

**Economic and Community Development
INDUSTRIAL COMMITTEE MINUTES
Special Meeting
ECD Conference Room
June 3, 2021, 4:30 p.m.**

ATTENDEES: Council Member Preleski, Commissioners Cyr, Goldwasser
ABSENT: Mayor Zoppo-Sassu
STAFF PRESENT: Justin Malley, ECD Executive Director
Andrew Armstrong, Assistant City Planner
GUESTS: Severino Bovino, Kratzert Jones & Associates
Zlatan Hukic, BHF Logistics (on phone)

- I. Council Member Preleski called the meeting to order at 4:30 p.m.
- II. Public Participation - None
- III. **Commissioner Goldwasser made a motion to approve the minutes of the Special Meeting of April 1, 2021. Commissioner Cyr seconded the motion, all present voted in favor and the minutes were approved.**
- IV. Site Plan and Building Review – SEBBP

Justin reviewed notes for discussion (building coverage, parking, driveway width, lighting, building architectural, and signage).

- **Building Coverage:** Discussed challenge of the building coverage. The lot for discussion (Lot 2) has a lot of wetlands extended to this lot as well as the buffer so acreage has been lost due to this. The proposed owner also desires a large buffer in the back and wish to expand in future. Justin is making the recommendation that the site plan be approved with the acknowledgement that this site has these issues as discussed. Commissioner Goldwasser indicated that there does need to be flexibility with these types of issues and agrees with Mr. Malley’s assessment.
- **Parking:** The guidelines do not indicate the number of spaces for this type of facility. Also, not very many spaces are actually needed for cars as the staff is mostly dropped off. Zoning also has no requirement for parking.
- **Driveway:** The plans call for this to be wider at the road to account for the turning of the vehicles. The remainder of the drive is 30 feet as per the guidelines. Justin reviewed the Committee’s choices. Discussion. The decision is to match the zoning regulations which allows for exceptions based upon the usage and with committee approval.
- **Lighting:** This does not need to be submitted to zoning. Justin suggested that they report back to the Board on their plans to be compatible with the guidelines.
- **Signage:** This will happen during construction. The staff will monitor and report back to the Board.
- **Building Architecture:** This was reviewed.

- V. Take Any Necessary Actions

Commissioner Goldwasser made a motion to approve the site plan dated May 19, 2021 and building plan dated June 1, 2021 for BHF Logistics, Inc. to construct a 12,000 square foot warehouse and trucking terminal facility on the property known as Lot #2 of the Southeast Bristol Business Park, Business Park Drive and to refer to the full Economic and Community Development Board. Commissioner Cyr seconded the motion, all present voted in favor and the motion passed.

Commissioner Goldwasser made a motion to allow ECD staff to evaluate signage, lighting construction and placement and other items during construction and to report on these items to the full ECD board. Commissioner Cyr seconded the motion, all present voted in favor and the motion passed.

Commissioner Goldwasser made a motion to amend the Southeast Bristol Business Park Guidelines to mirror the Bristol Zoning Regulations regarding driveway width. Motion amended to “to amend the Southeast Bristol Business Park Guidelines to mirror the Bristol Zoning Regulations regarding driveway width for industrial and related properties.” Commissioner Cyr seconded the motion, all present voted in favor and the motion passed.

VI. Adjournment

Commissioner Cyr made a motion to adjourn the meeting at 4:55 p.m., seconded by Commissioner Goldwasser. Meeting was adjourned.

Respectfully submitted,
Christine Cooper
Recording Secretary