

**BRISTOL PLANNING COMMISSION  
MINUTES  
SPECIAL MEETING OF WEDNESDAY OCTOBER 11, 2023**

**CALL TO ORDER:**

By: Chairman Veits

Time: 6:00 P.M.

Place: City Hall West  
Meeting Room One

**ROLL CALL:**

MEMBERS	NAME	PRESENT	ABSENT
REGULAR MEMBERS:	Chairman William Veits (Chairman)		X
	John Soares (Acting Chairman and Vice Chairman)	X	
	Jon Pose (Secretary)	X	
	Tracey Bacchus	X	
	Christopher Nardi	X	
ALTERNATE MEMBERS:	Kenneth Rasmussen-Tuller	X	
	Anthony Lorenzetti	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	

Acting Chairman Soares designated regular Commissioners Pose, Nardi, Bacchus and Soares as voting Commissioners this evening. He also designated alternate Commissioner Lorenzetti as voting Commissioners this evening.

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

**PLEDGE OF ALLEGIENCE:**

Chairman Veits reminded the Commission the next Regular Meeting of the Planning Commission is Monday, October 23, 2023.

**PUBLIC PARTICIPATION:**

There was no public participation.

**ADMINISTRATIVE MATTERS:**

1. Approval of Minutes
  - a. August 28, 2023

Acting Chairman Soares designated regular Commissioners Pose, Bacchus and Soares to vote on the August 28, 2023, regular minutes. He also designated alternate Commissioners Lorenzetti and O'Donnell to vote to vote on the August 28, 2023, regular minutes.

**MOTION:** Move to approve the minutes of the August 28, 2023, regular meeting.

By: Nardi

Seconded: Pose.

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

Against: None.

Abstain: None.

**RECEIPT OF NEW APPLICATIONS:**

- 2. Application #434 – Site Plan for the construction of a trucking and courier services facility at 347 Lake Avenue; Assessor’s Map 3, Lot 2; I (General Industrial) zone; Alpine Property Management, applicant.

Staff reviewed that the applicant had purchased this property and would like to construct a trucking services facility. He explained the Commission may schedule this application under News Business at their November meeting. The public hearing may be waived because a public hearing was unnecessary.

Attorney Stefan Stolarz, 18 North Main St, West Hartford, representing the applicant, explained the applicant purchased the property to expand their business. The applicant delivers various materials throughout the United States. There are 20 trucks, but there are only a few trucks on the property during the day because most are on the roads. The request was to construct a new 25,000 sq. ft. building (including a 3,000 sq. ft. mezzanine.) The plans complied with the Regulations. A property adjacent to this property had an application approved to be developed. These two applicants are adding additional landscaping to their properties.

The Commission had a concern of there not being a sidewalk to the property frontage.

Staff noted the next regular meeting was October 23, 2023, but Application #434 would be scheduled for the November meeting because the application was not ready to be reviewed.

**MOTION:** Move that Application #434 – Site Plan for the construction of a trucking and courier services facility at 347 Lake Avenue; Assessor’s Map 3, Lot 2; I (General Industrial) zone; Alpine Property Management, applicant., be accepted and placed under New Business on the November 27, 2023 regular meeting agenda.

By: Lorenzetti

Seconded: Pose.

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

Against: None.

Abstain: None.

**ZONING COMMISSION REFERRALS:**

- 3. Application #2476 – Change of Zone from R-10 (Single-Family Residential) zone to I (General Industrial) zone at Andrews Street, Assessor’s Map 38, Lot 84; 16 Andrews St. LLC, applicant.

Attorney James Ziogas, 104 Bellevue Ave., representing the applicant, explained this lot and Lot 62 (south) are owned by the applicant. Lot 84 is a non-conforming lot of 7,567 sq. ft. Lot 62 is a non-conforming lot of 19,166 sq. ft. The intention was to change the zone and these lots would be merged. If approved, the lot would conform to the I-zone and eliminate the non-conformity. The applicant has an existing business on Frederick St. and Andrews St. The applicant wanted to add on to the existing building with a concern on the side yard. If approved, this would also eliminate the concern on the side yard. This would be an extension of a like zone and would be consistent with the POCD to encourage existing businesses in the industry.

Staff explained there was a Variance approved for the Lot 62 that was undersized, but was made conforming. The Variance made this application able to apply for the applications this evening.

The Commission commented of a lot of cars and boats on the property. The property was being used for I-zone uses before the permits were approved.

Attorney Ziogas would notify the applicant. He was unsure of the Special Permit limits or the status of the vacant property. But, if there is a Zoning Violation that should be brought to the ZEOs attention.

Commission inquiries: Staff explained the setback from the building is 10 ft. The Variance was approved for 6 ft. He explained the side yard in the I-zone (and abutting a residential zone.) If approved, he explained the reason the Variance would not remain in effect for the side yard. The Commission would not review the Site Plan. Attorney Ziogas noted this was the reasons for the request to eliminate the side yard Variance.

Staff gave a brief summary of how the applicant worked with the City on these properties and applications.

**MOTION:** Move to send a positive referral to the Zoning Commission for Application #2476 – Change of Zone from R-10 (Single-Family Residential) zone to I (General Industrial) zone at Andrews Street, Assessor’s Map 38, Lot 84; 16 Andrews St. LLC, applicant.

The Planning Commission finds that the zoning map amendment, as presented, would be consistent with the goals and policies of the 2015 Plan of Conservation and Development (POCD), amended to April 1, 2018, and specifically:

- a. Section 9.3.1.4. – Encourage the retention and expansion of existing business and industry in Bristol.

By: Lorenzetti

Seconded: Nardi.

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

Against: None.

Abstain: None.

The application is recommended for approval.

4. Application #2479 – Proposed amendments to the Zoning Regulations to 1) add a definition for a climate controlled self-storage facility and 2) add climate controlled self-storage as a Special Permit use in the BD (Downtown Business) zone and 3) add an off-street parking requirement for climate controlled self-storage facility use; Attorney Timothy Furey, applicant.

The following item was submitted into the record: an e-mail dated October 10, 2023, regarding the Economic Community Development Meeting on September 7, 2023 (submitted by Charles Talmadge.)

The following persons representing the applicant and property owners reviewed the application with the Commission: Attorney Timothy Furey, 43 Bellevue Ave.; Charles Talmadge, president, and co-applicant, of Development Planning Solutions, 225 North Main St.; and Attorney Molly Plant, 43 Bellevue Ave.

Attorney Furey explained he and Charles Talmadge are the applicants for the next two applications. He explained they worked with City Staff on two concerns for the upcoming applications for current projects. Also, the projects should not be delayed. He reviewed the discussions with the Zoning Commission and how the proposed amendments would affect the projects. The request was not to allow these projects under Special Permits and Site Plan amendments. The first amendment was for the adaptive reuse of buildings in the downtown area by Special Permit. If approved, the amendment would be applied to the former Funk building. He reviewed the prior uses on the property and the various concerns with the property. The applicant tried to develop a Regulation to recognize the problems and get viable uses in the building.

Commission inquiries: Attorney Furey explained the request was not able to be done with a Special Permit because only storage was allowed on upper floors of buildings. The amendment would add this use with a Special Permit with a Commission review. Mr. Talmadge explained he spoke with the Police Dept. today to try to resolve some of the problems on the property.

Mr. Talmadge agreed with Attorney Furey this would be an additional Regulation for these larger existing buildings. There was no existing Regulation. He reviewed the proposed amendment. The applicant, Staff and the property owner considered the list of provisions (a. to f.) There are three buildings in the downtown area. He reviewed the floor plans, property accesses and the parking plans. No units would be visible from the sidewalk. The parking would be determined by the Zoning Commission. The building is 56,000 sq. ft. He reviewed the meetings with the Economic Community Development (ECD) and Planning Staff.

Commission inquiries: Mr. Talmadge explained he reviewed lots with the Regulations. Attorney Furey explained if approved, the amendment would be crafted by the Zoning Commission to adopt any changes because these amendments would have already been adopted. If the Commission had suggestions, Staff would notify the Zoning Commission. He reviewed how the Zoning Commission was accepting amendments to the Regulations with the Re-Write of the Zoning Regulations.

Staff noted a correction to the application of VI.C.3. that should be VII.C.3. that would affect his letter for the application.

Attorney Plant reviewed how the application was relevant with the Plan of Conservation and Development for the revitalization of the downtown area. If the building had an adaptive re-use for self-storage and retail space this would transform an underutilized area of the downtown. This would attract people and business to the area. She reviewed how the POCD encouraged businesses to respect and preserve the character of Bristol.

Commissioner Nardi liked the amendment and some of the stipulations, but was not convinced the amendment aligns with the POCD because the use would not attract people and businesses. There would not be many people in the building. With the building limits, he questioned if this was because they do not want a lot of self-storage in the downtown area. Commission Pose liked the proposal and thought the plan would be successful.

Attorney Furey reviewed the history of previous unsuccessful uses in the building, but the current owners were successful with the buildings in the downtown area. The owners were trying to find a balance for the downtown area. He reviewed the support and requirements from the ECD.

**MOTION:** Move to send a positive referral to the Zoning Commission for Application #2479 – Proposed amendments to the Zoning Regulations to 1) add a definition for a climate controlled self-storage facility and 2) add climate controlled self-storage as a Special Permit use in the BD (Downtown Business) zone and 3) add an off-street parking requirement for climate controlled self-storage facility use; Attorney Timothy Furey, applicant.

The Planning Commission finds that the zoning text amendment, as presented, would be consistent with the goals and policies of the 2015 Plan of Conservation and Development (POCD), amended to April 1, 2018, and specifically:

- a. Encourage the adaptive reuse of existing vacant buildings and the redevelopment of underutilized sites.

By: Pose

Seconded: Lorenzetti.

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

Against: None.

Abstain: None.

The application is recommended for approval.

- 5. Application #2480 – Proposed amendments to the Zoning Regulations to allow for Unified Residential Developments in the R-15/RM (Single-Family Residential/Mixed Residential) zone; Attorney Timothy Furey and Charles Talmadge, applicants.

The following item was submitted into the record: a presentation entitled Earl St. presentation (submitted by Charles Talmadge.)

The following persons representing the applicant and property owners reviewed the application with the Commission: Attorney Timothy Furey, 43 Bellevue Ave.; Charles Talmadge, president, and co-applicant, of Development Planning Solutions, 225 North Main St.; and Attorney Molly Plant, 43 Bellevue Ave.

Attorney Furey explained the existing Regulations for 7,000 sq. ft. properties in the R-15/RM zone that allowed for th-family houses on each lot with building permits. Also, five 3-family houses were permitted with Special Permits. However, this would require 15 trash bins and recycle bins, numerous curb cuts and utilities. The applicant provided a less intensive and more intelligent plan. This required merged lots and would in turn reduce the utilities for tenants. He briefly reviewed the elevations plan.

Mr. Talmadge explained this plan was efficient and reduced density. He reviewed the meeting with the Sewer and Water Dept. that preferred one sewer lateral versus five sewer laterals. He reviewed the goals of the amendments under Exhibit A. He compared the existing Regulations with the Regulation Comparison Table (submitted this evening.) The proposed plan was wider with increased landscaping, but less impervious. His view was this plan was more appropriate for the neighbors and City services.

Attorney Furey’s view was this would provide more modern housing, eliminate some on street and front yard parking.

Commission inquiries: Attorney Furey explained two parking spaces per unit was sufficient. This may not work for every site, but would be reviewed by the Commission. The Special Permit limited the number of units with a public hearing. Mr. Talmadge reviewed the new Fire Code Regulations for fire rated walls. Staff reviewed the new impervious surface coverage Regulations.

Attorney Plant reviewed the reasons the plans complied with the Plan of Conservation and Development. Also, compliance with the Affordable Housing Plan. She explained how this housing would be more friendly for residents. This would make Bristol more have more competitive housing. The divarication of housing is mentioned throughout the POCD that is needed for Bristol.

Staff inquires: Mr. Talmadge would provide the existing density for the R-15/RM zone for the Zoning Commission.

**MOTION:** Move to send a positive referral to the Zoning Commission for Application #2480 – Proposed amendments to the Zoning Regulations to allow for Unified Residential Developments in the R-15/RM (Single-Family Residential/Mixed Residential) zone; Attorney Timothy Furey and Charles Talmadge, applicants.

The Planning Commission finds that the zoning text amendment, as presented, would be generally consistent with the goals and policies of the 2015 Plan of Conservation and Development (POCD), amended to April 1, 2018,

By: Pose

Seconded: Nardi.

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

Against: None.

Abstain: None.

The application is recommended for approval.

**CITY COUNCIL AND OTHER REFERRALS:**

6. C.G.S. 8-24:

- a. Northeast Middle School\_– 532 Stevens Street, Assessor’s Map 50, Lot A-A1; R-15 (Single-Family Residential) zone.

The following persons representing the applicant reviewed the application with the Commission: Ryan Scrittorale, P.E., of Benesch, 120 Hebron Ave., Glastonbury. Also, Michael Lane, AIA, of Q & A Architecture, 195 Scott Swamp Rd., Farmington.

Staff explained this was a referral from the City Council to demolish and construct a new building.

Mr. Scrittorale explained the schematic design was just finished that would be reviewed by the State. Then the application would be reviewed by the Zoning Commission for Site Plan review. He reviewed his narrative that included the construction of a new middle school of 130,000 sq. ft. (3 phases.) The existing school would be used by the Bristol Board of Education. The existing school would stay online for about 1 year after the new school is constructed. The existing school is 74,000 sq. ft. The design would be finished in spring 2024. The construction would be finished in the fall of 2027. The bus route was to the rear of the building. The parent drop off was to the front of the building. A Special Permit was never applied for the site in the past, so this request would make the property compliant. The utilities including a water main required work to not interrupt services for the residents.

Staff agreed a Special Permit would correct the property concerns. He worked with the consultant and the Corporation Counsel’s Office on this concern. If the application is approved, the property would get the correct permits.

Mr. Lane explained this would be an \$80 Million project.

Commission inquiries: Staff explained the Commission would not review the Special Permit. The Zoning Commission would review the Special Permit. Mr. Scrittorale reviewed the staff and visitor parking areas. A traffic impact statement would be provided to the Engineering Dept. and the OSTA. He reviewed the one-way and two-way traffic lanes. The Staff would not ingress and egress the same time as the school buses. He reviewed the sidewalks in the area.

**MOTION:** Move to direct staff to forward the following report to the City Council: The Planning Commission recommends that the City of Bristol move forward with the proposed improvements to municipal property (Northeast Middle School) at 532 Stevens Street, also known as Assessor’s Map 50, Lot A-A1.

The Planning Commission finds that the request, as presented, would be consistent with the goals and policies of the 2015 Plan of Conservation and Development (POCD), amended to April 1, 2018, and specifically:

- a. Section 12.3.1. – Anticipate the need to upgrade and improve municipal facilities, as necessary, to keep pace with community needs.

By: Nardi

Seconded: Pose.

For: Pose, Nardi, Bacchus and Soares.

Against: Lorenzetti.

Abstain: None.

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

**OLD BUSINESS:**

There was no old business.

**NEW BUSINESS:**

- 7. 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.

Request for: 1) A five-year extension from October 24, 2023 to October 24, 2028, for the final subdivision approval (with the current bond amounts) for Phases 1, 2, 3 & 4. 2) A two-year extension from October 24, 2023 to October 24, 2025 on the conditional approvals for Phases 5 & 6. Trademark Acquisitions, LLC, Arcadia Group, LLC and Arcadia Acres LLC, applicants/owners.

The following persons representing the applicant reviewed the request with the Commission: Attorney Mark Ziogas, 88 Valley St. and Gino Troiano, P.E., of Trademark Acquisitions, LLC, 175 Lake Ave.

Staff explained he worked with the applicant and Staff supports both of the extensions for the Subdivision. There is a bond in place with the City for Phase 4 for \$400,000.

Attorney Ziogas explained the Subdivision has been successful. The applicant is at the level of needing a 2-year extension to continue the construction phase. The applicant would apply for an extension for Phase 5 and 6 when the sand removal is finished. He reviewed the improvements made to Phase 4.

Staff inquiries: Attorney Ziogas explained the final approval for Phases 1 to 3 be applied for in the spring 2024. Mr. Troiano reviewed the concern of the mail deliveries from the United States Postal Service to new developments. He explained the mail deliveries would not affect the entire development.

**MOTION:** Move that Application #413– Subdivision – 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, be approved, for a five-year extension from October 24, 2023, to October 24, 2028, for the final subdivision approval (with the current bond amounts) for Phases 1, 2, 3, & 4.

By: Nardi

Seconded: Pose.

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

Against: None.

Abstain: None.

The application is approved for Phases 1, 2, 3, & 4.

**MOTION:** Move that Application #413– Subdivision – 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, be approved for a two-year extension from October 24, 2023, to October 24, 2025, on the conditional approvals for Phases 5 & 6.

By: Nardi

Seconded: Pose.

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

Against: None.

Abstain: None.

The application is approved for Phases 5 & 6.

**STAFF REPORTS:**

- 8. Subdivision Status Report
  - a. September 2023

The Commission acknowledged receipt of the following item in their electronic packets: the updated monthly Subdivision status report dated October 2, 2023.

Staff explained there was no new status to the monthly Subdivision status report.

Commission inquiries: Staff would provide the Commission a City surplus property report.

**COMMUNICATIONS:**

There were no communications.

Acting Chairman explained the next Regular Meeting of the Planning Commission is Monday, October 23, 2023.

Staff explained the Re-Write of the Zoning Regulations was referred to the Commission. The packet would be sent to the Commission next week. He requested the Commission to review the City's Website to review the documents. He explained this was not a public hearing, but an important meeting because this was a referral from the Zoning Commission. He requested the Commission's comments on the documents.

**ADJOURNMENT:**

Motion was made by Commissioner Pose to adjourn.

Motion seconded by Commissioner Bacchus.

Motion carried 5-0.

The meeting adjourned at 8:15 P.M.

These minutes represent the proceedings of the meeting.

This meeting was taped.

Respectfully submitted,  
Nancy King

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John Soares, Vice Chairman  
City Planning Commission