



Town of Bolton
3045 Theodore Roosevelt Highway
Bolton, VT 05676

Bolton Development Review Board
Meeting Minutes
February 24, 2015
Bolton Town Office

DRB Members Present: Michael Rainville (Chair), Sharon Murray, Stephen Diglio, John Devine (Alternate)

DRB Members Absent: Charmaine Godin, Margot Pender

Staff Present: Miron Malboeuf, Zoning Administrator, Sarah McShane, DRB Assistant

Others Present: Dean Grover, Mike Hopwood, Dori Barton, Claudine C. Safar, Esq., Mike Mainer

Posted Agenda:

1. Public Comment
 2. Public Hearing: Application 2014-24-SD | Joji Fillmore – continued from January 27, 2015.
 3. Public Hearing: Application 2014-31-CU | Automotive Services International, Inc. d/b/a the 4 x 4 Center and Catamount/Bolton Land, LLC and Mountain Operations and Development, LLC (d/b/a Bolton Valley Resort)- continued from January 27, 2015.
 6. ZA Report
 7. Meeting Minutes
 8. Other Business
 9. Meeting Adjournment
-

Call to Order

Mr. Rainville, Chair, called the meeting to order at 6:38 pm with a quorum present, including John Devine, Alternate. Members agreed to adjust the agenda to discuss 'other business' items until the applicant arrives.

1. Public Comment

None.

2. Public Hearing: Joji Fillmore-(2014-24-SD) - continued from January 27, 2015

Mr. Rainville reconvened the public hearing, continued from January 27, 2015. No ex parte communications or conflicts of interest were reported. Mr. Malboeuf stated that the applicant has requested for the application to be continued until all parties come to a right-of-way agreement. Board members agreed that a deadline needs to be set for the parties to submit a signed road maintenance agreement and other supporting documents. Members agreed that all parties should have until the next regularly scheduled meeting to submit any additional documents.

Ms. Murray made the motion to continue the DRB hearing to the March 24, 2015 meeting to be held at 6:30 pm at the Bolton Town Office. The motion was seconded by Mr. Diglio and passed unanimously, 4-0.

3. Other Business

1
2 Board members discussed DRB appointments. Board member Margot Pender recently resigned from
3 her fulltime DRB position but has agreed to serve as an Alternate for the remainder of her term. John
4 Devine agreed to be reappointed as a full-time member. Ms. Murray will make the recommendations to
5 the Selectboard.

6
7 **4. Meeting Minutes**

8
9 Ms. Murray suggested several corrections and additions to the meeting minutes. Ms. McShane will
10 make the recommended corrections.

11
12 Ms. Murray made the motion, seconded by Mr. Diglio, to accept the minutes of the January 27, 2015
13 Development Review Board meeting as corrected. The motion passed unanimously, 4-0.

14
15 **5. Zoning Administrator's Report**

16
17 Mr. Malboeuf reported that he had received an application to replace a nonconforming structure with a
18 new nonconforming structure in the Rural II zoning district. He stated that the new structure will
19 increase the degree of nonconformance.

20
21 The Board agreed to continue the Zoning Administrator's Report after the hearing since the applicant
22 had arrived.

23
24 **6. Public Hearing: Automotive Services International, Inc. d/b/a the 4 x 4 Center and**
25 **Catamount/Bolton Land, LLC and Mountain Operations and Development, LLC (d/b/a Bolton Valley**
26 **Resort)-(2014-31-CU)-** continued from January 27, 2015

27
28 Mr. Rainville reconvened the public hearing at 7:12 PM. Mr. Rainville stated that Automotive Services
29 International, Inc., d/b/a the 4x4 Center and Catamount/Bolton Land, LLC and Mountain Operations and
30 Development, LLC (d/b/a Bolton Valley Resort), filed an application for conditional use approval of
31 expansions to the 4x4 Center Driver Training Facility located on roads and trails on lands at and adjacent
32 to the Bolton Valley Ski Resort off the Bolton Valley Access Road. Ms. Murray reported that she had
33 discussed having an engineer review the project; however the Town does not currently have a Town
34 Engineer. No other ex parte communications or conflicts of interest were reported.

35
36 Dori Barton (Arrow-wood Environmental Consulting), Dean Grover (Engineer, Grover Engineering), Mike
37 Mainer (Grover Engineering) Mike Hopwood (4 x 4 business owner), and Claudine C. Safar, Esq.
38 (representing the 4 x 4 school) were present to provide an overview and answer questions regarding the
39 application.

40
41 The applicant provided the following exhibits to be entered in the public record:

42
43 **Exhibit 33:** Memo from Arrow-wood Environmental to Bolton 4 x 4 Center and Bolton DRB, Re: Stream Impact
44 Minimization, dated 2-17-2015

45 **Exhibit 34:** Memo from Grover Engineering- Responses to DRB Comments dated 2-24-2015

46 **Exhibit 35:** Memo from Claudine Safar of Monaghan, Safar, Ducham to Bolton DRB, Re: The 4 x 4 Center
47 Conditional Use Application, dated 2-24-~~2014~~ (typo)

48 **Exhibit 36:** Memo from Mike Gervia to Bolton DRB, Re: The 4 x 4 Center Conditional Use Application, dated 2-24-

DRB Meeting Minutes
February 24, 2015

1 2015

2 **Exhibit 37:** Memo to Dennis Nealon, dated 2-23-2015

3 **Exhibit 38A:** Site Plan (Sheet 1 of 6), The 4 x 4 Driving School, prepared by Grover Engineering, dated 9-12-2014,
4 last revised 2-24-2015

5 **Exhibit 38B:** Stormwater & Utilities (Sheet 2 of 6), The 4 x 4 Driving School, prepared by Grover Engineering, dated
6 9-12-2014, last revised 2-24-2015

7 **Exhibit 38C:** Driveway Layout (Sheet 3 of 6), The 4 x 4 Driving School, prepared by Grover Engineering, dated 9-
8 12-2014, last revised 2-24-2015

9 **Exhibit 38D:** Shop Layout (Sheet 4 of 6), The 4 x 4 Driving School, prepared by Grover Engineering, dated 9-12-
10 2014, last revised 2-24-2015

11 **Exhibit 38E:** Details (Sheet 5 of 6) , The 4 x 4 Driving School, prepared by Grover Engineering, dated 9-12-2014,
12 last revised 2-24-2015

13 **Exhibit 38F:** Planting Details (Sheet 6 of 6), The 4 x 4 Driving School, prepared by Grover Engineering, dated 9-12-
14 2014, last revised 2-24-2015

15

16 The DRB's list of questions and concerns was entered into the record as Exhibit 39. The DRB provided a
17 list of questions and concerns to the applicant on 2-18-2015.

18

19 Dean Grover (Grover Engineering) reviewed the provided responses in regards to the Board's questions
20 (See Exhibit 34).

21

22 Members discussed access issues. Mr. Hopwood stated that the Fire Department had reviewed the
23 proposal and drafted a letter which has been provided to the DRB. Mr. Grover provided the details on
24 the culverts and drainage areas. Discussion ensued regarding an emergency access easement; it was
25 noted that an emergency access easement may be required.

26

27 Members discussed the vehicle trips per day and parking spaces. Mr. Grover stated that the total
28 parking needs for customers and employees is 10 parking spaces and that the revised site plan shows
29 the parking plan. Mr. Diglio pointed out that the septic system is not designed to serve 4 employees and
30 recommended that the design be amended to ensure adequate capacity.

31

32 Members discussed maintenance practices for the driveway. Ms. Murray asked if the applicant had
33 considered paving the steep portions of the driveway. Mr. Diglio stated his concerns with paving areas
34 within the Source Protection Area. Mr. Grover stated that he did not feel that paving should be required
35 since Mr. Hopwood has adequate equipment for maintenance.

36

37 Members discussed gasoline storage and fueling vehicles. Mr. Grover stated that all the vehicles will be
38 fueled off-site during the summer months; however gasoline will be stored on-site to fuel vehicles
39 during the winter months. Mr. Grover stated that a 100 gallon gasoline tank will be kept on-site to fuel
40 vehicles. Mr. Diglio requested for the site plan to be revised to include the location of all fuel storage
41 areas.

42

43 Mr. Grover stated that a memo was recently sent to Dennis Nealon regarding the proposed
44 improvements in regards to the Source Protection Area and public wells. Mr. Nealon's response will be
45 forwarded to the DRB. Mr. Diglio recommended that the revised site plan with the fuel storage areas be
46 sent to Mr. Nealon for his review and comment.

47

1 Mr. Grover stated that the plans were revised to include a 2,000 gallon tank to collect the vehicle wash
2 water. He also stated that a floor drain tank to collect liquids is proposed for the shop. It is proposed
3 for the collected liquids to be shipped off-site for disposal.

4
5 Mr. Grover stated that the outdoor lighting will be equipped with timers and sensors.

6
7 Members discussed the steep slopes requirements. Ms. Safar stated that all of the trails, features and
8 structures in the Master Plan are exempt from the steep slopes provisions. She also stated that all of
9 the improvements proposed in the application were identified in the Master Plan. Ms. Murray reported
10 that the general location may have been identified, but details were not provided in the Master Plan.
11 Ms. Safar referred the DRB to Map 1. Ms. Murray stated that the location of the wash-pad has changed
12 several times and it is of concern to the Board when an improvement is relocated to an area with steep
13 slopes.

14
15 Mr. Grover stated that Sheet 6 provides details on the proposed vegetation. He stated that all
16 vegetation is native to Vermont and erosion matting will be used during construction.

17
18 Mike Mainer (Grover Engineering) provided an overview of the drainage and culvert details. He stated
19 that the areas around culverts will be armored and they are trying to rectify a poor situation. Mr. Diglio
20 stated his concerns. Mr. Grover stated that they will review the areas of concern and provide additional
21 details.

22
23 Mr. Grover reviewed the proposed stormwater improvements and stated that a state stormwater
24 permit will be required. He discussed the emergency spillways for the stormwater ponds and drainage.
25 Mr. Mainer stated that they are dealing with run-off from two existing parking lots and the proposed
26 improvements try to make the situation better.

27
28 Mr. Grover stated that designating a building envelope was considered, but given the location of the
29 shop with respect to property lines, it may not be possible to designate a building envelope.

30
31 Ms. Murray stated that the applicant should also provide the most recent copy of the Source Protection
32 Plan and a letter from the systems operator that the proposed improvements are consistent with the
33 Source Protection Plan.

34
35 Board members discussed whether to close the hearing or continue the hearing. Mr. Diglio made a
36 motion, seconded by Ms. Murray to continue the DRB hearing to March 24, 2015 at 6:30 at the Bolton
37 Town Hall. The motion unanimously passed, 4-0.

38
39 The applicant and representatives exited the hearing at 8:45 PM.

40
41 Board member Steve Diglio departed the meeting at 8:55 PM.

42
43 **7. Zoning Administrator's Report (Continued)**

44
45 Mr. Malboeuf continued the Zoning Administrator's report. He stated that Dave Hardy from the Green
46 Mountain Club had recently inquired about keeping the current access in use as a road rather than a
47 trail. Ms. Murray stated that they would need to obtain permission from the Selectboard and come
48 back to the DRB for a permit amendment.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38

Mr. Malboeuf reported that Joss Besse is interested in subdividing an adjacent parcel into two lots; one lot to be absorbed into his property, and the other lot to be conveyed to his neighbor. Board members agreed that it would need subdivision approval.

8. Other Business

Members discussed obtaining a Town Engineer to provide additional review of development applications. Board members will research and contact possible candidates.

The Board discussed scheduling a deliberative session. Members agreed to meet on March 10th at the Town Office.

Ms. McShane stated that she will send the draft Haselton Decision to the Board for approval.

9. Meeting Adjournment

Mr. Devine made the motion, seconded by Ms. Murray, to adjourn the meeting. Motion carried unanimously, 3-0. The meeting adjourned at 9:25 pm.

The next regular meeting of the DRB will be held on Tuesday, March 24, 2015, 6:30 pm at the Bolton Town Office.

Respectfully submitted,

Sarah McShane
Bolton DRB Assistant

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

These minutes were read and accepted by the Development Review Board on March 24, 2015.



Michael Rainville, DRB Chair