

**Town of Bristol**  
**PLANNING COMMISSION MEETING**  
**HYBRID Public Meeting**  
**Tuesday, March 19, 2024**  
**Meeting Minutes**

**DRAFT**

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**Planning Commission Members Present:** Anna Daylor, Kevin Hanson, Melissa Hernandez, Slim Pickens, Chanin Hill, Bill Sayre

**Others Present:** Kris Perlee, Zoning Administrator

**Visitors:** None

**Call to Order:** PC Chair Kevin Hanson called the meeting to order at 7:03 pm.

**I. Review agenda for additions, removal, or adjustment of any items per 1 V.S.A. 18 §312(d)(3)(A) and implicit approval**

Chanin had noted that the Hazard Mitigation Committee has not met, and so no update is available.

That agenda item was removed.

**II. Public Comment**

Nobody offered comments at this time.

**III. Continuing Business**

**Discussion: Next steps for PC work**

Kevin recapped topics that had been raised at the previous meeting, which were listed in the materials provided for this meeting.

Presentation by each of three topics/concepts for consideration –

Kevin had initiated a worksheet prior to the meeting, including two items recommended by Fred for consideration. The worksheet outlined the ideas suggested, as well as a column regarding which board or commission is most likely to be responsible for implementation. During the meeting, those present offered their ideas for inclusion in the worksheet, which Kevin updated accordingly:

- Chanin
  - Housing Study – gathering information as an important first step, information is available from Listers; school enrollment ties into this as well
  - Look into where density might be increased, determine where open tracts of land are and whether they can be developed
  - Review of municipal road standards, which also ties into the other ideas she brought forward
- Rob
  - A housing study should include information regarding short-term rentals (STR), as it would be best to understand the implications and foresee any problems that might arise if this use increases
  - Study of state-level designations for downtown areas, ensuring that all in Bristol is current and looking into available grants for working on any updates to these designations

- Slim
  - Agreement that STR information needs to be understood, as well as long-term rental information, with a goal of incentivizing home ownership
  - Truly affordable housing work – promoting ADUs as well as incentivizing dwellings even smaller than the 900 square feet allowed for ADUs
  - Improvements to communication and notification to neighbors of development proposals; investigation of how best to enforce the Regulations
- Melissa
  - Affordable housing work to include exploring how to facilitate development of a small-home community
  - Downtown accessibility – potential for a survey of ideas from store owners; Kris noted that a study of where deficiencies exist might provide a basis for research on available funding sources; Anna noted that a good time to approach changes might be when sidewalk repair/replacement is addressed
  - Potential incentivization of natural landscaping, both to prevent runoff and maximize the beneficial use of stormwater
- Bill
  - Determine ways to build the Town's tax base, principally through encouragement of enterprise
  - Explore ways to increase home ownership opportunities
  - Explore how the school system might be changed to work more efficiently and reduce costs
- Anna
  - Increased housing availability, also whether more is needed simply to meet the needs of Bristol, or if a goal is to attract residents from other locales
    - Incentivization of small homes
    - Study how to keep housing affordable
    - Mobile homes as depreciating quickly and not bringing in the same tax revenue as permanent houses
    - Locate creative funding and resources for developers to create housing that attracts people to living in the Village
    - Creation of sustainable housing stock
  - Look into opportunities to engage an intern to research housing matters
- Kevin
  - Explore the creation of job opportunities through integrated business
  - Review the duties of the ZA position, including their role in relation to the PC
  - Balancing housing in Bristol with that available in Chittenden County – opportunities for home ownership and rentals in Town serves a niche

Rob spoke of Regional Planning work and points made regarding multi-use properties which allow for residing and working in the same general area, as well as allowances for home-based businesses.

Kevin suggested that ranking of the project proposed take place at the next meeting. It was agreed that each member will review the list that has been generated in order to prepare for further discussion then.

#### **IV. Administrative Matters**

##### **Acceptance of Minutes**

The minutes of February 20, 2024 were accepted.

##### **Discussion: Zoning Administrator Report**

Kris reported that permitting activity is beginning to pick up, and that his tenure is coming to a close, with a potential ZA candidate being interviewed in the coming week.

##### **Discussion: PC Organizational meeting to be held in April**

Kevin noted that when officers are elected at the next meeting, he is ineligible to serve as Chair again, as the PC's Policies and Procedures provide for a three-year limit on holding the Chair position. He will forward along for review the Policies and Procedures document in advance of the next meeting.

#### **V. Public Comment**

Nobody offered public comment at this time.

#### **VI. Adjournment**

The meeting adjourned at 7:51 pm.

Respectfully submitted,  
Carol Chamberlin, Recording Secretary