

**BRISTOL PLANNING COMMISSION  
MINUTES  
REGULAR MEETING OF WEDNESDAY APRIL 28, 2021**

**CALL TO ORDER:**

By: Chairman Veits

Time: 7:02 P.M.

Place: City Hall

**ROLL CALL:**

<b>MEMBERS</b>	<b>NAME</b>	<b>PRESENT</b>	<b>ABSENT</b>
REGULAR MEMBERS:	Chairman William Veits (Chairman)	X	
	Commissioner John Soares (Vice Chairman)	X	
	Commissioner Andrew Howe (Secretary)	X	
	Jon Pose	X	
	Terry Parker	X	
ALTERNATE MEMBERS	Joseph Kelaita (Alternate)	X	
	Tracey Bacchus (Alternate)	X	
	Robert Flanagan, AICP - City Planner	X	
STAFF	Nancy Levesque, P.E., City Engineer	X	

**PLEDGE OF ALLEGIENCE:**

**PUBLIC PARTICIPATION:**

There was no public participation.

**ADMINISTRATIVE MATTERS:**

- Minutes from the March 24, 2021 Regular Meeting

Chairman Veits designated regular Commissioners Howe, Parker, Pose and Soares to vote on the March 24, 2021 minutes. He also designated alternate Commissioner Bacchus to vote in place of Commissioner Veits with his absence at the March 24, 2021 regular meeting.

**MOTION:** Move to approve the minutes of the March 24, 2021 regular meeting.

By: Pose

Seconded: Howe.

For: Howe, Parker, Pose, Soares and Bacchus.

Against: None.

Abstain: None.

Chairman Veits designated regular Commissioners Howe, Parker, Pose, Soares and Veits as voting Commissioners this evening. He also reminded the Commissioners the next regular meeting is Wednesday, May 26, 2021.

**PUBLIC HEARINGS:**

There were no public hearings.

**ZONING COMMISSION REFERRALS:**

- Application #2400 – Proposed amendments to the Zoning Regulations: to add Car or Truck washes as a Special Permit and Site Plan use in the Route 72 Corridor Business (BHC) zone (Section VI.E.3.x.); Attorney James Ziogas, applicant.

Attorney James Ziogas, 104 Bellevue Avenue, on behalf of the applicant, reviewed the request to amend the Zoning Regulations to add car or truck washes as a Special Permit and Site Plan use in the in the Route 72 Corridor Business (BHC) zone. These uses are currently allowed in the BG zone. The property has been an existing car wash since 1970, which pre-dated the current BHC zone. This is a pre-existing non-conforming use and the facility cannot be re-constructed unless it is constructed in the same location and the building is the same size or smaller. But, a plan like that would not work for the applicant.

There are only a few car washes left in the City and this has been a successful business. They wanted to retain this business and improve the site with a redevelopment of the same use with a modern building. The applicant is requesting approval of the text amendment.

Mr. Flanagan explained he has been working with Attorney Ziogas on this matter, and when they discovered this issue, they worked on resolving it. Staff supported the changes to the Regulations and would express this opinion to the Zoning Commission. The amendment, if approved, would obviously apply to the entire zone, not just the property that is being discussed.

**MOTION:** Move to send a positive referral to the Zoning Commission for Application #2400 – Proposed amendments to the Zoning Regulations: to add Car or Truck washes as a Special Permit and Site Plan use in the Route 72 Corridor Business (BHC) zone (Section VI.E.3.x.); Attorney James Ziogas, 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. Section 9.3.1.4. – Encourage the retention and expansion of existing business and industry in Bristol; and
- b. Section 9.3.1.5. – Encourage the attraction of new business and industry to suitable locations in Bristol.

By: Howe

Seconded: Soares

For: Pose, Howe, Parker, Soares and Veits.

Against: None.

Abstain: None.

**CITY COUNCIL AND OTHER REFERRALS:**

Community Development Block Grant (CDBG)

- a. Annual Action Plan Year 46 – 2021-2022

The Commission acknowledged receipt of the following item in their electronic packets: a memorandum dated April 13, 2021, from Dawn Ledger, Grants Administrator, to the Planning Commission and Robert Flanagan, City Planner, regarding Community Development Block Grant (CDBG), Annual Action Plan Year 47, 2021 – 2022 (attached 2021 CDBG Allocation List), undated, totaling \$702,049.

Dawn Ledger, Ph.D., Grants Administrator, Economic Community Development, 111 North Main St., City of Bristol, explained she manages the Community Development Block Grant (CDBG) program. Ms. Ledger reviewed the distribution of funds and annual action plans before it is submitted to the City Council and submitted to HUD for allocation. The City of Bristol received \$653,957 this year (slightly less than last year), which is for property owner occupied houses with income eligibility limits.

The program has been very successful in retaining people in their homes to make improvements. This year about \$300,000 of grants was for single-family houses. There are not a lot of multi-family properties that are owner occupied. This is a very active program. The various programs listed fit in with the program reviewed last year with the 5 Year Consolidated Plan to assist families at risk, and who may have needed assistance with the pandemic.

This year the program supported Bristol's Adult Education Manufacturing Program with a \$25,000 grant, which would be over the next five years. The former Bristol Development Authority is now the Economic and Community Development. They have supported this program in the past. She requested their support and approval, which fits into their five-year plan and the Plan of Conservation and Development. After inquiries by Mr. Flanagan, Ms. Ledger explained the sidewalk replacement program in the west end of the City was decreased significantly to \$37,924, which was \$90,000 last year. This year Federal St. sidewalks would be replaced.

After inquiries by the Commission, Ms. Ledger explained the funds for the West End sidewalks were all spent last year. Prudence Crandall had \$10,000 versus the residential rehabilitation. She mentioned in 2020, the City received about \$800,000 from the CARES Act, which was given to organizations to help them get through the COVID-19. There are a large number of needs in the City.

**OLD BUSINESS:**

There was no old business.

**NEW BUSINESS:**

There was no new business.

**STAFF REPORTS:**

2. Monthly Subdivision Status Report

The Commission acknowledged receipt of the following item in their electronic packets: the updated monthly Subdivision status report dated April 22, 2021.

Mr. Flanagan explained the Laurentide Subdivision (Barlow St. and Martin Rd.) applied for their first foundations on Pequabuck St. There are six phases; Pequabuck St. is Phase One with a bond received of \$366,275. A new neighborhood is being constructed.

3. Discussion: City Owned Property  
a. Review of C.G.S. 8-24 Requirements

The Commission acknowledged receipt of the following items in their electronic packets:

The following persons from Bristol City Hall reviewed the request with the Commission: Attorney Jeffrey Steeg, Assistant Corporate Counsel, Corporation Counsel Office; Judith Dick, Assistant City Assessor; Assessor's Office; Thomas Denoto, City Assessor, Assessor's Office and Roger Rousseau, Purchasing Agent, Purchasing Office.

Mr. Flanagan explained that Commissioner Pose asked when the City is selling excess property, why couldn't a preference be given to Habitat for Humanity or a similar organization or to Veterans or Veteran groups that assists with housing so that the cost of the land could be substantially reduced.

Attorney Steeg, also attorney for the Real Estate Committee, explained there is a sub-committee with three council members, which reviews City owned properties for sale and not for sale. He reviewed the process for reviewing these properties with various departments and agencies. During this process, the Planning Commission receives 8-24's referrals from the City Council. Attorney Steeg read into the record part of the 8-24 CT Gen. Statute.

After inquiry by Mr. Flanagan, Commissioner Pose explained he has been a proponent of this since he has been on the Commission. There are many small lots there with a small value. It was suggested to offer them to Habitat for Humanity or veterans. After inquiry by Commissioner Pose, Attorney Steeg noted he would mention this to the Real Estate Committee and the City Council, but they are policy makers.

Mr. Flanagan suggested not making a preference of one group over another in the recommendations to the City Council or the Real Estate Committee in the 8-24 referrals.

**COMMUNICATIONS:**

**ADJOURNMENT:**

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

The meeting adjourned at 8:05 P.M.

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

Respectfully submitted,  
Nancy King

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Andrew Howe  
Secretary  
City Planning Commission