BOLTON PLANNING & ZONING COMMISSION
REGULAR MEETING
7:30 PM, WEDNESDAY, November 4, 2026
BOLTON TOWN HALL, 222 BOLTON CENTER ROAD
In-Person and Via Zoom
MINUTES

PZC Members Present In-Person: Chairman Tom Manning, Vice Chair Kawan Gordon, Eric Loveland, Ellen King
PZC Members Present via Zoom: James Cropley, Arlene Fiano, Alternate Rhea Klein
PZC Members Absent: Marilee Manning, Alternates Joshua Lloyd, Peyton Rutledge

Staff Present via Zoom: Patrice Carson, AICP, Consulting Director of Community Development; Michael D'Amato, Zoning Enforcement Officer; Rebekah Lyon, Recording Secretary
Staff Present in Person: Rodney Fournier, First Selectman
Others Present via Zoom: Jim Loersh

1. Call To Order: T. Manning called the meeting to order at 7:32pm. T. Manning seated R. Klein for M. Manning.

2. Approval of Minutes: October 14, 2026
J. Cropley MOVED to APPROVE the October 14, 2026 meeting minutes with a corrected arrival time for K. Gordon of 7:25pm. K. Gordon SECONDED. MOTION CARRIED 7:0:0.

K. Gordon MOVED to AMEND the agenda to add item **6c. Discussion of Draft Municipal Housing Growth Plan**. E. Loveland SECONDED. MOTION CARRIED 7:0:0.

E. King MOVED to AMEND the agenda to add item **6d. Discussion of CRCOG Survey**. J. Cropley SECONDED. MOTION CARRIED 7:0:0.

3. Residents Forum: There were no comments.

4. Staff Reports:
P. Carson reported working on the following items:
- Attended many meetings and conferences: CRCOG Transportation Committee and Subcommittee meetings, Land Use and Housing, monthly Housing Growth Technical Advisory Committee
- Answered various resident inquiries on the topics of: fencing, adult daycare, horses, development in town, development at 126 Hebron Rd, ADUs, permits, relocation of town gazebo, and driveway easement
- Provided information to Town Administration and Fire Chief about cistern and fire protection regulations in town
- Engagement metrics for CT's Countryside continued to improve, including unique users, page views, and bounce rate

M. D'Amato requested feedback from the Commissioners regarding the use of a leased space at 10 Quary Rd for a marketing business, including printing. The proposed use was discussed, including applicable parking and operating-hour considerations. The property is located in a commercial zone. M. D'Amato suggested that the proposed use could be considered a business office or service rather than a printing use requiring a special permit. Commissioners expressed consensus that a special permit would not be necessary and staff could handle the permit.

5. Old Business: There was no other Old Business.

6. New Business:

A. Discussion: Agenda Items For November Selectmen & Land Use Boards Meeting:
Rodney Fournier discussed an upcoming joint meeting of the Board of Selectmen, Planning and Zoning Commission, Inland Wetlands Commission, and Zoning Board of Appeals. The Chair and Vice Chair of each board are invited to participate, and each board has been asked to propose agenda topics. The Town Administrator will review the proposed topics and finalize the agenda.

The Commission discussed several potential topics, including the development and enforcement of a noise ordinance, establishing a broader vision for Bolton's future growth and development, and identifying how zoning regulations and housing policies can support that vision. Potential housing topics included senior housing, accessory dwelling units, middle housing, and affordable housing. Commissioners also discussed whether the Plan of Conservation and Development (POCD) should be reviewed and updated to reflect the Town's long-term goals.

The Commission discussed anticipated state housing requirements and how Bolton's share of statewide housing goals may be determined through a mapping exercise identifying developable land. Commissioners raised questions regarding the methodology for establishing housing allocations, the availability of state resources for smaller municipalities, and infrastructure limitations affecting future development. Specific concerns included sewer capacity and restrictions associated with the Town's original sewer grant. Commissioners also discussed septic system limitations, potential alternative septic technologies, and opportunities to collaborate with other municipalities and the Eastern Highlands Health District to address regulatory and infrastructure challenges. The costs of affordable housing development and options for maintaining long-term affordability were also discussed.

Commissioners also discussed opportunities to improve coordination among the Town's land use boards, including the potential for more frequent joint meetings, particularly as the Town addresses state housing requirements.

The Commission identified the following proposed topics for the November meeting:
1. Noise ordinance or regulation development and enforcement.
2. Bolton's vision for future growth and development.
3. Housing issues, including state requirements and infrastructure considerations.
4. Potential funding for an update of the POCD, subject to consultation with the Town Administrator regarding the appropriate budget.

B. Discussion: FY 2027/28 Budget: P. Carson reviewed prior-year budgets and expenditures, along with anticipated expenditures for FY27/28, and presented a proposed budget request totaling $3,700: $1,100 administrative services, $300 professional training, $1,200 advertising, $900 office operations, and $200 for dues and fees – same as the approved FY26/27 budget.

T. Manning MOVED to submit the proposed FY27/28 budget to the Town Financial Officer as presented. K. Gordon SECONDED. MOTION CARRIED 7:0:0.

C. Discussion of Draft Municipal Housing Growth Plan: K. Gordon presented a draft of a municipal housing growth plan and objective design standards as a potential alternative to the regional planning process through CRCOG. The draft included an overview of infrastructure and environmental constraints, proposed design standards for middle housing, and a potential administrative review process. K. Gordon noted that the document was an initial framework intended to identify relevant considerations and would require further development.

The Commission discussed the advantages and disadvantages of developing an independent municipal plan versus participating in the CRCOG process. Commissioners discussed the importance of understanding the regional housing needs assessment methodology, available funding, and the implications of submitting an independent plan to the Office of Policy and Management. It was noted that CRCOG has indicated a willingness to work with municipalities and consider adjustments to housing allocations.

Commissioners also discussed identifying local data and information that may not be readily available to CRCOG, including sewer restrictions and developable land calculations. Commissioners suggested that further development of the draft framework could be deferred until more information about the regional process and state requirements becomes available. The Commission discussed the value of better understanding CRCOG's proposed methodology and the implications of both approaches before determining how to proceed.

D. Discussion of CRCOG Survey: E. King shared that she had received a survey related to the ongoing planning process. P. Carson noted that she had spoken to the survey originator, who clarified that the intent was to collect individual responses reflecting each respondent's respective role.

7. Ongoing Discussion on Bolton Subdivision and Zoning Regulations: Postponed

8. Correspondence: The Connecticut Federation of Planning and Zoning Agencies released its quarterly newsletter, which is available in the agenda packet.

9. Adjournment: J. Cropley MOVED to ADJOURN at 9:07 p.m. K. Gordon SECONDED. MOTION CARRIED 7:0:0.

Respectfully submitted by Rebekah Lyon
Rebekah Lyon

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