

**BRISTOL PLANNING COMMISSION
MINUTES
REGULAR MEETING OF WEDNESDAY FEBRUARY 27, 2019**

CALL TO ORDER:

By: Acting Chairman Soares

Time: 7:01 P.M.

Place: City Hall

ROLL CALL:

MEMBERS	NAME:	PRESENT	ABSENT
REGULAR MEMBERS:	Chairman William Veits (Chairman)		X
	Commissioner John Soares (Acting Chairman)	X	
	Commissioner Andrew Howe (Secretary)	X	
	Jon Pose	X	
	Terry Parker		X
ALTERNATE MEMBERS	David White (Alternate)	X	
	Jeff Hayden (Alternate)	X	
	Joseph Kelaita (Alternate)	X	
STAFF	Robert Flanagan, City Planner	X	
	Nancy Levesque, P.E., Assistant City Engineer	X	

PLEDGE OF ALLEGIANCE

PUBLIC PARTICIPATION

The following persons spoke in favor of a joint application for the Pigeon Hill property adjacent to the Barnes Nature Center and Seymour Park: Scott Heth, Executive Director of the Environmental Learning Centers of CT and Barnes Nature Center, 501 Wolcott Road; James Quick, 223 Falls Brook Road and Erik Madsen, 70 Oak Hill Drive.

Acting Chairman Soares reminded the Commission the next meeting was Wednesday March 27, 2019.

APPROVAL OF MINUTES

Acting Chairman Soares designated Commissioner Kelaita to sit in place of Commissioner Parker with his absence this evening on the January 30, 2019 minutes.

MOTION: Move to approve the minutes for the January 30, 2019, regular meeting minutes.

By: Pose

Seconded: Howe.

For: Howe, Kelaita, Pose and Soares.

Against: None.

Abstain: None.

NEW APPLICATIONS

There were no new applications.

PUBLIC HEARINGS

There were no public hearings.

PENDING APPLICATIONS

Acting Chairman Soares designated Commissioners Howe, Kelaita, Pose and Soares as voting Commissioners this evening.

1. Application #417 – Subdivision, 340 Maple Avenue, (2 lots); Assessor’s Map 56, Lot 19; R-15 (Single-Family Residential) zone; Nicole M. Bugryn, applicant. (continued from January 30, 2019)

Mr. Flanagan explained this application required an Inland Wetlands Commission review and that would take place within the next few weeks. The application should be continued to the March meeting because the Commission may not vote on the application until the Inland Wetlands Commission votes on its application (App. #1862.)

MOTION: Move to continue Application #417 – Subdivision, 340 Maple Avenue, (2 lots); Assessor’s Map 56, Lot 19; R-15 (Single-Family Residential) zone; Nicole M. Bugryn, applicant to the March 27, 2019 regular meeting of the Commission.

By: Howe

Seconded: Kelaita.

For: Howe, Kelaita, Pose and Soares.

Against: None.

Abstain: None.

The application is continued.

ZONING COMMISSION REFERRALS

There were no Zoning Commission referrals.

CITY COUNCIL AND OTHER REFERRALS

2. Potential Acceptance of Sturbridge Court

The Commission acknowledged receipt of the following items in their electronic packets: a letter dated February 14, 2019, from Therese Pac, Town and City Clerk, regarding the City Council’s referral to the Commission; a letter dated February 4, 2019, from Attorney Timothy Furey, regarding the request to accept the street and for the subdivision bond release, and a memorandum dated February 21, 2019, from Christopher Schaut, Assistant City Planner to Nancy Levesque, P.E., Assistant City Engineer, regarding the request for a status of final inspections.

The following item was submitted into the record: a memorandum dated February 26, 2019, from Nancy Levesque, P.E., Assistant City Engineer (submitted by Nancy Levesque, P.E., Assistant City Engineer.)

Mr. Flanagan explained this was a request from the City Council to the Planning Commission and the Board of Public Works regarding the consideration to accept Sturbridge Court as a city street. This subdivision was constructed about three years ago.

Mr. Flanagan read into the record the memorandum dated February 26, 2019.

After inquiry by the Commission, Ms. Levesque explained the street lights were constructed, but Staff was waiting for EverSource to connect them.

MOTION: move to recommend to the City Council approval of the street acceptance of Sturbridge Court, described as, fifty feet in width and running in a westerly direction from Jerome Avenue approximately 745’ feet to and including the cul-de-sac with connecting curves at intersections as a public highway and to be so named.

Sturbridge Court is part of Subdivision Application #372 (Sturbridge Estates) in the R-15 Residential zone; Rock Builders, LLC, applicants.

The acceptance of Sturbridge Court is based on a memo dated February 26, 2019 from the Assistant City Engineer, that the required street improvements, storm drainage, sanitary sewers, water system and all other improvements required by the Planning Commission have been completed in conformance with the Subdivision Regulations for the City of Bristol.

Also to authorize City Staff to release all subdivision bonds associated with the referenced application.

It shall be noted that a maintenance bond in the amount of \$7,000 will be retained by the City for one year.

By: Howe

Seconded: Kelaita.

For: Howe, Kelaita, Pose and Soares.

Against: None.

Abstain: None.

OLD BUSINESS

There was no old business.

NEW BUSINESS

MOTION: motion to add to tonight’s meeting agenda the following item:

New Business

3. Application #414 – Request for extension to file approved subdivision map for an additional 90 days: Subdivision, Pine Street, south of Mitchell Street and east of Middle Street (5 lots); Assessor’s Map 3, Lots 8 and 21; R-10/BHC (Single-Family Residential/Route 72 Corridor Business) zone; Calamar Enterprises, Inc., applicant.

By: Howe

Seconded: Kelaita.

For: Howe, Kelaita, Pose and Soares.

Against: None.

Abstain: None.

The Commission acknowledged receipt of the following items in their electronic packet: a letter dated February 18, 2019, regarding the request for an extension of time to file the Subdivision map; Application #414 for the plans, received on June 11, 2018; and the plans, prepared by Anchor Engineering Services, Inc. (three pages.)

Mr. Flanagan explained the applicant has requested additional time to file the subdivision map for this subdivision on Pine Street and Mitchell Street.

MOTION: move that based on a request from Mr. Brent Narakawicz of Calamar, dated February 18, 2019, that pursuant to Connecticut General Statutes (C.G.S.) Section 8-25a and Section 2.06 of the Bristol Subdivision Regulations, that the filing deadline for the recording of the Subdivision plan with the Bristol Town and City Clerk for:

Application #414 – Subdivision, Pine Street, south of Mitchell Street and east of Middle Street (5 lots); Assessor’s Map 3, Lots 8 and 21; R-10/BHC (Single-Family Residential/Route 72 Corridor Business) zone; Calamar Enterprises, Inc., applicant be extended an additional 90 days from March 14, 2019 to June 12, 2019.

By: Pose

Seconded: Kelaita.

For: Howe, Kelaita, Pose and Soares.

Against: None.

Abstain: None.

The request is approved.

MOTION: motion to add to tonight’s meeting agenda the following item:

Request to amend Application #413 – Subdivision (Laurentide Glen), south and southeast of Barlow Street, south and west of Martin Road, south of Arcadia Road, north of Farrell Avenue (92 lots); Assessor’s Map 67, Lots 20, 21, 22, 23, 24, 25, 37, 85, and all paper roads shown on Assessor’s Map; R-15/OSD (Single-Family Residential/Open Space Development) zone; Trademark Acquisitions, LLC, Arcadia Acres, LLC, and James and Delores Driscoll, applicants.

The following items were submitted into the record: a letter dated February 21, 2019, from Gino Troiano, P.E., of TradeMark Acquisitions, LLC, to Chairman William Veits, regarding the request to revise the buffer from the property line and a letter dated December 10, 2018, from Robert Flanagan, City Planner, regarding the third review of the Site Plan Review Committee. Mr. Flanagan read into the record the letter dated February 21, 2019, from Gino Troiano, P.E.

Mr. Flanagan explained there was a 30 foot buffer with a clearing line going up to the property line, which was approved for this application. But, during the dependency of the earth removal application, it was determined by Staff that there be an improved buffer There would be less disturbance and the grading plan was incorporated into the subdivision plan.

The property has an approved subdivision and earth removal plan.

Ms. Levesque explained the Engineering Department worked with the applicant to establish the grading from a 2.5 to 1 slopes, which was a steeper slope to the 3 to 1 according to the Regulations. But, they were comfortable with this plan because there was not a right of way or houses in the area directly below the slope.

After inquiries by the Commission, Mr. Flanagan explained there were six phases, which would be done simultaneously for construction. A road would be eliminated from the plans. The 2:1 slope does not affect the configuration of the lots.

After inquiries by the Commission, Ms. Levesque explained no swale would be constructed. But, the utility easement acts as a swale and the grading would go down towards the drainage to bring it offsite to the Farrell Avenue detention basin. There is also drainage installed along the utility easement.

MOTION: motion to approve the request from Gino Troiano, P.E., in a letter dated February 21, 2019, to modify the slopes and grading on the approved Subdivision plan to show a 30' foot undisturbed buffer on the easterly slopes and construction of a 30 foot flat buffer area along the top of the westerly slopes with a 5 foot wide undisturbed buffer adjacent to the property line.

The proposed revision to the approved plan will more closely reflect the slopes and grading on the approved earth removal plan and to show that the maximum allowable slope of 3-to-1 shall be modified in accordance with Section IX.B.5.c. of the Zoning Regulations and a maximum allowable slope of 2:5-to-1 permitted in its place, as shown on the approved map for: Application #413 – Subdivision (Laurentide Glen), south and southeast of Barlow Street, south and west of Martin Road, south of Arcadia Road, north of Farrell Avenue (92 lots); Assessor's Map 67, Lots 20, 21, 22, 23, 24, 25, 37, 85, and all paper roads shown on Assessor's Map; R-15/OSD (Single-Family Residential/Open Space Development) zone; Trademark Acquisitions, LLC, Arcadia Acres, LLC, and James and Delores Driscoll, applicants.

By: Howe

Seconded: Kelaita.

For: Howe, Kelaita, Pose and Soares.

Against: None.

Abstain: None.

STAFF REPORTS

4. Monthly Subdivision Status Report

The Commission acknowledged receipt of the following item in their electronic packets: a copy of the Monthly Subdivision Status Report, dated February 21, 2019.

Ms. Levesque explained there were no changes from the January report.

5. Discussion on C.G.S. 8-26c: Suggested procedures for expired Subdivision approvals.

Mr. Flanagan explained the Commission does not have to vote on this item this evening, but there were unintended consequences of subdivisions that expire and then need to be rescinded. There are some subdivisions that expire and that have lots that are not developed, so Staff is working with Corporation Counsel to determine next steps and procedures for expired subdivisions. He requested that the Commission continue this discussion until their March meeting.

The Commission commented they would support Staff to continue reviewing the time limits on subdivisions.

6. Mr. Flanagan explained he received a letter dated February 21, 2019, from Attorney James Ziogas, regarding Lab Securities Corporation, Inc., 700 Emmett Street, regarding a proposed 2,085 sq. ft. addition, covered loading dock, storm water drainage system and a required Inland Wetlands Commission application (App. #1863.)

Mr. Flanagan read into the record the letter dated February 21, 2019, from Attorney James Ziogas.

Mr. Flanagan explained this manufacturing company has always been in Bristol, and the proposed addition is not major. He suggested an administrative review be done on the request with Staff. The Site Plan Review Committee has been reviewing the plans. The Commission agreed with Mr. Flanagan's suggestion.

7. Mr. Flanagan explained Nancy Levesque, P.E. was the new Assistant City Engineer and she would be attending their meetings in place of Raymond Rogozinski, P.E., who is now the Director of Public Works.

COMMUNICATIONS

8. Mr. Flanagan explained there would be a training seminar for the all the Land Use Boards and Commissions only on Monday, April 29, 2019, from 6:30 P.M. to 9:00 P.M. in the City Council Chambers, which would be conducted by Bruce Hyde, Assistant Extension Educator of the University of Connecticut's Center for Land Use Education and Research (CLEAR).

ADJOURNMENT

Motion was made by Commissioner Kelaita to adjourn.

Motion seconded by Commissioner Howe.

Motion carried 4-0.

The meeting adjourned at 7:55 P.M.

These minutes represent the proceedings of the meeting.
This meeting was taped.

Respectfully submitted,
Nancy King

Andrew Howe
Secretary
City Planning Commission