

Town of Bristol
DEVELOPMENT REVIEW BOARD MEETING
Public Meeting
Tuesday, April 23, 2024
Meeting Minutes

DRAFT

DRB Members Present: Kevin Brown, Rebecca Cole, Ted Desmond, Dale Dingler, John Moyer, Brenda Tillberg

Staff Present: Kris Perlee, Zoning Administrator

Applicants Present: Scott Baker (Barnard & Gervais), Tasha Ball (Willowell Foundation)

1. Call to Order: Chair Kevin Brown called the meeting to order at 7:00 pm.

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

No adjustments were made to the agenda.

3. New Business

Permit #24-300: The Willowell Foundation of Harvey Road (Parcel #090219 Lot #3) is requesting Conditional use permit for an educational facility per Bristol Unified Development Regulations Article VIII, Section 807.

Mr. Brown noted that an attorney at his firm is representing Willowell works at his firm, so he will chair the meeting, but will not participate in any voting related to this application.

Scott Baker explained that an Act 250 amendment will be applied for to convert the use of this lot (Lot 3 of a subdivision approved in the early 2000s for which site plan details have been refined in subsequent years) from single-family residential to an educational facility. Willowell intends to house a preschool program in the facility; their existing school is on an abutting property outside of the subdivision.

Mr. Baker noted that the site is encumbered by a buffer surrounding a known archeological site, where no disturbance of the ground is permitted. This leaves a small development footprint, within which the building has been sited to preserve a treed area. The limited area of usable acreage has led to tentative plans for developing stormwater infrastructure on an abutting piece of land, just outside of a wetland buffer; the area for stormwater treatment is also limited, and so Mr. Baker had questions regarding how much parking will be required to be established at the school site.

Mr. Perlee outlined some of the parking requirements for similar uses which are included in the UDRs; there is nothing included that is specific to schools. Mr. Baker explained the current parking plans outlined on the site plan, which include fourteen gravel-surfaced spaces and another ten overflow spaces, which may or may not be developed as some type of impervious surface. The shared roadway is intended to be used for extra parking when needed for special events. Infrastructure will be in place to provide safe walkways from the parking areas to the school entrance.

Board members agreed that 24 spaces would not be an insufficient number, and indicated a willingness to permit the project with a few less spaces included in the plans if necessary.

It was discussed that four weeks should be enough time for the stormwater permitting process to have moved far enough along to make it reasonable to schedule a continuation of this hearing.

Mr. Moyer asked about exterior lighting, and spoke of light shielding being necessary to ensure that all light emitted stays within the property boundaries. Mr. Brown noted that lighting conditions imposed must not impede with any requirements in place for educational facilities.

It was confirmed that the Wastewater/Potable Water Supply permit is in place.

MOTION: *Mr. Desmond made a motion to continue the hearing until June 4, 2024 at 7 pm. The motion was seconded by Mr. Dingler. The motion passed unanimously with Mr. Brown abstaining.*

The logistics and timing of approval, issuance of a Decision, and appeal period were outlined.

4. Old Business

Nothing was discussed during this portion of the meeting.

5. Approve Minutes: 02-13-2024

The minutes of 02-13-2024 were unanimously approved.

6. Adjournment

The public portion of the meeting was adjourned at 8:25 pm.

Respectfully submitted,

Carol Chamberlin, Recording Secretary