

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.