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7 **Town of Bristol**
8 **PLANNING COMMISSION MEETING**
9 **HYBRID Public Meeting**
10 **Tuesday, July 5, 2022**
11 **Meeting Minutes**

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

15 **Absent:** John Moyers

16 **Visitors:** Jim Quaglino

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

18 **Call to Order:** Chair Kevin Hanson called the meeting to order at 7:02 p.m.

19 I. **Review Agenda for Additions, Removal, or Adjustment of any Items per 1 V.S.A.**
20 **§312(d)(3)(A) and implicit approval**

21 None.

22 II. **Administrative Matters**

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

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

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

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

30 c) **Discussion: Zoning Administrator's Report**

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

34 d) **Discussion: ARPA Funding Advisory Committee Update**

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

37 e) **Discussion: Misc. Correspondence**

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

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

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

Town of Bristol
Planning Commission
Tuesday, July 5, 2022

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-areas>

88 Fred Baser moved to accept the contract from ACRPC as presented, and recommend approval by the
89 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.

103
104 **IV. New Business**

105 None.

106
107 **V. Public Comment**

108 None.

Town of Bristol
Planning Commission
Tuesday, July 5, 2022

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110 **VI. Adjournment**

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

113

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

115

116 Respectfully submitted,

117 Peggy Connor, Recording Secretary