

Town of Bristol
PLANNING COMMISSION MEETING
REMOTE Public Meeting
Tuesday, June 15, 2021
Meeting Minutes

Planning Commission Members Present: Chair Kevin Hanson, Tom Wallace, Robert Rooker, John Kromer, Lloyd Dike

Absent: Jeff Lundstead, Melissa Hernandez, Bill Sayre

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

Call to Order: Chair Kevin Hanson called the meeting to order at 7:02 p.m.

I. Review Agenda for Additions, Removal, or Adjustment of any Items per 1 V.S.A. §312(d)(3)(A)

None.

II. Administrative Matters

a) Approval of Minutes: 5/18/2021

Line 111: amend to read “Kevin Hanson asked members to review the Town’s Conflict of Interest Policy, noting no additional questions or comments.” Tom Wallace moved to approve PC meeting minutes as amended for May 18, 2021; John Kromer seconded. **SO VOTED. (5-0) MOTION PASSED UNANIMOUSLY. Minutes Approved as Amended.**

b) Discussion: Zoning Administrator Report

Zoning Administrator Kris Perlee reviewed highlights of the zoning activity log previously distributed to members:

- Four DRB hearings next week: 1) Clark Investment Properties at Liberty Street is requesting preliminary approval for a 4-lot subdivision; 2) Spaulding and Frelick at 49 Bristol Cliffs Drive are requesting PUD approval; 3) Chris Acker on Hewitt Road is requesting preliminary approval for a 3-lot subdivision; and 4) Butlers at 146 Devino Lane are requesting preliminary and final approval for a 2-lot subdivision.
- DRB approved Stoney Hill business park for a 4-lot subdivision and conditional use at Firehouse Drive.
- Willowell Foundation at 195 Harvey Road, approved for conditional use in March, is working with John Turner who has offered use of his property and yurt for the preschool program previously located in Monkton, and if successful, the outdoor-based facility will make the location permanent.
- Housing project next to fire station consisting of 20 rental units in 3-4 buildings is working with the Town to acquire acreage on West Street next to the river in order to meet density requirements for multi-family housing; Addison County Community Trust will manage the property, which will require a conditional use permit.

c) Discussion/Status: ACRP review/approval of Town Plan

In terms of timeline, Kris Perlee advised that the proposed Town Plan, having been approved by voters, will now require approval by Addison County Regional Planning Commission (ACRPC), following a public hearing to be held on Tuesday, July 20th at Holley Hall. In addition to ACRPC delegates from the Commission’s Local and Energy Committees, Bristol Planning Commission members will also be in attendance to answer any questions from the public.

d) Discussion: in-person meetings

Having met the governor’s goal to vaccinate 80% of Vermont’s eligible population, state COVID-19 restrictions have been lifted as of June 15th. Kevin Hanson advised that the Selectboard is considering hybrid meetings, and purchasing “Meeting Owl,” a 360-degree Smart video conferencing camera, that will be made available to all departments.

e) Discussion: misc. correspondence
None

f) Open Position

Kevin noted there remains a vacancy on the Planning Commission.

III. Annual Organizational Meeting

a) Action: Approve Policies and Procedures changes for accuracy

John Kromer moved to accept the Policies and Procedures document for accuracy; Tom Wallace seconded. **SO VOTED (5-0) MOTION PASSED UNANIMOUSLY.**

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IV. Continuing Business

a) Discussion: Communication Out of Implementation Plan Action Items

Kevin Hanson provided a summary of the discussion with Selectboard members this week on the proposed Implementation Plan.

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Highlights of the Selectboard's expressed vision for the Planning Commission include:

- Ensuring consistency in zoning regulations
- Speed control and how to manage vehicles (i.e., truck traffic in the Notch)
- Working with PC to develop capital planning, in coordination with SB and Town Plan
- Re-establishing public outreach, post-Covid, and review COVID federal monies with Selectboard for use toward Town Plan initiatives
- Looking at density bonuses for housing, and providing a vision of options to implement
- Working with any private/public partnerships that may result in re-purposing school buildings
- Devising incentives to attract businesses to support additional housing
- Protecting agricultural land
- Continuing quarterly reports from Selectboard liaison Michelle Perlee

PC members agreed to act on tasks outlined in the Implementation Plan without formal adoption. So moved by Tom Wallace; seconded by Rob Rooker. **SO VOTED (5-0) ACTION TABLED**

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V. New Business:

a) Discuss next meeting date

Planning Commission members will hold a joint public hearing on the Town Plan with delegates from Addison County Regional Planning on Tuesday, July 20th in Holley Hall at 7:00 p.m. PC members agreed to hold their regular meetings on the 1st Tuesday of the month, and on an as-needed basis the 3rd Tuesday of the month. The next regular PC meeting is scheduled for Tuesday, August 3rd at 7:00 p.m.

VI. Public Comment

Jim Quaglino reiterated the need to solicit businesses, noting that more housing will require more employment opportunities.

Rob Rooker asked who oversees grants and funding for potential studies. Kris Perlee advised that both he and Town Administrator Valerie Capels regularly receive emails from ACRPC regarding planning grants, adding that the Planning Commission also has a budget of a few thousand dollars to be used for studies and planning.

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VII. Adjournment

Rob Rooker moved to adjourn; John Kromer seconded. **SO VOTED. (5-0) MOTION PASSED UNANIMOUSLY.**

Meeting adjourned at 7:45 p.m.

Respectfully submitted,
Peggy Connor, Recording Secretary