Town of Bristol
PLANNING COMMISSION MEETING
HYBRID Public Meeting
Tuesday, June 18, 2024
Meeting Minutes

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Members Present: Fred Baser, Anna Daylor, Kevin Hanson, Melissa Hernandez, Slim Pickens, Chanin Hill, Rob Rooker, Bill Sayre
Staff Present: Valerie Capels Town Administrator; AZ Larsen, Deputy Zoning Administrator; Kris Perlee, Zoning Administrator
Others Present: Ian Albinson (Selectboard), Michelle Perlee (Selectboard), Jim Quaglino

Call to Order: Kris Perlee called the meeting to order at 7:02 pm.

I. Review agenda for additions, removal, or adjustment of any items per 1 V.S.A. 18 §312(d)(3)(A) and implicit approval
The order of items on the agenda was adjusted, and it was noted that meeting with AZ Larsen would serve as an interview for their moving to the Zoning Administrator position.

II. Public Comment
Nobody offered comments at this time.

IV. New Business
Review Policy and Procedures document
Rob pointed out two corrections that were needed in the text, and raised the possibility of removing the term limits for the Chair and Vice-Chair positions.

MOTION: *Rob made a motion to correct the errors in the text as noted and to remove the term limits outlined in the document. The motion was seconded by Chanin.*

Discussion ensued, with some concerns raised about permanently removing the term limits and the possibility raised of extending rather than removing the term limits.

AMENDMENT: *Fred moved to amend the motion to change the term limits to five years for the Chair and Vice Chair positions rather than removing the term limits entirely. The amendment was seconded by Anna.*

VOTE: *The amendment to the motion was approved, with Kevin abstaining and the rest voting in favor. The amended motion was approved, with Kevin abstaining and the rest voting in favor.*

Further review of the agenda indicated a need for the addition of an Executive Session at the end of the meeting.

MOTION: *Kevin made a motion to add an Executive Session as Item 7 on the Agenda. The motion was seconded by Anna, and passed unanimously.*

III. Organizational Matters

Elect a Chair

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

Elect a Vice Chair

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

Meet Deputy Zoning Administrator AZ Larsen

AZ introduced themself and provided some info on their related work experience. They then answered some questions from PC members.

Valerie spoke positively of her interactions with AZ, and Kris explained how his and AZ's roles will adjust if AZ is appointed as Zoning Administrator.

IV. New Business - Continued

Town Conflict of Interest Policy

Kevin asked the PC members to take the time to review the Policy on their own.

Selectboard consideration of the 'two permit' process for ADUs in new accessory structures

Kevin noted that there are continued concerns regarding establishing an accessory dwelling (ADU) in a new accessory structure. He had provided some commentary from Kevin Brown, which generally suggested addressing the matter through the use of setback requirements for development of ADUs. It was also noted that much of the concern is related to development in the HDR District, but that a solution applicable to all Districts, which avoids creation of any 'gray' areas, would be most suitable.

Discussion indicated that most PC members were in favor of allowing development of an ADU in existing/historic buildings, even if they do not meet the current setbacks for the District. It was pointed out that the potential impacts on neighbors from ADUs close to property lines would be the same regardless of the age of the structure in which the ADU is located; it was also noted that Kevin Brown's suggestion would potentially prohibit development of an ADU in an already existing primary residence.

Kris reminded the group that, if greater setback distances were included in the regulations, the possibility of applying to the DRB for a waiver still exists, and the associated hearing would be an opportunity for neighbors to provide input. It was agreed that the simplest solution of changing the minimum setback for all structures/uses in the HDR is the best way to approach this matter. Rob suggested that there be further discussion at an upcoming meeting on how to address the same issue in the Village Residential area, and it was agreed to include this on the agenda for the next meeting.

It was agreed to maintain the status quo regarding the handling of developing an ADU in a new structure, where the process is handled through the issuance of two permits, one for the Accessory Structure and on for the Accessory Dwelling Use within the new structure.

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Review Capital Improvement Plan
Valerie provided some information and context as to why this Plan is being presented to the PC, indicating that development of a formal Plan has been prompted by the renewal process for the Town's Downtown Designation. The Plan will need to be adopted by an official process of hearings and Selectboard approval.

Valerie shared a spreadsheet she is compiling in order to consolidate the related information which is provided in each year's Town Report, and which will be combined with some narrative into the required Plan, including some commentary on the investments planned for relate to the Town Plan. She explained that she hopes to have a document ready for PC review at their next meeting in order to give members a chance to provide input before the Plan is presented to the Selectboard for approval. She noted that it is not yet certain if this will be an annual exercise or if the Plan will be in effect for more than one year.

V. Administrative Matters
Acceptance of Minutes
The minutes of March 19, 2024 were accepted as drafted.

Discussion: Update from Hazard Mitigation Plan Update Steering Committee
Chanin indicated that there were no updates to provide, and that the Committee was meeting later in the week.

Miscellaneous Correspondence
All correspondence was attached to the meeting packet.

VI. Public Comment
Jim Quaglino thanked the PC for their work.

VII. Executive Session
MOTION: *A motion to enter Executive Session, inviting Kris to join, for the purpose of discussing personnel matters passed unanimously.*

The meeting entered Executive Session at 9:28 pm and returned to Open Session at 9:43 pm.

MOTION: *Rob made a motion to recommend to the Selectboard the appointment of AZ Larsen as Zoning and Planning Administrator. The motion was seconded by Anna and passed unanimously.*

VII. Adjournment
The meeting adjourned at 9:45 pm.

Respectfully submitted,
Carol Chamberlin, Recording Secretary

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