

**BRISTOL PLANNING COMMISSION
MINUTES
REGULAR MEETING OF MONDAY NOVEMBER 27, 2023**

CALL TO ORDER:

By: Chairman Veits

Time: 6:00 P.M.

Place: City Hall
Board of Education - Auditorium,
129 Church Street

ROLL CALL:

MEMBERS	NAME	PRESENT	ABSENT
REGULAR MEMBERS:	Chairman William Veits (Chairman)	X	
	John Soares (Vice Chairman)	X	
	Jon Pose	X	
	Tracey Bacchus	X	
	Christopher Nardi (Acting Secretary)	X	
ALTERNATE MEMBERS:	Kenneth Rasmussen-Tuller	X	
	Anthony Lorenzetti	X	
	Kristen O'Donnell	X	
STAFF:	Robert M. Flanagan, AICP, City Planner	X	
	Nancy Levesque, P.E., City Engineer	X	

Chairman Veits called the meeting to order at 6:06 P.M.

PLEDGE OF ALLEGIANCE:

Chairman Veits designated regular Commissioners Soares, Pose, Bacchus, Nardi and Veits as voting members this evening.

Chairman Veits reminded the Commission the next Regular Meeting of the Planning Commission is Monday, December 18, 2023. Staff explained the meeting would be in the new City Hall Council Chambers room as a special meeting because the Regular Meeting schedule was previously filed with the City Clerk.

PUBLIC PARTICIPATION:

There was no public participation.

Chairman Veits designated Commissioner Nardi as Acting Secretary this evening because Commissioner Pose was online.

ADMINISTRATIVE MATTERS:

1. Approval of Minutes
 - a. Special Meeting – 10/11/23
 - b. Regular Meeting – 10/23/23

Chairman Veits designated regular Commissioners Soares, Pose, Nardi and Bacchus to vote on the special meeting minutes of October 11, 2023. He also designated alternate Commissioner Lorenzetti to vote on the special meeting minutes of October 11, 2023.

MOTION: Move to approve the minutes of the October 11, 2023, special meeting, as amended.

By: Pose

Seconded: Soares.

For: Soares, Pose, Nardi, Lorenzetti and Bacchus.

Against: None.

Abstain: None.

Chairman Veits designated regular Commissioners Soares, Pose, Nardi and Veits to vote on the regular meeting minutes of October 23, 2023. He also designated alternate Commissioner Rasmussen-Tuller to vote on the regular meeting minutes of October 23, 2023.

MOTION: Move to approve the minutes of the October 23, 2023, regular meeting.

By: Pose

Seconded: Soares.

For: Soares, Pose, Nardi, Rasmussen-Tuller and Veits.

Against: None.

Abstain: None.

RECEIPT OF NEW APPLICATIONS:

There were no new applications.

PUBLIC HEARINGS:

There were no public hearings.

NEW BUSINESS:

1. Application #434 – Site Plan for the construction of a trucking and courier services facility at 347 Lake Avenue; Assessor's Map 3, Lot 2; I (General Industrial) zone; Alpine Property Management, applicant.

Chairman Veits reiterated regular Commissioners Soares, Nardi, Pose, Bacchus and Veits were voting members this evening.

Attorney Stefan Stolarz, 18 North Main St., West Hartford, representing the applicant, gave his presentation for the request. The Site Plan was reviewed a few months ago. A mutual driveway access plan was submitted today in conjunction with the adjacent property owner that required a Staff review. Also, today a sidewalk deferment request was submitted for the application.

Ms. Levesque explained a sidewalk was required to be constructed on both sides of the street for commercial properties in the Regulations. There were no developments near the property. The deferment was the Commission's decision.

Robert Hiltbrant, P.E. of Robert Hiltbrant Engineering and Surveying, LLC, 575 North Main St., representing the applicant, explained the property frontage was 300 ft.

The Commission, Ms. Levesque and Staff discussed the concerns of constructing sidewalks, the sidewalk deferment request and the existing sidewalks in the area. The Commission reviewed their opinions on constructing the sidewalks. Staff explained the sidewalk deferment was only a verbal request, but the applicant's attorney would submit a written request. The sidewalks were required to be constructed within a year if the City Council required the sidewalks.

MOTION: Move to approve the deferment of the sidewalk.

By: Bacchus

Seconded: Pose.

For: Soares, Nardi, Pose, Bacchus and Veits.

Against: None.

Abstain: None.

Mr. Hiltbrant reviewed the response comments for items #6 and #7 regarding the pipe and the drainage for the property.

MOTION: Move that Application #434 – Site Plan for the construction of a trucking and courier services facility at 347 Lake Avenue; Assessor's Map 3, Lot 2; I (General Industrial) zone; Alpine Property Management, applicant, be approved with the following stipulations:

1. The Site Plan shall not be signed off until all remaining staff comments have been addressed and the plan revised accordingly.
2. As-Built drawings must be submitted and reviewed prior to a Certificate of Occupancy (C.O.) being granted for any building erected on the property.
3. All site improvements which have not been satisfactorily completed by the time a Certificate of Occupancy is applied for shall be bonded in accordance with Section XI.A.16. of the Zoning Regulations. The performance bond shall be posted by the applicant with the City before the Certificate of Occupancy is issued.

By: Bacchus

Seconded: Pose.

For: Soares, Nardi, Pose, Bacchus and Veits.
 Against: None.
 Abstain: None.

ZONING COMMISSION REFERRALS:

2. Application #2482 – Change of Zone from R-15 (Single-Family Residential) zone to BG (General Business) zone at 27 Matthews Street, Assessor's Map 19, Lot 24; 250 Terryville Avenue, LLC, applicant.

Chairman Veits recused himself from voting on Application #2482 to avoid any conflict of interest. Chairman Veits designated Commissioner Soares as Acting Chairman for Application #2482.

Acting Chairman Soares designated regular Commissioners Soares, Nardi, Pose, Bacchus to vote on Application #2482. He also designated alternate Commissioner Rasmussen-Tuller to vote on Application #2482 in place of Commissioner Veits. Attorney James Ziogas, 104 Bellevue Ave., representing the applicant, gave his presentation for the Zone Change application.

Attorney Ziogas explained the applicant owned the vacant property for a number of years. The adjacent property seeking to be merged is in a BG zone and the subject property is an R-15 zone. The request was to extend the zone on the vacant property. The BG zone uses are not allowed in the R-15 zone. He requested a positive recommendation to the Zoning Commission for the property consisting of .47 acres. The BG zone property is 1.4 acres. The property has City sewer and water services. This would create an additional business for the City. The property has a gentle slope.

Staff inquiries: Attorney Ziogas explained the existing heavily wooded buffer on the property for the R-15 zone. A Site Plan would provide fencing or screening for the trees removed. The lots are owned by the same property owner. If approved, the lots would be merged. The final buffer would be addressed with either the Planning Commission or Zoning Commission. This was not a public hearing, but neighbor comments would be received at the public hearing.

MOTION: Move to make a positive recommendation for Application #2482 – Change of Zone from R-15 (Single-Family Residential) zone to BG (General Business) zone at 27 Matthews Street, Assessor's Map 19, Lot 24; 250 Terryville Avenue, LLC, for the following reason:

"The Planning Commission finds that the zoning map amendment, as presented, would be consistent with the goals and policies of the 2015 Plan of Conservation and Development (POCD), amended to April 1, 2018."

By: Bacchus

Seconded: Rasmussen-Tuller.

For: Nardi, Bacchus, Pose, Rasmussen-Tuller and Soares.
 Against: None.
 Abstain: None.

3. Application #AZR 23-1 – Referral of the 2023 Phase 1 Draft – Comprehensive rewrite of the Bristol Zoning Regulations. Initiated by: Bristol Zoning Commission.

1. Review of the 2023 Phase 1 Draft
2. Summary of staff edits/changes.
3. Review of other referrals to land use agencies and municipalities.
4. Review of rewrite schedule.
5. Discussion of possible recommendations/referral to the Zoning Commission.

Chairman Veits resumed his seat and Commissioner Rasmussen-Tuller stepped down from voting on Application #AZR23-1

Staff explained he has been working with Mr. Gomes this month. Mr. Gomes was at their October meeting and he is in attendance this evening. He explained the e-mailed a new revised copy of the draft Re-Write of the Zoning Regulations.

Francisco Gomes of FHI Studios, gave his presentation to the Commission regarding the Comprehensive rewrite of the Bristol Zoning Regulations. This evening he was requesting the Commission's endorsement for the Phase 1 Draft – Comprehensive rewrite of the Bristol Zoning Regulations. This would allow the Zoning Commission adopt the Regulations at the December 11, 2023 meeting. He reviewed the schedule for the Regulations and the next steps for the various Commissions.

Staff was seeking for a positive referral for the application this evening.

MOTION: Move to send a positive referral to the Zoning Commission for Application #AZR 23-1 – Referral of the 2023 Phase 1 Draft – Comprehensive rewrite of the Bristol Zoning Regulations; Initiated by: Bristol Zoning Commission because the Planning Commission finds that the 2023 Phase 1 Draft – of the Comprehensive rewrite of the Bristol Zoning Regulations, as presented, would be generally consistent with the goals and policies of the 2015 Plan of Conservation and Development (POCD), amended to April 1, 2018.”

By: Pose

Seconded: Bacchus.

For: Nardi, Bacchus, Pose, Soares and Veits.

Against: None.

Abstain: None.

CITY COUNCIL AND OTHER REFERRALS:

There were no city council and other referrals.

OLD BUSINESS:

There was no old business.

STAFF REPORTS:

4. Subdivision Status Report
 - a. November 2023

Staff explained there was no report included in the electronic packets. But, there was an update of an expiration date on a subdivision.

Ms. Levesque explained the updates to the November 2023 Subdivision report. Regarding Laurentide Glen, she explained the streets with the top course of paving are done. The streets were not accepted yet. The developer would maintain the streets until the streets were accepted. In response to Staff, she explained there was no update to the mailbox situation for the postal service.

5. 2024 Planning Commission Meeting Schedule

Staff explained next year’s meetings as well as the December 2023 meeting were scheduled in the Council Chambers. The Commission agreed to start the meeting schedule at 6:00 P.M., but if there were any concerns the schedule may be adjusted.

COMMUNICATIONS:

There were no communications.

ADJOURNMENT:

Motion was made by Commissioner Pose to adjourn.

Motion seconded by Commissioner Soares.

Motion carried 5-0.

The meeting adjourned at 7:15 P.M.

These minutes represent the proceedings of the meeting.

This meeting was taped.

Respectfully submitted,

Nancy King

William Veits
Chairman
City Planning Commission