

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

D R A F T

Planning Commission Members Present in Person and by Remote: Chair Kevin Hanson, Jeff Lunstead, Tom Wallace, Robert Rooker, Chanin Hill.

Absent: Bill Sayre, Melissa Hernandez, Lloyd Dike, John Kromer, ZA Kris Perlee

Others Present: Peggy Connor (Recording Secretary), Jim Quaglino, Gavin Kouwehoven

Call to Order: PC Chair Kevin Hanson called the meeting to order at 7:04 p.m.

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

Add:

- IV f) Selectboard Quarterly Review

II. Administrative Matters

a) Approval of Minutes: 11/2/2021

Jeff Lunstead moved to approve Planning Commission meeting minutes for November 2, 2021; Chanin Hill seconded. **SO VOTED. (5-0) MOTION PASSED UNANIMOUSLY. Minutes Approved as presented.**

b) Discussion: Zoning Administrator Report

None; ZA unavailable.

c) Discussion: misc. correspondence

Kevin advised that John Kromer submitted his letter of resignation from the Planning Commission this week, effective immediately. Kevin thanked John for his service and encouraged PC members to reach out to prospective candidates for the vacant position.

Addison County Regional Planning Commission (ACRPC) Community Planner Katie Raycroft-Meyer sent an email inviting municipal officials provide feedback on the webinar sponsored the Vermont Agency of Natural Resources (ANR) on forest blocks and habitat connectors in Vermont towns:

<https://anr.vermont.gov/content/resources>

Kevin also completed a survey in connection with the Lake Champlain Sea Grant to help assess the needs of local municipalities to improve their resilience to natural hazards (e.g., flooding, severe storm events):

<https://www.uvm.edu/seagrant/about>

Sharon Lussier has requested that the Planning Commission submit a summary by December 22nd for the Town Report. Kevin will write a draft to share with PC members for their input.

III. Continuing Business

a) Discussion: Grant Submittal Review

Kevin advised that the Bylaw Modernization Grant application has been submitted verbatim based on discussions at the Planning Commission's last meeting with the exception of the total dollar amount being sought:

https://bristol.synctool.com/shares/folder/B0Pejet82JE/?folder_id=74529441

Upon further consultation with Town Administrator Valerie Capels and Zoning Administrator Kris Perlee, it was agreed to seek grant funds in the amount of \$13,045 to be matched by the town, in addition to a \$1,435 contingency for a total of \$15,785.

Kevin shared highlights of his conference call on December 1st with Planning and Policy Manager Jacob Hemmerick of the Vermont Department of Housing and Community Development. Regarding inclusion of the Rural Planning District, Jake questioned plans for considering an area of lower development. Kevin explained that there were no specific plans for the area but did not want to be limited should an opportunity arise to include that area or parts of it adjacent to the Village Planning Area. Kevin pointed out that there are hamlets of denser housing as well. Jake was aware of the municipal system for the Downtown but indicated that the Town should be considering the area where municipal water and sewer currently exists. Kevin explained that all of Bristol is in-ground injection systems, even the Downtown system. Jake also asked about the short statement regarding the Live/Work section. Kevin advised that as changes to housing are considered, there may be options to contemplate in addition to what Home Occupation and Home Business requirements currently allow. Jake seemed satisfied with the explanations.

Jeff Lunstead noted that recipients of the grant will be announced in January.

IV. New Business:

a) Discussion: UVM Intern Request

Kevin shared the email circulated by Valerie Capels regarding UVM's Democracy Project Internship program:

[file:///C:/Users/zoning/Downloads/Item%20IV%20a. Gmail%20-%20FW %20UVM's%20Local%20Democracy%20Project%20Internship %20Join%20us%20Spring %202022%20\(2\).pdf](file:///C:/Users/zoning/Downloads/Item%20IV%20a.%20Gmail%20-%20FW%20UVM's%20Local%20Democracy%20Project%20Internship%20Join%20us%20Spring%202022%20(2).pdf)

Over the course of the spring semester, Local Democracy interns are made available to participating towns to assist in a variety of tasks, including redesigning town reports, creating social media content, and conducting historical research. To that end, Kevin suggested that the intern program may be a useful resource for work on the Character Survey and Density Study in terms of data collection and public outreach. Following discussion, it was agreed that the intern program would serve as additional resource and worth pursuing. Questions that arose included: a) Is it a paid internship? b) Determine specific needs prior to hiring an intern or define needs once intern is in place? C) Does UVM have a planning department that prepares interns?

b) Discussion: Character Survey

In addition to the Character Survey, Kevin distributed to PC members a 2007 Density Study by ACRPC:

https://bristol.syncedtool.com/shares/folder/B0Pejet82JE/?folder_id=74529441, which includes helpful data. Kevin noted that in addition to physical arrangement of buildings, intangibles should also be evaluated regardless of whether grant money is awarded. Jeff Lunstead suggested that a portion of the \$1.2 million in federal Covid relief funds going to the Town may be used should the Bylaws Modernization Grant application not be successful. Kevin asked PC members to consider how to quantify the intangibles in forming a strategy for the Character Survey:

[file:///C:/Users/zoning/Downloads/Item%20IV%20b. Enabling%20Better%20Places CharacterSurvey Section%20\(4\).pdf](file:///C:/Users/zoning/Downloads/Item%20IV%20b.%20Enabling%20Better%20Places%20CharacterSurvey%20Section%20(4).pdf)

In doing so, Jeff recommended asking community members the question, "What makes Bristol special to you?" Rob agreed that a defined matrix would be helpful in completing the Character Survey.

c) Discussion: Bicycle/Pedestrian Advisory Committee

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Kevin advised that the Selectboard is establishing a Bicycle/Pedestrian Committee and asked if the Planning Commission should be part of that effort. It was agreed to reach out to the advisory committee, once formed, to share information for a unified approach.

d) Action: Identify interest in serving on Town American Rescue Plan Act (ARPA) Committee

Selectboard Chair Ian Albinson has requested a representative from the Planning Commission to serve on the ARPA committee tasked with assessing proposals for Bristol's allocation of the American Rescue Plan Act funding, of which Bristol is slated to receive almost \$1.2 million over the next two years. Both Chanin Hill and Rob Rooker expressed interest in serving on the ARPA committee. Kevin will submit both names and inquire about frequency of meetings.

e) Discussion: Draft Meeting Plan

Kevin shared the Draft Meeting Plan for the upcoming year created for the purpose of understanding how the grant might be utilized, given other PC activities:

<https://bristol.syncedtool.com/files/view/464692/282324504/B0Pejet82JE/>

In terms of training, Rob Rooker asked if private consultants may be another option for consideration in addition to training offered by ACRPC. Kevin noted that Town Administrator Valerie Capels advised there are a number of state planning consultants; however, ACRPC offers relatively inexpensive training opportunities as compared to independent consultants.

f) Selectboard Quarterly Review

Kevin noted that for the upcoming Selectboard meeting on December 13th, he will report on grant preparation and changes of personnel on the Planning Commission. All are welcome to attend the Selectboard meeting scheduled to begin at 7:00 p.m.

V. Public Comment:

None.

VI. Adjournment

Rob Rooker moved to adjourn; Chan Hill seconded. **SO VOTED. (5-0) MOTION PASSED UNANIMOUSLY.** Meeting adjourned at 7:48 p.m.

Respectfully submitted,
Peggy Connor, Recording Secretary