Meeting Minutes – Monday, November 10, 2025 - Bolivar Planning Commission

7 PM meeting called to order.

Members present: Barb Staats, Deb Hale, Jeffrey Staats, Marcelo Morinigo.

Absent: Dan Jimeno.

Approval of Minutes

Jeff made the motion to approve the July 28, 2025, meeting minutes as written; Marcelo seconded the motion. All members approved.

Unfinished Business

1. **Discuss/Approve Updated Building and Demolition Permits/Fees Application**

The newly revised (from BPC Member input) Permit Application was presented for approval. Jeff made the first motion to approve the new application; Deb seconded the motion. All approved.

It was discussed that according to Ordinance 1715.06(b) that reads, "Fees may be set by the Commission and shall be approved by the Council. The Commission shall review the fee schedule periodically," the BPC may determine the permit fee schedule and make recommendations to Council. Barb could find only two times that the fees had been updated in the past (there could be more): July 20, 2000, and Sept. 6, 2005.

- **Action Item**: We agree we should revisit the fee schedule for review and reevaluation/recommendations.

New Business:

1. **Review/Discuss SLO for Process**

Barb and Jeff ticked off several items that Council has either begun working on or already achieved regarding the S-L-O list of Goals/Objectives in the latest Comprehensive Plan. These items include: engaging law enforcement to focus on speeding and parking violations and town safety; communications improvements including Facebook and Newsletter revamping, as well as providing Council Member emails online, and looking into ways to make Town meetings available to access remotely; recoating the basketball court; road paving projects; securing grants for the design phase of the next sidewalk project which involves the remaining stretch of the north side and all of the south side of Washington St sidewalks; replacing the bus stop by the bank with a new structure and kiosk information board (courtesy of EPTA).

- **Action Item**: for the next BPC meeting, members will compile a list of recommended actions from the S-L-O list for Council to work towards achieving next year (2026).

2. **Discuss Outline Guide Forum for Bolivar Businesses**

Barb tabled this issue until next meeting. This guide is intended to be included in the annual mailing to Bolivar business owners for business license renewal, or for new businesses in town. It is meant to remind/inform business owners of Town ordinances pertaining to property maintenance and commercial properties.

- **Action Item**: BPC Members will review ordinances and come up with ideas to include in the Guide.

3. **Discuss Annual Report for Calendar Year 2025**

Barb asked us to review her draft of the Annual Report that she will present to Council in February. No one had any changes to make. But we did come up with a few items that we the BPC might achieve next year:

1) Review fee schedule (as previously stated).
2) Review Town ordinances (along with legal counsel) to recommend any changes.
3) Inquire about BPC budget and whether we control our own budget as proscribed under 131.03 Powers and Duties (a) (13) "Prepare and submit an annual budget to the Council."

4. **Discuss amend Bolivar's Administrative Code, Article 131.01 regarding Planning Commission Membership and Article 131.02 regarding Planning Commission Organization, Rules, Staff and Finances (Dan)**

In Dan's absence Barb explained that Article 131 of our ordinances, which outlines Planning Commission organizational rules and regulations, powers and duties, was updated by recommendation of legal counsel. The Council approved the amended article after proper procedural order had been followed.

President's Report:

Barb met with Laura and Mayor Higdon about the BZA report that approved the building permit application on Mercer St, described as Lot 43; and that the BPC had considered the lot a ".15 acre residue" land that remained after the development was completed.

She also reported that an Ethics Training session with Town lawyer Effie Kallas would take place at the Community Center on Tuesday, November 18 at 7 pm following a Special Meeting of Town Council. Another online session would be available to attend virtually on Jan 30, 2026 from noon to 1 pm.

Jeff made the motion to adjourn the meeting; Deb seconded. All approved. The meeting ended at **8:01 pm**.

Next BPC Meeting is scheduled for **January 26, 2026, at 7 pm.**