

Bristol Planning Commission  
Meeting minutes  
Tuesday, March 19, 2019

PC members present: Katie Raycroft-Meyer, chair, Susan Kavanagh, Bill Sayre, Bill Brown, Mark Gibson, Rob Rooker.

ZA: Kris Perlee

Members of the public: Ian Albinson, Shawn NEATv.

**First order of business, 7:05 pm: Public Hearing** to consider the Site Plan Review application for permit #19-500 submitted by Michael and Susan Keith, for parcel 235091. Motion to approve application as submitted, pending proof of all necessary Vermont permits be obtained, made by Sue K., seconded by Rob, motion passed all in favor 6-0.

**Regular portion of the meeting opened at 7:25 pm.**

**Approval of Minutes** from the January 15, 2019 meeting, motion to approve as drafted made by Sue K., seconded by Bill B, motion passed all in favor 6-0.

(note: meeting of Feb. 19, 2019 was cancelled, no minutes.)

**Administrative Matters:**

Chairwoman Katie made an announcement that Sue Kavanagh's and Anna Daylor's terms are complete and neither will seek re-appointment. Discussion about encouraging interest in serving in these two slots plus the two other slots already vacant. Reminder, PC must have five members present to provide a quorum for voting on motions, and the five would have to be in alignment in order to pass (not able to split a minimum quorum of five, ex: 3-2, or 4-1).

Regarding next steps for work to update the Town Plan, utilizing the municipal planning grant awarded to Bristol in the late fall for this purpose. Katie will contact town administrator Valerie Capels to consult on best next steps to obtain the grant funding. Discussion regarding whether staff at the Addison County Regional Planning Commission can serve in a consultative manner for this project. Katie, a new employee of the ACRPC, cannot serve in that role herself. Possible for a private consultant to serve in that role as well. The grant funding is available through May 2020. Work on the Enhanced Energy Plan for Bristol, which will be a part of the updated Town Plan, has commenced, utilizing a second grant also awarded this past fall. Discussion about timing of Town Plan update proposal going to Selectboard and to the town voters. There is no town-wide vote planning for November, 2019, so the next likely scheduled town-wide voting days would be March 2020 Town Meeting Day or November 2020, the next national election. Sue reminded the PC of the process proposed Town Plan updates must go through and be voted on by town voters. Knowing the grant funding expires in May 2020, it's important to time the bulk of the Town Plan update work by that time and use the remaining months between June and November to refine the proposed updates and give time for the approval process (PC hearing, convey to SB, SB hearings, approval, warning).

**Old/New Business:**

Enhanced Energy Plan ad hoc committee report: Rob R. and Mark Gibson, along with Ian Albinson as a member of the public, representing the Bristol Energy Committee, reported on progress of the proposed Enhance Energy Plan. The group has met three times with ACRPC Andrew L'Roe as consultant, using state developed template to inform the work. Work to consider preferred siting for solar/wind throughout town is coming next, utilizing maps and site visits throughout town. Siting guidelines and mapping for this purpose would supersede existing zoning regulations. Next meeting of the ad hoc committee will be April 2, 2019 (note: the PC will now meet that evening as well for a PUD zoning application public hearing so Energy work may need to start earlier.) Also, discussion about interest by Green Lantern Solar in the PC's work on the Enhanced Energy Plan. Important to inform Green Lantern of the likely timing for this work.

Discussion of possible addition of subdivision regulations to Bristol's zoning regulations: The PC reviewed draft proposed text that ZA Kris Perlee provided after meeting with Katie to discuss interest in adopting sub-division regulations in Bristol, one of only a few towns in Vermont without this type of regulation. Sub-division regs would allow for legally dividing land, changing the records in the town records. Without sub-division regs., a developer must default to Act 250 review, substantially adding to the cost of development. Next step should be to seek professional advice in order to proceed. PC motion to authorize zoning administrator Kris Perlee to explore the use of FY19 budget for consultative support for consideration of drafting proposed sub-division regulation language, made by Sue, seconded by Rob; motion passed, 5-0 with Katie abstaining.

Katie announced that the PC members would receive stipends for past meetings. Also, that she will plan to have the annual organizational meeting at the next PC meeting, Tuesday, April 16, 2019.

**No additional public comments.**

**Adjournment:** Motion to adjourn made by Sue, seconded by Bill B., motion passed all in favor 6-0. Meeting ended at 8:37 pm.

Minutes drafted and submitted by Sue Kavanagh.