

Town of Bristol  
PLANNING COMMISSION MEETING  
HYBRID Public Meeting  
Tuesday, April 5, 2022  
Meeting Minutes

**DRAFT**

**Planning Commission Members Present:**

*In Person:* Kevin Hanson, Lloyd Dike, Chanin Hill

*Remote:* Jeff Lunstead, Robert Rooker, Bill Sayre, Melissa Hernandez (7:20 arrival)

**Absent:**

Jason Hurd

**Visitors in Attendance:** Jim Quaglino, Amos Martin (*remote*)

**Others Present:** Peggy Connor (Recording Secretary) (*remote*)

**Call to Order:** PC Chair Kevin Hanson called the meeting to order at 7:04 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. Election of Officers**

In the absence of the Zoning Administrator, PC Chair Kevin Hanson requested to preside over election of officers. **NO OBJECTION.**

Kevin noted that Tom Wallace and Lloyd Dike have both declined re-appointment to the Commission. Town Administrator Valerie Capels will advertise the two open Planning Commission positions.

**a) Elect Chair**

Jeff Lunstead moved to re-elect Kevin Hanson as Chair. **SO VOTED (5-0) MOTION PASSED UNANIMOUSLY**

**b) Elect Vice Chair**

Bill Sayre moved to re-elect Jeff Lunstead as Vice Chair. **SO VOTED (5-0) MOTION PASSED UNANIMOUSLY**

**III. Administrative Matters**

**a) Approval of Minutes: 3/1/2022**

Chanin Hill moved to approve meeting minutes for March 1, 2022; Lloyd Dike seconded. **SO VOTED (5-0). MOTION PASSED UNANIMOUSLY. Minutes approved as presented.**

**b) Discussion: Zoning Administrator Report**

None.

**c) Discussion: misc. correspondence**

Kevin reported that the Bristol Climate Change forum hosted by the Bristol Democratic Committee is scheduled for April 13<sup>th</sup> at 7:00 p.m. Meeting minutes for the March 24<sup>th</sup> Bicycle Pedestrian Advisory Committee can be reviewed at the following link: [BPAC Minutes 3 24 22.docx - Document Editor \(syncedtool.com\)](https://bristol.syncedtool.com/shares/folder/B0Pejet82JE/?folder_id=188729536) and an invitation to a conference on Short Term Rentals can be found at: [https://bristol.syncedtool.com/shares/folder/B0Pejet82JE/?folder\\_id=188729536](https://bristol.syncedtool.com/shares/folder/B0Pejet82JE/?folder_id=188729536)

Rob Rooker reported that the American Rescue Plan Act (ARPA) Funding Advisory Committee has recently met to establish goals and form focus groups for gathering input from the community on how

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to spend the \$1,148,473 in federal COVID relief funding received by the Town.

#### **IV. Continuing Business**

##### **a) Discussion: By-Law Modernization Grant Activity**

##### **i. No bids received. Next Steps**

Kevin reported having received no bids for engineering consulting services. He noted that Zoning Administrator Kris Perlee had recommended reaching out to a consultant in Woodstock he had once worked with while previously serving on another town's Planning Commission. Kevin also mentioned Brandy Saxton as another possibility. Jeff Lunstead suggested that the Addison County Regional Planning Commission (ACRPC) also be considered. All agreed to contact the three recommendations using the same Request for Proposals (RFP) and relaxing some of the qualifications.

#### **V. New Business: Prepare for Organizational Meeting**

##### **a) Discussion: Review PC Policies and Procedures**

Melissa Hernandez supported continuing hybrid meetings. All agreed that the status quo complies with State statute 24 VSA §4325 to "Hold public meetings." Under S.222 and signed into law by the governor on January 18, 2022, public bodies are authorized until January 15, 2023, to hold fully remote public meetings, without providing a staffed physical meeting location. Until such time the State or Town changes the status quo, it was agreed that the Planning Commission will continue hybrid public meetings.

##### **b) Action: Revise Policies and Procedures as discussed**

Regarding meeting dates, Kevin suggested the following language:

"The Bristol Planning Commission meets typically each month on a re-occurring day of the month posted on the Town website. Additional meetings may be required to conduct business in a timely manner and scheduled accordingly. All meetings are warned and open to the public. They are scheduled to be held at the Town Offices or at other Town meeting spaces."

Jeff Lunstead moved to include the language as proposed; Chanin Hill seconded. **SO VOTED (6-0) MOTION PASSED UNANIMOUSLY.**

#### **VI. Public Comment**

None.

#### **VII. Adjournment**

Lloyd Dike moved to adjourn; Chanin Hill seconded. **SO VOTED. (6-0) MOTION PASSED UNANIMOUSLY.** Meeting adjourned at 7:34 p.m.

The next Planning Commission meeting is tentatively scheduled for Tuesday, May 3<sup>rd</sup> at 7:00 p.m.

Respectfully submitted,  
Peggy Connor, Recording Secretary