Town of Bristol
PLANNING COMMISSION MEETING
HYBRID Public Meeting
Tuesday, March 21, 2023
Meeting Minutes

D R A F T

Planning Commission Members Present *[in person and by remote]***:** Kevin Hanson, Jeff Lunstead, Robert Rooker, John Moyers, Chanin Hill, Melissa Hernandez, Slim Pickens
Absent: Fred Baser and Bill Sayre

Visitors: Jim Quaglino

Others Present: Peggy Connor, recording secretary

Call to Order: Kevin Hanson called the meeting to order at 7:02 p.m.

I. Review agenda for additions, removal, or adjustment of any items per 1 V.S.A. §312(d)(3)(A) and implicit approval

Because ACRPC Executive Director Adam Lougee was unable to attend the meeting, the following agenda items were added:

- II. b. Review Hinesburg Zoning Regulations on Density-Based Zoning
- III. e. Discussion: Implementation Plan Actions

II. Continuing Business:

a. Consider Rewrite of Section 3.e. of the ADU Section of Zoning Being Proposed

Following discussion of Section 404 3.e. at last month's Planning Commission meeting, John Moyers volunteered to draft language defining Accessory Dwelling Units (ADU's) to include more local control. John noted that the legislature is now considering S.100, a bill that grew from H. 68, on zoning changes and the level of municipal authority. John suggested a site plan review requirement for ADU's to ensure specific design standards are met, thereby creating the best results.

Noting that a site review may impose conditions on ADU's Jeff Lunstead expressed concerns on whether the Town should oversee that level of detail. Slim Pickens countered that in his experience as a member of the Design Review Commission, the review process has proven helpful to property owners considering changes to an existing structure. John Moyers reiterated that 24 V.S.A. §4412 states that "A bylaw *may* require a single-family dwelling with an accessory unit to be subject to the same review, dimensional, or other controls as required for a single-family dwelling without an accessory dwelling unit."

All agreed to stand by the commission's initial decision last month to eliminate all of 3.e.: "new construction shall generally use consistent design features and materials compatible with the main structure," and John will draft alternative language for further consideration.

b. Review Hinesburg Zoning Regulations on Density-Based Zoning

At Adam's suggestion, PC members reviewed the Town of Hinesburg's tier density approach whereby village projects are encouraged to build to the maximum base density by taking advantage of density bonuses: https://www.hinesburg.org/planning-zoning/pages/zoning-and-subdivision-regulations. Section 2.9 on page 9 of the Hinesburg regulations provides density bonuses and incentives for developers who increase the maximum allowable development on a site in exchange for providing public benefits that help achieve community goals cited in the Town Plan -- e.g., affordable housing, energy conservation, public spaces, use of renewable energy resources, and well designed, high density mixed use development.

Following discussion, it was agreed that the concept of density bonus and incentive options had merit, and by including a concise summary together with the definition of "Affordable Housing" as cited in 24 V.S.A. §4303, the intended goal of the Bylaw Modernization Grant to address the housing shortage could be better met. Kris Perlee agreed to reach out to Adam Lougee and request that he work with PC members to draft language regarding density incentives.

III. New Business:

a. Discussion: Design Review Standards

Noting earlier consensus to continue discussion on the ADU section at their next meeting, John Moyers suggested tabling discussion on Design Review Standards. **All agreed**.

b. Prepare for Organizational Meeting in April

c. Review Policies and Procedures

d. Review Town Conflict of Interest Procedure

Kevin reminded PC members that their organizational meeting scheduled next month will include appointments for chair and vice chair, review of policies and procedures, and an opportunity to review the Town Conflict of Interest Procedure.

e. Discussion: Implementation Plan Actions

Noting that discussion on the Implementation Plan was tabled at the Planning Commission's meeting in February, Kevin asked for volunteers to work on updating the column of "Actions" designated for the Planning Commission. The objective of the Master Implementation Plan is to provide snapshots of activity by boards and commissions in preparation of rewriting the Town Plan in 2028. John Moyers volunteered to work with Kevin to update Planning Commission "Actions" to include:

- a housing study;
- updating zoning regulations;
- identifying public scenic resources;
- assessing needs of light industry businesses;
- identifying steps to meet child care needs;
- identifying efforts to make the town and village pedestrian- and bicycle-friendly, and accessible to people with disabilities;
- identifying goals to meet the State's 2016 Comprehensive Energy Plan targets;
- improvements to public access to the New Haven River, Baldwin Creek and Bristol Pond;
- partnering with neighboring towns, state agencies, and landowners to promote access to natural resource areas;
- and evaluate opportunities to conserve lands with high natural resource value.

IV. Administrative Matters

a. Approval of Minutes: 2/23/2023

Rob Rooker moved to accept meeting minutes for February 23, 2023, with the following correction:

- Melissa Hernandez was present

Meeting minutes for February 23, 2023, approved with noted correction.

b. Discussion: Zoning Administrator's Report

None.

c. Discussion: ARPA Funding Advisory Committee Update

Rob Rooker reported that the ARPA's work is now complete. The committee has submitted 20 recommendations to the Selectboard for using Bristol's allocation of the American Rescue Plan Act funding.

d. Discussion: Misc. Correspondence

Kevin shared the following miscellaneous correspondence via email prior to the meeting:

- The Vermont Center for Geographic Information (VCGI) has announced the availability of the updated Act 174 Energy Planning Map which seeks to improve planning for energy and land use, enabling municipalities to carry greater weight with the Public Service Board regarding proposed renewable energy development.
- Upcoming professional development opportunities for Bristol employees, officials, and volunteers
- Reappointments to Bristol boards, commissions, and committees. Jeff Lunstead advised he will not seek reappointment on the Planning Commission. Slim Pickens agreed to continue to serve.

V. Public Comment

None.

VI. Adjournment

Rob Rooker moved to adjourn; Melissa Hernandez seconded. **Motion passed unanimously**. Meeting adjourned at 8:10 p.m.

Respectfully submitted,
Peggy Connor