

**BRISTOL ZONING COMMISSION
MINUTES
SPECIAL MEETING OF MONDAY JUNE 14, 2021**

CALL TO ORDER:

By: Acting Chair White

Time: 7:02 P.M.

Place: City Hall

ROLL CALL:

MEMBERS	NAME	PRESENT	ABSENT
REGULAR MEMBERS:	Louise Provenzano (Chair)		X
	Michael Massarelli (Vice Chair)		X
	Richard Harlow	X	
	David White (Secretary)	X	
	Thomas Marra	X	
ALTERNATE MEMBERS	Marc Gagnon		X
	Susan Tyler		X
	Blake DellaBianca		X
STAFF	Robert M. Flanagan, AICP, City Planner	X	

Acting Chair David White called the meeting to order at 7:02 PM.
The members present and seated were: Commissioners White, Marra and Harlow.

ADMINISTRATIVE MATTERS:

1. Consultant, Staff and Commission Introductions:

City Planner Robert M. Flanagan, AICP, introduced Francisco Gomes, ASLA, AICP of FHI Studio to those members present. Mr. Gomes will be the main point of contact for staff for this project, with an anticipated completion date of late 2022. In the past, FHI has worked with the City of Bristol on the Route 6 Corridor Plan, which was completed in 2018.

2. Overview of Zoning Regulation re-write process

Mr. Gomes reviewed with the Commission the Zoning Regulation re-write process with the Commission. One item of note is that Attorney Diane Whitney will be a part of the FHI Team; Attorney Whitney is with the law firm of Pullman and Comley and will offer a legal review of the re-write process.

Mr. Gomes reviewed the FHI document, dated December 14, 2020 entitled "Request for Proposals – Comprehensive Rewrite of Zoning Regulations" that was submitted as the winning bid for this project.

Mr. Gomes reviewed the following items with the Commission:

- Phase 1: Repair and reformat the current Zoning Regulations.
 - Task 1.1 – Review Relevant Plans and Documents
 - Task 1.2 – Community Engagement Campaign
 - Task 1.3 – Line-by-line review of Regulations
 - Task 1.4 – Use Summary Table
 - Task 1.5 – Develop format Prototypes and Supplemental Graphics
 - Task 1.6 – Reformat Regulations
 - Task 1.7 – Adoption of Revised Zoning Regulation Document
 - Task 1.8 – Training Session

Mr. Gomes then reviewed the following items with the Commission:

Phase 2: Link Regulations to GIS and Assessor's Databases
Task 2.1 – Review Options
Task 2.2 – Provide Regulations to Providers

Phase 3: Substantive Revisions
Task 3.1 – Allowed Uses and Permit Requirements
Task 3.2 – Bulk/Area/Height Regulations
Task 3.3 – Residential Zoning Review
Task 3.4 – Parking Regulations
Task 3.5 – Sign Regulations
Task 3.6 – Design Guidelines
Task 3.7 – IWWC/Aquifer/MS4 Compliance & Floodplain
Task 3.8 – Contingency
Task 3.9 – Adoption of Amendments

Those present thanked Mr. Gomes for the introduction to the Zoning Regulation re-write process.

CITY PLANNER'S REPORT:

3. Scheduling information for upcoming Special Meetings

Mr. Flanagan briefly reviewed the Special Meeting schedule for upcoming meetings.

ADJOURNMENT:

MOTION: Move to adjourn at 7:59 P.M.

By: White

Seconded: Harlow

For: Harlow, Marra and White.

Against: None.

Abstained: None.

This meeting was taped.

Respectfully submitted,

Nancy King
Recording Secretary

Louise Provenzano, Chairman

David White, Secretary