

**Town of Bristol**  
**DEVELOPMENT REVIEW BOARD MEETING**  
**Public Meeting**  
**Tuesday, March 24, 2026**  
**Meeting Minutes**  
**Approved 4/14/2026**

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**DRB Members Present:** Allen Bilson, Kevin Brown, Rebecca Cole, Ted Desmond, Dale Dingler, Ron Tatro, Brenda Tillberg

**Staff Present:** AZ Larsen, Planning and Zoning Administrator

**Others Present:** Jack Alexander, Patrice Alexander, Jason Barnard, Michael Brown, Becky Heath, Russell Hibbard

**1. Call to Order:** Kevin Brown called the meeting to order at 7:00 pm.

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

The order of items was adjusted.

**3. Old Business**

**Permit #25-402:** Russell and Nicole Hibbard of Kilbourn Lane (Parcel #060129-1) are requesting Final Plat Review for a 3-lot subdivision subject to the Bristol Unified Development Regulations SECTION 930.

Jason Barnard provided an overview of the subdivision plans, first noting that a boundary survey had been completed for the creation of three lots from the 23.17-acre parcel; a 2.87-acre lot and a 2.16-acre lot each to be created for development of a new SFR, and the existing home on the easterly back portion of the lot to be on the remaining 18.14 acres. The smaller lots will share the existing access road and provide continued access to the back lot, and access easements will be deeded as necessary.

Mr. Barnard then explained that there had been a previous wetland delineation on the property, which had been updated by his staff wetland ecologist. The region's State Wetlands Ecologist also visited the site, and determined that the wetland had expanded, and is now classified as a Class 2 wetland.

However, the road was developed when there was a Class 3 designation, and therefore there are no violations, and no permit is necessary for the work proposed in the subdivision application.

Mr. Barnard also noted the following:

- The new lots will share a water supply; each will have an individual mound system.
- Lot 1 will provide an easement for the siting of Lot 3's wastewater system.
- The S2 drawing depicts where the wetland crossing is; a hammerhead portion of the access at the ends of Lots 2 and 3 has been designed to be outside the wetland buffer, and has been deemed adequate by the Fire Chief.
- Pull-offs and turnarounds have been designed in a manner that allows for the existing road to remain at its current width, so as to avoid wetland impacts.
  - Related access diagrams are available, and will be submitted.
- Wastewater and Potable Water Supply Permits applications are undergoing State review.
- The majority of the parcel is in RA5, with the bottom of the panhandle (access point) in Village Residential.

No questions or comments were raised.

Mr. Hibbard noted that legal documents related to easements had been drafted; Mr. Brown reviewed those and suggested changes to be incorporated in the final documents.

**MOTION:** *Mr. Brown moved to approve the proposed subdivision with the conditions that a letter from the Fire Chief which indicates approval of the access plans be submitted, that the access diagrams referred during the hearing be submitted, and that all access ROW and septic easements be deeded appropriately. The motion was seconded by Mr. Desmond, and passed unanimously.*

#### **4. New 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.

Mr. Bilson Noted that he owns and resides on a neighboring property, and recused himself from the hearing.

Michael Brown presented information about the proposed sign, explaining the difference in dimensions between this and the existing sign, and noting that the proposed pedestal could be lowered to two feet if required, which would be the same as what currently is in place. The square footage of the proposed sign is slightly less than that of the current sign (24 square feet), and the LED display is planned for the lower two feet of the sign. He explained the potential for various frequencies of changing messages to be displayed, and noted that the lighting for the current sign is on a timer.

It was noted that, while a church is not considered commercial, there is a restriction in the district on commercial signage, in that it may only be lit until 10 pm. There was also some discussion of landmark signs, and whether this replacement falls under those parameters. It was explained that designation as a landmark sign would allow the DRB to waive the requirement that new signs in the district be a maximum of six square feet in size.

It was discussed that some architectural changes to the sign may provide for its fitting in more appropriately with the church building and houses in the neighborhood. In order to provide for such changes to be considered by the applicant, as well as to provide more information regarding the illumination specifications and what the brightness level of the sign will be, it was proposed that the hearing be continued.

Michael Brown noted that the manufacturer's website can be referenced in order to get a sense of the sign's brightness, and indicated that the Eagle's Club in Vergennes has a similar sign installed. Board members agreed on the need to compare LED lumen levels to the familiarity of incandescent lighting to have a better understanding of what the brightness will be from the proposed sign.

**MOTION:** *A motion to continue the hearing until April 14, 2026 at 7:00 pm passed unanimously.*

**Permit #26-1000:** Jack Alexander of Briggs Hill Road (Parcel #070125.1) is requesting an appeal of the Zoning Administrator decision regarding subdivision application #25- 405, subject to Bristol Unified Development Regulations SECTION 360.

Mx. Larsen provided background information, outlining that a request for an additional E-911 address at the property led to their discovering that the parcel's containing three dwellings is in conflict with the current Unified Development Regulations. They had recommended that a subdivision be applied for as

a strategy to remedy the situation, but when that application was subsequently submitted, they realized that the parcel is now included in the Conservation District, and has been since the 2017 adoption of the UDRs. The minimum lot size for that District is 25 acres, and the parcel in question is 5 acres in size.

Mr. Alexander then provided a history of his ownership of the lot, and the permits which he had applied for and received since he purchased the property in 2002. Mx. Larsen confirmed that a permit for a garage had been issued in both 2006 and 2008, a permit for decks off the garage in 2012, and permit for the house in 2021. The garage permits did not include a dwelling unit. The mobile home on the property was in place when Mr. Alexander purchased the parcel.

Mr. Alexander noted that the mobile home has a dedicated wastewater system and water supply, and that the apartment above the garage and the house are on a shared system for wastewater and water supply. He explained that he would like to bring the property into compliance, by separating the mobile home from the other two dwellings, with the potential to sell the mobile home separately.

Ms. Heath noted that Mr. Alexander has incurred expenses related to attorney and engineering fees, as he followed up on the Town's recommendation that a subdivision be applied for. She also spoke of there being no notification to Mr. Alexander of the change to Conservation District status that had taken place. Mr. Brown outlined the public notification process that is followed for changes to the UDRs.

Mr. Brown explained that the Board has no ability to adjust the allowable lot size, and suggested that Mr. Alexander approach the Planning Commission regarding either changing the boundaries of the Conservation District or including an allowance for PUDs in the District when they next update the UDRs.

**MOTION:** *Mr. Brown moved to affirm the decision of the Zoning Administrator, as there is no authority for the DRB to grant a subdivision of a five-acre lot in the Conservation District. The motion was seconded by Mr. Bilson, and passed unanimously.*

## **5. Administrative Matters**

**Approval of Minutes:** The Minutes of March 10, 2026 were approved.

## **6. Adjournment**

The meeting was adjourned at 8:56 pm.

Respectfully submitted,  
Carol Chamberlin, Recording Secretary