

Town of Bristol  
PLANNING COMMISSION MEETING  
HYBRID Public Meeting  
Tuesday, July 18, 2023  
Meeting Minutes

**DRAFT**

**Planning Commission Members Present** [*in person and by remote*]: Kevin Hanson, Robert Rooker, Fred Baser, John Moyers, Slim Pickens, Chanin Hill, Anna Daylor, Melissa Hernandez, Bill Sayre (7:19 arrival).

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

**Others Present:** Peggy Connor, recording secretary

**Call to Order:** Kevin Hanson called the meeting to order at 7:03 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**

- Defer IV. b) Discussion: Zoning Administrator Report

**II. Continuing Business:**

**a) Discussion: Continue By-Law Modernization Grant work with ACRPC:**

**i. Recap progress and road map to complete**

Adam reviewed progress to date on the By-Law Modernization Grant work, and a timeline for completion. Going forward, Adam suggested that the Planning Commission work to complete changes to the zoning districts in August, hold two meetings in September to review changes and definitions for parking, subdivisions, etc.; hold two meetings in October for final review and approval; warn public hearing(s) in November, and send to the Selectboard in December for additional public hearing(s) prior to adoption at Town Meeting in March. Adam noted that by statute, the Selectboard may decide to approve the bylaws without a public vote; however, 5% of registered voters in Bristol may petition the Selectboard to hold a public vote on the bylaws.

**ii. Review of Village Residential (VR), Residential Office Commercial (ROC), and Village Business (VB) Districts**

Adam noted that at the Planning Commission's last meeting on June 20<sup>th</sup>, it was suggested that the dimensional standards for the Village Residential District mimic those in the High Density Residential District; however, some expressed concerns over increasing density along a portion of Mountain Street. Adam reviewed a map of the Village Residential District showing areas on 1) Plank Road, 2) Mountain Street, and 3) Notch Road. Following discussion, a majority agreed that:

- Plank Road be moved to the High Density Residential (HDR) zoning district
- Mountain Street remain in Village Residential (VR)
- Notch Road be moved to High Density Residential (HDR)

Adam then reviewed the Village Business (VB) district served by municipal water and sewer, noting that the sewer line extends to four parcels just outside the VB district, which includes an office building, apartment building, and residential units (3 in the ROC district, and 1 in the HDR district). Adam recommended that these parcels be made part of the VB district to comply with the regulatory requirements set forth in S.100 pertaining to areas served by municipal sewer and water infrastructure.

58 **Following discussion, PC members agreed unanimously to the change as suggested.**

59

60 **Next Steps:**

61 To prepare for their next meeting in August, Adam asked PC members to consider adding multi-family  
62 dwellings as a permitted use in the Residential/Office-Commercial (ROC) district, which largely  
63 consists of West Street. The district allows for single- and two-family dwellings, and there are some  
64 pre-existing multi-family units. Adam added that four parcels in the ROC district appear to be below  
65 the minimum lot size, and two have less than the required 50' lot frontage, but most conform in every  
66 other way in terms of the ROC district's dimensional standards. The commission will also review the  
67 Downtown District/Village Business boundaries at their next meeting scheduled for Tuesday, August  
68 1<sup>st</sup>.

69

70 **b) Action: Approve Planning Commission Guidelines**

71 PC Chair Kevin Hanson asked that prior to discussion, a motion be made and seconded to adopt the  
72 Planning Commission Guidelines as presented at the commission's May 16th meeting and available  
73 on the Town's website. Fred Baser so moved; Anna Daylor seconded.

74

75 John Moyer opposed several bullet points in the document, including: 1) "Repetition of any opinion by  
76 the same member in order to sway others to that viewpoint shall not occur...." 2) "After deliberation  
77 and voting is concluded, all members will accept the actions of the Commission whether or not they  
78 agree with said action;" 3) "Non-participation by any member during any discussion will be considered  
79 a tacit agreement with the opinion expressed." John also asked for clarification regarding the  
80 statement that reads: "Members shall be positive representatives of the Planning Commission, even  
81 outside of Commission meetings." Slim Pickets agreed, and also could not support the document as it  
82 now reads. Speaking as one who has served on a number of Town boards over the years, community  
83 member Jim Quaglino suggested that by adopting a formal document of rules and regulations, the  
84 commission may fail to attract volunteers to serve on the Planning Commission in the future.

85

86 Anna Daylor moved to amend the guidelines to include the first paragraph which begins, "An effective  
87 Planning Commission needs to regard different opinions....", maintain bullets 1 and 3, and add the  
88 following statement: "Members of the Planning Commission shall make every effort to distinguish  
89 between Planning Commission decisions and their own feelings as a private citizen."

90 Motion seconded by Rob Rooker.

91 **MOTION PASSED AS AMENDED:**

92 **7 – Yes (K. Hanson, R. Rooker, M. Hernandez, B. Sayre, J. Moyers, F. Baser, A. Daylor)**

93 **1 – No (S. Pickets)**

94

95 **III. New Business**

96 None.

97

98 **IV. Administrative Matters**

99 **a) Approval of Minutes: April 18, 2023 and June 20, 2023**

100 Chanin Hill moved to approve Planning Commission meeting minutes for April 18, 2023 and June 20,  
101 2023; John Moyer seconded.

102 **MOTION PASSED:**

103 **8 – Yes**

104 **0 – No**

105

106 **b) Discussion: Zoning Administrator Report**

107 Deferred.

108

109 **c) Discussion: Misc. Correspondence**

110 Kevin Hanson advised that he has received courtesy copies of several Conservation Commission  
111 Park Management Plans now being reviewed by the Selectboard in connection with their work on the  
112 Environment Section of the Town Plan, and Town Plan Implementation Actions related to Natural  
113 Resources and Forest Blocks. The Selectboard welcomes comments and feedback from Planning  
114 Commission members.

115

116 Noting the 6<sup>th</sup> bullet under “Parking Lot” of the Chair Notes, John Moyer suggested removing the  
117 request to amend the zoning requirement for owners of a lodging facility to live on-site. Kevin advised  
118 that the request will be considered when the Planning Commission revisits that zoning district to  
119 determine if changes are warranted.

120  
121 **V. Public Comment**

122 None.

123  
124 **VI. Adjournment**

125 Rob Rooker moved to adjourn; Melissa Hernandez seconded.

126 **MOTION PASSED:**

127 **8 – Yes**

128 **0 – No**

129 Meeting adjourned at 9:00 p.m.

130  
131 The Planning Commission will hold its next meeting on Tuesday, August 1<sup>st</sup> at 7:00 p.m.

132  
133 Respectfully submitted,  
134 Peggy Connor