

**BOLTON PLANNING & ZONING COMMISSION  
REGULAR MEETING  
7:30 PM, WEDNESDAY, NOVEMBER 8, 2023  
BOLTON TOWN HALL, 222 BOLTON CENTER ROAD  
In-Person and Via Zoom**

**MINUTES**

**PZC Members Present In-Person:** Chairman Tom Manning, Vice-Chair James Cropley, Jeremy Flick, Thomas Robbins, Alternate Tom Crockett

**PZC Members Present Via Zoom:** Arlene Fiano

**PZC Members Absent:** Rodney Fournier, Jeff Scala, Alternates Steven Clark & Kawan Gordon

**Staff Present Via Zoom:** Michael D'Amato, Zoning Enforcement Officer, Rich McKinnon, Chief Building Official and Zoning Enforcement Officer

**Others Present in-person:** Diane DeNunzio

**Others Present Via Zoom:** Andrew Ladyga

**1. Call to Order:** Chairman T. Manning called the meeting to order at 7:33 p.m. T. Crockett was seated for Rodney Fournier.

**2. Approval of Minutes: September 13, 2023**

T. Crockett MOVED to APPROVE the regular meeting minutes of September 13, 2023 as presented. A. Fiano SECONDED. By roll call vote, the MOTION CARRIED 5:0:1.

**3. Appointment of Zoning Officer – Rich McKinnon**

J. Cropley MOVED to NOMINATE Rich McKinnon as a Zoning Enforcement Officer. T. Robbins SECONDED. By roll call vote, the MOTION CARRIED 6:0:0. Rich McKinnon appointed as Zoning Officer.

**4. Residents' Forum:** Introduction of Diane Denunzio, newly elected to the board.

**5. Staff Reports**

**Public Act 22-25 re EV Charging stations:**

M. D'Amato discussed the portion of act that pertains to what municipalities must require with respect to EV charging. Any commercial and/or multi-family residential new construction projects that have an excess of 30 parking spaces must provide EV infrastructure. Must put conduit in the ground to meet future demand down the road. Ten percent of the spaces (when there are over 30 parking spaces) must have EV capability, and Building Officials will be required to ensure that at least one of those spaces are ADA accessible (i.e., a charger should be placed next to an ADA accessible parking space).

T. Crockett asked who pays for the charge. M. D'Amato explained there are various agreements and grants that may be obtained, and they will let you know how to obtain it, how much you'll pay for it, what an individual can charge for it, etc. Some grants will allow for free charging for a year or two, but with a private site, one will likely have to use a credit card.

The requirement is just to run conduit only, which will need to be on the site plan, showing EV capable space(s). The building department will ultimately have to ensure the infrastructure is in. T. Manning stated if the zoning regulations are changed [to add the EV language], probably should make the change

in the parking regulations. M. D'Amato stated it depends and other towns have determined that they meet the definition of "structures" and they may be close to property lines/setback – which can cause an issue – so they will call them 'accessory structures'.

J. Crolley asked if existing businesses will have to upgrade to the new requirement. M. D'Amato said no, but a new project will have to comply.

## **6. Old Business**

a. **Other:** No other old business.

## **7. New Business**

### **a. DISCUSSION/DECISION: Schedule of 2024 Regular Meeting Dates**

T. Manning stated that the Board will have to decide at the December meeting when the new members are present. No issues with currently drafted dates.

b. **Other:** No other new business.

## **8. ONGOING DISCUSSION: Bolton Subdivision and Zoning Regulations**

M. D'Amato stated the town is going through the codification process and we are still a month or so out from doing further edits because all section numbers are changing. Staff have been discussing it internally but have not written any edits yet. The initial plan would be to provide a suggested organizational layout of the regulations document and identify how to readjust the order to make it flow. Will present a proposed outline to the board.

T. Manning discussed the Permitted Uses table. M. D'Amato said it was created in-house and the Board can provide feedback on it. The content of the table will not change, and it is something we have as an Appendix for reference. T. Crockett states the board should start the process over when the new members are present. T. Manning explained the zoning regulations are somewhat complicated to work with, and as part of the codification process, the goal is to simplify them and the application process. D. Denunzio stated that the attempt is to make it organized and user-friendly.

## **9. Correspondence**

CFPZA quarterly newsletter reviewed.

J. Crolley asked about traffic studies case law and how the Board would disagree with what information is provided. M. D'Amato stated he believes that the Board might not be a traffic expert, but it doesn't mean the Board has no understanding of a specific intersection, or road or how traffic might back up at a certain time of day, or how the site might function. The Commission can rely on the Board's personal knowledge of traffic safety and congestion, etc., when making statements of concern the Board may have, and don't have to just rely on an engineer's report. There is some latitude for the Board to base decisions on its concern(s). The Board may ask the engineer to make changes to make the conditions better.

A. Ladyga called in because he wanted to hear the discussion about EV's. T. Manning reiterated what was discussed.

T. Manning asked if more information will be provided about Affordable Housing in December. M. D'Amato stated he has plans from another town he could present, and the specific soil data that J. Scala

had previously asked about, to get a sense of the types of soils that they're being constructed in as opposed to what we have here. The Board would like to see the plans.

**10. Adjournment:** J. Cropley MOVED to adjourn the meeting at 8:09 p.m. J. Flick SECONDED. MOTION CARRIED 6:0:0.

Respectfully Submitted,

Danielle Palazzini

Danielle Palazzini, Planning & Zoning Commission Recording Secretary

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

Bolton Planning & Zoning Commission  
222 Bolton Center Road  
Bolton, CT 06043

Date: December 14, 2023  
To: Elizabeth Waters, Town Clerk  
From: Planning & Zoning Commission

Subject: **REGULAR PLANNING & ZONING COMMISSION MEETING DATES FOR 2024**

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The following are the regular meeting dates scheduled for the Planning & Zoning Commission in 2024 which fall on the second Wednesday of every month:

January 10

February 14

March 13

April 10

May 8

June 12

July 10

August 14

September 11

October 9

November 13

December 11

Special meetings are scheduled as necessary and notified by posting an agenda at the Town Hall and on the Town Website.

All meetings begin at 7:30pm virtually, in the Town Hall Meeting Room, or where otherwise notified and agendas are posted 24 hours prior to the meeting.

BOLTON BUDGET WORKSHOP

PLANNING & ZONING

NO. 11

Code 4153	PLANNING & ZONING		Unaudited	Unaudited	Unaudited				
		Actual	Actual	Actual	Actual	Approp. for	Actual	Request	Proposed
Accounting Codes	Category	Expenditures	Expenditures	Expenditures	Expenditures	this year	Expenditures	for	by Selectmen
		2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	7/1/23-11/21/23	2024-2025	2023-2024
51610	Other Payroll - PZC Recording Secretary = avg \$85/meeting x 15 (12 regular & 1 special meetings)	685	1,025	845	878	1,105	200	1,100	
53200	Professional Educational Training - required PZC Training (avg \$30ea x 10)			0	25	500	0.00	300	
55400	Advertising - legal advertising in The Hartford Courant for decisions (pub 1X = avg \$40 - 1 per month = \$480) and public hearings (pub 2X = avg \$250 - 4 per year = \$1000)	209	0	658	1,195	1,500	294.67	1,500	
56120	Office Operation Expenses - PZC hearing signs (\$24.50/ea), general office supplies related to PZC (avg \$500)	0	939	393	490	900	0.00	900	
58100	Due & Fees - CTFPZC Newsletter & Dues - \$110 for CTFPZC Dues & \$80 for 2 copies of What's Legally Required	110	190	140	110	200	0.00	200	
	<b>Total</b>	1,004	2,154	2,036	2,698	4,205	494.67	4,000	0

The P&Z budget flexes based on activity that comes before the Commission	
An increase in proposals/development activity will increase each of the categories listed above	
A decrease in proposals/development activity will require less expenditure	

Any Change (+/-) in a category please explain.

By: Thomas Manning/Patrice Carson

Signature(s):

**CURTIS H. ROGGI**  
**ATTORNEY AT LAW**  
**83 BOULDER AVENUE**  
**STONINGTON, CONNECTICUT 06378**

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December 11, 2023

Town of Bolton, Connecticut  
Planning and Zoning Commission  
222 Bolton Center Road  
Bolton, CT 06043

Re: Request for additional 120-day extension of Zoning Approvals.

Dear Mr. Chairman and Members of the Commission,

I am the attorney for Veterinarians of Eastern Connecticut LLC and Bolton Veterinary Hospital, P.C. My clients have recently directed the Architect to redesign the hospital to reduce the size of the project to reduce costs.

On behalf of my clients, I hereby request an additional 120-day extension for all approvals granted under Permit #PI.-22-3 as permitted by Section **16B.5.b. Endorsement and Filing** of the Bolton Zoning Regulations.

We hope to have our new plans completed within the requested 120-day extension. We also recognize that if our new plans substantially change our project a new public hearing will be necessary.

Thank you for your consideration.

Very truly yours,



Curtis H Roggi, Esq.