

Town of Bristol
DEVELOPMENT REVIEW BOARD MEETING
Public Meeting
Tuesday, April 14, 2026
Meeting Minutes
Approved 4/28/2026

DRB Members Present: Kevin Brown, Rebecca Cole, Ted Desmond, Ron Tatro, Brenda Tillberg

Staff Present: AZ Larsen, Planning and Zoning Administrator

Others Present: Michael Brown, Thomas Funk, Adam Ginsberg, Elizabeth Maher, John O'Brien, Maria O'Brien, Randy Russell

1. Call to Order: Kevin Brown called the meeting to order at 7:03 pm.

2. Review agenda for additions, removal, or adjustment of any items per 1 V.S.A. 18 §312(d)(3)(A).

No adjustments were made to the agenda.

3. Election of Officers

Kevin Brown accepted a nomination to serve as Chair, and was elected unanimously.

Rebecca Cole accepted a nomination to serve as Vice-Chair, and was elected unanimously.

AZ Larsen was appointed as Secretary.

4. Old Business

Permit #26-502: Michael Brown on behalf of Federated Church of North Street (Parcel #235028) is requesting approval for an LED sign subject to Bristol Unified Development Regulations SECTION 747.

This hearing was continued from March 24, 2026.

Michael Brown had provided additional information as requested by the Board, including an email from Colin Lane providing brightness information for the LED portion of the sign. He explained that a sensor automatically adjusts the brightness of the lighting based on the ambient daytime or nighttime light levels.

Ms. Tillberg raised some points regarding aspects of the regulations to be considered, noting that the sign will exceed dimensional standards, emit more light than currently is experienced in the area, the need to ensure that light does not shine on neighboring properties, and whether the sign is eligible for designation as a landmark sign.

Michael Brown confirmed that the proposed sign would be placed in the same location as the current sign, and that the permissible sign area is less than the current sign.

It was agreed to consider this matter further in a deliberative session later in the meeting.

Permit #25-407: Bunny's Pond LLC of Monkton Road (Parcel #030168.3) is requesting Final Plat Review for a 2-lot subdivision subject to Bristol Unified Development Regulations Article IX, SECTION 931.

Kevin Brown noted that one lot will contain the existing house, and that the new lot satisfies the lot size requirement. It was confirmed that the lot lines had been clarified and the building envelope had been depicted on the updated site plan as had been requested by the Board, and that the proposed turn around area had been approved by the Fire Chief. Kevin Brown offered a reminder that the 35' ROW along the existing driveway will need to be deeded when Lot 2 is conveyed. The updated plan by Ron LaRose was revised on March 3, 2026, and Kevin Brown indicated that the competing date displayed on the site plan should be removed.

No further questions were raised.

MOTION: *A motion to approve the revised survey plat from Ron LaRose dated March 3, 2026, subject to the condition that the 35' ROW access easement be provided to Lot 1 when Lot 2 is conveyed, and with revision of the lower right-hand corner of the plat to reflect current ownership, passed unanimously.*

Permit #25-404: Randy Russell of North 116 Road (Parcel #070101) is requesting Final Plat Review for a 6-lot and 2-lot subdivision subject to Bristol Unified Development Regulations Article IX, SECTION 931 & 94.

Mr. Russell confirmed that the site plans had been revised as of March 2, 2026 by Seth Kittridge, but that the most recent revision date was not indicated on the plat being reviewed.

Kevin Brown first reviewed the lots on the eastern side of Route 116, confirming that Lots 1 - 4 are to be developed, and the larger lot conserved, with the lot along Route 116 containing the existing house. Mr. Russell pointed out the 'Y' at Lot 3 to provide a turnaround, and Mx. Larsen reported that a letter had been received from the Fire Chief, containing related access requirements. Kevin Brown also addressed general roadway specifications, and Mr. Russell indicated that he would be comfortable with needing to comply with VTrans B-71 Standards for the access roadway.

Kevin Brown explained that, with two building envelopes depicted for both Lot 1 and Lot 2, it will need to be decided which envelope will contain the primary dwelling for each lot. He also noted that easements will need to be deeded as necessary for access to Lots 2, 3, and 4.

MOTION: *A motion was made to approve the 6-lot subdivision as depicted, with the access road constructed according to requirements outlined in a letter from Fire Chief LaRose dated November 10, 2025 and according to VTrans B-71 Standards, including the 40' vehicle turnaround as shown on Lot 3, and with submission of an updated plat on which the mobile home has been removed, and the date updated to reflect the date of that change being incorporated. The motion was approved unanimously.*

The two-lot subdivision on the western side of Route 116 was then reviewed. It was confirmed that Lot 1 is conserved land and that the ROW through the roadside parcel to that lot is a logging trail through the farmstead complex. The utility easement was also noted.

MOTION: *A motion to approve the 2-lot subdivision on the west side of Route 100, as depicted on the same plan provided by Seth Kittridge and currently dated March 2, 2026, to be updated as outlined for the 6-lot subdivision, passed unanimously.*

5. New Business

Permit #26-300: Thomas Funk & Elizabeth Maher of Many Waters Road (Parcel #090186) are requesting Conditional Use Review for an accessory structure within the Flood Hazard Overlay (FHO) district subject to Bristol Unified Development Regulations Article VIII, SECTION 808.

Kevin Brown explained the need to include ANR approval for proposed development in the FHO.

Mr. Funk presented the plans for a new carport, noting its location in relation to the existing carport. He explained that the design plans are generally for an open 34 x 26 building, with some slats on the back wall for hanging tools. An enclosed section of the structure is also planned, and will contain FEMA-approved flood vents as required by ANR.

Mx. Larsen explained that there is no FEMA base flood elevation (BFE) information for this FHO zone; therefore, it is permissible for accessory structures to be wetproofed rather than raised above the BFE. They indicated a letter (dated April 2, 2026), which outlines floodproofing measures, was available as part of the application materials; and reviewed the contents of that letter. That letter will be sent to Kyle Medash of DEC, in order to provide the further information he had requested regarding the construction. Mr. Medash had indicated in a March 24 email that he would be able to approve the plans once that information was received.

No further questions were asked about the carport plans.

MOTION: *A motion to approve the application to build a carport in the FHO as outlined in the plans presented, noting that Mx. Larsen will send the additional information to ANR's Kyle Medash as he had requested, passed unanimously.*

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

The meeting entered Deliberative Session at 8:19 pm and returned to open session at 8:32 pm.

MOTION: *Kevin Brown moved to deny the Federated Church's application for a new LED sign due to a lack of compliance with Sections 740, Subsection 2; 742, Subsection 2; and 747, Subsection 2 of the Unified Development Regulations. He also noted that it had been concluded that the existing sign is not a landmark sign, and that the lighting would be out of character with the neighborhood. The motion was seconded by Ms. Cole, and passed unanimously.*

6. Administrative Matters

Approval of Minutes: The Minutes of March 24, 2026 were amended and approved.

7. Adjournment

The meeting was adjourned at 8:41 pm.

Respectfully submitted,
Carol Chamberlin, Recording Secretary