

Town of Bolton
3045 Theodore Roosevelt Highway
Bolton, VT 05676
802-434-5075

Development Review Board Meeting Minutes

March 21, 2007

Development Review Board members present: Sharon Murray, Chair; Jerry Chabot, Margot Pender, Mike Hauser, Alternate

Development Review Board members absent: Mike Rainville, Rob Heimbuch

Clerk: Brook Steiner

Also present: Chris May, Tom May, applicants

Warned Agenda:

1. Public Comments
 2. Request of Chris May for final approval of a minor subdivision
 3. Minutes- January 17, 2007
 4. Any other business or communications
 5. Adjournment
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Call to Order

Quorum present, meeting called to order at 7:10 p.m. No agenda changes requested.

Agenda Item #1 ~ Public Comment

No public comment.

Agenda Item #2 ~ Request of Chris May for Final Approval of Minor Subdivision

Sharon read the public hearing notice, as warned.

There were no declared conflicts of interest or ex parte communications regarding this application. Sharon asked if the warning had been properly published, posted, and all abutters notified in writing.

The Mays provided a list of abutters and noted that they had all verbally signed off on the project. Sharon asked whether the list had been provided to the town for formal notification as required to guarantee their rights as interested parties to appeal. It was not clear that all abutters had been properly notified. A continuation of the hearing may be necessary to ensure that all abutters are notified.

Sharon asked if information requested by the DRB had been submitted. Chris May indicated that he never received the letter from the DRB following the November sketch plan meeting. Sharon provided a copy of the letter, noting that it had been mailed out by regular mail on December 15th. The address was verified as being the correct mailing address.

Sharon explained that application forms were available at the town office, and that the DRB letter, dated December 15th, outlined the additional information that would be needed in order to evaluate the application. As outlined in the letter (on file at the town), information is needed which documents that:

1. The lot and principal structures were legally established prior to the enactment of zoning by the town (e.g., from lister records).
2. The owners do not hold title to contiguous land that could be merged to make the parcels to be subdivided conform, or more nearly conform, to zoning district requirements.
3. The lots to be created, to the extent feasible, conform to applicable zoning district requirements, including setback and road frontage requirements; and the allocation of land and road frontage is appropriate for the level of residential activity and use.
4. Each lot is served by a water supply and wastewater disposal system which, at the time of transfer, will function in an acceptable manner.
5. The deeds of conveyance establish easement as necessary to allow for shared access, wastewater disposal and/or potable water supply systems, as well as the replacement of wastewater and potable water supply systems in the event of system failure.

Sharon indicated that a formal application, including a subdivision plat and the additional information requested by the DRB would need to be filed in order to evaluate the application. This was followed by an informal discussion of the information needed from the applicants, and the applicants' concerns regarding the expense of hiring an engineer to certify their water and wastewater systems, and a surveyor. Sharon noted that these are not just town, but state, requirements – the state will assume jurisdiction of all water and wastewater systems on July 1, 2007 – and suggested they also contact the state's permit specialist. Jerry noted that a surveyor was needed to prepare a subdivision plat for recording in the town records. Margo also suggested they contact an attorney for deed language.

Sharon apologized, noting that without a ZA and DRB Clerk things haven't run as smoothly as they should. Since the hearing has been warned, she offered to continue the hearing pending the submission of a complete application and requested information. Abutters would be re-notified as needed. Chris indicated that they weren't sure about their plans or schedule – they want to make sure everything is there when they come in again.

Motion: Margo motioned to continue the hearing to the May 16th meeting, 7:00 pm, at the Bolton Town Office. Jerry seconded. Motion passed unanimously.

Board members thanked the Mays for coming and again apologized for any confusion.

Agenda Item #3 ~ Minutes of January 17, 2007

MOTION: Margo motioned to approve the minutes of the January 17, 2007 meeting of the DRB. Mike seconded. Motion passed, with Jerry abstaining.

Agenda Item #4~ Other Business

Sharon reported that two applications had been received to date for the zoning administrator's position. These are being reviewed by the Planning Commission for a nomination to the Select Board.

Board members discussed a review of the regulations for needed updates as soon as there's time ~ possibly in April if there are no applications.

Agenda Item #6 – Adjournment

The meeting was adjourned at 8:40 p.m.

Brook Steiner
Clerk, Development Review Board

and

Sharon Murray
Chair, Development Review Board

These minutes are unofficial until accepted.

These minutes were read and accepted by the Development Review Board on

_____, 2007

Sharon Murray, Chair