Bristol Planning Commission

June 19, 2018 meeting

Holley Hall, municipal offices/meeting room

Meeting Minutes (Draft)

PC members present: Katie Raycroft Meyer, chair, Sue Kavanagh, Bill Brown, Bill Sayre, Gary Clark, Mark Gibson, Anna Daylor, Rob Rooker

Public: Porter Knight, Kristen Underwood, Tom Lathrop, Greg Cousino, Todd Jennings

No Neat TV coverage for this meeting.

Chair Katie R-M opened the meeting at 7:01 pm.

**Approval of Minutes**

Motion to approve the May 15, 2018 meeting minutes as presented by Sue K., seconded by Rob. All in favor, 8-0.

Motion to approve the June 5, 2018 meeting minutes as presented by Sue K., seconded by Bill B. Katie asked that minor grammatical changes be made for final version and she will give those changes to ZA Kris Perlee for the final record when he returns from vacation. All in favor, 8-0.

**Administrative Matters**

Katie suggested that with subsequent agendas she will add an item that allows for agenda additions/amendments at the start of each meeting.

She asked that this evening the PC allow for an informal presentation/review of a likely site plan review. All members agreed.

Katie noted that Porter Knight and Kristen Underwood were present in the audience and asked if they had something to discuss with the PC. Yes, Porter replied, they planned to speak about the Bristol Trail Network’s (BTN) plans for proposing parking near the Coffin Factory trailhead. Katie asked if the PC could first hear from the site plan folks followed by the BTN. All members agreed.

**Site Plan Review informal presentation**

PC member excused himself from the meeting table and listened to the presentation from the audience because of a professional role he has related to this project.

Greg Cousino and Todd Jennings of Hillside Precision of Starksboro are planning to buy seven acres from Tom Lathrop along Rt. 116 (east side) near the intersection with Hewitt Road to develop and build an 80x120 ft structure to house their machine shop. Location is in the Commercial-1 zoning district. Hillside has outgrown its current location and would like to move to Bristol, developing a site that will comfortably accommodate the current business and allow for growth and storage. Hillside uses computer controlled machines to cut steel and aluminum for clients including, primarily, those using biotech and biomedical instruments. Project is currently in the Act 250 process. Shared surveyors site plan (LaRose) indicating building, driveway and parking, waste water/septic. Also, examples of likely building design. Discussed possibility of solar panels on roof to take advantage of southern exposure and placement of building on the site.

Questions from PC members included:

Traffic in and out – small UPS deliveries almost daily and 1-2 max per week delivery with an 18 wheel truck. Delivery out of the building by Hillside staff with final products to Vt clients.

Noise – All work is conducted indoors because of climate control for the fabrication / cutting machines.

Wastewater – there is very little or no liquid waste from the work with metal – the nature of the work requires little water and most evaporates during manufacturing. Water based coolant is used primarily. They use mist busting and filter techniques.

Shift – limited to single shift now, daytime, not likely to increase.

# of employees – 6 total with Cousino and Jennings. Likely to add one more soon.

Future plans – possible expansion into 3D printing.

Likely power source – Three phase electrical from the road, electrician Chris Griggs advising. Desire underground line if possible.

Timing – with 90 percent of Act 250 process complete, anticipating approval there, would like to begin land prep and construction by late summer / earliest fall in order to move in before Dec. 1.

Sue K. and Bill S. commented on the appropriate nature of this proposed project in this zone. Light industrial commercial development was a goal of the PC’s expansion of the C-1 zone in particular. This project appears to be consistent with the Town Plan and the intent of the Zoning Regulations. Bill noted the adjacency of Rt. 116, a state highway.

The PC and Cousino/Jennings discussed possible dates for a public hearing for a Site Plan Review for the project. A Tuesday, Aug. 7th public hearing would allow for the applicants to submit a Zoning Permit application to the Town, for the ZA to submit the warning to the Addison Independent newspaper no later than July 19th in order for the warning to appear in the Monday, July 23rd edition (allowing for the 15 day warning period).

Rob R. returned to the PC meeting table.

**Visitors**

Katie welcomed visitors Porter Knight and Kristen Underwood to the table. Porter, Volunteer Coordinator for the Bristol Trail Network, and Kristen as a member of the Conservation Commission offered an update on the work of the BTN effort, in particular the Coffin Factory loop. They shared an illustration of the trail and a mock up of a potential interpretive sign for the site (which will likely require a waiver / permit). Described the work to cut and fill with onsite materials a clearer, smoother entry to the loop trail which will be more accessible but not ADA compliant. Keeping it step free. Question for the PC: ideas for safer and developed (although minimally) parking spots along South Street. Considerations: how many spots, could they be angled to accommodate, say, 3-4 cars safely off the street and not blocking the sidewalk.

Rob R. suggested that a traffic study be conducted so sight distances can be established. Also, the Bristol road foreman should be included in this consideration and plan. Rob R. asked about New Haven River flood elevation and Kristen acknowledged that the trail loop is within the flood zone, so the plan is for neither the trail nor potential parking spots be overly improved. Katie suggested that the South Street bridge construction required VTrans drawings and plans that could be consulted to support this trail/parking planning.

Porter gave an additional update on all of BTN’s work so far and plans for 2018.

**Town Plan update planning and work**

Katie and the PC discussed how best to set a review schedule, prioritize this work, and begin. Reminder: Addison County Regional Planning Commission has an interest in Bristol’s progress and Bristol will apply in the fall for a planning grant that will help cover expenses for professional support of this update process. Important to plan for a information gathering public forum in order to engage Bristol residents in planning for the future. Discussed possibility of Tuesday, Oct. 16 for a public forum (evening) that could be moderated by someone trained to facilitate public planning sessions.

Katie asked that the PC members read the Municipal Plan guide, particularly the Working with Existing Plans section (starting on page 80) and to come to the next meeting (July 17th) ready to discuss.

Short discussion of preliminary work Bill B. did related to the Education section.

Motion to adjourn by Anna, seconded by Sue. All if favor, 8-0. Meeting ended at 8:50 p.m.

Respectfully submitted by,

Susan Kavanagh

Member, Bristol Planning Commission

(in ZA Kris Perlee’s absence)