

**BRISTOL ZONING COMMISSION
DRAFT MINUTES
REGULAR MEETING OF MONDAY AUGUST 11, 2025**

CALL TO ORDER:

By: Chairman White

Time: 6:00 P.M.

Place: City Hall
111 North Main St.
Council Chambers
First Floor

ROLL CALL:

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	
	Andrew Armstrong, Assistant City Planner	X	
	Brandon Peate	X	

Chairman White called the meeting to order at 6:00 P.M.

1. Call to Order

Chairman White reminded the Commission the next special meeting was August 21, 2025, at 5:00 P.M.
Chairman White reminded the Commission the next regular meeting was September 15, 2025, at 6:00 P.M.

1. Approval of Minutes

- a. Regular Meeting - July 14, 2025
- b. Special Meeting – July 24, 2025

Chairman White designated himself, regular Commissioners Harlow and LaFreniere with alternate Commissioners DeRoehn and Caruso to vote on the July 14, 2025, regular minutes.

MOTION: Move to approve the minutes of the July 14, 2025, regular meeting.

By: White

Seconded: DeRoehn

For: White, DeRoehn, Caruso, LaFreniere and Harlow.

Against: None.

Abstained: None.

The July 14, 2025 minutes are approved without corrections.

c. Special Meeting - July 24, 2025

Chairman White designated himself, regular Commissioners Harlow and LaFreniere with alternate Commissioners DeRoehn, and Mangiafico to vote on the July 24, 2025, special minutes.

MOTION: Move to approve the minutes of the July 24, 2025, special meeting.

By: White

Seconded: DeRoehn

For: White, Harlow, Mangiafico, LaFreniere and DeRoehn.

Against: None.

Abstained: None.

The July 24, 2025 special meeting minutes are approved without corrections.

4. Receipt of New Applications

- a. Application #2539 - Special Permit for a Commercial Kennel at 135 Cross Street; Assessor's Map 3, Lot 15; I (General Industrial) zone; Jon Rondeau, applicant.

Chairman White designated himself, regular Commissioners Harlow and LaFreniere with alternate Commissioners DeRoehn, and Caruso to vote on the remainder of the applications this evening, including, Application #2539.

Robert Flanagan, City Planner, explained the application was filed for the property in order to start a commercial kennel. He requested the applicant and their engineer revise and clean-up the documents. He suggested scheduling the application for a public hearing at the September meeting while waiting for the requested documents.

MOTION: Move that Application #2539 be accepted and scheduled for a Public Hearing for the September 15, 2025, Regular meeting.

By: LaFreniere

Seconded: Harlow

For: White, Harlow, DeRoehn, LaFreniere and Caruso.

Against: None.

Abstained: None.

The application is scheduled for public hearing on September 15th.

- b. Application # 2540 - Special Permit for the Adaptive Re-Use of an ex-siting non- residential building for a) business or professional offices, including medical and dental offices; b) personal service establishments at 291 Queen Street; Assessor's Map 30A, Lot 2-6; R-15 (Single-Family Residential) zone; Focus Spaces, LLC, applicant.

Chairman White designated himself, regular Commissioners Harlow and LaFreniere with alternate Commissioners DeRoehn, and Caruso to vote on Application #2540.

Staff explained that this application is being accepted this evening and was derived from an enforcement and appeal action regarding "personal service" uses. The Zoning Commission has since included this use within the adaptive reuse regulation. He stated the applicant had invested money to renovate the building and it is in the City's best interest to have a use at the property.

MOTION: move that Application #2540 be accepted and scheduled for a Public Hearing for the September 15, 2025, Regular meeting.

By: LaFreniere

Seconded: Harlow

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

Against: None.
Abstained: None.

The application is scheduled for public hearing.

- c. Application #2541 - Special Permit for For-Profit School at Lots 10 & 11 Business Park Drive; Assessor's Map 3, Lots 10 & 11 Business Park Drive; IP-1 (Industrial Park) zone; Allstate Commercial Driver Training School, applicant.
- d. Application #2542 - Site Plan for For-Profit School at Lots 10 & 11 Business Park Drive; Assessor's Map 3, Lots 10 & 11 Business Park Drive; IP-1 (Industrial Park) zone; Allstate Commercial Driver Training School, applicant.

Chairman White designated himself, regular Commissioners Harlow and LaFreniere with alternate Commissioners DeRoehn and Caruso to vote on Application #2541 and Application #2542.

Attorney James Ziogas, 104 Bellevue Avenue, representing the applicant, explained the required wetlands upland review has been concluded and approved. This application is now ready to be scheduled for a public hearing.

Staff explained he believed the new address would be number 135 of Business Park Drive. He recommended the application be scheduled for public hearing in September.

MOTION: Move that Application #2541 and Application #2542 be accepted and scheduled for a Public Hearing for the September 15, 2025, Regular meeting.

By: LaFreniere

Seconded: Harlow

For: White, Caruso, DeRoehn, LaFreniere and Harlow.
Against: None.
Abstained: None.

The application is scheduled for public hearing in September.

- d. Application #2543 – Revision to an Approved Site Plan for a public school at 532 Stevens Street; Assessor's Map 50, Lot A+A1; R-15 (Single-Family Residential) zone; City of Bristol Board of Education, applicant.

Chairman White designated himself, regular Commissioners Harlow and LaFreniere with alternate Commissioners DeRoehn, and Caruso to vote on Application #2543.

MOTION: Move to accept Application #2543 and move to "New Business".

By: LaFreniere

Seconded: Harlow

For: White, DeRoehn, Caruso, LaFreniere and Harlow.
Against: None.
Abstained: None.

Application #2534 is moved under "New Business".

4. New Business

- a. Discussion on Revisions: Application #2504 & #2505 – Special Permit and Site Plan for a Civic Facility at Maltby Street; Assessor's Map 52 & 53, Lots 11, 15, 16B16A, 17, 145, 147, 149, 150 & 151; R-40 (Single-Family Residential) zone; New Britain Water Department, applicant.

Staff stated that the applicant did not appear to be at the meeting yet and recommended tabling the item and coming back to it later when the representatives arrive.

MOTION: Move to move Applications #2504 & #2505 to "New Business".

By: LaFreniere

Seconded: Harlow

For: White, DeRoehn, Caruso, LaFreniere and Harlow.

Against: None.

- a. Application 2537 - Special Permit for Earth Removal in excess of 400 cubic yards at 45 Grassy Rd. (Lot 214); 51 Grassy Rd. (Lot 215); Lot 217 Grassy Rd. and Lot 216 Ambler Rd.; Assessor's Map 20, Lots 214, 215, 216 & 217; R-40 (Single-Family Residential) zone; H&T Holdings of Bristol, LLC, applicant.
- b. Application 2538 - Site Plan for Earth Removal in excess of 400 cubic yards at 45 Grassy Rd. (Lot 214); 51 Grassy Rd. (Lot 215); Lot 217 Grassy Rd. and Lot 216 Ambler Rd.; Assessor's Map 20, Lots 214, 215, 216 & 217; R-40 (Single-Family Residential) zone; H&T Holdings of Bristol, LLC, applicant.

Chairman White designated himself, regular Commissioners Harlow and LaFreniere with alternate Commissioners DeRoehn and Caruso to vote on Applications #2537 and #2538.

Attorney James Ziogas stated that after they submitted the application it appeared there was a small area of property within the upland review area, therefore, they will be withdrawing the application and re-submitting after that process. The public hearing notice had not yet been published.

MOTION: Move to accept the withdrawal of Applications #2537 & #2538 Special Permit and Site Plan for Earth Removal in excess of 400 cubic yards at 45 Grassy Rd. (Lot 214); 51 Grassy Rd. (Lot 215); Lot 217 Grassy Rd. and Lot 216 Ambler Rd.; Assessor's Map 20, Lots 214, 215, 216 & 217; R-40 (Single-Family Residential) zone; H&T Holdings of Bristol, LLC, applicant.

By: LaFreniere

Seconded: Harlow

For: White, DeRoehn, Caruso, LaFreniere and Harlow.

Against: None.

The applications are withdrawn.

- a. Application #2543 – Revision to an Approved Site Plan for a public school at 532 Stevens Street; Assessor's Map 50, Lot A+A1; R-15 (Single-Family Residential) zone; City of Bristol Board of Education, applicant.

Chairman White designated himself, regular Commissioners Harlow and LaFreniere with alternate Commissioners DeRoehn, and Caruso to vote on Application #2543.

Staff stated that Benesch reached out with a request for grading of the excess material on-site for Northeast Middle School.

Nancy Levesque, Benesch, stated unsuitable material and fill was found during construction and excavation of the school. The fill has been tested and can remain on-site. There was an area set aside for this during the initial approval process. The fill totals under 400 cubic yards and would require additional grading in the northwest corner.

They are suggesting a 3 to 1 slope that would not impact the drainage. The other modification on-site is for existing storm drainage to be replaced. They found several pipes that were offset throughout the system during a video inspection that already

needed replacement. They are proposing replacing the pipes and catch basins to increase the longevity of the system and project. She is confident that any staff comments could be worked through with staff.

Staff spoke with City Engineering staff and they were confident that the application could be approved and any remaining comments would be addressed by staff. He recommended approving the application this evening.

There was a discussion of the existing piping decaying and was not correctly sized. Additional discussion regarding the landscape conditions and limits of clearing. Staff noted this work is within the aquifer and the issue will be resolved with a determination at next month's meeting by the Agency.

MOTION: Move to approve Application #2543.

By: LaFreniere

Seconded: Harlow

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

Against: None.

Abstained: None.

The application is approved.

Staff noted the representative for the New Britain Water application had arrived and was ready to give a presentation.

- a. Discussion on Revisions: Application #2504 & #2505 – Special Permit and Site Plan for a Civic Facility at Maltby Street; Assessor's Map 52 & 53, Lots 11, 15, 16B16A, 17, 145, 147, 149, 150 & 151; R-40 (Single-Family Residential) zone; New Britain Water Department, applicant.

Sebastian Amenta, representing New Britain Water, explained there were no zoning changes but rather the State DEEP and Army Corps of Engineers requested changes due to the size and impact of the project including obtaining a water quality certificate. He reviewed a presentation comparing the changes made to the plan to group the wetlands areas together.

The wetland location near the well field did not change but rather the area of creation which would be better for maintenance. The 100-foot distance to residential property lines actually increased from the previous dimension approved by the Zoning Commission. He explained the project is out to bid and funded by the Department of Health. He expected construction to begin in March 2026. He thanked the Commission for their time.

6. Public Hearings

- a. Application #2534 - Special Permit for a Motor Vehicle Repair Facility at 201 Terryville Road; Assessor's Map 67, Lot 17; I (General Industrial) zone; Wrenchrite Towing, LLC, applicant - PUBLIC HEARING CONTINUED FROM JULY 14, 2025.

Chairman White designated himself, regular Commissioners Harlow and LaFreniere with alternate Commissioners DeRoehn and Caruso to vote on Application #2534.

Attorney James Ziogas explained the request for a portion of the existing building to be used for a motor vehicle repair facility. The other portion of the property is used by the landlord for an existing transmission and engine repair business for vehicles and boats. He explained the property was purchased by Pepsi Cola long ago. He felt this was a suitable location for motor vehicle repair as it already occurs on this site. There was a prior approval for a special permit in 2004 but no approved site plan. He explained he had been to the site three times since the application was filed and each time it has improved.

The ZEO did send a letter about the excess vehicles on the property. He estimated 20-30 vehicles have already been removed which left approximately 60 or so cars remaining. He spoke with the ZEO who noted significant progress on the site. 15 designated parking spaces are requested for this business and it would be only a one or two person run operation. He did not expect to have many vehicles awaiting repair at any one time.

Attorney Ziogas addressed various staff comments regarding the property and business including scrap metal, vehicles awaiting service, Pequabuck River, curbed walls and obtaining approval from the ZEO for the DMV location paperwork. There were no nearby residences. He felt the use was appropriate in this location.

Staff suggested a 6-month review to ensure the business is in compliance and has no issues.

Commissioner Harlow inquired if this proposal requires an Aquifer approval. Staff stated the property was not with an aquifer area, only wetlands upland review and floodplain areas.

No one else spoke in favor of the application.

No one spoke against the application.

The hearing is closed.

By: LaFreniere

Seconded: Harlow

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

Against: None.

Abstained: None.

MOTION: Move to approve App. #2534 – Special Permit for a Motor Vehicle Service and Repair Facility at 201 Terryville Road; Assessor's Map 67, Lot 17; I (General Industrial) zone; Wrenchrite Towing, LLC, applicant with the following stipulations:

1. This Special Permit shall authorize use of the property for an additional Motor Vehicle Service and Repair facility for Wrenchrite Automotive.
2. This Special Permit stipulates that no more than 15 vehicles are allowed for repair on site associated with Wrenchrite Automotive.
3. The Commission shall conduct a review of the Special Permit in six-months from the date of approval.
4. The Special Permit stipulations contained in this approval, along with any conditions and safeguards attached thereto, shall remain with the property.
5. This Special Permit shall not become effective until it has been filed in the City land records in accordance with the provisions of the Connecticut General Statutes.

By: LaFreniere

Seconded: Harlow

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

Against: None.

Abstained: None.

The application is approved.

- b. Application #2535 - Special Permit for Motor Vehicle Service and Repair Facility at 200 Terryville Road - Units C & D; Assessor's Map 67, Lot 7-1; I (General Industrial) zone; Steven P. Merchant Sr./Ray's Carstar Auto Body, applicants.

Chairman White designated himself, regular Commissioners Harlow and LaFreniere with alternate Commissioners DeRoehn and Caruso to vote on Application #2535.

Thomas Zukowski of Ray's Carstar explained they are currently using Unit B as a calibration facility. They subsequently decided to expand to accommodate modern testing requirements such as Tesla. They found they needed additional space and looked to use Units C and D and use those units in the same way as the existing use for vehicle testing.

Staff reviewed the various materials submitted as part of the application. He asked Mr. Armstrong, Assistant City Planner for this review of the site during inspection. Mr. Armstrong explained he reviewed both phases and the site features looked great. There was one small item to be corrected during inspection and it was completed immediately.

Staff reviewed the as-built survey and proposed limiting the approval to 4 units.

No one else spoke in favor of the application.

No one spoke against the application.

The hearing is closed.

By: LaFreniere

Seconded: Harlow

For: White, DeRoehn, Caruso, LaFreniere and Harlow.

Against: None.

Abstained: None.

MOTION: Move to approve App. #2535 – Special Permit for Motor Vehicle Service and Repair Facility at 200 Terryville Road - Units C & D; Assessor's Map 67, Lot 7-1; I (General Industrial) zone; Steven P. Merchant Sr./Ray's Carstar Auto Body, applicants, with the following stipulations:

1. This Special Permit shall authorize use of the property for an additional Motor Vehicle Service and Repair facility in Unit's "C" & "D".
2. This Special Permit stipulates that no more than 4 vehicles are allowed for repair on site associated with Unit "C" and 4 vehicles associated with Unit "D".
3. The Special Permit stipulations contained in this approval, along with any conditions and safeguards attached thereto, shall remain with the property.
4. This Special Permit shall not become effective until it has been filed in the City land records in accordance with the provisions of the Connecticut General Statutes.

By: LaFreniere

Seconded: Harlow

For: White, Caruso, DeRoehn, LaFreniere and Harlow.

Against: None.

Abstained: None.

The application is approved.

- c. Application #2536 - Proposed amendments to the Zoning Regulations to amend Section 6.3.3.B. - Temporary Structures to: 1) add placement requirements for the front yard; 2) limit the number of temporary structures to one; 3) add requirements for maintenance; Jeffrey Hayden, applicant.

Chairman White designated himself, regular Commissioners Harlow and LaFreniere with alternate Commissioners DeRoehn and Caruso to vote on Application #2536.

Mr. Jeff Hayden, applicant, explained he has lived in Bristol for many years and was looking for a solution to a problem and therefore brought about the proposed regulation amendment to allow for temporary structures. He explained a previous request to install sidewalks in Bristol may have prompted a certain resident to become irritated and complain about his particular situation.

Mr. Hayden reviewed photos submitted of his temporary structure from the enforcement action and more recent photos taken by himself. He further reviewed the proposed text amendment which would allow for storage of items including vehicles. He felt this regulation would bring hundreds of properties into compliance and bring the City regulations closer in line with other Town's

regulations. He suggested blight regulations would address the potential unsightly aspects of the proposal. After speaking with the Zoning Enforcement Officer (ZEO), he had approximately 10 of these complaints per year.

Chair White asked about the size of a temporary structure. Mr. Hayden stated he had not thought of that. He expected it would be like a shed permit and that the Zoning Enforcement Officer would then have a list to utilize for inspections. He stated the city uses a temporary structure at the Public Works yard.

Commissioner LaFreniere asked how long the structure shown in the photo had been there. There was a discussion with Mr. Hayden regrading the structure, which had been there for 5 years and was constructed by himself without obtaining a permit and is not up to Building Code requirements. There were a lot of properties with existing temporary structures that may be in the backyard. Commissioner LaFreniere felt the image shown was in his opinion, blight. Commissioner Mangiafico felt the interpretation of pop-up shelters as temporary structure was a stretch, and a different type of scenario.

Chairman White asked what problem this change would solve? Mr. Hayden responded that it would allow the structure. Commissioner Mangiafico clarified that would be to not turn it into a "shed", which was confirmed by Mr. Hayden. He stated there is a violation of this regulation at a particular location that nobody has done anything about. Commissioners pointed out the Zoning Enforcement Officer was seated in the audience and taking note of this complaint at the moment.

He felt the rules were being applied unfairly. Chairman White reminded Mr. Hayden that zoning enforcement is complaint driven and that the ZEO does not have the time to cite everything he sees. Staff reiterated there are 60,000 people and only one ZEO, who is already overworked. Mr. White stated he felt the city is enforcing fairly and temporary structures are not permitted.

Amil Nasser of 114 Moody Street spoke and stated owners should have a right to have a structure that is safe for them and the neighbors and uphold property values.

Mr. Ken Cockayne of 93 Tuttle Road spoke against the application. He was a former Mayor and under his administration they did away with temporary structures. He felt it was blight and a proper carport should be built. The structure is not up to code and the foundation and other aspects are unknown.

The Commission reviewed each of the documents in the record.

No one else spoke in favor of the application.

The hearing is closed.

By: LaFreniere

Seconded: Harlow

For: White, DeRoehn, Caruso, LaFreniere and Harlow.

Against: None.

Abstained: None.

Chairman White stated he had great difficulty changing zoning regulations in an area where he believes the city would not want to get into. He felt that temporary structures being not permitted should remain that way.

MOTION: Move to deny Application #2536 - Proposed amendments to the Zoning Regulations to amend Section 6.3.3.B. - Temporary Structures.

The amendment, as presented, is generally not consistent with the goals and policies of the 2015 Plan of Conservation and Development (POCD), amended to April 1, 2018.

By: LaFreniere

Seconded: Harlow

For: Harlow, DeRoehn, Caruso, LaFreniere and White.

Against: None.

Abstained: None.

The application is denied.

6. Old Business

No old business.

7. Staff Reports

e. Zoning - July 2025

Mr. Brandon Peate, Zoning Enforcement Officer presented himself. Chairman White reiterated that he felt he was doing a great job especially after only one year on the job. Mr. Peate gave an update the Building Department has a hired a new code enforcement officer. He reiterated zoning enforcement is complaint driven.

8. Communications

Staff stated there were no new communications.

9. Adjournment

Chairman White designated himself, regular Commissioners Harlow and LaFreniere with alternate Commissioners DeRoehn and Caruso to vote on the adjournment.

MOTION: Move to adjourn at 7:33 P.M.

By: LaFreniere

Seconded: Harlow

For: white, Caruso, DeRoehn, LaFreniere and Harlow.

Against: None.

Abstained: None.

This meeting was recorded.

Respectfully submitted,

Andrew Armstrong
Acting Recording Secretary

David White, Chairman

Richard Goodwin, Secretary