

**Town of Bristol
DEVELOPMENT REVIEW BOARD MEETING
Remote Public Meeting
Tuesday, April 26, 2022
Meeting Minutes**

DRB Members Present in person and remotely: Kevin Brown, Ted Desmond, Brenda Tillberg, John Moyers, Josh Crandall (7:15 arrival).

Absent: Tom Wells

Others Present: Kris Perlee (Zoning Administrator), Peggy Connor (Recording Secretary), Jim Quaglino, Craig Scribner, Jason Barnard

- 1) **Call to Order:** K. Brown called the meeting to order at 7:07 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 #22-401: Craig Scribner, Sr. Life Estate, located at 78 Bristol Cliffs Drive (Parcel #090153) is requesting Sketch Plan approval for a 2-lot subdivision per Bristol Unified Development Regulations Article IX, Section 930**

Surveyor Jason Barnard and applicant Craig Scribner provided a summary of the proposal to subdivide the 4.67 +/- acre parcel located in the RA-2 zoning district to create a new 2.33+/- acre parcel of land (Lot 2), which at some point in the future, will be improved with a single-family residence to be served by an individual on-site wastewater disposal system and new on-site drilled well. The existing single-family residence on Lot 1, also consisting of 2.33+/- acres, is served by an on-site in-ground wastewater system and water by an on-site drilled water supply well. Noting the site distance from Bristol Cliffs Road, J. Barnard advised access to Lot 2 may be altered to approach Lower Notch Road, providing safer egress and ingress. He added that although the lot lines may change slightly, both lots will remain greater than 2 acres.

K. Brown noted that by definition the sketch plan is classified as a minor subdivision which may proceed to a final hearing. If approved, the local process ends with the filing of the Final Plat in the Town land records and fulfillment of conditions, if any, on the approved application. Written approval by the Selectboard is required regarding access plans to any Town Road, including the location of driveways.

4) Approve Minutes for February 8, 2022

Lacking a quorum of those present on February 8, 2022, approval of minutes DEFERRED.

Approve Minutes for April 12, 2022

Lacking a quorum of those present on April 12, 2022, approval of minutes DEFERRED.

Discussion re: Procedural Questions

- K. Brown provided clarification regarding a quorum, noting that in accordance with state law, a quorum is defined by a majority of board members. Action requires a majority of the board, which is four (4), regardless of the number present.
- Although DRB organizational meeting is not typically held annually, any issues that members may want to discuss will be regularly addressed.

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- Town Administrator Valerie Capels is actively seeking to fill board and commission vacancies; however, current DRB members are encouraged to also spread the word.
- Enforcement: Because the DRB is a quasi-judicial body, members should not be involved in enforcement since the DRB must remain impartial should an appeal of a decision made by the Zoning Administrator come before the DRB.

5) Adjournment

Meeting adjourned at 7:35 p.m.

Respectfully submitted,
Peggy Connor, Recording Secretary