

Town of Bristol
PLANNING COMMISSION MEETING
REMOTE Public Meeting
Tuesday, October 5, 2021
Meeting Minutes

D R A F T

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

Absent: Bill Sayre, John Kromer

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

Call to Order: PC Chair Kevin Hanson called the meeting to order at 7:05 p.m.

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

Add:

- Scope of Work for ACRPC Involvement re: grant

II. Administrative Matters

a) Approval of Minutes: 9/7/2021

Tom Wallace moved to approve Planning Commission meeting minutes for September 7, 2021; Melissa Hernandez seconded. **SO VOTED. (6-0) MOTION PASSED UNANIMOUSLY. Minutes Approved as presented.**

b) Discussion: Zoning Administrator Report

Zoning Administrator Kris Perlee reported that the permitting process continues for the 20-unit complex planned next to the fire department, to include the Business Park, first building and infrastructure. He added that there has been a significant number of real estate transactions, having issued 12 housing permits so far this year.

c) Discussion: Quarterly Selectboard Discussion

Kevin Hanson reported to the Selectboard on the Planning Commission's activities September 27th, including the Master Task List for the Town Plan, and grant application. He noted a change to the PC's charter as it relates to the new responsibilities of the Design Review Board.

d) Misc. Correspondence

Kevin reported that most of the recent correspondence received is in connection with the permitting process for three solar collectors in Bristol.

e) Open Position

Kevin reached out to Chanin Hill who has accepted a position on the Planning Commission and is in the process of being approved by the Selectboard. Chanin's appointment will fill the 9th slot which will allow the Planning Commission to return to a full board. Chanin brings experience in agriculture and business, which will be beneficial to the Planning Commission.

III. Continuing Business

a) Discussion: Planning Grant Opportunity/Draft Verbiage

Jeff Lunstead reviewed the most recent additional language to the Municipal Planning Grant (MPG) highlighted in yellow:

<https://bristol.synctool.com/files/view/464692/106291324/B0Pejet82JE/>

Kevin Hanson noted that ACRPC Executive Director Adam Lougee suggested that the Planning Commission apply instead for the Bylaws Modernization Grant which is more focused on affordable housing, falls within the working regulations, and is less competitive. He pointed out that most of the information on the MPG is transferrable to the Bylaws Grant. Jeff volunteered to review the Bylaws Grant in the coming week, and transfer all applicable responses from the MPG. The deadline for the Bylaws Grant application is November 15th. Because both grants are similar, PC members suggested adding language in the following sections:

- Section 4.4 Other Background: sync with ACRPC and Addison County Community Trust (ACCT) which issued a recent report identifying housing shortage
- Section 4.6 Project Management: working collaboratively with Unified Development Regulations (UDR), PC regular monthly meetings and special meetings as needed, public review process
- Section 5.1 Public Outreach: working in collaboration with ACRPC and ACCT and other countywide organizations to maximize public outreach, including Bristol Village Company Housing, Addison County Chamber of Commerce, Addison County Board of Realtors, Bristol school board and the business community.
- Section 6.1 Project Outcomes & Goals: expand drafted response to include forest conservation
- Section 6.4 Designated Areas: Include "Neighborhood Development Area," as recommended by ACRPC
- Section 6.6 Program Success Stories: Include 2019 MPG for Town Plan which was approved by ACRPC
- Section 7 Municipal Resolution & Grant Roles: Regarding the Work Plan and Budget Form piece, Kris Perlee suggested a work session with Town Administrator Valerie Capels once it has been determined that this information is also required for the Bylaws grant. Regarding consultant cost, Adam Lougee suggested more detail beyond affordable housing (i.e., impact on infrastructure), which will drive a number from ACRPC followed by a schedule and cost.

Scope of Work for ACRPC Involvement re: grant

Kevin Hanson reviewed the Scope of Work to present to ACRPC to determine their associated costs with the Planning Commission's grant effort:

<https://bristol.syncedtool.com/files/view/464692/106291326/B0Pejet82JE/>

Jeff Lunstead noted that a significant number of these issues are addressed in a document provided by the state entitled "Enabling Better Places: A Zoning Guide for Vermont Neighborhoods."

[CPR-Z4GN-Guide-Final-web.pdf \(brattleboro.org\)](https://www.brattleboro.org/CPR-Z4GN-Guide-Final-web.pdf)

Kris Perlee suggested that parking and wastewater be considered as factors associated with additional housing. All agreed to add "Character Survey" and to delete "Effective Use of PUD's" from the Scope of Work for ACRPC, noting PUD's will not promote affordable housing.

b) Discussion: Training – topics and structure

Training discussion TABLED.

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IV. New Business

None

V. Public Comment

None.

VI. Adjournment

Lloyd Dike moved to adjourn; Rob Rooker seconded. **SO VOTED. (6-0) MOTION PASSED UNANIMOUSLY.** Meeting adjourned at 8:5- p.m.

Respectfully submitted,
Peggy Connor, Recording Secretary