

**BRISTOL ZONING COMMISSION  
MINUTES  
REGULAR MEETING OF WEDNESDAY MARCH 13, 2019**

**CALL TO ORDER:**

By: Chairman Skinner

Time: 7:00 P.M.

Place: City Hall

**ROLL CALL:**

MEMBERS	NAME:	PRESENT	ABSENT
REGULAR MEMBERS:	Brian Skinner (Chairman)	X	
	William Cunningham (Vice Chairman)	X	
	Louise Provenzano (Secretary)	X	
	Peter Del Mastro	X	
	Michael Massarelli	X	
ALTERNATE MEMBERS	Timothy Gamache (Alternate)	X	
	Richard Harlow (Alternate)	X	
	Thomas Marra (Alternate)	X	
STAFF	Monica Holloway, Zoning Enforcement Officer	X	
	Christopher Schaut, Assistant City Planner	X	
	Robert Flanagan, City Planner	X	

**PLEDGE OF ALLEGIANCE**

**ADMINISTRATIVE MATTERS:**

1. Approval of Minutes – February 13, 2019

Chairman Skinner designated regular Commissioners Cunningham, Del Mastro, Massarelli, Provenzano and Skinner to vote on the February 13, 2019 regular minutes. He also designated the regular Commissioners as voting members this evening.

**MOTION:** Move to approve the minutes of the February 13, 2019, regular meeting.

By: Cunningham

Seconded: Provenzano.

For: Provenzano, Massarelli, Del Mastro, Cunningham and Skinner.

Against: None.

Abstained: None.

2. Zoning Enforcement Officer’s Report

The Commission acknowledged receipt of the following item in their electronic packets: the monthly Zoning Enforcement Officer Report dated February 2019, undated.

Ms. Holloway reviewed her report with the Commission. She explained this would be her last meeting because she was leaving the Bristol for a new position. She thanked the Commission and Staff for their help throughout the years.

Chairman Skinner stated that on behalf of the Commissioners they were happy for the opportunity Ms. Holloway was pursuing. They thanked her for her efforts and they wished her good luck. Ms. Holloway departed at this time.

**RECEIPT OF NEW APPLICATIONS**

3. Application #2307 – Special Permit for the addition of a drive-up window for a fast-food restaurant (existing Dunkin Donuts location) at 1264 Farmington Avenue; Assessor’s Map 46, Lot 72A-2; BG (General Business) zone; Aloni Realty, LLC, applicant.

Mr. Flanagan explained the drive-up window use on this current application was not approved in 2003 and a subsequent application for a drive-up window in 2010 was also denied. The applicant is re-applying at this time for the Special Permit for a drive-up window. He suggested the application be scheduled for a public hearing in April.

**MOTION:** Move to schedule Application #2307 for a public hearing for the April 10, 2019, regular meeting of the Commission.

By: Cunningham Seconded: Massarelli.

For: Provenzano, Massarelli, Del Mastro, Cunningham and Skinner.  
Against: None.  
Abstained: None.

The application was scheduled for public hearing.

4. Application #2308 – Special Permit for unified residential development (36 dwelling units – new construction) at 301, 321, 313, 307, 295 Main Street and 48 Summer Street; Assessor’s Map 26, Lots 194A, 199, 198, 196, 194 and 197; R-15/BT (Single-Family Residential/Downtown/Neighborhood Transition Overlay) zone; Carrier Construction Inc., applicant.

5. Application #2309 – Site Plan for unified residential development (36 dwelling units – new construction) at 301, 321, 313, 307, 295 Main Street and 48 Summer Street; Assessor’s Map 26, Lots 194A, 199, 198, 196, 194 and 197; R-15/BT (Single-Family Residential/Downtown/Neighborhood Transition Overlay) zone; Carrier Construction Inc., applicant.

**MOTION:** Move to schedule Applications #2308 and #2309 for a public hearing for the April 10, 2019, regular meeting of the Commission.

By: Cunningham Seconded: Massarelli.

For: Provenzano, Massarelli, Cunningham, Del Mastro and Skinner.  
Against: None.  
Abstained: None.

The applications are scheduled for public hearings.

**PUBLIC HEARINGS**

There were no public hearings.

**OLD BUSINESS**

There was no old business.

**NEW BUSINESS**

6. Request for electronic message board at St. Paul Catholic High School, 1001 Stafford Ave; Assessor’s Map 53 & Lot 148; Hartford RC Diocesan Corporation, owner; Craig Yarde, agent.

The Commission acknowledged receipt of the following items in their electronic packets: a letter dated February 28, 2019, from Cary Dupont, regarding the request and a letter dated February 21, 2019, from W. Todd Clark of Clark Land Surveying, LLC, regarding a summary of the request.

Mr. Flanagan explained that the applicant and Attorney Andre Dorval put forward a Zoning Regulation amendment one year ago that allows for larger signs. The applicant prepared a plan for the St. Paul Catholic High School and the representative was in attendance to review the plans.

Cary Dupont, President and Chief Administrator, 1001 Stafford Avenue, St Paul Catholic High School, explained there was a previous application for this request, but it was denied because of the size of the sign. The request was to install an electronic sign on Stafford Avenue that would be similar to various electronic signs that Mr. Yarde has constructed in Bristol.

After inquiries by Mr. Flanagan, Mr. Dupont explained the events on the sign would be school events that would be similar to Bristol Central High School and Eastern High School based on the time of the day. Also, the sign would make the public aware of various community and non-profit events.

Mr. Flanagan explained the Commission cannot regulate the content of the messages if the sign is approved. The Commission reviewed the dimensions of the sign, which totaled just under 32 sq. ft.

**MOTION:** Move that Request for electronic message board at St. Paul Catholic High School, 1001 Stafford Ave; Assessor’s Map 53 & Lot 148; Hartford RC Diocesan Corporation, owner; Craig Yarde, agent, be approved.

By: Cunningham Seconded: Provenzano.

For: Massarelli, Provenzano, Cunningham, Del Mastro and Skinner.  
Against: None.  
Abstained: None.

The application is approved.

- 7. Request for alternative signage program at the former CVS Pharmacy building (59 North Main St) at 81 North Main Street; Assessor’s Map 29, Lot 98; BD-1 (Downtown Business) zone; for 38-42 Bishop Street LLC, 56-58 Avon Street LLC, Nash Street New Haven LLP, owner; Rachel Haseltine, agent.

The Commission acknowledged receipt of the following items in their electronic packets: a letter dated March 6, 2019, from 56-58 Avon Street, LLP, 38-42 Bishop Street, LLP and Nash Street New Haven, LLP, c/o Jianchao Xu; an Introduction Summary of Better Half Brewing/Mo’s Brick Oven Pizza, Alternative Sign Program, undated; Plans for the signs prepared by Lauretano Sign Group, dated February 25, 2019 (two pgs.) and Photographs, undated (one pg.)

The following items were submitted into the record: Revised photographs of the proposed signs for “Mo’s Brick Oven Pizza,” undated (one page) and two pages of photographs, undated, of the existing plaza (submitted by Rachel Haseltine.)

Mr. Flanagan explained the request was for the Alternative Signage Program for a new business at the former CVS Pharmacy on North Main Street. Rachel Haseltine, 14 Jennifer Road, of Better Half Brewing, on behalf of the applicants, explained the new business would be located in the former CVS Pharmacy (42,000 sq. ft. plaza.) She explained the 8,775 sq. ft. space is for two businesses. She reviewed the proposed signage for the two businesses (Better Half Brewing and Mo’s Brick Oven Pizza.)

The Commission explained they required a mural for McDonald’s due to a lack of building fenestration with the large blank wall.

**MOTION:** Move that Request for alternative signage program pursuant to Section VIII.A.VIII. of the Bristol Zoning Regulations at the former CVS Pharmacy building (59 North Main St) at 81 North Main Street; Assessor’s Map 29, Lot 98; BD-1 (Downtown Business) zone; for 38-42 Bishop Street LLC, 56-58 Avon Street LLC, Nash Street New Haven LLP, owner; Rachel Haseltine, agent, be approved with the following stipulation:

- 1) A revised request removing the proposed mural must be submitted for Staff review prior to final approval and sign-off.

By: Cunningham Seconded: Massarelli.  
For: Massarelli, Provenzano, Del Mastro, Cunningham and Skinner.  
Against: None.  
Abstained: None.

The application is approved.

- 8. Request for release of performance bond – Application #2223 – Special Permit for removal of earth materials at 266 Pine St.; Assessor’s Map 3, Lot 44; BHC (Route 72 Corridor Business) zone; Cumberland Farms, Inc., owner.

The Commission acknowledged receipt of the following items in their electronic packet: a letter dated March 5, 2019, from Jean-Catherine Vinios, Project Development Coordinator for Construction and Planning, Cumberland Farms, Inc. #4770, regarding the request; an approval letter dated July 18, 2016, from the Zoning Commission; a Letter of Transmittal, to Robert Lezotte, First Hartford Corporation, from Cumberland Farms, Inc. #4770, dated August 18, 2016; a copy of the Bond, from Travelers Casualty and Surety Company of America Insurance Co., dated August 17, 2016 and a copy of the Power of Attorney, dated April 7, 2016.

Mr. Flanagan explained Cumberland Farms, Inc. has requested a bond release for \$9,800. He explained Raymond Rogozinski, P.E., Director of Public Works, reviewed the property this afternoon and provided an e-mail that he agreed the bond should be released because the property has been stabilized.

**MOTION:** Move that Request for release of performance bond – Application #2223 – Special Permit for removal of earth materials at 266 Pine St.; Assessor’s Map 3, Lot 44; BHC (Route 72 Corridor Business) zone; Cumberland Farms, Inc., owner, in the amount of \$9,800.00 be approved. The approval is based on the March 13, 2019 email indication from Raymond Rogozinski, P.E., Director of Public Works, which states that the site has been stabilized and the bond can be released.

By: Cunningham

Seconded: Del Mastro.

For: Massarelli, Provenzano, Del Mastro, Cunningham and Skinner.

Against: None.

Abstained: None.

The request for bond release is approved.

#### **CORRESPONDENCE**

There was no correspondence.

#### **CITY PLANNER REPORT**

##### 9. Review of Proposed 2019 Amendments to the Zoning Regulations

The following items were submitted into the record: a copy of the proposed amendment the Zoning Regulations, entitled “AZR19-2: Proposed Amendments to the Bristol Zoning Regulations, Bristol Zoning Commission, Draft for Public Hearing, undated” (3 pgs. submitted by Robert Flanagan, City Planner.)

Mr. Flanagan explained the City of Bristol has a MS-4 Stormwater Permit with CT-DEEP that was originally issued in 2004, and it is renewed every five years. The City is in year two of the current five year renewal. The State has advanced their requirements for storm water. This proposed change to the regulations is an effort to bring our local regulations into compliance with State law. He requested the Commission continue to review the document distributed tonight with a subsequent discussion at April’s meeting.

##### 10. Revisions/Corrections to Lot Lines on Official Zoning Map

The Commission acknowledged receipt of the following items in their electronic packets: Copies of 95 Maps, entitled “Maps Showing Zoning Polygons to Adjust After Parcel Editing” from the City’s GIS System, undated (submitted by Robert Flanagan, City Planner.)

Mr. Flanagan explained the GIS Coordinator has revised mapping for the City of Bristol to correct lot line errors. This has created some other areas where the zoning map does not align perfectly with the corrections, so adjustments are needed for the zoning map to improve accuracy. The changes are not affecting any owner’s property, simply improving the accuracy of the City’s mapping. If the Commission agrees, they may approve this by acclimation. The Commission agreed with the corrections to the zoning map.

The following item was submitted into the record: an email, dated March 11, 2019, from Commissioner Peter Del Mastro, regarding potential amendments to the Zoning Regulations and the revising the Public Hearing Protocol.

Commissioner Del Mastro commented that Application #2305 on King Street had to apply for a zone change for a professional office because their existing business had more than eight employees. His opinion was this put the Commission in the position of changing the neighborhood zoning one lot at a time. After inquiry by Mr. Flanagan, Commissioner Del Mastro explained there should not be a limit on the number of employees, but just allow the professional office in the zone and not disrupt the neighborhood.

After inquiries by the Commission, Mr. Flanagan explained the transitional use was for professional offices in R-10 and R-15 zones that were not high traffic uses, but having the number of employees in excess of eight might not be considered a transitional use.

Regarding limiting the public audience speaking, the Commission commented that they disagreed on limiting public speaking, but it should be at the discretion of the Chairman. They agreed that if a speaker was becoming repetitive or going off topic, members of the Commission could respectfully bring them back on topic or ask the Chairman to move the speaker along.

**ADJOURNMENT**

**MOTION:** Move to adjourn at 8:20 P.M.

By: Provenzano

Seconded: Cunningham.

For: Massarelli, Provenzano, Cunningham, Del Mastro and Skinner.

Against: None.

Abstained: None.

This meeting was taped.

Respectfully submitted,

Nancy King  
Recording Secretary

Brian Skinner, Chairman

Louise Provenzano, Secretary