

Town of Bristol
PLANNING COMMISSION MEETING
HYBRID Public Meeting
Tuesday, January 4, 2022
Meeting Minutes

D R A F T

Planning Commission Members Present:

In Person: Chanin Hill

Remote: Chair Kevin Hanson, Jeff Lunstead, Tom Wallace, Bill Sayre, Melissa Hernandez, Robert Rooker, Jason Hurd.

Absent:

Lloyd Dike

Visitors in Attendance: Jim Quaglino

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

Call to Order: PC Chair Kevin Hanson called the meeting to order at 7:06 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

None.

II. Administrative Matters

a) Welcome new member – Jason Hurd

On behalf of the Planning Commission, Kevin Hanson welcomed new member Jason Hurd.

b) Approval of Minutes: 12/7/2021

Jeff Lunstead moved to approve meeting minutes for December 7, 2021; Chanin Hill seconded. **SO VOTED. (8-0) MOTION PASSED UNANIMOUSLY. Minutes approved as presented.**

c) Discussion: Zoning Administrator Report

Zoning Administrator Kris Perlee will distribute to board members his year-end report showing all zoning activity for 2021.

d) Discussion: misc. correspondence

- Kevin Hanson advised that following review of members, the Planning Commission's year-end report has been submitted to Town Clerk Sharon Lucia to be included in the Town Report.
- At the December 20th Selectboard meeting, Kevin and other PC members discussed the UVM intern and Bylaw Modernization grant process.
- Having been selected as the Clean Water Service Provider (CWSP) for the Otter Creek Basin, Addison County Regional Planning Commission (ACRPC) is seeking candidates to represent municipalities on the Basin Water Quality Council (BWQC). It is anticipated that during the start-up period for the CWSP (approximately now until July 2022), the BWQC will meet approximately four times to review and develop CWSP policies and to participate in trainings developed by the State. Once the CWSP is established, the work of the BWQC can be conducted at quarterly meetings. The ACRPC will host an information session in the coming weeks. Those interested should contact Mike Winslow (mwinslow@acrpc.org).

III. Continuing Business

a) Discussion: Bylaw Modernization Grant Activity

Kevin reported that Jennifer Lavoie of the Vermont League of Cities and Towns (VLCT) advised him

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that they are considering awarding a partial grant for \$9,800 consisting of \$8,820 in grant monies and a \$980 match. She also indicated that the focus should be exclusively on the Village Planning area and not anything in the Rural Planning Area. The revised application limits the number of meetings with a consultant to five; however, there are reserve Town funds available if needed. Kevin pointed out that if the actions as stated in the grant application are implemented within two years, the 10% grant match (\$980) will be forgiven.

i. Next steps

In consultation with ZA Kris Perlee and Town Administrator Valerie Capels, Kevin has begun drafting a Request for Proposals (RFP) and invites input from PC members.

ii. Discussion: UVM Intern and scope of work

- i. Interaction with intern. Consider subcommittee**
- ii. Physical Character Survey**
- iii. Values Survey**

In preparation for hosting an intern as part of the UVM pilot Local Democracy Towns Internship program for the spring semester, Kevin suggested that the Planning Commission decide whether to establish a subcommittee, or appoint a single point person to supervise and coordinate the intern's work. Following a brief discussion, it was agreed that a point person would be most efficient, and Chanin Hill volunteered to take on that role.

In terms of the intern's scope, PC members discussed the following:

- Data collection for a Character Survey as a tool for measuring the Town's best existing patterns and identify the regulatory challenges most in need of reform
- Data collection for a Values Survey to learn what community members most value about living in the Town of Bristol
- Update and build on the 2007 Bristol Density Study with more focus on diversity to include other parts of the village, and present-day uses

Noting that gathering data through surveys, going door-to-door, and social media, Kris Perlee suggested that a second intern may be considered during the fall semester to analyze the collected data. Melissa Hernandez proposed that business owners offer gift certificates to community members who complete the surveys/questionnaires. Chanin Hill recommended that the surveys be available during Town Meeting in March to reach a number of residents at one time.

It was agreed to establish an ad hoc committee to draft survey questions for discussion at the next Planning Commission meeting in February. Committee members are Jeff Lunstead, Chanin Hill, and Jason Hurd.

IV. New Business

None.

V. Public Comment

On behalf of a constituent, Melissa Hernandez asked about the proposed solar panels for Kane Hill and if funds are set aside for maintenance and/or decommissioning. ZA Kris Perlee advised that any solar project is required to demonstrate adequate funding prior to approval; however, it is the State Public Utility Commission that evaluates siting and financial aspects for all Vermont's utilities.

VI. Adjournment

Melissa Hernandez moved to adjourn; Rob Rooker seconded. **SO VOTED. (8-0) MOTION PASSED UNANIMOUSLY.** Meeting adjourned at 8:03 p.m.

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108 The next Planning Commission meeting is tentatively scheduled for Tuesday, February 1st at 7:00
109 p.m.

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112 Respectfully submitted,
113 Peggy Connor, Recording Secretary