

**Town of Bristol**  
**PLANNING COMMISSION MEETING**  
**Tuesday, September 16, 2025**  
**Meeting Minutes**

---

**Members Present:** Fred Baser, Kevin Hanson, Melissa Hernandez, Chanin Hill, Ellen Repstad, Rob Rooker, Slim Pickens, Bill Sayre

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

**Others Present:** None

**I. Call to Order:** Kevin called the meeting to order at 7:00 pm. The meeting was held in person and via ZOOM.

**II. 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.

**III. Public Comment**

Nobody requested time to comment.

**IV. New Business**

**Action: Municipal Planning Grant FY26 – discuss project and recommend application**

AZ reported that they are working with Freeda Powers on a Municipal Planning Grant application for financial assistance in updating Bristol's Town Plan, that assistance to include public outreach efforts and consultant time working with the PC to draft the Plan updates. If a grant is awarded, the Town match will be approximately \$3K.

**MOTION:** *Rob moved to have the PC endorse the application for the Municipal Planning Grant to support the upcoming Town Plan update. The motion was seconded by Ellen.*

There was some discussion regarding how much general knowledge and interest there is in the Plan, and indications that the Plan is an opportunity to explore where Bristol wants to be in the next eight years, with some of the monies from the grant to help maximize opportunities for public input as the Plan is drafted. It was also explained that these updates require a lot of time and effort, as well as much data gathering, all of which the RPC has helped with in the past.

AZ provided a brief demonstration of Montpelier's recently updated Plan, which is being presented in a completely online format.

**VOTE:** *The motion passed unanimously.*

**V. Old Business**

**Action: Approve Interpretation of ADU Statute**

Kevin explained that it would likely be more suitable to approve the Permitting Criteria Outline and ADU Process Flow Chart which AZ has developed, rather than the lengthy text proposed at the previous meeting.

AZ reviewed both documents with the group, and provided graphic examples of various ADU development scenarios. It was recalled that in a new mixed-use structure, the least restrictive standards need to be applied, but agreed that AZ should confirm this with Adam Lougee.

**MOTION:** *Rob moved to table this action item until there is clarification regarding the setback distance required for mixed use structures. The motion was seconded by Chanin, and passed unanimously.*

**Action: Approve recommendations for modifications to ADU regulations**

Kevin explained that there are certain aspects of Bristol’s ADU regulations that are in conflict with current State statutes regarding ADUs. He suggested that it be recommended to the Selectboard that, in the event they adopt interim zoning regulations, these inconsistencies be addressed. Kevin then provided an explanation of the changes outlined in the proposed motion.

**MOTION:** *Kevin moved that the Planning Commission recommend to the Selectboard that they adopt interim Zoning Regulations as follows:*

- *Change the last sentence of Section 404:*
  - *From “Any accessory dwelling unit, new or existing, that meets the above conditions is a permitted use in all districts.”*
  - *To read – “Any accessory dwelling unit, new or existing, that meets the above conditions is a permitted use in all districts where single-family dwellings are permitted.”*
- *Reword 3b in Section 404 to be a minimum of one or fewer bedrooms:*
  - *“The accessory dwelling unit shall have a minimum of one (1) or a lesser number of bedrooms than the main single-family dwelling;”*
- *Remove the performance requirements 3c and 3d in Section 404 that are in conflict with the current interpretations.*
  - *Remove 3c – “New construction in the Village Planning Area shall be set back from the front property line at least 20 feet greater than the main single family dwelling;”*
  - *Remove 3d – “New construction shall have a height of 80% of the main structure;”*

*The motion was seconded by Rob.*

**AMENDMENT:** *Melissa moved to amend the motion by changing ‘bedrooms’ to ‘sleeping quarters.’ The amendment was seconded by Slim, and passed with Fred abstaining.*

**VOTE:** *The amended motion passed unanimously.*

**VI. Administrative Matters**

**Approval of Minutes:** The minutes of August 19, 2025 were amended and approved.

**Review:** PZA Zoning Report – AZ reviewed the applications included in their printed Zoning Report, and noted that they are continuing to work on application updates and developing process guides.

**Discussion:** Miscellaneous Correspondence – No correspondence needed to be addressed.

**VII. Public Comment**

Nobody requested time to comment.

**VIII. Adjournment**

The meeting adjourned at 8:10 pm.

Respectfully submitted,  
Carol Chamberlin, Recording Secretary