

**BRISTOL ZONING COMMISSION
MINUTES
SPECIAL MEETING OF WEDNESDAY DECEMBER 7, 2022**

CALL TO ORDER:

By: Chairman Provenzano

Time: 5:30 P.M.

Place: City Hall West
Meeting Room One
Second Floor**ROLL CALL:**

MEMBERS	NAME	PRESENT	ABSENT
REGULAR MEMBERS:	Chair Provenzano (Chair)	X	
	David White (Secretary)	X	
	Richard Harlow	X	
	Thomas Marra	X	
	Marc Gagnon	X	
ALTERNATE MEMBERS:	Aileen Abrams	X	
	Richard Goodwin	X	
STAFF:	Robert M. Flanagan, AICP, City Planner	X	
	Andrew Armstrong, Assistant City Planner	X	

Chair Provenzano called the meeting to order at 5:30 P.M.

PUBLIC PARTICIPATION:**There was no public participation.**

Chair Provenzano reminded the Commission the next Regular Meeting of the Zoning Commission is Monday, December 12, 2022.

ADMINISTRATIVE MATTERS:

1. Approval of Special Meeting Minutes – April 18, 2022

Chair Provenzano designated regular Commissioners White, Harlow, Gagnon, Abrams and Provenzano to vote on the April 18, 2022, special meeting minutes. She also designated alternate Commissioner Abrams to vote on the April 18, 2022, special meeting minutes in place of Commissioner Marra with his absence at the April 18, 2022, special minutes.

MOTION: Move to approve the minutes of the April 18, 2022, special meeting.

By: White

Seconded: Harlow.

For: White, Harlow, Gagnon, Abrams and Provenzano.

Against: None.

Abstained: None.

2. Approval of Special Meeting Minutes – October 26, 2022

Chair Provenzano designated regular Commissioners White, Harlow, Marra and Gagnon to vote on the October 26, 2022, special minutes.

MOTION: Move to approve the minutes of the October 26, 2022, special meeting.

By: White

Seconded: Harlow.

For: White, Harlow, Marra and Gagnon.

Against: None.

Abstained: None.

NEW BUSINESS:

3. Review and discussion of:

a. October 2022 – FHI Meeting Presentation

The Commission acknowledged receipt of the following items in their electronic packets: a copy of the Bristol Zoning Regulations entitled "*Bristol, Connecticut, DRAFT, Zoning Regulations Originally Effective December 21, 1990, 2022 Revision Effective Month Day, 2020*" and a copy of the Bristol Zoning Regulations entitled "*City of Bristol, Connecticut, EFFECTIVE: December 21, 1990, AMENDED TO: November 10, 2022.*"

Mr. Gomes explained he and Mr. Flanagan previously discussed re-reviewing the October presentation to make sure the Commission was clear on the amendments. Also, to allow for questions and to make comments. He would review the new format of the Regulations, discuss the line-by-line review, and the new graphics. The Commission was near the end of Phase I with some work remaining. The Commission decided to go into the Community Engagement, Phase III, for issues concerning the public. Mr. Gomes explained the Commission is required to schedule a public hearing meeting to adopt the Regulations and to train to use the Regulations.

Mr. Gomes explained the Commission previously reviewed the preferred format and line by line review with identified concerns. So, now the changes that were made are in response to the concerns in a line-by-line review. He reviewed the items with the Commission so they understand the changes, which included remaining concerns. The entire draft Regulations are done at 95%. He explained a list from Commissioner Marra with suggested prohibited uses for the City was not done yet. He reviewed an example from the Town of Farmington of prohibited uses. He requested the Commission to suggest any prohibitive uses for the entire City.

Prohibited Uses. Mr. Gomes explained the commercial kennels were prohibited in residential areas but were allowed in I-zones. The residential conversions in BD zone would be limited up to 3 units maximum, which was not adaptive re-use of a building.

Permitted Uses. Mr. Gomes indicated statutory changes were made and some added needs. This included outdoor dining Regulations with conditions. The commercial greenhouses that were only previously allowed in the residential zones would now be allowed in the I-zones. The elderly housing would be permitted with 4 units per acre in the R-zones and be permissive in the A-zone.

Accessory Use Regulations. Mr. Gomes explained the accessory dwelling units were revised to a Zoning permit. The ground mounted solar was revised to a zoning permit with some screening requirements added for equipment and some screening requirements removed. The drive-thru facilities would be revised to an accessory use.

Temporary Uses. Mr. Gomes noted this included tag sales, temporary structures, construction trailers and mobile vending units.

Parking Structures. Mr. Gomes explained this item was likely for the Bristol Hospital to construct a parking structure if necessary. Therefore, the Commission limited stand-alone parking structures greater than 100,000 sq. ft. to allow the Bristol Hospital to construct this, if necessary. This was not part of the adaptive reuse and built within the principal structure. This would prevent parking structures to be constructed near residential houses.

Residential Base Zoning District Standards. Mr. Gomes explained there was a new minimum square (ft.) that required a minimum square lot shape on a property to prevent odd-shaped lots. This required additional review by the Commission.

Maximum Impervious Coverage. There is a new term of maximum impervious coverage to improve storm water runoff and water quality for compliance with the MS4 requirements.

Mr. Gomes explained the maximum building height increased from 35 ft. to 40 ft. in the A-zone, RM-zone, BG-zone, BN-zone, BT-zone, and BHZ-zone to allow for flexibility for developments. The accessory structure height was discussed to increase from 14 ft. to 20 ft., but there was disagreement. Therefore, the height was maintained at 14 ft. for additional discussion by the Commission.

Uniform Minimum Lot Area. Mr. Gomes explained the Uniform Minimum Lot Area of 5,000 sq. ft. for RM zone and BT zone had different standards based on the development, which would now be a base of 5,000 sq. ft. versus the previous complicated formula/set of standards.

Parking Regulations. Mr. Gomes explained there were a lot of changes in the parking Regulations. There were many mentions of the term "as determined by Commission" which is subjective with no controls for determinations. This tool would not be deleted, but a list of various development types was provided for more complex adjustments for the Commission's discretion. The sq. ft. calculation for parking for assisted living facilities was better versus calculations for items such as employees or beds. The extra parking space requirements were deleted for home businesses and houses with parking near the property line. The parking spaces for "for profit" schools and studios were increased to 5 parking spaces per 1,000 sq. ft. because parking requirements were much higher. The reduced requirement for upper floors of personal service/retail was deleted because the floor location does not matter.

Parking Regulations continued. Mr. Gomes explained the restaurant parking requirement had to be discussed to be increased or to remain as it exists. The Self-Storage Motor Vehicles Sales and Recreational Vehicles Sales was a new category. Motor Vehicle Repair and Service Facilities was revised to add per bay requirements, retail sales area requirements, and to allow shared parking with a Site Plan. The Low Impact Development Techniques was revised to allow cutouts, curbs, pervious pavers, and pervious pavers in parking lots. Parking lots grades would be allowed at 5% grade. Access isle width reduction wording was revised from "may allow" to "allow."

Mr. Gomes reviewed various items that were revised in the Zoning Regulations of the following:

The earth removal Special Permits were revised to allow extensions to 3 years.

The harvesting of timber was deleted because the Statutes do not grant the City authority for these activities.

The word "character" was deleted from many descriptions throughout the Regulations because of CT Public Act 21-29. The term "character" would be replaced with more specific language, required additional review by Mr. Gomes and Mr. Flanagan.

The mixed-use development was revised to mention a residential component.

A parking structure definition was added to the Regulations.

Commission inquiries: Mr. Gomes explained the commercial kennels definition was removed from residential zones. But, commercial kennels allowed for dog grooming.

Commissioner Abrams requested the Regulations to state that dog grooming be allowed in residential zones, but not kennels. Mr. Gomes would review the home-based occupation Regulations for dog grooming.

The Commission discussed the parking concerns of the small amount of parking at the plaza with the Chunky Tomato restaurant. Commissioner Harlow suggested to base the parking based on the sq. ft. of the site and let the business calculate the shared parking within the site to help businesses. The Chair and Commissioner Goodwin suggested to differentiate the parking at micro-breweries and restaurants. The Chair also suggested to possibly waive the parking at micro-breweries in the downtown area.

Mr. Flanagan would review the parking standards for BD zones for restaurants and with the ZEO. The Chair suggested the parking for all zones should be reviewed for restaurants for sq. ft. versus the required parking spaces with and without seating.

b. Key Issues remaining from the line-by-line review

Mr. Gomes reviewed the updated graphics that were not discussed yet. The graphics were located at the back of the Regulations and integrated into the body. The existing graphics were updated but new graphics were not yet created. He requested any comments or suggestions of graphics by the Commission. Mr. Gomes explained the sign Regulations required a lot of work in Phase 3. These graphics were included with these new draft set of Regulations. At this point he finished the October presentation.

Regarding storm water management, the Staff does not prefer paving from corner to corner on a lot but the existing Regulations allow it. Mr. Flanagan and Mr. Gomes would work on the impervious surface coverage Regulations and would also work on the minimum square footage. Mr. Gomes explained most of the items were covered in the Commission's line-by-line review within this presentation.

c. Review of Change Log

Mr. Gomes explained the Commission was provided a list entitled "Change Log," which would provide guidance to the changes made in the Regulations. The Change Log is an appendix detailing where and where the changes were made in the Regulations. He reviewed the sections of the Change Log line-by-line and the purposes of the sections. So, the Commission had new section numbers and knew where it was located; the change description; and the purpose of the change. There were also Zoning terminology definitions that lacked a description and had to be refined. There was some work remaining to be done on the term for farms. The Change Log was provided to help with their review of the Regulations and should be an appendix to keep track of the changes. The Regulations are required to be shared with CROG for the CROG to share with their neighboring cities to communicate the changes and the reasons.

d. Recap of current Zoning rewrite process/future regulatory items

Mr. Flanagan wanted to review the definition rewrite of the term "character" for Special Permits, which was sent to the Commission at their last meeting. The attorney in charge of this project made some adjustments. He has not met with Corporation Counsel Office on this definition yet. This item would be worked on by the Commission within two months.

Mr. Flanagan explained Commissioner Marra had sent a document with comments that has not been fully vetted yet. He requested the Commission's comments that would then be e-mailed. He noted the next special meeting was on Wednesday, January 18, 2023, City Hall West, Meeting Room One, Second Floor. Also, the next regular meeting was on Monday, January 23, 2023.

The Chair commented there were contaminated sites and question what they can consider in the Regulations to address this issue.

Mr. Gomes requested to receive comments by January 6, 2023. He noted the Commission needed to comment similar to Commissioner Marra's document. The Commission would discuss any items of concern versus discussing all the items together.

The Chair summarized Mr. Gomes would like the Commission to review the Change Log and all the new Regulation changes. Also, to ask any questions and give any changes to Mr. Gomes by January 6, 2023. Then the Commission would discuss the comments and then can move past Phase 1.

3. Election of Officers

ELECTION OF OFFICERS:

MOTION: move to nominate Louise Provenzano as Chair; David White as Vice Chairman; and Thomas Marra as Secretary of the Zoning Commission.

By: Harlow

Seconded: White.

For: White, Harlow, Marra, Gagnon and Provenzano.

Against: None.

Abstained: None.

OLD BUSINESS:

There was no old business.

Mr. Flanagan noted he would send a PowerPoint presentation to the Commission before the regular meeting on Monday, December 12, 2022.

ADJOURNMENT:

MOTION: Move to adjourn at 7:15 P.M.

By: White

Seconded: Harlow.

For: Harlow, Marra, Gagnon, White and Provenzano.

Against: None.

Abstained: None.

This meeting was taped.

Respectfully submitted,

Nancy King
Recording Secretary

Louise Provenzano, Chair

David White, Secretary