

**BRISTOL PLANNING COMMISSION
MINUTES
REGULAR MEETING OF WEDNESDAY MARCH 27, 2019**

CALL TO ORDER:

By: Acting Chairman Soares

Time: 7:00 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	David White (Alternate)	X	
	Jeff Hayden (Alternate)	X	
	Joseph Kelaita (Alternate)	X	
STAFF	Robert Flanagan, City Planner	X	
	Christopher Schaut, Assistant City Planner	X	
	Nancy Levesque, Assistant City Engineer	X	

PLEDGE OF ALLEGIENCE

Acting Chairman Soares designated Commissioners Howe, Parker, Hayden, White and Soares as voting Commissioners this evening.

PUBLIC PARTICIPATION

There was no public participation.

APPROVAL OF MINUTES

Acting Chairman Soares designated Commissioner Kelaita and White to vote on the February 27, 2019 minutes in place of Commissioner Pose with his absence this evening and Commissioner Parker’s absence at the February meeting.

MOTION: Move to approve the February 27, 2019, regular minutes.

By: White

Seconded: Kelaita.

For: Howe, Kelaita, White and Soares.

Against: None.

Abstain: None.

NEW APPLICATIONS

There were no new applications.

PUBLIC HEARINGS

There were no public hearings.

PENDING APPLICATIONS

1. Application #417 – Subdivision, 340 Maple Avenue, (2 lots); Assessor's Map 56, Lot 19; R-15 (Single-Family Residential) zone; Nicole M. Bugryn, applicant – continued from February 27, 2019.

The Commission acknowledged receipt of the following items in their electronic packets: two approval letters from the Inland Wetlands Commission for the Boundary Change (App. #1860) and the Inland Wetlands Application (App. #1862) to construct a single family house, dated March 12, 2019 and March 12, 2019, respectively and the first and second set of Site Plan Review Comments dated January 15, 2019 and March 5, 2019, respectively.

Attorney James Ziogas, 104 Bellevue Avenue, on behalf of the applicant, explained the applicant wants to divide the current property into two, with the new proposed lot being 100 feet by 150 feet. The property is served by city water and sewer. A wetlands boundary change was approved by the Wetlands Commission as a soil scientist found no wetlands on the property. This was an existing neighborhood with sidewalks, so no public improvements were necessary. The applicant requests a waiver of the open space requirement.

After inquiries by Mr. Flanagan, Attorney Ziogas explained the pump house would be abandoned and disposed of to comply with the Health Department regulations. The Commission agreed that a dedication of open space was required for this property.

Ms. Levesque explained the applicant resolved all Staff comments.

MOTION: Move to approve Application #417 – Subdivision, 340 Maple Avenue, (2 lots); Assessor's Map 56, Lot 19; R-15 (Single-Family Residential) zone; Nicole M. Bugryn, applicant, in accordance with the plot plan and information submitted. There are no public improvements associated with this development and sidewalks were previously installed on Maple Avenue. This approval is based on the maps and information submitted along with the subdivision plan entitled "N. Bugryn Subdivision" having a last revision date of February 20, 2019, with the following stipulations:

- a. Before the subdivision plan is signed off, all remaining Staff comments shall be addressed to the satisfaction of the Staff.

By: Howe

Seconded: Parker.

For: Howe, Parker, Hayden, White and Soares.

Against: None.

Abstain: None.

The application is approved.

ZONING COMMISSION REFERRALS

There were no Zoning Commission referrals.

CITY COUNCIL AND OTHER REFERRALS

1. Potential Acceptance of Hope Street

The Commission acknowledged receipt of the following item in their electronic packets: a referral letter dated March 13, 2019, from Therese Pac, regarding the City Council's request for a recommendation on the Center Square property and a letter dated March 4, 2019, from Justin Malley, Executive Director, Bristol Development Authority, regarding the elected name of Hope Street.

The following items were submitted into the record: a letter dated March 4, 2019, from Justin Malley, Executive Director, Bristol Development Authority and Raymond Rogozinski, P.E., Director of Public Works to Mayor Ellen Zoppo-Sassu and a memorandum dated March 27, 2019, from Nancy Levesque, P.E., Assistant City Engineer, regarding the Engineering Departments recommendation for approval.

Mr. Flanagan read into the record the letter dated March 27, 2019.

Mr. Flanagan explained that Staff recommended a positive recommendation to the City Council.

After inquiry by the Commission, Ms. Levesque explained there was full curbing and curb cuts for driveways were installed in some places in anticipation of future development.

MOTION: move to recommend to the City Council approval of the street acceptance of Hope Street, described as, fifty to sixty five feet in width and running on the eastern side of North Main Street to the intersection of North Main Street and Laurel Street in an easterly direction approximately 900' feet intersecting with Riverside Avenue (north side) as a public highway, and to be so named.

- a. Hope Street is part of Subdivision Application #404 (Centre Square) in the BD-1 (Downtown Business) zone, City of Bristol, applicant.
- b. The acceptance of Hope Street is based on a memorandum dated March 27, 2019, from the Assistant City Engineer stating that the road is in compliance with City standards and has been completed and conforms with the Subdivision Regulations of the City of Bristol.

By: Howe

Seconded: Parker.

For: Howe, Parker, Hayden, White and Soares.

Against: None.

Abstain: None.

NEW BUSINESS

2. Cedar Hills Subdivision, Proposed Name Change to Bristol Crossings

The following item was submitted into the record: a letter dated March 5, 2019, from Attorney Peter Giannotti, Corporate Counsel for Sachem Capital, to Chairman William Veits, regarding the request to replace the property signage.

MOTION: move to add to the agenda item for the discussion of the proposed name change from Cedar Hills Subdivision to Bristol Crossings.

By: Howe

Seconded: Parker.

For: Howe, Parker, Hayden, White and Soares.

Against: None.

Abstain: None.

Mr. Flanagan read into the record the letter dated March 5, 2019.

Mr. Flanagan explained the applicant transferred the bonds in the amount of \$1 Million and submitted a letter for their request as suggested by Staff. The Commission approved the original subdivision. He explained Staff had no concerns because there would be no conflicts with any subdivisions or names. The project has had some difficulties and wanted to change the name under new ownership.

MOTION: move to approve the request change the name of the Subdivision listed on Application #324, from Cedar Hills to Bristol Crossings. The subdivision includes the following phases that are currently under construction, Phase II; Corbin Ridge; Assessor's Map 9; Lots 12, 13 and 26-42 (19 lots) and Phase III, Tevin's Way; Map 9; Lots 14-25 (12 lots.) This request is based on a letter dated March 5, 2019 from **Attorney Peter G. Giannotti**, who represents the property owner of Sachem Capital Realty, LLC, 23 Laurel Street, Branford, CT.

By: Howe

Seconded: Parker.

For: Howe, Parker, Hayden, White and Soares.

Against: None.

Abstain: None.

3. Discussion of a Revision to an Approved Site Plan-Manufacturing Facility Building and Grading Modifications-136 Business Park Drive; Assessor's Map 3; Lot 5; IP-1 (Industrial Park Zone); AMKO, LLC, applicant.

MOTION: move to add the following item to the agenda, Discussion of a Revision to an Approved Site Plan-Manufacturing Facility Building and Grading Modifications-136 Business Park Drive; Assessor's Map 3; Lot 5; IP-1 (Industrial Park Zone); AMKO, LLC, applicant.

By: Howe

Seconded: Parker.

For: Howe, Parker, Hayden, White and Soares.

Against: None.

Abstain: None.

The following item was submitted into the record: a map dated 2019, entitled "Conceptual Building Addition, Lot 5, 136 Business Park Drive, Bristol, CT, Prepared for AMKO, LLC, Existing Conditions, Dated January 28, 2019, EX-1," (submitted by Robert Flanagan, City Planner.)

Mr. Flanagan explained the Site Plan was approved in 2016, which was successful and now the applicants are requesting a 4,200 sq. ft. addition to the building. His request was approval from the Commission to provide an administrative review and approval for this proposed addition.

MOTION: move to authorize Staff to conduct a Site Plan review for the proposal for a 4,200 sq. ft. addition at 136 Business Park Drive; Assessor's Map 3; Lot 5; IP-1 (Industrial Park Zone); AMKO, LLC, applicant. A formal Site Plan must be submitted by the applicant to the Land Use Office for review by the Site Plan Review Committee and an approval letter must be signed by the City Planner prior to building permits being issued. The Planning Commission reserves the right to require a formal application for the addition if Staff feels it is appropriate.

By: Howe

Seconded: Parker.

For: Howe, Parker, Hayden, White and Soares.

Against: None.

Abstain: None.

4. Mr. Flanagan reminded the Commission there would be a seminar on April 29, 2019, from 6:30 P.M. to 9:00 P.M., at City Hall, Council Chambers. This seminar would be for all Land Use Boards and Commissions. He encouraged the Commissioners to attend the seminar and to reserve their attendance with Mr. Schaut tomorrow.

OLD BUSINESS

There was no old business.

STAFF REPORTS

5. Monthly Subdivision Status Report

The Commission acknowledged receipt of the following item in their electronic packets: the updated monthly Subdivision status report dated March 21, 2019.

Ms. Levesque explained there were some concerns at the February meeting from the Commission on the Sturbridge Estates Subdivision (App. #372), regarding street lights. She spoke with Eversource today and they are finalizing the connections to the poles. There were no additional changes to the report.

CITY PLANNER REPORT

Mr. Flanagan explained the final Site Plans for a small building addition to 700 Emmett Street were signed after a Staff review, which also had an Inland Wetlands Commission application approval (App. #1863.)

6. Discussion on C.G.S. 8-26c: Suggested procedures for expired Subdivision approvals.

This item was discussed at the February meeting for Allentown Road. Mr. Flanagan explained Staff is having discussions with the Corporation Counsel Office, which has not been resolved. He would email a map to the Commission to review for the April meeting. A subdivision has expired before a condition of extending sewer to one of the lots has been completed. Staff will continue to work with Corporation Counsel to determine next steps.

COMMUNICATIONS

Acting Chairman Soares reminded the Commission their next meeting was April 24, 2019.

ADJOURNMENT

Motion was made by Commissioner Parker to adjourn.
Motion seconded by Commissioner Howe.
Motion carried 5-0.

The meeting adjourned at 7:52 P.M.

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

Respectfully submitted,
Nancy King

Andrew Howe
Secretary
City Planning Commission