



TOWN OF BOLTON

3045 Theodore Roosevelt Highway
Bolton, VT 05676

Bolton Development Review Board

Draft Meeting Minutes

September 24, 2020

Bolton Town Office

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Present:

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9 *Members:* All via remote – John Devine., Steve Diglio, Adam Beaudry, Spencer Nowak, Adam Miller,
10 Rob Ricketson

11

12 *Staff:* All via remote – Jon Ignatowski, Planning & Zoning Administrator, and Connie Beliveau, DRB
13 clerk

14

15 *Public:* None.

16

17

Posted Agenda:

19

20 6:30 PM Introductions, adjustments to Agenda & Public Comment

21

22 6:35 PM Meeting Minutes – review & approve draft minutes of July 30, 2020 DRB mtg.

23

24 6:40 PM Zoning Administrator's Report

25

26 7:00 PM Discussion of the Town of Bolton's land use regulations on steep slopes

27

28 7:30 PM Discussion of the Town of Bolton's land use regulations on trail systems

29

30 8:00 PM Other business

31

32 8:10 PM Discussion of Reynolds NOV

33

34 8:15 PM Deliberative Session

35

36 8:30 PM Adjourn

37

38

39 **Call to Order:** With a quorum of 6 members present, the meeting was called to order by Steve Diglio,
40 Chair, at 6:40 p.m.

41

42 **Public Comments:** None.

43

Draft July 30, 2020 Meeting Minutes:

45

46 The members agreed that a revision is needed in the July 30, 2020 meeting minutes, to record Steve
47 Diglio's ex parte communication with an applicant. Jon Ignatowski will make the revision and re-post
48 the draft for the board's approval.

49

50 **Zoning Administrator's Report:**

51

52 There have been 36 zoning permits issued thus far this year, with 4 pending, and 19 zoning
53 certifications, with 1 pending.

54

55 Rob Ricketson requested clarification on the Charles Reiss permit, whether it is part of a subdivision;
56 Jon Ignatowski confirmed.

57

58 Rob Ricketson noted that the applicant Cara Mezitt is on Notch Road, not Stage Road (in the pending
59 applications list).

60

61 Jon Ignatowski presented an overview of Catherine Antley's boundary line adjustment application, and
62 the members discussed several previous applications she has submitted which were denied. Jon
63 Ignatowski is reviewing all documentation pertaining to the case, including land surveys previously
64 submitted by the applicant.

65

66 Steve Diglio noted that Richard Weston, whose permit was recently issued, has indicated he wants to
67 move the house site nearer to the pond. Rob Ricketson stated that this would require a new conditional
68 use application. Adam Miller suggested inviting the applicant to meet with the DRB members
69 informally to review the plan and determine whether it is feasible, before he submits a new application.

70

71 Adam Beaudry and Steve Diglio stated that they would like to review new applications as soon as
72 they're submitted to make sure they meet compliance requirements, before scheduling a public hearing.

73

74 Rob Ricketson asked whether it will be possible for the Town of Bolton to publish an online database of
75 approved permits. Jon Ignatowski stated that he will be posting digital copies of permits on the Town
76 website.

77

78 Adam Miller asked if the Zoning Administrator maintains a record of how many people inquire whether
79 a permit is needed for their project. Jon Ignatowski explained that he receives many inquiries but there is
80 no recording mechanism currently. Adam Miller noted that it would be useful for neighboring
81 landowners to know whether an inquiry had been made, and the date a determination was made by the
82 Zoning Administrator, for a project if no permit is required.

83

84 Steve Diglio thanked Jon Ignatowski for "coming up to speed" so quickly in his role as Zoning
85 Administrator and for updating the Town website.

86

87 **Discussion of Reynolds NOV:**

88

89 Jon Ignatowski described his September 8, 2020 site visit with Mr. Reynolds (Amy Grover, Town Clerk,
90 was present as a witness). He explained that the previous Notice of Violation will be dropped, and a new
91 Notice will be issued with an updated description of violations. He has drafted a settlement agreement,
92 which the Town attorney has reviewed and the Select Board will review soon.

93

94 The members discussed the current condition of the property and whether its original septic system
95 could be brought into compliance.

96

97 A question remains regarding the camper on the property, whether it is being used as a residence by the
98 two people who work on the property. Jon Ignatowski stated that they both maintain mailing addresses
99 elsewhere.

100

101 **Discussion of the Town of Bolton's land use regulations on steep slopes:**

102

103 Steve Diglio opened the discussion by asking the members to consider: What should the goals of steep
104 slopes regulation be? He suggested that steep slopes can be used for limited, responsible development,
105 with minimal disturbance and engineered driveway access.

106

107 Adam Miller and Adam Beaudry presented an overview of Adam Beaudry's draft proposal for updated
108 steep slopes regulation, including specifications for maximum distance of plot from an existing town
109 road, height of slope, and grade of slope.

110

111 Steve Diglio suggested specifying a minimum buffer space between the top of the slope and the nearest
112 structure, including a provision for slope stability analysis, and prohibiting removal of vegetation from
113 the slope.

114

115 Adam Miller described three aspects of potential steep slope regulation, ranked by severity of impact:
116 (1) defining waiver authority in cases of minor contact with a steep slope; (2) putting a driveway across
117 a steep slope to access level ground; (3) actually putting a structure on a steep slope.

118

119 John Devine remarked that it will be useful to quantify certain specifications, to provide clearer
120 guidance for the DRB's and Zoning Administrator's decisions. Steve Diglio and Adam Beaudry stated
121 that they will look at topographical maps to characterize and count locations that would be affected by a
122 change in regulations.

123

124 The members made a plan to collaborate on the details of the draft proposal, before presenting it to the
125 Planning Commission.

126

127 **Discussion of the Town of Bolton's land use regulations on trail systems:**

128

129 The members discussed the Town's current regulations regarding trail systems and their overlap with the
130 State's Act 250 requirements. Jon Ignatowski noted that trail systems are exempt from conditional use
131 review as long as they don't require construction of a parking area or other structures – but almost all
132 trail systems require parking.

133

134 Adam Miller commented that the regulation is applicable to commercial uses of trail systems, but not
135 trails built on private property for the owner's use. He said the Town has an interest in changed use,
136 such as facilities originally built for winter activities (skiing) being used in the summer for different
137 activities (biking) and whether this will have an impact on the land.

138

139 Adam Beaudry and Steve Diglio discussed parking issues at trailheads and the difficulty of predicting
140 future demand for space at parking areas. Steve Diglio stated that he is mostly concerned about new
141 infrastructure and specifying parameters for review, such as commercial use, length of trail system

142 (minimum length, above which a permit is required), trail management and control of water runoff. Rob
143 Ricketson noted that most trails today are being built by professionals.

144

145 Jon Ignatowski stated that the Planning Commission wants to codify trail regulations so current and
146 future Zoning Administrators can act consistently over time.

147

148 **Other Business:** None.

149

150 **Deliberative session:** None.

151

152 **Next scheduled DRB meeting:**

153 **Thursday, October 22, 2020, 6:30 p.m.** (Virtual/online meeting only, unless otherwise noticed in
154 posted agenda.)

155

156 **Adjourn:**

157 Adam Beaudry made a motion to adjourn the meeting. Rob Ricketson seconded. There was no further
158 discussion, and the motion passed (6-0) with all members voting in favor. **The meeting was adjourned**
159 **at 8:16 p.m.**

160

161 Respectfully submitted,

162 Connie Beliveau (DRB clerk), and

163 Jon Ignatowski, Planning & Zoning Administrator

164

165 ***These meeting minutes were reviewed and approved by the Development Review Board on 10.22.20***