

Town of Bolton  
Planning Commission Minutes  
June 8, 2021

Board Members Present: Evan DesLauriers (Chair), Kaelyn Modrak, Steve Barner, Adam Beaudry

Also present: Taylor Newton CCRPC staff, Jon Ignatowski, Bolton ZA

Acting Clerk: Amy Grover

- 1. The Planning Commission meeting was called to order by Evan DesLauriers at 6:02 p.m. with a quorum of four members present.**
- 2. Additions or Deletions to the Agenda.** Bolton Town Plan edits will replace the BLUDRs under 5. C.
- 3. Public Comment.** There was none.
- 4. Approval of Past Meeting Minutes.**  
Adam Beaudry made the motion to approve the minutes of May 11, 2021. Evan DesLauriers seconded. Motion carried (4-0).
- 5. General Business**
  - a. New Member(s)**
    - The PC is still one member short and recruitment by members is continuing.
  - b. Budget**
    - Amy Grover noted there was \$2,650 out of \$3,000 remaining in the Planning Commission budget, and that all FY 20-21 invoices needed to be submitted by June 15, 2021. Brief discussion on the CCRPC UPWP FY 21 and FY 22 and FY 21 \$2,500 contract. Taylor Newton to follow up FY 20-21 billing.
  - c. BLUDRS – Replaced by Town Plan edits per additions/deletions to the agenda.**
    - Taylor Newton noted:
      - Map 12 has been updated to reflect Resort Land Use Districts.
      - Page 24 amendment: Previously referred to the need for a Bolton Valley Resort master plan. That master plan is now completed, incorporated, and referenced.
      - Pages 52 & 53: Land use districts now encompasses three new districts, 2 are rebranded districts, one is new with the description from the Bolton Valley master plan. Language was added to Conservation and Forest Districts descriptions and include exceptions for the Bolton Valley Resort districts.
      - Appendix B: Bolton Valley Master Plan has been added.

- Jon Ignatowski noted that the Conservation District no longer follows elevation boundaries, will provide Taylor Newton with suggested language to address that, and will review the Village and Forest Districts.
- Brief group discussion on a residential property owner's concern that their residential property is now within the mixed used district, and if that would affect their assessed value. It was noted there will be opportunities to address this in the hearing process.
- Brief group discussion regarding the Wentworth & Thacher areas and that setbacks, minimum lot sizes etc., need to be amended to reflect the current circumstances, which would help alleviate referrals to the DRB.
- BLUDRs timeline/process:
  - Changes to be addressed in one large amendment.
  - Review changes at July, August, and perhaps September PC meetings.
  - Changes to be provided to the PC prior to July 4<sup>th</sup>.
  - No opposition to combine the BLUDRs into one document, rather than several individual documents.
  - Hearings to held separately from meetings and can be held simultaneously for the BLUDRs and the Town Plan (2 separate warnings, 2 separate hearings, one night).
  - Assess hearing date in August, choose by September.
  - Both the BLUDRs and The Town Plan will have associated reports, the Town Plan report will be extensive due to the change in land use districts. Taylor Newton will be drafting the reports concurrently.

**d. PZA Action Updates:**

- Relatively quiet with permit applications, likely due to the fact of increased building costs.
- Following up on existing DRB approvals.
- Extensive group discussion regarding shifting to a more proactive rather than reactive process with respect to zoning violations, and especially with respect to properties along streams and/or with environmental concerns. Discussion included:
  - Develop a ZA audit of properties every five years to address concerns and violations, and to reduce friction/fear of retaliation between neighbors "reporting," and anonymous reporting.
  - How to execute targeting areas more sensitive than other areas, i.e., lessons learned from Irene and the potential for large losses (erosion, buildings, bridges), including potential for loss of life.
  - Enforcement of regulations along streambanks is critical.
  - Lack of sufficient budgeted time for the ZA to fully address enforcement.

- Begin with the first step as a proactive educational outreach process (helping to make landowners aware of the regulations: mailings, mini seminars, website video?) that merges into enforcement as needed (warning/notice of violation), over a reasonable amount of time.
- Concern noted about lack of trust of landowners, that folks did not move to Bolton to be heavily regulated and putting the ZA in an awkward/tensioned position.
- Maintain a customer service mentality of assistance, with the ZA acting as a resource.
- Allow the responsibility of enforcement to rest on the shoulders of the town, not the neighbors.
- Potential for the summer intern to develop an educational mailer, and/or to use educational material from the Friends of the Winooski River.
- Continue discussion and add to July agenda.

**6. Other Business**

- a. Next PC Meeting July 13, 2021. BBQ being planned to be held outside at the Town Office, COVID conditions permitting. Brief discussion regarding the timing of the lifting of the Governor’s emergency order and ability return to in-person meetings. Noted: the Select Board has not yet authorized a return to in-person meetings.
- b. Identify next agenda: Revisit proactive enforcement process (educational mailing, river corridor education), BLUDRs, Town Plan, budget, new members.
- c. Other Communications: None.

**7. Adjournment**

Steve Barner made the motion to adjourn, Evan DesLauriers seconded. Motion passed (4-0). Meeting was adjourned at 7:31 p.m.

Attest: Amy Grover, Acting Clerk

These minutes were approved by a quorum of the Planning Commission on: