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Town of Bristol
PLANNING COMMISSION MEETING
HYBRID Public Meeting
Tuesday, January 17, 2023
Meeting Minutes

D R A F T

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

Absent: Jeff Lunstead, Melissa Hernandez, Chanin Hill

Visitors: Addison County Regional Planning Commission (ACRPC) Executive Director Adam Lougee

Others Present: 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

John Moyer moved to add to the agenda: Discussion re: Walking Tour of ADU's in Village Planning District; Fred Baser seconded. **Motion carried 6-0.**

John Moyer moved to add to the agenda: Discussion re: extending design review process to ADU's in the village planning area and High Density Residential (HDR) zoning district; Slim Pickens seconded. **Motion failed 2-4.**

John Moyer amended his motion to discuss extending the design review process to ADU's at a future Planning Commission meeting; Fred Baser seconded. **Motion carried 6-0.**

- Add: Agenda Item #II: Discussion: Walking Tour of ADU's in Village Planning Area

II. Continuing Business

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

i. Continued discussions facilitated by ACRPC will focus on the HDR district

Adam began the session by providing an overview of the work done to date, including:

- ✓ Objective of the By-Law Modernization Grant: to enable more housing opportunities in the village planning area as defined by the Town Plan.
- ✓ Role of Planning Commission in regulating zoning regulations; while DRB enforces those regulations.
- ✓ Review of demographics showing more of a need for 1- and 2-bedroom homes vs. 3- or 4-bedrooms
- ✓ Definitional questions regarding how to define ADU's (Accessory Dwelling Units), duplexes, and multi-family dwellings.

Adam noted that the focus will now turn to giving zoning regulations context regarding ADU's, and referred to a "Preliminary List of Bristol Development Regulations to Investigate Change." He asked PC members to consider his draft definition for the term "clearly subordinate" in Section 404 of the Town's zoning regulations, as discussed at their last meeting:

"For the purpose of this section, 'clearly subordinate' shall mean that the accessory unit does not exceed the greater of 30% of the total habitable floor area of the single family dwelling or 900 square feet. Additionally, new construction shall be set back from the front property line 20 feet greater than the main structure and shall have a height of at least 20% less than the main structure."

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Following discussion, members agreed to include the following additions to the proposed definition for further consideration at their next meeting:

- Number of bedrooms be fewer than the number of bedrooms in the main structure
- Limit total structure size
- Construction materials to be consistent with those used on main structure

Adam pointed out that 24 V.S.A. §4412 cites those actions prohibited by towns in regard to ADU's; specifically: "...no bylaw shall have the effect of excluding as a permitted use one accessory dwelling unit that is located within or appurtenant to a single-family dwelling on an owner-occupied lot. A bylaw may require a single-family dwelling with an accessory dwelling unit to be subject to the same review, dimensional, or other controls as required for a single-family dwelling without an accessory dwelling unit."

At the suggestion that a design review be required for ADU's, Adam pointed out that the same must then be required for single-family dwellings, in accordance with the statute.

- i. Is the Density of the Units Appropriate for the District?**
- ii. Are the Housing Units Allowed in the District Appropriate for the Area?**
- iii. Are the Setbacks and Other Zoning Dimensional Standards Appropriate to the Area?**

ACRPC compared a 2007 study by the state Agency of Natural Resources (ANR) showing four different areas of the village focusing on lot size, frontage, depth, coverage and front yard setbacks to a 2022 study based on tax maps and the same ANR footprint. Noting that the current zoning dimensional standards for the HDR district include a minimum standard of 10,000 square feet (1/4+/- acre), Adam asked PC members to consider reducing this minimum square footage which would then allow outliers in existing small lots to meet the standard.

Referring to the minimum 75 feet of lot frontage in the town's existing zoning regulations, Adam suggested that the PC look at the possibility of a 60 foot minimum for lot frontage in the HDR district in order to accommodate dimensional requirements for those lots.

And in terms of lot size, Adam asked PC members to consider a change to 8,000 square feet. Adam also noted that the legislature recently granted Development Review Boards the authority to grant waivers, not to be confused with variances: "A bylaw may allow a municipality to grant waivers to reduce dimensional requirements, in accordance with specific standards that will be in conformance with the plan and the goals set forth in section 4302 of this title." (24 V.S.A. §4414)

Adam pointed out that the vast majority of housing meets the 75-foot minimum lot depth as cited in the existing zoning regulations; therefore, he would not recommend any change. The same applies to lot coverage and front yard setbacks from the road. Adam asked PC members to consider these questions related to dimensional standards for further discussion at their next meeting.

III. Administrative Matters

Added Agenda Item II: Discussion: Walking Tour of ADU's in Village Planning Area

Kevin suggested that PC members seek input from ZA Kris Perlee who had agreed at their last meeting to research the number of ADU's in the village. Kevin will consult with Kris on behalf of the Planning Commission about scheduling a time and route.

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a) Approval of Minutes: 12/20/2022

Fred Baser moved to approve meeting minutes for December 20, 2022; Rob Rooker seconded. **Motion passed 6-0.**

b) Discussion: Zoning Administrator Report

None (ZA not in attendance).

c) Discussion: ARPA Funding Advisory Committee Update

Rob Rooker reported that the American Rescue Plan Act (ARPA) Funding Advisory Committee met on January 2nd to review and sort the list of ideas received on how best to invest the Town's ARPA funds. The committee will finalize the list to be presented to the public via Front Porch Forum, schoolwide emails, online survey, the *Addison Independent*, and Town website to collect input from community members on ranking the 20 suggestions. The committee will review the results at their February 6th meeting and rank-order the top recommendations to be presented to the Selectboard.

d) Discussion: Misc. Correspondence

Kevin reported that ACRPC's request for proposals for projects to improve water quality in the Otter Creek, Lewis Creek, and Little Otter Creek watersheds has been extended into early February. Approximately \$1 million in funding is available.

Kevin also noted that it appears from the Town's website that the Bicycle Pedestrian Advisory Committee has not met in some time

IV. New Business

None.

V. Public Comment

None.

VI. Adjournment

John Moyers moved to adjourn; Rob Rooker seconded. **Motion passed 6-0.**

Meeting adjourned at 8:52 p.m.

Respectfully submitted,
Peggy Connor, Recording Secretary