

PLANNING COMMISSION MINUTES  
4/21/2020

Planning Commission Members: Katie Raycroft-Meyers, Bill Brown, Bill Sayre, Lloyd Dike, Rob Rooker, Tom Wallace, Kevin Hanson, Jeffery Lunstead

Kris Perlee (Zoning Administrator), Adam Lougee (Exec. Dir. ACPRC)

Katie opened the virtual Zoom meeting at 7:02 PM. She and the PC members welcomed our newest member, Jeffery Lunstead.

1. **Review agenda for addition, removals:** none
2. **Review and Approve Minutes:** put off until next meeting
3. **Public Hearings:** none
4. **Administrative Matters:**

The topic discussed tonight was mostly centered on Article IX of the newly formatted Unified Development Regulations (UDR). Adam Lougee led this discussion. He pointed out that in the future, once the UDR is completed, one new board will be created: the Development Review Board (DRB). This board will be responsible for reviewing all building and land use projects that are submitted by residents, contractors and other entities. The Planning Commission (PC) will continue to operate but will only be responsible for the Town Plan and possible changes to the zoning regulations. One or more individuals can serve on both boards. However, Adam suggested that this was not optimal since the PC has a full workload.

Prior to tackling Article IX Adam reviewed the following sections:

Section 330:

Planning Commission, for example, will no longer review site plans, rights of way and subdivisions. All of that, and more, will be transferred to the DRB.

Section 332:

The Select Board has to create the DRB. The majority of the DRB members must be Bristol residents. **The PC will discuss in the next meeting whether or not all or a percentage of members must be Bristol residents.**

Section 340:

The review process for Planned Unit Developments (PUDs) and subdivisions is basically the same, e.g., notice, public hearing, review, decision.

One change is that the applicant, not the Town, will be responsible for notifying abutters of any changes, e.g., proposed building. The PC agreed that this was a better solution.

Adam pointed out that the main idea behind Section 340 was to make the review procedure crystal clear.

In section 340-2-I the PC OKed that the applicant must pay for Town owned infrastructure and that the newly erected infrastructure must meet State and local specifications, e.g., subdivision with new road that the developer gives to the Town whereby the Town is responsible for future maintenance.

Section 350-356:

Several minor changes incorporating site specific review.

Section 390:

PUDs are now a portion of Article IX, Subdivisions. **Katie would like to give this further thought and this will be discussed in the next PC meeting.**

ARTICLE IX SUBDIVISIONS:

Adam reviewed all sections of this article. He pointed out the reason for including a subdivision chapter in the zoning regulations included giving the Town and developers more flexibility and potential lower development costs, e.g., without a subdivision zoning chapter developers would have to navigate State Act 250 which would require additional time and money.

Adam also described the differences between Major and Minor subdivisions. That definition is included in section 1000.

Adam will send and edited copy to Kris within the next few days. Items in "yellow" denote changes and topics that should be discussed by the PC. Kris will notify members when copies are available. PC members are urged to review edited copy.

5. **OLD BUSINESS:** none
6. **NEW BUSINESS:** none
7. **ANY OTHER PUBLIC COMMENT:** none

8. ADJOURNMENT: Rob motioned for adjournment at 8:37 PM.