

Town of Bristol
PLANNING COMMISSION MEETING
Tuesday, March 17, 2026
Meeting Minutes
Approved: 4/21/2026

Members Present: Kevin Hanson, Melissa Hernandez, Chanin Hill, Ellen Repstad, Rob Rooker
Staff Present: AZ Larsen, Planning and Zoning Administrator
Others Present: Dan Batten (Energy Committee), David Flaschenriem (Energy Committee)

I. Call to Order: Kevin called the meeting to order at 7:01 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 adjustments were made to the agenda.

III. Public Comment

Nobody requested time to comment.

IV. Old Business

Discussion: Focus Groups, Additional Meeting Day/Times.

AZ explained that they are continuing to work on planning for focus group formation and meetings, with smaller groups (fewer than a quorum) serving as advisory committees to the full Commission. They also see these smaller groups as being involved with community and department head outreach and engagement. AZ had also created a calendar of Bristol meetings, in order to depict days that are open for meetings, suggesting one possibility of the groups meeting on the first Tuesday of each month. It was agreed to make decisions regarding the focus groups and additional meetings at the April PC meeting.

Discussion: General Survey – Update on Responses.

AZ outlined how the survey had been advertised following Town Meeting Day, and noted that eight paper and thirteen online surveys had been submitted. It was agreed to keep the survey open until the April PC meeting, and some suggestions were offered on how to make them more widely available to the community.

V. New Business

Discussion: Town Plan Update – Overview, Required Elements, Organization Structures, Energy Plan.

AZ had developed a presentation, providing an overview of the town planning process and noting various guides, toolkits, and other resources that are available for the PC's use as the Town Plan is revised. The required elements of the Plan, state planning goals, and the importance of community engagement were outlined.

AZ then reviewed strategy options for addressing the update, explaining that PC workgroups would be an appropriate structure for detailed review of individual sections before final review and adoption by the full PC.

Energy Committee members Dan and David introduced themselves, noting their willingness to help with energy-related sections of the Plan. David asked if the Enhanced Energy Plan would be a topic for one of the planned focus groups; AZ explained that energy work would be part of the Infrastructure group, as the Enhanced Energy Plan and other energy topics have already been developed and will likely only need some updating. Although they noted that a group to address the Energy Plan can be broken out if that is determined to be necessary.

Discussion: Community Assessment Exercise.

AZ explained that this exercise is one strategy for determining local population segments that are vulnerable to impacts from housing shortages, economic changes, and natural disasters. Ellen indicated that her work experience has helped her create relationships with many service groups in the area, and that she is willing to work on creating connections with these organizations as well as potentially individuals who may be willing to participate in further social resilience planning.

There was some discussion of the benefits of engaging with various people outside of the PC, while also working to ensure that a suitable timeline is followed for completion of the Plan update.

VI. Administrative Matters

Approval of Minutes: The minutes of February 17, 2026 were approved.

Municipal Planning Grant: RFP Overview – The RFP was reviewed, and AZ noted where it had been posted. The deadline for responses is March 30.

VII. Public Comment

Nobody requested time to comment.

VIII. Adjournment

The meeting adjourned at 8:26 pm.

Respectfully submitted,
Carol Chamberlin, Recording Secretary