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Town of Bristol
DEVELOPMENT REVIEW BOARD MEETING
Remote Public Meeting
Tuesday, January 11, 2022
Meeting Minutes
DRAFT

DRB Members Present in person and remotely: Kevin Brown (Chair), Ted Desmond, Brenda Tillberg (7:20 arrival), John Moyers, Josh Crandall (Alternate), Robert Rooker (Alternate).

Absent: Paul Jackman, Carol Clauss, Tom Wells

Others Present: Kris Perlee (Zoning Administrator), Peggy Connor (Recording Secretary), Jim Quaglino, Kevin Harper (Bristol Works!)

- 1) **Call to Order:** Chair K. Brown called the meeting to order at 7:03 p.m.
- 2) **Review agenda for additions, removal, or adjustments of any items per 1 V.S.A. §312(d)(3)(A)**
None.
- 3) **New Business:**

- a. **Permit #21-408: Bristol Works! LLC at 62 Pine Street (Parcel #205151) is requesting Final approval for a 2-lot planned unit development (PUD) per Bristol Unified Development Regulations Article IV, Section 609**

On behalf of Bristol Works!, Kevin Harper reviewed the master site plan for the Planned Unit Development (PUD) located at 62 Pine Street, including relaxed requirements being sought for the existing buildings and future residential components, as requested by the DRB at the Preliminary Approval hearing on December 14th. The master plan shows a .563-acre parcel in the northeast corner and a 1.004-acre parcel in the southwest corner where Kevin Harper explained there will be future residential development at some point.

Following discussion, Rob Rooker and Josh Crandall noted differences in the master site plan dated January 5, 2021, versus the site plan dated November 2, 2021, which was presented at the DRB's meeting on December 4th for preliminary approval. John Moyers asked if all exterior lighting would be in compliance, particularly the Pine Street parking lot lights. Kevin Harper agreed to work with the town and electric company to make lighting improvements. In terms of changes, Kris Perlee explained that besides showing greater detail and the potential for future development, the only change consists of a common area of dirt around the campus perimeter and a portion south of Building 4 taken out of the limited common area and moved to common area to allow for a contiguous campus. Rob Rooker asked that the final plat include any changes for recording, noting that the permit had been warned as a 2-lot PUD; however, it appears that the current map shows a 4-lot PUD.

Kevin Brown moved to approve the 2-lot PUD subdivision that creates Building 4 as a stand-alone lot with limited common areas and common areas with the condition that submission of the final plat shows the retained land and Building 4 lot with boundary, and all common and limited common areas depicted. Rob Rooker seconded. **MOTION PASSED UNANIMOUSLY 6-0 (K. Brown, T. Desmond, B. Tillberg, J. Moyers, J. Crandall, R. Rooker)**

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b. Permit #21-409: Bristol Works! LLC at 62 Pine Street (Parcel #205151) is requesting preliminary approval for a 2-lot subdivision per Bristol Unified Development Regulations Article IX, Sec. 930

K. Harper advised that Lot 2, a 0.289-acre parcel in the High Density Residential (HDR) district differs from the rest of the mixed-use campus but provides an opportunity to build a modest home. Noting that the HDR district requires 75' road frontage, he will request a waiver for the existing 73.7' frontage at the upcoming subdivision hearing. Although an engineer conducted a survey, Kevin is seeking only to sell the lot while the new owners would apply for a building permit and provide a septic design.

4) Other Business

As a matter of procedure, Josh Crandall noted that a master plan may be useful; however, it should be made clear to applicants that the application of record is the document before the DRB for approval. Kevin Brown agreed that it is important that what is before the DRB is what is actually being approved.

Meeting adjourned at 7:55 p.m.

Respectfully submitted,
Peggy Connor, Recording Secretary