

Town of Bristol
DEVELOPMENT REVIEW BOARD MEETING
Public Meeting
Tuesday, February 25, 2025
Meeting Minutes

DRAFT

DRB Members Present: Kevin Brown (Chair), Rebecca Cole, Ted Desmond, Dale Dingler, John Moyers, Brenda Tillberg

Staff Present: AZ Larsen, Zoning and Planning Administrator

Others Present: Keith Addis, James Henley, Lisa LaRose, Ron LaRose

1. Call to Order: 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).

Mr. Moyers asked that an agenda item be added for discussion of the appeal of a violation notice; Mr. Brown explained that the matter is not before the Board, and so cannot be discussed. Mr. Moyers indicated that he was looking for process information only; Mr. Brown explained that the matter may or may not be heard by the Board for resolution, as it is currently in the purview of the Town.

3. Old Business

Permit #24-402: Calihan Butler of South 116 RD (Parcel #110141-001) is requesting preliminary plat review for a 4-lot subdivision subject to Bristol Unified Development Regulations to Article IX, Section 932.

No applicant or representative was present, and so this review did not take place.

4. New Business

Permit #25-401: Rene Carpenter of Ireland Road (Parcel #040104-3) is requesting sketch plan review for a 2-lot subdivision subject to Bristol Unified Development Regulations Article IX, Section 920.

Mr. Carpenter outlined his plans to divide the parcel into two lots, in order to construct a single-family dwelling on the new lot. He outlined that the new house site is anticipated to be near the top of the existing drive, which will be shared with the current house. Power is planned to be underground from a location at the bottom of the existing drive. Some discussion of the site details took place, with the Board advising Mr. Carpenter that the Fire Chief should be consulted regarding the driveway plans, as he may have requirements related to the final width, necessary pull-off and turnaround areas, and other aspects of the access.

Keith Addis asked if the development will be strictly residential or if a business will be operated from the site, explaining that there is heavy equipment operating at the parcel, along with gravel extraction and other activity. Mr. Brown explained that the only matter before the Board is the proposed subdivision, and if Mr. Addis believes there is activity at the site which warrants a permit, he should speak with the Planning and Zoning Administrator.

No further questions were posed by Board members. Mr. Brown outlined that, as discussed, an updated site plan should depict a building envelope for the new house site, the driveway as approved by the Fire Chief, and the location of the proposed septic system and water supply. A letter from the Fire Chief

regarding the driveway's meeting approved standards will also be required. Mr. Brown indicated that a Wastewater and Potable Water Supply Permit should be applied for in conjunction with the Subdivision application.

Mr. Carpenter was asked to let Mx. Larsen know when the application materials are ready for review so that a hearing may be scheduled.

5. Administrative Matters

Meeting Schedule

The next available meeting date will be March 25, 2025; Mx. Larsen will reach out to Mr. Butler regarding rescheduling his plat review for that date.

Approval of Minutes

The minutes of January 28, 2025 were approved.

6. Public Comment

Ron LaRose asked about depicting plat legends according to specified requirements; Mr. Brown explained that his opinion was that the ROW could be depicted more clearly on the final plat for a recent subdivision and that a related specification had been included in the NOD issued for that subdivision, for which Mr. LaRose provided the mylar.

6. Adjournment

The meeting was adjourned at 7:36 pm.

Respectfully submitted,
Carol Chamberlin, Recording Secretary