

Town of Bristol
DEVELOPMENT REVIEW BOARD MEETING
Public Meeting
Tuesday, August 26, 2025
Meeting Minutes
APPROVED

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

Staff Present: AZ Larsen, Zoning and Planning Administrator

Others Present: Jody Bartlett, Kyle Bartlett, Ron Tatro, Bradley Bushey, Catherine Willson, Leslie Cote, Caroline Cote

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).

Approval of meeting minutes was added to the agenda.

3. New Business

Permit #25-403: Jody and Kelly Bartlett of South 116 Road (Parcel #090266-001) are requesting sketch plan review for a 2-lot subdivision subject to Bristol Unified Development Regulations Article IX, Section 921.

Jody Bartlett explained that the proposal is to create a small lot for development of a house for his son. There is an existing house and ADU on one lot, the two lots will share the existing driveway. Another dwelling existing on the property is being converted into a garage. Mr. Brown explained that a 35' easement will be need to be established for use of the driveway to the new lot; Mr. Bartlett confirmed that Kevin LaRose, who is providing the plans, is aware of this. Mr. Brown also requested that the Fire Chief be consulted regarding the need for any turn-around capability to be incorporated into the design, and to provide a related letter.

Mr. Bartlett indicated that the existing well will be shared between the two parcels, with a new separate septic system to be installed for the second parcel.

Mr. Brown explained that the buildings must be sited so that they will meet all required setbacks for the District.

Permit #25-041: Bradley and Sharon Bushey of Lower Hardscrabble Road (Parcel #050105) are requesting conditional use review for development of a nonconforming structure subject to Bristol Unified Development Regulations §353 and 411.

Bradley Bushey explained that he is proposing an enclosed addition of 10x 16 to his house, to be constructed where there is currently a deck. Mx. Larsen walked through the memo they had provided, outlining that nonconforming structures must go through Conditional Use Review if proposed to be altered in any way. They indicated that the house does not meet the current setback requirement, being only 24' from the road, and that the addition will be 48'6" from the road, thereby not increasing the degree of nonconformance. The footprint of the building will not be changing. Mr. Brown explained that Section 411 of the UDRs provides leeway for the DRB to approve this development.

No Board members had further questions. A neighboring landowner noted that the eastern boundary of the Bushey parcel may be misrepresented on the application drawings provided, but indicated they had no concerns with the plans for the proposed addition.

MOTION: *Mr. Brown moved to approve the application to build an addition in the location of the existing porch as proposed. The motion was seconded by Mr. Desmond, and passed unanimously.*

Permit #25-044: Catherine Willson of 33 Church Street (Parcel #225175) is requesting Conditional Use approval for development of a nonconforming structure subject to Bristol Unified Development Regulations §353 and 411.

Mr. Desmond recused himself from this hearing, as he is a nearby neighbor.

Mx. Larsen outlined a similar situation to the previous application heard, noting that the existing structures were constructed well before there were zoning regulations in Town, and that the barn for which an ADU is proposed is 5' from the side property line, which is less than the 10' required in the current UDRs.

Ms. Wilson then outlined that the storage space on the second level of the barn is proposed to be converted to an ADU, with an entry hallway to be constructed on the first level, which serves as a garage. She outlined the planned construction schedule and infrastructure development. It was explained that there will be a single outdoor light at the entry hall, with a motion-sensored light above the garage, and that there will be a minimum of two parking spaces in the driveway. The ADU will have 480 square feet of living space, and if the entry way area is included in the square footage, it will still meet the maximum site parameters outlined in statute.

No other questions were raised by Board members, and no members of the public raised any concerns regarding the application.

MOTION: *Mr. Brown moved to approve the application for a change in use and reconstruction of the existing barn with an ADU on the second floor as outlined in the plans, with the condition that two parking spaces be provided. The motion was seconded by Mr. Bilson, and passed unanimously.*

4. Administrative Matters

Approval of Minutes: The Minutes of July 8 were approved; the Minutes of July 22, 2025 were amended, and approval of those was postponed.

5. Adjournment

The meeting was adjourned at 7:53 pm.

Respectfully submitted,
Carol Chamberlin, Recording Secretary