Town of Bristol
DEVELOPMENT REVIEW BOARD MEETING
Public Meeting
Tuesday, November 10, 2026
Meeting Minutes
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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: Scott Baker (Barnard and Gervais), Bruce Beeken, John Gorman, Matlak Mayforth, Kris Perlee, Joann Potter, Will Simmons, Adam Thomas, Amber Thomas

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).
No adjustments were made to the agenda.

3. New Business

Permit #26-303: Bruce Beeken & Matlak Mayforth of School Street (Parcel #225184) are requesting Conditional Use Approval for an 180 sq. ft. addition to a pre-existing nonconforming barn in the High-Density Residential district subject to Bristol Unified Development Regulations, SECTIONS 350-358, 41.

Mr. Dingler recused himself, due to his being an adjoining property owner.

Mr. Beeken and Ms. Mayforth reviewed their proposal, providing a depiction of the lot, located on the west side of School Street, and its existing structures. They explained that the addition is to house a pottery studio, for personal use only with no related commercial endeavor. It is planned to have electricity supplied to the addition, but no water supply will be installed. The addition is proposed to be a single story, with a shed roof. The shortest setback measurement of the existing barn is approximately 3'11" from the northern property line, with all other sides conforming to regulation setbacks. The pottery addition is proposed to be set back along a range of 6'11" to 7'3" from the northern property line. That property boundary is 43' long. The couple indicated that they were planning on the proposed location in order to minimize any reduction to their parking area and garden beds, noting that a 10' setback wasn't suitable for their purposes, and would create an odd configuration of structures on the site.

There were no further questions from Board members, and no input was provided by those in attendance.

Mr. Brown indicated that all Conditional Use standards had been met by the application and narrative provided.

MOTION: *A motion to approve the Beeken and Mayforth Conditional Use application for a setback waiver passed unanimously.*

Permit #26-603: John Gorman & Joann Potter of East Street (Parcel #235160) are requesting a 19 ft. Waiver to the High-Density Residential accessory front yard setback standards for the construction of a 361 sq. ft. carport subject to the Bristol Unified Development Regulations, SECTIONS 380-385.

Mr. Gorman and Ms. Potter reviewed a drawing depicting their plans, noting that the area where the carport is proposed is where they currently park, and that there was previously a garage over a portion of that area. The garage was closer to the steep slope at that side of their property. The carport planned is for an approximately 17' x 19' footprint. Mx. Larsen explained that the property line setbacks for the proposed carport are within what is allowed, but that the carport is not set back 20' from the front of the deck, which is required for accessory structures, and that is where a waiver is requested.

Board members had no further questions.

Mr. Simmons commented on the steep drop off on the area to side of and behind the planned carport, noting that the previously existing garage was right at the property line.

MOTION: *A motion to approve the 19-foot waiver requested by Mr. Gorman and Ms. Potter was approved unanimously.*

Permit #22-403a: Thomas North Street, LLC of North Meadow Drive (Parcel #205112-21) is requesting Sketch Plan Review for an amendment to PUD #22-403 which proposes a 3-lot subdivision located in the Village Mixed District subject to the Bristol Unified Development Regulations Article IX, SECTIONs 920-923. The 9.06 +/- acre is proposed to be divided into Lot 1 (2+/- acres), Lot 2 (2+/- acres) and Lot 3(5+/- acres).

Dale Dingler recused himself due to a connection to applicant.

Mr. Baker provided an overview of the layout of the currently approved PUD, and then outlined the changes proposed to the plan. Mr. and Mrs. Thomas were present online. Originally approved as six units on the parcel under common ownership, with sites for two SFRs and two duplexes, the new plan is to provide separate lots for the two SFRs, with the two duplexes remaining as the PUD. The two new lots planned for SFRs would then be available to be held under individual ownership. Mr. Baker outlined the following:

- The density for the Village Mixed District is 4 units per acre, with a minimum lot size of 10,000 square feet
- All the dwellings planned for in the PUD are on municipal water; the shared service lines were noted
- The dwellings are all to be served by onsite wastewater systems
- An operational stormwater permit is in place; the infrastructure was outlined
- No changes are proposed to the water service, wastewater systems, or stormwater treatment
- The Wastewater Permit will need to be amended to reflect the change to multiple owners and to ensure adequate isolation distances in relation to the new lot lines
- There are no systems currently shared between the two SFR lots to be created and the remaining 5-acre PUD parcel

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- There may be an impact related to the stormwater discharge from the duplex area, Mr. Baker is looking into any requirements which need to be addressed
- Two new building envelopes have been established
- The location of fire hydrants was indicated
- The electrical supply was outlined

Mr. Brown indicated that this would be reviewed as a Minor Subdivision. No members noted anything additional that should be depicted on the site plan for subdivision review.

Mx. Larsen noted that the hearing for this PUD amendment would be able to be warned for a December 8 hearing.

5. Administrative Matters
Approval of Minutes: The Minutes of October 27, 2026 were amended and approved.

6. Adjournment
The meeting was adjourned at 8:04 pm.

Respectfully submitted,
Carol Chamberlin, Recording Secretary

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