

Town of Bristol  
PLANNING COMMISSION MEETING  
REMOTE Public Meeting  
Tuesday, September 7, 2021  
Meeting Minutes

**DRAFT**

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

**Absent:** Bill Sayre, Robert Rooker, John Kromer

**Others Present:** Zoning Administrator Kris Perlee, Peggy Connor (Recording Secretary).

**Call to Order:** PC Chair Kevin Hanson called the meeting to order at 7:10 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: 8/3/2021**

Jeff Lunstead moved to approve Planning Commission meeting minutes for August 3, 2021; Lloyd Dike seconded. **SO VOTED. (5-0) MOTION PASSED UNANIMOUSLY. Minutes Approved as presented.**

**b) Discussion: Zoning Administrator Report**

Zoning Administrator Kris Perlee reported that a conditional use hearing for the 20-unit complex planned to be built next to the fire department is scheduled for next week. Also, Clark's subdivision proposes three building lots at the corner of Liberty and West Pleasant Streets.

**c) Discussion: misc. correspondence**

Kevin Hanson noted the survey regarding housing committees sent to the Planning Commission from ACRPC community planner Katie Raycroft-Meyer, in partnership with CVOEO, Vermont Housing Finance Agency, and Vermont Department of Housing & Community Development.

Survey link: [https://bristol.synctool.com/shares/folder/B0Pejet82JE/?folder\\_id=63410279](https://bristol.synctool.com/shares/folder/B0Pejet82JE/?folder_id=63410279)

Kevin also reported that the Bristol Town Plan is scheduled to be reviewed by the Addison County Regional Planning Commission at its next full meeting on Wednesday, September 7<sup>th</sup>.

Melissa Hernandez asked that emails from Kevin and Kris be sent to her personal email address instead of her business email.

Kevin noted Town Administrator Valerie Capel's email regarding the Green Peak Solar project on the Lathrop plateau now in the final stages of review:

[https://bristol.synctool.com/shares/folder/B0Pejet82JE/?folder\\_id=63410279](https://bristol.synctool.com/shares/folder/B0Pejet82JE/?folder_id=63410279)

**d) Open Position**

[agenda item discussed later in the meeting]

**III. Continuing Business**

**a) Discussion: additional thoughts on Planning Commission Implementation Task List**

No further discussion related to the Implementation Task List:

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**b) Discussion: Planning grant opportunity/draft verbiage**

Having begun the process, Jeff Lunstead reviewed the draft language to date for the Municipal Planning Grant (MPG), noting that a second Bylaws Modernization Grant is also available:

<https://bristol.synctool.com/files/view/464692/102914322/B0Pejet82JE/>

The MPG Program supports planning and revitalization for local Vermont municipalities with a maximum grant amount of \$22,000, while the one-time Special FY22 Funding for Bylaw Modernization Grant makes an additional \$500,000 available specifically for zoning/subdivision bylaw modernization projects. Both require a 10% match from the Town.

Kris Perlee suggested that the Planning Commission determine its long-term goal for any grant monies, noting that the \$6,000 in the commission's budget may achieve their objectives without having to apply for grants. He noted that the Town chose not to apply for grant funding to rewrite the Town's Bylaws, but instead contracted with Addison County Regional Planning. In terms of collecting updated data regarding housing needs, Kris suggested that the Planning Commission consider utilizing college interns, and offered to gather their contact information through the Town Administrator.

Jeff noted that the grant application will focus on housing needs, and make use of the Town Plan as a guide on how to address those needs. Although there is nothing specific regarding transportation, Jeff suggested adding language indicating how housing changes would impact transportation in the village area. Kris recommended broadening the scope by substituting "infrastructure" for "transportation." Melissa Hernandez noted there may be other opportunities by including the entire town. Kris agreed, adding that, from a zoning perspective, most of the building last year had been outside of the village.

Regarding sections on public outreach and Project Partnership and Support, Kris noted that public participation is typically minimal; however, he pointed to the Town of Hinesburg's success to increase public engagement by dividing their town into small geographic areas and asking those who lived in each area what their part of town should look like. The Town of Bristol held an open house on the Bylaws rewrite, and maps and flyers posted around town encourages and informs the public as well. In terms of the "under-represented population," Kris suggested working with Addison County Community Trust (ACCT) and other countywide organizations that focus on outreach. He offered to contact the Addison County Regional Planning Commission for a list of organizations.

Action items for grant application:

- Jeff will work with Kris on budgeting, and contacting groups for public outreach
- Kevin will gather intern information from Valerie, and contact ACRPC re: consultants and costs
- Kris will send budget numbers to PC members
- Next meeting tentatively scheduled for October 5<sup>th</sup>, depending on progress of grant application

**IV. New Business:**

**a) Quarterly Selectboard Discussion**

In addition to his email attachment outlining the Planning Commission's Quarterly report to the Selectboard on September 14<sup>th</sup>, Kevin noted the addition of the Municipal Planning Grant application for Board approval, and that the Town Plan is before the ACRPC for final approval:

<https://bristol.synctool.com/files/view/464692/102919360/B0Pejet82JE/>

**b) Training - topics and structure**

At the Planning Commission's August meeting, members discussed training sessions available through the Addison County Regional Planning Commission. Kevin and Kris suggested that members think about specific workshops of interest to be further discussed at their October meeting. Both the

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ACRPC and VLCT websites offer links for municipal planning:

[Municipal Planning – Addison County Regional Planning Commission | Vermont \(acrpc.org\)](http://acrpc.org)

[Municipal Assistance Center | Vermont League of Cities and Towns \(vlct.org\)](http://vlct.org)

- Kris will also provide a list of workshops and training sessions for consideration.

#### **Discussion: Open Position**

There remains an open position on the Planning Commission. Melissa asked if PC members are required to be residents of Bristol, or if they may serve as business owners in the Town. Kris noted that appointments are overseen by the Selectboard.

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

None.

#### **VI. Adjournment**

Lloyd Dike moved to adjourn; Tom Wallace seconded. **SO VOTED. (5-0) MOTION PASSED UNANIMOUSLY.**

Meeting adjourned at 8:22 p.m.

Respectfully submitted,  
Peggy Connor, Recording Secretary