

**BRISTOL PLANNING COMMISSION
MINUTES
REGULAR MEETING OF MONDAY AUGUST 28, 2023**

CALL TO ORDER:

By: Chairman Veits

Time: 6:00 P.M.

Place: City Hall
Board of Education - Auditorium,
129 Church Street

ROLL CALL:

MEMBERS	NAME	PRESENT	ABSENT
REGULAR MEMBERS:	Chairman William Veits (Chairman)	X	
	John Soares (Vice Chairman)	X	
	Jon Pose	X	
	Tracey Bacchus	X	
	Christopher Nardi		X
ALTERNATE MEMBERS:	Kenneth Rasmussen-Tuller		X
	Anthony Lorenzetti (Acting Secretary)	X	
	Kristen O'Donnell	X	
	Robert M. Flanagan, AICP, City Planner	X	
	Nancy Levesque, P.E., City Engineer	X	
STAFF:	Andrew Armstrong, Assistant City Planner	X	

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

PLEDGE OF ALLEGIENCE:

Chairman Veits reminded the Commission the next Regular Meeting was on Monday, September 25, 2023 at 6:00 P.M.

PUBLIC PARTICIPATION:

There was no public participation.

ADMINISTRATIVE MATTERS:

1. Approval of Minutes
 - a. July 24, 2023

Chairman Veits noted a correction to the minutes on Pg. 1. That the reminder for the next regular meeting would be on August 28, 2023 and not on August 23, 2023 as it states in the draft minutes.

Chairman Veits designated regular Commissioners Pose, Soares and Veits and alternate Commissioners Lorenzetti and O'Donnell to vote on the July 24, 2023, regular minutes.

MOTION: Move to approve the minutes of the July 24, 2023, regular meeting.

By: Pose

Seconded: Soares.

For: Lorenzetti, O'Donnell, Pose, Soares and Veits.

Against: None.

Abstain: None.

Chairman Veits designated regular Commissioners Soares, Pose, Bacchus and Veits as voting members this evening. He also designated alternate Commissioners Lorenzetti as a voting member this evening.

RECEIPT OF NEW APPLICATIONS:

There was no receipt of new applications.

PUBLIC HEARINGS:

There were no public hearings.

CITY COUNCIL AND OTHER REFERRALS:

2. C.G.S. 8-24 Referrals:

- a. 208 Louisiana Avenue – Map 48, Lot 190B

Staff explained the request was an 8-24 City Council referral to the Planning Commission. He reviewed the e-mail from Attorney Jeffrey Steeg, regarding the property. A neighbor had previously purchased some of the property totaling 2 acres. The Board of Education had an inquiry by the same neighbor to purchase an additional .56 acres of property. He explained the Board of Education was recently asked by Edward D'Amato to purchase this property also which is currently part of the Stafford School. He reviewed a letter from the Board of Education noting a recent site walk of the property and stated there was no future use and no objections to the purchase. He had no additional information for the application, but this would be a residential use for the neighbor.

The Commission commented the property was a variable regular piece of property. If the Board of Education or the City of Bristol had no use for the property, then it would likely be best for an addition to a neighbor's property.

MOTION: to send a positive referral to the City Council for: 208 Louisiana Avenue, Assessor's Map 48, Lot 190B; R-15 (Single-Family Residential) zone.

By: Soares

Seconded: Pose.

For: Lorenzetti, Bacchus, Pose, Soares and Veits.

Against: None.

Abstain: None.

The CT General Statute 8-24 Referral is recommended for approval.

- b. Marsh Road – Map 65, Lot 10

Staff explained this was an 8-24 City Council referral to the Planning Commission. He explained the property owner wants to sell this property to the City of Bristol. The property was also referred to the following departments for any interest in the property: the Bristol Water and Sewer Dept., Bristol Parks and Recreation Dept., Economic and Community Development, Public Works Dept. He reviewed the e-mail from Attorney Jeffrey Steeg, Corporation Counsel Office. The memo stated the Bristol Water and Sewer Department were interested in this 2-acre site to protect the watershed property in the area, where the City owns properties. The memo reviewed that the City had previously purchased Lots 7, 11 and 15 (open space) and Lot 10 near the City's property. There was a letter from the Real Estate Committee for the Bristol Development Authority's interest in the property. The Board of Water Commissioners had reviewed the request and were interested in Lot 10. The City was originally interested in this property for an industrial park in the past.

Ms. Levesque explained the map should not show a gap for the town line for the property. The town line does go through the property. The 2 acre property was near City of Bristol and a reservoir to the north.

Commission inquiries: Staff reviewed the comments from the Bristol Water Department that supported the negotiations by the Real Estate Committee.

MOTION: Move to send a positive referral to the City Council for: Assessor's Map 65, Lot 10; IP-25 (Industrial Park) zone; because the Planning Commission finds that the acquisition would be consistent with the goals and policies of the 2015 Plan of Conservation and Development, amended to April 1, 2018, and specifically:

- 1. Section 6.3.2.1. – Undeveloped Land: Encourage the preservation of undeveloped land.

By: Soares

Seconded: Pose.

For: Lorenzetti, Bacchus, Pose, Soares and Veits.

Against: None.

Abstain: None.

The CT General Statute 8-24 Referral is recommended for approval.

ZONING COMMISSION REFERRALS:

- 3. Application #2475 – Proposed amendments to the Zoning Regulations to: 1) amend Section VI.C.2.z. to remove references to live-work units; 2) add live-work units as a permitted use in the BD (Downtown Business) zones; Attorney James Ziogas, applicant.

Attorney James Ziogas, 104 Bellevue Ave., explained the request for the proposed amendment to the Zoning Regulations to revise Section VI.C.2.z. is to remove the references of the live-work units. Also, to add a definition for live-work units as a permitted use in the BD-zones.

Attorney Ziogas read into the record the existing definition for the live-work units in the Zoning Regulations. His view was these were hybrid units of retail and residential and would like to allow for modifications to the retail units in the downtown area. The reasons for the amendment were because the live-work units were not allowed on some streets, which he described. If approved, the amendment would allow the live-work units in the BD-zone regardless of the street. The amendment would improve properties in the BD-1 zone for retail use. His client has a site on Main St., but if more units were allowed (retail 1st floor/residential on 3rd and 4th floors) this would improve the project. He and his client discussed this with various Staff to not impede the progress of the downtown area. His client would like to create live-work units on the first floor.

Commission inquiries: Attorney Ziogas explained there were no dimension requirements for each of the live-work units that would be on the first floor only. Each unit would have a live area and a work area. The residential units would be on the remaining floors.

Staff explained that Staff was in favor of this amendment to try this configuration. He discussed the different retail areas in the downtown with Attorney Ziogas.

MOTION: Move to send a positive referral to the Zoning Commission for: Application #2475 – Proposed amendments to the Zoning Regulations to: 1) amend Section VI.C.2.z. to remove references to live-work units; 2) add live-work units as a permitted use in the BD (Downtown Business) zones; Attorney James Ziogas, applicant; because the Planning Commission finds that the proposed amendment would be consistent with the goals and policies of the 2015 Plan of Conservation and Development, amended to April 1, 2018, and specifically:

- 1. Section 8.2.2. – Promote Mixed Uses: Reinforce the appropriate mix of uses in downtown Bristol.

By: Bacchus

Seconded: Soares.

For: Lorenzetti, Bacchus, Pose, Soares and Veits.

Against: None.

Abstain: None.

The CT General Statute 8-24 Referral is recommended for approval.

OLD BUSINESS:

- 4. Application #433 – Subdivision (Cold Spring Farm – Phase 4) west of Village St. and Silo Rd. (20 lots) Assessor’s Map 1, & Lot 7B; R-10 (Single-Family Residential) zone; Industrial Builders & Realty Co., LLC.

Chairman Veits inquiry: Commissioner Bacchus explained he reviewed the minutes and listened to the recording.

Attorney James Ziogas, 104 Bellevue Ave., representing the applicant, explained the request for the Subdivision of Cold Spring Farm, Phase 4. Attorney Ziogas explained at last month's meeting both revised comments and plans were submitted, but Staff had insufficient time to review the comments and revised plans. The application was continued to this evening. The comments and plans were revised to Staff comments for this month.

Ms. Levesque reviewed the revised plans and comments that were mostly addressed. She requested the southern property line at Town Line Rd. be considered a non-access highway line similar to the prior phases. Also, to allow Lot 29 to drain to the lots above to the south cumulatively. For the reason if any lots are not developed or if the lots would be assigned to the drainage. She agreed that the sidewalk should be shown on the plans. She also requested the disturbance for the proposed tree line for Lots 63 to 68 on the maps.

Attorney Ziogas explained a sidewalk deferral was requested to effect Lots 63, 64, 65, 66, 67 and 68. The City wanted the sidewalks shown even if there is a deferral because a sidewalk caveat was required for the Land Records for the new property owners.

Commissioner Pose was in favor of the plan, but had concerns of the number of comments and stipulations to vote appropriately on the plans. He wanted the Commission and the Staff to be satisfied with the plans and the comments in order to vote. Commissioner Lorenzetti had concerns of people crossing the street, the street curve, area traffic, and traffic controls being at the intersections.

Commission inquiries: Ms. Levesque reviewed the concerns of the comments with the Commission. There were 3 pages of initial comments. She reviewed the storm drainage system and property grading to prevent stormwater on the properties to the west.

Staff will get the comments from the meeting recording and revise and finalize the comments. If there is any disagreement with the comments, the Commission may take another review. A draft caveat would be submitted to Staff for the sidewalk deferral for review and approval. Also, he spoke with the Town of Southington, Acting Planner, who had no conflicts with the plans. The motion had the location of the sidewalk.

Commission inquiries: Attorney Ziogas explained Lots 19 to 33 would have sidewalks constructed with a deferment and a caveat to the City. The caveat would be filed on the Land Records and on the deeds. The sidewalks accessibility would be similar as with the previous phases. There were no concerns with the previous sidewalk construction. If required, at a later date by City Council the property owners would be responsible for constructing the sidewalks. Lots 63 to 68 would be deferred and Lots 19 to 33 would have sidewalks constructed.

Severino Bovino, P.E., 1755 Meriden Waterbury Turnpike, Milldale, representing the applicant, explained the longest side of the street would have the sidewalks. The remaining 100 lots in the subdivision had a similar sidewalks pattern constructed. A shoulder would also be constructed. The sidewalk design also reduced the imperious surface.

Attorney Ziogas reviewed the open space plan for the original subdivision of 15% that approximately 8.85 acres, which was dedicated to the City. There was mention at last month's meeting that there was no open space for this phase.

Ms. Levesque explained the proposed sidewalk would connect to the existing sidewalks on Village St. (Lots 34 and 19.)

MOTION: Move to grant a Conditional Approval to:
Application #433 – Subdivision (Cold Springs Farm – Phase 4) west of Village St. and Silo Rd. (20 lots) Assessor's Map 1, & Lot 7B; R-10 (Single-Family Residential) zone; Industrial Builders & Realty Co., LLC.

This approval is based on the maps and information submitted along with the subdivision plan entitled Subdivision Plans Prepared for Cold Springs Phase IV, currently having a last revision date of 8/14/23, consisting of the following sheets:

1. C1 – Cover Sheet
2. E1 – Existing Conditions Map
3. S1 – Subdivision Plan
4. G1 – Grading and Erosion Control Map
5. P1 – Plan and Profile for Village Street
6. P2 – Plan and Profile for Village Street

7. D1 – Sanitary Sewer Standards
8. D2 – Roadway Standards
9. D3 – Erosion Control Narrative and Notes
10. D4 – Sidewalk Standards
11. D5 – Storm Drainage Standards

with the following stipulations:

1. Prior to the final sign-off/endorsement by either the Chairman or Secretary of the Bristol Planning Commission, all remaining Staff comments for the Subdivision plan shall be addressed to the satisfaction of Staff.
2. The Planning Commission agrees that the installation of sidewalks, in front of the lots specified below, shall be deferred in accordance with the provisions of subsection (2) of Section 5.04 of the Bristol Subdivision Regulations:
 - a. The sidewalks deferred on the proposed extension of Village Street will be in front of Lots: 63, 64, 65, 66, 67, & 68; the sidewalk on Village Street in front of Lots 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32 & 33 are not deferred.
 - b. The subdivider shall sign a caveat to be recorded on the City of Bristol land records acknowledging that such deferment may be revoked at any time in writing by the City Council. Such revocation shall require the property owner to install the sidewalk to current City specifications within 360 days of the date of such revocation.
3. Pursuant to Section 3 of the City of Bristol Subdivision Regulations, a performance guarantee (bond), in a form acceptable to the Planning Commission, must be deposited with the City of Bristol prior to any Building Permits being issued for any lot, or for any public improvements, in any section, which is part of this subdivision plan.
4. Pursuant to Section 5.09 of the Subdivision Regulations, the Open Space requirement of 15% for Phase 4, has been achieved through a previous dedication of 8.85 acres of Open Space, as depicted on the original recorded subdivision plan from 2004.
5. An As-Built survey of the roadway and utilities shall be provided to the Engineering division prior to roadway acceptance.
6. The proposed extension of Village Street shall be maintained by the developer until the street is accepted by the City of Bristol.
7. The approval letter for this Subdivision plan, along with the stipulations and notes above, must be reproduced and made part of the plan set for this subdivision. The applicant shall seek the guidance of the City Planner on this stipulation.

By: Pose

Seconded: Soares.

For: Lorenzetti, Bacchus, Pose, Soares and Veits.

Against: None.

Abstain: None.

The application is approved with stipulations.

NEW BUSINESS:

There was no new business.

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STAFF REPORTS:

5. Subdivision Status Report
 - a. August 2023

The Commission acknowledged receipt of the following item in their electronic packets: the updated monthly Subdivision status report for August dated August 23, 2023.

COMMUNICATIONS:

There were no communications.

ADJOURNMENT:

Motion was made by Commissioner Soares to adjourn.
Motion seconded by Commissioner Bacchus.
Motion carried 5-0.

The meeting adjourned at 7:00 P.M.

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

Respectfully submitted,
Nancy King

William Veits, Chairman
City Planning Commission