

Town of Bolton
3045 Theodore Roosevelt Highway
Bolton VT 05676
802-434-5075

**Planning Commission and Development Review Board
Joint Meeting Minutes**

December 12, 2007

Planning Commission members present: Linda Baker, Chair, Jim Bralich, Steve Barner

Planning Commission members absent: Rodney Pingree, Jen Andrews

Development Review Board members present: Sharon Murray, Chair, Jerry Chabot,
Margot Pender

Development Review Board members absent: Michael Rainville, Michael Hauser

Clerk: Amy Grover

Agenda

1. Review possible amendments to the Bolton Land Use and Development Regulations
 2. Election of a DRB Secretary
 3. DRB Minutes ~ October 2007 meeting
 4. Other communications/mail
 5. Any other business
 6. Adjournment
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Call to Order

Linda Baker, Chair, called the meeting to order at 6:40 p.m.

Agenda Item #1 ~ Town Plan Draft Ongoing Final Review

The group reviewed the list of potential changes/updates to the BLUDR's drafted by Sharon Murray. The list is as follows, and discussion, in underlined italics, included;

Article I. Authority & Purpose

- Table 1.1 – delete reference to municipal septic permits. *State authority, delete or reference it as state authority.*

Article II. Zoning Districts

- Update flood hazard district references. *Keep current with state, not a substantive change.*

Zoning District Tables

- **Table 2.1 Village District** – add “Equipment Services & Repair” as a conditional use, others? Add basic village design standards (e.g., minimum height requirements?) “Equipment Services and Repair”, i.e. Sykes business. Take under discussion.
- **Table 2.2 Resort Village** – revise definition of “Alpine Ski Facility” to all for use of trails for mountain biking, etc.? Noted that exemption does not apply because of the steep slopes – review and take under discussion; address in definition and in steep slopes, page. 39. Noted that development means roads/driveways ~ any site disturbance, not just structures.
- **Table 2.3 Resort Residential** – decrease side/rear setback distances to 15 feet? For residential only? Determine what the preexisting standards are, i.e. what setbacks do garages have now? Possibility of the Bolton ZA to compile information. Then review.
- **Table 2.4 Rural Residential** – decrease setback requirements for residential uses? Again, determine what the preexisting standards are, i.e. what setback do garages have now? Possibility of the Bolton ZA to compile information. Then review.
- **Table 2.8 Flood Hazard** – update flood hazard district references/requirements. Update using state language
- Add Ag Overlay district? West Bolton Village District? Major changes, issues that received much discussion previously, general consensus a no to adding these two new districts.

Article III. General Regulations

- **Section 3.8 Nonconforming Structures** – expand waiver to include conforming structures on nonconforming lots? Clarify waiver setback requirements – e.g., up to ½ required setback distance (v. 50% existing)? Take under discussion.
- **Section 3.17 Surface Waters & Wetlands** – update to incorporate new state model provisions where appropriate, clarify measurements from top of slope v. top of bank, etc. – discuss options for public outreach/education... Use definitions from the state model, noted a confusing issue. Discussion of buffer zone violations occurring in Bolton, and community outreach to provide that information to the community, i.e. article in the Bolton Gazette.
- **Section 3.18 Water Supply & Wastewater Systems** – update per new EPRs, state rules/jurisdiction? Update with new state information/rules.

Article IV. Specific Use Standards

- **Section 4.2 Accessory Dwellings** - allow larger accessory dwellings as a conditional use? Adhere to the state limit of 30% or allow larger? Take under discussion
- **Section 4.3 Adaptive Reuse of Historic Structures** – apply only to nonresidential structures? Discussion consensus; no, would serve to exclude structures such as the Preston property.
- **Section 4.19 Telecommunications Facilities** – update per changes to 117. Update with state information/language.

Article V. Development Review

- **Section 5.4 Conditional Use Review** – update (B) to include requirement for application 30 days prior to regular meeting of the DRB (consistent with site plan review)
- **Section 5.5 Flood Hazard Area Review** – update referrals, review standards per new state model Update both sections with state information/language

Article VI. Subdivision Review Procedures

- **Section 6.3 Sketch Plan Review** – change submission from 10 to 15 days prior to DRB meeting? *Consensus; yes.*
- **Sections 6.4, 6.5 Preliminary, Final Subdivision Review** – add state application referral requirements. *Update with state information/language.*
- **Section 6.6 Plat Recording** – update endorsement language; allow for 90-day administrative extension? *Consensus; yes, update with state information/language.*

Article VII. Subdivision Standards

- Waive district frontage requirements for minor subdivisions (3 or fewer lots) of pre-existing parcels.
- Waive district minimum lot size requirement for subdivisions of land to be conserved (e.g., GMC parcel) *Take both potential waivers under discussion. DRB members noted that the frontage requirements had come up 3 times with subdivision applications.*

Article VIII. Planned Development

- **Section 8.5(C) Density Calculations** – consider additional density bonus incentives? *Incentives such as affordable housing and/or trail easements.*

Article IX. Administration & Enforcement

- **Section 9.1 Permits & Approvals** – revise wastewater disposal language
- **Section 9.2 Exemptions** – require review for accessory structures in flood hazard district, update re transmission facilities, antennae less than 12' in height (new statutory exemptions)
- **Section 9.3 Zoning Permit** – update state agency referral requirements to include VTrans
- **Section 9.6 Variances** – update subsection re flood hazard area variances as needed.
- **Section 9.8 Administrative Requirements** – update hearing notice requirements, revise (D)(3) regarding requirements of applicant for notifying adjoining landowners to reflect current practice.

Consensus; yes, update with state information/language

Article X. Definitions

- **Accessory Structure** – delete “and not operated for gain” (e.g., in relation to home businesses...)?
- **Affordable Housing** – correction re rental income – “60%” should be “80%”
- **Update/Add Definitions for:**
 - Flood Hazard Regulation (per state model)
 - Interested Person
 - Undue Adverse Effect (Impact)

Consensus; yes, update with state information/language

2007 Bolton Town Plan

- Basic design standards (e.g., village, scenic areas?)
- Incentives/density bonuses?
- Other?

Agenda Item #2 – Election of DRB Secretary

Tabled until the next regular DRB meeting

Agenda Item #3 – DRB Minutes October 2007 Meeting

Tabled until the next regular DRB meeting

Agenda Item #4 - Other communications/mail

There was none.

Agenda Item #5 ~ Any other business

The next meeting of the PC is TBA, possibly in January 2008, schedules permitting. Sharon Murray noted that the town will receive a grant for mapping the fluvial erosion zone along Joiner Brook. Sharon noted that once the field work is completed, the PC will be provided with the information/report. Sharon also noted the need for a grant co-coordinator.

Agenda Item #9 – Adjournment

The meeting was adjourned at 8:45 p.m.

Amy Grover
Clerk, Planning Commission

These minutes are unofficial until accepted.

These minutes were read and accepted by the Planning Commission on

_____, 2008

Linda Baker, Chair