

Town of Bristol  
PLANNING COMMISSION MEETING  
REMOTE Public Meeting  
Tuesday, August 3, 2021  
Meeting Minutes

**DRAFT**

**Planning Commission Members Present in Person and by Remote:** Chair Kevin Hanson, Jeff Lunstead, Melissa Hernandez, Tom Wallace, Robert Rooker, John Kromer, Lloyd Dike

**Absent:** Bill Sayre

**Others Present:** Zoning Administrator Kris Perlee, Peggy Connor (Recording Secretary), Jim Quaglino, Kate Bentley, Ian Albinson

**Call to Order:** PC Chair Kevin Hanson called the meeting to order at 7:01 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: 6/15/2021**

Tom Wallace moved to approve Planning Commission meeting minutes for June 15, 2021; Melissa Hernandez seconded. **SO VOTED. (7-0) MOTION PASSED UNANIMOUSLY. Minutes Approved as Presented.**

**b) Discussion: Zoning Administrator Report**

Zoning Administrator Kris Perlee reported that the Development Review Board has held several hearings in recent months on small subdivisions, conditional use, and preliminary approval for the Firehouse Apartments developed by Addison County Community Trust and Evernorth, formerly Housing Vermont. Also, there are plans to build 10 new homes in town in the coming year.

**c) Discussion: misc. correspondence**

Kevin Hanson noted that Vermont Housing and Planning has provided a survey for town planners that focuses on affordable housing.

**d) Open position**

Noting the ongoing PC vacancy, Kevin suggested the benefit of soliciting someone with an agricultural background, particularly in conservation activity. Melissa Hernandez has someone in mind and will reach out to ask if she will consider joining the Planning Commission.

**III. Continuing Business**

**a) Discussion: Post-comment(s) regarding the ACPRC plan review meeting (7/20/21)**

Rob Rooker supported taking advantage of trainings offered by ACPRC; particularly regarding subdivision implementation and navigating the disconnect between the intent of the Town Plan and tools for development. Kris Perlee will coordinate with the ACRPC chair to set up training, and invited PC members to participate in the planning process.

**b) Discussion: Planning Commission Implementation Task List**

Kevin grouped tasks in the Town Plan for which the Planning Commission has primary and secondary involvement, and grouped them into five categories on the Planning Commission Tasks Descriptions document [PlanningCommissionTasksDescriptions:](#)

- Group I: Housing and related needs
- Group II: Conservation (risk reduction of streams and rivers)
- Group III: Mechanics of Assuring the Plan Vision (consistent with Unified Development rules)
- Group IV: Public Amenities and Preservation of Open Land
- Group V: Environmental Conservation

Following discussion, PC members agreed that housing should be a priority, noting the number of people who have expressed interest in living in the Town of Bristol, as well as how to attract more business so that those who live in Bristol may also work in the Town. In going forward, the PC will first focus on Group I to further develop how the task is laid out as a full commission, and later may form subcommittees.

#### **IV. New Business:**

##### **a) Discussion: Planning grant opportunity**

Kevin advised that the FY22 Municipal Planning Grant Program [Announcing the FY22 Municipal Planning Grant Program](#) provides towns an opportunity to apply for up to \$22,000 with a 10% local match. The application schedule is as follows:

- Online application opens for use on September 1, 2021
- Regional Planning Commission confirmation of municipal planning process (for eligibility): September 30, 2021
- Application Deadline: November 1, 2021 @ 6:00 p.m.
- Award Decisions: Early December 2021
- Projection completion: June 2023

Jeff Lunstead noted that in his email, the State Department of Housing and Community Development Commissioner also advised that an additional \$500,000 is available to support municipal bylaw amendments in FY22 to confront the State's housing crisis. Jeff suggested utilizing grant monies to hire a housing expert to gather and analyze data. Rob Rooker agreed that a study would be a beneficial tool and recommended that the Commission begin preparing the grant application at its next meeting. Jeff and Kevin agreed to prepare and distribute a narrative in draft form for review. PC members will then bring their comments and suggestions to the next meeting for discussion.

#### **V. Public Comment**

None.

#### **VI. Adjournment**

Tom Wallace moved to adjourn; John Kromer seconded. **SO VOTED. (7-0) MOTION PASSED UNANIMOUSLY.**

Meeting adjourned at 8:05 p.m.

Respectfully submitted,  
Peggy Connor, Recording Secretary