



Town of Bolton
3045 Theodore Roosevelt Highway
Bolton, VT 05676

Bolton Development Review Board
Meeting Minutes
March 23, 2017
Bolton Town Office

DRB Members Present: Steve Diglio (Chair), Sharon Murray, Adam Miller (Alternate)

DRB Members Absent: Charmaine Godin, Michael Rainville, John Devine, Rob Ricketson (Alternate)

Staff Present: Sarah McShane, DRB Assistant/Zoning Administrator

Others Present: Benjamin Spound, Krysta Harris, Gunner McCain, Kim Kilpeck, Kevin Youngman, Chuck and Kimberly Schmidt

Posted Agenda:

1. Public Comment
2. Warned Public Hearings: Notice –Participation in the hearing process is required in order to appeal a decision of the Development Review Board.

Application 2017-08-DRB: Applicant- Krysta Harris & Benjamin Spound/Property Owner- Doug Nedde – Request conditional use approval to construct an accessory structure at the Lotus Lodge. The property is located in Resort Residential Zoning District at 4010 Bolton Valley Access Road (Tax Map # 4-3004010).

Application 2017-10-DRB: Informal review of access improvements: Application of Kevin Youngman (Applicant) on behalf of property owners James & Kim Kilpeck. The Applicant is requesting informal review of proposed access improvements prior to developing a formal application for a 3-lot subdivision of parcel #0010895 (Map 8). The property is located on Duxbury Road in the Rural I & Rural II Districts.

Continued from February 23, 2017-Application 2017-02-DRB: Applicant- Vermont Building Resources, LLC/Property Owner- West Bolton Golf Club, Inc. – Request Preliminary Subdivision approval for a 9-lot Planned Unit Development (PUD). The property is located in Rural I Zoning District on the corner of Nashville and Stage Roads (Tax Map # 1-0035425).

3. 2017 Organizational Meeting
 - o Confirm DRB membership (appointments, vacancies)
 - o Elect Officers (Chair, Vice Chair, Secretary)
 - o Review DRB Rules of Procedure and Ethics
 - o DRB projects, coordination with Planning Commission (forms, bylaw updates)
 - o Set regular meeting date, schedule.
4. Zoning Administrator's Report
5. Meeting Minutes 2/23/2017
6. Other Business
7. Meeting Adjournment
8. Deliberative Session

1. Call to Order Mr. Diglio, Chair, called the meeting to order at 6:35PM with a quorum present.

2. Public Comment & Adjustments to the Agenda - No public comments.

3. Public Hearing: Application 2017-08-DRB: Applicant- Krysta Harris & Benjamin Spound/Property Owner- Doug Nedde – Request conditional use approval to construct an accessory structure at the Lotus Lodge. The property is located in Resort Residential Zoning District at 4010 Bolton Valley Access Road (Tax Map # 4-3004010).

1 Mr. Diglio opened the public hearing and provided an overview of the application. No ex parte
2 communications or conflicts of interest were reported. He stated that the applicants are requesting
3 approval to construct an accessory structure (geodesic dome) at the Lotus Lodge.
4

5 Mr. Spound provided an overview of the request. He stated that the Lotus Lodge is transitioning
6 from a traditional ski inn into a community retreat center for special events. He stated that they are
7 proposing to construct the geodesic dome for added space to host community events and
8 workshops (yoga, massage, retreats, etc.). He noted that they currently clear the common space in
9 the Lodge for special events and the dome will allow them to have additional free space for these
10 events.
11

12 Mr. Spound stated that the dome comes in a kit and will be constructed of sustainable wood. The
13 maximum height of the dome will be 18' 9". He stated that they were originally proposing the dome
14 to be located in the southern portion of the parking lot, however have chosen to move it closer to
15 the main building. He reported that they have applied for a state building permit and that the state
16 is requiring the dome to be constructed a minimum of 20' from the main building. He also noted
17 that the dome will be insulated for year round use.
18

19 Ms. Murray inquired about the existing parking area. Mr. Spound stated that the existing parking
20 area can accommodate a minimum of 40 parking spaces. Mr. Diglio inquired about the maximum
21 occupancy of the dome. Mr. Spound estimated between 34 or 35 individuals. Ms. Murray stated
22 that vehicles are not allowed to park in the travel way. The Applicants reported that they have not
23 had any parking issues with past special events. They noted that in the past they have used the
24 resort parking area for overflow parking and that many of the Lodge's main events are held in the
25 summer months when the resort parking is readily available. Mr. Spound noted that they are not
26 expecting an increase in traffic generated by the construction of dome.
27

28 Members discussed the potential increase in traffic and the regulatory requirements. Members
29 noted that the regulations require one parking space per lodging room and public assembly spaces
30 require one parking space per 250 sf of floor area. Board members calculated the total parking
31 needs at the Lotus Lodge. The Applicant stated that the restaurants contains 12 seats which
32 requires three parking spaces; the Lodge contains 15 guest rooms which requires 15 parking spaces
33 plus five for employees; and the geodesic dome will require four parking spaces. Mr. Diglio
34 estimated the total required parking spaces to be 27. Members discussed the estimated vehicle trip
35 ends and felt confident that the dome itself will not increase traffic.
36

37 Mr. Spound again stated that he has applied for the state building code and electrical permit for
38 public buildings. He noted that there will be no need for additional wastewater capacity. Board
39 members noted that the dome will not impact existing or planned community services or facilities.
40

41 Ms. Murray asked if they are proposing any landscaping. Mr. Spound noted that the parcel contains
42 existing grassy areas and they will plant flowers around the dome. Otherwise they are not
43 proposing any landscaping. He explained that he hopes the dome will be more attractive than the
44 existing shed on the property.
45

46 An abutter, Chuck Schmidt, stated that he was happy that the dome will not be located in the
47 parking lot. He suggested that the Applicants have a plan to use the resort for overflow parking.
48 Members discussed possibly requiring a parking agreement with the resort for overflow parking.

1 Mr. Spound explained that for many of the larger events held at the Lotus Lodge, attendees will be
2 staying over at the Lodge. He stated that they are mindful of the available parking and will not
3 exceed their parking capacity. Mr. Diglio asked the Applicants if they could get a letter of
4 understanding from the resort that they can use the resort parking area for overflow parking. Mr.
5 Diglio and Board members discussed possibly requiring a letter of agreement to use the resort for
6 overflow parking if they hold an event that exceeds the property's parking capacity. Mr. Diglio
7 noted that a condition of approval will be to maintain fire lane.

8
9 An abutter Kimberly Schmidt, noted her concerns with people parking at the Lodge and walking
10 through their property to get to the resort. Members discussed the parking capacity and the
11 possibility of exceeding the parking lot capacity. The Applicants stated that they have an informal
12 agreement with the resort to use the parking area for overflow parking.

13
14 Ms. Harris stated that they typically have a good estimate regarding how many people will attend
15 their special events. Ms. Murray asked if they will have outdoor events. Mr. Spound reported that
16 the dome will primarily be used for indoor workshops and classes, etc.

17
18 Ms. Murray noted that a possible condition of approval will be that the dome cannot be used for
19 overnight occupancy.

20
21 Members discussed the special events section of the regulations. Members compared the Lotus
22 Lodge and with the Ponds. Ms. Harris stated that most of their events are classes regarding yoga
23 and massage. Ms. Murray stated that she felt that the Lotus Lodge should be classified as both a
24 lodge and events facility. Ms. Harris stated that they are a retreat based center and most guests of
25 the Lodge are coming to attend a special event.

26
27 Ms. Schmidt, property abutter, asked if the Board if she could request for a row of cedar trees or
28 other type of vegetative screening be planted between the two properties. Ms. Murray noted that
29 landscaping is part of the Board's review. The Applicants agreed that additional landscaping would
30 be appropriate.

31
32 Ms. Murray moved to close the hearing, Mr. Miller seconded. The motion carried unanimously, 3-0.
33 The Board will issue a written decision within 45 days. The hearing concluded at 7:15 PM.

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35 **4. Informal Review: Application 2017-10-DRB: Informal review of access improvements:**
36 **Application of Kevin Youngman (Applicant) on behalf of property owners James & Kim**
37 **Kilpeck. The Applicant is requesting informal review of proposed access improvements**
38 **prior to developing a formal application for a 3-lot subdivision of parcel #0010895 (Map**
39 **8). The property is located on Duxbury Road in the Rural I & Rural II Districts.**

40
41 Mr. Diglio opened the public meeting and provided an overview of the application. No ex parte
42 communications or conflicts of interest were reported. He stated that the applicants are requesting
43 informal feedback regarding proposed access improvements on steep slopes.

44
45 Gunner McCain of McCain Consulting presented the application. He stated that the Applicants
46 appeared before the Board a few months ago and they would like to discuss the proposed access
47 improvements prior to developing a formal application.

1 Mr. McCain stated that the Road Foreman, Eric Andrews, had provided a letter to the Applicants
2 indicating that he was in favor of the improvements. Ms. Murray asked if the Fire Chief had
3 reviewed the plans. Mr. McCain stated that the Fire Chief has not reviewed the proposal.

4
5 Members reviewed the provided driveway improvement plans. Mr. McCain explained that the
6 driveway is designed to be approximately 14% grade. He reported that the soils are well drained,
7 but well drained soils often lead to more erosion. He stated that some stone rip-rap might be
8 needed to stabilize some areas. Members discussed the proposed earthwork and noted the
9 location of the town right-of-way.

10
11 Mr. McCain noted that it is the intent for the improved access to serve two new lots and the existing
12 dwelling and lot.

13
14 Members discussed the impacts to steep slopes. Mr. McCain noted that in order to improve the
15 existing access they have to impact steep slopes. He reported that improving the access is in the
16 interest to the town and the Applicants. Ms. Murray stated that the Board understands that they
17 are trying to improve an existing nonconforming driveway.

18
19 Mr. Diglio stated that the Fire Chief should review the plans. Ms. Murray noted that the Select
20 Board would also need to be involved regarding the improvements within the town right-of-way.
21 Mr. McCain reported that there are new standards that will require a culvert every 60' and he will
22 incorporate these standards even though they are not currently required.

23
24 Members discussed the stability of the slopes. Mr. McCain stated that some of the side slope might
25 need to be rip-rapped or possibly need a retaining wall, but they won't know until they start work.
26 Mr. Youngman stated that they hope to find ledge, but it is unknown until they start. Mr. McCain
27 noted that they are proposing a stacked rock retaining wall approximately 8' in height on the lower
28 portion of the driveway.

29
30 Mr. Kilpeck stated that the existing property owner was happy to hear about the proposed access
31 improvements.

32
33 Mr. Diglio stated that the ditch will need to be rock-lined with Type 2 stone (possibly). Ms. Murray
34 noted her concerns with erosion and protecting the town right-of-way. Members reviewed the
35 details, particularly the improvements proposed around the curb cut.

36
37 Members were generally fine with the proposed improvements, making note that it is an existing
38 nonconforming driveway. Mr. McCain noted that the retaining wall is not within the town right-of-
39 way. Ms. Murray stated that additional information regarding erosion control should be provided in
40 subsequent applications. She noted that the Fire Chief and Select Board should also review the
41 proposals.

42
43 Mr. Youngman stated that there will be a shared maintenance agreement for the two newly created
44 lots. Ms. Murray noted that the application should include a draft shared maintenance agreement.

45
46 Mr. Diglio stated that he was in favor of the improvements but suggested for the Select Board and
47 the Fire Chief to review the proposal before moving forward. The discussion ended at 7:50 PM.

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2 **5. Public Hearing: Application 2017-02-DRB: Applicant- Vermont Building Resources,**
3 **LLC/Property Owner- West Bolton Golf Club, Inc. – Request Preliminary Subdivision**
4 **approval for a 9-lot Planned Unit Development (PUD). The property is located in Rural I**
5 **Zoning District on the corner of Nashville and Stage Roads (Tax Map # 1-0035425).**
6

7 Chair Diglio reopened the hearing at 7:50PM and provided an overview of the review process. No ex
8 parte communications or conflicts of interest were reported. Mr. Diglio stated that the Applicant,
9 Vermont Building Resources, is requesting preliminary review for a 9-lot subdivision of the parcel on
10 the corner of Nashville and Stage Roads. The application is being reviewed as a major subdivision
11 under the Bolton Land Use and Development Regulations.
12

13 Members reviewed and entered the exhibits into the record including:
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- 15 • Revised subdivision plat 'Plat of 9 Lot Subdivision Showing Lands of West Bolton Golf Club,
16 Inc' prepared by Button Professional Land Surveyors, Sheet 1 of 1, last revised 3/13/17;
- 17 • Preliminary Plan 'Wheeler Field Subdivision' prepared by ECO Solutions LLC, Sheet ECO 1, 1
18 of 4, last revised 3/14/2017;
- 19 • Details 'Wheeler Field Subdivision' prepared by ECO Solutions LLC, Sheet ECO 2, last revised
20 3/14/2017;
- 21 • Cover Letter addressed to the DRB from Applicant Chuck Reiss, dated 3/16/17;
- 22 • Letter from Vermont Contours, Inc. (Spencer Harris) Re: Wheeler Field Soil Testing, dated
23 3/14/2017;
- 24 • Stormwater and Erosion Control Basis of Design, prepared by ECO Solutions- David Whitney,
25 P.E., no date.
26

27 Members made note of possible conditions of approval and corrections to the drawings including:
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- 29 • The final plat will need to be revised to include notations regarding the building envelope,
30 and protecting wetlands and buffer.
- 31 • The water lines, connections, and associated easements need to be shown on plans;
32 maintenance easement language should also be included.
- 33 • Erosion control measures need to be shown in plan form.
- 34 • The covenants need to address wetland protection.
- 35 • The battery shed may need a maintenance easement.
- 36 • The final application should include a shared road maintenance agreement.
- 37 • The plans need to show the setbacks and building envelopes.
- 38 • The plans should show the location of the pinned wetland buffer boundary.
- 39 • The plans show the existing contours, but should also include proposed contours, grading,
40 and areas of impact.
41

42 Board members inquired about the utility and access easement located on Lot 8.
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44 Ms. Murray motioned to continue the hearing to May 11, 2017 at the Bolton Town Office at 6:30
45 PM., Mr. Miller seconded. The motion carried 3-0. The Board will meet in deliberative session to
46 discuss the application and will provide the Applicant a list of necessary revisions. Ms. McShane
47 will contact the Applicants.

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6. 2017 Organizational Meeting - Tabled to next meeting

7. Zoning Administrator's Report

Ms. McShane stated that she recently received an inquiry regarding replacing a mobile home on steep slopes off Duxbury Road. She noted that there will be no change in footprint or impact. Ms. Murray noted that it would not need review and approval by the DRB under the steep slopes provisions. Ms. McShane stated that currently there are no scheduled applications for DRB review.

8. Meeting Minutes- Review of the minutes was tabled to the next meeting

9. Other Business - None

8. Meeting Adjournment

The meeting adjourned at 9:05 PM.

The next DRB meeting is scheduled for May 11, 2017 at the Bolton Town Office at 6:30 PM.

9. Deliberative Session

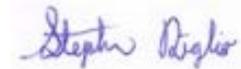
None

Respectfully submitted,

Sarah McShane
Bolton DRB Assistant

These minutes are unofficial until formally accepted by the DRB.

These minutes were read and accepted by the Development Review Board on June 22, 2017.



Steve Diglio, DRB Chair