

BOLTON PLANNING & ZONING COMMISSION  
REGULAR MEETING AGENDA  
7:30 PM, WEDNESDAY, APRIL 8, 2015  
BOLTON TOWN HALL, 222 BOLTON CENTER ROAD

1. Call To Order
  
2. Approval of Minutes:  
February 11, 2015 Regular Meeting Minutes  
February 25, 2015 Special Meeting Minutes  
March 25, 2015 Special Meeting Minutes
  
3. Residents' Forum (Public Comment for items *NOT* on the agenda)
  
4. Plan Of Conservation & Development Discussion with Consultant
  
5. Report of the Zoning Enforcement Officer
  
6. Old Business
  - a. Other
  
7. New Business
  - a. Other
  
8. Correspondence
  
9. Adjournment

**RECEIVED**

**APR 07 2015**

Town Clerk of Bolton

**BOLTON PLANNING & ZONING COMMISSION**  
**REGULAR MEETING**  
**7:30 PM, WEDNESDAY, FEBRUARY 11, 2015**  
**BOLTON TOWN HALL, 222 BOLTON CENTER ROAD**

**RECEIVED**  
**FEB 25 2015**  
Town Clerk of Bolton

**MINUTES**

**Members Present:** Chairman Eric Luntta, Vice-Chair Jeffrey Scala, Adam Teller, Arlene Fiano, Carl Preuss, Neal Kerr (Alternate), and Christopher Davey (Alternate)

**Members Excused:** Thomas Manning, James Cropley, and Nancy Silverstein (Alternate)

**Staff Present:** Patrice Carson, AICP, Director of Community Development and Jim Rupert, Zoning Enforcement Officer

**Others Present:** There was no public present.

1. **Call to Order:** Chairman E. Luntta called the meeting to order at 7:32 pm. N. Kerr was seated for J. Cropley and C. Davey was seated for T. Manning.
2. **Approval of Minutes: October 15, 2014 Special Meeting Minutes & January 14, 2015 Regular Meeting Minutes & January 28, 2015 Special Meeting Minutes**

The following amendments were made to the minutes of October 15, 2014:

Page 2, 3<sup>rd</sup> paragraph, add "drain pipe in the" after the words "approval that the".

A. Teller MOVED to APPROVE the special meeting minutes of October 15, 2014 as amended. C. Preuss SECONDED. MOTION CARRIED 4:0:3 with J. Scala, N. Kerr and C. Davey abstaining.

The following amendments were made to the minutes of January 14, 2015:

Page 3, 4<sup>th</sup> paragraph, add "description of the use," after the words "in writing,".

A. Teller MOVED to APPROVE the regular meeting minutes of January 14, 2015 as amended. C. Davey SECONDED. MOTION CARRIED 6:0:1 with C. Preuss abstaining.

The following amendments were made to the minutes of January 28, 2015:

Under Item 2, 3<sup>rd</sup> paragraph, first line, replace the word "representatives" with "members and former members".

A. Teller MOVED to APPROVE the special meeting minutes of January 28, 2015 as amended. E. Luntta SECONDED. MOTION CARRIED 6:0:1 with C. Preuss abstaining.

3. **Resident's Forum (Public Comment for items not on the agenda):** No public comment.
4. **Report of the Zoning Enforcement Officer:** J. Rupert reviewed his report with the Commissioners and answered questions.
5. **Old Business:**
  - a. **Discussion: Regulations for the Keeping of Poultry:** The Commission reviewed the proposed amendments prepared by staff. This item is on the Commission's Priority List because the

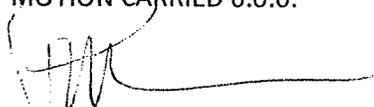
regulations needed to be made simple and clear for enforcement purposes, and address the growing number of people who want to keep chickens.

The priorities discussed were the number of chickens allowed, no roosters, should there be a building and enclosure required and where should it be located, and waste management. The Sanitarian would like to see any manure be stored at least 25 feet from any well. With the smallest side yards at 10 feet, that should be easy to accomplish.

It was decided that a shed-type building or structure and attached enclosure would be required and would need to be located in the rear of the house. The Commission discussed the size of the lot and decided that with the limit of 6 birds, a minimum lot size would not be required.

It was also discussed that the regulations should just be changed for chickens, not other poultry or livestock. The current regulation would stay to address other than chickens. P. Carson will refine the proposed regulation with the Commissioners comments.

- b. Review/Discussion: 2014 – 2015 Priorities List: The Commission reviewed the Priorities List approved last year. P. Carson wanted to add an Action Item to create a tracking system of Fee-In-Lieu of Open Space payments for a cross-check accounting with the Finance Office, and an Action Item to create a policy or procedure to deal with house numbering. C. Preuss stated he may have something that is already written and will provide a copy.
  - c. Other: There was no other Old Business.
6. **New Business:**
- a. Other: There was no other New Business.
7. **Plan of Conservation and Development Discussion (POCD):** P. Carson reported that the next POCD meeting with the consultant is **February 25 at 7:00pm** and the next Chapter regarding Conservation Strategies will be emailed and Commissioners should review it prior to the meeting to help with discussion and questions. There have been two requests for time to present to the PZC. The Commission reaffirmed that if time allows at the end of the meeting they will take comments from the public but the best way is to send their concerns to the PZC in writing.
8. **Correspondence:** P. Carson asked if anyone in addition to C. Davey wanted to attend the CT Land Use Law for Municipal Land Use Agencies, Boards and Commissions training on March 21, 2015. P. Carson also reported that she would not be here for the next regular meeting on March 11.
9. **Adjournment:** A. Teller MOVED to ADJOURN the meeting at 9:55pm. J. Scala SECONDED. MOTION CARRIED 6:0:0.



Respectfully submitted by Patrice L. Carson

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

BOLTON PLANNING & ZONING COMMISSION  
SPECIAL MEETING  
7:00 PM, Wednesday, February 25, 2015  
BOLTON TOWN HALL, 222 BOLTON CENTER ROAD

RECEIVED  
MAR 04 2015  
Town Clerk of Bolton

Minutes & Motions

**Members Present:** Chairman Eric Luntta, Carl Preuss, James Croyley, Jeffrey Scala, Arlene Fiano, Adam Teller (7:10pm) Thomas Manning (by telephone), Nancy Silverstein (alternate), Christopher Davey (alternate)

**Members Excused:** Neal Kerr (alternate)

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

**Others Present:** Glenn Chalder, Planimetrics, representatives of the Bolton Land Trust and the Bolton Open Space Committee, and town residents

1. **Call to Order:** The meeting was called to order at 7:05pm by Chairman Eric Luntta.

2. **DISCUSSION: Plan of Conservation and Development**

Chairman E. Luntta greeted the public and explained that comments would be received in the allotted ten minutes at the end of the meeting. The PZC has already heard from many groups and public comments will only be heard up to a certain point as the POCD is on a schedule. After the draft, there will be a public informational meeting and hearing for additional discussion.

G. Chalder introduced booklet #4, "**Possible Conservation Strategies for Bolton**" to guide discussion. The booklet covers the first of three main areas to be discussed, which are strategies, development, and infrastructure. In the booklet, recommendations are divided into policies (general standards and objectives) and tasks (specific action items). The Commission reviewed the booklet and discussed key points and modifications.

- a. Under "**Natural Resources**", G. Chalder noted that preserving water quality in Bolton is a priority. Bolton is unique in that it lies between two major watersheds. There are also critical habitat sites in town that will require attention to regulations regarding development. The Commission offered minor adjustments to the Natural Resources map (page 7). G. Chalder recommended greater clarification of the stormwater managements section of the zoning regulations. The Commission favored looking into protection of sensitive watersheds, especially regarding density, a task which falls under the Commission with Conservation as a partner.
- b. Under "**Open Space**", Chairman E. Luntta clarified that the 20% total surface area figure, adopted from the state, was to be taken as an ideal aim, not as a requirement to which to hold the town. It would not be possible given the density Bolton already has. The Commission discussed segments of open space not on the map which could also be connected to a trail system. The map will be updated and G. Chalder will look into methods to more fully map trails.

Advantages of open spaces as part of subdivisions were debated. A. Teller noted that the practice would have to be in the plan in such a way that would serve town interests rather than developers'. Number 9 on page 15 was removed for the future development discussion.

- c. "Community Character", G. Chalder noted, is highly valued by the town, as reflected in previous public meetings. Further definition of specific features would be beneficial in order to effectively preserve them. The PA-490 program was discussed at length as a tool to keep land undeveloped, but was left for future consideration. G. Chalder reported he has contacted the state archaeologist to discuss historic sites in Bolton and whether a map would be beneficial or harmful (due to greater exposure of sensitive sites). Regarding #3 (page 22), E. Luntta and A. Teller explained that no district had been set apart because no section of town could be suitably identified, and it would be burdensome to residents in that area.
- d. Regarding "Sustainability & Resiliency", Bolton already has some relevant measures in place, such as the recently established Energy Committee and solar regulation for residents.
- e. A. Teller suggested an addition to **Conservation** to encourage more public awareness of, access to, and use of open spaces. It was added on page 12. G. Chalder mentioned a topographical map of open spaces might be a related task.

### 3. Public Comment:

Richard Treat, representing the Bolton Land Trust, spoke in support of the Plan of Conservation. He gave a list of specific areas requested by the BLT to be officially identified and preserved as contributing to rural character. He suggested an addition to trails item #4 – a trail circumnavigating the town, incorporating several already existing sections, and a note of various classes of development.

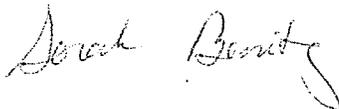
Gwen Marrion represented the Bolton Open Space Committee, speaking as its former chairman. She emphasized the need to be aware of managed open space that may change in status and pointed out some changes that have occurred since the map was made. She also informed the Commission that the Pistritto land parcel included open space in the bond, and recommended the northwest section, which has a vernal pool, to be included in the Plan of Conservation.

Don Fish of Fish Family Farm asked the Commission to be mindful of effects on farmers in Bolton when considering PA-490. He supported the identification of specific large parcels wanted by the Town. He also suggested that, in cases where owners have no intent to develop, but the land will eventually change hands, a plan to keep the land undeveloped should be worked out with the help of the Town.

4. **Adjournment:** A. Teller MOVED to adjourn. A. Fiano SECONDED. The motion passed unanimously and the meeting was adjourned at 9:13pm.

Respectfully submitted,

Sarah Benitez  
Recording Secretary



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

BOLTON PLANNING & ZONING COMMISSION  
SPECIAL MEETING  
7:00 PM, Wednesday, March 25, 2015  
BOLTON TOWN HALL, 222 BOLTON CENTER ROAD

RECEIVED  
APR 06 2015  
Town Clerk of Bolton

Minutes & Motions

**Members Present:** Chairman Eric Luntta, Arlene Fiano, Nancy Silverstein (alternate), Christopher Davey (alternate seated for Jeff Scala until he arrived at 7:30pm), Carl Preuss, Adam Teller, James Cropley, Neal Kerr (alternate seated for Thomas Manning until he arrived at 7:15pm), Thomas Manning (7:15) and Jeff Scala (7:30)

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

**Others Present:** Glenn Chalder, Planimetrics, Robert Morra, First Selectman

1. **Call to Order:** Chairman Eric Luntta called the meeting to order at 7:10 p.m.

2. **DISCUSSION: Plan of Conservation and Development**

G. Chalder introduced POCD Booklet #5, "Possible Development Strategies for Bolton". He said Bolton has no universally identifiable central point, and recommended greater organization and structure. Discussion followed on distinctions between business, commercial, and mixed use zoning along Route 44, and the transitional zones in the Route 44 study. The PZC agreed to incorporate the Bolton Center Study into the POCD provided it was only for reference.

G. Chalder raised a village district option in Bolton Center, noting the land is town-owned and exempt from zoning. A. Teller said even if a village district restricted residential building changes, it would be ineffective if it did not equally apply to town buildings and land. C. Preuss mentioned the state has say about the Town Hall and Rose Farm through the historical society. Point #2 will be replaced with a statement that the PZC believes the town center and buildings should meet village district criteria, but does not see the need to establish one at this time.

In reference to C. Preuss' point, A. Teller said the concern is less with private adherence to the town aesthetic than that of public buildings and land. He wanted public input on what is built for public use. He said going solely through the Board of Selectmen or Building Commission with little public input might result in public disapproval, as with the BHS renovation. G. Chalder said the municipality zoning exemption is a challenge. A. Teller said it might be possible to use PZC jurisdiction to recommend (or not) a particular plan of development due to aesthetic considerations per POCD. C. Davey said that discussion would be relevant after the public hearing next week. G. Chalder said with a 10-year POCD viability in mind, even a mention of design and aesthetics would be good precedence for the future.

**Industrial and Business Zoning**

G. Chalder said Bolton's industrial and business zoning is another issue, as it is unclear in motivation, organization, or coherence of location. Discussion followed on zoning configurations in other towns. A. Teller raised the possibility of trading open space and business development areas within the Route 6 project area in accordance with the state's standards. Discussion followed on land property options for transfer. State land could be swapped for state land as has been done in Tolland. A. Fiano suggested the PZC develop a list of necessary steps and revisit it. G. Chalder will develop a strategy considering the sewer service area, the lake residential area, and general business zoning.

C. Preuss asked how other towns develop with aquifer protection zones. G. Chalder said the zones are essentially for well-head protection and do affect development. He said they can speak to other towns about their experience, but he expects that development would have been benign, such as low impact offices. J. Scala raised the possibility of moving businesses to become less non-conforming, making new regulations more desirable. The issue was tabled for future discussion.

### **Neighborhood Business Zones (NBZ)**

G. Chalder said the NBZ concern is that their diffuse development will not contribute to a coherent, critical mass that encourages business. A. Teller explained the NBZ aim had been to improve business prospects, not restrict. Discussion followed on the possibility of West Street as a site for a critical mass of business development and the business history of the area. A. Teller said some of the zoning configurations are historical and likely candidates to revisit, but the PZC needs to confirm acceptability of current business zones with the town so they don't become contested areas later.

J. Scala said the PZC does not want to restrict residential areas to the point of preventing development, as long as the development remains low-impact, which was echoed by several members. P. Carson suggested outlining property zones for the Commission's reference. N. Kerr considered NBZs very restrictive and was concerned they give Bolton a business-unfriendly reputation.

### **Standards in Business Zones**

G. Chalder said that even business zones standards are not business-friendly, due to the amount of exceptions and details (such as special permits) and their unpredictability to a possible developer. A. Teller explained the special permits were written in because the PZC did not have design regulation at the time. G. Chalder suggested reducing retail distinctions. E. Luntta cited possible community disapproval as a reason to be selective. T. Manning explained that only listing approved business types freed the PZC from the obligation to accept an unwanted business. G. Chalder said the standards need to be better expressed in any case.

N. Kerr said Bolton needs to have a better likelihood for profit in order to attract business in the first place. J. Scala suggested that, since the PZC and the town seem to lean towards small business, Bolton needs to be specifically attractive to that type. He gave tax abatements as an example, given on a case by case basis. A. Teller emphasized the need to offer tax abatement on a fair basis. G. Chalder said the PZC can recommend that the BoS revisit their grounds for tax abatement.

### Miscellaneous Topics

The Commission affirmed current regulations and expressed interest in heritage tourism. G. Chalder will do a case study with other towns, noting that bringing people from Routes 6 and 44 into Bolton Center would go towards a critical mass. C. Davey reported on a list he developed identifying land properties for the grand list, among which are two vacant industrial zone parcels, and 8 neighborhood commercial areas. Depending on degree of development areas in those areas, a sizeable amount could be added to the grand list, which might help mitigate the town's tax increase or debt. R. Morra added that underdeveloped properties (not on the list) could also have potential. G. Chalder said it would be relevant for the PZC to discuss which vacant lots were most suitable for development. C. Davey suggested that the PZC look at the possibility of combining land, ways to work with owners, and recruit potential clients; as well as consider assessment data to review tax revenue. T. Manning said data could also be used by the BoS in considering tax abatement grounds. R. Morra cautioned that regardless of town attractiveness, the current economy is an obstacle to development statewide, so not many businesses are looking.

A. Fiano said we still need a lot of interest in Bolton as a location for the scenario of more business friendly zoning to succeed. E. Luntta noted that business has to be supported by the community, not just people in transit through town. A. Fiano said meeting points in town seem to be recreational (trails, the lake), and suggested that could be Bolton's niche. G. Chalder added Bolton Ice Palace. A. Teller said that business ought to add to community character and bring something to the community, so targeting certain types of business would be effective. N. Kerr said if Bolton targets business too restrictively, it will not be successful and businesses have to want to come in general.

Discussion will continue on the remainder of the booklet at next month's meeting.

3. **Public Comment:** Rod Fournier of Hanover Farms Road suggested that the Commission mainly focus on developing business zones, while keeping mixed use and residential areas in its back pocket.
4. **Correspondence:** Letters from Jennifer & Bill Viot and Christina Morra-Tiu & Vincent Tiu asking the PZC to encourage business development were received.
5. **Adjournment:** J. Scala motioned to adjourn. T. Manning seconded. The meeting was adjourned at 9:22 p.m.

Respectfully submitted,

Sarah Benitez  
Recording Secretary

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