

Bristol Planning Commission

Meeting Minutes

March 15, 2016

Commission Members: Sue Kavanagh, Bill Brown, Gary Clark, Kris Perlee, Skimmer Hellier, John Elder

Other: Eric Forand (Zoning Administrator), Adam Lougee (ACRPC), Mary Arbuckle (NEATtv)

Public: Mary Arbuckle (NEATv)

Meeting opened at 7:06pm

Meeting Minutes:

John made a motion to accept as presented the minutes of the February 16, 2016 Planning Commission meeting, seconded by Bill Brown. All were in favor (6-0).

Kris made a motion to accept as printed the minutes of the March 1, 2016 Planning Commission meeting, seconded by Skimmer. All were in favor (6-0).

Administrative Matters:

John gave an update on the Town's planning for a proposed business park at the Stoney Hill property. Since the last Planning Commission meeting there were two working group meetings pertaining to planning for the business park. The master planning group convened to review the 30% completion report from Green Mountain Engineering (working with the Vermont CDBG planning grant funding for this purpose). Initial engineering plans include several structures to accommodate light industry as well as parking. Kevin Harper, representing Stoney Hill LLP (the entity with which the Town is contracted to both build the new fire facility on the adjacent West Street property and to develop the land behind it as a business park) expressed interest a campus like setting that would take advantage of the site and potentially be an attractive destination for business tenants/customers/ guests. Kevin asked the group if he could meet with architect Milford Cushman (designer of the fire station and other projects that Harper has initiated) and have him do a site visit. The second meeting was with Kevin, Milford and John Elder. They have identified a challenge in working with the existing parking regulation which requires a certain number of parking spots per square feet of developed space. Kevin said he would do a parking assessment of Bristol Works as a comparison and Milford will do a traffic assessment of Bristol. They may both come to the next PC meeting to discuss parking. John also mentioned that the site will be developed as tenants sign leases.

Sue reviewed a potential working timeline to get the proposed revised zoning regulations and by-laws voted on by the public at Town Meeting day, March, 2017. She had shared the timeline with Town Administrator Therese Kirby who expressed concern about end of the calendar year pressure on the Selectboard to have public hearings as they are busy with the draft Town budget at that time. Sue said some options are to break up the PC's work to ad hoc committees or to meet twice a month, particularly between April and September. Sue also mentioned that the Town Plan was due to be reviewed and

adopted by November 2017. The Commission discussed the possibility of a temporary re-adoption, if necessary.

Sue stated that Therese would like the PC come back to the Selectboard to discuss the addition of Site Plan Review that the PC is proposing as part of the revising zoning regulations. The Commission discussed possible dates.

Bristol Zoning and By-law Review:

Adam began the discussion on Article I-III proposed revisions, referencing a draft for consideration. Kris stated that he was very upset that the Commission only received the revised Section I-III 24 hours before the meeting. Adam explained how he had set up the flow of the articles to mimic how an applicant would go through the zoning permit application process.

Article I draft: The Commission had no comments with the exception of some typographical errors/suggestions which Adam invites by email.

Article II draft:

Adam will remove the asterisks about the former village under section 200 and remove “non-residential” language from section 240. Kris asked why certain exemptions were listed under General Standards and Adam explained that he was trying to give a “roadmap” earlier in the regulations booklet so a potential permit applicant can find clarity toward the front of the booklet. Kris felt that the examples would cause confusion so the Commission agreed to revised language for this section. Sue asked if the PC had agreed to include the Design Review Overlay District (Downtown Designation area) in Article II and yes, it will be included in the next draft.

Article III draft:

In the Exemptions section, Kris feels the Town would be over stepping its power to ask agricultural entities to submit a permit application as the proposed regulation would require. The ZA stated that he would use the application process to determine if the entity was truly exempt and if it was deemed to be exempt then no fee would be charged (and no permit would be required). John asked if requiring a letter rather than an application would be sufficient for outlining a potential farm/agricultural project; the ZA stated he thought the application would be more consistent with current practices. The Commission decided to add language about asking for a Secretary of Agriculture letter in lieu of an application. The Commission discussed the exemption for telecommunications dishes. Adam will generate some new language to tie it back to state statute. Adam will also look into solar panel exemptions and add proposed language to this section (rooftop, etc.). The Commission discussed time limits on zoning permits. The proposed language calls for a two year time frame where currently there is a one year to start deadline. The Board discussed Certificate of Compliance vs Certificate of Occupancy. The ZA stated that he would rather have one as they both are doing basically the same thing. ZA stated he would rather have a Certificate of Compliance as the form states the applicant is complying with zoning regulations not that the building is safe for occupancy (outside of ZA purview). The Commission asked what banks (mortgage) and insurers require, so Adam will come back with more information. The PC will be taking on the responsibility for Rights of Way.

The Commission ended its review at proposed Section 390. This is where they will pick up at the April 19th meeting. This will also be the annual organizational meeting.

The Commission has a warned public hearing for April 5th to review a Design Review Commission recommendation and will use that evening to also have an informal information meeting for a Planned Residential Development.

Kris made a motion to adjourn, seconded by Bill Brown. All were in favor (6-0).

Meeting adjourned 9:35pm

Respectfully Submitted,

Eric J Forand

Zoning and Planning