



Town of Bolton  
Planning Commission  
Draft Minutes for Hybrid Meeting  
Tuesday, May 23, 2023  
6:00 pm

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

Planning Commission Members Absent: None

Others: Kelly Diglio (Planning & Zoning Administrator), Michael Webber

Clerk: Carol Devlin

1. Call to Order – Steve Barner called the meeting to order at 6:00.
2. Additions/Deletions to Agenda
  - Dan Albrecht from Chittenden County Regional Planning Commission (CCRPC) emailed the PC regarding a NFIP (National Flood Insurance Program) standards review of the BLUDRs. The review determined that Bolton’s regulations were compliant with the minimum NFIP requirements. The PC decided to discuss this in more depth under general business and the Town Plan.
3. Public Comment
  - Michael Webber is from West Bolton and attended the PC meeting because he is considering joining. Steve welcomed him and explained the process should he decide to volunteer.
4. Approval of Past Minutes – PC Public Hearing and PC Meeting April 25, 2023
  - Merrick Gillies moved to accept the PC Public Hearing and meeting minutes for April 25, 2023. Evan DesLauriers seconded. Motion passed (3-0).
5. General Business
  - 2023 BLUDRs Amendments Update – The BLUDRs amendments were transmitted to the Select Board which has 120 days to review them. The Select Board set Monday, September 18, 2023, for the Select Board hearing.
  - Town Plan and Municipal Planning Grant
    - Planning Grant time frame: information will be available in July; application is due in late September or early October.

- The PC discussed the new FEMA flood maps and the CCRPC's assessment of the current regulations for the NFIP standards. The Town Plan will need to address the changes. The PC will invite the CCRPC to attend either the June or July meeting to discuss potential amendments to the regulations to meet a higher NFIP standard.
- Carol Devlin summarized the process for the 2017 Town Plan and Taylor Newtown's comments on the update. There is no need for a complete rewrite. Updates to address include:
  - Compliance with state statutes
  - Recreation
  - New FEMA maps and NFIP standards
  - Profile
  - Other areas to be determined
- Community engagement has increased in the last decade as seen in the extensive engagement for the 2017 Town Plan and the proposed changes to West Bolton zoning. The latter exemplified that residents do not always support PC ideas; the PC therefore decided not to move forward with the zoning changes. Consensus is to have significant community engagement for the town plan update, including a variety of types of engagement (meetings, mailings, surveys).
- Carol will use the remaining PC FY 22-23 funds for supplies and postage for town plan mailings.
- The PC will spend the summer working on a list of what needs to be done and a rough community engagement plan.
- The PC will read and discuss the 2017 Town Plan over the summer.
  - June – Vision Statement & People
  - July – Prosperity
  - August – Place & Implementation
- Recreation Study Committee Update
  - Merrick explained that the RSC spent the last meeting trying to flag existing conditions on the map. This raised more questions than answers and led to several side discussions about what should and should not be included. It was

decided that they needed a meeting to decide what the RSC should be doing and what the deliverables for the group's work should be.

- The PC decided to coordinate community engagement on recreation with the RSC and provide some funding and supplies as needed.
- Membership
  - The PC continues to need 1-2 additional members.
  - Increased geographic diversity would be good.
  - With new FEMA maps and NFIP standards, it would be good to have someone who lives in the flood plain.
  - Carol and Steve will work on an article for the Gazette and social media focused on increasing neighborhood representation and the flood plain.
- PZA Update – Kelly Diglio
  - Kelly asked what the PC is looking for from her updates. The consensus was a general overview and the issues that would potentially involve the PC and/or provide insight into the BLUDRs.
  - Kelly issued 3 zoning permits, 1 certificate of occupancy, and 2 zoning certifications. She rejected 1 zoning permit.
  - The DRB will have 2 hearings on May 25.
  - Green Slice, a food processing business, has a parcel located off Rt. 2 across the railroad tracks. They already have a warehouse which is used for food manufacturing. They would like to build a one-bedroom house for employee housing or short-term rental.
    1. This is not possible under the current regulations because of the parcel's uniqueness: it lacks Rt. 2 frontage and is a business. Rt. 2 frontage is required for mixed use and a business cannot have an accessory dwelling.
    2. Steve raised concerns about increased traffic over the railroad tracks.
    3. Kelly will add this as something to consider during the next round of BLUDRs amendments.

## 6. Other Business

- Next PC Meeting – June 20, 2023.
- Identify Next Agenda

- Town Plan & Municipal Planning Grant – First third of the 2017 Town Plan
  - Bolton Recreation Study Committee Update
  - Membership
  - Other Communications
    - i. Green Mountain Power is petitioning for a Certificate of Public Good to upgrade the Bolton #41 Substation at 150 Green Mountain Road. Merrick will review and determine if the PC should respond. There was interest in knowing whether the upgrade would facilitate expansion for solar panels, EV, heat pumps, and electric snowmaking.
7. Adjournment – Merrick moved that the meeting adjourn. Evan seconded. Motion passed (3-0). The meeting adjourned at 7:36.

Attest: Carol Devlin

These minutes are unofficial until approved.

*These minutes were read and approved by the Planning Commission on:*