

**BOLTON PLANNING & ZONING COMMISSION**  
**REGULAR MEETING**  
**7:30 PM, WEDNESDAY, APRIL 10, 2024**  
**BOLTON TOWN HALL, 222 BOLTON CENTER ROAD**  
**In-Person and Via Zoom**  
**MINUTES**

**PZC Members Present In-Person:** Chairman Tom Manning, Marilee Manning, Arlene Fiano, Thomas Robbins, Alternate Tom Crockett

**PZC Members Present Via Zoom:** Vice-Chair James Cropley, Jeremy Flick, Alternates Diane DeNunzio and Kawan Gordon

**PZC Members Absent:** Steven Clark

**Staff Present Via Zoom:** Patrice Carson, AICP, Consulting Director of Community Development, Michael D'Amato, Zoning Enforcement Officer (8:00 p.m.), Recording Secretary Mary J. Johnston

**Others Present In-Person:** None

**1. Call to Order:** T. Manning called the meeting to order at 7:30 p.m. T. Crockett was seated for S. Clark.

**2. Approval of Minutes: March 13, 2024**

T. Crockett MOVED to APPROVE the regular meeting minutes of March 13, 2024, as presented. A. Fiano SECONDED. MOTION CARRIED 6:0:1 with J. Copley abstaining.

**3. Residents' Forum:** No member of the public wished to speak.

**4. Staff Reports**

P. Carson reported she is still reviewing the subdivision regulations and is almost complete. P. Carson has been going back through zoning regulations for other items that have issues in the past. P. Carson reported there have been housing issues that have come up and that the development on Loomis is ready for the Certificate of Occupancy. P. Carson informed the Commission that this development has a waiting list of thirty people and that there is a need for more housing. The Commission discussed the current lack of housing stock and affordable housing for all residents.

J. Flick left the meeting at 7:38 p.m. D. DeNunzio was seated for J. Flick.

T. Crockett asked for an update on the gas station on Route 6. T. Manning replied it has been slow going. P. Carson said the applicant came in for the sign permit but does not know the timeline for completion.

T. Manning reported Andrew Gonagan is in the audience.

**5. Old Business**

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

**6. New Business**

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

## **7. Ongoing Discussion: Bolton Subdivision and Zoning Regulations**

The Commission members reviewed the staff's suggested revisions to the Table of Permitted Uses that was given to the Commission. P. Carson pointed out that the red comments in the Table are former Commissioner Jeff Scala's input when this project was started. P. Carson reported that K. Gordon provided suggestions for the Key Determinations and Definitions for Special Permits. T. Manning asked about the staff notation. P. Carson explained that some permits could be issued by staff reviewing a site plan versus going through the Commission. K. Gordon explained he took a broad approach to health and safety. J. Copley asked about regulating x-ray machines in doctor and dentist offices. K. Gordon explained how this would be regulated. T. Manning understands the approach, which is the important thing because he was looking at it from all zones. P. Carson asked K.A Gordon for clarification on the permitted zones. K. Gordon replied he did not go as far as to define the type of land/zone. P. Carson discussed mixed-use housing with businesses on the first floor and residence on the second floor regarding 20% being affordable housing. P. Carson felt the Commission needs to rethink the current mixed-use requirements. T. Crockett understands the strategy and would like the Commission to do that. T. Crockett felt it was important to bring in more business. T. Robbins agreed with T. Crockett's comments. T. Crockett pointed out that the residential zones are not on the list. P. Carson replied it is just business zones. T. Crockett discussed multi-family permitting and staff reviewing larger residential developments. J. Copley stated he is not in favor of that. P. Carson felt the Commission should require mixed-use development and should save the business zones for businesses. A. Fiano agreed with P. Carson and that there are not enough business areas. M. Manning asked about the status of R-2 zones. P. Carson displayed the zoning map and pointed out the current R-2 zones. M. Manning stated there are two sites that are threatened – business and R-2 so where will housing go? Discussion was held on current residential zoning locations. P. Carson wondered if the Commission would want to expand the R-2 zone elsewhere and discussion was held on water and sewer access to future developments along with the state regulating future developments. M. Manning expressed concerns with the current housing stock available. P. Carson explained the current septic sewer system capacity, but it might need to be expanded in the future. T. Crockett stated he has a better understanding of the approach, and his overall approach would be that an appropriate use for that zone then it is done with a site plan, but a more complicated use would be a special use permit. T. Crockett would like the R and R-2 zones listed on the Table of Permitted Use. P. Carson asked the Commission if they would like staff to give their input on what they are comfortable with approving. Several Commissioners agreed that is a good start and that staff have the knowledge and expertise to provide guidance to the Commission. T. Robbins asked about House of Worship/Churches in all zones in the state. P. Carson believes that is true now and churches are in most zones in the town.

M. D'Amato reported on the slow enforcement issues, and they are making some progress. M. D'Amato gave an update on the enforcement certification progress. J. Copley asked about the improvement work for the Spring at Dollar General. M. D'Amato replied they are going to regroup and meet onsite to determine which plantings need to be replaced.

## **8. Correspondence**

a. No correspondence.

**9. Adjournment:** T. Crockett MOVED to adjourn the meeting at 8:22 p.m. A. Fiano SECONDED. MOTION CARRIED 7:0:0.

Respectfully submitted by Mary J. Johnston

*Mary J. Johnston*

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