

**Town of Bristol**  
**PLANNING COMMISSION MEETING**  
**Tuesday, April 21, 2026**  
**Meeting Minutes**  
**Approved 5/19**

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**Members Present:** Kevin Hanson, Melissa Hernandez, Chanin Hill, Slim Pickens, Ellen Repstad, Rob Rooker  
**Staff Present:** AZ Larsen, Planning and Zoning Administrator  
**Others Present:** Jolyon Larson, Ben Skolozdra

**I. Call to Order:** AZ called the meeting to order at 7:02 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.**

One item was noted to be postponed. One item was added under administrative matters.

**III. Public Comment**

Nobody requested time to comment.

**IV. Organizational Matters**

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

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

PC Policies and Procedures were reviewed. Kevin suggested changes to Section 6 regarding a Quorum; specifically, that some decisions do not need to be approved by a majority of the PC but rather a majority of those present.

**MOTION:** *Kevin moved to modify the language of Section 6 of the PC Policies and Procedures to read: "A quorum shall be constituted by a majority of the full nine member commission. Final approval of any revisions to the Town Plan or the Unified Development Regulations must be taken by a concurrence of the majority of the full nine-member commission. Unless otherwise required, any action by the commission will be taken by a concurrence of the majority of those present." The motion was seconded by Chanin.*

After discussion, Kevin withdrew the motion.

Then Section 7.1 was reviewed, and it was noted that the language was not in agreement with statute regarding the amount of time preceding a meeting that an agenda needs to be posted. (24 vs 48 hours)

**MOTION:** *Kevin moved to modify the language of Section 7.1 of the PC Policies and Procedures to read: "Notices of when and where regular Planning Commission meetings will be held are posted at the Town Offices at least 48 hours before each meeting. An agenda for each meeting is also posted." The motion was seconded by Slim, and passed unanimously.*

**V. Town Plan Update**

**General Planning and Development Survey**

AZ reviewed a summary of the 38 survey responses with the group, noting an emphasis in responses on affordability, economic development, and community wellbeing. The full set of responses will be provided to PC members.

## **Work Groups**

AZ outlined the four topic headings for the proposed ad hoc/advisory groups, each to be aligned with one or more Town Plan elements to be reviewed. The logistics and timing of this work were outlined and discussed; the number and effectiveness of community engagement opportunities, as well as noting that such engagement needs to agencies and community groups in addition to individual residents, was part of the conversation. AZ had indicated tentative groups of two for each heading, based on what they felt was of interest to PC members, but noted that this could be adjusted before the group work begins. AZ will create a document containing more specifics about the required elements.

## **Community Connectedness Exercise**

AZ reviewed some information to frame the exercise, which is from the Social Resilience Planning Guide. It was agreed that PC members will complete the questionnaire for discussion at the next PC meeting.

## **Implementation Tasks**

Ben Skolozdra was present to provide an update on the Energy Committee's work on updating the implementation task list from the current Town Plan. He explained that the last time these were reviewed was in 2023, and that the Committee would be completing further updates at an upcoming meeting so that current information may be provided to the PC. It was confirmed that many of the tasks outlined were from the Enhanced Energy Plan implementation activities. Jolyon Larson (ACPRC) reported that he is working to update the technical elements of that Plan, including some of the mapping. He also explained that he will be assisting with the Social Resilience pilot project work.

AZ will also be working with the Conservation Commission and the Selectboard to get updated information on their implementation task progress.

## **VI. Administrative Matters**

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

**Miscellaneous:** Review Lincoln Bylaw Amendments – AZ reported that a notice of these amendments had been received, and explained that they are generally meant to provide clarification to the bylaw language.

**Update on Open Meeting:** AZ reported that they had posted the digital agenda after the required posting time, and received a related inquiry, and so they have put together a checklist for town staff to use when posting agendas.

## **VII. Public Comment**

Nobody requested time to comment.

## **VIII. Adjournment**

The meeting adjourned at 9:02 pm.

Respectfully submitted,  
Carol Chamberlin, Recording Secretary