



Town of Bolton
Planning Commission
Draft Minutes for Hybrid Meeting
Tuesday, November 15, 2022
6:00 pm

Planning Commission Members Present: Steve Barner (chair), Kaelyn Modrak, Evan DesLauriers (virtual) and Merrick Gillies

Planning Commission Members Absent: Adam Beaudry

Others: Jon Ignatowski (Planning & Zoning Administrator)

Clerk: Carol Devlin

1. Call to Order – Steve Barner called the meeting to order at 6:07.
2. Additions/Deletions to Agenda – There were none.
3. Public Comment – There were none.
4. Approval of Past Minutes – October 18, 2022
 - Kaelyn Modrak moved to accept the October 18, 2022, minutes. Steve Barner seconded. Motion passed (4-0).
5. General Business
 - Annual Report and Budget Request
 - i. Steve presented the draft PC annual report. The consensus was it is ready to be submitted. PC members have one week to get additional comments/changes to Steve before he submits it.
 - PZA Search Update
 - i. Kaelyn stated that a few applications have been reviewed and the committee decided to keep the search open.
 - ii. The committee hopes to interview a new candidate after the Thanksgiving holiday.
 - Bolton Valley Master Plan
 - i. Building coverage in the Resort Recreation District was set at 5% (min. lot size is 25 acres). If BVR or the 4x4 Center subdivide, the PC will need to rezone the area.

- ii. Evan raised concerns about the area of the Resort Recreation District that borders already developed parcels in the Resort Residential District. The proposed zoning map had the Resort Recreational District going right up to the developed areas which will prevent development in one of the few places still available for building. Jon will explore options for moving the border on the proposed zoning map further east to provide opportunities for development, and Evan will check with BVR about development possibilities in that area.
- iii. Minor changes to Article IX – Administration and enforcement were approved.
- iv. Article X – Development Review incorporated the Resort Master Plan by reference and refers people to Article XI - Resort Master Plan.
- v. Article XI is the new section which details the process for the Resort Master Plan.
 - 1. Resort Master Plan and Conditional Use hearings are concurrent which meets the PC’s goals of streamlining the process for resorts by not requiring two separate meetings.
 - 2. The concept plan is similar to a sketch plan review and an opportunity for the resort to receive detailed feedback from the DRB before submitting their final plan.
 - 3. Phasing will increase communication between the resort and the town.
 - 4. The PC decided to keep 10 years as the period before an approved concept plan expires. This time frame was worked out with BVR. Renewing more frequently is not financially feasible or efficient.
 - 5. The PC decided against adding a preliminary review as that would require an additional hearing and significant delays which would not help streamline the process.
 - 6. If the concept plan has expired, the DRB cannot approve a final master plan or amendments.
 - 7. If the resort proposes a major subdivision, it will have to go through the subdivision review process separately. This would add preliminary review for the subdivision only.
- vi. According to the legal review, the administrative review of the Resort Master Plan meets statutes.

- PZA Action Updates
 - i. Jon is working five hours a week for the Town of Bolton. Things remain slow.
 - ii. DRB approved fuel tanks for BV Timber and a parking lot for Eastcote Holdings.
 1. The Eastcote decision approved a second curb cut and the parking lot.
 2. The biking trails were NOT under review.

6. Other Business:

- Next PC Meeting – The next meeting is December 20, 2022.
- Identify Next Agenda –PZA Search Update, Resort Master Plan and PZA Update.
- Other Communications –
 - i. CCRPC passed a resolution giving Bolton a “Determination of Energy Compliance” for the 2022 amendments to the Bolton Town Plan which included the Energy Plan.
 - ii. The State of Vermont has notified towns that FEMA is updating the Flood Insurance Rate Maps (FIRMs). The Planning Commission should be aware that they will be expected to update the Town Plan, Flood Hazard Regulations and Local Hazard Mitigation Plan. This is not an immediate concern.

7. Adjournment – Kaelyn moved that the meeting adjourn. Merrick seconded. Motion passed (4-0). Meeting adjourned at 7:45.

Attest: Carol Devlin

These minutes are unofficial until approved.

These minutes were read and approved by the Planning Commission on: December 20, 2022.