

**BRISTOL PLANNING COMMISSION
MINUTES
REGULAR MEETING OF MONDAY MAY 20, 2024**

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	

1. Call to Order
2. Pledge of Allegiance

Chairman Veits reminded the Commission the next Regular Meeting of the Planning Commission is Monday, June 24, 2024.

3. Public Participation
There was no public participation.

4. Approval of Minutes

- a. Regular Meeting - March 25, 2024

Chairman Veits designated regular Commissioners Nardi, Bacchus, Pose and Soares to vote on the March 25, 2024, regular minutes. He also designated alternate Commissioner O'Donnell to vote on the March 25, 2024, regular minutes in place of Commissioner Veits with his absence at the March 25, 2024 meeting.

MOTION: Move to approve the minutes of the March 25, 2024, regular meeting.

By: Pose

Seconded: Soares.

For: Nardi, Bacchus, Pose, O'Donnell and Soares.

Against: None.

Abstain: None.

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

5. Zoning Commission Referrals

- a. App. #2498 – Change of Zone from R-15 (Single-Family Residential) zone to A (Multi-Family Residential) zone at east of Old Wolcott Road and south of Wolcott Street; Map 7, Lot 45 (Old Wolcott Road) and Assessor's Map 7, Lots 44-2, 44-1 & 44 (Wolcott Street); Crown Estates, LLC, applicant.

The following persons representing the applicant reviewed Application #2498 with the Commission: Attorney Timothy Furey, 43 Bellevue Ave. and Charles Talmadge of Development Planning Solutions, 225 North Main St.

Attorney Furey explained this was a referral to the Planning Commission from the Zoning Commission to make a recommendation based on the PoCD. He explained the application would be reviewed at the July meeting of the Zoning Commission. He explained if the application is approved, a Site Plan would be filed. He explained the property is 3.89 acres. He reviewed Section 6 and 10 of the PoCD, respectively, regarding Enhance Community Character and Guiding Residential Development. He explained he and Mr. Talmadge reviewed where the appropriate areas were for the A zones, but there was only one area in Forestville. He explained appropriate housing was needed in Bristol.

Mr. Talmadge reviewed how a conceptual design would fit on the property. He also reviewed how the existing A zones vacant properties may be developed. He reviewed how the plan layout was developed with the goals of the PoCD. He explained he and Attorney Furey went through the exercise of what is usually asked of what would go on the property. He explained the minimum required site was 2.0 acres and this site was 3.89 acres. He explained the building would be 32 ft. in height. He explained the property is 50 ft. from an adjacent A-zone and 95 ft. from the R-15 zone. He explained the lot coverage would be at 7%. He explained there are existing substantial buffers on the property. He explained this plan would have 30 units at 8 units per acre.

By: Soares

Seconded: Pose.

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

Against: None.

Abstain: None.

MOTION: Move make a motion to send a positive referral to the Zoning Commission for Application #2498 Change of Zone from R-15 (Single-Family Residential) zone to A (Multi-Family Residential) zone.

The Planning Commission finds that the proposed zoning map amendment, 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: Soares

Seconded: Pose.

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

Against: None.

Abstain: None.

The application is recommended for a positive referral.

6. City Council and Other Referrals a. FY 2024-2025 Capital Budget

Diane Waldron, Comptroller's Office, 111 North Main St., City of Bristol, reviewed the 2024-2025 Capital Budget with the Commission. She explained the Board of Finance and City Council just approved the Capital Budget. She gave the highlights for the report noting the total budget was \$11,063,910. She explained this has been the lowest Capital Budget in recent history that has been adopted. She explained the Mayor worked with the Capital Planning and the Strategic Planning Committee to review all the projects.

She explained these committees provided an analysis and a scorecard for the projects. She explained a lot of departments had requested projects under the operating budget that met the criteria, but they were moved to the Capital Budget. She viewed the projects on the report. She explained there were some projects on the report that qualified for a local Capital Improvements Program that were small dollar amounts, but were required to be included on the Capital Budget Plan versus the Department Budgets.

Commission inquiries: Ms. Waldron explained the LCIP was the Local Capital Improvement Program, which was funded through the State. She explained by State Statutes there are certain requirements and it had to be used for permanent Capital Improvements. She explained she would e-mail Mr. Flanagan a report that shows the status of the projects.

Mr. Flanagan inquiries: Ms. Waldron explained one of her concerns that she had brought to the City Council was the City has significant debt service for the next 3 years. She explained the North East Middle School project was about \$104 Million. She explained the total indebtedness for \$560 Million.

MOTION: Make a motion to recommend to the Board of Finance adoption of the Capital Budget for Fiscal Year 2024-2025, as the proposed projects are consistent with the goals and policies of the 2015 Plan of Conservation and Development amended to April 1, 2018.

By: Nardi

Seconded: Soares.

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

Against: None.

Abstain: None.

The CT General Statute 8-24 Referral is recommended for approval.

MOTION: Make a motion to move Item #7, under New Business, next on the agenda.

By: Pose

Seconded: Bacchus.

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

Against: None.

Abstain: None.

The Item #7, under new business was moved next on the agenda.

7. New Business

a. Community Development Block Grant Program (CDBG)

1. Annual Action Plan Year 49 – 2024-2025

Dr. Dawn Ledger, Ph.D., of Community and Economic Development, 111 North Main St., City of Bristol, representing the applicant, explained she had a list with the allocations for HUD. She explained there was an error in the description that should be Annual Action Plan Year 50, not Year 49. She explained her department received the allocations late in the year. She explained how for the last 5 years the allocations were reduced.

She explained the populations have not changed and the needs have not changed, but the allocations were reduced by half of previous amounts. She explained the residential rehabilitations were a large part of the allocations, which was half the total of all the allocations. She explained her department ran out of funds in January 2024 for the Rehab Program. She explained most of the project are more expensive. She explained there are 33 applicants on the July waiting list.

She noted any future funds would not last very long. She explained her department's Policy Committee would be scheduling a meeting for an action plan. She explained with the reduced resources they had to review how to manage the program. She explained the Public Facilities Projects were none this year, which affected the sidewalk program. She noted this was the last year of the 5 Yr. Plan and a new 5 Yr. Plan would be starting soon.

Commission inquiries: Ms. Ledger explained for Shepard Meadows there were some programs that participants may attend free and some may not. She explained the Grace Baptist Church was a new entity for food to people.

Dr. Ledger requested the Commission suggestions on how her department may make this program work better.

b. C.G.S. 8-24 Referral:
Wheeler Clinic - Map 30, Lot 3

Mr. Flanagan explained the Wheeler Clinic would be opening in July 2024. He explained there are 63 parking spaces guaranteed to the facility after the parking garage is done being constructed. He explained on the vacant lot that was adjacent to the facility would be a parking lot with 63 parking spaces on City of Bristol property.

He explained because the City was giving a benefit to a company this required an 8-24 Referral. He explained this was not for a long-term plan. He explained when the parking garage is constructed the parking lot would be demolished.

MOTION: Move to make a motion that the Planning Commission finds that the proposed short-term leasing of parking spaces for the Wheeler Clinic, LLC, at Map 30, Lot 3, as presented, is consistent with the goals and policies of the 2015 Plan of Conservation and Development, amended to April 1, 2018.

By: Soares

Seconded: Nardi.

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

Against: None.

Abstain: None.

The CT General Statute 8-24 Referral is recommended for approval.

- c. C.G.S. 8-24 Referral:
Downs Street - Map 34, Lot 93

Mr. Flanagan explained the request for Downs St was for an easement from EverSource for a proposed utility easement. He explained the easement would be adjacent to a cemetery. He explained that Staff supports the request.

Commission inquiry: Ms. Levesque explained there were no funds being exchanged but the bridge is being replaced. She explained Eversource had a position on the bridge and a directional drill was required in the river. She explained this would not be in the area of the bridge and this was their plan. She explained some of the plan would benefit the City and some would benefit EverSource. She explained this would not affect any future development of the property.

MOTION: make a motion that the Planning Commission finds that the granting of a proposed utility easement for Eversource on Downs Street – Map 34, Lot 93, as presented, is consistent with the goals and policies of the 2015 Plan of Conservation and Development, amended to April 1, 2018.

By: Nardi

Seconded: Soares.

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

Against: None.

Abstain: None.

The CT General Statute 8-24 Referral is recommended for approval.

- d. C.G.S. 8-24 Referral:
64 Washington Street - Map 43, Lot 19

Mr. Flanagan explained the request for 64 Washington St. that was a discovery by Staff during an application for Fire House #3 in Forestville. He explained the property is encroaching on City property. He explained there is an encroachment on 64 Washington St. onto 163 Church Ave. He explained the property owner was open to the City's proposal to sell that piece of property to the abutting property owner.

Commission inquiry: Mr. Flanagan was unsure if a title search was done when the property was purchased by the City.

MOTION: make a motion that the Planning Commission recommends that the City of Bristol move forward with the proposed sale of part of municipal property located at 163 Church Avenue Map 43, Lot 16 to 64 Washington Street, Map 43, Lot 19, as indicated on the map submitted. The sale, as presented, is consistent with the goals and policies of the 2015 Plan of Conservation and Development, amended to April 1, 2018.

By: Bacchus

Seconded: Soares.

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

Against: None.

Abstain: None.

The CT General Statute 8-24 Referral is recommended for approval.

- e. C.G.S. 8-24 Referral
Business Park Drive - Map 3, Lot 10 and Lot 11

Mr. Flanagan reviewed the request to sell the property on business Park Drive, Map 3, Lot 10 and 11 with the Commission. He explained there is one remaining lot to be sold if these two lots are sold. He explained there is a tractor trailer driving school that has requested to go on the two lots. He presumed the two lots would be merged if the property was purchased.

MOTION: Move make a motion that the Planning Commission recommends that the City of Bristol move forward with the proposed sale of property located at Business Park Drive - Map 3, Lot 10 and Lot 11. The sale, as presented, is consistent with the goals and policies of the 2015 Plan of Conservation and Development, amended to April 1, 2018.

By: Soares

Seconded: Pose.

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

Against: None.

Abstain: None.

The CT General Statute 8-24 Referral is recommended for approval.

- f. C.G.S. 8-24 Referral:
Violet Drive - Map 2, Lot 129-2

Mr. Flanagan explained the request for Violet Drive, Map 2, Lot 129-2 required more research. He explained the next item on the agenda also required more research. He explained the Violet Drive request and the Candlewood Drive request are both encroachments onto open space lots. He explained Attorney Jeffrey Steeg would review these items with the Commission at the June meeting.

MOTION: Move make a motion to table this item is until next month to allow staff the opportunity to conduct further research.

By: Soares

Seconded: Bacchus.

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

Against: None.

Abstain: None.

The CT General Statute 8-24 Referral is tabled to the June meeting.

- g. C.G.S. 8-24 Referral:
Candlewood Drive - Map 2, Lot 120-9

MOTION: Move to table this item is until next month to allow staff the opportunity to conduct further research.

By: Soares

Seconded: Bacchus.

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

Against: None.

Abstain: None.

The CT General Statute 8-24 Referral is tabled to the June meeting.

8. Old Business

There was no old business.

9. Staff Reports

- a. Subdivision Status Report
April 2024

Ms. Levesque explained there were some discussion with the engineer on the drafting of the Mylar for Cold Springs Phase 4. She explained Laurentide Glen was going on with the construction. The Mitchell St. project has no updates. She explained the Redstone Hill Rd. subdivision did not submit the bond yet. Mr. Flanagan explained Attorney Andre Dorval wants to set an appointment to discuss the bond for Redstone Hill Rd.

She explained Perkins Meadow was moving along. She explained the Meadow View subdivision was starting to consider construction of the utilities (directional drill) but there may be a requirement to make a request to the Inland Wetlands Commission and Planning Commission. She explained there was a conservation easement to drill through.

10. Communications

Mr. Flanagan expressed his gratitude to Ms. Levesque who will be leaving the City of Bristol. He explained this would be her last Planning Commission meeting. Mr. Flanagan thanked Ms. Levesque for her professionalism and her assistance over the years. The Commission thanked her for all her efforts and wished her good luck. Ms. Levesque thanked the Commission for all their support and she enjoyed working with all the Commissioners.

11. Adjournment

ADJOURNMENT:

Motion was made by Commissioner Pose to adjourn.

Motion seconded by Commissioner Soares.

Motion carried 5-0.

The meeting adjourned at 7:25 P.M.

These minutes represent the proceedings of the meeting.

This meeting was taped.

Respectfully submitted,
Nancy King

William Veits
Chairman
City Planning Commission