

Town of Bristol
PLANNING COMMISSION MEETING
Tuesday, February 17, 2026
Meeting Minutes
Approved 3/17/26

Members Present: Kevin Hanson, Chanin Hill, John Moyers, Rob Rooker, Slim Pickens
Staff Present: AZ Larsen, Planning and Zoning Administrator
Others Present: None

I. Call to Order: Kevin called the meeting to order at 7:03 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.

Public Utility Commission (PUC) notification had been received for a Verizon communications tower off Monkton Road; this matter was added to the Administrative Matters portion of the meeting.

III. Public Comment

Nobody requested time to comment.

IV. Old Business

Action: Finalize understanding of ADU and accept ADU flowchart.

AZ had developed flow chart for processing of ADU applications, which had previously been reviewed by the PC; suggested changes had been incorporated.

MOTION: *Chanin moved to accept the ADU Flowchart as a reference document. The motion was seconded by Rob.*

DISCUSSION:

John suggested some edits to the text on the chart, including changing 'DRB approval' to 'DRB review' and modifying the 'mixed-use' description in the detached unit section, as 'mixed-use' is used in other sections of the Regulations to mean something slightly different.

There was some discussion of these potential edits, as well as discussion of points raised by John regarding his preference for requiring Conditional Use review when there is an ADU proposed as an additional use in an accessory structure. It was pointed out that the flowchart needs to reflect what is currently included in the Regulations, and changes to requirements are not germane to the current consideration of approval of the flowchart.

MOTION: *Slim moved to change 'mixed use' to 'two different uses' in the section pertaining to detached structures. The motion was seconded by John, and failed with Chanin and Kevin opposed.*

MOTION: *John moved to amend the flowchart to read 'DRB review' rather than 'DRB approval.' The motion was seconded by Slim, and failed with Rob opposed.*

VOTE: *The motion failed with John opposed.*

Action: General Survey – finalize and approve for public distribution.

AZ summarized that the purpose of this initial survey is to gain some understanding of respondents' opinions and also offer an introduction to the planning process. There was some discussion that the form should not be too time consuming to complete, and would be a good jumping off point for a more in-depth housing survey to be conducted later in the Town Plan update process. The postcard format presented by AZ included

some demographic information and two Yes/No questions regarding knowledge of the Town Plan and if the respondent would like to be engaged in Town Planning efforts. The two general questions agreed upon to be included in the Town Meeting postcard survey were:

- Do you have plans for your future in Bristol?
- What is the most important for you in the future of Bristol?

Chanin suggested that at Town Meeting there be a way to gather email addresses of those interested in following planning efforts.

AZ noted that the survey will also be available for residents to complete electronically.

Discussion: Continued discussion of proposed Focus Group organization and Open Meeting law.

AZ reported on the logistics of ensuring Open Meeting law is adhered to when establishing focus groups, noting the difference between informal groups with less than a quorum present and the process of the PCs voting to establish subcommittees, for which meetings would need to comply with the law. Forming groups had been proposed as a method for undertaking Town Plan updates. John suggested a strategy of day-long sessions with the entire PC working in small groups; Kevin suggested that focus groups be formed to bring back proposed changes to the full PC. It was agreed to put off a decision on this until a larger number of PC members was present.

Action: Approve additional meeting day.

MOTION: *A motion to table this decision until a future PC meeting passed unanimously.*

V. New Business

VI. Administrative Matters

Approval of Minutes: The minutes of January 20, 2026 were approved.

PUC Notice: AZ outlined the proposed modifications to the existing tower, noting that current antennae will be replaced with antennae of a reduced size. PC members did not make note of any concerns to be raised.

VII. Public Comment

Nobody requested time to comment.

VIII. Adjournment

The meeting adjourned at 8:30 pm.

Respectfully submitted,
Carol Chamberlin, Recording Secretary