

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 22nd 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 11th 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.