

**BRISTOL PLANNING COMMISSION
MINUTES
REGULAR MEETING OF MONDAY MAY 22, 2023**

CALL TO ORDER:

By: Chair Veits

Time: 7:00 P.M.

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

ROLL CALL:

MEMBERS	NAME	PRESENT	ABSENT
REGULAR MEMBERS:	Chair William Veits (Chairman)	X	
	John Soares (Vice Chairman)	X	
	Jon Pose (Acting Secretary)	X	
	Tracey Bacchus (arrived 7:15 P.M.)	X	
ALTERNATE MEMBERS:	Kenneth Rasmussen-Tuller	X	
	Christopher Nardi	X	
	Anthony Lorenzetti	X	
	Robert Flanagan, AICP, City Planner	X	
	Nancy Levesque, P.E., City Engineer	X	
STAFF:	Andrew Armstrong, Assistant City Planner	X	

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

Chairman Veits designated Commissioner Pose as Acting Secretary this evening.

PLEDGE OF ALLEGIENCE:

PUBLIC PARTICIPATION:

There was no public participation.

ADMINISTRATIVE MATTERS:

1. Approval of Minutes
 - a. 4/24/23

Chairman Veits designated regular Commissioners Soares, Pose, Nardi and Veits to vote on the April 24, 2023, regular minutes. He also designated alternate Commissioner Nardi to vote on the April 24, 2023, regular minutes.

MOTION: Move to approve the minutes of the April 24, 2023, regular meeting.

By: Pose

Seconded: Soares.

For: Soares, Pose, Nardi and Veits.

Against: None.

Abstain: None.

Chairman Veits designated regular Commissioners Soares, Pose and Veits as voting members this evening. He also designated alternate Commissioner Nardi and Lorenzetti voting members this evening.

CITY COUNCIL AND OTHER REFERRALS:

2. FY 2023-2024
 - a. Capital Budget

Mr. Flanagan explained that Mayor Jeff Caggiano and Diane Waldron would review this item with the Commission.

Mayor Jeff Caggiano, Mayors Office, City Hall, 111 North Main St., reviewed the capital budget.

Diane Waldron, Comptroller's Office, City Hall, 111 North Main St., reviewed the FY 2023-2024 Capital Budget reports, with the Commission. She explained the format of the reports was changed to view the sources of the funding. The report also showed the future costs for FY 26-27. She reviewed the total approved amounts for the budget by the City Council and Board of Finance. The amounts for bonding was the main category the Planning Commission had to review for the resolution approvals from the Commission. She reviewed the various agency sources and the different funding sources, which included grants and recruitment funds. The project that does not affect the City funding or general fund was the Water Pollution Control project. She explained the Edgewood School had the largest project for this budget. Also, the programs were rated by Staff. She noted if the projects would be started in 2023 to 2027, the projects were in categories that may possibly need additional funding.

Mayor Caggiano explained the new process for the Strategic Planning project wish lists was reduced from ten years to six years (five years plus current year.) The projects were rated on a scale from 1 to 5. He explained usually projects were not eliminated, but about six projects were eliminated. One of those projects was for a Public Works Maintenance garage, but this request would be reviewed for multiple departments to utilize the same garage possibly. Also, a second ladder truck would possibly be reviewed for the downtown area.

Commission inquiries: Ms. Waldron explained the approvals for the AARPA funds that would replace the Cisco Gateway telephones in all the buildings. These phones allowed for Internet Wi-Fi access in the buildings.

Commissioner Bacchus arrived at this time.

MOTION: Move to recommend to the Board of Finance adoption of the Capital Budget for Fiscal Year 2023-2024, as the proposed projects are consistent with the goals of the Plan of Conservation and Development by maintaining the public infrastructure and public facilities.

By: Pose

Seconded: Soares.

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

Against: None.

Abstain: None.

The application is recommended for approval.

PUBLIC HEARINGS:

There were no public hearings.

ZONING COMMISSION REFERRALS:

There were no Zoning Commission referrals.

OLD BUSINESS:

There was no old business.

NEW BUSINESS:

3. Application #409 – Subdivision (Ridgeview) – Request for extension of subdivision expiration date from May 30, 2023, to May 30, 2028 – Perkins Street (8 lots; proposed extension of Great Pyrenees Way); Assessor's Map 58, Lot 14; R-25/OSD (Single-Family Residential/Open Space Development Overlay) zone; Rock Builders, LLC, /owner/applicant.

Robert Flanagan, City Planner explained that Attorney Timothy Furey, 43 Bellevue Avenue, has requested an extension of the subdivision expiration date from May 30, 2023, to May 30, 2028. He reviewed how the applicant had the roads and improvements finished and was working with their surveyor and their engineer to finish the As-Built plans for the acceptance of the road.

Mr. Flanagan explained this subdivision was in the Bristol (8 lots) and Burlington (6 lots) line. He explained he spoke with Attorney Furey, the applicant's attorney. The applicant is entitled to 5 additional years. The applicant would be requesting the road be accepted soon and the As-Builts would be filed soon. The applicant does not want the plan to expire before the As-Builts are filed. The applicant would likely make a request for the acceptance of the Bristol portion of the subdivision.

Mr. Flanagan read into the record the letter dated May 17, 2023, from Attorney Timothy Furey.

MOTION: Move that Application #409 – Subdivision (Ridgeview) – Request for extension of subdivision expiration date from May 30, 2023, to May 30, 2028 (5 years) for Perkins Street (8 lots; proposed extension of Great Pyrenees Way); Assessor's Map 58, Lot 14; R-25/OSD (Single-Family Residential/Open Space Development Overlay) zone; Rock Builders, LLC, /owner/applicant be granted.

By: Soares

Seconded: Pose.

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

Against: None.

Abstain: None.

The application is approved.

STAFF REPORTS:

4. Land Use Commissioner Training pursuant to C.G.S. Sec. 8-4c:
 - a. Overview of the History of Planning
 - b. Review of Land Use Board and Commission powers and functions
 - c. Commissioner Q&A with Staff

Staff explained the CT Gen. Assembly had offered guidelines for Land Use Commissions to be trained by Staff or someone in the municipality. His view was Staff would provide the best training for the Land Use Commissions. He reviewed a PowerPoint presentation of Land Use Commissioner Training that was required under C.G.S. Sec. 8-4c: with the Commission. He explained an associate of his, Dr. Poland, wrote this information and Dr. Poland gave him permission to use this information for training purposes. He explained he and Mr. Armstrong are not experts in everything, but if the Commission had questions, he and Mr. Armstrong would get answers to the Commission. He reviewed the history and the different theories from the pre-1800's to the current of Planning, Zoning and the Zoning Board of Appeals. He reviewed the problems occurring during these times. Also, he reviewed the progression of the United States and Planning, Zoning and Zoning Board of Appeals.

Staff next reviewed the current Land Use Boards and Commissions members, goals, objectives, and responsibilities to their Boards. He reviewed the Chapters each Commission has a responsibility under the CT Gen. Statutes. He reviewed the links for plans and studies that are on the City's Website. The Plan of Conservation and Development (PoCD) would expire in 2025, but there was a 3-year extension that was approved until 2028. The PoCD is required to be updated every 5 years. He reviewed the various Councils of Governments for the region and their responsibilities. He reviewed the Commissions responsibilities under the Chapters of the Connecticut General Statutes for the Planning Commission, Zoning Commission and the Zoning Board of Appeals.

Commission inquiries: Staff explained the Land Use Commission's representative for the Regional Plan is David White who is on the Zoning Commission. For the PoCD, the Commission relied on the Staff, consultants and a various combination of people. The hiring of consultants is based on Staff determination for the processes. He reviewed some of the Planning Commission's PoCD process for the Commission.

Staff reviewed the State Plan of Conservation and Development (PoCD), which has to be updated every 10 years. He explained the Regional Plans have to work with the different regions and the State plans.

Staff explained the Zoning Commission had approved 245 new housing units within the first 5 months of 2023. The Mayor has a goal of 3,000 units for the downtown area for the critical mass. Also, the Zoning Commission was going through the process of a Zoning Regulations Re-Write.

Staff explained the Zoning Board of Appeals acts as an agent for the ConnDMV for motor vehicle location applications. Also, the requests for Variances from the ZBA for persons with disabilities were too invasive and now the Zoning Enforcement Office reviews these requests under the ADA reasonable accommodations statute.

Commission inquiries: Staff reviewed the hardships for applications for the Zoning Board of Appeals. He explained the review of flammable liquid tanks were reviewed under a committee for the Fire Zone, which was a City Ordinance.

Staff explained these different processes the various Commissions conduct were important for the Commission. He stated The Commission had completed 1.5 hours of training this evening. He then explained at the June 26, 2023, regular meeting, Attorney Peter Olson, of Land Use and Conservation Counsel, located in Bethel would review the CT Fair Housing Act and how to conduct a public hearing. Also, Attorney Olson would allow for questions and answers during the meeting. The Commission would training consists of 4 hours.

5. Subdivision Status Report
a. May 2023

Ms. Levesque reviewed the monthly Subdivision Status report for May with the Commission.

Regarding Bristol Crossings Subdivision, Phase II, there were some lots under construction. The street acceptance and the bond amounts were being requested to be accepted. The Phase III was no status.

Regarding the Great Pyrenees Way Subdivision, there was an extension and the street was constructed. The applicant needed some time for the As-Built's and street acceptance.

Regarding the Laurentide Glen Subdivision, Phases I, II and III, was almost finished and Phase IV was being worked on. The street had a binder base on Gino Dr. The applicant has been applying for building permits and certificates of occupancies. The applicant may be requesting some street acceptances and bond reductions because most of the development has been constructed.

Regarding the Calco Subdivision, there was no status.

Regarding the Blossom Estates Subdivision, Phase II, the applicant had to submit a bond for conditional approval. There were no requests for building permits or any bond amounts.

Regarding the Perkins Meadow Subdivision and Meadow View Farm Subdivisions, there were some houses being constructed and street improvements, but there were no building permits requested.

Mr. Flanagan noted to Ms. Levesque that he had updated a few of the bond amounts and some of the dates on the report.

COMMUNICATIONS:

6. City Council Commission Appointment
a. Chris Nardi

The Commission acknowledged receipt of a letter from the Town and City Clerk, Erica Cabiya, CCTC, regarding the appointment of Christopher Nardi as a regular member of the Commission.

Chairman Veits read into the record a portion of the letter dated May 11, 2023, from the Town and City Clerk.

Chairman Veits congratulated Commissioner Nardi on his appointment as a regular member to the Commission.

Commissioner Nardi explained he would be going to the City Clerk's Office this week to be sworn in as a regular member.

Chairman Veits reminded the Commission the next regular meeting was on Monday, June 26, 2023.

Mr. Flanagan explained the next meeting of June 26, 2023, would be a minimum of a 2 hours meeting for the training of the Commission. The Commission agreed to start the meeting of June 26, 2023, at 6:00 P.M.

ADJOURNMENT:

Motion was made by Commissioner Pose to adjourn.

Motion seconded by Commissioner Soares.

Motion carried 5-0.

The meeting adjourned at 8:54 P.M.

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

Respectfully submitted,
Nancy King

Jon Pose
Acting Secretary
City Planning Commission