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**Town of Bristol**  
**PLANNING COMMISSION MEETING**  
**HYBRID Public Meeting**  
**Tuesday, October 18, 2022**  
**Meeting Minutes**

**Planning Commission Members Present** *[in person and by remote]*: Kevin Hanson, Jeff Lunstead, Robert Rooker, John Moyers, Melissa Hernandez, Bill Sayre (joined at 7:13)

**Absent:** Chanin Hill, Slim Pickens, Fred Baser

**Visitors:** Jim Quaglino; Addison County Regional Planning Commission (ACRPC) Executive Director Adam Lougee

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

**Call to Order:** 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**

Agenda adjustment:

- Kevin suggested that once Adam Lougee arrives, Item II Administrative Matters will be considered after Item IV New Business. All agreed.

**II. Administrative Matters**

**a) Approval of Minutes: 9/6/2022**

Rob Rooker moved to approve meeting minutes for September 6, 2022, as presented; Jeff Lunstead seconded. **SO VOTED (5-0) (John Moyers abstained) MOTION PASSED.**

**b) Discussion: Zoning Administrator's Report**

ZA Kris Perlee reported that construction has begun on the Firehouse Drive apartments.

**c) Discussion: ARPA Funding Advisory Committee Update**

Rob Rooker reported that the ARPA committee is in the process of sorting data collected from community members over the summer. A summary of the data will then be presented to the Selectboard. He noted that the issue of affordable housing was a recurring theme, with some crossover with revising zoning regulations.

**d) Discussion: misc. correspondence**

Kevin shared the following digital correspondence prior to the meeting:

- A brochure on the proposed merger with Vergennes (ANWSD) to be on the ballot November 8<sup>th</sup>, which relates to the Town Plan section on "Community: Education and Childcare"
- Kevin's response to an inquiry from Jake Hemmerick of the Vermont Department of Housing & Community Development regarding progress on the Bylaw Modernization Grant
- Communication announcing the 2023 Municipal Planning Grant program
- A late inquiry on the availability of a UVM intern enrolled in the Local Democracy course
- Received link from ACRPC Community Planner Katie Raycroft-Meyers to the NPR article on housing: <https://www.vermontpublic.org/local-news/2022-09-30/vermont-towns-are-considering-changes-in-their-zoning-regulations-to-spur-more-housing>
- Email contact from *Seven Days* reporter requesting information on the Town's Bylaw Modernization Grant activity
- Received invitation from Grafton Planning Commission to share experiences in conducting a town survey

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58 DISCUSSION: Jeff Lunstead suggested that the Bicycle Pedestrian Advisory Committee may  
59 consider applying for grants to study traffic patterns in their efforts toward making the Town more  
60 pedestrian- and bicycle-friendly, also one of the Planning Commission’s objectives. He added that  
61 VTrans offers grants for traffic studies as well.

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63 **III. Continuing Business**

64 None.

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66 **IV. New Business:**

67 **By-Law Modernization Grant Presentation**

68 In his role as consultant to the Planning Commission (PC) on the Bylaw Modernization Grant, ACRPC  
69 Executive Director Adam Lougee shared a second presentation on Land Use Planning and  
70 Regulation in Vermont; specifically, “Implementation of the Town Plan.” Adam noted that at the last  
71 PC meeting, they reviewed “Roles and Responsibilities” of the Selectboard, Planning Commission,  
72 and Development Review Board, and the focus now will be plan implementation, both regulatory and  
73 non-regulatory.

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75 He explained that the process for “regulatory implementation” may include updating zoning and  
76 subdivision bylaws to improve housing opportunities in the Village Planning Area; specifically, by  
77 implementing zoning reforms that allow for greater density, smaller minimum lot sizes, and fewer or  
78 more creative parking requirements, as well as alternative development models such as common  
79 ownership of land. He also suggested that the Planning Commission consider applying for a  
80 Designated Downtown Grant. Designated downtowns are eligible for grants up to \$75,000 from the  
81 Downtown Development Board for capital transportation and related capital improvement projects to  
82 support economic development.

83  
84 Adam explained the breadth of non-regulatory planning, which the Planning Commission has the  
85 ability to do, such as improving public facilities, creating plans that address specific issues (i.e.,  
86 housing, energy, recreation); and holding public forums to inform and engage citizens.

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88 Adam reviewed demographics in relation to housing based on the most recent census and the  
89 February 2021 market analysis for Stoney Hill Properties in Bristol. He also presented a “Preliminary  
90 List of Bristol Development Regulations to Investigate Changing.” Suggested changes include density  
91 and dimensional standards in the Village Planning Area and determining whether they match;  
92 allowable housing types (i.e., zoning districts that allow duplexes or multi-family units); evaluating  
93 regulations for Accessory Dwelling Units (ADUs), and reviewing the processes for site plan review  
94 and conditional use.

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96 DISCUSSION:

97 John Moyer suggested making more efficient houses available to older residents in the village who  
98 have raised their families in large homes but are now considering downsizing and selling to younger,  
99 growing families. While re-evaluating density within the Village Planning District, John recommended  
100 that the commission also work to draft an enforceable Noise Ordinance.

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102 Rob Rooker pointed out the need for attracting businesses in conjunction with creating more housing  
103 opportunities.

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105 Jeff Lunstead noted that the demographics presented confirm the numbers in the Town Plan, and he  
106 added that available on-street parking will play a significant role in generating more affordable housing  
107 in the village area.

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Bill Sayre agreed that it is critical to make housing affordable; however, a nationwide issue that may be overlooked is the enormous amount of debt at low interest rates, which are now rising, and having a significant impact on everyone's budget, including municipalities.

Kris Perlee noted that results from the recent ARPA survey indicate that affordable housing and child care top the list, with over half of the respondents naming affordable housing as the number one need in the Town of Bristol. From a zoning perspective, Kris advised that one of the most frequent inquiries he receives is about ADU's and if residents can add an apartment to their existing home. He suggested expanding duplex use and adopting a measure of flexibility in connection with ADU requirements as well as multi-family homes, condos vs. rental units, and required acreage.

**Next steps:**

At the Planning Commission's next meeting scheduled for November 15h, Adam will review density and zones. Kris will distribute the current Village Planning Area map to members for review prior to the meeting.

**V. Public Comment**

None.

**VI. Adjournment**

Rob Rooker moved to adjourn; Melissa Hernandez seconded. **SO VOTED (6-0). MOTION PASSED UNANIMOUSLY.** Meeting adjourned at 8:40 p.m.

The next Planning Commission meeting is scheduled for Tuesday, November 15, 2022, at 7:00 p.m.

Respectfully submitted,  
Peggy Connor, Recording Secretary