Town of Bolton
3045 Theodore Roosevelt Highway
Waterbury, VT 05676

Bolton Development Review Board
Meeting Minutes
June 23, 2016
Bolton Town Office

DRB Members Present: Steve Diglio (Chair), John Devine (left at 8:35 pm), Sharon Murray, Mike Rainville, Rob Ricketson (Alternate), Adam Miller (Alternate)
DRB Members Absent: Charmaine Godin
Others Present: Cara LaBounty, Michael and Paula Gervia
Acting Clerk: Sharon Murray

Posted Agenda:
1. Adjustments to the Agenda and Public Comment
2. DRB Work Session: Informal Discussion of Needed Bylaw Updates, Revisions
3. Zoning Administrator's Report (Written Report)
4. Meeting Minutes – 4/28/2016
5. Other Business
6. Public Meeting Adjournment

Call to Order

Mr. Diglio called the meeting to order at 6:35 pm with a quorum of the board present.

Addition to the Agenda (Item #2): Cara LaBounty, representing Michael and Paula Gervia, asked to be added to the agenda to clarify application requirements under the bylaws to elevate a single family dwelling above the base flood elevation within the Village Flood Hazard Area Overlay District, as funded in part through the town's Hazard Mitigation Grant (HMG).

1. **Public Comment**

   No public comments received.

2. **LaBounty/Gervia – Flood Hazard Area District Application Requirements**

   Ms. LaBounty, representing Paula and Mike Gervia, reported that the town had applied for a FEMA Hazard Mitigation Grant to raise eight single family homes within the mapped flood plain above the base flood elevation; of these, five applications had been approved to date. This work must be done under both the terms of the grant, and the town's flood hazard area regulations. The Gervias will be the first to apply for DRB approval under the regulations. They propose to elevate their home on its existing footprint, over a new garage. Ms. LaBounty asked to meet with the DRB to clarify what was required for submission under the regulations – particularly with regard to site plans and building elevations (profiles).

   Ms. Murray explained that, under the regulations, single family dwelling are permitted uses in the Village District – so as long as the existing home met current setback requirements, any improvements would require only flood hazard area review by the DRB – with regard to the elevation of the raised floor in relation to the flood elevation (elevation certificate, building

elevation), flood-proofing information for the portion of the structure below the base flood elevation (garage) including materials to be use, and with the garage will be used for (e.g., storage), and a site plan showing any proposed changes to the building footprint, driveway access or curb cut. This information would also be forwarded to the state for a technical review, in advance of a scheduled public hearing.

Ms. LaBounty asked whether the DRB would require that the site plan and building elevation be prepared by a professional architect or engineer, as specified under the regulations, given that this was not required under the grant. After reviewing applicable sections of the regulations, the DRB concluded that this could be waived, as long as the site plan and building elevations were drawn to scale, and included enough detail for review under the regulations. In summary, the DRB recommended that the following be submitted with the application:

- Flood map information (DFIRM showing the location of the home within the flood zone).
- FEMA Flood Elevation Certificate, prepared by a licensed surveyor (as included in the grant application) showing surveyed base flood elevation
- Site (sketch) plan drawn to scale showing the building footprint (with square footage), any proposed modifications to the footprint in relation to required setbacks, the location of the driveway in relation to the new garage, and any proposed change to the curb cut (access).
- Building elevation (profile sketch) drawn to scale showing the elevation of the first floor (above the garage) and utilities in relation to the base flood elevation, and the location of and dimension of flood vents to be installed in relation to ground level.
- Relevant grant information – proposed work, associated cost estimates, etc.
- Materials to be used in construction – to include materials resistant to flooding.
- Proposed use of the garage space, below the base flood elevation.

Ms. LaBounty indicated that it was their intent to submit an application in time for a July DRB hearing. Ms. Murray noted that the DRB typically requests that applications be submitted at least 30 days prior to the hearing date for administrative review and warning – especially in this case to also refer the application to the state for review (which then has thirty days to respond). All application materials have to be submitted at least 15 days in advance of the hearing date, for notice. Ms. LaBounty will coordinate application filing with the Zoning Administrator.

3. <u>DRB Work Session – List of Proposed Bylaw Updates, Revisions</u>

The DRB briefly reviewed the 2007 list of requested bylaw revisions, but discussed and decided to focus on recommendations to the planning commission with regard to bylaw updates to be referenced in the updated town plan. Based on its initial discussion these include recommendations to:

- Flood Maps: Review the model and data used to establish the town's 2010 flood map (base flood elevation); if justified, consider remapping the floodplain (base flood elevation) within the village flood hazard area district (engineer, $5,000 -$20,000).
- Flood Regs: Review flood hazard area bylaws for consistency with more recent state models and recommendations (e.g., with regard allowed uses in the floodplain, requiring additional freeboard) (planning commission, RPC, consultant).
- River Corridors: Evaluate current stream setback requirements in relation to new state river corridor (fluvial erosion hazard area) maps and model language; develop a river corridor overlay district as needed (planning commission, consultant).
- Steep Slopes: Clarify, update steep slope regulations; evaluate whether additional engineered options to allow very limited development on 25+% slopes (e.g., to access adjoining land) is justified under the regulations – e.g., in association with an independent

technical engineering review, and related stormwater management concerns (planning commission, RPC, consultant).

- Stormwater Management: Review, clarify and update existing stormwater management requirements under the bylaws, to incorporate new state standards and model language, as applicable to Bolton (planning commission, RPC, consultant).
- West Bolton: Rezone West Bolton as a new "village" or "neighborhood" district, to include smaller lot sizes and reduced setbacks that are more consistent with the established/ historical pattern of development in this area (also noting numerous nonconformities, waiver requests over the years) (planning commission, RPC, consultant).
- All Zoning Districts: Review and update mapped boundaries, dimensional standards and allowed uses under established zoning districts to determine whether any adjustments (e.g., to minimum lot sizes, setbacks) are justified (planning commission, RPC, consultant).

4. <u>Zoning Administrator's Report – Permit Information</u>

The DRB reviewed the report provided by Ms. McShane regarding recent permit activity and agreed this information was very helpful in tracking the level of development activity and DRB approvals.

Ms. Murray and Mr. Diglio reported that the 4x4 Center had received its Act 250 and stormwater permits. Mr. Diglio noted that the plans approved by the state were much improved from the plans submitted to the DRB for review.

Mr. Ricketson noted that the proposed PUD including Wheeler Field may be submitted for sketch plan review in July. Several neighborhood meetings have been held to discuss the project.

5. <u>Meeting Minutes – 4/28/2016</u>

Mr. Ricketson noted one typo for correction (p.2, line 36– "Mr." instead of "Ms.") and made the motion to "approved the minutes of the April 28, 2016 DRB meeting as corrected." Seconded by Ms. Murray; motion carried 4-0-1, with Mr. Rainville abstaining.

6. <u>Other Business</u>

Given potential applications, the DRB will likely need to meet in July – but if no hearings are scheduled, the Chair was asked to consider giving the DRB the month off.

7. <u>Adjournment</u>

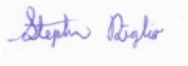
Mr. Ricketson made the motion to adjourn the meeting, seconded by Mr. Miller. Motion passed unanimously (5-0). Meeting adjourned at 9:00 pm. The next regular meeting of the DRB is tentatively scheduled for July 28, 6:30 pm, at the Bolton Town Office.

Respectfully submitted,

Sharon Murray
Acting DRB Clerk

*** These minutes are unofficial until formally accepted by the DRB. ***

These minutes were read and accepted by the Development Review Board on July 29, 2016.



_____
Steve Diglio, DRB Chair