

**BRISTOL PLANNING COMMISSION**  
**Holley Hall**  
**Tuesday, February 20, 2018 @ 7:00 P.M**  
**Meeting Minutes**

**Planning Commission Members: Bill Brown, Gary Clark, Katie Raycroft-Meyer, Mark Gibson, Robert Rooker, Bill Sayer**

**Others: Mary Arbuckle (NeatTV), Kris Perlee (Zoning Admin), Mike Mulligan, Ian Albinson, Sally Burrell**

**Meeting opened at 7:04 PM**

- 1. Introduction of new PC member Mark Gibson**
- 2. Approval of minutes from the January 16, 2018 meeting**

B. Brown made motion to accept minutes, R. Rooker 2<sup>nd</sup>. G. Clark noted that B. Sayer was omitted from the members present. So voted with change.

K. Raycroft-Meyer noted that the preference would be to have the meeting minutes more of a narrative than bullet points. K. Perlee stated he would make such a change.

- 3. Public hearing to consider the application for permit #18-400/401, Albert and Linda Lunna (parcel# 09-01-57-2 / 09-01-85), a Right of Way access per Bristol Zoning Regulations Article IV Section 407.**

G. Clark made motion to open hearing, R. Rooker 2<sup>nd</sup>. Hearing opened at 7:10pm

K. Perlee presented the plans for the Lunna family. He reviewed the sub-division and Right of Way request. K. Raycroft-Meyer noted that the hearing was just for the ROW. Mike Mulligan, an abutting neighbor was concerned that the ROW would cross his property. He stated that the Lunnas were previously granted a ROW across part of his property. K. Perlee explained that this ROW was not connected to the ROW on Mr. Mulligan's property. K. Perlee explained that the design was reviewed with Brett LaRose, the Bristol Fire Chief, and the plans were modified per his recommendations for emergency access. K. Perlee also discussed that the curb cut has not been approved by the Selectboard. K. Raycroft-Meyer noted her concern of approval without the curb cut. B. Sayer stated that the approval of the curb cut could be a condition of the approval.

B. Sayer made the following motion: Approval of the application contingent upon the premise that the curb cut will allow sufficient site distance in compliance with our regulations. B. Brown 2<sup>nd</sup>. Motion approved unanimously. K. Raycroft-Meyer made motion to close hearing, R. Rooker 2<sup>nd</sup>. So voted

Hearing closed at 7:28 pm

#### **4. Continue discussion of Bristol Town Plan update.**

K. Raycroft-Meyer suggested that the PC move to agenda item #5 before discussing #4.

- a. Review letter from Claire Tebbs (Senior Planner, ACRPC). Discuss and vote on preferred option for moving forward with update. (See attached letter)**
- b. Discussion of strategy and timing of update process.**
- c. Discussion of Municipal Planning Grant options.**

K. Raycroft-Meyer presented a letter from PC member Sue Kavanagh. M. Gibson requested clarity on what an MPG was. K. Raycroft-Meyer explained that MPG was a Municipal Planning Grant. She also explained that the town would still be eligible for the MPG. A timeframe for finish was discussed. The PC feels that they will aim for March of 2019 for a public vote on the updated plan. A consensus was reached that they PC would move forward with Option 2 that was provided by C. Tebbs of ACRPC. K. Perlee reminded the PC that there is still money available for consulting services in this year's budget. K. Raycroft-Meyer will work the ACRPC to schedule time for them to begin work with the PC.

S. Burrell had questions about the Town Plan updates. K. Raycroft-Meyer explained the process used to update the plan. A discussion about methods of getting more public input occurred. B. Sayer explained that during the last update a number of public hearings were held. K. Perlee mentioned the planning sessions that he participated in in Hinesburg. S. Burrell wanted to know who would submit the final application for the VT Gas distribution lines. It was explained that VT Gas would submit. S. Burrell stated that she liked the public forum ideas

#### **5. Administrative Matters**

##### **a. PC Select board visit, 2/19/18**

K. Raycroft-Meyer went to Selectboard meeting on 2/19/18 to provide the Selectboard with an update on the PC. She reviewed the brainstorming sessions and ideas from the PC members, the site plan review document, and upcoming work on the town plan. Selectboard Member P. Heffernan wanted to know why the site plan document was created. K. Raycroft-Meyer explained that the process, as documented in the Zoning Regulations, could be confusing to people and the PC felt it would be a good idea to make it easier for the public to understand. P. Heffernan then questioned where the VT Gas pipeline fit in the Town Plan. K. Raycroft-Meyer explained that she did not have any discussions yet with the PC about this and didn't believe she could discuss yet.

I. Albinson was present and wanted to know where the PC was on the VT Gas project. K. Raycroft-Meyer explained that this would be addressed when the PC reviewed and updated the Energy section of the Town Plan. A discussion about the Energy Committee occurred and I. Albinson explained that the EC has become fairly dormant. K. Raycroft-Meyer said that the PC would keep the EC informed as the Energy section of the Town Plan is updated. I. Albinson stated that he would like more information on the town website. B. Sayre explained that he will recuse himself during VT Gas discussions due to the fact that he sits on the VT Gas board.

Discussion moved back to item #4

Next meeting will be March 20<sup>th</sup>

K. Perlee discussed that there are a number of changes he would like to recommend to the PC. He will generate a list and send to the PC members.

**6. Any Other Public Comments**

**7. Adjournment**

B. Brown Made motion to adjourn, G. Clark 2<sup>nd</sup>. So voted

Meeting adjourned at 8:15

Respectfully submitted,



Kris Perlee  
Zoning Administrator