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Town of Bristol
DEVELOPMENT REVIEW BOARD MEETING
Remote Public Meeting
Tuesday, November 9, 2021
Meeting Minutes

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

Absent: Paul Jackman, Tom Wells.

Others Present: Kris Perlee (Zoning Administrator), Peggy Connor (Recording Secretary), Emily Spaulding, Kevin Harper, Donovan Ward, Gregg Butler, Martha Halnon, Stan Livingston

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 #21-405: Emily Spaulding and Peter Frelik located at Bristol Cliffs Drive (Parcel #09.01.58) is requesting Final Plan approval for a 2-lot subdivision**

Sketch Plan review held on September 14th. Donovan Ward reviewed the overall subdivision plat dated June 1, 2021, noting that the proposed subdivision of the existing 6.50+/- acre parcel in the RA-2 zoning district will create two new parcels: Lot 1 being 4.48+/- in size, and Lot 2 being 2.02+/- acres. The proposed wastewater disposal system for Lot 2 will be a gravity fed in-ground disposal system, while Lot 1 will continue to be served by an existing in-ground wastewater system, and a replacement area has been identified for the existing residential structure. The proposed easements include an easement for the shared drilled well, and a right-of-way (ROW) over Lot 2 for ingress and egress for Lot 1.

K. Brown advised applicants to be sure that the ROW and waterway easements are reflected in the deeds. J. Moyer moved to accept the final plan and approve the 2-lot subdivision; J. Crandall seconded. **MOTION PASSED UNANIMOUSLY 7-0 (K. Brown, T. Desmond, B. Tillberg, J. Moyers, C. Clauss, J. Crandall, R. Rooker)**

b. **Permit #21-407: Gregg Butler located at 1407 Hardscrabble Road (Parcel #020118) is requesting Sketch Plan approval for a 2-lot subdivision**

Landowner Stanley Livingston and applicant Gregg Butler reviewed the site plan for the proposed subdivision of a 5.2-acre parcel located at 1407 Hardscrabble Road in the RA-5 zoning district. He added that the existing drive from the shop will access the Butler house to the north. The preliminary perc test shows ability to install a conventional system, and all setbacks are well within zoning requirements.

K. Brown advised that the setbacks need to be shown on the survey map for the final hearing and suggested to Mr. Livingston that documents he submitted in June for the Devino Lane 2-lot subdivision could be used as a template, in addition to the zoning bylaws, in preparation of the final hearing. K. Brown noted that the proposal qualifies as a minor subdivision.

c. **Permit #21-408: Bristol Works! LLC located at 72 Munsill Avenue (Parcel #205151) is requesting Sketch Plan approval for a 2-lot Planned Unit Development (PUD)**

57 Bristol Works Managing Partner Kevin Harper reviewed the site plan for a proposed 2-lot PUD
58 in the Village Mixed zoning district located at 72 Munsill Avenue. In his narrative, K. Harper
59 explained that Building 4 was leased from Bristol Works by Porter Hospital in 2012, at which
60 time most of the building was used by Bristol Internal Medicine. Later the building included Red
61 Clover Family Dentistry and administrative offices of Mt. Health. In 2019, Porter left Bristol
62 Works, and Mt. Health moved into the Bristol Internal Medicine space and purchased the Red
63 Clover practice. Bristol Works has offered to sell Mt. Health Building 4 with a small portion of
64 land around the building. Bristol Works and Mt. Health will manage the limited common
65 elements and common elements by way of an association agreement. Bristol Works will retain
66 all lands not included in the sale of the Building 4 property as leased office and light
67 manufacturing.

68
69 K. Brown noted the need for setback waivers for the PUD, which is considered a major
70 subdivision requiring both a preliminary and final hearing.

71
72 J. Moyers suggested revisiting the lighting plan on the north side as he has received reports
73 from some Plank Road residents impacted by the flood lights. He encouraged Mr. Harper to
74 review Section 752, page 72 of the Unified Development Regulations: "Glare, Lights, and
75 Reflection." K. Harper agreed that the LED's can be angled downward.

76
77 **d. Approve Minutes for the following DRB meetings: 5/25/2021, 6/22/2021, 7/13/2021,**
78 **7/27/2021 and 9/14/2021**

79
80 K. Brown moved to approve meeting minutes for 5/25/2021; Ted Desmond seconded. **MOTION**
81 **PASSED UNANIMOUSLY 5-0 (K. Brown, T. Desmond, R. Rooker, J. Moyers, C. Clauss) 1**
82 **abstention: B. Tillberg. Minutes for 5/25/2021 approved as presented.**

83
84 K. Brown moved to approve meeting minutes for 6/22/2021; J. Crandall seconded. **MOTION**
85 **PASSED UNANIMOUSLY 6-0 (K. Brown, T. Desmond, C. Clauss, B. Tillberg, J. Moyers, J.**
86 **Crandall) Minutes for 6/22/2021 approved as presented.**

87
88 R. Rooker moved to approve meeting minutes for 7/13/2021; J. Crandall seconded. **MOTION**
89 **PASSED UNANIMOUSLY 4-0 (R. Rooker, J. Crandall, B. Tillberg, C. Clauss) Minutes for**
90 **7/13/2021 approved as presented.**

91
92 Meeting minutes for 7/27/2021 **DEFERRED.**

- 93 • Correct date on headers: Should read "Tuesday, July 27, 2021"

94
95 K. Perlee to review the recording of the 7/27 meeting to check for accuracy regarding 3 items:

- 96 • Line 84: Hours of Operation: 6:00 a.m. to 7:00 p.m. 7 days/week plus any
97 emergency work
- 98 • Line 88: Stockpiling of materials: None
- 99 • Line 91: Conservation measures: insulated building with energy-efficient lights

100
101 J. Moyers moved to approve meeting minutes for 9/14/2021; K. Brown seconded. **MOTION**
102 **PASSED UNANIMOUSLY 6-0 (J. Moyers, K. Brown, T. Desmond, B. Tillberg, J. Crandall,**
103 **R. Rooker) Minutes for 9/14/2021 approved as presented.**

104
105 **Other Business:**

106
107 In the interest of full disclosure, R. Rooker advised that following the September 14th DRB
108 meeting that included Conditional Use approval for Evernorth's 20-unit multi-family dwelling on

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109 Firehouse Drive, his company was hired to work on the project; however, there was no conflict
110 at the time of the DRB's decision.

111
112 **4) Adjournment**

113
114 K. Brown moved to adjourn; J. Crandall seconded. **MOTION PASSED UNANIMOUSLY 7-0 (K.**
115 **Brown, T. Desmond, B. Tillberg, J. Moyers, C. Clauss, J. Crandall, R. Rooker)**

116
117 Meeting adjourned at 8:20 p.m.

118
119 Respectfully submitted,
120 Peggy Connor, Recording Secretary