



TOWN OF BOLTON

3045 Theodore Roosevelt Highway
Bolton, VT 05676

Bolton Development Review Board

Draft Meeting Minutes

July 30, 2020

Virtual Meeting (online)

5

6

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Present:

8 *Members:* All via remote – Adam Beaudry, Steve Diglio, Rob Ricketson, John Devine, Adam Miller

9 *Staff:* All via remote – Larry Lewack (acting Planning & Zoning Administrator), Jonathan Ignatowski
10 (incoming Planning and Zoning Administrator, effective August 17, 2020) and Connie Beliveau (DRB
11 clerk)

12 *Public:* All via remote – Stephen Styer, Spencer Nowak, Lindsay DesLauriers (applicant), Evan
13 DesLauriers (applicant)

14

15 **Posted Agenda:**

16 **6:30 PM** **Introductions, adjustments to Agenda & Public Comment**

17

18 **6:35 PM** **Warned Public Hearings:**

19

20 **Application 2020-28-CU: Applicants & Owners: Bolton Valley Resort.** Request Conditional Use approval to
21 add a 2-story addition to Timberline base lodge at 3220 Bolton Valley Access Rd. This property is located
22 within the Resort Village district. (Tax Map # 6-3004250)

23

24 **7:20 PM** **Meeting Minutes – review & approve draft minutes of June 25, 2020 DRB mtg.**

25

26 **7:25 PM** **Other business – updates on new ZA hire process**

27

28 **7:35 PM** **Deliberative Session**

29

30 **8:20 PM** **Adjourn**

31

32

33 **Call to Order:** With a quorum of 5 members present, the meeting was called to order by Steve
34 Diglio, Chair, at 6:45 p.m., and roll call was taken.

35

36 **Public Comments:** (none)

37

38 **Public Hearings:**

39

40 **Application 2020-28-CU: 3220 Bolton Valley Access Rd., Bolton Valley Resort, applicant.**

41

42 The Chair asked if there were any conflicts of interest or ex parte communication with Board
43 members and applicants re: this project. Steve Diglio explained that he had ex parte
44 communications with BVR regarding the Timberline Project. BVR was interested in hiring the
45 engineering firm that employs Steve Diglio but didn't since they were already in a contract with
46 another firm for those services. Steve Diglio felt that these exparte communications would not bias
47 his judgment of BVR's application, and participated in the hearing. A copy of Steve Diglio's
48 communications with BVR are filed with the meeting minutes. No other member claimed conflicts
49 of interest or ex parte communications regarding this project.

50
51 Lindsay DesLauriers presented a summary of the plan to add a 2-story addition to Timberline base
52 lodge. She explained that the resort's objectives are to create more indoor space for winter visitors
53 to use (while maintaining social distancing), and to provide a rental space for visitors to use year-
54 round for special events, such as weddings and business meetings. The resort does not expect to
55 see an increase in the total number of winter visitors, so they do not plan to add more parking. The
56 2-story addition will add approximately 3000 square feet to the building's floorplan.

57
58 The group discussed the site's gravel driveway, which tends to become muddy and rutted during
59 early spring. Steve Diglio recommended installing a road fabric. Evan DesLauriers stated that the
60 plan includes new landscaping on the uphill area behind the building, which should prevent more
61 water from coming across the driveway, and he mentioned that the resort is evaluating all of their
62 driveways and parking lots to see what can be done to minimize the ruts.

63
64 Steve Diglio noted that there are no designated ADA parking spots near the building. Evan
65 DesLauriers explained that they are planning to add ADA parking spots near the south side of the
66 building, near the handicap-accessible entrance, and said the resort will build a ramp there.

67
68 The group discussed water provision and sewage allotment. Lindsay DesLauriers commented that
69 they don't anticipate serving more visitors than are currently served on a given day, but they're
70 creating more space for the same number of visitors to use. Only one bathroom is being added (a
71 handicap-accessible 2nd floor bathroom). John Devine asked if the resort can get an increased
72 sewage allotment from the existing sewage treatment plant. Lindsay DesLauriers explained that
73 they are doing some repairs to reduce the amount of water going down to the treatment plant.

74
75 Steve Diglio stated that approval will be conditioned on the resort getting all their other permits
76 (Act 250, etc.).

77
78 Adam Beaudry asked if there will be any changes to outdoor lighting. Evan DesLauriers explained
79 that some lighting fixtures will be added on the back deck (on the uphill side behind the building)
80 and at the building entrances. Adam Miller suggested that approval should be conditioned on the
81 fixtures meeting zoning regulations for downcast lighting.

82
83 The group discussed the issue of steep slopes. Adam Beaudry noted that the slope is under 25%
84 and is an artificial slope created for the original building. Steve Diglio indicated there is no issue
85 with this slope.

86

87 Rob Ricketson asked if there is a plan for drainage around the building. Evan DesLauriers briefly
88 described the planned installation of French drains behind the building (on the uphill side), an
89 existing culvert on the north side, and a sediment pond.
90

91 Steve Diglio recommended putting in a new culvert to make sure all run-off from the building goes
92 to the pond. He noted that the plan does not include much detail about stormwater management,
93 and a stormwater compliance design will be needed to obtain a stormwater permit from the State.
94

95 Rob Ricketson brought up the possibility of continuing the hearing until the August DRB meeting.
96 After further discussion, the board agreed that the open items will be conditioned upon
97 construction meeting all relevant regulations.
98

99 Adam Miller made a motion to close the hearing. Adam Beaudry seconded. There was no further
100 discussion and the motion passed (5-0) with all five members voting in favor.
101

102 Lindsay DesLauriers and Evan DesLauriers left the meeting.
103

104 **Draft June 25, 2020 Meeting Minutes:**
105

106 Rob Ricketson suggested one correction (wording regarding Adam Miller's recusal) and Larry
107 Lewack said he will fix it. Rob Ricketson made a motion to approve the draft with the correction
108 done. Adam Miller seconded. All were in favor.
109

110 **Other Business:**
111

112 Jonathan Ignatowski, incoming Planning and Zoning Administrator start date: August 17, 2020),
113 introduced himself to the board, and provided a summary of his professional experience.
114

115 Steve Diglio reported that Spencer Nowak has been nominated to serve as an alternate member of
116 the DRB and should be approved at the next Select Board meeting. Spencer Nowak and Stephen
117 Styer left the meeting.
118

119 There was no Zoning Administrator's Report for July, but Larry Lewack indicated that he had
120 coordinated granting a number of routine zoning permit applications (e.g. decks, sunrooms) while
121 working remotely, and Town office staff had printed the permits & these were signed by Mica
122 Cassara, as acting ZA. He stated that he will brief Jonathan Ignatowski on pending issues (re:
123 enforcement on E&S Transport and the Reynolds properties) before the next DRB meeting.
124

125 The board thanked Larry Lewack for his service to the Town.
126

127 **Deliberative Session:**
128

129 Rob Ricketson made the motion to enter deliberative session. Adam Miller seconded. The motion
130 passed (5-0) at 7:45 p.m.
131

132 Adam Miller made the motion to exit deliberative session. Rob Ricketson seconded. There was no
133 further discussion and the motion passed (5-0) at 8:10 p.m. No decisions were made during this
134 deliberative session.

135

136 **Next scheduled DRB meeting:**

137

138 Thursday, September 24, 2020, 6:30 p.m. (Virtual/online meeting only, unless otherwise noticed
139 in posted agenda.)

140

141 **Adjourn:**

142 Rob Ricketson made a motion to adjourn the meeting. Adam Miller seconded. There was no
143 further discussion, and the motion passed (5-0) with all members voting in favor. The meeting
144 was adjourned at 8:20 p.m.

145

146 *Respectfully submitted,*

147

148 Connie Beliveau (DRB clerk), and
149 Larry Lewack, (former) Planning & Zoning Administrator

150

151 ***These meeting minutes were reviewed & approved by the Development Review Board on***
152 ***10.22.20***