

Town of Bristol
PLANNING COMMISSION MEETING
REMOTE Public Meeting
Tuesday, April 20, 2021
Meeting Minutes

PC Members Present: Kevin Hanson, Jeff Lunstead, Robert Rooker, Tom Wallace, Bill Sayre, Lloyd Dike, Melissa Hernandez, John Kromer.

Others Present: Kris Perlee (Zoning Administrator), Peggy Connor (Recording Secretary), Jim Quaglino

Call To Order: 7:05 p.m.

Kris Perlee introduced new PC member John Kromer, and recording secretary Peggy Connor.

I. Election of Officers

Kris extended his thanks to outgoing PC Chair Katie Raycroft-Meyer, noting that Katie has been instrumental in revising and updating the Town Plan, Bylaws, and Energy Plan. Kris explained to the new Planning Commission members that the organizational structure as laid out in the 2014 policies and procedures calls for the election of a chair, co-chair, and clerk; however, the role of clerk may not be necessary with the recent addition of a recording secretary. Kris suggested members may consider moving to modify, or in the alternative, offer verbiage for a new organizational structure.

Tom Wallace moved to elect a chair, vice chair, and eliminate the clerk position. Motion seconded by Rob Rooker. **SO VOTED. (8-0) MOTION PASSED UNANIMOUSLY.**

a) Elect Chair, Vice Chair

Tom Wallace moved to elect Kevin Hanson as Chair, and Jeff Lundstead as Vice Chair; Bill Sayre seconded. **SO VOTED. MOTION PASSED UNANIMOUSLY.**

II. Review Agenda for Additions, Removal, or Adjustments of Any Items Per 1 V.S.A. §312(d)(3)(A)

Kevin Hanson suggested adding the following agenda items:

- ✓ Administrative Matters: Discussion: Proposed Solar Project
- ✓ IV (a) Discussion: Action on Town Plan

III. Administrative Matters

a) Approval of Minutes - 2/16/2021

No minutes available for February 16, 2021 PC meeting.

b) Discussion: Zoning Administrator Report

In addition to the log of activities previously distributed to PC members, Kris Perlee noted a surge in building, and the Development Review Board (DRB) is working on some large projects, including the Stoney Hill Business Park, to be located behind the fire station. The first hearing on the subdivision was held this week, and the conditional use and preliminary plat hearing is scheduled next week. Jeff Lundstead asked about the Fuller PRD amendment to add 6 garages to the Bristol Cottage Community. Kris advised that the DRB had denied the Fuller site plan application, and it was not anticipated that Mr. Fuller would pursue further; however, individual owners may wish to apply to the DRB with a plan modification.

c) Discussion: Town Plan Review by Regional Planning

Kris explained that, in addition to sending a copy of the Town Plan to surrounding towns, the Planning Commission must authorize either the Zoning Administrator or Town Administrator to send a copy to the Addison County Regional Planning Commission (ACRPC) for review. Bill Sayre noted that review by the ACRPC ensures that town plans are consistent with neighboring towns. Bill moved to authorize Zoning Administrator Kris Perlee to send a copy of the Bristol Town Plan to ACRPC, and schedule a

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meeting with their delegation; Rob Rooker seconded. **SO VOTED. (8-0) MOTION PASSED UNANIMOUSLY**

Discussion: Proposed Solar Project

Kevin Hanson advised that Green Peak Solar has proposed constructing a solar array on the Lathrop property located on the other side of South Street, consisting of approximately 29 varying length rows of ground-mounted solar panels (21-0974-PET), and a battery energy storage facility (21-0975-PET). The initial hearing was held on April 19, 2021, and it is anticipated permits will be issued by mid-July. The filings may be tracked on the Public Utility Commission (PUC) website at <https://puc.vermont.gov>.

IV. Continuing Business

Discussion: Action on Town Plan

a) Action: Approve Town Plan Implementation Items

b) Discussion: Communication Out of Plan Action Items

c) Discussion: Prioritize Planning Communication Plan Action Items

Kevin Hanson reviewed the Implementation Plan he developed, noting that the Excel spreadsheet allows for information to be transferred onto a master sheet as assigned tasks are completed by the various groups (i.e., Selectboard, Planning Commission, Conservation Commission, Energy Committee, Bristol Rec Dept., etc.). Noting the 14 action items assigned to the Planning Commission, Jeff Lundstead suggested that the Planning Commission first focus its work on just two or three items to avoid spreading itself too thin. In an effort to maintain clear communication between groups, Melissa Hernandez recommended that representatives from each board and commission meet to review the Implementation Plan. John Kromer agreed that the Planning Commission should first focus on those assigned tasks for which it has been designated as the primary group to oversee, but remain flexible and adaptable should another board need the PC to move in another direction. Tom Wallace moved to table approval of the Implementation Plan to allow time for members to decide on a list of two or three priority action items; John Kromer seconded. **SO VOTED. (8-0) MOTION PASSED UNANIMOUSLY**

V. New Business:

a) Discussion: Review By-Laws for Consideration of Action(s) at May Meeting

Kevin Hanson noted that the PC Policies and Procedures as revised and approved on May 20, 2014 are not consistent with the current organizational structure of the Planning Commission; specifically, roles and timing of election of officers. Jeff Lunstead pointed out that terms end in March, but officers are elected in May, and suggested considering an amendment to elect the chair and co-chair in March. John Kromer offered another alternative to extend the length of terms. Kevin also pointed out that the “a record of the Planning Commission’s business to be kept on file at the Town Offices” may not be necessary since meeting minutes are regularly posted on the Town’s website.

b) Discussion: Open Position

Regarding the current vacancy on the Planning Commission, Kevin Hanson encouraged PC members to reach out and invite members of the community to consider serving on the Planning Commission.

VI. Public Comments - None.

VII. Adjournment

Bill Sayre moved to adjourn; Tom Wallace seconded. **SO VOTED. (8-0) MOTION PASSED UNANIMOUSLY**

Meeting adjourned at 8:18 p.m.

Respectfully submitted,
Peggy Connor, Recording Secretary