CALL TO ORDER:

By: Acting Chairman Cunningham  Time: 7:09 P.M.  Place: City Hall

ROLL CALL:

<table>
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<tr>
<th>MEMBERS</th>
<th>NAME:</th>
<th>PRESENT</th>
<th>ABSENT</th>
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<tr>
<td>REGULAR MEMBERS:</td>
<td>William Cunningham (Acting Chairman and 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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<tr>
<td>STAFF</td>
<td>Robert Flanagan, City Planner</td>
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PLEDGE OF ALLEGIANCE

ADMINISTRATIVE MATTERS:


Regarding the regular May 8, 2019 regular minutes, Acting Chairman Cunningham explained there was a correction required. The Commission agreed to table the minutes of May 8, 2019 regular minutes until they are corrected at their July regular meeting.

Acting Chairman Cunningham designated Commissioners Marra, Del Mastro, Provenzano, Massarelli and Cunningham to vote on the regular May 8, 2019 minutes.

MOTION: Move to approve the minutes of the May 22, 2019, special meeting, as amended with the amendment that the Call to Order was done by Acting Chairman Cunningham and Vice Chairman Cunningham, be revised.

By: Provenzano  Seconded: Massarelli.

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

RECEIPT OF NEW APPLICATIONS:

2. Application #2319 – Change of Zone from R-10 (Single-Family Residential) to BG (General Business) at 17 Barbara Rd.; Assessor's Map 53, Lot 34; Jacek Associates, LLC, applicant.

3. Application #2320 – Site Plan for public school at 100 and 120 Memorial Boulevard and part of 18 Main Street; Assessor's Map 30, Lot 114-1, 114 & 96 (pt); R-40 (Single-Family Residential) zone; City of Bristol Department of Public Works, applicant.

4. Application #2321 – Special Permit for a personal service establishment (licensed massage and skin care business) at 94 West Street; Assessor's Map 29, Lot 123-A; R-15/BT (Single-Family Residential/Downtown/Neighborhood Transition Overlay) zone; Shina Cobbs, applicant.

Acting Chairman Cunningham designated regular Commissioners Del Mastro, Provenzano, Massarelli and Cunningham as voting commissioners this evening. He also designated alternate Commissioner Marra as a voting commissioner this evening.
Mr. Flanagan explained the Application #2319 was preliminarily reviewed by the Commission and the application is complete and the fee was paid. He suggested the application be scheduled for a public hearing for their regular meeting of July 10, 2019.

**MOTION:** Move to schedule Application #2319 for a public hearing for the regular meeting of July 10, 2019 of the Commission.

By: Del Mastro  
Seconded: Massarelli.

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

Against: None.

Abstained: None.

The application is scheduled for public hearing.

Regarding Application #2320, Mr. Flanagan read into the record a letter received today from Nancy Levesque, City Engineer, regarding the request to withdraw the application.

**MOTION:** Move to withdrawn Application #2320 based on a letter from the applicant dated June 12, 2019.

By: Massarelli  
Seconded: Del Mastro.

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

Against: None.

Abstained: None.

The application is withdrawn at the request of the applicant.

Mr. Flanagan explained that Application #2321 was complete and the fee was paid. He explained this building has had various Special Permits and this was a request for a new business and he recommended the public hearing be scheduled for July 10, 2019.

**MOTION:** Move to schedule Application #2321 for a public hearing for the regular meeting of July 10, 2019 of the Commission.

By: Provenzano  
Seconded: Marra.

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

Against: None.

Abstained: None.

The application is scheduled for public hearing.

**PUBLIC HEARINGS:**

Item #10 under Public Hearings was taken out of order.

10. Application #AZR19-2 – Proposed amendments to the Zoning Regulations, initiated by the Bristol Zoning Commission:


Mr. Flanagan explained there was a request from the applicant to postpone Application #AZR-19-2 to the July 10, 2019 regular meeting.

(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", the Public Hearing for tonight’s meeting be postponed until the next Regular meeting of the Zoning Commission on July 10, 2019.

By: Provenzano  Seconded: Marra.

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

The application is postponed.

5. Application #2312 – Special Permit for off-street parking on a separate lot under the same ownership at 240 Park St., 14 and 22 Muzzy St.; Assessors Map 12, Lots 132, 133-10 and 134-11; R-15/RM (Single-Family Residential/Mixed Residential Overlay) zone; City of Bristol Department of Public Works, applicant.

5. Application #2313 – Site Plan for off-street parking on a separate lot under the same ownership at 240 Park St., 14 and 22 Muzzy St.; Assessors Map 12, Lots 132, 133-10 and 134-11; R-15/RM (Single-Family Residential/Mixed Residential Overlay) zone; City of Bristol Department of Public Works, applicant.

The Commission acknowledged receipt of the following items in their electronic packets: a revised Application #2312 and #2313 with the revised zones; the first set of Site Plan comments undated with letter dated May 29, 2019; a site plan dated April 3, 2019.

Acting Chairman Cunningham explained that Applications #2312 and #2313 would be heard concurrently, but voted on separately.

Mr. Flanagan explained this property received an approval for a Zone Change application (three lots) at the Commission’s May meeting, which was effective June 3, 2019 (App. #2311.) He briefly reviewed the lots associated with the application. The intent was to construct parking spaces on three lots.

Nancy Levesque, P.E., City Engineer, on behalf of the applicant, explained the plans were to construct additional parking spaces for Muzzy Field because of insufficient parking for events. Ms. Levesque explained this area was used for overflow parking for Rockwell Park. The lots had houses that were demolished. There were two existing ingress and egresses on Park Street and Muzzy Street. They would like to formalize the parking lot and improve the drainage, landscaping and lighting. There are 10 ft. and 20 ft. setbacks to the residential and business properties. The Parks and Recreation Department requested the Public Works Department submit this application on their behalf. This plan fits in with the Community Connectivity Plan to access the City from Rockwell Park/Muzzy Field to Memorial Boulevard and the Plan of Conservation and Development. The plan included construction of sidewalks, ADA ramps and a bicycle path for Memorial Boulevard.

After inquiries by the Commission, Ms. Levesque explained regarding the landscaping features would have similar lighting to the Muzzy Field Park and some bituminous area would be demolished for a grassed area with trees and islands. To the southwest there is a concrete pad.

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

The following person was not in favor or against the application, but had inquiries: Louis Usala, 26 Muzzy Street, explained he had concerns of the property line and requested a 20 ft. buffer or a fence. He preferred a solid privacy fence to prevent light trespass from vehicle headlights. He also had concerns of drainage and fumes from buses.

Mr. Flanagan explained the parking area was for vehicles only and not buses. He spoke with Mr. Usala and Ms. Levesque prior to the meeting about these concerns.

Ms. Levesque explained there would be a 20 ft. buffer for Mr. Usala’s property, and a privacy fence. She reviewed the drainage plan that would go to the rear area of the property to Park Street.

The hearing #2312 is closed.

By: Del Mastro  Seconded: Massarelli.
For: Marra, Del Mastro, Provenzano, Massarelli and Cunningham.
Against: None.
Abstained: None.

The Commission commented that the neighbor had some concerns, but the applicant has resolved them.

**MOTION:** Move that Application #2312 – Special Permit for off-street parking on a separate lot under the same ownership at 240 Park St., 14 and 22 Muzzy St.; Assessors Map 12, Lots 132, 133-10 and 134-11; R-15/RM (Single-Family Residential/Mixed Residential Overlay) zone; City of Bristol Department of Public Works, applicant, be approved.

By: Del Mastro
Seconded: Massarelli.

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

The Application #2312 is approved.

The hearing #2313 is closed.

By: Del Mastro
Seconded: Massarelli.

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

The Commission commented this was a well-designed plan, but would have preferred to review a photometric and landscaping plan. But, they would like Mr. Flanagan and Staff to review those plans. Mr. Flanagan explained he would provide the photometric and landscaping plans for the Commission next month.

**MOTION:** Move that Application #2313 – Site Plan for off-street parking on a separate lot under the same ownership at 240 Park St., 14 and 22 Muzzy St.; Assessors Map 12, Lots 132, 133-10 and 134-11; R-15/RM (Single-Family Residential/Mixed Residential Overlay) zone; City of Bristol Department of Public Works, applicant, be approved with the following stipulations:

1. The site plan shall not be signed off until all remaining staff comments have been addressed and the plan revised accordingly.

2. All site improvements which have not been satisfactorily completed by the time a Certificate of Occupancy is applied for, shall be bonded in accordance with Section XI.A.16. of the Zoning Regulations.

By: Del Mastro
Seconded: Massarelli.

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

The Application #2313 is approved with stipulations.

Mr. Flanagan congratulated and commended Ms. Leveque on her new position and commented she was a pleasure to work with on projects and a wonderful addition to the Public Works Department.

6. 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.
7. 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.

The Commission acknowledged receipt of the following items in their electronic packets: the first set of response Site Plan comments undated; the Scoring Sheet for the Access Management, undated entitled “Application Number 2315, 54 and 62 Pine Street.”

Brian Andrews, 187 Catering Road, Wolcott, explained his engineer, Brian Cunningham, P.E. would discuss the technical components of the applications.

Brian Cunningham, P.E., 6 Old Waterbury Road of Robert Green Associates, Terryville, on behalf of the applicant, explained the request was for a 12 ft. addition for 62 Pine Street for an office, close the two driveways at 54 and 62 Pine Street, demolish driveway apron and construct sidewalks. Mr. Cunningham explained the sidewalks would be on the property line near Route 72. A portion of driveway on 54 Pine Street would be retained for a sidewalk. A shared driveway would be filed on the Land Records, which is on the revised plans. The existing driveway would remain. The plan required 18 parking spaces; one accessible parking space and an accessible walkway. The existing dwelling units on the second floors of both the buildings would be retained. The dumpster pad is enclosed to the rear of 62 Pine Street. He reviewed the underground storm drainage retention catch basins in the parking lot for the two buildings and the accessory building. The plan included a landscaping and lighting plan.

Mr. Andrews reviewed his plans for 54 Pine Street of the property improvement and a real estate office that would be expanded, which was his wife's business.

Mr. Flanagan explained the revised plans were not in the electronic packet because he was waiting for second set of Site Plan comments. He reviewed the plan and explained Staff supports this plan for the property. After inquiry by Mr. Flanagan, respectively, the Commission preferred no sidewalks.

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

The following person was not in favor or against the application, but had inquiries: Eileen Mengali, 28 Mitchell Street, inquired where the real estate office would be located and the type of business that would be located at 54 Pine Street.

Mr. Andrews explained the real estate office would be relocated from 54 Pine Street to 62 Pine Street. He was unsure of the business to be located at 54 Pine Street, but the structure would remain as a house with a business. There were four dwelling units in 62 Pine Street, which would be reduced to two dwelling units. The entrances would be on Mitchell Street to the rear.

The Commission’s opinion was a traffic study was not required.

The hearing #2314 is closed.

By: Del Mastro           Seconded: Provenzano.
For:    Marra, Del Mastro, Provenzano, Massarelli and Cunningham.
Against: None.
Abstained: None.

The Commission commented they had no concerns with the responses from the applicant and the engineer.

**MOTION:** Move that 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, be approved.

By: Del Mastro           Seconded: Massarelli.
For:    Marra, Del Mastro, Provenzano, Massarelli and Cunningham.
Against: None.
Abstained: None.
The application #2314 is approved.

The hearing #2315 is closed.

By: Del Mastro Seconded: Provenzano.

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

The Commission commented this was a well-designed plan and the driveway demolition on Pine Street would be an improvement. This type of plan should be encouraged for applications in this area. The Access Management points were commendable.

**MOTION:** Move that 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, be approved with the following stipulations:

1. The site plan shall not be signed off until all remaining staff comments have been addressed and the plan revised accordingly.
2. The site plan will not be signed off until the CT DOT issues a letter authorizing the project to go forward.
3. All site improvements which have not been satisfactorily completed by the time a Certificate of Occupancy is applied for, shall be bonded in accordance with Section XI.A.16. of the Zoning Regulations.

By: Del Mastro Seconded: Massarelli.

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

The application is approved with stipulations.

8. Application #2316 – Special Permit for an accessory dwelling unit at 42 Partridge Run; Assessor’s Map 58, Lot 33; R-25 (Single-Family Residential) zone; Mark Petruska, applicant.

The Commission acknowledged receipt of the following items in their electronic packets: an affidavit, dated May 22, 2019, from Attorney William Tracy, Jr. and five photographs of the unit, undated.

Mark Petruska, 42 Partridge Run, explained he had built the house about fifteen years ago and the building inspector and the builder discussed the options of how to zone the property use. The options were to either categorize it as a finished basement or an accessory dwelling unit. The existing unit is a finished basement. If he categorized it as an accessory dwelling unit, there would have been impacts that required an notarized letter annually stating the unit was not being leased and not creating a multi-family dwelling. His father lived in the unit for the last eleven years of his life, and there were never any concerns. The purchasers of the house are requesting the accessory dwelling unit approval.

After inquiries by the Commission, Mr. Petruska explained there would be no new construction and this was an existing house. The house is the same as it was fifteen years ago and there have been no new changes to the house.

Attorney Timothy Furey, 43 Bellevue Avenue, on behalf of the purchasers, explained they were selling their house on Old Wolcott Road and purchasing this house, but they want an accessory dwelling unit for their in-law relatives. The affidavit was provided by Attorney William Tracy, Jr. stating their parents want to occupy this unit, which would be filed each year.

Mr. Flanagan reviewed the standards of approval for accessory dwelling units on Page 28 of the Zoning Regulations. He explained the door opens to grade elevation and the affidavit had to be filed each year. The application is in order and Staff supports the request. The Commission had a special meeting in May to accommodate the applicant, which the applicant appreciated.

No one else spoke in favor of the application.
No one spoke against the application.
The hearing is closed.

By: Del Mastro Seconded: Marra.

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

**MOTION:** Move that Application #2316 – Special Permit for an accessory dwelling unit at 42 Partridge Run; Assessor’s Map 58, Lot 33; R-25 (Single-Family Residential) zone; Mark Petruska, applicant, be approved.

By: Del Mastro Seconded: Marra.

After inquiry by the Commission, Mr. Flanagan explained an affidavit is required to be filed with the Zoning Enforcement Officer each year.

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

The application is approved.

**Old Business**
There was no old business.

**New Business**
11. Application #2318 – Revision to an approved Site Plan for the construction of a new 5,712 square foot building in an existing shopping center at 1379 Farmington Ave; Assessor’s Map 49, Lot 25; BG (General Business) zone; W/L Properties, LLC, applicant.

The Commission acknowledged receipt of the following items in their electronic packets: an email dated May 23, 2019, from Attorney James Ziogas to Robert Flanagan, City Planner and the first set of Site Plan Committee Review comments, dated May 29, 2019.

Attorney James Ziogas, 104 Bellevue Avenue, on behalf of the applicant, explained this was an existing plaza located on Farmington Avenue. Attorney Ziogas explained there was one building with a drive-thru window that was not constructed, which was previously approved with a Special Permit as a retail use. The request this evening was to construct a 5,712 sq. ft. new building without a drive thru as the use was medical office. The elimination of the drive thru window would allow an increase of 11 parking spaces and decrease the impervious surface. The traffic circulation would not change and there was an existing traffic light on Route 6. There was a Site Plan review and all the comments were resolved.

The Board commented this would be a good fit for the property for the area.

**MOTION:** Move that Application #2318 – Revision to an approved Site Plan for the construction of a new 5,712 square foot building in an existing shopping center at 1379 Farmington Ave; Assessor’s Map 49, Lot 25; BG (General Business) zone; W/L Properties, LLC, applicant, be approved with the following stipulations:

1. The site plan shall not be signed off until all remaining staff comments have been addressed and the plan revised accordingly.

2. The site plan will not be signed off until the CT DOT issues a letter authorizing the project to go forward.

3. All site improvements which have not been satisfactorily completed by the time a Certificate of Occupancy is applied for, shall be bonded in accordance with Section XI.A.16. of the Zoning Regulations.

By: Provenzano Seconded: Massarelli.

For: Marra, Del Mastro, Provenzano, Massarelli and Cunningham.
The application is approved with stipulations.

12. Application #2262 — Revision to an approved Site Plan for changes to building footprints for open space development (44 dwelling units – to be built) on the north side of Allentown Rd.; Assessor’s Map 9, Lot 14; R-25/OSD (Single-Family Residential/Open Space Development) zone; Fragola Enterprises, LLC, applicant.

The Commission acknowledged receipt of the following items in their electronic packets: a letter dated May 14, 2019, from Robert Hiltbrand, P.E., of Robert Hiltbrand Engineers and Surveyors, LLC, regarding a summary of the request; a memorandum dated June 6, 2019, from Carol Noble, P.E., regarding a determination of Inland Wetlands Application #1819 in association with this application;

The following item was submitted into the record: an email dated June 12, 2019, from the Executive Board of Saddlebrook Unit Owners Association, Inc. to Robert Flanagan, City Planner.

Robert Hiltbrand, P.E., 575 North Main Street, Robert Hiltbrand Engineering and Surveying, LLC, on behalf of the applicant, explained this was a plan that was approved in 2005 with the previous developer (76 unit dwelling units.) Mr. Hiltbrand explained the previous developer constructed about 18 units and then there was an economic recession. The new developer, Fragola Enterprises purchased the property and in 2015 with a revised Site Plan for different style units and a different layout. The plan has been revised to all two-car garage duplex units with the same total of 44 units, roads, utilities and plan layout. The plan was discussed with Mr. Flanagan and the plan complied with the Regulations.

Mr. Flanagan reviewed the plan with the Commission and that a bond of approximately $497,000 was posted to finish the work for the plan. After inquiries by Mr. Flanagan, the Commission agreed that the plan may be reviewed at an administrative level with Staff and the Site Plan Committee and then issue an authorization letter to the applicant.

Commissioner Provenzano read into the record the email dated June 12, 2019.

MOTION: Move that Application #2262 — Revision to an approved Site Plan for changes to building footprints for open space development (44 dwelling units – to be built) on the north side of Allentown Rd.; Assessor’s Map 9, Lot 14; R-25/OSD (Single-Family Residential/Open Space Development) zone; Fragola Enterprises, LLC, applicant, be approved. In addition the Zoning Commission finds the changes of the building footprint as depicted on the Site Plan revised on May 3, 2019 are minimal in nature and that the Staff is authorized to continue to assist the applicant with revisions proposed and issue a final authorization letter along with signed final plans sets to the applicant once the Site Plan Committee has reviewed the proposal and revisions to the plan are made.

By: Del Mastro Seconded: Massarelli.

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

The application is approved.

CITY PLANNER REPORT

13. Commission Review of Recent Administrative Approvals Issued by Staff

Mr. Flanagan explained there would be an application received for their September or October meeting for a remediation project for the Superior Electric property on Pine Lake. This is a private sector endeavor.

14. Acting Chairman Cunningham reminded Mr. Flanagan that the election of officers for Chairman was required for their July meeting.

CORRESPONDENCE

There was no correspondence.

ADJOURNMENT
MOTION: Move to adjourn at 9:00 P.M.

By: Del Mastro

Seconded: Provenzano.

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

This meeting was taped.

Respectfully submitted,

Nancy King
Recording Secretary

William J. Cunningham, P.E. Acting Chair/Vice Chairman

Louise Provenzano, Secretary