

Planning Commission Meeting

March 21, 2017

Commission Members: Sue Kavanagh, John Elder, Bill Brown, Bill Sayre, Katie Raycroft-Meyer, Skimmer Hellier, Anna Daylor, Kris Perlee, Gary Clark

Other: Eric J Forand (zoning admin), Mary Arbuckle (NeatTv)

Public: Carol Wells

Public Meeting open at 7:00pm

Public meeting for permit #16-82 Wells Mountain LLC. Applicant Carol Wells explained the history of the property. The Wellses purchased it as a multi-family and have slowly been converting it to an extended stay residence. They currently have 6 guest rooms/suites with a 3 night minimum. They originally had not applied for a Change of Use permit because they understood that changing from a multi-family use to an extended stay rental use did not constitute a Change of Use. The building also has 2 retail spaces at street level, facing Main Street.

The Commission began its review of this application for a Change of Use under the site plan review criteria (Section 356) and also reviewed the new parking regulations. A letter as testimony for the public hearing was submitted by adjoining property owner John Moyers who could not attend the public hearing, outlining his concerns about parking on the property (see attached). Carol did not have the opportunity to review the letter before the meeting. However, she did explain that roughly a year ago John had come to them about parking issues. Carol stated she had informed him that he should call them anytime there is an issue so they can immediately resolve it. They have a 24 hour answering service that will contact them. She also stated that she has added signs clearly indicating Bristol Suites' parking spots, they give a map to guests showing available parking, include parking instructions in their reservation letter and they speak to guests about parking when they check in. They also ask their two office tenants to not park behind the Dunshee block if the Suites are going to be full. Carol states that the Dunshee Block has 5 parking spaces behind it and there are approximately 19 parking spaces available behind Deerleap building (also owned by the Wellses) and Thomas building (although individual parking spots are not marked there). The Wellses have a memorandum of understanding with the ASA LLC that owns the pottery building to share parking at the rear of that building. There is a parking requirement and parking availability calculation included with the application documents the Commission reviewed and discussed.

The Commission discussed current and possible parking scenarios, looked at a Google Earth image of the area behind Dunshee, discussed the parking spot there that also accommodates a bulkhead door (questioning whether it should be considered an automobile parking spot or more likely appropriate only for something smaller like a

motorcycle). They discussed possible changes to the current parking including more clearly outlining parking spots, numbering and assigning the spots per suite, more and detailed parking instructions for Suites guests, allowing only compact cars to park in the spot adjacent to the alley entrance, and adjusting the sign for parking in the spot with the bulkhead.

The Commission reviewed and considered each of the site plan criteria and asked some questions about lighting, screening of garbage, access, etc. Acknowledging that there are several property owners with access to the lot in the rear of the Dunshee block the Commission's discussion also touched on the complexity of that area for several property owners there, renters, and guests driving in/out and parking there.

Kris made a motion to close the public hearing, seconded by Anna. All were in favor. The public hearing was closed at 8:10pm

The Commission requested that the applicant submit a parking plan that addresses the issues raised tonight. The request was to have the plan submitted within 10 days in time for the Commission to prepare to discuss at the April 4 meeting and act on the permit application then.

Regular PC meeting was opened at 8:15

Minutes: John made a motion to approve the February 21, 2017 meeting minutes as presented, seconded by Gary. All were in favor.

Administrative Matters:

Sue reminded the Commission that this was John's last meeting. John had agreed to be re-appointed for a 3 year term with the understating that he would complete his service after one year. Sue and the entire Commission thanked John for his time and service.

Sue brought up the idea of a joint meeting with the ZBA and the DRC to discuss the new zoning regulations. Members thought it might too difficult to discuss the entire regulations but thought Sue could reach out to the two chairs to see what they thought. Sue will reach out to the two chairs in the next month.

The Conservation Commission would like to have UVM graduate student Gabe Andrews return to the PC to discuss his research on Bristol's river corridor and flood plain – offering a presentation he made to the CC in February. It was decided that he should present at the PC's April 18th meeting.

Sue reminded the PC that her term as chair will soon end (completing three years as chair). A new chair and vice chair will need to be voted on at the PC's organizational meeting on April 18 (or at the May meeting if necessary). Skimmer, Gary, and Kris are up for re-appointment and should be receiving letters soon to ask if they would like to be re-appointed. The town will need to appoint a new member to complete the remaining two years of John's term.

Bill Sayre thanked Sue for her work to complete the new zoning regulations and he thanked John for his service.

Kris made a motion to adjourn the meeting, seconded by Anna. All were in favor.

Meeting closed at 8:35pm

Respectfully Submitted,

Eric J Forand