

## Bristol Planning Commission Meeting

October 18, 2017

Commission Members: Katie Raycroft-Meyer (Chair), Anna Daylor (vice chair), Gary Clark, Bill Brown, Sue Kavanagh, and Bill Sayer

Others: Kris Perlee (Zoning Admin), Valerie Capels (Town Administrator), Shawn Kimball (NeatTv)

Public: Sally Burrell, Robert Rooker, Kristen Underwood

Meeting opened at 7:05pm

### **1. Approval of minutes from the Sept. 19, 2017 meeting**

- a. Sue made a motion to approve the September 5, 2017 meeting minutes as presented, seconded by Bill B. All were in favor (6-0). Motion passed.

### **2. Meet with new Town Administrator, Valerie Capels. Informal discussion with PC**

- a. Board members introduced them selves
- b. Valerie Capels, the Town Administrator introduced herself.
- c. Discussion of the All-Hazards Mitigation Plan.
  - i. The plan, which is a five year plan, is due to expire next month.
  - ii. Valerie will discuss with Selectboard (SB) at next meeting.
  - iii. Valerie would like to see a committee formed to work on this. She feels that the PC should be involved.
  - iv. Sue asked what happens if plan expires
  - v. Valerie explained that as long as we have a plan in place to update we should be OK.
- d. Valerie asked how much involvement does the PC have in the Capital Planning Process
  - i. The PC has no involvement at this point
- e. Sue asked Valerie what are her interests/ideas
  - i. Has not had a chance to discuss with SB yet
  - ii. Help review and develop policies
  - iii. Support the boards and volunteers of the community.
- f. Katie stated that the agenda that Valerie sent out was very helpful.
  - i. Valerie stated that she only had contacts for the heads of the boards.
  - ii. Will expand distribution as contact list grows.
- g. Anna asked if Valerie had any questions
  - i. Valerie wanted to know what is on the horizon
  - ii. Katie provided the following
    1. Follow-up to last meetings brain storming session
    2. Trail Committee – They would like to meet with the PC

3. Create a guide to help applicants with permits
4. Review the Zoning Bylaws
5. Update the Town Plan
- iii. Valerie asked if Addison County Regional planning has any tools
  1. Katie stated that they do
  2. Sue stated that Bristol has reps and Bill S is one
  3. Sue would also like to more work with ACRP
- iv. Katie stated that the PC really needs additional members
  1. Valerie stated that there have been two applicants
  2. Katie discussed how hard it is with just 6 members.
  3. Valerie asked if the PC was involved in the process. The answer was no.
  4. Anna stated that the process was very easy when she applied.

### **3. Continue/ Summarize discussion of future PC work**

- a. Katie suggested that there were members from the public and asked if anyone would like to speak. No one chose to speak.
- b. Kristen Underwood was in attendance to discuss River Corridor Protections
  - i. She provided the PC with an agenda list for when Sacha Pealer from VANR attends a PC meeting
  - ii. Katie has met with Kristen and now has a better understanding of the program.
  - iii. Kristen was asked why work on this now
    1. She stated that as the town plan is being worked on this would be a good fit.
  - iv. Kristen feels that another meeting would be a good idea.
    1. PC agreed. Sacha will be invited to the Nov. 21<sup>st</sup> meeting.
  - v. Anna would like to see what other towns have done.
  - vi. Katie stated that Bristol can be tricky with the different types of water ways and the current development along those waterways.
  - vii. Sue stated that Tim Bouton from New Haven was at the last meeting and she assumed it was to discuss this program
- c. Katie suggested that committees might be a good way to work on getting some of these goals accomplished.
- d. Sue would like more info on solar sighting.
  - i. What is the latest with the state
  - ii. Would like the town to have more say in sightings.
  - iii. Katie mentioned the work that has been done in New Haven.
- e. Anna is very interested in working on site plan process document
  - i. Kris stated that he has begun some work on this and would work with PC
  - ii. Katie said that a 1<sup>st</sup> draft should be ready by next meeting

### **4. Administrative Matters, if any**

- a. Bill B. brought up possible issue with junk cars on 116.
  - i. Wanted to know what, if anything was in the regs

- ii. Kris explained that the Zoning bylaws are vague, but the town does have a junk car ordinance.
  - iii. Kris will follow-up on this issue.
- b. Anna said that the PC should present the bigger goals to the SB
  - i. Sue stated that work with the SB is important.
  - ii. Bill B. Asked if whole group or just chair should meet with SB.
  - iii. Sue stated that in the past she, as chair, would schedule to meet with the SB, but would ask the rest of the PC to join them.
  - iv. Sue will organize list for SB meeting
  - v. Kris suggested that they finalize their list for next meeting and then schedule a meeting with SB.
- c. Trails committee
  - i. Anna stated that they could use our support
  - ii. Katie stated that they are a well-organized group.
- d. All Hazard Planning Committee
  - i. Katie stated that she believes that the PC should have a member on this committee. Group agreed.
  - ii. Who should be on it?
    - 1. PC will let Valerie know that they would like to be involved.
    - 2. Once the committee is formed and number of seats assigned, the PC will select members for it.
  - iii. Zoning administrator hours
    - 1. Kris stated his hours are Mon 10-4, Wed 1-4, and Fri 10-4

## **5. Any Other Public Comments**

- a. See section 3a. above

## **6. Adjournment**

- a. Anna made motion to adjourn, 2<sup>nd</sup>. So Voted
- b. Meeting adjourned at 8:00pm

Respectfully Submitted,

Kris Perlee