

Town of Bristol  
PLANNING COMMISSION MEETING  
HYBRID Public Meeting  
Tuesday, February 1, 2022  
Meeting Minutes

**DRAFT**

**Planning Commission Members Present:**

*In Person:* Kevin Hanson, Lloyd Dike

*Remote:* Jeff Lunstead, Bill Sayre (7:40 arrival), Melissa Hernandez, Robert Rooker.

**Absent:**

Chanin Hill, Jason Hurd, Tom Wallace

**Visitors in Attendance:** Jim Quaglino, Tom Wells

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

**Call to Order:** PC Chair Kevin Hanson called the meeting to order at 7:05 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**

All agreed to move agenda item V. Public Comments to the top of the agenda, following Administrative Matters a) Approval of Minutes.

**[out of order]**

**a) Approval of Minutes: 1/4/2022**

Rob Rooker moved to approve meeting minutes for January 4, 2022; Melissa Hernandez seconded.

**SO VOTED (5-0). MOTION PASSED UNANIMOUSLY. Minutes approved as presented.**

**[out of order]**

**V. Public Comments**

Bristol DRB member Tom Wells requested that the Planning Commission consider amending the zoning requirement for owners of a lodging facility to live on-site, noting that as proprietors of the Bristol Suites and owners of the Dunshee Block in which the suites are located, he and his wife, Carol, have increased the number of available guest rooms from one in 2004, to currently seven. As such, the definition of a Bed and Breakfast in the Unified Zoning Bylaws should not apply: "A place of lodging located on owner-occupied single-family residential property, which provides not more than 6 rooms for occupancy by transient guests for compensation and which serves meals only to overnight guests and not to the general public."

Chair Kevin Hanson advised that the Planning Commission is now in the initial stages of work related to a grant recently awarded for a housing study. During the two-year process, the commission plans to look at village housing and affordability, as well as discuss the reasonableness of existing regulations.

Jim Quaglino asked what entity has jurisdiction over whether a new business conforms with the Town's zoning regulations. Kris Perlee explained that the process begins with him as zoning administrator, who may make a determination, based on zoning regulations, that the matter should be referred to the Development Review Board for review. Following the DRB's decision, any interested person may file an appeal within 15 days. Decisions of the DRB may further be appealed to the State Environmental Court.

**II. Administrative Matters**

**b) Discussion: Zoning Administrator Report**

None.

**c) Discussion: misc. correspondence**

- Kevin Hanson reported that the Bicycle Pedestrian Advisory Committee held an organizational meeting on January 27<sup>th</sup>. Kevin has asked the chair to keep him advised of the committee's work going forward.
- Addison County Regional Planning Commission hosted a virtual workshop on "Community Wastewater Solutions for Rural Vermont Village Centers" on January 26<sup>th</sup>. The workshop provided examples of innovative approaches and solutions from Vermont towns and discussed ways to get started with a local process.
- The AARP Community Challenge provides small grants to fund quick-action projects to help communities become more livable for people of all ages. Deadline to apply is March 22<sup>nd</sup>, with a grant completion date of November 20, 2022.

**III. Continuing Business**

**a) Discussion: Bylaw Modernization Grant Activity**

Kevin advised that the Town has received official confirmation of a partial award, which also included a list of requirements from grant administrator Jennifer Lavoie. [link](#)

**i. Review requirements list**

Kevin noted that some of the requirements equate to information as to strategy while others are mandatory and included in the RFP he drafted for PC review. [link](#)

**ii. Draft RFP for Consulting Services review**

Kevin consulted with Town Administrator Val Capels and Zoning Administrator Kris Perlee in drafting the Request for Proposals with the intent of not only meeting the grant's requirements but also the needs of the Town. Kevin invited feedback from PC members on the following sections of the RFP:

[https://bristol.syncedtool.com/shares/folder/B0Pejet82JE/?folder\\_id=124596404](https://bristol.syncedtool.com/shares/folder/B0Pejet82JE/?folder_id=124596404)

- 1. Background
- 2. Scope of Work
- 3. Tasks
- 4. Contract Period and Amount
- 5. Deliverables
- 6. Submission Requirements
- 7. Consultant Selection
- 8. Contract Requirements
- 9. More Information
- Appendix 1

Rob Rooker asked for clarification regarding the project timeline (3.6); specifically, if the date of January 31, 2024, is when the grant funds will end, or if this date represents another deadline. Kevin will consult with grant administrator Jennifer Lavoie for further explanation.

Regarding the consultant selection process, Kevin suggested that proposals evaluated by the subcommittee be presented to the full Planning Commission on March 1<sup>st</sup> so that the commission's findings may be presented at the Selectboard's March 8<sup>th</sup> meeting for consideration, followed by the board's approval on March 22<sup>nd</sup>.

Assuming that a partial grant award will be approximately \$10,000, Jeff Lunstead expressed some concern that the amount may not be realistic, given the scope of work outlined in the RFP. Kris Perlee advised that an additional \$6-\$8,000 in Town funds may also be available.

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**b) Discussion: UVM Intern and scope of work [link](#)**

**i. UVM Local Democracy Orientation PowerPoint**

Referencing page 7 of the orientation PowerPoint presentation regarding supplemental intern work, Kevin suggested that if time allows, the student may consider creating a short video in connection with the current grant process that could be used as an education/communication tool for the project.

**ii. Physical Character Survey Update [link](#)**

Prior to the meeting, Kevin shared with Planning Commission members a mock-up of the map created for the 2007 density study showing sections of the village already covered so that those areas not covered may be identified for an updated study.

Jeff Lunstead noted that the UVM intern who will be tasked with updating the survey is only available for the spring semester and able to dedicate 6-8 hours per week to the Town. He suggested a step-by-step process whereby the intern begins by analyzing 2 of the 4 blocks on the map, and then modify the work as needed. Kris recommended sharing the existing study with the intern who may then provide the Planning Commission with a timeline for completion for an update.

**iii. Values Character Survey Update [link](#)**

Kevin noted that PC members Jeff Lunstead, Chanin Hill and Jason Hurd volunteered at the last PC meeting to serve as an ad hoc committee to draft survey questions. Jeff Lunstead reported that after researching the Town of Monkton's Values Survey, it appears that the results have served little value to the Town. He added that overseeing a values character survey would be a significant task for a college intern. Kris Perlee suggested hiring a third party to create the survey and offered to research consultant options prior to the Planning Commission's next meeting. Bill Sayre noted that focus groups may be more effective than targeting individuals to complete a survey. Melissa Hernandez recalled that at the commission's January 4<sup>th</sup> meeting, a variety of ways to connect with the community had been discussed, including going door-to-door, social media, and offering gift certificates to participants. Jeff Lunstead noted that it may not be practical to ask a student intern to create and administer the survey.

All agreed to continue including the Values Character Survey as an ongoing agenda item to be pursued independent of the UVM intern.

**IV. New Business**

None.

**V. Further Public Comment**

None.

**VI. Adjournment**

Rob Rooker moved to adjourn; Melissa Hernandez seconded. **SO VOTED. (6-0) MOTION PASSED UNANIMOUSLY.** Meeting adjourned at 8:50 p.m.

The next Planning Commission meeting is tentatively scheduled for Tuesday, March 1<sup>st</sup> at 7:00 p.m.

Respectfully submitted,  
Peggy Connor, Recording Secretary