



Town of Bolton
Planning Commission
Draft Minutes for Hybrid Meeting
Tuesday, December 20, 2022
6:00 pm

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

Planning Commission Members Absent: Adam Beaudry

Others: Jon Ignatowski (Planning & Zoning Administrator) and Kelly Diglio (Planning & Zoning Administrator)

Clerk: Carol Devlin

1. Call to Order – Steve Barner called the meeting to order at 6:02.
2. Additions/Deletions to Agenda
 - Evan DesLauriers indicated that he knows someone who is interested in joining the Planning Commission. Carol Devlin explained that they should attend a PC meeting and then submit a letter of interest.
 - The PC thanked Kaelyn Modrak for her years of service and Jon Ignatowski for his hard work on behalf of Bolton.
3. Public Comment – There were none.
4. Approval of Past Minutes – November 15, 2022
 - Kaelyn Modrak moved to accept the November 15, 2022, minutes. Evan seconded. Motion passed (4-0).
5. General Business
 - PZA Search Update and Introduction
The PZA Search was successfully concluded. Kelly Diglio is the new PZA and started on December 19, 2022. Jon will be helping with training and the transition.
 - Resort Master Plan
 - i. Jon summarized the Resort Master Plan project.
 1. Started with the Municipal Planning Grant to develop a Bolton Valley Master Plan.

2. Language regarding the development of a Resort Master Plan process was included in the 2022 Town Plan amendments but the regulatory process needs to be part of the BLUDRs.
3. The PC is currently working on amendments to create a regulatory resort master plan.
 - a. Districts need to be changed.
 - b. Currently, all development at the resort needs to go to the DRB. The amendments would create a process which would increase flexibility and make it possible for minor projects to be decided administratively by the PZA.
 - c. The procedure would change to
 - i. The DRB approving a resort master plan that would be good for 10 years.
 - ii. Major changes would continue to go to the DRB.
 - iii. Minor changes would be decided by the PZA.

ii. Article XI

1. Discussion of the list of thresholds for minor changes for administrative approval.
 - a. Development already approved as part of a final resort master plan.
 - b. PZA approval for small (<500 sq. feet footprint) structures.
 - c. Removed chairlifts from local regulations because the multi-agency state regulations and the state expertise provides oversight.
2. Discussion of boundary between the Resort Mixed Use, Resort Residential and Resort Recreational districts. Options will be more fully discussed at the next meeting after research into different topo lines and needs for development of BVR.
3. Discussion of major changes which would trigger DRB review.
 - a. Increase in peak hour trips.
 - b. Subdivision.
 - c. Expansion of land for outdoor recreation use.

- d. New principal structures.
 - e. New accessory structures greater than 500 sq. feet.
 - f. New conditional uses.
 - g. Removed new chairlifts for reasons stated above.
 - h. New trail development outside the Resort Recreation District.
 - i. Proposed changes to DRB approved conditional uses.
- 4. Application Requirements
 - 5. Modifications – Clarification that outer setbacks exist in the Resort Mixed Use District, internal setbacks do not exist.
- iii. Article IV, Section 4.18
 - 1. Definition of resort.
 - 2. Strengthened language that the Resort Master Plan process is mandated for existing and new resorts.
- PZA Action Updates
 - i. Jon updated the PC on the recent DRB meeting where BVR submitted sketch plan for a subdivision and informational review for three other projects.
 - 1. A 10-lot subdivision for single family dwellings.
 - 2. Repaving the parking lot.
 - 3. Light on the Cobrass Trail.
 - 4. Lighting for the parking lot at Timberline.
 - ii. Carol pointed out there had been four COs in the past month: one was retroactive; the others were for new single-family dwellings.
- 6. Other Business:
 - Next PC Meeting – The next meeting is January 17, 2023.
 - Identify Next Agenda – Resort Master Plan. Zoning Map and PZA Update.
 - Other Communications – There were none.
 - 7. Adjournment – Kaelyn moved that the meeting adjourn. Evan seconded. Motion passed (4-0). Meeting adjourned at 8:00.

Attest: Carol Devlin

These minutes are unofficial until approved.

These minutes were read and approved by the Planning Commission on: January 17, 2023.