

BOLTON PLANNING & ZONING COMMISSION
Regular Meeting
7:30 p.m., Wednesday, November 10, 2021
Virtual Meeting utilizing Zoom
Minutes & Motions

Members Present: Chairman Adam Teller, Vice Chairman James Cropley, Christopher Davey, Arlene Fiano, Tom Manning, Thomas Robbins, and Alternates Jeremy Flick, Rodney Fournier, and Marilee Manning

Members Excused: Benjamin Davies

Staff Present: Patrice Carson, AICP, Consulting Director of Community Development, Mike D'Amato, Interim Zoning Enforcement Officer, and Yvonne Filip, Recording Secretary.

Others Present: Tom Crockett, Jeffrey Scala, Stacey Winter

1. Call to Order: Chairman A. Teller called the meeting to order at 7:31 p.m. R. Fournier was seated for Davies.

2. Approval of Minutes: October 13, 2021 Regular Meeting Minutes

J. Cropley moved to approve the minutes of the October 13, 2021 regular meeting as written.

T. Robbins seconded. Vote: 6-0-1. (Fiano) Motion passed.

3. Residents' Forum (Public Comment for items *NOT* on the agenda): There were none.

4. Staff Reports:

P. Carson reported:

- We are moving forward with Bolton Vet relocation. They are having a traffic study done. Dollar General is getting ready for their final CO.
- Mobil Station got approval from CT DOT. The site will be closed and demolition starting next week.
- The Byam property will come to the PZC for an informal discussion. Town staff is happy with what is being suggested on the property.

A. Teller asked if the curb cuts will be changed in any way for the Mobil Station upgrade? P. Carson said the curb cut closest to the light on Route 44 will be for emergency access only. The other three curb cuts will remain as is. M. Manning asked how do you control emergency access from the general public? P. Carson it could be gated or whatever CT DOT requires them to do.

M. D'Amato reported:

- Since the last meeting he reviewed a couple of items that were discussed with the PZC and has elected to move forward on enforcements.
- Had a follow up discussion with the Town Attorney to go over the technical questions to seek clarification on the legislature about extensions of permits and if this would come into play with site completion. That opinion was received back this week.
- Permits and a couple of other items to follow up on. This is status quo.

A. Teller asked about the RV Storage location. M. D'Amato said he is moving forward on enforcement with Bolton Notch RV and Happy Town, LLC.

5. Old Business:

a. Other: There was none.

6. New Business

a. Discussion/Possible Decision: Site Plan Application for Home Occupation, Stacey's Place Salon, 2 Anthony Road, Stacey Winter (#PL-21-13)

A. Teller asked J. Cropley to chair during this item. A. Teller was on the notice list as his home is around the corner from the site. A. Teller recused himself. J. Cropley appointed J. Flick in A. Teller's stead for this item.

Stacey Winter was present. She is asking to run a hair salon from her home. She has two children in the school system and it is nice to be home and available and conduct her business as well. The salon and parking space sketch was in the Commission packet. S. Winter submitted to the Land Use Office emails and messages from close neighbors expressing their opinion of the salon. S. Winter feels there will be no impact and could find benefit to the community.

P. Carson said she received a letter from Deb Commichi from Elizabeth Road in Bolton – she has no traffic concerns. P. Carson has a second letter from Cindy Fagan who feels the salon will not negatively impact the neighborhood in any way. Shirley Wade said the same sentiments in her letter. P. Carson confirmed with the applicant that she operates the salon alone. S. Winter said she only has one chair, appointments are by appointment only (no sign), and references are by word of mouth. The public notice sign for this meeting was posted for the application.

P. Carson said from a Staff perspective there are no issues for the proposed parking. Three letters with positive feedback were received. The PZC can act on this item this evening or decide if the application requires a public hearing.

J. Cropley confirmed with S. Winter that the public meeting sign was posted. Ms. Winter indicated yes, four days prior to this evening per the Regulations. J. Cropley asked if there are any issues with the septic field because the applicant might be using more water? S. Winter does not believe it is an issue. A licensed plumber did the water for the salon and put in a special grinding machine. She works only 25 hours per week. As a precaution though the septic tank is pumped every year.

J. Flick confirmed with S. Winter that the salon has one chair only.

J. Cropley feels confident this is fine and does not need a public hearing. P. Carson does not feel it is necessary with one chair only and not working full-time but that is PZC's decision.

T. Manning said knowing the neighborhood having this home occupation will not affect the outside of the area of notice; he sees no reason for a public hearing. Other Members agreed with T. Manning. Ms. Winter is not asking to erect a business sign.

R. Fournier moved to approve Stacey Winter's application PL-21-13, without a public hearing, for the site plan application for a home occupation for a salon, Stacey's Place, at 2 Anthony Road. **T. Manning seconded.** Vote: 7-0-0. Motion passed.

A. Teller returned to the table and Jeremy Flick stepped down.

b. Discussion/Possible Decision: FY 2022/23 Budget

A. Teller said this does not have to be decided tonight. This can go to the December meeting.

P. Carson shared the proposed budget. The departments were asked to do something different with budgeting this year in starting from a \$0 budget and work up. A. Teller said he thinks meetings will be longer next year because there will be four new Commissioners. The budget that has been worked up is a request of \$4,305 for FY2022-2023.

All Commissioners are going to be required to have training. M. D'Amato said there is no guidance yet on this; OPM has by the end of 2021 to establish what the mandatory training is to consist of. A. Teller said the training will have to happen by the end of 2022. This training budget is only for the PZC. Staff's training comes out of Professional Development from another budget.

T. Manning suggested adding \$100 to budget line 58100 to make it \$750; the bottom line of the budget changes to \$4,405. J. Cropley thinks that should be rounded up to \$4,450.

P. Carson said more money is being asked for in Advertising because newspaper advertising did not have to be done during the pandemic. J. Cropley asked if the pay rate for the Recording Secretary is different if the meeting is via Zoom versus in person? P. Carson said no, it is the same rate of pay. A. Teller said to change the narrative on item 6 to provide the information that during COVID the rules for advertising was relaxed and add money to line 55400.

A. Teller moved to adopt the proposed budget as drafted by Staff with the following changes:

- 51620 to \$1,300
- 55400 to \$1,500
- 58100 to \$750

for total of \$4450 requested and change the narrative to add a change request for 55400 with the explanation that the resumption of normal business after the pandemic requires additional advertising expenses that were waived during COVID-19. **J. Cropley seconded.** Vote: 7-0-0. Motion passed.

c. Other

A. Teller said he has been elected to the Board of Selectmen which requires him to resign from the PZC after this meeting. He has been on PZC for 20 years starting as an Alternate. A. Teller has been the Chairman of the PZC for 5 – 6 years. It has been an honor and privilege to serve with this slate and with others in the past. He welcomes new members Ms. Clark and Mr. Crockett and wishes them well. A. Teller thanked the other departing members M. Manning and C. Davey. He respects their willingness to serve. A. Teller thanked the Staff and the long suffering Board Clerk and those in the past. A. Teller noted that when he leaves the Commission the vacancy should be offered to a non-alternate of the same party and hoped that it would be offered to J. Scala. J. Cropley will be chairing the December meeting.

7. Correspondence:

P. Carson said it has been a pleasure working with Adam, Chris, and Marilee; all will be missed. This has been a well-rounded Commission that has been able to get applicants through the process relative easy with not many issues. The Commission has served Bolton well.

J. Cropley said he has been on the PZC for not quite 20 years. Other than Arlene he is one of the longest standing members. It has been a pleasure working with Adam. The PZC moved business along better than prior to A. Teller being on the Commission.

8. Adjournment:

J. Cropley moved to adjourn the meeting at 8:18 p.m. T. Robbins seconded. Vote: 7-0-0.
Motion passed.

Respectfully Submitted,

Yvonne B. Filip

Yvonne B. Filip, Planning & Zoning Commission Recording Secretary

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

From: Carson, Patrice
Sent: Friday, November 19, 2021 1:16 PM
To: Waters, Elizabeth
Subject: PZC Membership

Hi Liz,

When you get a chance, can you please confirm for me who the 10 Members and Alternates are on the PZC now that the election has taken place.

Thank you.

Patrice

*Patrice L. Carson, AICP
 Consulting Director of Community Development
 Town of Bolton*

From: Waters, Elizabeth
Sent: Monday, November 22, 2021 8:37 AM

P&Z	James V. Cropley -Vch	R	27 Stonehedge Lane	11/18/19-11/20/23
P&Z	Thomas A Manning	R	18 School Road	11/18/19-11/20/23
P&Z	Arlene F. Fiano	D	6 Bayberry Road	11/18/19-11/20/23
P&Z	Vacancy	D		11/18/19-11/20/23
P&Z	Brittany Clark	R	31 Shoddy Mill Rd	11/15/21 -11/17/25
P&Z	Jeremy Flick	R	21 Steeles Crossing Rd	11/15/21 -11/17/25
P&Z	Thomas J. Robbins	R	85 Stoney Road	11/15/21 -11/17/25
P&Z (Alternates)	Rodney Fournier	R	4 Hanover Fams Road	11/15/21 -11/17/25
P&Z (Alternates)	Thomas Crockett	R	121 Birch Mountain Road	11/15/21 -11/17/25
P&Z (Alternates)	Jeffrey Scala	D	32 Lookout Landing	11/15/21 -11/20/23

*Elizabeth C. Waters, CCTC
 Town Clerk
 Town of Bolton*

From: Carson, Patrice

Sent: Monday, November 22, 2021 10:16 AM

One other question...If the PZC decides to fill Adam's vacancy with Jeff Scala (an alternate of the same party) then the PZC will have a vacancy in Jeff's alternate position. Does the PZC then get so many days to fill that? And because it's an alternate, can they fill it with anyone from the public of the same party?

Thanks,
Patrice

From: Waters, Elizabeth

Sent: Monday, November 22, 2021 11:12 AM

Per the Charter: They have to automatically offer the full position to an alternate of the same party vacating the seat, so yes Jeff Scala would be offered that full seat. The filling of the Alternate seat would follow the process laid out in (B & C). Since the alternate boards are considered separate for minority representation under the Statute, they will have to fill that with a Democrat since they have 2 Republicans seated as alternates currently.

Section 2.5 VACANCIES IN ELECTED OFFICES

(A) A vacancy occurring in the office of First Selectman or on the Board of Selectmen, the Registrars of Voters, the Judge of Probate and the Justices of the Peace, shall be filled pursuant to the processes set forth in the General Statutes.

(B) A vacancy occurring in any other elective Town office, including alternate positions, from whatever cause arising, shall be filled by vote of the remaining members of the board on which such vacancy occurs, but if the vacancy is not filled within sixty (60) days from the time such office becomes vacant, the Board of Selectmen shall, within thirty (30) days thereafter, fill the vacancy by appointment.

(C) The process for filling a vacancy in any elective Town office, including alternate positions, is as follows: first, the remaining board or commission members shall make an automatic offer to an alternate to fill the vacancy. Said vacancy shall be filled by an alternate with the same political affiliation as the member who created the vacancy, taking into account the laws concerning minority representation contained in the General Statutes and Section 11.1 of this charter. If no such alternate exists, or if no such alternate is willing to fill the vacancy, the board or commission members will make the appointment as otherwise permitted or required by law.

(D) An appointee to a vacancy in an elected office shall serve until a successor is duly elected at either a special election or the next regular Town election and has qualified.

(E) All resignations from any Town commission, board, agency or office shall be in writing and shall be submitted to the Town Clerk no later than thirty (30) days prior to the effective date of the resignation, by the Selectmen for Town offices or by the chairman or head of a Town commission, board or agency for such commission, board or agency.

Elizabeth C. Waters, CCTC

Town Clerk

From: Chancel Mccarthy [<mailto:soldbychancel@gmail.com>]
Sent: Wednesday, November 17, 2021 12:12 PM
To: Carson, Patrice <pcarson@boltonct.org>
Cc: info@dalosandstern.com
Subject: 126 Hebron Road Town Going Meeting Dec 8th

Hello Patrice

Thank you for talking with me today. I have attached my buyer to this email and we would like to take part in the meeting on Dec 8th at 7:30pm to discuss the proposal plan from 2004 in regards to the subdivision and culdesac off of Alexis and possibly Hebron.

Thank you once again for all the information and your time.

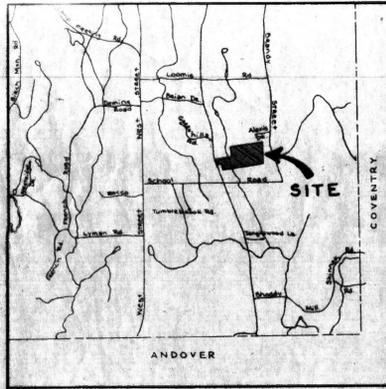
Sincerely

Chancel McCarthy

VISION REAL ESTATE
860-752-9143

Do you know someone interested in buying or selling?

We always ♥ referrals



ALEXIS DRIVE

Frontage
Hudson Ave

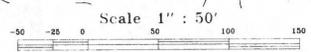
HEBRON ROAD

PROPOSED ROAD "B"

ROAD "A"

PROPOSED

ROAD "A" = 1,150±
ROAD "B" = 700±
TOTAL LENGTH OF ROAD = 1,850±
NUMBER OF LOTS = 14-16
TWO REAR LOTS 8 + 10



fjo **FUSS & O'NEILL**
ARCHITECTS
PRELIMINARY PLAN
ROBERT BOLTON

From: meucalitto.garretthomes@gmail.com [<mailto:meucalitto.garretthomes@gmail.com>]

Sent: Monday, November 29, 2021 2:41 PM

To: Carson, Patrice <pcarson@boltonct.org>

Subject: 1100 Boston Tpke Letter of Credit

Patrice,

As we discussed last week, we would like to request the release of the Letter of Credit in its entirety for the subject property, as we have two cash bonds in place for the remainder of the landscaping and soil and erosion protection.

Thank you

Matt Eucalitto