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Town of Bristol
DEVELOPMENT REVIEW BOARD MEETING
Remote Public Meeting
Tuesday, December 14, 2021
Meeting Minutes
DRAFT

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

Absent: Paul Jackman, Carol Clauss

Others Present: Kris Perlee (Zoning Administrator), Peggy Connor (Recording Secretary), Jim Quaglino, Kevin Harper, Gregg Butler, Laura Butler, Stan Livingston.

1) **Call to Order:** Chair K. Brown called the meeting to order at 7:12 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 #21-407: Gregg Butler located at 1407 Hardscrabble Rd. (Parcel #020118) is requesting Final approval for a 2-lot subdivision**

Applicants Greg and Laura Butler and landowner Stan Livingston sworn in by K. Brown to give testimony. Sketch plan qualified as a minor subdivision at the DRB meeting on November 9, 2021.

In reference to the zoning application, J. Moyers noted that the applicants Gregg and Laura Butler are not the landowners, and are seeking “both a subdivision and building permit for a house on 5.2-acres.” K. Brown advised that the decision letter will be sent to both the landowner and applicants, and that the final approval hearing relates only to the subdivision as building permits are issued by the zoning administrator.

K. Brown moved to approve the 2-lot subdivision to create 5.2-acre Lot 1 as depicted on the LaRose survey plat dated 9/24/2021; Tom Wells seconded. **MOTION PASSED UNANIMOUSLY 7-0 (K. Brown, T. Wells, T. Desmond, B. Tillberg, J. Moyers, J. Crandall, R. Rooker)**

b. **Permit #21-408: Bristol Works! LLC at 62 Pine Street (Parcel #205151) is requesting preliminary approval for a 2-lot Planned Unit Development (PUD) per Bristol Unified Development Regulations Article IV, Sec. 609**

Sketch plan qualified as a major subdivision at the DRB meeting on November 9, 2021. Bristol Works! Managing Partner Kevin Harper summarized the proposal for DRB members not in attendance at the November 9th meeting, noting that Bristol Works! and Mountain Health will be managing the Limited Common Elements and Common Elements, as per the site plan by way of an Association Agreement. He added that a PUD allows Bristol Works! to consider some residential units on the property in the future.

K. Brown advised that by creating a PUD on a common-interest community, the final plat should show all relaxed requirements being sought for the existing buildings, and later amendments for any future residential component. He added that the proposed Declaration and Bylaws should define the limited common area, setbacks, etc.

K. Brown moved for preliminary approval of the Planned Unit Development as presented; T.

Wells seconded. **MOTION PASSED UNANIMOUSLY 7-0 (K. Brown, T. Wells, T. Desmond, B. Tillberg, J. Moyers, J. Crandall, R. Rooker)**

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

On behalf of Bristol Works!, K. Harper explained that the unique 75' x 300' (between ½ and 1/3 acre) lot sitting between two lots, with two large maple trees, generated much interest when Living Well went on the market. With no common use associated with the parcel, a PUD was not considered, but rather a subdivision to allow someone to build a home on the lot located in the HDR zoning district.

Both T. Wells and K. Brown agreed that it made sense to make this a stand-alone residential lot, apart from the PUD's Association, which the new homeowner would have nothing to do with. Noting the lot frontage of 73.7', Brenda Tillberg pointed out the required minimum of 75' in the designated zoning district. K. Brown advised that the DRB may grant a waiver to reduce dimensional requirements (Section 383, p. 48) at the final hearing, adding that nearly every lot in the village is non-conforming in some way.

K. Brown moved to designate the application as a major subdivision due to commercial use on the lot; Ted Desmond seconded. **MOTION PASSED 6-0 (K. Brown, T. Wells, T. Desmond, B. Tillberg, J. Moyers, J. Crandall) R. Rooker abstained**

d. Approve Minutes for the following DRB meetings: 5/25/2021, 6/22/2021, 7/13/2021, 7/27/2021 and 9/14/2021

K. Perlee noted that all except meeting minutes for 7/27/2021 had been approved at the DRB's last meeting on November 9, 2021.

Corrections to meeting minutes of 7/27/2021:

- Date should read "July 27, 2021"
- Lines 32-33: should read "sign will be located about 50 feet south of the existing sidewalk on Lot 2."

Other Business: Procedural Discussion

J. Moyers suggested that the DRB consider treating conditional use applications similar to subdivision hearings which require both final and preliminary approval, noting that conditional use often demands a higher level of scrutiny for substantive reasons. K. Brown advised that the bylaws call for a single hearing for conditional use review which may be combined with a site plan review. T. Wells added that DRB members may ask questions and request more evidence in cases of more complex conditional use applications, and they may also ask for a continuance should the applicant not be fully prepared.

J. Moyers also suggested that written decisions of the DRB first be reviewed by all members prior to being sent to applicants. K. Brown explained that any decisions are announced prior to being written and was hesitant to support a group review which would likely result in a slower process. B. Tillberg concurred, adding that a review by all members would require a quorum thereby making the process less efficient. Following further discussion it was agreed that all written decisions will be shared with DRB members via email.

4) Adjournment

R. Rooker moved to adjourn; B. Tillberg seconded. **MOTION PASSED UNANIMOUSLY 7-0 (K. Brown, T. Wells, T. Desmond, B. Tillberg, J. Moyers, J. Crandall, R. Rooker)**

Town of Bristol
Development Review Board
Tuesday, December 14, 2021

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110 Meeting adjourned at 9:15 p.m.

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112 Next DRB meeting is tentatively scheduled for January 11, 2022.

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114 Respectfully submitted,

115 Peggy Connor, Recording Secretary