

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.