BOLTON PLANNING & ZONING COMMISSION
REGULAR MEETING AGENDA
7:30 PM, WEDNESDAY, JANUARY 13, 2016
BOLTON TOWN HALL, 222 BOLTON CENTER ROAD

1. Call To Order

2. Approval of Minutes:
   December 9, 2015 Regular Meeting Minutes

3. Residents' Forum (Public Comment for items *NOT* on the agenda)

4. Report of the Zoning Enforcement Officer

5. Old Business
   a. *REVIEW/DISCUSSION:* 2015 – 2016 Priorities List

   b. Other

6. New Business
   a. *DISCUSSION:* Establish a Plan (of Conservation & Development) Implementation Committee

   b. 2016 Annual Appointment to CRCOG Regional Planning Commission

   c. Other

7. Correspondence

8. Adjournment

BOLTON PLANNING & ZONING COMMISSION
REGULAR MEETING
7:30 PM, December 9, 2015
Bolton Town Hall, 222 Bolton Center Road

RECEIVED
DEC 21 2015
Town Clerk of Bolton

Minutes & Motions

Members Present: Chairman Eric Luntta, James Cropley, Jeffrey Scala, Arlene Fiano, Adam Teller, Nancy Silverstein (alternate seated for Carl Preuss), Christopher Davey (alternate), Neal Kerr (alternate)

Members Excused: Carl Preuss

Staff Present: Patrice Carson, AICP, Director of Community Development, Sarah Benitez, Recording Secretary

Others Present: Joel Mrosek, Stephen Penny, Tom Robbins

1. **Call to Order:** Chairman Eric Luntta called the meeting to order at 7:34 pm.

2. **Approval of Minutes:**
   November 18, 2015: J. Scala moved to approve the minutes. A. Teller seconded. Motion carried 6:0:2 (J. Cropley and N. Kerr abstained due to absence at that meeting).

J. Scala made a motion to move to item 4. A. Teller seconded. Motion carried unanimously.

3. **PUBLIC HEARING:**
   a. ***APPLICATION:* Zoning Regulation Amendments to eliminate 1500-foot separation distance between lots containing any type of multiple dwelling complex, Joel Mrosek**

      E. Luntta opened the public hearing at 7:45pm. P. Carson read the public notice. N. Silverstein remained seated for C. Preuss for the hearing.

      Applicant Joel Mrosek was represented by Attorney Stephen Penny. The application was to delete 6A14g in the zoning regulations, which stated there must be a 1500-foot separation distance between lots containing any type of multiple-dwelling complex. S. Penny said the regulation first appeared in the current codification in 1990. He found no reason for its introduction, but speculated it was to prevent such buildings from abutting against single family residential lots. They sought the removal of the restriction for the reasons that it served no readily identifiable purpose, and it prevented the synergy of village-style development, which would support commercial uses that have been considered for the Residential Mixed-Use Zone.

PZC and Staff Comments / Questions:
P. Carson said she has never seen separation distances mandated for lots like this, only for fire or emergency codes. The PZC discussed the regulation and generally found it to be outdated and of little use.

Public Comments/Questions: None.

P. Carson notified the PZC of correspondence received regarding the application. CRCOG received the referral of the proposed amendment on 11/24 and the staff of the Regional Planning Commission found no conflicts with regional regulations or neighboring towns. Notice of the proposed amendment was sent to neighboring towns on 11/23. No receipts in response.

A. Teller moved to close the public hearing, seconded by J. Scala. Motion carried unanimously.

4. **Residents' Forum (Public Comment for items NOT on the agenda):** No comments.

J. Scala made a motion to move to item 5b. J. Cropley seconded. Motion carried unanimously.

5. **Old Business:**
   a. ***DISCUSSION/POSSIBLE DECISION:* Application for Zoning Regulation Amendments to eliminate 1500-foot separation distance between lots containing any type of multiple dwelling complex, Joel Mrosek:**

      E. Luntta asked if there was any further discussion regarding the application. There was none.

      A. Teller moved that the PZC grant the application of Joel Mrosek to strike the first paragraph of 6A14g, leaving the second paragraph in place; for the reason that the PZC believes the amendment to be consistent with the POCD, consistent with zoning currently provided for development, and that the existing regulation did not appear to have any current utility; the new regulation to become effective December 15, 2015.

      J. Cropley seconded. Motion carried unanimously.

   b. ***DISCUSSION/POSSIBLE DECISION:* FY 2016/17 Budget:**
      The PZC reviewed the budget. A. Teller moved to approve the budget as shown on the spreadsheet prepared by staff. J. Cropley seconded. Motion carried unanimously.

      The PZC returned to the regular agenda with the Public Hearing at 7:45pm.

6. **New Business:**
   a. ***APPOINTMENT OF PLANNING & ZONING COMMISSION ALTERNATE:***
   The Republican Party had nominated Tom Robbins as a candidate for the seat. T. Robbins introduced himself and gave a short bio. He had lived in town for a total of 60 years (the last 12 years continuously) and had some kids in school. He said he was asked to step up and figured he was at a time in life where he should step up.

   As a point of order, A. Teller asked for correspondence or notice of candidacies to be circulated among the PZC members so they can be aware of the candidates in advance.

   J. Cropley nominated Tom Robbins to fill the vacancy of Neal Kerr, for a term ending 11/20/17. J. Scala seconded. Motion carried 7:0:1, A. Teller abstaining for the reason noted above.

7. **Correspondence:**
   P. Carson notified the PZC of a Freedom of Information Act workshop to be held at 6:30 PM, January 25, 2015, at the Town Hall. Jim Rupert, ZEO, followed up on a question by J. Scala as to how a building can be built on gravel instead of concrete. He said codes have changed so that up to 600 feet can be built without frost protection. He is currently working on enforcement regarding signs, particularly the package store at the Notch, which has been using flashing lights. A notification of a zoning map change was received from Manchester.

8. **Adjournment:** E. Luntta moved to adjourn. J. Cropley seconded. Meeting adjourned at 8:15pm.

Respectfully submitted,

Sarah Benitez

Sarah Benitez

PLEASE SEE MINUTES OF SUBSEQUENT MEETINGS FOR APPROVAL OF THESE MINUTES AND ANY CORRECTIONS HERETO.

Bolton Planning & Zoning Commission
2015 Priorities Implementation Status;
2015/16 Priorities
Approved by PZC _____

Key to Priority Categories and Timeframes

H – 6 months
H-1 – 2 months
H-2 – 4 months
H-3 – 6 months
M – 1 year
L – 2 years

Administrative / Procedural

Action Item	2015 Priority	2015 Implementation Status	2016 Priorities (staff suggestion)
1. Seek funding for additional staff to increase efficiency of office and reduce burden of routine and menial tasks on professional staff and to create and manage paper and digital file system.	**H-1**	**Some tasks streamlined. On-going**	**M**
2. Create a tracking system for bonds. At present, there is no tickler system for bonds which have deadlines for action. Examples are performance bonds (5 years); E&S bonds (open ended); Maintenance Bonds (2 years). Also, track partial releases.	**M**	**Few subdivision bonds left. On-going**	**M**

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3. Begin amassing reference library of important planning reference books as needed. ~~Virtually non-existent~~.	**M**	**No purchases made under Land Use budget last year.**	**M**
4. Design standard sub-file organization that will be applied to all applications.	**M**	**Implemented for new applications and on-going; ~~No~~As time or resources permit for retrofit of old files**	**M**
5. Create filing system for PZC applications. The system is now a hybrid of addressed based filing, name of subdivision alphabetical filing, and name of developer / property owner. Subdivisions, site plans, and special exceptions are all intermixed. Convert to electronic system with tracking capability.	**~~L~~M**	**Limited time / ~~need time to organize volunteer~~ intern help started project – 90% complete**	**~~L~~M**
6. ~~(NEW)~~ Create a tracking system of Fee-In-Lieu of Open Space payments for cross-check with Finance Office.		**Project Started – On-going**	**M**
7. ~~(NEW)~~ Create a policy or procedure to assign House Numbers.	**H-2**	**Research done - information gathered**	**H-2**

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Planning

Action Item	2015 Priority	2015 Implementation Status	2016 Priorities (staff suggestion)
1. Maintain low density residential community with opportunities for senior and affordable housing; submit IHOZ for approval; consider OPM funding for amendments to cluster regulations for affordable set-aside.	**H-1**	**IHOZ application to be submitted soon after meeting with OPM indicating Finding of Compliance with state plan would be forthcoming. Discussed possibilities of OPM grant to pursue cluster modifications which would require a percentage of lots in the affordable range. Need to determine status.**	**H-1**
2. Establish more stringent review of development within 200 feet of the Blackledge River; add Blackledge River as sensitive area in LID regulations, Section 16A.	**M**	**LID adoption town-wide is a step in that direction. Possible consideration for stepped up standards similar to water supply watersheds, Railroad Brook.**	**M** *I think LID has been incorporated but can't find specifics re: Blackledge River?*
3. Support professional water quality monitoring, water quality analysis, watershed management plan as basis for future regulation changes; hold the line on increases of impervious areas to that existing in current zoning regulations; maintain 50-foot buffer around lake where reasonable alternatives to encroachment exist.	**M**	**Water quality monitoring underway with report to follow which should identify sources of water quality degradation. Management Plan to follow which will recommend specific actions. LID in effect which requires stringent LID requirements with pre-treatment. BOS with PZC recommendation requested Balanced Growth designation for Bolton Lakes Watershed in recognition of its sensitivity, and accepted by OPM.**	**M** *I am unsure of the status of this.*

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4. Continue to push for safety improvements / reconfiguration of Notch Road and I-384.	**M**	**Route 6 Transportation Plan completed and accepted by CRCOG, and made a part of the POCD. In discussions with CRCOG regarding design under new Transportation money.**	**M**
5. Implement Route 6 Corridor Plan; Support acquisition of ROW at site of so-called Hop River Business Park; develop Route 6 Hop River Zoning Regulations tailored to Business Park; encourage the town to seek funds for design of business park infrastructure; encourage Town and REDC to establish regional development authority and to enter into tax-sharing agreement – all necessary steps to Business Park development.	**H-2?**	**Route 6 Zoning Committee Group meeting to develop common regulations for corridor. Different Regulation anticipated for Business Park. REDC and BOS recommended change to include isolated Conservation area as Priority Development, which was denied by OPM.; Town petitioned for Hop River Business Park to be included in Greater Hartford Alliance SEDS**	**H-2?**
6. Consider Low density zoning for NW corner of Bolton in recognition of location in water supply watershed; support open space acquisition; strictly implement LID regulations.	**M**	**Status quo**	**M**
7. Seek allocation of funding for 2015 POCD (mandatory under CGS, Section 8-23) over 2-year period. Commence planning for process; begin development of RFP for consulting services; begin discussions about format for process, consideration of POCD Committee as authorized by CGS, Section 8-23.	**H-1**	**Joint application with Andover for regional POCDs submitted to OPM but not awarded. BOS included funding in FY2014-15 and FY2015-16 Budgets to complete project by December 2015. Project in process and on schedule. *Completed POCD Effective November 26, 2015***	***Completed without Joint Application*** ~~**H-1**~~

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8. Evaluate Expressway ROW parcels from a land use and reuse perspective in support of Board of Selectmen communications with DOT. DOT now undergoing process to determine disposition of parcels in concert with other State agencies and with towns.	**H-1**	**In process and Ongoing with CRCOG and DOT; in final stages.**	**H-1**
9. Plan for seamless integration of Charter Oak Greenway with potential development patterns which may result from development of GMUIZ; pedestrian / bike connectivity to proposed intersection at Route 384 / 44 / 6, and to Route east of the Notch.	**M**		**M**
10. Participate in the Bolton Center Study overseen by an advisory stakeholder group with final Board of Selectmen approval; Consider inclusion in the Bolton Plan of Conservation & Development.	**H-2?**	**In process and Ongoing. Preparing for Bond Referendum?**	**H-2?**

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Zoning and Subdivision Regulation Changes

Action Item	2015 Priority	2015 Implementation Status	2016 Priorities (staff suggestion)
1. Revisit ZR, Section 3C, Water Supply for Fire Protection through Fire Protection Regulations Advisory Committee, consider all options to providing water supply, in accordance with approved Scope of Work; begin implementation of revised regulations and other initiatives.	**H-2**	***Completed. Zoning Regulation Effective January 1, 2015.***	***Completed***
2. Research and implement, if appropriate, possible zoning amendments to allow "small" wind power generating facilities.	**H-3?**	**Not initiated**	**H-3?**
3. Explore and implement, if deemed appropriate, zoning amendments to encourage small scale solar facilities and to provide reasonable regulations to limit possible impacts.	**H-1**	***Completed. Zoning Regulation Effective January 1, 2014.***	***Completed***
4. Consider amending ZR, Section 11F, Irregular Lots, to place limitations on the numbers of adjoining and total irregular lots.	**M**	**Not initiated**	**~~M~~H-3**
5. Resolve conflicts with ZR Section 15 concerning parking and impervious surface location on lot, and provide consistency with Design Guidelines.	**H-1**	**Need to review, some changes made to impervious coverage.**	**H-~~1~~3**

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6. Resolve conflicts in landscaping requirements in sections of the Zoning Regulations. Consider single consolidated section in regulations with reference to Design Guidelines.	**H-3**	**Not completed. Staff created analysis identifying all bonding provisions in the zoning Regulations, and internal conflicts.**	**H-3**
7. Amend Subdivision Regulations to include more standard details (or adopt Haddam model) details would be LID-consistent.	**M**	**Not initiated**	**M**
8. Amend Subdivision and Zoning Regulations to implement PA 12-182 (Bonding) explore need for amendment exempting special permits from bonding restrictions and implement if necessary.	**H-1**		***Completed***
9. Consider amending Subdivision Regulations 6.4 to delete requirement for conditional approval of DOT permit.	**M**	**Review to change regulation to ask for DOT review, not approval.**	**H-3**
10. Amend Subdivision Regulations to create drainage and design standards consistent with an LID approach to drainage.	**H-1**		***Completed***
11. Draft revised regulations concerning chicken / fowl.	**H-3**	**~~In process.~~ *Completed. Zoning Regulation Effective September 1, 2015***	**~~H-1~~ *Completed***
12. Resolve conflicts between lot coverage, building coverage, and impervious coverage.	**H-1**	**In process**	**H-~~1~~3**
13. Update Town Zoning Map with assistance from CRCOG.	**H-3**	**Original Zoning Map by CRCOG 6/2010. They are checking to see if they retained the file. If so, this could be done at no charge to the**	**H-3**

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		Town within 6 months.	
14. Begin review and implementation of newly adopted POCD.	**H-1**		**H-1**
15. Review Zoning Regulations for consistency and correct references.	**H-3**		**H-3**
16. Review Subdivision Regulations for consistency and correct references.	**H-3**		**H-3**

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CRCOG CAPITOL REGION COUNCIL OF GOVERNMENTS
Working together for a better region.

241 Main Street / Hartford / Connecticut / 06106
Phone (860) 522-2217 / Fax (860) 724-1274
www.crcog.org

TO: **Municipal Planners and Planning Directors**

FROM: **Emily Hultquist, Principal Planner and Policy Analyst**

SUBJECT: **Appointments to CRCOG Regional Planning Commission**

DATE: **December 18, 2015**

We are updating our Regional Planning Commission membership lists. Appointments are made on an annual basis for terms beginning in January and lasting through December of the upcoming year.

We request that your Planning Commission or Planning and Zoning Commission appoint a representative and alternate to serve on the RPC from the date of appointment through December 31, 2016. If your commission members are appointed by the Board of Selectmen or Town/City Council, the RPC appointments must also be approved by these bodies.

Your participation on the Regional Planning Commission ensures that the concerns of your municipality are reflected in regional plans and policies developed by the commission. Two of the main responsibilities of the RPC, as established under State Statutes, are to keep up-to-date a Plan of Conservation and Development for the Capitol Region, and to comment on zoning and subdivision proposals occurring along town lines.

Please make sure that the person appointed to the RPC is willing to attend our meetings on a regular basis, and if possible, please appoint an alternate who is willing to attend in the member's absence. The 2016 RPC Meeting Schedule is attached. Meetings are held at the West Hartford Town Hall.

RPC meetings are used to keep planning and zoning officials informed on CRCOG projects and programs related to regional and local planning. In addition, workshop sessions on current planning and zoning topics are periodically held, and members are given time to share information on municipal planning issues.

We look forward to working with your town's RPC representative in the coming year. If you have any questions, please feel free to contact me at 860-522-2217 ext. 219 or ehultquist@crcog.org.

cc. Regional Planning Commission members and alternates.

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REGIONAL PLANNING COMMISSION
2016 MEETING SCHEDULE

Regular meetings of the Regional Planning Commission are held on the third Thursday of every other month.

7:00 PM at the
West Hartford Town Hall,
50 South Main Street,
West Hartford *(unless noted to the contrary)*

January 21, 2016
March 17, 2016
May 19, 2016
September 15, 2016
November 17, 2016