



## TOWN OF BOLTON

3045 Theodore Roosevelt Highway  
Bolton, VT 05676

### Bolton Development Review Board

#### Draft Meeting Minutes

September 23, 2021

Hybrid Meeting

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**Present:**

8 *Members:* Steve Diglio, Adam Beaudry, John Devine, & Rob Ricketson

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

10 *Public:* Mike Gervia

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12 **Posted Agenda:**

13 **6:30 PM** **Introductions, Adjustments to Agenda & Public Comment**

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15 **6:35 PM** **Warned Public Hearings:**

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

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20 **(Continued from 8.5.21) Application 2021-34-DRB:** Applicant: Larry Stevens, Property Owner: Same –  
21 Seeking site plan approval to build a 24' x 24' camp on 0 Mill Brook Rd. The camp will be located in the  
22 Rural II District. (Tax Map #2-0060600).

23 **Application 2021-45-DRB:** Applicant: Craig Deyo, Property Owner: Town of Bolton. Seeking site plan  
24 approval to build a 12' x 17' shed attached to an existing structure on 3530 Theodore Roosevelt Hwy.  
25 The property is located in the Village District. (Tax Map #15-2003530).

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27 **7:30 PM** **Meeting Minutes:** review & approve draft minutes from 9.9.21

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29 **7:40 PM** **Zoning Administrator's Report**

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31 **7:45 PM** **Other business**

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33 **8:00 PM** **Adjourn**

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36 **Call to Order:** With a quorum of 4 members present, the meeting was called to order by Steve Diglio,  
37 DRB Chair, at 6:32 p.m., and roll call was taken.

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39 **Adjustments to Agenda & Public Comment:** There were no adjustments to the agenda. There was no  
40 public comment.

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42 **Public Hearing:** Steve Diglio opened the hearing at 6:37 PM.

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

47

48 Applicant had requested a postponement. Adam Beaudry made a motion to continue the hearing to the  
49 October 28, 2021 DRB meeting. John Devine seconded. The motion passed (4-0) with all members  
50 voting in favor.

51

52 **(Continued from 8.5.21) Application 2021-34-DRB:** Applicant: Larry Stevens, Property Owner: Same  
53 – Seeking site plan approval to build a 24' x 24' camp on 0 Mill Brook Rd. The camp will be located in  
54 the Rural II District. (Tax Map #2-0060600).

55 Applicant had requested a postponement. Rob Ricketson made a motion to continue the hearing to the  
56 October 28, 2021 DRB meeting. John Devine seconded. The motion passed (4-0) with all members  
57 voting in favor.

58

59 **Application 2021-45-DRB:** Applicant: Craig Deyo, Property Owner: Town of Bolton. Seeking site plan  
60 approval to build a 12' x 17' shed attached to an existing structure on 3530 Theodore Roosevelt Hwy.  
61 The property is located in the Village District. (Tax Map #15-2003530).

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

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

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67 **Cover Sheet**

68 **Town Garage Application**

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70 The board noted that the applicant, Craig Deyo, was not in attendance to present the application.

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72 Planning and Zoning Administrator Jon Ignatowski introduced the application and shared his thoughts  
73 and analysis. Jon Ignatowski stated that the application was incomplete, as it was missing a complete  
74 site plan, a stormwater and erosion control plan, site photographs, building elevations, and other  
75 supplementary documentation. Jon Ignatowski also shared that, by his calculations, lot coverage for the  
76 parcel exceeded the maximum lot coverage specified in the Village District standards. Lastly, Jon  
77 Ignatowski noted that, due to state and local regulations, public facilities required a different standard of  
78 review, and the Board's decision could not prevent the proposed project from being established nor  
79 could a decision exclude or interfere with the intended use or function.

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81 The Board noted that it was very unfortunate the applicant was not in attendance to discuss the project.

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83 The Board discussed how lot coverage was calculated on the lot. Jon Ignatowski included the large sand  
84 pile on the lot in his calculations, rendering a figure well above the district standard. It was determined

85 that this excessive lot coverage was a pre-existing, legal nonconformity, but the proposed shed would  
86 likely increase the degree of nonconformity since it was being build on permeable surfaces.

87  
88 The Board deliberated on the permeability of the sandpile, and determined that it should not be included  
89 in the lot coverage calculation since it and the soil beneath it was not functioning as a permeable surface  
90 that would rapidly convey stormwater. Jon Ignatowski calculated a new lot coverage for the property  
91 excluding the sand pile, and found that proposed and existing impermeable features would conform to  
92 district standards. Mike Gervia offered insights about the history of the sand pile.

93  
94 The Board then discussed alternative locations for the shed, primarily along the rear lot line. Mike  
95 Gervia offered insights about how the property is currently used.

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97 The Board then discussed flood hazard regulations. Some members of the Board questioned why the  
98 application was not being reviewed under Section 5.5, and it was determined that an accessory structure  
99 under 500 square feet only needed administrative and state approval. The application at hand was only  
100 for site plan review. The Board and Mike Gervia discussed the movement of floodwater in the area.

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102 Rob Ricketson made a motion to continue the hearing to the October 28, 2021 DRB meeting. Adam  
103 Beaudry seconded. The motion passed (4-0) with all members voting in favor.

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105 **Meeting Minutes:** The meeting minutes from 9.9.21 were reviewed. Rob Ricketson asked for his name  
106 to be spelled correctly in line 8. Steve Diglio asked for line 37 to be edited, since he had opened the  
107 public hearing, not Adam Beaudry. Rob Ricketson asked for line 54 and 55 to be removed. John Devine  
108 made a motion to approved the revised minutes. Rob Ricketson seconded. The motion passed 4-0 with  
109 all members voting in favor.

110 **Zoning Administrator's Report:** Jon Ignatowski did not have a report prepared due to the lack of  
111 permit activity in the two weeks that had passed, but discussed his efforts with several ongoing  
112 enforcement activities. Jon also asked John Devine for his decision on the Ethan Tapper sketch plan  
113 follow up letter, updated the Board on Ethan Tapper's development plans, and informed the Board that  
114 Larry Stevens was submitting a zoning permit for the driveway he had built for his proposed camp /  
115 single family dwelling on Mill Brook Rd.

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117 **Other Business:** There was no other business to discuss.

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119 **Next scheduled DRB meeting:** Thursday, October 28, 2021, 6:30 p.m., at the Bolton Town Office.

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121 **Adjourn:** John Devine made a motion to adjourn the meeting. Rob Ricketson seconded. There was no  
122 further discussion, and the motion passed (4-0) with all members voting in favor. The meeting was  
123 adjourned at 7:35 p.m.

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125 *Respectfully submitted,*

126  
127 Jon Ignatowski, Planning & Zoning Administrator

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