

**BRISTOL PLANNING COMMISSION
MINUTES
REGULAR MEETING OF WEDNESDAY JANUARY 29, 2020**

CALL TO ORDER:

By: Chairman Veits

Time: 7:03 P.M.

Place: City Hall

ROLL CALL:

MEMBERS	NAME:	PRESENT	ABSENT
REGULAR MEMBERS:	Chairman William Veits (Chairman)	X	
	Commissioner John Soares (Vice Chairman)	X	
	Commissioner Andrew Howe (Secretary)	X	
	Jon Pose	X	
	Terry Parker	X	
ALTERNATE MEMBERS	Jeff Hayden (Alternate)	X	
	Joseph Kelaïta (Alternate)	X	
	Tracey Bacchus (Alternate)	X	
STAFF			
	Robert Flanagan, City Planner	X	
	Nancy Levesque, P.E., City Engineer	X	

PLEDGE OF ALLEGIENCE

Chairman Veits reminded the Commission the next regular meeting was on February 26, 2020.

PUBLIC PARTICIPATION

There was no public participation.

ADMINISTRATIVE MATTERS

1. Approval of Minutes

Chairman Veits explained a correction was required on Page one of the December 18, 2019 special minutes of Chairman Cunningham called the meeting to order that should be Chairman Veits.

MOTION: Move to approve the minutes of the December 18, 2019, special meeting, as amended.

By: Parker

Seconded: Howe.

For: Howe, Parker, Soares and Veits.

Against: None.

Abstain: Pose.

Chairman Veits explained that Commissioner David White was now a Commissioner on the Zoning Commission.

NEW APPLICATIONS

There were no new applications.

PUBLIC HEARINGS

There were no public hearings.

Chairman Veits designated Commissioners Howe, Parker, Pose, Soares and Veits as voting Commissioners this evening.

ZONING COMMISSION REFERRALS

2. Application #2352 – Proposed amendments to the Zoning Regulations: to (1) add a definition for “adult day care centers” (Section II.B); (2) add “adult day care centers” as a permitted use in the BD (Downtown Business) zone (Section VI.C.2.); Bristol Development Authority, applicant.

The Commission acknowledged receipt of the following items in their electronic packets:

- a) referral letter dated December 31, 2019
- b) letter from Justin Malley, Executive Director, BDA, dated December 30, 2019
- c) proposed text amendment

Justin Malley, Executive Director, Bristol Development Authority, 111 North Main Street, City Hall, explained he submitted a summary of his request with the application. He explained this was not an unusual request and they were working with the developer for the former Funk Building and the Eagle Building on the corner of Prospect Street and Main Street, which would be purchased from Bristol Health to convert them to veterans housing. The developer has plans for the Eagle Building for support services for veterans and one service was for adult day care service. The adult day care may be categorized under a medical office, but Staff suggested to amend this use in the Regulations because there would likely be additional similar requests to correct any additional requests. The request was to add the definition to the Regulations as an allowed use in the downtown zone.

After inquiries by the Commission, Mr. Malley explained an example of an adult day care was similar to recreational services provided for elderly housing or child day care centers. This would allow for elderly persons to get out of their houses for recreational activities. He was unsure of any age limits for the adult day care.

Mr. Flanagan read into the record the amendment, Sections II.B. and VI.C.2. Mr. Flanagan explained there were two amendments requested. He explained Mr. Malley has done some research on the Plan of Conservation and Development, which he assisted Mr. Malley in drafting the Regulation for a referral to the Zoning Commission.

Mr. Malley explained when they try and to encourage downtown development for the Plan of Conservation is helpful. The PoCD calls out an effort for unique or new business uses in the downtown area as an exclusive area, such as breweries. He reviewed the Policy Item 8.3.1. (4), Page 66, underutilized buildings, which he would consider these buildings underutilized. Also, Action Steps, 8.4.2., Page 68, for appropriate mix of uses in the downtown area, which may fit with new uses. His opinion was these applications would change the buildings and a future adult day care use may take over a building in the downtown area.

Mr. Flanagan explained this request was not for a specific building, but for the downtown zone and could be applied to various buildings in the zone.

MOTION: To send a positive referral to the Zoning Commission for Application #2352 – Proposed amendments to the Zoning Regulations: to (1) add a definition for “adult day care centers” (Section II.B); (2) add “adult day care centers” as a permitted use in the BD (Downtown Business) zone (Section VI.C.2.); Bristol Development Authority, applicant.

The Planning Commission finds that the zoning text amendment, as presented, would be consistent with the goals and policies of the 2015 Plan of Conservation and Development, amended to April 1, 2018, and specifically:

1. 1.4. it follows policy 8.3.1.(4.) it encourages the adaptive reuse of existing vacant buildings and redevelopment of underutilized sites.

By: Howe

Seconded: Soares.

For: Howe, Parker, Pose, Soares and Veits.

Against: None.

Abstain: None.

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

CITY COUNCIL AND OTHER REFERRALS

4. 8-24 Referral – Potential Acceptance of Graham Street

- a) referral letter dated January 15, 2020
- b) memo dated January 6, 2020
- c) mapping: location map and zoning map

Ms. Levesque explained this was referral for the acceptance of Graham Street that was a one way street, which was near the Route 6 area of West Street. The City has been cleaning the area up; the street is plowed; and last year the street was reconstructed. The street was in good enough shape to vote to accept the street, which is what the memorandum described for the City Council to approve. The Street is approximately 15 ft. wide by 330 ft. long.

After inquiries by the Commission, Ms. Levesque explained the street would remain one way and 15 ft. wide. The street is small and there are trees and rocks on each side, but it was milled and paved as much as possible. The emergency vehicles may go down the street, but a fire truck would be slightly difficult because of the street slope. The plow and solid waste trucks may go on the street.

MOTION: To send a positive referral to the City Council from the Planning Commission that the City Council approve the street acceptance of Graham Street described as 15 feet in width and connecting to West Street, which is connected to Route 69 from the western side of West Street connecting to Route 69 in a westerly direction approximately 330 feet to Summit Street intercepting with Summit Street eastern side as a public street (inaudible.)

By: Soares

Seconded: Parker.

For: Howe, Parker, Pose, Soares and Veits.
Against: None.
Abstain: None.

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

STAFF REPORTS

5. Monthly Subdivision Status Report

Ms. Levesque explained the Calamar Subdivision received its OSTA approval and they would proceed with their plans, which was on Pine Street and Mitchell Street with 128 units. Mr. Flanagan explained the Cedar Hill Subdivision would expire in May 2020 and he spoke with the developer.

COMMUNICATIONS

6. Commissioner Appointment Letter

The Commission acknowledged receipt of the following item in their electronic packets: a letter dated January 15, 2020, from Therese Pac, Town and City Clerk, regarding the appointment of alternate Commissioner Tracey Bacchus. On behalf of the Commission, Chairman Veits welcomed Commissioner Bacchus to the Commission.

ADJOURNMENT

Motion was made by Commissioner Soares to adjourn.
Motion seconded by Commissioner Howe.
Motion carried 5-0.
The meeting adjourned at 7:31 P.M.

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

Respectfully submitted,
Nancy King

Andrew Howe
Secretary
City Planning Commission