



Town of Bolton  
Planning Commission  
Minutes for Hybrid Meeting  
Tuesday, April 25, 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), Jon Ignatowski (virtual), Amy Grover (Town Clerk), Colleen Perry, Sarah Thompson, Leanne Deschenes (virtual), Warren Kirschbaum (virtual), and Spencer Nowak (DRB member-virtual)

Clerk: Carol Devlin

1. Call to Order – Steve Barner called the meeting to order at 6:21.
2. Additions/Deletions to Agenda – None
3. Public Comment – None
4. Approval of Past Minutes – March 30, 2023
  - Merrick Gillies moved to accept the March 30, 2023, minutes as written. Evan DesLauriers seconded. Motion passed (3-0).
5. General Business
  - Review of Comments from the Public Hearing on the BLUDRs Amendments
    - Warren Kirschbaum suggested that any development adjacent to residential lots should require DRB review because of the residential impact.
      - The PC had a lengthy discussion about this suggestion.
      - Jon pointed out that only minor changes to the master plan could be made by an administrative decision of the Planning and Zoning Administrator. Minor changes typically have minimal neighborhood impact.
      - The PC discussed a potential buffer zone between the Resort Mix Use District and Resort Residential District. After discussing different buffer sizes and looking at the proposed zoning map to determine the potential impact of a buffer, the consensus was against adding a buffer.

- The PC discussed uses and potential impact. Permitted uses have a limited impact; conditional uses have potential for greater impact. However, conditional uses are already subject to DRB review.
    - The PC went through the list of minor changes to the approved Final Resort Master Plan which could be approved by an administrative decision. The only change they deemed necessary was adding footprint to 11.2 (B) (2) (b).
  - Merrick moved to “accept the BLUDRs as written with changes to wording suggested by Spencer Nowak and add footprint to Section 11.2 (B) (2) (b). Steve seconded. Motion passed (3-0).
- Vote to Forward the 2023 BLUDRs Amendments to the Select Board – Steve moved to send the BLUDRs amendments with changes to the Select Board. Merrick seconded. Motion passed (3-0).
  - Steve thanked Jon for going above and beyond to help the Planning Commission complete the resort master plan amendments.
- Membership – The PC needs to increase recruiting efforts and reach out to people who have expressed an interest. Having three members with a quorum of three causes problems such as cancelling meetings if someone cannot attend and no one can recuse themselves from votes.
- Planning Commission To-Do List
  - FEMA updated maps – Taylor Newton suggested this might be a project for the CCRPC UPWP. The PC will need to keep the FEMA update in mind for the Town Plan update and will need to update the BLUDRs before the maps are finalized. The PC will review the updated FEMA maps when they are released for accuracy and consider what changes, if necessary, should be made.
  - Housing legislation – The PC will need to respond to new state requirements for the regulations if the legislation passes. The PC may need to wait for CCRPC recommendations before addressing related legislative changes in the BLUDRs.
  - BLUDRs amendments to be considered at a future date include trails/recreation, standards for protection of views, wildlife, and natural areas, and lighting standards. The PC will wait until the work of the ad hoc Recreation Study Committee is completed before tackling these issues.

- The Town Plan expires in 2025. The PC will need to apply for a Municipal Planning Grant to get assistance with it. The consensus is that the Town Plan should be the next priority. Carol will talk with Taylor Newton from the CCRPC about how much work needs to be done.

6. Other Business

- Next PC Meeting – The next meeting is May 16, 2023.
- Identify Next Agenda
  - Town Plan & Municipal Planning Grant
  - Bolton Recreation Study Committee
  - Membership
- Other Communications
  - i. Kelly Diglio said that Chuck Lacey from Jericho had contacted her. Jericho is planning to reduce lot sizes on the border with West Bolton.
  - ii. Jim Lockridge from Vermont Creative Network reached out to the Town looking for volunteers to attend a summit on the creative economy in June. Amy will reach out to Bolton artists. He also wanted the contact for the town plan revision. Carol will be the contact.

7. Adjournment – Merrick moved that the meeting adjourn. Evan seconded. Motion passed (3-0). The meeting adjourned at 8:06.

Attest: Carol Devlin

These minutes are unofficial until approved.

*These minutes were read and approved by the Planning Commission on: May 23, 2023.*