

Town of Bristol
PLANNING COMMISSION MEETING
HYBRID Public Meeting
Tuesday, July 16, 2024
Meeting Minutes

Members Present: Fred Baser, Melissa Hernandez, Slim Pickens, Chanin Hill, Rob Rooker, Bill Sayre
Staff Present: Valerie Capels Town Administrator; AZ Larsen, Zoning and Planning Administrator
Others Present: None

Call to Order: Rob Rooker called the meeting to order at 7:00 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

No changes were made to the agenda.

II. Public Comment

Nobody offered comments at this time.

III. Old Business

Discussion: Village Residential Setbacks

Rob explained that at the previous meeting, where setbacks in the HDR were addressed, it was noted that there is also a discrepancy between principal and accessory structure setbacks in the Village Residential District. Currently the regulations call for a 20' setback for the primary and 10' setback for any accessory structure. Discussion indicated that PC members were in favor of making this a consistent setback, and changing the accessory setback to be 20' to match the primary structure requirement.

MOTION: *Fred made a motion to set the side and rear setbacks in the Village Residential District to 20' in order to match the requirement for primary structures. The motion was seconded by Chanin, and passed unanimously.*

Action: Review Capital Improvement Plan

Valerie reminded the group that she has been working on developing this Plan for some time, and that it has become a required deliverable in applying for renewal of Bristol's Downtown Designation through ACCD. She indicated that the document is currently a work-in-progress, and that it will continue to be flexible, with adjustments made as necessary when different needs arise.

Valerie has been focused on the spreadsheet aspect of the Plan, but has begun working on a narrative as well, and explained that PC review will help in providing connections to the Town Plan, both to inform the Capital Plan and also to make the PC members more aware of Town needs and capital planning efforts so that relevant information can be included in upcoming iterations of the Town Plan. The Capital Plan will serve as another tool for use by the PC and Selectboard.

There is a public hearing on the agenda for the Selectboard's August 12 meeting; it is not expected that the Plan will be final at that point, but the hearing will provide an opportunity for review and input in advance of the Plan's being further refined. A second, final, hearing is scheduled for later in August.

IV. New Business

Action: ZPA position recommendations

Rob explained that AZ's appointment to the PZA role is an opportunity to better define the position, and asked for input on what job duties might provide useful information for the PC. There was agreement that regular reporting on permits issued, permitting trends, and other relevant information would be beneficial; AZ noted that they can easily provide this information for the PC. The possibility of having permits reviewed by another party before issuance was discussed; AZ explained that they consult with Kris when questions arise during review of a permit, and Valerie noted that she is also available for discussion of permitting matters that arise.

It was agreed that an outline of these aspects of the ZPA position will be finalized at the next PC meeting, for presentation to the Selectboard.

V. Administrative Matters

Acceptance of Minutes

Minutes were not available for review.

Discussion: Update from Hazard Mitigation Plan Update Steering Committee

Chanin indicated that flood mitigation, dams, and some other topics were discussed at recent meeting. She indicated that not much change is likely to be proposed to the existing Plan.

Miscellaneous Correspondence

All correspondence was attached to the meeting packet, including a Monkton Town Plan update and information regarding recent Open Meeting Law changes, which will not impact the PC as their practices are already in compliance.

VI. Public Comment

Nobody offered comments at this time.

VII. Adjournment

The meeting adjourned at 8:21 pm.

Respectfully submitted,
Carol Chamberlin, Recording Secretary