Meeting Minutes – Monday, January 27, 2025 - Bolivar Planning Commission

7 PM meeting called to order.

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

Also present: Karen and Jeff D'Angelo.

Approval of Minutes

Jeff made the motion to approve the Nov 4 meeting minutes as written; Chris seconded the motion. All members approved.

Unfinished Business

1. Comprehensive Plan updates

   Barb reported that at the January 2025 Council meeting, the Town Council approved the final Comprehensive Plan presented to Council at their November 2024 meeting.

New Business

1. Jeff & Karen D'Angelo-property line adjustment

   Karen D'Angelo, acting as Executor of her mother's estate, presented a request to the Commission for approval for a property line adjustment for her late mother's lot (#3) on Polk St, and for her neighboring lot (#4) at the corner of Polk St and Cheney Ave. The lot widths had been changed in the 1980's to accommodate the building of a garage. The family plans to tear down the garage and set the lots back to their original dimensions of 60'x140'. Her lawyer and the County tax office had advised her she needed permission from the Bolivar Planning Commission to make any lot changes. The Commission agreed to have Laura provide documentation that the BPC does approve of the lot adjustment changes. Chris made the motion to do so; Jeff seconded the motion. All approved. Ms. D'Angelo was also advised to acquire a demolition permit from the office before tearing down the old garage.

2. Election of Officers: President, Vice-President, Secretary

   President: Jeff made a motion nominating Barb Staats for President; Deb seconded the motion; all approved. Vice-President: Jeff made a motion nominating Chris Higdon for Vice-President; Deb seconded the motion; all approved. Secretary: Jeff made a motion nominating Deb Hale for Secretary; Chris seconded the motion; all approved.

3. Dates for 2025 Planning Commission Meetings: January, 27, 2025, April 28, 2025, July 28, 2025, October 27, 2025 all at 7:00 PM

   Barb announced the quarterly dates for BPC meetings as indicated above. If the need arises for a Special Meeting, members will be notified of extra meeting date(s). She related that there will be a new flood plain ordinance originating from FEMA that the Town will need to adopt, most likely later this year. This information is based on the FEMA meeting Barb & Deb attended in December. The agency has updated all flood mapping/information for the first time since 2009. Bolivar has only 4 buildings/properties that lie in the 100-year flood plain.

4. Annual Report 2024

Barb had prepared the Annual Report for the year 2024 (Jan-Dec) to present to the Town Council and Mayor. BPC Members approved the report with one minor change – to change the heading date to January 27, 2025 (not 2024); and to add a few more items to the list for Upcoming Year Priorities: #1) Hire a Certified Zoning Administrator with proper credentials, while consider adding Enforcement Officer to the job requirements; #2) Create an outline guide forum for Bolivar Businesses (including Airbnb, rentals, etc.), for ordinances and regulations as required for the Town of Bolivar; #3) Review Building Handbook Town of Bolivar; #4) Make recommendations to Town Council based on the new Comprehensive Plan based on survey/forum responses from the public during the Comp Plan process; and #5) Track progress – keep a "Progress Report" for any achievements, using the Goals/Objectives list in the Comp Plan. This list of issues is what we will discuss over the next year at BPC quarterly meetings. These changes to the Annual Report 2024 were put into a motion by Chris to approve; and the motion was seconded by Jeff. All approved.

The meeting ended at 8:12 pm.