

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.