoing Discussion

a. Bolton Subdivision and Zoning Regulations

P. Carson and M. D'Amato are working on the Bolton Subdivision and Zoning Regulations to comply with new state housing legislation requiring summary review, or "as of right" approval, for certain housing developments. Projects meeting the required standards would not require a public hearing or site plan approval.

Discussion focused on potential standards for setbacks, parking placement, building types, design elements, screening and buffering for developments containing 2–9 units. Larger developments would continue to require site plan review. Commissioners also reviewed examples and mentioned issues including curb cuts, building height, and maximum unit size.

Members discussed affordability concerns, noting that construction costs and certain architectural requirements can significantly increase housing costs. It was also noted that the legislation does not specifically address affordable housing.

Additional discussion included traffic impacts, water supply, public awareness, and community feedback. Staff requested comments from commissioners and noted the goal of adopting initial regulations by July 1, with revisions possible afterward.

The Commission discussed scheduling a special meeting on Wednesday, May 27 at 7:30pm to continue discussion of the housing regulation amendments.

9. Correspondence: There was no Correspondence.

10. Adjournment

K. Gordon MOVED to ADJOURN. M. Manning SECONDED. MOTION CARRIED 6:0:0. Meeting adjourned at 8:55 p.m.

Respectfully submitted by Rebekah Lyon

Rebekah Lyon

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

BOLTON PLANNING & ZONING COMMISSION
SPECIAL MEETING
7:30 PM, WEDNESDAY, May 27, 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 (arrived at 7:50pm), Ellen King, Eric Loveland, Marilee Manning, Alternates Rhea Klein & Peyton Rutledge

PZC Members Present Via Zoom: James Cropley

PZC Members Absent: Arlene Fiano, Alternate Joshua Lloyd

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 7:33 p.m. T. Manning appointed R. Klein for A. Fiano and P. Rutledge for K. Gordon.

2. Old Business

a. Discussion Amendments to the Zoning Regulations for Housing to address State Requirements (#PL-26-2)

T. Manning, E. King, and K. Gordon submitted written comments in advance of the meeting. Their feedback was included in the agenda packet for reference.

The Commission discussed terminology for the proposed regulations, including Middle Housing, Mixed-Use Housing, Transit Housing, and Commercial Conversion Residential Development. Commissioners noted that "Transit Housing" did not seem appropriate due to its implied relationship to bus or rail service. "Commercial Conversion Residential Development" aligns with terminology used in the statute, while "Middle Housing" is being widely adopted by other municipalities and provides flexibility for incorporating future legislative changes. The Commission reached a consensus to use the term "Middle Housing."

The Commission reviewed proposed housing definitions, including Middle Housing and Cottage Cluster housing types. Discussion included the application review process and the need for clear standards. The Commission discussed the distinction between Planning and Zoning Commission review and administrative approval. Members agreed with the proposed language allowing staff to review and approve smaller projects administratively, while larger or more complex applications would continue to require Planning and Zoning Commission review.

The Commission expressed support for requiring high-quality building materials for building facades. Discussion included whether enhanced facade requirements should apply to street-facing elevations and/or those visible from neighboring properties. P. Carson agreed to survey existing commercial buildings in town to better inform future discussion regarding flat versus

pitched roof requirements. The Commission also agreed to retain the requirement for one architectural building element as outlined in the draft regulations. Staff will review and consider T. Manning's proposed edits regarding unit configurations and the dimensions table for the next draft.

The Commission discussed parking requirements, including the proposed maximum of two parking spaces per dwelling unit. Commissioners expressed concern that existing commercial conversion projects could become nonconforming due to pre-existing parking areas. The Commission discussed allowing existing nonconforming parking to remain without requiring the removal of parking spaces.

The Commission agreed to hold a public hearing on the proposed regulations on July 8, 2026.

3. Adjournment

J. Cropley MOVED to ADJOURN. K. Gordon SECONDED. MOTION CARRIED 6:0:0. Meeting adjourned at 9:12 p.m.

Respectfully submitted by Rebekah Lyon

Rebekah Lyon

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

§ 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.

Bolton Planning & Zoning Commission
July 8, 2026 PUBLIC HEARING DRAFT

- [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) Planning & Zoning Commission Review:
 - [1] Applications which propose the construction of one or more principal buildings or the expansion of an existing building of more than 2000 square feet.
 - [2] Applications which propose the creation of five or more residential units.
 - (b) Administrative Approval by Town Planner:
 - [1] Applications which propose the creation of less than five residential units through the conversion of space within an existing building.
 - (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.

Bolton Planning & Zoning Commission
July 8, 2026 PUBLIC HEARING DRAFT

- (a) Permitted primary building materials include: high quality, durable, natural materials, such as stone, brick; wood lap siding; lapped, shingled, or panel fiber cement board 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 Façade 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, 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.

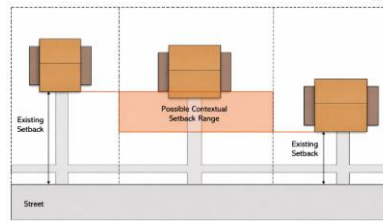
- (1) Parking.

Bolton Planning & Zoning Commission
July 8, 2026 PUBLIC HEARING DRAFT

- (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:

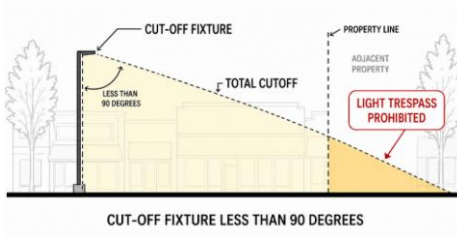
- [1] At least 1 medium or large shade tree and one understory tree every linear 40'; and
- [2] A continuous double row of shrubs is required between shade trees: Composition must include a double row of individual shrubs with a minimum width of 18-24" at planting and 36" at maturity, spaced no more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



G. Lighting.

Bolton Planning & Zoning Commission
July 8, 2026 PUBLIC HEARING DRAFT

- (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.

(a) 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 and play space for children and pets.

I. Refuse Areas.

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

Formatted: Highlight

J. Building Design Examples



Bolton Planning & Zoning Commission
July 8, 2026 PUBLIC HEARING DRAFT

Existing Commercial to Residential Conversion



K. Dimensional Standards

Formatted: Highlight

		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	Building Width			
6	Max Building Coverage			
7	Max Impervious Coverage	25%	20%	25%
8	Parking & Detached Garage Location			
9	Permitted Vehicular Access			
10	Minimum Overall Height			
11	Maximum Overall Height	40/3	35/2.5	35/2.5 & 40/3
12	Required Building Separation	20	20	20
13	Maximum Unit Size			

L. 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:
 - (a) The adjustment from the requirement(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
 - (b) The adjustment will not have a substantial or undue adverse effect upon adjacent property, or the public health, safety, and general welfare.

Bolton Planning & Zoning Commission
July 8, 2026 PUBLIC HEARING DRAFT

- (c) The subject property contains a lawfully established existing building built prior to the effective date of this regulation.
 - (d) The application demonstrates significant compliance with design standards above and the reason for the request is not financial.
 - (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 current constraints and 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 a plan which details how such parking is to be continuously screened from the roadway.
 - (g) The application proposes providing at least one deed-restricted Affordable Housing Unit.
- M. 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.



Town of Manchester

41 Center Street • P.O. Box 191
Manchester, Connecticut 06045-0191
www.manchesterct.gov

JAY MORAN, MAYOR
SARAH JONES, DEPUTY MAYOR
DENNIS SCHAIN, SECRETARY

DIRECTORS
ED BOLAND
PETER CONYERS
PAMELA FLOYD-CRANFORD
LESLIE FREY
JERALD LENTINI
JESSEE MUÑIZ-POLAND

STEVE STEPHANOU, TOWN MANAGER

CERTIFIED MAIL (RRR)

May 26, 2026

Elizabeth C. Waters
Town Clerk
222 Bolton Center Road
Bolton, CT 06043

Re: Application to the Town of Manchester Planning and Zoning Commission
Zoning Regulation Revision: Consolidate Business Zones and Update Permitted Uses

Dear Elizabeth C. Waters:

The Town of Manchester Planning and Zoning Commission hereby notifies the Town Clerk for the Town of Bolton by certified mail of the following pending application:

TOWN OF MANCHESTER PLANNING & ZONING COMMISSION
– Zoning Regulation Amendment (REG-0030-2026) – Proposed
comprehensive amendments to the zoning regulations: Recommendation
9: Consolidate Business Zones and Update Permitted Uses.

We expect this application to be considered by the Planning and Zoning Commission no earlier than June 29, 2026. This application is available for review in this office at the Lincoln Center building, 494 Main Street, 2nd floor, and may be viewed by the public during business hours (8:00 a.m. to 4:30 p.m. on Mondays, Wednesdays, and Thursdays; 8:00 a.m. to 7:00 p.m. on Tuesdays; and 8 a.m. to 1:00 p.m. on Fridays). You may also view the proposed changes on our website at <https://www.manchesterct.gov/Government/Departments/Planning-and-Economic-Development/Regulations-and-Maps>.

If you have any questions, please contact me at 860-647-3288.

Sincerely,

Renata Bertotti,
Deputy Director of Planning

rb/kw

cc: Patrice Carson, Director of Community Development





Town of Manchester

41 Center Street • P.O. Box 191
Manchester, Connecticut 06045-0191
www.manchesterct.gov

JAY MORAN, MAYOR
SARAH JONES, DEPUTY MAYOR
DENNIS SCHAIN, SECRETARY

DIRECTORS
ED BOLAND
PETER CONYERS
PAMELA FLOYD-CRANFORD
LESLIE FREY
JERALD LENTINI
JESSEE MUÑIZ-POLAND

STEVE STEPHANOU, TOWN MANAGER

CERTIFIED MAIL (RRR)

May 26, 2026

Elizabeth C. Waters
Town Clerk
222 Bolton Center Road
Bolton, CT 06043

Re: Application to the Town of Manchester Planning and Zoning Commission
Zoning Regulation Revision:
Update Commercial, Industrial, and Mixed-Use Zoning District Standards

Dear Elizabeth C. Waters:

The Town of Manchester Planning and Zoning Commission hereby notifies the Town Clerk for the Town of Bolton by certified mail of the following pending application:

TOWN OF MANCHESTER PLANNING & ZONING COMMISSION
– Zoning Regulation Amendment (REG-0031-2026) – Proposed
comprehensive amendments to the zoning regulations: Recommendation
10: Update Commercial, Industrial, and Mixed-Use Zoning District
Standards.

We expect this application to be considered by the Planning and Zoning Commission no earlier than June 29, 2026. This application is available for review in this office at the Lincoln Center building, 494 Main Street, 2nd floor, and may be viewed by the public during business hours (8:00 a.m. to 4:30 p.m. on Mondays, Wednesdays, and Thursdays; 8:00 a.m. to 7:00 p.m. on Tuesdays; and 8 a.m. to 1:00 p.m. on Fridays). You may also view the proposed changes on our website at <https://www.manchesterct.gov/Government/Departments/Planning-and-Economic-Development/Regulations-and-Maps>.

If you have any questions, please contact me at 860-647-3288.

Sincerely,

Renata Bertotti,
Deputy Director of Planning

rb/kw



cc: Patrice Carson, Director of Community Development

R:\ALL TOWN USERS\SP&Z\STAFF REVIEW\REG-0031-2026 TOM PZC (R10)\ABUTTING TOWN CLERK LETTERS\BOLTON TOWN CLERK LETTER REG-0031-2026 (R10).DOCX

An equal opportunity Employer



Town of Manchester

41 Center Street • P.O. Box 191
Manchester, Connecticut 06045-0191
www.manchesterct.gov

JAY MORAN, MAYOR
SARAH JONES, DEPUTY MAYOR
DENNIS SCHAIN, SECRETARY

DIRECTORS
ED BOLAND
PETER CONYERS
PAMELA FLOYD-CRANFORD
LESLIE FREY
JERALD LENTINI
JESSEE MUÑIZ-POLAND

STEVE STEPHANOU, TOWN MANAGER

CERTIFIED MAIL (RRR)

May 26, 2026

Elizabeth C. Waters
Town Clerk
222 Bolton Center Road
Bolton, CT 06043

Re: Application to the Town of Manchester Planning and Zoning Commission
Zoning Regulation Revision:
Update Commercial Principal and Accessory Use Regulations

Dear Elizabeth C. Waters:


The Town of Manchester Planning and Zoning Commission hereby notifies the Town Clerk for the Town of Bolton by certified mail of the following pending application:

TOWN OF MANCHESTER PLANNING & ZONING COMMISSION
– Zoning Regulation Amendment (REG-0032-2026) – Proposed
comprehensive amendments to the zoning regulations: Recommendation
11: Update Commercial Principal and Accessory Use Regulations.

We expect this application to be considered by the Planning and Zoning Commission no earlier than June 29, 2026. This application is available for review in this office at the Lincoln Center building, 494 Main Street, 2nd floor, and may be viewed by the public during business hours (8:00 a.m. to 4:30 p.m. on Mondays, Wednesdays, and Thursdays; 8:00 a.m. to 7:00 p.m. on Tuesdays; and 8 a.m. to 1:00 p.m. on Fridays). You may also view the proposed changes on our website at <https://www.manchesterct.gov/Government/Departments/Planning-and-Economic-Development/Regulations-and-Maps>.

If you have any questions, please contact me at 860-647-3288.

Sincerely,


Renata Bertotti,
Deputy Director of Planning

rb/kw



cc: Patrice Carson, Director of Community Development

R:\ALL TOWN USERS\SP&Z\STAFF REVIEW\REG-0032-2026 TOM PZC (R11)\ABUTTING TOWN CLERK LETTERS\BOLTON TOWN CLERK LETTER REG-0032-2026 (R11).DOCX



Town of Manchester

41 Center Street • P.O. Box 191
Manchester, Connecticut 06045-0191
www.manchesterct.gov

JAY MORAN, MAYOR
SARAH JONES, DEPUTY MAYOR
DENNIS SCHAIN, SECRETARY

DIRECTORS
ED BOLAND
PETER CONYERS
PAMELA FLOYD-CRANFORD
LESLIE FREY
JERALD LENTINI
JESSEE MUÑIZ-POLAND

STEVE STEPHANOU, TOWN MANAGER

CERTIFIED MAIL (RRR)

May 26, 2026

Elizabeth C. Waters
Town Clerk
222 Bolton Center Road
Bolton, CT 06043

Re: Application to the Town of Manchester Planning and Zoning Commission
Zoning Regulation Revision: Public Act 25-1 Middle Housing Compliance

Dear Elizabeth C. Waters:


The Town of Manchester Planning and Zoning Commission hereby notifies the Town Clerk for the Town of Bolton by certified mail of the following pending application:

TOWN OF MANCHESTER PLANNING & ZONING COMMISSION
– Zoning Regulation Amendment (REG-0033-2026) – Proposed
comprehensive amendments to the zoning regulations: Recommendation
12: Public Act 25-1 Middle Housing Compliance.

We expect this application to be considered by the Planning and Zoning Commission no earlier than June 29, 2026. This application is available for review in this office at the Lincoln Center building, 494 Main Street, 2nd floor, and may be viewed by the public during business hours (8:00 a.m. to 4:30 p.m. on Mondays, Wednesdays, and Thursdays; 8:00 a.m. to 7:00 p.m. on Tuesdays; and 8 a.m. to 1:00 p.m. on Fridays). You may also view the proposed changes on our website at <https://www.manchesterct.gov/Government/Departments/Planning-and-Economic-Development/Regulations-and-Maps>.

If you have any questions, please contact me at 860-647-3288.

Sincerely,


Renata Bertotti,
Deputy Director of Planning

rb/kw



cc: Patrice Carson, Director of Community Development

R:\ALL TOWN USERS\P&Z\STAFF REVIEW\REG-0033-2026 TOM PZC (R12)\ABUTTING TOWN CLERK LETTERS\BOLTON TOWN CLERK LETTER REG-0033-2026 (R12).DOCX



Town of Manchester

41 Center Street • P.O. Box 191
Manchester, Connecticut 06045-0191
www.manchesterct.gov

JAY MORAN, MAYOR
SARAH JONES, DEPUTY MAYOR
DENNIS SCHAIN, SECRETARY

DIRECTORS
ED BOLAND
PETER CONYERS
PAMELA FLOYD-CRANFORD
LESLIE FREY
JERALD LENTINI
JESSEE MUÑIZ-POLAND

STEVE STEPHANOU, TOWN MANAGER

May 26, 2026

**CERTIFIED MAIL
RETURN RECEIPT REQUESTED**

Elizabeth C. Waters
Town Clerk
222 Bolton Center Road
Bolton, CT 06043

Re: Notification of Application Received by the Town of Manchester
Planning and Zoning Commission

Dear Elizabeth C. Waters:


In accordance with Connecticut General Statutes 8-7d concerning notification to municipalities regarding Planning and Zoning Commission applications within 500 feet of an abutting town, we hereby notify you of an application ZC-0009-2026 submitted by the Town of Manchester Planning & Zoning Commission. The application proposes to:

- Merge the B1 zone into the NB zone, except for 307 Highland Street.
- Merge the B2 and B3 zones into a new AB (Arterial Business) zone. Include 307 Highland Street into AB zone.
- Merge the B5 zone into the GB zone.

This application is scheduled for June 29, 2026 at 7:00 p.m. in the Lincoln Center Hearing Room, 494 Main Street, or virtually via Zoom.

Application materials may be viewed by the public during business hours (8:00 a.m. to 4:30 p.m. on Mondays, Wednesdays, and Thursdays; 8:00 a.m. to 7:00 p.m. on Tuesdays; and 8 a.m. to 1:00 p.m. on Fridays) at the Planning and Economic Development Department, Lincoln Center, 494 Main Street, Manchester. If you have questions, please contact the Town of Manchester Planning and Economic Development Department at (860) 647-3044.

Sincerely,


Renata Bertotti,
Deputy Director of Planning



cc: Patrice Carson, Director of Community Development
File ZC-0009-2026

R:\All Town Users\P&Z\Staff Review\ZC-0009-2026 TOM PZC\Abutting Town Clerk Letters\Bolton Town Clerk Letter ZC-0009-2026.docx

**CONNECTICUT FEDERATION OF PLANNING
AND ZONING AGENCIES
QUARTERLY NEWSLETTER**

Spring 2026

Volume XXX, Issue 2

78th ANNUAL CONFERENCE

The Federation's Annual Conference was held on March 26, 2026 at the Aqua Turf Country Club in Southington, Connecticut. Our principal speaker, Delia Fey, an AICP certified planner and Senior Regional Planner for the Northeastern Connecticut Council of Governments, who made a presentation on Public Act 25-1 "An Act Concerning Housing Growth". Her presentation focused on how this new law requires municipal land use agencies to focus on how their towns will meet their affordable housing needs and what resources are available to them.

In addition to this presentation, Ralph Celone, former chairman of the Thomaston Planning & Zoning Commission, presented the Length of Service Awards and Lifetime Achievement Awards to those nominated for these awards. If you would like any of the presentation materials, please contact us at contact.cfpza@gmail.com or visit our website at www.cfpza.org.

CHANGE FROM BANK TO DOUGHNUT
STORE CREATES EXPANSION OF
NONCONFORMITY

The change of use from a nonconforming bank with a drive-thru window to a Dunkin Donuts Store with a drive-thru window was found to be an illegal expansion of a nonconforming use. The zoning regulations in question had permitted drive-thru windows for banks and bakeries until 2018, when the zoning regulations were

amended prohibiting drive-thru windows. Sometime after this zoning amendment was adopted, Dunkin Donuts obtained a zoning permit to open a store with a drive-thru window. It claimed that the drive-thru window was a nonconforming use and its use would be a lawful continuance of the nonconformity. An appeal of the issuance of the zoning permit was made to the zoning board of appeals.

The zoning board found that the proposed change of use from a bank drive-thru to a Dunkin Donut drive-thru would constitute an illegal expansion of the nonconformity. On appeal, the court agreed. Evidence in the record showed that the increase in hours of operation as well as a dramatic increase in traffic would result in a change in the character of the nonconforming use. While an increase of intensification of a nonconformity is not an illegal expansion of the original use, a change in the character of the use would be an impermissible expansion. *364 Wells Hope Street Donut v. Zoning Board of Appeals*, FST-CV-24-6064364 (3/2/2026).

STATE MANDATES ZONING CHANGES

Public Act 25-1 "An Act Concerning Housing Growth", was passed in the November 2025 Special Legislative Session. It continues the trend of the State Legislature assuming more direct control of municipal planning and zoning. It does this by imposing state-wide control over aspects of multi-family housing, off-street parking as

Written and Edited by
Attorney Steven E. Byrne
1730 New Britain Ave., P.O. Box 1065 Farmington CT 06034
Tel. (860) 677-7355
attvsbyrne@gmail.com contact.cfpza@gmail.com

CONNECTICUT FEDERATION OF PLANNING AND ZONING AGENCIES QUARTERLY NEWSLETTER

Spring 2026

Volume XXX, Issue 2

well as imposing a housing growth planning scheme. The full text of this new law can be found at www.cga.ct.gov. A lengthy summary is available on our website at www.cfpza.org. Among other things, this new law requires: **Beginning July 1, 2026**, zoning regulations **must** allow transit community middle housing developments and mixed-use developments, subject only to a summary review, on any parcel that is zoned for commercial or mixed-use development. Beginning **July 1, 2026**, the bill prohibits the local zoning enforcement officer (ZEO) or planning, zoning, or combined planning and zoning commission from rejecting a proposed residential development with fewer than 17 units solely due to a failure to conform to a requirement for off-street parking. The bill specifically allows municipalities to adopt parking requirements for residential developments with 17 or more units. However, these requirements are rebuttable by the proposed developer.

COURT STATES WHEN AN AFFORDABLE HOUSING DENIAL IS A FINAL DECISION

The State Appellate Court dismissed an appeal of a Superior Court decision because it was not a final decision. The Affordable Housing Appeals Act, Connecticut General Statutes Sec. 8-30g, provides in part that in an affordable housing appeal, the Commission must defend its denial of an affordable housing application.

It can do this either by demonstrating that its decision satisfies those conditions set forth in the affordable housing appeals act or show that the industrial zone exception to the act applies to the decision. In this case, the Commission's decision was based solely on the industrial zone exception. The Superior Court remanded the matter back to the Commission to issue a decision on whether its denial of the application met the conditions for doing so as provided in the Affordable Housing Act.

The underlying Superior Court case provides guidance on what qualifies as an industrial zone. The zoning regulation at issue allowed for many commercial, office and retail uses as well as what could qualify as industrial uses. It also contained a peculiar provision which provided that residential uses in existence within the district when the district was established would remain permitted uses. The Superior Court found that the district did not qualify for an exemption to Sec. 8-30g as its clear language stated residential uses were permitted within the district and that only a few industrial uses were present, the rest being office and commercial uses. *Vessel RE Holdings LLC v. Planning & Zoning Commission*, 237 Conn. App. 537 (2026).

INTERPRET REGULATION IN FAVOR OF PROPERTY OWNER

A court was faced with the task of choosing between two equally plausible interpretations of a zoning regulation. The

Written and Edited by
Attorney Steven E. Byrne
1730 New Britain Ave., P.O. Box 1065 Farmington CT 06034
Tel. (860) 677-7355
attysbyrne@gmail.com contact.cfpza@gmail.com

**CONNECTICUT FEDERATION OF PLANNING
AND ZONING AGENCIES
QUARTERLY NEWSLETTER**

Spring 2026

Volume XXX, Issue 2

regulation required, among other things, that a parcel must be at least 4 acres in size to be considered for a change to an affordable housing district. The applicant wanted to rezone two abutting parcels, which together would total more than 4 acres. However, one parcel was less than the required amount. The application was approved by the Commission as another section of the zoning regulation stated that parcels could be consolidated in applying for the one change.

Upon review, the Superior Court upheld the Commission's decision applying long established rules regarding the interpretation of zoning regulations. Since zoning regulations are enacted in derogation of private property rights, any doubtful language will be interpreted in favor of the property owner. *Glover v. Planning & Zoning Commission*, LND-HHD-CV-23-6175184 (1/14/2025).

FOIA AND WAIVER OF ATTORNEY-
CLIENT PRIVILEGE

While the Freedom of Information Act provides that the attorney-client privilege protects legal opinions provided by the town attorney to the town, this privilege is subject to waiver if the content of the document is voluntarily disclosed. Such was the case where the contents of legal opinions concerning short term rentals were discussed by town officials and the town attorney at a public meeting. *Town of Groton v. Freedom of Information Commission*, HHB-CV-24-6088967 (3/12/2026).

ANNOUNCEMENTS

Membership Dues

Notices for this year's annual membership dues were mailed March 1, 2026. The Federation operates solely on the funds provided by its members at no profit. So that we can continue to offer the services you enjoy, please pay promptly.

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'. Each workshop attendee will receive a booklet which sets forth the 'basics' as well as a booklet on good governance which covers conflict of interest as well as how to run a meeting and a public hearing.

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.

Written and Edited by
Attorney Steven E. Byrne
1730 New Britain Ave., P.O. Box 1065 Farmington CT 06034
Tel. (860) 677-7355
attysbyrne@gmail.com contact.cfpza@gmail.com