

Town of Bristol
DEVELOPMENT REVIEW BOARD MEETING
Public Meeting
Tuesday, February 10, 2026
Meeting Minutes
DRAFT

DRB Members Present: Kevin Brown, Rebecca Cole, Ted Desmond, Dale Dingler, Ron Tatro

Staff Present: AZ Larsen, Planning and Zoning Administrator

Others Present: David (Dave) Livingston, Meghan Giroux, Susan Hawkins, Allison Lea

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).
No changes were made to the agenda.

3. Old Business

Presentation of Plat Plan: Execution of approved final plat plan for Permit #25-403 for a 2-lot subdivision on Parcel #090266.001 (S 116 Road) subject to Bristol Development Regulations Article IX, SECTION 960.

MOTION: *A motion to approve signing the Barrett mylar, as it was found to be in accordance with the plan approved by the DRB, passed unanimously.*

The mylar was signed by Mr. Brown.

4. New Business

Permit #26-400: David Livingston LLC of Hardscrabble Road (Parcel #020116) is requesting Sketch Plan Review for a 2-lot subdivision subject to Bristol Unified Development Regulations Article IX, SECTION 920.

Mr. Livingston was present to provide information about the proposed subdivision, and noted that the property is currently a five-acre parcel. He explained that an Access Permit had not yet been applied for, but that there is a location which appears feasible in providing adequate sight lines.

No further questions were asked, and nothing other than the need for an Access Permit was pointed out as being necessary for the final plat review.

Permit #26-600: Meghan Giroux on behalf of Allison Lea of Pleasant Street (Parcel #225127) is requesting waivers to the High-Density Residential accessory structure setback standards subject to Bristol Unified Development Regulations Article III, SECTION 380.

Several dimensions of the lot and proposed location of structures were outlined. The lot is 1/8 acre, with a width of 45 feet. There is a 12x12 shed proposed in the southeast corner, with a request for a setback of 5 feet from the southern and eastern property lines. An 18-foot-wide greenhouse is proposed, to be either 24 or 36 feet in length; the application requests that the length of this structure be located 2 feet from the western property line, aligning with the existing garage. The peak of the

proposed shed is at 17 feet, the greenhouse is 12 feet at its peak, and the existing garage is 14 to 18 feet in height. The side and rear setback standards for the zoning district are 10 feet.

Ms. Giroux explained that the proposed greenhouse location is in the least shaded portion of the back yard, and that the greenhouse size is planned as the smallest footprint which will be structurally sound for shedding snow. She indicated that she had spoken with neighbors or delivered a letter to notify them of the application, and that nobody she met with had raised any issues.

Susan Hawkins, the owner/resident of the property to the west of the Giroux/Lea home, outlined that she is not comfortable with the greenhouse being situated 2 feet from her property line, noting various reasons included the potential for a noisy circulation fan to be installed and a concern that the greenhouse may be used for commercial purposes.

Mr. Brown outlined the waiver authority granted to the Board, noting that many Village lots are nonconforming and that the Board has a lot of discretion when granting a setback waiver.

Ms. Giroux explained that there is no intent to begin a commercial operation, and that the greenhouse will be used to provide a more reliable food supply for herself and Ms. Lea. She also indicated that there is no intent to install a fan in the greenhouse. Mr. Brown indicated that the Board may condition approval on there being no greenhouse fan installed.

Potential screening strategies were discussed; Ms. Hawkins confirmed that there is a wooden fence installed between the properties along the line where the greenhouse is proposed, which is 4.5 feet high at its tallest points.

Board members indicated a preference for discussing the application in Deliberative Session, and Mr. Brown explained the process.

MOTION: *A motion to enter Deliberative Session passed unanimously.*

The meeting entered Deliberative Session at 7:48 pm and returned to open session at 8:18 pm.

MOTION: *Mr. Brown moved to approve the waiver application, with the greenhouse to be located at least five feet from the western property line, the shed to be set at least five feet from both the eastern and southern property lines as depicted in the application, and the greenhouse to not have any ventilation fans attached. The motion was seconded by Mr. Desmond, and passed with Mr. Dingler opposed.*

5. Administrative Matters

Approval of Minutes: The Minutes of January 27, 2026 were amended and approved.

6. Adjournment

The meeting was adjourned at 8:24 pm.

Respectfully submitted,
Carol Chamberlin, Recording Secretary