

**BRISTOL ZONING COMMISSION  
MINUTES  
SPECIAL MEETING OF MONDAY, APRIL 17, 2023**

**CALL TO ORDER:**

By: Chair Provenzano

Time: 5:30 P.M.

Place: City Hall West Meeting Room One  
Second Floor

**ROLL CALL:**

MEMBERS	NAME	PRESENT	ABSENT
REGULAR MEMBERS:	Louise Provenzano (Chair)	X	
	David White (Vice Chair)	X	
	Thomas Marra (Secretary)		X
	Richard Harlow	X	
	Marc Gagnon (Zoom)	X	
ALTERNATE MEMBERS:	Joseph Kelaita		X
	Aileen Abrams		X
	Richard Goodwin	X	
	Robert M. Flanagan, AICP, City Planner	X	
STAFF:	Andrew Armstrong, Assistant City Planner	X	

Chair Provenzano called the meeting to order at 5:30 P.M.

**PUBLIC PARTICIPATION:**

Attorney Tim Furey addressed the Commission about the process. He stated he did not receive a word document of the proposed draft senior housing regulation and just received the draft for the first time this evening without time to review it and prepare for meaningful input.

Chair Provenzano discussed the regulation rewrite process and public participation at previous hearings. Additionally, the Chair does not want this to turn into a public hearing. The Chair agreed that attorney Furey should not receive the word document. The purpose of this is for the Commission to review it.

Francisco Gomes of FHI Studio, reviewed the regulation rewrite process and phases. Francisco explained that Phase 1 focuses on cleaning up, formatting, definitions, recent statutory changes, and omissions. This aspect has been the most robust portion. In response to the word document, it is the Commission’s working draft document and would prefer to maintain control of it. The pdf file is also available and can be converted to a word document.

Attorney Furey stated that it was his understanding that the workshop is designed for the Commission and asked if there would be public participation workshops.

Francisco Gomes replied that the community engagement aspect is in the next phase of the process, though the presentation is more of a question and answer session as opposed to a “hands on” method.

**ADMINISTRATIVE MATTERS:**

1. Approval of Special Meeting Minutes
  - a. 3/29/23

(Note: there were no Commissioners absent at the 03-29-23 special meeting.)

Chair Provenzano designated regular Commissioners Provenzano, White, Gagnon, and Harlow to vote on the March 29, 2023, special minutes.

**MOTION:** Move to approve the minutes of the March 29, 2023, special meeting.

Seconded: None.

For: White

Against: Harlow

Abstained: None.

Commissioner Harlow noted that the portion discussing the dwelling units per acre was missing from the minutes and should be included. For that reason, he would like them revised and will not second the motion.

Chair Provenzano noted the discussion included 6 units per acre and the next steps portion with Francisco Gomes was missing.

Commissioner Goodwin stated that the non-conforming discussion was also missing.

Chair Provenzano noted that the minutes were a summary of a nearly 3 hour long meeting and that 3 pages was typical. Although, she would like to see the detail mentioned by the Commissioners included in the revised minutes for accuracy.

Commissioner White withdrew the motion to approve the March 29, 2023 special meeting minutes.

**NEW BUSINESS:**

Review of Senior Housing in Residential zones:  
Continued discussion on draft guidelines for future development

Francisco Gomes reviewed the draft regulations for senior housing in residential zones. Commissioner Goodwin asked if there was any reason a caregiver that is a non-family member has to be 18 or older.

Francisco Gomes explained the FFHA requirements in relation to the regulations and enforcement and concluded that it does not need to be specified in the regulations.

The Commission discussed the potential scenarios for a caregiver or tenant living there after an age qualified person passes away.

Attorney Furey stated that under the FFHA, the landlord is required to verify tenants regularly and aside from the regulations the landlord risks violating the FFHA rules. Attorney Furey also suggested that the words "rental and ownership" be eliminated to read that it may provide for a cheaper alternative.

Chair Provenzano agreed with Attorney Furey's suggestion.

Francisco Gomes reviewed the draft area and dimensional requirements table for residential zones. Mr. Gomes analyzed the density and other requirements including a target of 8 units per acre. Mr. Gomes further reviewed the percentages and breakdown of open space and lot coverage under both 8 and 12 units per acre and stories per building development scenarios.

Commissioner Goodwin thanked Mr. Gomes for the presentation and that the new graphics were helpful in understanding. This also appeared to be in line with what they may be looking for. Mr. Goodwin noted that the many properties within the A-zone will be non-conforming.

The Commission discussed the 8 vs 12 units per acre requirement and what is appropriate for Bristol.

Attorney Furey suggested the A-zone be removed. He felt that a special permit to build multi-family in the A-zone was not appropriate. He suggested #2 be removed, and that senior housing should be permitted in the zone as of right.

Attorney Furey stated that he did not feel the frontage requirements did not achieve anything. Impervious coverage modeling was not done but did not disagree. Attorney Furey questioned if not permitting rear lots was a good idea and encouraged flexibility in impervious surface areas in open space calculations.

Charlie Talmadge addressed the Commission and stated that he felt 12 units per acre was a fair compromise. Additionally, there is a need for accessible units which are more costly to construct and the density bonus is a nice offset for those costs. Mr. Talmadge inquired about the patios or sport courts counting towards impervious surface requirements.

Mr. Gomes stated it would count towards both impervious surface and functional open space requirements. Mr. Gomes discussed the height measurements and underground parking requirements.

Commissioner Harlow stated it would be easier for him to visualize the 8 and 12 units per acre developments with a graphic of layouts of some type. The commission and Mr. Gomes discussed creating a graphic for the regulations.

Chair Provenzano asked to review the site design requirements that are absolute and optional defined by the terms "shall" and "should". Chair Provenzano suggested #7 change to shall.

Attorney Furey suggested putting in language from d2 that references impervious surfaces under permitted accessory uses.

Wrap-up and next steps

Chair Provenzano reminded the Commission the next Regular Meeting of the Zoning Commission is Monday, May 8, 2023. There will also be a special meeting on May 15, 2023. Chair Provenzano stated the materials for the phases are located online for review and will be updated as the process moves along. The next meeting will be a continuation of the regulation rewrite where the Commission left off prior to the review of senior housing regulations.

**ADJOURNMENT:**

**MOTION:** Move to adjourn at 7:28 P.M.

By: Provenzano

Seconded: White

For: Harlow, Gagnon, Goodwin, White and Provenzano.

Against: None.

Abstained: None.

This meeting was taped.

Respectfully submitted,

Nancy King  
Recording Secretary

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Louise Provenzano, Chair

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Thomas Marra, Secretary