



TOWN OF BOLTON
3045 Theodore Roosevelt Highway
Bolton, VT 05676

Bolton Development Review Board
Approved Meeting Minutes
August 5, 2021
Hybrid Meeting

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Present:

Members: Steve Diglio, Adam Beaudry, John Devine, Rob Ricketson & Spencer Nowak (DRB alternate) Remote – Adam Miller

Staff: Remote –Jonathan Ignatowski (Planning and Zoning Administrator and DRB Clerk)

Public: Amy Grover, Charmaine Godin, Lynda DesLauriers, Andrew Pond, Henry Corse, Richard Blais, Kevin Ruelle, Larry Stevens, Tyler Thompson, Neidi Suurso

Remote – Andrew Stevens, Tricia Stevens

Posted Agenda:

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

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

(Continued from 2.25.21) Application 2021-08-DRB; Conditional Use Review Applicant & Owner: Richard J. Weston. Request Conditional Use approval to build 1,844 sq. ft. single family dwelling at 1811 Happy Hollow Rd. The property is located in the Forest Zoning District. (Tax Map # 12-4101901).

Application 2021-33-DRB: Applicant: Lynda DesLauriers, Property Owner: Same – Seeking conditional use approval to build a 20' x 24' garage / addition to existing dwelling on 26 Wentworth Rd. The property is located in the Resort Residential District. (Tax Map # 4-9000026).

Application 2021-34-DRB: Applicant: Larry Stevens, Property Owner: Same – Seeking site plan approval to build a 24' x 24' camp on 0 Mill Brook Rd. The camp will be located in the Rural II District. (Tax Map #2-0060600).

Application 2021-36-DRB: Applicant: Richard Blais, Property Owner: Same – Appealing Zoning Administrator's denial of application #2021-31-ZP to build a 14' x 25' addition to an existing dwelling on 493 Sharkeyville Rd. Applicant is requesting a setback waiver from side and front property boundaries. The property is located in the Rural II District. (Tax Map #14-4160493).

8:00 PM **Meeting Minutes:** review & approve draft minutes from 6.25.21

8:05 PM **Zoning Administrator's Report**

8:15 PM **Other business**

8:30 PM **Adjourn**

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42 **Call to Order:** With a quorum of 5 members present, the meeting was called to order by Adam
43 Beaudry, DRB Vice-Chair, at 6:32 p.m., and roll call was taken.

44
45 **Public Hearing:** Adam Beaudry opened the hearing at 6:40 PM.

46
47 **(Continued from 5.27.21) Application 2021-08-DRB; Conditional Use Review** Applicant & Owner:
48 Richard J. Weston. Request Conditional Use approval to build 1,844 sq. ft. single family dwelling at
49 1811 Happy Hollow Rd. The property is located in the Forest Zoning District. (Tax Map # 12-4101901).

50
51 Applicant had requested a postponement. Adam Beaudry made a motion to continue the hearing to the
52 September 9, 2021 DRB meeting. John Devine seconded. The motion passed (5-0) with all members
53 voting in favor.

54
55 **Application 2021-33-DRB:** Applicant: Lynda DesLauriers, Property Owner: Same – Seeking
56 conditional use approval to build a 20' x 24' garage / addition to existing dwelling on 26 Wentworth Rd.
57 The property is located in the Resort Residential District. (Tax Map # 4-9000026).

58
59 Steve Diglio reported ex-parte communications and conflicts of interest since he was an engineer for the
60 project and recused himself from the hearing for Application 2021-33-DRB.

61
62 Members reviewed and entered the following exhibits into the record:

63
64 **Applications to the Development Review Board**
65 **Stormwater and Erosion Management Plan**
66 **Building Elevations**
67 **Aerial Imagery**
68 **Lighting Plan**

69
70 The Applicant gave a brief introduction to the project, and invited Steve Diglio, one of her engineers, to
71 present on the project.

72
73 Steve Diglio gave a presentation on the project. Steve mentioned that the steep slopes that exist on the
74 property are manmade steep slopes made of fill rather than natural steep slopes.

75 The Board inquired about the history of the existing driveway on the property that services Ralph
76 DesLauriers' property. The Board asked about the width of the driveway easement, and the Applicant
77 confirmed that the width matches that in the site plan.

78 Steve Diglio mentioned that the site plan was altered slightly – the garage was shifted to the south-west
79 by four feet, but it did not affect how the project would be reviewed. Steve Diglio then discussed the
80 elevations and described the proposed design.

81 Steve Diglio confirmed that the existing single-family home is nonconforming due to setback
82 encroachments, but the proposed garage met all district requirements. The level of nonconformity was
83 not increasing.

84 The Board proceeded to review all review criteria.

85 Steve Diglio affirmed that existing vegetation would provide adequate screening for the project.

86 The Board inquired if the garage project would impact the use of the driveway and encouraged the
87 applicant to consider the future of the easement. The Applicant stated that there is no easement, the
88 driveway was the product of a divorce settlement.

89 There were no comments from the public.

90 Rob Ricketson made a motion to close. John Devine seconded. The motion passed (5-0) with all
91 members voting in favor.

92

93 **Application 2021-34-DRB:** Applicant: Larry Stevens, Property Owner: Same – Seeking site plan
94 approval to build a 24' x 24' camp on 0 Mill Brook Rd. The camp will be located in the Rural II District.
95 (Tax Map #2-0060600).

96 No ex-parte communications or conflicts of interest were reported by board members. Steve Diglio
97 rejoined the Board and alternate Spencer Nowak became a non-voting member.

98

99 Members reviewed and entered the following exhibits into the record:

100

101 **Applications to the Development Review Board**

102

102 **46-H Stevens 3 Lot Subdivision Survey**

103

103 **Building Elevations**

104

104 **Driveway Movie**

105

105 **Site Photo 1**

106

106 **Site Photo 2**

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107 **Stevens Aerial Imagery**

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108 **Stevens DRB Coversheet**

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109 **Stevens Site Plan**

110

111 The Applicant discussed the motivation for the project. The Applicant wanted to move the camp to a
112 different lot. The existing camp was established in 1984, the new camp would be 24' x 24'.

113 The Board reviewed a video of the Applicant driving down the driveway to the proposed camp location.

114 The Board reviewed all review criteria.

115 The Board asked if vegetation surrounded the camp location to obscure the camp from view from
116 neighboring properties. It was established that the camp would only be visible from the neighbor's
117 property across the ravine.

118 The Zoning Administrator confirmed that the driveway was ~ 450 feet. The Board inquired about
119 emergency vehicle pull offs.

120 The Board determined that there is no difference between a driveway to a camp versus a driveway to a
121 home, thus B-71 would be in effect.

122 Kevin Ruelle asked what would happen if the camp were to be converted into a single-family residence.

123 The Board established that the camp would be established on an entirely different property and would be
124 a different structure.

125 The Board deliberated what would happen if the Applicant wanted to convert the camp into a single-
126 family dwelling. The Board felt that it would be important to impose conditions to ensure the Board
127 would review the conversion of the camp to a single-family dwelling.

128 The Board asked when the Applicant improved the road. The Applicant confirmed that the driveway
129 was an existing logging road that had recently been improved.

130 The Board asked the Zoning Administrator if there were wetlands located on the property, and he
131 confirmed that there wasn't.

132 The Board asked the Zoning Administrator how he would go about reviewing a project with a 450'
133 driveway. He replied by stating that a permit would be issued and a CO would provide a review /
134 enforcement mechanism.

135 Kevin Ruelle expressed his concerns about the position of the camp in relation to a nearby ravine, and
136 how existing slopes may impact a future septic and water source protection. The Board confirmed that a
137 wastewater system would require setbacks from steep slopes. The Board also informed the applicant that
138 the camp may need a state wastewater permit for a composting toilet.

139 The Board discussed the definition of a primitive camp in relation to state and local regulations.

140 The Board discussed the difference between the site plan needed for a zoning permit and a site plan
141 needed for site plan review.

142 Kevin Ruelle informed the board that a property boundary was in dispute and not completely defined.
143 The Board then reviewed the distance of the cabin from the property boundaries.

144 The Board discussed how the zoning regulations currently treat camps differently from other residences,
145 and how the zoning regs could be improved in the future to provide more clarity.

146 The Board asked the Applicant if he wanted to move forward with a camp, or to keep the application
147 open for a single-family dwelling. The Applicant stated that he wanted to move forward with the
148 cheapest and easiest option. The Board replied that the path forward would be consulting the State.

149 The Zoning Administrator asked how often the applicant would use the cabin, since the state sets a
150 threshold of use.

151 Rob Ricketson made a motion to keep the hearing open. John Devine seconded. The motion passed (5-0)
152 with all members voting in favor.

153

154 **Application 2021-36-DRB:** Applicant: Richard Blais, Property Owner: Same – Appealing Zoning
155 Administrator’s denial of application #2021-31-ZP to build a 14’ x 25’ addition to an existing dwelling
156 on 493 Sharkeyville Rd. Applicant is requesting a setback waiver from side and front property
157 boundaries. The property is located in the Rural II District. (Tax Map #14-4160493).

158 No ex-parte communications or conflicts of interest were reported by board members.

159
160 Members reviewed and entered the following exhibits into the record:

- 161
- 162 **Appeals Application**
- 163 **Blais Aerial Imagery**
- 164 **Blais Original Site Plan**
- 165 **Blais Site Plan**
- 166 **DRB Cover Sheet**
- 167 **Waiver Request**
- 168

169 The Applicant discussed his project and the nature of his lot. The Applicant wishes to construct an
170 addition to increase the size of his living room.

171 The Applicant stated that the Zoning Administrator informed him that the structure could not be built
172 over the septic tank. The Board inquired about the State regulations regarding setbacks to septic tanks.
173 Jon provided a copy of an email from wastewater specialist Alison Lowry clarifying state wastewater
174 rules.

175 The Board review site plans of the property and current images of the structure.

176 Adam Beaudry made a motion to close. John Devine seconded. The motion passed (5-0) with all
177 members voting in favor.

178
179 **Meeting Minutes:** The meeting minutes from 6.24.21 were reviewed. John Devine made a motion to
180 approved the minutes, Steve Diglio seconded. The motion passed 5-0 with all members voting in favor.

181 **Public Comments:** Charmaine Godin discussed her development ambitions for 14 Hummingbird Lane.
182 In the month prior, it was determined that the approval for her 3-lot subdivision, granted in 2010, had
183 expired (a final plat was never submitted). Charmaine discussed her interest in building a four-unit
184 multi-family dwelling, which is permitted in the zoning district that her property is in. The DRB did not
185 find any immediate issues with the plan, and encouraged Charmaine to work with the State ANR for
186 wastewater permitting and Bolton’s Zoning Administrator for permitting.

187
188 **Zoning Administrator’s Report:** Jon I. provided information about recent zoning permits issued and
189 those in the pipeline.

190
191 **Other Business:** Jon I. asked how the Board felt about camps requiring site plan review. The Board
192 expressed that it was odd that camps required a higher level of review than single family dwellings, and
193 felt that it would be prudent for the Planning Commission to amend the BLUDRs to create certain
194 thresholds in which camps and single family dwellings would need site plan review. It was also
195 suggested that conditional review may be more appropriate for camps in the Rural II district. The Board

196 observed that it is not uncommon for camps to be converted into single family residences, and as such, it
197 is important to ensure that a camp meets all of the same standards as a residence.

198

199 Jon I. informed the Board that Act 250 required Bolton Valley Resort to install EV chargers in the
200 Timberline Parking lot as part of their permit. The DRB did not feel that this would require an
201 amendment to the original DRB approval for the project, or a new zoning permit, since the BLUDRs do
202 not include EV chargers. The Board felt that if the EV charger meets setback requirements, it did not
203 need municipal review.

204

205 Jon I. informed the board of a potential parking lot project on the Eastcote property off US2. The
206 parking lot would be in a FHO and serve existing recreational uses on the property. The Board felt that
207 this would be a good project for a property in a the FHO.

208

209 **Deliberative Session:** Steve D. made a motion to enter deliberative session, Adam B. seconded. The
210 motion passed (5-0) at 9:00 p.m. Steve D. recused himself from discussion about application 2021-33-
211 DRB.

212

213 Adam B. made the motion to exit deliberative session. Adam M. seconded. No decisions were made
214 during the deliberative session. There was no further discussion and the motion passed (5-0) at 9:20 p.m.

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216 **Next scheduled DRB meeting:** Thursday, September 9, 2021, 6:30 p.m., at the Bolton Town Office.

217

218 **Adjourn:** Adam B. made a motion to adjourn the meeting. John D. seconded. There was no further
219 discussion, and the motion passed (5-0) with all members voting in favor. The meeting was adjourned at
220 9:30p.m.

221

222 *Respectfully submitted,*

223

224 Jon Ignatowski, Planning & Zoning Administrator

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