

**BRISTOL ZONING COMMISSION
MINUTES
SPECIAL MEETING OF THURSDAY MAY 9, 2024**

1. Call To Order

By: Chairman White

Time: 7:00 P.M.

Place: Bristol City Hall
Via Online Zoom

MEMBERS	NAME	PRESENT	ABSENT
REGULAR MEMBERS:	David White (Chairman)	X	
	Thomas Marra (Vice Chairman)		X
	Richard Harlow		X
	Richard Goodwin (Secretary)	X	
	John LaFreniere	X	
ALTERNATE MEMBERS:	Michael DeRoehn		X
	Sara Mangiafico	X	
	Peter Caruso	X	
STAFF:	Robert M. Flanagan, AICP - City Planner	X	

Chairman White called to order at 5:00 P.M.

Chairman White reminded the Commission the next regular meeting was Monday, May 13, 2024.

2. Public Participation

There was no public participation.

3. New Business

There was no new business.

a. Review Phase 3 schedule

Mr. Gomes explained he would discuss these items in this order: parking regulations amendments, ZBA authority, and domestic animal Regulations. He explained a draft survey was done for the public that does not have a deadline date. He requested the Commission review the draft survey before it is released to the public. He explained the Commission is in the parking phase of the Regulations currently. The environmental Regulations would be next, followed by commercial districts, housing, site designs, and sign and permit plan requirements.

Mr. Gomes explained to the Commission that there are many recommended amendments that the Commission had to agree on before the final version of the Regulations can be approved.

b. Discuss recommended parking regulation amendments

Mr. Gomes explained most of the amendments are in Section 13 for off-street parking. The BD zone regulations had unique needs, particularly in the downtown area. There are seven recommendations for almost all the standards that had to be updated and expanded for minimum parking standards.

Most of the standards would be defined but a few uses will remain as determinations made by the Commission. The BD zone needed more flexibility for shared parking by perhaps increasing the distance from 500 ft. to 1,000 ft. for off-site parking Special Permits.

Mr. Gomes observed parking lot landscaping needed to be consolidated into one section, pervious pavement requirements needed to be provided, and he suggested bicycle parking requirements are needed, in his opinion.

Mr. Gomes reviewed the tables that differentiated the parking uses, existing regulations and the recommendation for revisions. He explained the tables would make the uses easier to find and that parking standards are not specifically identified in the table, but under the specific uses.

Staff inquiry: Mr. Gomes explained the outdoor storage areas was for building supply or garden supply facilities that generate a lot of traffic.

Mr. Gomes recommended for food and beverage service 12 parking spaces per 1,000 sq. ft. for restaurants with a bar/club service/brew pub. He recommended 8 parking spaces per 1,000 sq. ft. for restaurants. Specialty food/take out restaurant (retail standard) required 4 parking spaces per 1,000 sq. ft. He explained the specialty food category (industrial standard) required 3 parking spaces per 1,000 sq. ft. and these were on the low end of the parking requirements.

Mr. Gomes explained parking spaces for law offices required 4 parking spaces per 1,000 sq. ft. and high-tech business or medical laboratories had 3 parking spaces per 1,000 sq. ft.

Mr. Gomes explained parking spaces for residential districts:

1. Allowed 2 parking spaces per dwelling unit;
2. Assisted living and nursing homes was 1.5 parking spaces per 1,000 sq. ft.;
3. Community residences or group homes was 2 parking spaces per unit.
4. 1–3-unit residential homes (conversion/multi-family) required 2 parking spaces per unit;
5. Government, non-profit housing, seasonal camps, cottages and senior housing required 1.5 parking spaces per unit;
6. Mixed use developments and unified residential developments should be 1 parking space per unit, 1.5 parking spaces per bedroom and 2 parking spaces per gross floor of non-residential use. Mixed-use developments and unified residential developments had the potential for shared parking.

Mr. Gomes suggested a 25% parking reduction in the BD district. He explained outside of the BD zone, mixed uses needed slightly more parking because it was not as walkable. He explained unified residential developments should have the same standards as the BD zone.

Mr. Gomes explained industrial and fleet use parking spaces do not have a parking standard, but there is a regulation for the Commission's determination. He explained the Commission should develop a standard for industrial and fleet uses and reduce their work. The base standard would be 2 parking spaces per 1,000 sq. ft. If there is an office there are 3 parking spaces per 1,000 sq. ft. Fleet parking needs to be defined for parking spaces.

Commission inquiry: Mr. Gomes explained Amazon was considering a distribution facility, but their parking should be verified for compliance against the new standards.

Regarding manufacturing parking spaces, Mr. Gomes explained:

1. There is 1 parking space per 1,000 sq. ft. of production space, office space and storage space. Manufacturing space included industrial dry cleaning/laundry facilities.
2. Specialty contractors required 2 parking spaces per 2,000 sq. ft.
3. Helicopter landing facilities 2 parking spaces in addition to the helicopter parking space.
4. Storage, warehouse, distribution, and climate-controlled facilities was a recent regulation of .1 per sq. ft. of storage space plus the office space of 3 parking spaces (3 spaces reduced from 4 spaces.)
5. Wholesale business and public wholesale distribution facilities are 1 parking space per 1,000 sq. ft.
6. For vehicle or equipment sales and service there were no proposed recreational vehicle parking standards.
7. Gas stations are 2 parking spaces per establishment, 2 spaces per service bay and 3 per 1,000 sq. ft. office area/retail area.
8. Motor vehicle repair is the same as gas station and car/truck washes is 3 parking spaces per establishment plus a queuing requirement.
9. Shopping centers should remain the same with 4 parking spaces per 1,000 sq. ft.

Mr. Gomes suggested that shopping centers and retail uses be reviewed in the commercial zone phase if the Commission wanted these to be allowed in all zones.

Mr. Gomes explained the following categories should remain the same in the regulations: bowling alleys, the golf course category, horse stables and civic facilities. Though, the remaining indoor entertainment centers categories needed to be revised. He explained spin classes within fitness clubs should have a higher requirement than the retail use. Outdoor entertainment should be determined by the Commission. He suggested commercial greenhouse parking space requirements be lowered, farm and nursery should be determined by the Commission, and non-worship space/meetings space category needed some requirements.

Mr. Gomes offered:

1. Cultural and institutional uses should be 1 parking space per 3 seats, cultural institution uses should be 2 parking spaces per 2,000 sq. ft., and
2. Any use outside a school, private school or library for a civic facility should be determined by the Commission.

Mr. Gomes explained the community youth organizations/membership organization was a recent Regulation with 5 parking spaces and cemetery use parking should be determined by the Commission.

Mr. Gomes explained there was a long list of service uses. He suggested:

1. Hotel/motel be reduced to 1 parking space per room plus any determinations.
2. Conference rooms, banquet facilities and restaurants should be added to a hotel/motel use or as determined by the Commission.
3. He suggested 4 parking spaces for staff for emergency housing shelters (no existing requirements.) He explained the definition for emergency housing shelters should be revised by the EMS Department.

Mr. Gomes reviewed the ways to improve the criteria for the Commission's determinations in these matters. He suggested that the Commission can request a recommendation from a traffic engineer or expert, hired by the applicant. Then the Commission shall make their recommendation for the number of parking spaces based on the information provided by the traffic professional.

Regarding shared parking, Mr. Gomes explained there are existing regulations, but the shared parking within 500 ft. of building should be revised to 1,000 ft. Staff supports this change.

Mr. Gomes suggested 10 parking spaces per 1,000 sq. ft. for restaurants.

Regarding parking landscaping standards, the existing regulations are in Section 11 and 13. He explained these regulations should all be placed in the parking regulations section.

Regarding environmental concerns, Mr. Gomes suggested to have percentage incentives if such items as pervious pavement are provided. But this must be done within an Aquifer Protection Area (APA) district overlay zone.

Regarding bicycle parking, Mr. Gomes explained this may be done feasibly with a rate of 1 to 10 vehicles or 1 space per 2,000 sq. ft. He explained there are standards for bicycle parking which would include scooters.

The Commission commented this should be a recommendation and not a requirement because there were not a lot of bicyclists in the area. The Commission wanted more time to review this recommendation. Mr. Gomes explained there was about 500 people in the City that are bicyclists.

Regarding BD parking, Mr. Gomes explained the baseline should be 25%, 33% and up to 50% less than the existing regulations. This would provide more flexibility in the downtown zone. He also suggested removing excess language and to provide illustrations. The Commission agreed to start the reduction of the baseline by 25% for now.

Regarding baseline requirements in the BD zone, Mr. Gomes explained parking spaces provided had to be an exact amount required. He noted this baseline may be increased with a Special Permit and a traffic expert to the Commission's satisfaction.

The Commission had concerns about the APA recommendations. Staff had concerns about a maximum of 50% more than the baseline requirement. He wanted to review the requirement for 50% more baseline parking.

Regarding the parking increase, Mr. Gomes reviewed existing Section 8.4.6., which allowed the Commission to allow a certain number of off-street parking spaces as a baseline. He was unsure if this regulation was effective and should be removed from the regulations because there was a lot of exceptions.

Regarding shared parking reductions, Mr. Gomes reviewed the existing regulation which should be removed but referenced Section 13.4. The Commission agreed to the suggestion.

Regarding parking in R.O.W., Section 8.4.7., Mr. Gomes reviewed the existing regulation. He explained this Section needs an illustration showing angled parking. There also needs to be an illustration for parallel parking. 0000000000

Mr. Gomes summarized he had the Commission's direction for the items he has to review. He will put this item into a memorandum with recommendations. Regarding Section 17.2.c., Mr. Gomes explained this section should be deleted from the regulations for use variances for the Zoning Board of Appeals. He explained the State Statute does not allow for use variances.

Staff will work with Attorney Peter Olson on Section 17.2.c. and various regulations.

Mr. Gomes explained the public survey was difficult to get people excited about land use and zoning. A draft survey was prepared for the Commission. He explained the public should guide the Commission and the process should be transparent. He requested the Commission take the survey.

c. Discuss potential dates/schedule for a virtual presentation of recommended parking amendments

Mr. Gomes explained the next step was to prepare the parking amendment regulations. He explained a memorandum would be prepared for the amendments. Also, the online survey would be prepared. The next meeting would be on June 13, 2023, at 5:00 P.M.

The Commission concluded the discussion at this time.

Adjournment

MOTION: Move to adjourn at 6:51 P.M.

By: White

Seconded: Goodwin.

For: Harlow, Marra, Goodwin, LaFreniere and White.

Against: None.

Abstained: None.

This meeting was taped.

Respectfully submitted,

Nancy King
Recording Secretary

David White, Chairman

Richard Goodwin, Secretary