

**Town of Bristol**  
**DEVELOPMENT REVIEW BOARD MEETING**  
**Public Meeting**  
**Tuesday, June 25, 2024**  
**Meeting Minutes**

**DRAFT**

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**DRB Members Present:** Kevin Brown, Rebecca Cole, Ted Desmond, Brenda Tillberg

**Staff Present:** AZ Larsen, Zoning Administrator; Kris Perlee, Deputy Zoning Administrator

**Applicants Present:** Scott Baker (Barnard & Gervais), Tasha Ball (Willowell Foundation), Jason Barnard (Barnard & Gervais), Joel Bouvier

**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 #24-400: T&M Bouvier LLC of 68 Pine Street (Parcel #205118) is requesting a sketch plan review for a 5 lot subdivision per Bristol Unified Development Regulations Article IX, Section 920.

Joel Bouvier provided an overview of the proposed project, located in the High Density Residential District. He explained that the existing house on Lot 1 will be cleaned up and rented for a few years before being sold, and that the intent is to sell the other lots as undeveloped. Mr. Bouvier noted where there are water lines planned for each site, and the ROW anticipated to be in place for both the utility infrastructure as well as road/driveway access for each lot. The lots will be served by the Town Water System, and each will have a separate septic system constructed. Each lot is planned to be .3 acres in size, and it is possible to meet all regulatory setbacks within the proposed boundary lines.

Ms. Tillberg asked about slopes at the site, and Mr. Bouvier indicated that nothing exists that cannot be addressed by some minor excavator work.

Mr. Bouvier was advised to contact the Fire Department regarding their access to the lots should it ever be necessary, and to do so before the ROW is fully defined in case adjustments are necessary.

Mr. Brown noted that this is a major subdivision by definition, and the first of the two required hearings was planned to be held on July 23, 2024.

**4. Old Business**

Continuation: 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.

Scott Baker presented the updated plans for the project, noting that feedback received from the Board at the previous meeting was generally focused on addressing parking and stormwater needs, particularly in relation to the wetlands considerations to be taken into account. He made note of the following:

- The wetlands have been delineated and the buffer area is now indicated on the plans

- Contact with DEC Stormwater program staff allows that this project may be permitted separately from the PUD, and that there will be no impact to the permits issued to the other PUD lots
  - The associated 9050 permit will be amended to treat this parcel separately
- The plan has been amended to move 8-9 parking spaces to the front of the building, providing an efficient layout with no impact to the trees, as desired
- The updated plan no longer requires that stormwater be directed down slope to a retention pond
  - Instead, there will be a gravel 4-bay collection basin with a spillway to a primary gravel wetland basin
  - This is a beneficial simplification of the stormwater infrastructure that is required at the site
- No changes are required to the existing wastewater system; infrastructure is in place and functioning
- The project is subject to Act 250 review, and the same plans will be used for submission to the Natural Resources Board, as well as for any necessary archeological review
  - Stormwater plans have been provided as separate from the overall site plan, to facilitate any changes should they be deemed necessary going forward
- If the DRB is comfortable with the parking as currently outlined, the applicants request approval with conditions regarding State stormwater permitting and other appropriate conditions

There was some discussion of parking needs; the ten spots originally proposed for on-grass parking remain as part of the project. Ms. Ball explained why only 19 total spaces are planned, outlining that currently only 8 cars maximum are on site for drop off/pick up of students at any time. She noted that staff will park in the overflow area, leaving the main spaces for access by those transporting students.

Mr. Brown noted that the plans dated June 25, 2024 contain the information being reviewed: S1, S2, and D1. The water and wastewater details have not changed since plans were submitted for the previous hearing date.

Mr. Brown then addressed the Conditional Use criteria.

There was some discussion regarding safety measures necessary for student drop off; the applicants agreed that inclusion of a physical barrier was an acceptable condition for approval.

Mr. Baker explained that the goal of no disturbance to the existing trees has been met by the new design, that they occupy approximately 1/3 of the designated building envelope, and that there is other natural vegetation on site. Therefore, no other plantings are intended.

Screening of the trash collection area was discussed and agreed to.

Lighting needs and plans were discussed, with some changes agreed to during the conversation. It was noted that, due to this being a pre-school, there are rarely, if ever, events that are held during non-daylight hours. It was agreed that a gable-end light may have its angle adjusted to provide light at the parking area when it is needed.

It was confirmed that signage will consist of a wall-mounted sign next to the main building entrance.

Operational hours were indicated to be 8:00 am to 4:30 pm, with staff being present from approximately 7:00 am to 5:00 pm, with the local school calendar being followed in general.

**MOTION:** *Mr. Brown made a motion to approve the Conditional Use application for Permit #24-300, subject to the following conditions:*

- State Stormwater Permits will be obtained as necessary
- A panel for screening trash will be installed along the southwest corner of the building; the panel will be a minimum of 4' long and 5' high
- Physical barriers will be installed at each parking space included in the plan, including the on-grass spaces, in order to keep cars from entering the walkway
- Lighting shall be as follows:
  - 10 slim packs, 5 on the east side and 5 on the west side of the building
  - A wall pack at each gable end, near the peak of the building
  - A gooseneck light at each entrance
  - The wall pack on the south elevation shall be adjusted to illuminate the parking spots
  - Lights shall be on timers and photo sensors in order to minimize the generation of light when it is not needed
- As-built plans shall be submitted, reflecting the changes agreed upon during the hearing

*The motion was seconded by Mr. Desmond, and passed unanimously.*

## **5. Adjournment**

The public portion of the meeting was adjourned at 8:44 pm.

Respectfully submitted,

Carol Chamberlin, Recording Secretary