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

Planning Commission Members Present [*in person and by remote*]: Chair Kevin Hanson, Chanin Hill, Jeff Lunstead, Robert Rooker, Slim Pickens, Fred Baser, Melissa Hernandez, Bill Sayre (7:15 arrival)

Absent: John Moyers

Visitors: Jim Quaglino

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

Call to Order: Chair Kevin Hanson called the meeting to order at 7:02 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. Administrative Matters

a) Discussion: Welcome new members Slim (John) Pickens and Fred Baser

On behalf of the Planning Commission, Kevin Hanson welcomed new PC members Fred Baser and Slim (John) Pickens, noting that the commission is now comprised of a full nine-member board.

b) Approval of Minutes: 5/3/2022 and 6/7/2022

Chanin Hill moved to approve both sets of meeting minutes for May 3, 2022, and June 7, 2022; Rob Rooker seconded. **SO VOTED (5-0). Abstentions: Sayre, Baser and Pickens for 5/3 minutes; and Hernandez, Baser, Pickens for 6/7 minutes. MOTION PASSED. Minutes approved as presented.**

c) Discussion: Zoning Administrator's Report

ZA Kris Perlee shared his report showing zoning activity for the first six months of 2022, noting a number of single family homes, and that although the 20-unit project, Stony Hill Properties, next to the fire station has been delayed due to a minor Act 250 glitch, the development will move forward.

d) Discussion: ARPA Funding Advisory Committee Update

Rob Rooker advised that due to the July 4th holiday, the ARPA Funding Advisory Committee will next meet on Monday, July 18th.

e) Discussion: Misc. Correspondence

Kevin noted that the Bristol Bicycle Pedestrian Advisory Committee (BPAC) meeting minutes from June 23rd had been previously shared with PC members, and are also available on the Town's website (<http://bristolvt.org/>).

The Town Administrator received an email from a Bristol resident inquiring about the process for adopting zoning amendments, and was concerned that the Planning Commission was not doing enough to inform abutting property owners impacted by any changes. ZA Kris Perlee explained that in this particular case, a property owner is unhappy with a permit issued for a single-family home next door; however, he advised that permits are issued in accordance with 24 VSA §4449, and "contain a statement of the period of time within which an appeal may be taken and shall require posting of a notice of permit on a form prescribed by the municipality within view from the public right-of-way most nearly adjacent to the subject property until the time for appeal has passed." The neighboring property owner missed the window of opportunity to appeal.

Addison County Regional Planning Commission's (ACRPC) Transportation Advisory Committee (TAC) announced applications for transportation-related planning grants are due by August 17th.

57 ACRPC anticipates having about \$50,000 available to fund two or three projects.

58
59 Kevin recently attended a training session on floodplain management, and reported that the State
60 Agency of Natural Resources continues to offer online training on floodplain activities.

61
62 **III. Continuing Business:**

63 **a) Action: ACRPC Contract review/approval**

64 **b) Discussion: By-Law Modernization Grant Activity**

65 Late in the day, Kevin received a contract proposal from ACRPC to serve as consultant for the Town's
66 recently awarded Bylaw Modernization Grant to support local zoning bylaw updates that expand
67 opportunities for needed homes. Bristol will survey existing conditions, consider amendments to the
68 Village Planning Area districts, enhance live-work housing opportunities and strategies for complete
69 streets, and explore State designations. Consultation work is scheduled to begin immediately and be
70 completed no later than December 31, 2023.

71
72 Jeff Lunstead noted the advantages of designating a neighborhood development area, according to
73 the state Agency of Commerce and Community Development:

- 74
- 75 • Qualified "mixed income" projects are exempt from Act 250 regulations;
- 76 • For properties with an existing Act 250 permit, no permit or amendment is required for a mixed
- 77 income housing project that meets underlying permit conditions and jurisdictional thresholds;
- 78 • Act 250 projects not qualifying for the exemption receive a 50% discount on application fees;
- 79 • Agency of Natural Resources fees for wastewater review are capped at \$50 for projects that
- 80 have received sewer allocation from an approved municipal system;
- 81 • Exemption from the land gains tax;
- 82 • A local conditional use decision that a housing project meets the "character of the area" criteria
- 83 cannot be appealed;
- 84 • Municipalities receive priority consideration for state grants; and
- 85 • Helps meet the location requirement for tax increment finance (TIF) districts

86 [https://accd.vermont.gov/community-development/designation-programs/neighborhood-development-](https://accd.vermont.gov/community-development/designation-programs/neighborhood-development-areas)
87 [areas](https://accd.vermont.gov/community-development/designation-programs/neighborhood-development-areas)

88
89 Fred Baser moved to accept the contract from ACRPC as presented, and recommend approval by the
90 Selectboard; Melissa Hernandez seconded. **SO VOTED (8-0) MOTION PASSED UNANIMOUSLY.**

91
92 **i. VT Community Development Association's Housing Conference**

93 Kevin reported on last Tuesday's VCDA spring conference which addressed the state's housing
94 challenge through a variety of panels and peer-to-peer discussions. Because development increases
95 a town's grand list, more municipalities are now funding infrastructure to attract developers, the
96 antithesis of the position taken some 30 years ago when development impact fees were a
97 precondition for public approval to develop land. There was a good deal of discussion about
98 public/private partnerships and funding opportunities. ZA Kris Perlee pointed out that 1 in 5
99 Starksboro residents live in housing developed by Addison County Community Trust, a non-profit trust
100 that owns and manages affordable housing in Addison County, including rental apartments, mobile
101 home parks, single-family homes, and senior housing. Kevin will share the slide presentations from
102 the conference with Planning Commission members.

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104 **IV. New Business**

105 None.

106
107 **V. Public Comment**

108 None.

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VI. Adjournment

Chanin Hill moved to adjourn; Rob Rooker seconded. **SO VOTED (8-0). MOTION PASSED UNANIMOUSLY.** Meeting adjourned at 7:56 p.m.

The next Planning Commission meeting is scheduled for Tuesday, September 6th at 7:00 p.m.

Respectfully submitted,
Peggy Connor, Recording Secretary