

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.