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**Town of Bristol**  
**PLANNING COMMISSION MEETING**  
**HYBRID Public Meeting**  
**Tuesday, December 20, 2022**  
**Meeting Minutes**

**DRAFT**

**Planning Commission Members Present** *[in person and by remote]*: Kevin Hanson, Jeff Lunstead, Robert Rooker, John Moyers, Melissa Hernandez, Chanin Hill, Bill Sayre, Fred Baser, Slim Pickens

**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 7:04 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. Continuing Business**

**a) By-Law Modernization Grant work with ACRPC (Adam Lougee)**

**i. Continued discussions facilitated by ACRPC**

Addison County Regional Planning Commission (ACRPC) Executive Director Adam Lougee provided a review of his work with the Planning Commission (PC) to date, including the PC's role and responsibilities to create and propose plans, regulatory tools, and other measures to guide the future development of the Town. The objective for the By-law Modernization grant is to look at the changing demographics and type of housing the PC would like to create to address those changes. With focus on the Village Planning Area, PC members will address allowable housing types – Accessory Dwelling Units (ADU's), multi-family, and duplexes, as well as definitions, density, and dimensional standards and then decide on any changes to expand affordable housing opportunities.

**ADU's**

Referencing the definition of Accessory Dwelling Units in Section 404 (page 51) of the existing zoning regulations, Adam suggested a less restrictive definition by eliminating "efficiency or one-bedroom" and substituting "900 sq. ft." for "1,000 sq. ft." to bring the definition into compliance with current state statute 24 V.S.A. §4412:

"An accessory dwelling unit means a distinct unit that is clearly subordinate to a single-family dwelling, and has facilities and provisions for independent living, including sleeping, food preparation, and sanitation, provided there is compliance with all the following:

(i) The property has sufficient wastewater capacity.

(ii) The unit does not exceed 30 percent of the total habitable floor area of the single-family dwelling or 900 square feet, whichever is greater."

Following discussion, it was agreed to adopt the recommended changes to Accessory Dwelling Units in Section 404 to comply with current state statute to read as follows:

"SECTION 404: ACCESSORY DWELLING UNIT: An accessory dwelling unit that is located within or appurtenant to an owner-occupied one-family dwelling shall be a permitted use. An accessory dwelling unit shall be defined as an apartment located within or appurtenant to an owner-occupied single-family dwelling, that is clearly subordinate to a one-family dwelling, and has facilities

56 and provisions for independent living, including sleeping, food preparation, and sanitation, provided  
57 there is compliance with all the following:

- 58 1. The owner occupies the primary dwelling or accessory dwelling.
- 59 2. The property has sufficient wastewater capacity.
- 60 3. The accessory dwelling unit does not exceed the greater of 30 percent of the total  
61 habitable floor area of the single-family dwelling or 900 sq. ft.
- 62 4. Applicable setback, coverage, and parking requirements specified in these Regulations are  
63 met.

64 Any accessory dwelling unit, new or existing, that meets the above conditions is a permitted use in all  
65 districts.”

66  
67 Adam agreed to provide draft language defining “subordinate” for consideration at the next PC  
68 meeting in January.

69  
70 Kris Perlee will research the current number of ADU’s in the village, and provide that information to  
71 PC members at their next meeting.

72  
73 **DUPLEXES**

74 Adam noted that duplexes are currently permitted uses in most zoning districts in the Town of Bristol.  
75 He suggested making duplexes easier to develop by redefining as “Two (2) units within one structure  
76 with a shared wall,” thereby requiring no change to setback standards, but altering density standards  
77 (i.e., a duplex would require ‘x’ square feet).

78  
79 The current definition on page 102 of the zoning regulations reads:

80 “DWELLING, TWO-FAMILY: A building or portion thereof, designed exclusively for occupancy  
81 by two families or households living independently of each other in individual dwelling units. Also,  
82 known as a duplex.”

83  
84 Jeff Lunstead asked how many members were in support of considering the expansion of duplex  
85 options. All agreed it would be worth contemplating changes to the existing regulations in order to  
86 promote development of more duplex housing.

87  
88 Adam advised that at their next meeting on January 17, 2023, the Planning Commission will focus on  
89 the High Density Residential (HDR) district, and make decisions on questions to include: 1) Is the  
90 density of the units appropriate for the district? 2) Are the housing units allowed in the district  
91 appropriate for the area? 3) Are the setbacks and other zoning dimensional standards appropriate to  
92 the area?

93  
94 **III. Administrative Matters**

95  
96 **a) Approval of Minutes: 11/15/2022**

97 John Moyers noted two corrections:

- 98 ➤ Line 28: Should read “Bristol Village Planning Area”
- 99 ➤ Line 50: Should read “two-step process”

100  
101 John Moyers moved to approve PC meeting minutes for 11/15/2022 with noted corrections; Rob  
102 Rooker seconded. **Motion carried 6-0** (2 abstained: Bill Sayre and Fred Baser)

103  
104 **b) Discussion: Zoning Administrator Report**  
105 None.

106  
107 **c) Discussion: ARPA Funding Advisory Committee update**

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108 Rob Rooker reported that the American Rescue Plan Act (ARPA) Funding Advisory Committee will  
109 next meet on January 2, 2023, to further discuss the list of ideas, complete a draft list of the top  
110 recommendations, and plan a community survey to rank-order the top recommendations for review at  
111 their February meeting. The committee has been tasked to review and assess proposals for Bristol's  
112 allocation of the ARPA funds of almost \$1.2 million over the next two years, to be spent on various  
113 areas including pandemic response, premium pay to eligible workers, lost revenue, and water, sewer  
114 and broadband infrastructure.

115  
116 **d) Discussion: misc. correspondence**

117 Kevin shared the following miscellaneous correspondence:

- 118 ➤ ACRPC issued a request for proposals for projects that improve water quality in Otter Creek,  
119 Lewis Creek, and Little Otter Creek watersheds.
- 120 ➤ Andrew L'Roe of ACRPC inquired about the potential for a Middlebury College student to  
121 assist in collecting data for the By-Law Modernization work. It was decided that the PC's  
122 current work would not be a good fit for an intern at this time.
- 123 ➤ Received a request from Tasha Ball to expand the Wren's Next Forest Preschool in Bristol  
124 through Community Recovery and Revitalization Act funding. The request has been referred to  
125 Adam Lougee who will provide a letter of support.
- 126 ➤ Town Clerk Sharon Lucia has requested submissions for the Town Report be received by  
127 December 28<sup>th</sup>. Kevin will draft a report on behalf of the Planning Commission and share for  
128 their review.
- 129 ➤ The diversity, equity and inclusion (DEI) training with Porter Knight has been rescheduled for  
130 the Planning Commission's February meeting.

131  
132 **IV. New Business**

133 None.

134  
135 **V. Public Comment**

136 None.

137  
138 **VI. Adjournment**

139 Rob Rooker moved to adjourn; Melissa Hernandez seconded. **SO VOTED (9-0). MOTION PASSED**  
140 **UNANIMOUSLY.** Meeting adjourned at 8:54 p.m.

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142  
143 Respectfully submitted,  
144 Peggy Connor, Recording Secretary