

**Town of Bristol**  
**DEVELOPMENT REVIEW BOARD MEETING**  
**Public Meeting**  
**Tuesday, April 8, 2025**  
**Meeting Minutes**

**DRAFT**

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

**Staff Present:** AZ Larsen, Zoning and Planning Administrator

**Others Present:** Keith Addis, Rene Carpenter, Mabel Devino, Alix O'Meara (Addison County Works), Jim Quaglino

**1. Call to Order:** Kevin Brown called the meeting to order at 7:01 pm.

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

The order of items to be addressed was adjusted.

**3. New Business**

**Permit #25-501:** Firehouse Apartments Limited Partnership of Firehouse Drive (Parcel #225037-02) is requesting a Site Plan Amendment to the approved plans for Permit #21-303 subject to the Bristol Unified Development Regulations Article III, Section 390.

Ms. O'Meara explained that approval is being sought to add a dual-port charging system at the southern end of the parking lot that serves the Apartments. She noted that conduit had been previously installed for a charger, and that adequate lighting already exists in the parking area. She also confirmed that use of the charging system is intended for apartment residents only.

Mx. Larsen indicated that a related Accessory Use Application has been submitted.

Ms. O'Meara answered questions from Board members regarding some of the logistics of the charger use.

**MOTION:** *Mr. Brown made a motion to approve the amendment to the Firehouse Apartments site plan to allow for an addition of a dual port EV charger as identified on Plan C-1.2. The motion was seconded by Mr. Desmond, and approved unanimously.*

**4. Old Business**

**Permit #25-401:** Rene Carpenter of Ireland Road (Parcel #040104-3) is requesting final plat review for a 2-lot subdivision subject to Bristol Unified Development Regulations Article IX, Section 930.

Mr. Carpenter summarized the subdivision proposal, explaining that he had added required information to the site plan including the septic and well location and an outline of a building envelope. He noted that he also conferred with Fire Chief LaRose, who has provided a letter detailing what needs to be completed in order to meet emergency vehicle access standards. Mr. Carpenter explained that he understands that if these standards are not able to be met, he will need to install a sprinkler system at

the new structures, but that his intent is to level the grade and create a more gradual approach to the upper area of the new lot for emergency vehicle access. He confirmed that Chief LaRose will schedule another site visit when the work is complete.

Mr. Brown offered a reminder that an easement for a 50 foot ROW must be deeded to the new lot.

Mr. Carpenter reported that a Wastewater and Potable Water Supply permit application is ready for submission to the State.

Mr. Addis asked about bank removal and stump disposal. Mr. Carpenter indicated that no material has been deposited in the brook, and that the stone being excavated is being used to shore up the driveway as he constructs it. He noted that stumps will be left on site to decompose. Mr. Brown pointed out that a State Stormwater permit is likely needed for the work being done; Mr. Carpenter was unaware of this requirement.

Mr. Addis raised further questions regarding Mr. Carpenter's excavation business and related stockpiling of materials at the current house site. Mr. Brown explained that the Board is able to impose conditions as appropriate on approval of the subdivision.

It was confirmed by Mr. Brown that surveyors do not need to notify neighbors of their activity along property boundaries.

Ms. Devino spoke of wanting assurance that her water supply, located to the south of the existing house, won't be impacted by this development. Mr. Carpenter noted that the only change on the lower portion of the property will be a widening of the access drive, which is not located near her spring.

Mr. Carpenter asked if there would be different considerations if the material he was excavating was clay rather than gravel. Mr. Brown pointed out that a gravel business appears to have been run for many years without a permit, and this matter will be addressed during Deliberative Session discussions. Mr. Carpenter confirmed that the new parcel will not be the location for any business operations, that all his equipment is stored at the current house site and will remain stored there, and that he does not intend to use extracted materials from the new lot for business purposes.

In response to further questions from Mr. Addis, Mr. Carpenter explained that he charges for time and trucking costs when moving fill from one job site to another, but does not charge for materials moved between sites.

Mr. Brown suggested that Deliberative Session be used for discussion of this application.

Mr. Moyers asked if there might be discussion of another matter during Deliberative Session; Mr. Brown indicated that the time could only be used for matters pending before the Board.

**MOTION:** *A motion to enter Deliberative Session to further discuss the Carpenter application passed with Ms. Tillberg opposed.*

The meeting entered Deliberative Session at 8:00 pm and returned to Open Session at 8:48 pm.

**MOTION:** *Mr. Brown made a motion to approve Application #25-401 subject to the following conditions:*

- *Either a Stormwater Permit or correspondence indicating that no such permit is necessary be obtained from the Vermont Agency of Natural Resources.*
- *No offsite transportation of excavated material from the site is allowed; any such material shall be distributed onsite rather than stockpiled.*
- *Future site work shall not result in excavated material being placed in the Town Highway ROW along Meehan Road.*

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

Mr. Brown provided an explanation of the logistics and timelines related to Board decisions made in open session, written decisions, and appeal periods.

## **5. Administrative Matters**

### **Approval of Minutes**

The minutes of March 25, 2025 were approved.

## **5. Adjournment**

The meeting was adjourned at 8:56 pm.

Respectfully submitted,  
Carol Chamberlin, Recording Secretary