

**BOLTON PLANNING & ZONING COMMISSION**  
**REGULAR MEETING**  
**7:30 PM, WEDNESDAY, FEBRUARY 14, 2024**  
**BOLTON TOWN HALL, 222 BOLTON CENTER ROAD**  
**In-Person and Via Zoom**  
**MINUTES**

**PZC Members Present In-Person:** Chairman Tom Manning, Marilee Manning, Thomas Robbins

**PZC Members Present Via Zoom:** Vice-Chair James Cropley, Arlene Fiano, Alternates Kawan Gordon, Tom Crockett

**PZC Members Absent:** Jeremy Flick, Steven Clark, Alternate Diane DeNunzio

**Staff Present Via Zoom:** Patrice Carson, AICP, Consulting Director of Community Development, Michael D’Amato, Zoning Enforcement Officer, Recording Secretary Linda H. McDonald

**Others Present In-Person:** Andrew Ladyga

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

**2. Approval of Minutes: January 10, 2023**

The January 10, 2024 special meeting minutes were amended as follows:

**“Approval of Minutes:** M. Manning MOVED to APPROVE the regular meeting minutes of December 13, 2023 as presented. J. Flick SECONDED. By roll call vote, MOTION CARRIED 5:0:2 with ~~A.~~ K. Gordon and D. DeNunzio abstaining.”

A. Fiano MOVED to APPROVE the special meeting minutes of January 10, 2024 as amended. J. Cropley SECONDED. MOTION CARRIED 6:0:1 with T. Crockett abstaining.

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

**4. Staff Reports**

P. Carson reported she has been working on material for tonight’s meeting and public hearing. She requested that item 7.a: 8-24 Referral: Parking Lot for the Greenway on South Road be removed from the agenda. She said the Board of Selectmen met last night and decided to form an ad hoc committee to study the parking areas and come up with recommendations to solve the issues that are of public concern. Also, the draft codified subdivision regulations were received and will be sent out after staff reviews them. A public hearing on these codifications could be scheduled for the April meeting.

M. D’Amato reported he has been working with Building Official Rich McKinnon on some coordination, getting the Assistant Building Official up to speed. He has been looking at the regulation codifications.

**5. Public Hearing:**

**a. Application: Zoning Regulation Amendments and Updates (#PL-24-1):**

- 1. Reorganization to improve functionality and useability;**
- 2. Updates to the numbering format;**
- 3. Minor non-substantive changes to improve consistency amongst the use of terms and resolve document conflicts.**

P. Carson read the legal notice into the record. Notice of the public hearing was also sent to the Capital Region Council of Governments (CRCOG) for their review under the referral requirements and the referral letter received from CRCOG was read. Surrounding towns were notified as required by statute. No correspondence has been received for the public hearing. Comments made at the last meeting were incorporated into the codification and are in the copy online and before the commission.

T. Manning opened the floor to commission members. K. Gordon suggested a change to clean up the language regarding the definition of “permanent cul-de-sac.” After further review and explanation from P. Carson, K. Gordon said he would be fine with whatever the commission decided to do. Hearing no other comments from the members or public, T. Manning asked for a motion to close the public hearing. T. Crockett MOVED to close the public hearing for the Application: Zoning Regulation Amendments and Updates (#PL-24-1). M. Manning SECONDED. MOTION CARRIED 7:0:0.

## **6. Old Business**

### **a. Discussion/Possible Decision: Zoning Regulation Amendments and Updates (#PL-24-1):**

- 1. Reorganization to improve functionality and useability;**
- 2. Updates to the numbering format;**
- 3. Minor non-substantive changes to improve consistency amongst the use of terms and resolve document conflicts.**

T. Manning MOVED to approve the amendments and updates to the Bolton Zoning Regulations as presented in application #PL-24-1 made during the codification process, effective 3/01/2024, which include:

- a. Reorganization to improve functionality and useability;
- b. Updates to the numbering format;
- c. Minor non-substantive changes to improve consistency amongst the use of terms and resolve document conflicts.

J. Cropley SECONDED. J. Cropley thanked the staff for working on this codification. K. Gordon said it is good to have consistency to search the regulations. By roll call vote, MOTION CARRIED 7:0:0.

### **b. Other**

P. Carson said, not later than March 1, 2024, and annually thereafter, the PZC must submit a statement to the Board of Selectmen affirming compliance with the training requirement in the General Statutes by each commission member required to do so in the calendar year ending December 31, 2023. The status of each member’s compliance was reviewed and members with completed training not yet submitted should get the certificates to staff before the end of February. A letter has been drafted to the BOS which T. Manning will meet with P. Carson to review.

## **7. New Business**

**a. 8-24 Referral: Parking Lot for the Greenway on South Road:** Removed from the agenda.

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

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

T. Manning suggested first getting the codifications into effect and published before starting work on any regulation changes the commission wants. Commission preference was to have staff prepare some regulation changes for discussion at the next meeting. M. D’Amato said he and P. Carson could come up with sections of the regulations that, in their estimation, create the most frustration either for staff in interpretation or members of the public.

**9. Correspondence:** P. Carson said correspondence was received from the Connecticut Federation of Zoning Agencies regarding their annual meeting on March 28, 2024.

**10. Adjournment:** J. Copley MOVED to adjourn the meeting at 8:10 p.m. T. Crockett SECONDED.  
MOTION CARRIED 7:0:0.

Respectfully submitted by Linda H. McDonald

*Linda H. McDonald*

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