

**BRISTOL PLANNING COMMISSION  
MINUTES  
REGULAR MEETING OF MONDAY APRIL 24, 2023**

**CALL TO ORDER:**

By: Chair Veits

Time: 7:00 P.M.

Place: City Hall  
Board of Education - Auditorium,  
129 Church Street

**ROLL CALL:**

<b>MEMBERS</b>	<b>NAME</b>	<b>PRESENT</b>	<b>ABSENT</b>
REGULAR MEMBERS:	William Veits (Chair)	X	
	Commissioner John Soares (Vice Chair)	X	
	Jon Pose (Acting Secretary)	X	
	Tracey Bacchus	X	
	Jeff Hayden		X
ALTERNATE MEMBERS:	Kenneth Rasmussen-Tuller	X	
	Christopher Nardi	X	
	Anthony Lorenzetti	X	
	Robert M. Flanagan, AICP, City Planner	X	
	Nancy Levesque, P.E., City Engineer	X	
STAFF:	Andrew Armstrong, Assistant City Planner	X	

Chair Veits called the meeting to order at 7:02 P.M.

Chair Veits designated regular Commissioners Soares, Pose, Bacchus and Veits to vote as voting Commissioners this evening. He also designated alternate Commissioner Nardi to vote as voting Commissioners this evening in place of Commissioner Hayden with his absence this evening.

Chair Veits reminded the Commission the next regular meeting of the Planning Commission was on Monday May 22, 2023.

**PLEDGE OF ALLEGIANCE:**

**PUBLIC PARTICIPATION:**

There was no public participation.

**ADMINISTRATIVE MATTERS:**

1. Approval of Minutes
  - a. 2/27/23

**MOTION:** Move to approve the minutes of the February 27 2023, regular meeting.

By: Pose

Seconded: Soares.

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

Against: None.

Abstain: None.

**ZONING COMMISSION REFERRALS:**

There were no Zoning Commission referrals.

**CITY COUNCIL AND OTHER REFERRALS:**

There were no City Council and other referrals.

**OLD BUSINESS:**

There was no old business.

**NEW BUSINESS:**

1. Community Development Block Grant (CDBG)
  - a. Annual Action Plan Year 49 – 2023-2024

Dr. Dawn Ledger, Economic Community Development Department, 111 North Main St., City Hall, made a presentation of the Community Development Block Grant (CDBG) report for Annual Action Plan Year 49 – 2023-2024. These plans begin from July 2023 to June 2024. She explained the significant change for the plan was a decrease of Program Income funding in the amount of \$45,000. The categories and percentages had to be readjusted. The grants for public facilities improvements would only be given to one facility, the Bristol Housing Authority, for D.J. Komanetsky Estates. There would be no additional capital improvement grants for this year. The housing rehabilitation program was growing and used the bulk of the funding of \$305,000 for next year. With the Staff and additional expenses, the total was \$420,000. In previous years over \$1 Million was received for funding. The Program Director has been informed not to issue any additional funding.

Commission inquiries: Ms. Ledger explained the reduction of the \$45,000 under the category of Program Income. She explained some processes of the Program Income. HUD does not specify any reasons for any reductions.

Mr. Flanagan inquiries: Ms. Ledger explained there were no banks that assist in this funding and their department does not work with the banks. But, the Economic Community Development Board has been working with the applicants for small business loans. She would review the Meals on Wheels program concerns.

2. Sustainable CT
  - a. Housing Data

David Oakes, Facilities Manager, Public Works Department, 111 North Main St., City Hall, reviewed the Sustainable CT program Housing Data, with the Commission. He explained Staff is reviewing the Sustainable CT action requirements for housing assessment (worksheet 1 worth 10 points and worksheet 2 worth 5 points) which compared data from the Tax Assessor's Office to different towns. The second worksheet was from the Strong Communities Data Profile to compare data to different towns. The Affordable Housing rates are provided by the Department of Housing. One of the requirements was to present the data in a public meeting, which Mr. Flanagan allowed him to meet that requirement with the Planning Commission meeting.

Mr. Oakes explained this was the last requirement to present the item at a public meeting. The application was submitted in April 2023. But, he would be revising the application within the next several months, which required additional actions.

Commission inquires: Mr. Oakes explained the accuracy of the energy methods for housing that may have potential errors from transferring the data, which he would update and report to Mr. Flanagan.

**STAFF REPORTS:**

3. Bristol Zoning Regulation Rewrite
  - a. Introduction of rewrite process

Mr. Flanagan reviewed the Bristol Zoning Regulation Rewrite, Introduction of rewrite process, with the Commission. He explained Francisco Gomes of FHI Studio, was the City's consultant for the Zoning Regulations Rewrite. The Commission would receive a referral for Phase I within a few months. The Staff and Zoning Commission are fixing errors and revising the language where needed. The re-zoning and new zones would be during Phase II. The Commission received the draft of the Zoning Regulations Rewrite this evening, which would be updated.

Francisco Gomes of FHI Studio, reviewed the purposes of the Zoning Regulations Rewrite process and phases. He explained this would make the Regulations easier for Staff to administer and for applicants to use. The process was being administered by Mr. Flanagan to make adjustments and conduct meetings with the Zoning Commission. The Zoning Commission is in Phase I right now. The public hearing would be scheduled for August 2023 (Phase I) and plan adoption in 2024. He reviewed some CT Gen. Statutes changes. He reviewed the improvements to the Regulations that included formatting, definitions, elderly housing regulations and an application type requirement list.

There would be an appendix of the changes made to the Regulations and to document the changes/amendments. The next phase was to receive comments from the Planning Commission; review items with Corporation Counsel Office; and review with various agencies (including CROG.) Staff would then schedule a public presentation and a public hearing for adoption. Then Staff and the Commission's would have training sessions.

Commission inquiry: Mr. Gomes explained the definitions of "district" and "zone" were interchangeable in the Regulations. There was some thought to just use one of the definitions, but "district" and "zone" were in the Regulations.

Mr. Flanagan requested the Commission's comments for Staff. He also reviewed the City's Website with the draft of the Zoning Regulation Rewrite and the list/appendix of the changes made to the Regulations.

- 4. CT P.A. 21-29 – Land Use Training
  - a. Overview of Planning
  - b. Next Steps

Mr. Flanagan reviewed the Land Use Training Guidelines with the Commission, which is a CT Gen. Assembly requirement under Section 9, Public Act 21-29. The training is required to be done by January 1, 2024. At the next Planning Commission meeting there will be one hour of training for the Commission including a review of the different Commission's various responsibilities and discussion of various subjects.

Mr. Armstrong gave a brief review of the CT Gen. Statutes, Chapter 126, Section 8-19 and the requirements for the Commission. This included requirements of the Planning Commission; Regulations; amendments; 8-24 Referrals; municipal improvement requirements with a report; and making recommendations to the Zoning Commission.

- 5. Monthly Subdivision Status Report
  - a. April 2023

Ms. Levesque, P.E., reviewed the Monthly Subdivision Status Report for April 2023. The Bristol Crossings Subdivision had a few lots being developed. A couple of lots were purchased. Also, a maintenance bond was received for the application and the road was accepted.

She explained to Mr. Flanagan a few sewer manholes were being handled at a City level because the Water and Sewer Departments disagreed on the elevations from the land settling. The elevations would be lowered under the pavement, so the manholes do not get hit by snowplows. Regarding the Great Pyrenees Way Subdivision, the applicant was constructing in the Town of Burlington.

Regarding Laurentide Glen, the applicant was done with Phases 1 and 2 and Phases 3 and 4 were being worked on. The bond was in place and building permits were being issued. There would be some bond reduction and roadway acceptance requests. The binder pavement course will be constructed within the next week for Phase 4.

Regarding Pine and Mitchell Streets, there was no status. Regarding Blossom Estates, the Phase 1 bond was received. For Phase 2 the road was boxed out and drainage, sewer and water systems were constructed. There was no bond for Phase 2 and no building permits were issued yet.

Regarding Perkins Meadows, a building permit was received this week. The applicant was selling lots and one house was constructed. The applicant was starting construction. Regarding Meadow View Farm, there was no status. There were no roadway requirements for these last two subdivisions.

**COMMUNICATIONS:**

There were no communications.

**ADJOURNMENT:**

Motion was made by Commissioner Pose to adjourn.

Motion seconded by Commissioner Soares.

Motion carried 5-0.

The meeting adjourned at 8:00 P.M.

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

Respectfully submitted,  
Nancy King

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William Veits, Chair  
City Planning Commission