



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

Planning Commission Meeting Minutes

November 10, 2009
6 – 8 p.m.
Bolton Town Office

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

Planning Commission members absent: None

Also present: Sharon Murray

Clerk: Amy Grover

Agenda

1. Public Comment
2. Review ~ Preliminary Digital Flood Insurance Rate Maps (Preliminary DFIRMs) and Flood Hazard Area Bylaws
3. Review of potential amendments to the Bolton Land Use and Development Regulations (as time allows)
4. Minutes ~ October 10, 2009
5. Other communications/mail
6. Any other business
7. Adjournment

Call to Order

Linda Baker, Chair, called the meeting to order at 6:17 p.m.

Agenda Item #1 ~ Public Comment

Linda Baker opened the floor to general public comment. There was none.

Agenda Item #2 ~ Review ~ Preliminary Digital Flood Insurance Rate Maps (Preliminary DFIRMs) and Flood Hazard Area Bylaws

Sharon Murray provided information to the group regarding the DFIRMs and required bylaw updates:

- The deadlines (December 2009 for draft regulations, March 2010 adoption) are not changing; however requirements may change after the December date.
Consensus to keep moving forward in the process in order for Bolton to retain the

qualifications needed for participation in the NFIP and/or federal/state emergency funding.

- The state issued “Model #5” in October – basic requirements, but the state is still adding additional criteria in their effort to encourage towns to adopt more rigorous requirements and elevate the standards.
- All of the state models are still more applicable to separate Flood Hazard Regulations, rather than unified regulations.
- Ned Swanberg, State of VT Flood Plain Management, reviewed our current regulations; checklist provided to the town. It was noted that the town is more in compliance than the state models might suggest that the town is.
- The draft regulations provided to the PC still need definition and administrative sections.

The group reviewed the “Proposed Flood Hazard Area Bylaw Amendments” drafted by Sharon Murray. Discussion included and/or it was noted that:

- The majority of the amendments are clarifications, new requirements, and updates.
- Amendments to Flood Hazard Overlay District regulations are reviewed by the state.
- Definition of development: the federal and 117 definitions are not quite the same; noted.
- Clarification of the definitions of development and prohibited development.
- Clarification of required permits is addressed in Table 1.1.
- References to flood maps are updated.
- Within “Special Flood Hazard Areas” (SFHA) it is now the applicant’s responsibility to develop any necessary base flood elevations and floodway information.
- Uncertainty of a SFHA requires a Letter of Map Amendment (LOMA) issued by FEMA.
- Critical facilities: i.e. fire stations, town garages.
- Development standards ~ clarification of substantial improvement and need for additional forms/worksheets for applicants.
- Noted: change to draft by group; the lowest floor – shall only be “above the base flood elevation,” not elevated at least one foot above.
- Small accessory buildings of 500 square feet ~ size is a state recommendation, i.e. approximately the size of a two car garage.
- An option in the state’s minimum standards; watertight below two feet above the base flood elevation – Sharon to check on this being a federal requirement.

Agenda Item #3 ~ Review of potential amendments to the Bolton Land Use and Development Regulations

Tabled until completion of state/FEMA required Flood Hazard Area bylaw updates.

Agenda Item #4 – Minutes October 5, 2009 Meeting

Steve Barner made a motion to accept the minutes of October 5, 2009. Jim Bralich seconded the motion. All were in favor, motion carried.

Agenda Item #5 - Other communications/mail

- Notification from Town Clerk Deb Lariviere of 2010-2011 budget requests and the deadline of 1/1/2010 for the annual PC report for the town report. The group discussed upcoming/anticipated needs for amendments to the zoning regulations and will request an additional 2K for consultant support.
- Notification from CCRPC of the 2011 Chittenden County Regional Plan process, request to identify initial needed changes by 12/23/09, and accompanying current copy of the regional plan.
- Notification from CCMPO of their annual meeting on 11/18/09.
- Notification from the Lake Champlain Basin Program of the release of grant RFP's for 2009.
- Notification from the town of Huntington of their proposed Flood Overlay District.
- Notification from Trudell Consulting Engineers of an ACT 250 Administrative Amendment for the Kokell subdivision in Bolton.
- Notification from Sharon Murray of Municipal Education Grant applications available until 5/1/2010.
- Notification from CCTA of the update to their Transit Development Plan.
- Notification from the town of Richmond of updates/changes to their zoning regulations.
- Notification from VLCT of an upcoming workshop on PUDs on 12/10/09.
- Notification from the town of Underhill of proposed changes to their Town Plan.
- Notification from FEMA of digital availability of the DFIRMs and accompanying CD.

Agenda Item #6 ~ Any other business

- One open seat remains on the PC. There had been two inquiries from residents, but no letters of interest submitted or further communication. Vacancy notice will continue to be posted on the town website and in the Bolton Gazette until the seat is filled.

The next meeting of the PC will be held December 2009, date TBA, 6 – 8 p.m. at the Town Office.

Agenda Item #7 – Adjournment

The meeting was adjourned at 8:00 p.m.

Amy Grover
Clerk, Planning Commission

These minutes are unofficial until accepted.

These minutes were read and accepted by the Planning Commission on:

December 7, 2009

A handwritten signature in cursive script that reads "Linda Baker". The signature is written in black ink and is positioned above a horizontal line.

Linda Baker, Chair