

Town of Bristol
PLANNING COMMISSION MEETING
HYBRID Public Meeting
Tuesday, May 3, 2022
Meeting Minutes

Planning Commission Members Present *[in person and by remote]*: Chair Kevin Hanson, Chanin Hill, Jeff Lunstead, Robert Rooker, Melissa Hernandez

Absent:

Jason Hurd, Bill Sayre

Visitors: Jim Quaglino, John Moyers

Others Present: Zoning Administrator Kris Perlee; Peggy Connor, recording secretary

Call to Order: 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

- Add under New Business c): Discussion: Monkton Proposed Zoning Changes

II. Administrative Matters

a) Approval of Minutes: 4/5/2022

Jeff Lunstead moved to approve meeting minutes for April 5, 2022; Rob Rooker seconded. **SO VOTED (5-0). MOTION PASSED UNANIMOUSLY. Minutes approved as presented.**

b) Discussion: Zoning Administrator Report

None.

c) Discussion: ARPA Funding Advisory Committee

Rob Rooker reported that the American Rescue Plan Act (ARPA) Funding Advisory Committee met this week and established focus groups to maximize community input. There will be family-oriented events during the summer in addition to flyers, signs, and online surveys to reach as many demographics as possible. Jeff Lunstead suggested a joint effort with the advisory committee in reaching out to the community for additional feedback on the Bylaws Modernization Grant awarded to the Town.

d) Discussion: Misc. Correspondence

Kevin Hanson advised that applications for the Vermont Bike and Pedestrian Grant program are due by June 8th. The intent of the Bicycle and Pedestrian Program is to improve access and safety for bicyclists and/or pedestrians through the planning, design and construction of infrastructure projects. <http://vtrans.vermont.gov/highway/local-projects/bike-ped>.

Governor Scott announced the second round of award recipients of the Resilient Communities Fund program. The \$4.8 million program is funded by ARPA dollars, and the first round in December awarded \$2.6 million to towns, cities, and non-profits to fund natural resource projects to help protect life and property from future floods in Vermont (i.e., buyouts of flood-vulnerable homes, floodplain restoration). The list of award recipients can be found at: [https://governor.vermont.gov/press-release/governor-phil-scott-announces-second-round-resilient-communities-fund-grants#:~:text=The%20Flood%20Resilient%20Community%20Fund,Plan%20Act%20\(ARPA\)%20dollars.ars](https://governor.vermont.gov/press-release/governor-phil-scott-announces-second-round-resilient-communities-fund-grants#:~:text=The%20Flood%20Resilient%20Community%20Fund,Plan%20Act%20(ARPA)%20dollars.ars).

Regarding the current two vacancies on the Planning Commission, Kevin suggested that the Selectboard consider making a one-year appointment, followed by a 3-year term to bring the Planning Commission terms in sync, thereby avoiding a higher number of seats to be filled or re-appointed

III. Continuing Business

a) Action: Approve Policies and Procedures as Discussed

Kevin asked that PC members formally approve the following language regarding PC meeting dates (Section 5 of Policies and Procedures), as discussed at their last meeting: "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." Chanin Hill so moved; Melissa Hernandez seconded.
SO VOTED (5-0). MOTION PASSED UNANIMOUSLY.

b) Discussion: By-Law Modernization Grant Activity

i. Request for Proposals Update

Kevin advised that, although the second effort specifically inviting consultants to submit proposals failed to generate much interest, Addison County Regional Planning Commission (ACRPC) has agreed to serve as consultant to the Planning Commission. Kevin will formalize the details with ACRPC.

ii. Bylaw Modernization Grant Awards

Kevin noted that the list of award recipients, and their proposed projects, for the one-time funding from Act 74 through the Vermont Department and Community Development (DHCD), can be found online at: <https://accd.vermont.gov/content/bylaw-modernization-grants>. The DHCD was appropriated \$500,000 in fiscal year 2022 to grant to villages, cities, and towns for municipal land use, development, and zoning bylaw updates that increase housing choice and affordability. Bristol has been awarded \$9,800 to survey existing conditions, consider amendments to the Village Planning Area districts, enhance live-work housing opportunities and strategies for complete streets, and explore State designations.

iii. Ad-hoc Research/Evaluation of Other Town Regs and Efforts

Kevin suggested that the PC consider forming an ad hoc committee that might partner with neighboring towns also awarded grant monies to learn from their processes to accomplish their proposed projects. No action taken.

iv. Other Interim Activities to Organize

Kevin advised that the Selectboard has received occasional complaints from residents regarding inconsistencies for approving building applications, and suggested that the Planning Commission address specific zoning concerns. ZA Kris Perlee will work with Selectboard member Michelle Perlee to compile a list for review at the Planning Commission's next meeting in June.

v. Discussion: Climate Change Presentation

Kevin reported that at the Climate Change forum on April 13th, one participant suggested that the Planning Commission could do more to achieve climate change goals and policies as set forth by the Town Plan. PC members encouraged anyone who would like to help in developing and achieving climate change goals to reach out to the Energy Committee, and to also express any concerns to the Selectboard, as the executive body that has general supervision over the affairs of the Town.

IV. New Business:

a) Discussion: Town Conflict of Interest Policy Review

For informational purposes. Kevin encouraged PC members to participate in the annual review of the Town Conflict of Interest Policy posted on the Town's website.

b) Discussion: Middlebury Proposed Zoning Changes

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c) Discussion: Monkton Proposed Zoning Changes

ZA Kris Perlee indicated there appears to be no compatibility issues with adjacent zoning districts with the Town of Middlebury's proposed changes. He added that the Town of Monkton is taking public comments this evening on proposed zoning changes, which also do not appear to impact zones adjacent to the Town of Bristol.

V. Public Comment

None.

VI. Adjournment

Melissa Hernandez moved to adjourn; Rob Rooker seconded. **SO VOTED. (5-0) MOTION PASSED UNANIMOUSLY.** Meeting adjourned at 8:00 p.m.

The next Planning Commission meeting is tentatively scheduled for Tuesday, June 7th at 7:00 p.m.

Respectfully submitted,
Peggy Connor, Recording Secretary