

## PLANNING BOARD MINUTES

January 13, 2021

**APPROVED: 1/27/21**

**AGENDA:** TRANSFER OF LAND: LAVALLEY BUILDING & TOWN OF BRISTOL  
AMENDMENTS: SIGN ORDINANCE, DEFINITION OF TEMPORARY SIGNS, LOT COVERAGE BY STRUCTURES

**ATTENDING:** Denice DeStefano (Chair), Jackie Elliott (Vice Chair – Conference Call), Don Milbrand (Sel. Rep. – Zoom), Betty Seeler, Bruce Beaurivage (Alternate – Conference Call)

**ABSENT:** Paul Barnett

**OTHER:** Christina Goodwin (Land Use Manager)

Ms. DeStefano stated that there is still an emergency order issued by the Governor that allows for meetings to be held both in-person and electronically, due to the pandemic. Members are attending in-person, via video and telephone conference and the meeting is open to the public via the same options. Mr. Beaurivage was asked to sit in for the open seat. The meeting opened by roll-call vote 5-0 at 7:00 pm with a quorum.

### **TRANSFER OF LAND: LAVALLEY BUILDING AND TOWN OF BRISTOL**

Ms. Goodwin explained that the Town is proposing to purchase 3.6 acres of land. It is along Danforth Brook and abuts the Water / Sewer property. The lower section is proposed for the solar array field and the upper section for potential expansion of the Water / Sewer property. There is an easement from LaValley's upper lot, which was done, in the past, via a gentlemen's agreement with R.P. Williams. However, since the sale of the property, the easement is being updated. Mr. Milbrand explained that this has now been documented along with this new plan proposal. He also pointed out that this new upper section includes the sewer line that goes through it. The Board was okay with this plan and asked Ms. Goodwin to advise the Select Board that there are no issues for the Planning Board with the proposal as presented.

### **AMENDMENTS:**

The Planning Board received the Town Attorney's feedback and reviewed the changes:

**SIGNS:** The Board reviewed the changes / questions for the Sign Ordinance:

- C3. "replace by equivalent sign".
- C5. Change to "Land Use Office."
- Commercial signs
  - 1. Allowing facing a public street.
  - 5. The Board felt this was clear as is but conceded to "The sign may not exceed 32 sq ft".
  - 6. Keep just the last sentence. Events on Premises: Ms. DeStefano suggested that it read "Planned public event shall not exceed.. Ms. Elliott questioned adding a time limit. It was discussed as to how this would be enforced and a suggestion for a temporary sign form might be needed. Mr. Milbrand suggested it be listed as an organized activity and cover any event. It was finally settled to be a 1-time annual event.
- Real Estate Signs: change to signs not to exceed 9 square feet.

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- The Board went back to Construction and determined to remove sales there. Also, to stop the sentence at “performed” in the second sentence.
- Ms. DeStefano asked if marquee signs should be eliminated. The Board agreed to change the title of this section to “Additional Types of Allowed Signs” and eliminate Pennant or Streamer and Flag as they were addressed in the temporary section.
- All other comments by the attorney were minor language changes.

E. Seeler made a MOTION, second by D. Milbrand, to APPROVE THE SIGNS AMENDMENT AS AMENDED. The motion CARRIED by roll call vote 5-0. Ms. DeStefano will send the amended copy back to the Attorney and, if there are no significant changes, it will go to public hearing on January 27, 2021.

### SIGN, TEMPORARY:

Eliminate “for advertising” and include “specified period of time”.

E. Seeler made a MOTION, second by J. Elliott, to APPROVE THE SIGN, TEMPORARY DEFINITION AS AMENDED AND BRING IT TO PUBLIC HEARING ON JANUARY 27, 2021. The motion CARRIED via roll call vote 5-0.

### LOT COVERAGE BY STRUCTURES:

The Board reviewed the proposal to remove this definition. As the Board had already approved to update wording in the Ordinance, this definition is no longer needed.

D. Milbrand made a MOTION, second by E. Seeler, to REMOVE THIS DEFINITION AND BRING IT TO PUBLIC HEARING ON JANUARY 27, 2021. The motion CARRIED via roll call vote 5-0.

### **MINUTES OF DECEMBER 9, 2020:**

D. Milbrand made a motion, second by B. Beaurivage, to approve the minutes as read. The motion carried by roll call vote 5-0.

### **REPORTS:**

**Historic District Commission** – Did not meet.

**Select Board** – The Select Board held their 1st public hearing on the Fox Run road turn-around correction.

They are doing a workshop on the Warrant.

The Town Moderator and Town Clerk met with the Select Board on how to handle Town Meeting. The School deliberative session is to be at the school gym and folks who wish can sit in their cars and attend using wi-fi and anyone who doesn't wish to use a mask can be set up in a classroom. The Town will hold a regular Town Meeting so that folks can have a voice.

The recommendation to review the possibility of the Town establishing a Town Charter will be on the Warrant. If it passes, then it will require a Special Town Meeting to establish a Committee to do the research.

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**Capital Improvements Program Committee** - The plan was well received by both the Select Board and the Budget Committee.

**Land Use** – The Pawn Shop is now in compliance.

The Office is working with Very Excellent on their changing of lighting in the back of their building.

The Office will be advertising for a Planning Technician position to replace Tyler.

**NEXT MEETING:** The next meeting is January 27, 2021 at 7:00pm. There will be the public hearing and possibly work on updates to revise and reformat the Site Plan checklists (Ms. DeStefano will work on examples).

Ms. Elliott will be away for the month of February. She will try to call in but cannot be certain. Ms. DeStefano asked the remainder of the Board to please let her know ahead of time, if possible, if they cannot make either meeting so that there is time to cancel. Mr. Barnett has tendered his resignation from the Planning Board, and this will make it difficult to maintain a quorum for future meetings.

With no other business to discuss, D. Milbrand moved to adjourn at 8:27 pm, second by E. Seeler. The motion carried by roll-call vote 5-0.

Respectfully submitted,  
Jan Laferriere,  
Land Use Administrative Assistant