CALL TO ORDER:
By: Chairman Skinner
Time: 7:00 P.M.
Place: City Hall

ROLL CALL:

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<th>MEMBERS</th>
<th>NAME:</th>
<th>PRESENT</th>
<th>ABSENT</th>
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<tr>
<td>REGULAR MEMBERS:</td>
<td>Brian Skinner (Chairman)</td>
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<td>William Cunningham (Vice Chairman)</td>
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<td>Louise Provenzano (Secretary)</td>
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<td>Peter Del Mastro</td>
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<td>Michael Massarelli</td>
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<td>ALTERNATE MEMBERS</td>
<td>Timothy Gamache (Alternate)</td>
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<td>Richard Harlow (Alternate)</td>
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<td>Thomas Marra (Alternate)</td>
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<td>STAFF</td>
<td>Robert Flanagan, City Planner</td>
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PLEDGE OF ALLEGIANCE

ADMINISTRATIVE MATTERS:
1. Approval of Minutes – April 10, 2019

MOTION: Move to approve the minutes of the April 10, 2019, regular meeting.

By: Gamache
Seconded: Del Mastro.

For: Massarelli, Provenzano, Cunningham, Del Mastro and Skinner.
Against: None.
Abstained: None.

RECEIPT OF NEW APPLICATIONS:

1. Application #2314 – Special Permit for a mixed use development containing dwelling units and one or more permitted non-residential uses at 62 Pine Street; Assessor’s Map 3, Lot 3-2; BHC (Route 72 Corridor Business) zone; 62 Pine St., LLC, applicant.

2. Application #2315 – Site Plan for a mixed use development containing dwelling units and one or more permitted non-residential uses at 54 and 62 Pine Street; Assessor’s Map 3, Lots 3-1 & 3-2; BHC (Route 72 Corridor Business) zone; 62 Pine St., LLC, applicant.

3. Application #AZR19-2 – Proposed amendments to the Zoning Regulations, initiated by the Bristol Zoning Commission:
   (1) Section IX.A.2. (Erosion and Sediment Control) – add reference to new Section IX.G. (Stormwater Management);
   (3) Add new Section IX.G. (Stormwater Management) inclusive of new Sections IX.G.1. through IX.G.4.;
   (4) Section XI.B.2.h. (Landscaping Requirements) – delete “myrtle and pachysandra” and add “all landscaping shall be done with species that are non-invasive.”

Mr. Flanagan explained regarding Applications #2314 (62 Pine St.) and #2315 (54 and 62 Pine St.) that 62 Pine St. would have a Special Permit and Site Plan and 54 Pine St. would have a Site Plan application.
MOTION: Move to schedule Applications #2314, #2315 and #AZR19-2 for public hearings for the June 12, 2019, regular meeting of the Commission.

By: Cunningham Seconded: Provenzano.

For: Gamache, Provenzano, Cunningham, Del Mastro and Skinner.
Against: None.
Abstained: None.

The Applications #2314, #2315 and #AZR19-2 were scheduled for public hearings.

PUBLIC HEARINGS:

4. Application #2310 – Special Permit for business or professional offices for a photography studio at 150 Laurel Street; Assessor’s Map 26, Lot 142; R-15/BT (Single-Family Residential/Downtown/Neighborhood Transition Overlay) zone; Stacey Milliken, applicant.

The Commission acknowledged receipt of the following item in their electronic packets: an electronic mail dated March 30, 2019, from Stacey Milliken, regarding a summary of her request.

Chairman Skinner designated alternate Commissioner Marra to sit in place of Commissioner Massarelli with his absence this evening. He also designated regular Commissioners Provenzano, Cunningham, Del Mastro and Skinner as voting Commissioners on Application #2310.

Stacey Milliken, 34 North Riverside Avenue, Terryville, reviewed the request for Special Permit at 150 Laurel Street, which was a 350 square foot building for a photography studio. Ms. Milliken explained the studio was needed for her to be able to work all year especially during inclement weather and for availability to her customers. She has been doing this type of work for twelve years and her client base has steadily been increasing. Most of her clients were from Bristol, but she has clients from various towns. Her business hours varied and were mainly from 10:00 A.M. to 5:00 P.M., but were flexible based on her clients. During the holidays there were some extended hours. There would be no noise concerns. She also scheduled appointments. There would be low traffic and only one or two parking spaces were required that were on street. She spoke with the property owners of The Riverview and if there were any concerns of inclement weather or traffic, they would allow her only to park on their property.

Mr. Flanagan mentioned these smaller building in the downtown area pre-date the Zoning Regulations and usually have very few or no parking spaces. If the Commission is not flexible in allowing some business uses and parking, then these buildings would not be utilized. The traffic would be low and this was a reasonable request. He was pleased the applicant spoke with The Riverview property owner for alternative parking.

After inquiry by the Commission, Mr. Flanagan explained the Special Permit was required because this was a transition zone that allows this use by Special Permit.

After inquiry by the Commission, Ms. Milliken explained there would be no equipment or chemicals used on-site.

No one else spoke in favor of the application.
No one spoke against the application.

Mr. Flanagan reviewed the Special Permit standards for approval with the Commission. If the Commission agrees this is an appropriate use, then they should vote appropriately. There is existing water and sewer services; also, a storm drainage system on the property. He explained that Staff had no concerns with the property.

The hearing is closed.

By: Cunningham Seconded: Del Mastro.

For: Marra, Provenzano, Cunningham, Del Mastro and Skinner.
Against: None.
Abstained: None.
The Commission commented they had no concerns with the application. There would be low traffic and no chemicals to cause any concerns. The property owner of The Riverview would also allow the applicant to park on their property in inclement weather.

**MOTION:** Move that Application #2310 – Special Permit for business or professional offices for a photography studio at 150 Laurel Street; Assessor’s Map 26, Lot 142; R-15/BT (Single-Family Residential/Downtown/Neighborhood Transition Overlay) zone; Stacey Milliken, applicant, be approved.

By: Cunningham Seconded: Del Mastro.

For: Marra, Provenzano, Del Mastro, Cunningham and Skinner.

Against: None.

Abstained: None.

The application is approved.

5. Application #2311 – Change of Zone from BN (Neighborhood Business) zone to R-15/RM (Single-Family Residential/Mixed Residential Overlay) zone at 240 Park St.; Assessors Map 12, Lot 132; City of Bristol Department of Public Works, applicant.

Chairman Skinner designated alternate Commissioner Harlow to sit in place of Commissioner Massarelli with his absence this evening. He also designated regular Commissioners Provenzano, Cunningham, Del Mastro and Skinner as voting Commissioners on Application #2311.

The Commission acknowledged receipt of the following items in their electronic packets: a referral memorandum dated April 8, 2019, from the Zoning Commission to Therese Pac, Town and City Clerk; a referral memorandum dated April 8, 2019, from the Zoning Commission to the Planning Commission and a response referral memorandum dated April 26, 2019, from the Planning Commission to the Zoning Commission, regarding a positive recommendation.

Nancy Levesque, P.E., City Engineer, City of Bristol, Department of Public Works, 111 North Main Street, on behalf of the applicant, explained the property was located at 240 Park Street, which the City purchased. Ms. Levesque explained the City also purchased the two properties to the north of this property to construct additional parking for Muzzy Field. She explained she has been working with the Park’s Department for a design plan. The request is to change the zone from BN (Neighborhood Business) zone to R-15/RM (Single-Family Residential/Mixed Residential Overlay) zone to have the same zones for the three properties. If denied, there would be three different buffers, setbacks and zones in the middle of the parking area, which would result in two different parking lots. If approved, the R-15 zone would be a residential zone similar to Muzzy Field (R-40); also, a Special Permit was filed for their June meeting for parking as an accessory use to Muzzy Field. The proposed property was half an acre and the additional two properties are about a quarter of an acre (houses demolished.) There were previous curb cuts constructed when Muzzy Field was refurbished also the lighting and sidewalk would be similar to the Muzzy Field.

After inquiries by the Commission, Ms. Levesque explained the area would be paved, stripped, an additional drainage system and similar lighting. She mentioned the BN zone is not being used much anymore. The two lots would be paved. There would be one entrance on Muzzy Street and one entrance on Park Street.

Mr. Flanagan agreed on the BN zone. He explained the City had insufficient time to request the two properties to the north to agree to a zone change. When they discussed this, the Staff agreed an arbitrary zone line in the middle of the parking lot does not make good sense. Staff supported this application. If this application is approved, there would be a Special Permit and Site Plan application for their June meeting. In response to the Commission, he explained the R-15/RM zone allows for the parking.

No one else spoke in favor of the application.

No one spoke against the application.

The hearing is closed.

By: Cunningham Seconded: Harlow.

For: Provenzano, Del Mastro, Harlow, Cunningham and Skinner.

Against: None.

Abstained: None.

The Commission commented that there were no concerns with the request. Muzzy field was redesigned and the additional parking would be an attribute.
MOTION: Move that Application #2311 – Change of Zone from BN (Neighborhood Business) zone to R-15/RM (Single-Family Residential/ Mixed Residential Overlay) zone at 240 Park Street; Assessors Map 12, Lot 132; City of Bristol Department of Public Works, applicant be approved in accordance with the zone change boundary map dated April 3, 2019, inasmuch as the zone change is a continuation of a like zone, with an effective date of June 3, 2019.

By: Cunningham
Seconded: Provenzano.

For: Harlow, Provenzano, Del Mastro, Cunningham and Skinner.
Against: None.
Abstained: None.

The application is approved.

OLD BUSINESS
There was no old business.

NEW BUSINESS
6. Pre-Application Discussion: Potential zone change from R-10 (Single-Family Residential) zone to BG (General Business) zone, Map 53, Lot 34 Barbara Road; Request from Attorney Salvatore Vitrano; (Pursuant to C.G.S. 7-159B and Section XI.3.b. of the Zoning Regulations).

The Commission acknowledged receipt of the following item in their electronic packets: a letter dated March 29, 2019, from Attorney Salvatore Vitrano, regarding the request for the property located on Barbara Road.

Attorney Salvatore Vitrano, 135 West Street, on behalf of the applicant, explained the process for this would be complicated, if they request a zone change application. This was the reason for their discussion to develop the property. If the Commission disagrees, the applicant would have their opinions early in the process. The applicant is the property owner of Lots 32, 33 and 34. The properties were on Farmington Avenue (Lot 32 and 33/BG zone) and Barbara Road (Lot 34/R-10.) Lot 34 is 180 ft. deep and 60 ft. wide with a house and garage; Lots 32 and 33 have two houses and a garage with tenants. The request was for a zone change from R-10 to BG (Lot 34) conditioned on merging Lots 32, 33 and 34 with a preliminary plan (retail and office building.) The existing curb cuts are two on Farmington Avenue (Lot 33) and three on Barbara Road.

If approved, there would be one curb cut on Barbara Road (ingress and egress.) The plans would comply with the Zoning Regulations and the Route 6 Corridor Study. There would be limited encroachment to the residential zone. The plan would be similar to businesses in the Route 6 Corridor Study area. This would reuse and consolidate three small lot for more efficient use, which would be an adaptive reuse of properties in the surrounding area. Lot 34 would have a significant buffer (half the lot) for the house on Lot 53 and to the rear of the lot (parking area.)

The preliminary plan had a Farmington Avenue curb cut, but with the Route 6 Corridor Study it made more sense to put it on Barbara Road. The applicant would work with Staff and various Commissions. They would connect a sidewalk to the Farmington Avenue sidewalk. The plans would be consistent with the goals of the Zoning Regulations and Route 6 Corridor Study. The Commission commented this was a good plan, but had concerns of the Barbara Road curb cut and increased traffic in a residential area and not on Farmington Avenue, but understood the lot orientation. They preferred merged properties versus three different businesses.

After inquiry by the Commission, Attorney Vitrano explained the houses and garages would be demolished on the three properties. He was unsure of the end use; therefore, unsure of the number of employees. The lots would be merged to not have three separate businesses addresses. If the plan is unacceptable, the Commission may deny the Site Plan. He understood the Commission’s concerns of traffic of volume and location, which they would work on with the Staff and Commissions. He suggested a right turn only on Barbara Road.

Mr. Flanagan explained the zone change application required a preliminary plan, which was not a guarantee, but it would show how the site would potentially function. If the zone change is approved, it would only be effective if the lots were merged.

Mr. Flanagan reviewed the Special Permit and Site Plan uses and that there were no by right uses in this zone. If the use is too intense for the area, the Commission may deny it. The Staff encouraged the Barbara Road entrance because of the traffic safety
concerns on Farmington Avenue. His opinion was it may possible be a professional office versus a fast food restaurant. At some point the Commission has to allow some of these developments because these properties would likely become vacant.

Commissioner Cunningham was pleased with the plan and the curb cuts on Barbara Road to reduce Farmington Avenue traffic. He explained the Commission wanted businesses developed in this area. Attorney Vitrano thanked the Commission for their input.

7. Application #2294 – Administrative review of proposed revisions to the Approved Site Plan for motor vehicle repair, sales and display at 359 Broad Street; Assessor’s Map 39, Lot 65; I (General Industrial) zone; Skytop Motors, LLC, applicant.

The Commission acknowledged receipt of the following items in their electronic packets: a letter dated April 19, 2019, from Stephen Giudice, L.S. of Harry E. Cole & Son, regarding the request; a copy of the original application, approved on October 10, 2018; a copy of a letter dated April 23, 2019, from Jeremy Berube, Principal, Skytop Motors, LLC, regarding the request;

Chairman Skinner designated alternate Commissioner Gamache to sit in place of Commissioner Massarelli with his absence this evening. He also designated regular Commissioners Provenzano, Cunningham, Del Mastro and Skinner as voting Commissioners on Application #2294. Chairman Skinner declared a recess at 8:09 P.M.; the meeting resumed at 8:10 P.M.

Mr. Flanagan read into the record the letter dated April 19, 2019 from Stephen Guidice, P.E., of Harry E. Cole and Son.

Mr. Flanagan explained there was a trailer park facility to the rear of this property. He reviewed the new fence was on the proposed plans and the previous approved plan with 26 arborvitaes along the property line. The proposed plan was to remove the trees from the plan and replace it would a six foot wooden fence.

Jeremy Berube, 359 Broad Street, explained the reason he wants this plan was because of the large detention pond, which has very deep now. This would be a safety hazard with the existing fence. There is only construction fencing now, which is the safety concern.

He stated he would rather put up a fence to alleviate the various concerns with the neighboring property. Also, near the five parking spaces, he would like the three arborvitaes removed from the plan because they serve no purpose. On the side of the property there would be a white vinyl fence. There would be a total of thirty trees removed from the plans and a six foot spruce fence constructed.

The Commission’s view was this plan would protect the trailer park facility because the view would not be completely screened with the arborvitaes or a chain link fence. The applicant would not have to maintain the trees and shrubs, but this would improve the safety for the property.

Mr. Flanagan reminded the Commission the property was in a floodplain zone and the applicant had to maintain the swale. He preferred the trees, but in this instance for privacy, maintenance and safety of all was more of a concern. The screening was allowed in the Regulations with fencing and evergreens, but this was a reasonable request.

In response to the Commission, Mr. Berube explained the six ft. chain link fence would be removed and the thirty trees removed from the plan. He has to maintain the swale and there was a rip-rap on the approved plans. Mr. Flanagan explained if the swale is not maintained the Certificate of Occupancy would not be signed off; also, he has been working with Carol Noble, P.E., the City’s environmental engineer.

The Commission agreed with the proposed fence plan and the applicant’s engineer would make recommendations for the swale. There were also soil erosion control mats on the swale. The trailer park facility was uncooperative. The property has been improved significantly.

In addition, Mr. Berube explained he is requesting to reduce the 25 ft. by 25 ft. fenced area to 12 ft. by 25 ft. area near the loading area and dumpster pad because the fence would interfere with the door. The City does not require it, but it was for screening vehicle parts.

MOTION Move to authorize staff to continue to assist the applicant and his design professionals with the following revisions proposed to the previously approved site plan #2294 on October 10, 2018:

1) Replace existing chain link fence (as depicted on the approved Site Plan) on the southern border of the property with a new light proof privacy fence measuring 6 ft. tall by 8 ft. wide panels and 4 x 4 posts set in concrete for approximately 380’ feet;
2) Removal from the plan of 30 landscaped buffer trees, made up of arborvitae, hemlock, cypress and spruce.

3) A 25 ft. by 25 ft. car storage area shall be reduced to 12 ft. by 25 ft.

Staff is also authorized to issue a final approval letter to the property owner once the Site Plan revisions are submitted and all comments raised by the Site Plan Committee have been addressed.

By: Cunningham  Seconded: Gamache.

For: Gamache, Provenzano, Del Mastro, Cunningham and Skinner.
Against: None.
Abstained: None.

The application is approved.

CORRESPONDENCE
There was no correspondence.

NEW BUSINESS
There was no new business.

MOTION to add to tonight’s meeting agenda #9 under "New Business" the following item:
Request to review outdoor dining proposal at 751 Terryville Avenue, Map 67, Lot 43V; BN (Neighborhood Business) zone; William Mutraji, applicant.

By: Cunningham  Seconded: Gamache.

For: Gamache, Provenzano, Del Mastro, Cunningham and Skinner.
Against: None.
Abstained: None.

The Commission acknowledged receipt of the following items in their electronic packets: a letter dated May 1, 2019, from William Mutraji, applicant, regarding the request; nine photographs, undated of the property; a preliminary plan of the seating, undated; a copy of a letter dated May 6, 2018, from Steven Tsiongas of TSI Commercial, LLC, regarding the allowance of outdoor seating on the property; a copy of a Building Permit, dated August 24, 2018 and a copy of a narrative checklist for the request.

Chairman Skinner designated alternate Commissioner Harlow to sit in place of Commissioner Massarelli with his absence this evening. He also designated regular Commissioners Provenzano, Cunningham, Del Mastro and Skinner as voting Commissioners.

Mr. Flanagan explained he has been working with the applicant. The applicant had done improvements to a patio area and was waiting last year for a permit from the Building Department. The Building Department inspected the property and some additional stairs had to be constructed. The Building Department issued approvals for the improvements made last year. The applicant met with him and Chairman Skinner, but the applicant was unable to construct the plans at that time. The applicant had re-requested to construct the plans this year.

William Mutraji, the proprietor of the business, explained the property was purchased about a year ago and there was an existing patio, but he presumed there was an approved permit for the patio, but discovered there was no permit. He described how they improved the patio, cleaned the property, provided neighbor screening and improved the interior of the building. Mr. Mutraji is requesting that the Commission allow this business to have three tables on the patio. Chairman Skinner explained the previous patio was not in good condition, but it was improved significantly by the applicant.

Mr. Flanagan explained the Building Department had not signed off the patio last year because the steps did not comply with the Building Code. His opinion was this was a reasonable request, but he recommended stipulations. If there are any concerns, he believed he can work with them out with the applicant. In response to the Commission, he reviewed the stipulations with the Commission and the applicant. He explained the use was an accessory use that was incidental and directly related to the principal use.
After inquiries by the Commission, Mr. Mutraji explained he spoke with the neighbors and they were in favor of the fence. They also screen the rear of the business for the neighbors and they tried to be good neighbors.

The Commission agreed the project improved the property; the property has been improved and the applicant worked with the neighbors. This would be an improvement for the area. There was a similar use on Farmington Avenue but with this business there were no concerns.

**MOTION** Move to that the Zoning Commission finds that the use of a small outdoor patio at 751 Terryville Avenue, is customarily incidental and directly related to the operation of the principal use of the property. Additionally, staff is authorized to continue to assist the applicant with the revisions proposed, and issue a final authorization letter to the property owner once Site Plan Committee has reviewed the proposal and the appropriate revisions to the plan are made.

The following stipulations are attached to this approval:
1) No outdoor music is allowed;
2) There shall be no outside wait service – only food consumption in the patio area;
3) Patio hours are 11:00 A.M. to dusk.
4) Only 3 tables are authorized in the patio area as depicted on the plan submitted.

By: Cunningham
Seconded: Provenzano.

For: Harlow, Provenzano, Del Mastro, Cunningham and Skinner.
Against: None.
Abstained: None.

**MOTION** Move to add to tonight’s meeting agenda #10 under “New Business” the following item:
Request to review proposed improvements to the site at 111 Lillian Road, Map 33, Lot 115-1; R-15 (Single-Family Residential) zone; Attorney Salvatore Vitrano, agent representing the Bristol Housing Authority.

By: Cunningham
Seconded: Provenzano.

For: Marra, Provenzano, Del Mastro, Cunningham and Skinner.
Against: None.
Abstained: None.

The Commission acknowledged receipt of the following items in their electronic packets: a copy of a letter dated May 6, 2019, from Attorney Salvatore Vitrano, regarding the request; an Assessor’s Map undated; a photograph of the existing building, dated March 15, 2016; a copy of the proposed Demolition and Site Plan L-1.1 and a copy of the General Renovations Plan and Grading & Planting Plan, L-2.1.

Chairman Skinner designated alternate Commissioner Marra to sit in place of Commissioner Massarelli with his absence this evening. He also designated regular Commissioners Provenzano, Del Mastro, Cunningham and Skinner as voting Commissioners on the request for 111 Lillian Road, Map 33, Lot 115-1; R-15 (Single-Family Residential) zone; Attorney Salvatore Vitrano, agent representing the Bristol Housing Authority.

Mr. Flanagan explained the concerns had been discussed within the past few days and he suggested to Attorney Vitrano because the Commission had a meeting this evening to discuss the request with the Commission.

Attorney Salvatore Vitrano, 135 West Street, on behalf of the applicant, explained the request was for the Bristol Housing Authority for a maintenance facility and an office. Attorney Vitrano explained they had 180 dwelling units, which the Bristol Housing Authority is the property owner of this facility. The Building Department has received Building Department applications today for a certificate of occupancy for interior building renovations for a small office and building maintenance facility storage area. This property is a pre-existing non-conforming use for the property for a playground area, which was constructed in about 1966. The applicant is requesting to reconfigure the parking area and a handicapped parking area, which would be an accessory use for the property. The offsite parking is a use by right. The pre-existing non-conforming use would not be effected. Mr. Flanagan explained he was in favor of this plan, civil engineering maps were required these were from an architect, which had to be reviewed by the Site Plan Review Committee.
The Commission commented because this proposal would upgrade the handicapped parking according to the American Disabilities Act Regulations. In response to the Commission, Mr. Flanagan explained he would also have the applicant correct the handicapped logo on the plans.

After inquiries by the Commission, Attorney Vitrano was unsure if the building interior was ADA compliant. But, the Building Department and the various departments would not have issued a certificate of occupancy if the building were not compliant. Mr. Flanagan explained the Building Department was aware of this request because they were unwilling to sign the permit without the Commission reviewing this request.

**MOTION** Move that the Zoning Commission finds that the addition of a small parking area at 111 Lillian Drive, Map 33, Lot 115-1; R-15 (Single-Family Residential) zone is customarily incidental and directly related to the operation of the principal use of the property. Additionally, staff is authorized to continue to assist the applicant with the revisions proposed, and issue a final authorization letter to the property owner once Site Plan Committee has reviewed the proposal and the appropriate revisions to the plan are made.

By: Cunningham  
Seconded: Marra.

For:  Marra, Provenzano, Del Mastro, Cunningham and Skinner.  
Against:  None.  
Abstained:  None.

**ADJOURNMENT**

Chairman Skinner designated alternate Commissioner Gamache to sit on the adjournment in place of Commissioner Massarelli with his absence this evening. He also designated regular Commissioners Provenzano, Del Mastro, Cunningham and Skinner as voting Commissioners on the adjournment.

**MOTION:** Move to adjourn at 8:56 P.M.  

By: Cunningham  
Seconded: Gamache.

For:  Gamache, Provenzano, Cunningham, Del Mastro and Skinner.  
Against:  None.  
Abstained:  None.

This meeting was taped.