



**Town of Bristol
Planning & Zoning**

P.O. Box 249

Bristol, VT 05443

(802) 453-2410 | Fax 453-5188

zoning@bristolvt.org

DRB CASE REPORT – #25-044 Willson Conditional Use

1. Report Overview

Prepared For: Development Review Board

Prepared By: AZ Larsen, PZA

Date: 08/4/2025

Subject Property Address: 33 Church Street

Parcel ID: 225175

Purpose: Conditional Use Review for alteration of an existing non-conforming structure. Alteration proposes converting the second floor into an Accessory Dwelling Unit with an entry way space through the first floor. A portion of the structure will be continued to be used as an accessory building.

2. Property Description

Lot Size: 0.30 acres

Current Use(s): Residential – Single Family Dwelling with Detached Accessory Building

Zoning District: HDR

Overlay Zones or Special Districts: None

3. District Dimensional Standards

Standard	Requirement	[Existing]	Proposed
Minimum Lot Size	10,000 sf	[13,068 sf]	13,068 sf
Minimum Lot Depth	75ft	[135ft]	135 ft
Minimum Lot Frontage	75ft.	[95 ft]	75ft
Setbacks (Front/Side/Rear)	40'/15'/15' 60'/10'/10'	[75'/5'/33.5']	75'/5'/33.5'
Lot Coverage	50%	[17.8%]	17.8%

4. Compliance Summary –

High Density Residential (HDR) District:

Is Proposed Development Compliant with B. Allowed Use?

Yes. The existing uses on this property are single family dwelling with an accessory building. Both uses are allowed uses in the HDR district as requiring administrative permit review. The applicant proposes a portion of the accessory barn to be converted to an Accessory Dwelling Unit. Accessory dwellings are permitted use in the HDR, subject to the criteria in §404.

Is Proposed Development Compliant with C. Dimensional Standards?

No. The existing accessory barn does not conform to the district side yard setback requirement of 10ft for accessory buildings/structures. Furthermore, the applicant is seeking to convert this existing accessory building into an Accessory Dwelling Unit, which are subject to the principal setback requirements. The existing barn is 5 feet from the eastern property line and therefore does not conform to both the requirement for accessory and principal buildings. The building conforms to the remaining setbacks, footprint and height requirements.

SECTION 411: NON-CONFORMITIES

The barn is considered a non-conforming structure as it was built in ____, prior to the enactment of the current Bristol Unified Development Regulations (UDR). Per §411(1.) non-conforming structures “shall not be moved, enlarged, altered, extended, reconstructed, or restored” without approval from the Development Review Board following conditional use review (DRB).

9. Zoning Administrator Report

This application was partially received on December 30, 2024 and proposed the conversion of an existing garage into an Accessory Dwelling Unit (ADU). This application proposes two types of development, the conversion of a building and a change of use. The building is changing from the singular use as an accessory building to the mixed use as a garage and ADU.

This application has been reassigned permit #25-044 and has been referred to the Development Review Board for conditional use review for the alteration/conversion of a non-conforming structure subject to §350-358. As the proposed use of an ADU is a permitted use in the HDR district the ZA is authorized to administratively review this application and issue a permit. However, prior to issuing the permit the applicant must first receive the conditional use approval from the DRB to convert the structure for this use.

This application has been considered partial until 8/1/2025 when all materials for conditional use review and administrative review have been received. The following is a timeline for this permit application.

Further information was requested from the applicant to satisfy the requirements of §322: APPLICATION FOR A ZONING PERMIT and §404: ACCESSORY DWELLING UNIT. Sketch of proposed development was received on January 7, 2025. A draft site plan, which included septic details, was received on April 21, 2025. Applicant and ZA discussed the design plans for the ADU on 4/28/2025. Discussion topics included the foundation of the garage which required repairs, and the idea of moving the garage to be following the setback requirements. Section 411 was reviewed in connection to this possibility of moving the garage. As a non-conforming structure moving the garage would require DRB approval. Consequently, the proposed alteration of the garage for the use as an Accessory Dwelling would require conditional use approval as well.

This requirement was discussed with the applicant on 6/25/2025. At this meeting applicant was provided with the application requirements for a conditional use application. Materials submitted as requested for review have been included as submissions for this application as well as new supporting documents required for conditional use review.