

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

**CALL TO ORDER:**

By: Chairman Veits

Time: 6:00 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 (Chairman)	X	
	John Soares (Vice Chairman)	X	
	Chris Nardi	X	
	Tracey Bacchus		X
	Jon Pose	X	
ALTERNATE MEMBERS:	Kenneth Rasmussen-Tuller	X	
	Anthony Lorenzetti	X	
	Kristen O'Donnell	X	
STAFF:	Robert M. Flanagan, AICP, City Planner	X	
	Nancy Levesque, P.E., City Engineer	X	
	Andrew Armstrong, Assistant City Planner		X

Chairman Veits called the meeting to order at 6:05 P.M.

**PLEDGE OF ALLEGIENCE:**

**PUBLIC PARTICIPATION:**

There was no public participation.

**ADMINISTRATIVE MATTERS:**

1. Minutes from the June 26, 2023, Regular Meeting

**MOTION:** Move to approve the minutes of the June 26, 2023, regular meeting.

By: Pose

Seconded: Soares.

For: Soares, Pose, Nardi and Veits.

Against: None.

Abstain: None.

Chairman Veits designated regular Commissioners Soares, Pose, Nardi and Veits. He also designated alternate Commissioner Lorenzetti in place of Commissioner Bacchus with his absence this evening.

Chairman Veits reminded the Commission the next regular meeting is August 28, 2023,

**PUBLIC HEARINGS:**

There were no public hearings.

**CITY COUNCIL AND OTHER REFERRALS:**

1. 8-24 Referrals:
  - a. Eversource Easement – Map 26 & Lots A-1 and Lot 67

Staff explained item (a.) was an 8-24 referral from the City Council that was required for municipal improvements. The request was near the new parking garage being constructed and the Immanuel Church parking lot.

Ms. Levesque reviewed the parking easements. One was for an aerial easement to shift the utility poles and utility lines. These guide the sight line distances and shifts the utility lines across the street. There was insufficient area for the lines on the east side of the street where the parking garage is located. The request is to relocate the easement to the west side of the Kelley St. On the east side of Kelley St., a new pole, guide wire, and transformer would be constructed. Eversource is requesting an easement. There was some shifting of utilities. Staff was working with the church and Eversource. As such, the plans were to try not to reduce the church parking by one parking space.

Staff inquiries: Ms. Levesque explained there would be electricity in the structure. Also, the electricity was being upgraded and brought to Kelly St., Meadow St. and for also for the garage on West St.

Commission inquiries, respectively: Ms. Levesque explained there is only one existing commercial EV charging station with a reserved parking space for a City vehicle at this point. But, the City was preparing for electric vehicles and EV charging stations. This would also become part of the Building Code Regulations. She was unsure if the public would be allowed to use the EV charging station, but these were usually by credit card. Staff explained there would be 9 EV charging stations in the garage.

Ms. Levesque explained Staff had a lot of meetings with Eversource engineers and these were the requirements for this plan.

**MOTION:** to direct staff to forward the following report to the City Council:

The Planning Commission finds that the Eversource Easement proposed to be located at 111 North Main St. and 122 Meadow St.; Map 26, Lots A-1 and Lot 67 (Kelley Street and Meadow Street parking structure) would be consistent with the goals and policies of the 2015 Plan of Conservation and Development (POCD), amended to April 1, 2018, and specifically:

1. Section 12.3.1. – Anticipate the need to upgrade and improve municipal facilities, as necessary, to keep pace with community needs.

By: Pose

Seconded: Soares.

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

Against: None.

Abstain: None.

The CT General Statute 8-24 Referral is recommended for approval.

b. Page Park Master Plan – Map 37 & Lots 134-135

Staff explained the representative from the Parks, Recreation and Youth and Community Services were not in attendance this evening. He explained this was the Page Park Master Plan. There was a meeting last week with the engineers and Staff. This was an \$11 Million improvement for the park. He reviewed the improvements for the plan and brief history of Page Park.

Ms. Levesque explained the pond and flooding on King St. was discussed at the meeting. The 24-inch pipe was owned by the State that may be difficult to increase. But, Staff was working with the Park, Recreation, Youth and Community Services to lower the levels of the pond before large storms. Also, for LID some underground detention systems and improved drainage were being reviewed for the lawns and water quality. She would work with the Staff and the engineers for improved flood control.

Staff explained he spoke with the Sewer Dept. and the Water Dept. on the concerns of the above capacity reservoirs and the pond. These departments wanted to address these concerns prior to additional area flooding.

The Commission suggested the City provide new restroom facilities for the ballfields and tennis courts that was not on the plans. Also, the lower parking lot area needed to be improved for the site.

**MOTION:** to direct staff to forward the following report to the City Council:

The Planning Commission finds that the Page Park Master Plan, as proposed, would be consistent with the goals and policies of the 2015 Plan of Conservation and Development (POCD), amended to April 1, 2018, and specifically:

- 1. Ensure that municipal facilities (buildings, schools, parks and recreational facilities) are maintained in order to:
  - a. Enrich the public’s enjoyment of them;
  - b. Prevent the physical deterioration, and
  - c. Ensure their long-term effectiveness

By: Pose

Seconded: Nardi.

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

Against: None.

Abstain: None.

The CT General Statute 8-24 Referral is recommended for approval.

**NEW BUSINESS:**

- 2. Application #414 – Request for extension of final subdivision approval from August 29, 2023 to August 29, 2028 for: Subdivision – Pine Street, south of Mitchell Street, east of Middle Street and 72 Mitchell Street (5 lots); Assessor’s Map 3, Lots 1, 2, 3, 4 & 5; R-10/BHC (Single-Family Residential/Route 72 Corridor Business) zone; John A. Senese and RM 44 Holdings, LLC, owners.

Attorney Andre Dorval, 17 Riverside Ave., representing the applicant, explained the requested approval for the five-year extension for the final approval for the application under the CT Gen. Statutes and the Zoning Regulations. Attorney Dorval explained the bond has been posted with the City. He requested approval so the plans may be finalized. He noted that R & R 44 Holdings had purchased Lot 1 and Mr. Senese is the property owner of Lots 2, 3, 4 and 5.

Staff agreed with the description of the request. A voice mail was received from RM 44 Holdings, LLC and they were in favor of this request and had no concerns. The bond in place was \$202,075. The bond was to finish Christopher St. and various items. The Staff was in agreement for the request.

**MOTION:** move to approve a five-year extension of the final subdivision approval for Application #414 from August 29, 2023, to August 29, 2028, for: Subdivision – Pine Street, south of Mitchell Street, east of Middle Street and 72 Mitchell Street (5 lots); Assessor’s Map 3, Lots 1, 2, 3, 4 & 5; R-10/BHC (Single-Family Residential/ Route 72 Corridor Business) zone; John A. Senese and RM 44 Holdings, LLC, owners. The current cash bond amount in place that secures the final approval is: \$202,075.

This extension is granted pursuant to the Connecticut General Statutes Section (C.G.S.) 8-26c (e), Public Act 21-34 and Section 2.09 (1) of the Bristol Subdivision Regulations which allows for extensions of subdivision approvals.

By: Soares

Seconded: Pose.

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

Against: None.

Abstain: None.

The application is approved.

- 3. Application #424 – Request for extension of conditional subdivision approval from August 25, 2023 to August 25, 2025 for: Subdivision (Blossom Estates – Phase 2) – Redstone Hill Road (16 lots); Assessor’s Map 2, Lots 133, 133-1, 133-2 & 133-3; R-15 (Single-Family Residential) zone; 505-545 Redstone Hill Road, LLC, applicant.

Attorney Andre Dorval, 17 Riverside Ave., representing the applicant, explained the request for the conditional approval of the application under the CT Gen. Statutes and the Zoning Regulations.

Staff explained the application does not have final approval. The application was approved in 2021. The applicant has a right to three additional 12-month extensions for the application. The applicant was requesting two 12-month extensions this evening. The Staff was in agreement for the request.

Commission inquiries: Staff reviewed the difference of a conditional approval versus a final approval with the Commission.

Staff reviewed Phase I (2 existing houses) of the 18 Lot subdivision. The sidewalks were bonded in Phase I. Phase II would be for 16 new lots. The infrastructure was bonded in Phase II, which was not in place yet. If the applicant posts the bond, they may request a final approval.

Attorney Dorval explained the lots may not be sold in the conditional approval. But, the applicant has finished as much of the street as possible. The purpose of the bond was to turn over the maintenance of the pond to the City.

Ms. Levesque explained the storm water pond was required to be bonded with the City. Also, 15% of the bond was required to be maintained if there are any improvements within one year for the property.

**MOTION:** move to approve a two-year extension of the conditional subdivision approval for Application #424 from August 25, 2023, to August 25, 2025, for: Subdivision (Blossom Estates – Phase 2) – Redstone Hill Road (16 lots); Assessor's Map 2, Lots 133, 133-1, 133-2 & 133-3; R-15 (Single-Family Residential) zone; 505-545 Redstone Hill Road, LLC, owner.

This extension is granted pursuant to the Connecticut General Statutes Section (C.G.S.) 8-26c (e), Public Act 21-34 and Section 2.09 (1) of the Bristol Subdivision Regulations which allows for extensions of subdivision approvals.

By: Nardi

Seconded: Pose.

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

Against: None.

Abstain: None.

The application is approved.

4. Application #433 – Subdivision (Cold Spring Farm – Phase 4) west of Village St. and Silo Rd. (20 lots) Assessor's Map 1, & Lot 7B; R-10 (Single-Family Residential) zone; Industrial Builders & Realty Co., LLC.

The following persons representing the applicant reviewed the application with the Commission: Attorney James Ziogas, 104 Bellevue Ave. and Severino Bovino, P.E. of Kratzert and Jones Associates, 1755 Meriden – Waterbury Rd., Milldale.

Attorney Ziogas reviewed the request for Phase 4, Cold Spring Farm. He explained the subdivision was allowed to lapse because of the economics at that time. With the improved economy, the request was to restore Phase 4 for 20 lots in an R-10 zone. The plan allowed 4 rear lots, but the request was for 3 rear lots. The remaining 17 lots were in excess square footage of the R-10 zone. There were no inland wetlands on the site. The open space requirement complied in the first four phases of the application(s) (58.8 acres/8.5 acres of open space.) A request was made to the Planning Commission to defer the sidewalks to one side of the street. The applicant's representatives received the comments on Friday, which they resolved for this evening. The site would have City sewer and water services. He reviewed the reasons the HELCO easement on the property does not exist anymore, which was released in 1915. The revised plans for the comment responses were not ready for this evening. He would provide an affidavit to Ms. Levesque that she requested for this easement.

Mr. Bovino reviewed the responses to the comments. The bonding would be put in place when the amount is agreed upon. He reviewed the Low Impact Development (LID) features of the plan with underground storm water storage for each house. He would review the grading plan. The applicant would preserve as many trees as possible near the street with the exception of construction of clearing trees for the street and utilities. The City sewer and water services would be a loop system. The concerns of grading for the lots near Lot 29 would be reviewed to prevent any concerns. The footing drains for the houses would drain on the lawns. A bond estimate would be provided to Staff. Also, he would review Lot 22 for a yard drain.

The Commission preferred to review the revised plans with the revised comments. Ms. Levesque noted any comments the Staff and the applicant did not agree on would be reviewed by the Commission with individual grading plans. Staff explained he did not have sufficient time to draft the final stipulations for the application. He noted the sidewalk deferral request letter was submitted today from Attorney Ziogas.

The Commission, Attorney Ziogas and Mr. Bovino had a discussion on open space, revised comments and submitting revised plans for review to approve the plans. Attorney Ziogas reviewed the approval of the open space, but the Commission may request open space for the plans. There was no open space being requested for this application. Mr. Bovino explained the open space was approved during Phases 1 to 5 with 15% to keep it as a large parcel.

Commissioner Rasmussen-Tuller disagreed in that this application should be processed as a new application because it was considered abandoned versus to reinstate a phase since it was expired about the same amount of time as it was active. For reasons not to set a precedence. Also, the Commission was not allowed to reinstate an expired phase.

Commission inquiries, respectively: Mr. Bovino explained the soil perc for soil absorption were not done yet, but the calculations would be done for the properties for the one-inch storms and sheet run off. He explained the only impacts would be the houses and the driveways themselves. Attorney Ziogas explained each house would have a subsurface infiltration system. Staff explained the subdivision was approved in 2004 and expired in 2014. Ms. Levesque reviewed how the existing storm water systems have work sufficiently for the property.

Staff explained the Commission had 65 days to vote on the application.

**MOTION:** Move to continue the review of Application #433 – Subdivision (Cold Spring Farm – Phase 4) at the August 28, 2023, Planning Commission Regular meeting.

By: Pose

Seconded: Soares.

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

Against: None.

Abstain: None.

The application is continued.

**COMMUNICATIONS:**

- 5. City Council Appointments
  - a. John Soares
  - b. Ken Rasmussen-Tuller
  - c. Kristen O'Donnell

Chairman Veits congratulated Commissioner Soares and Commissioner Rasmussen-Tuller on their reappointments to the Commission. He also welcomed and congratulated Commissioner O'Donnell on her appointment to the Commission.

**STAFF REPORTS:**

- 6. Land Use Commissioner Training
  - a. Additional Fair Housing Information
  - b. Continued review of Land Use Board/Commission powers and functions.

Dr. Dawn Leger, Grants Administrator, Manager of the Community Development Block Grant, City of Bristol, Economic and Community Development, 111 North Main St., reviewed the Additional Fair Housing Information. Part of her responsibility for HUD is to be their steward for the Affordable Housing and Fair Housing Program for the City. The City had a Fair Housing report last year. She explained David Oakes, Facilities Manager, Public Works Dept., was working on the Sustainable CT and Fair Housing concerns. The Fair Rent Commission was created for concerns with rent and landlords. The City was in excess of the State percentage of fair housing. The Planning and Zoning Commission are continuing to review the Regulations to resolve concerns. She reviewed a concern of the City's of a 2017 report of the Analysis of Impediments to Fair Housing Affirmatively Furthering Fair Housing by the Bristol Development Authority. The City has 100 unhoused people and many are elderly persons, which are getting priced out of their homes.

Next with a PowerPoint presentation, Staff gave an overview of the "Continued Review of Land Use Board/Commission Powers and Functions." He explained Ms. Levesque was the liaison for the Inland Wetlands Commission (IW) and Watercourses Agency (IWWA.) He also had some expertise in Inland Wetlands matters from various towns.

Staff explained the State had mandated no applications allowed in the floodways. The FEMA maps are being updated. He explained there are limits in the floodplain areas that would affect insurance and a community rating system that the City of Bristol has to process in the future. This would be beneficial to some property owners and not beneficial to others. There is a Flood and Erosion Control Commission that meets once a year, which is preparing to schedule a meeting soon.

Staff explained the Commission had finished their 4 hours of Land Use Commissioner Training this evening. He expressed his appreciation to the Commission for attending the meeting to understand how the Boards and Commissions work and function together.

The following item was added under Staff Reports.

7. Subdivision Status Report

Ms. Levesque reviewed the monthly Subdivision Status report dated July 19, 2023, with the Commission. She explained most of the subdivisions were constructed or were being constructed. The Blossom Estates Subdivision, Phase 1 was okay and the Phase 2 was extended this evening. She received a couple of building permits for Perkins Meadows. There were no applications received for the Meadowview Subdivision.

Staff noted he would update the Calco Construction subdivision report for next month.

The following item was added under Staff Reports.

8. Planning Commission Meetings to start at 6:00 P.M.

Chairman Veits' view was the Commission should try starting the Planning Commission meetings at 6:00 P.M. until December 2023, to review any concerns with starting at 6:00 P.M.

**MOTION:** Move to change the meetings to start at 6:00 P.M. rather than 7:00 P.M. for the remainder of the calendar year of 2023, for the Planning Commission.

By: Lorenzetti

Seconded: Soares.

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

Against: None.

Abstain: None.

The report is filed.

Staff explained the City Hall meeting rooms would be available in October 2023, but he has the Board of Education, Auditorium, at 129 Church St., scheduled for the remainder of the 2023.

**ADJOURNMENT:**

Motion was made by Commissioner Soares to adjourn.

Motion seconded by Commissioner Pose.

Motion carried 5-0.

The meeting adjourned at 8:40 P.M.

These minutes represent the proceedings of the meeting.

This meeting was taped.

Respectfully submitted,

Nancy King

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William J. Veits  
Chairman  
City Planning Commission