

State of Vermont
Department of Housing and Community Development
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One National Life Drive
Montpelier, VT 05620-0501

*Agency of Commerce and
Community Development*

TO: [Valerie Capels](#), Town Administrator
FROM: Gary Holloway, Vermont Downtown Program
DATE: Dec. 1, 2023
RE: **Town of Bristol Downtown Designation Renewal**

Valerie,

We are contacting you regarding the Town of Bristol's upcoming Downtown Designation Renewal. By statute, the Downtown Development Board is required to review Downtown Designations every 8 years. For the Town of Bristol this will be in **June, 2024**. The municipality must submit a request for renewal, demonstrating that it continues to meet all of the requirements of designation. Please see the attached [Downtown Renewal Application Guidelines](#) which outlines the process for Downtown Designation renewal.

Here is the timeline for your upcoming renewal. Submissions are accepted by email to gary.holloway@vermont.gov.

April 1, 2024 – Draft renewal application due including all items on the renewal checklist.

May 6, 2024 – Staff provides written comments no later than this date outlining any suggestions or concerns.

June 3, 2024 - Final renewal application is due.

June 24, 2024 @ 1pm– Downtown Board meeting to review and consider the renewal application.

If the renewal date is missed, designation continues for 6 months to allow time to complete the renewal application. However, during that 6-month period, suspension of benefits may be considered. If no renewal application is received within 6 months of the missed due date the Downtown Board will withdraw designation. A community may submit a new application for designation at any time after de-designation. We appreciate your ongoing interest in the downtown program and your efforts to revitalize your downtown. We look forward to working with you on your Downtown Designation Renewal. Please contact us if you have any questions.

Gary Holloway, Downtown Program Manager
Community Planning and Revitalization
Department of Housing and Community Development
gary.holloway@vermont.gov or 802-522-2444

Sincerely,
Gary Holloway, Downtown Program Manager

Cc: [Alicia Standridge](#), Bristol CORE
[Ian Albinson](#), Bristol CORE
[Kris Perlee](#), Zoning Administrator, Town of Bristol
[Addison County Regional Planning Commission](#)

Attachments: Downtown Designation Renewal Application

