

**BRISTOL PLANNING COMMISSION
MINUTES
REGULAR MEETING OF WEDNESDAY MAY 27, 2020
7:00 P.M
WEBEX MEETING**

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 Kelaita (Alternate)	X	
	Tracey Bacchus (Alternate)	X	
	Robert Flanagan, City Planner	X	
STAFF	Nancy Levesque, P.E., City Engineer	X	

PUBLIC PARTICIPATION

There was no public participation.

Chairman Veits designated regular Commissioners Pose, Howe, Parker, Soares and Veits as voting Commissioners on the April 22, 2020 minutes and on all the applications and all items this evening. He also reminded the Commission the next regular meeting of the Planning Commission is Wednesday, June 24, 2020.

APPROVAL OF MINUTES

- Minutes from the April 22, 2020 Regular Meeting

MOTION: Move to approve the minutes of the April 22, 2020, regular meeting.

By: Howe

Seconded: Parker.

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

Against: None.

Abstain: None.

NEW APPLICATIONS

- Application #422 – Revision to an Approved Site Plan for storage building for manufacturing facility at 425 Lake Ave.; Assessor’s Map 3, Lot 5A; I (General Industrial) zone; Architectural Building Services General Contractors, LLC, applicant.

The Commission acknowledged receipt of the following item in their revised electronic packets: the first set of Site Plan Review Committee comments, dated May 27, 2020 with responses from the applicant.

Robert Palazzo, 556 Plainville Avenue, Farmington, on behalf of the applicant, explained the request to revise the previously approved Site Plan in 2017 for the manufacturing facility for a 10,000 sq. ft. addition. He explained the manufacturer does a lot of work for General Dynamics Electric Boat, which has many new contracts for the applicant. They need to increase their capacity.

The addition would be typical of the existing building, but if any additions were required in the future, there was area on the property for two more additions (20,000 sq. ft.) There was sufficient parking spaces with the existing parking on the property. The applicant received the comments today from Mr. Flanagan and responses were provided for Staff.

Mr. Flanagan reviewed the comments and responses with the Commission. This facility was constructed a few years ago with the original building footprint. The 10,000 sq. ft. addition would be similar to the existing building. Regarding the responses for the Building and Zoning Department, the proposed addition would not affect parking because there was excess parking spaces on-site.

The proposed lighting plan would be consistent with the existing Site Plan. The applicant will provide a photometric plan. In addition, there was no additional dumpsters. Regarding the landscaping plan, the site already includes approximately 200 existing fruit trees and berry bushes (non-traditional landscaping).

Regarding the Water Department comments, there was no water-main work required, but if any restrooms are constructed Water Department review would be required. Mr. Flanagan summarized this was an existing 10,000 sq. ft. building and the request would be an accessory use. The manufactory facility was on a different lot with the additional warehouses. The applicant was provided an additional future parking plan, if required. The Staff was comfortable with the plans being approved, if the Commission agreed.

MOTION: Move to approve Application #422 – Revision to an Approved Site Plan for storage building for manufacturing facility at 425 Lake Ave.; Assessor’s Map 3, Lot 5A; I (General Industrial) zone; Architectural Building Services General Contractors, LLC, applicant, with the following stipulation:

- 1) The site plan shall not be signed off until all remaining staff comments have been addressed and the plan revised accordingly.

By: Soares

Seconded: Parker.

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

The application is approved with stipulations.

PUBLIC HEARINGS

There were no public hearings.

ZONING COMMISSION REFERRALS

There were no Zoning Commission referrals.

CITY COUNCIL AND OTHER REFERRALS

3. C.G.S. 8-24 Review: Proposed purchase/lease or easement over a portion of City owned property known as: Assessors Map 4 & Lot 17.

The Commission acknowledged receipt of the following items in their electronic packets: a letter dated May 13, 2020, from Therese Pac, Town and City Clerk, on behalf of the City Council to refer the item to the Real Estate Committee and the Planning Commission, regarding the request from D’Amato Realty One, LLC for the purchase/lease or obtain an easement over a portion of Lot 4-17 on Enterprise Drive; a memorandum dated May 6, 2020, from Raymond Rogozinski, P.E., Director of Public Works to the Mayor, regarding the request from D’Amato Realty One, LLC to purchase 1.67 acres of City owned land to purchase/lease or obtain an easement over a portion of Lot 4. on Enterprise Drive and a document entitled “Offer to Purchase Real Estate” from D’Amato Realty One, LLC to the City of Bristol.

Ms. Levesque explained the lessee would like to add onto their property by leasing a portion of the City’s property. But, she had no additional information. Also, there was a map attached for the purchase.

The Commission commented they were uncomfortable to recommended approval with the lack of information. The notes stated “an offer to purchase real estate” but there was no mention of leasing a portion of property. The Commission noted there was an advertisement for the Real Estate Committee meeting for a purchase.

Mr. Flanagan explained the motion for the City Council on May 6, 2020 was to purchase or obtain an easement. If the Commission is unsure, they may table this request to the June meeting. He will try to obtain additional information for the Commission for the next meeting.

MOTION: Move to table the CT General Statute 8-24 Referral review until there is additional information for the lease agreement

By: Howe

Seconded: Soares.

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

Against: None.

Abstain: None.

The CT General Statute 8-24 Referral is tabled until the June 24, 2020 regular meeting.

4. FY2020-2021 Capital Budget

The Commission acknowledged receipt of the following items in their electronic packets: a letter dated April 30, 2020, from Diane Waldron, Board of Finance Clerk, regarding the motion at the April Meeting of the Board of Finance to refer the item to the Planning Commission with an attached budget page entitled "City of Bristol, 2020-2021, Capital Budget, 10 Year Capital Improvement and Strategic Planning Committee Approved, March 16, 2020, Board of Finance Approved April 28, 2020.

After inquiries by the Commission, Ms. Levesque explained the prior budget for \$32,750,000 for City Hall for renovations was for newer renovations. The Capital Budget has a public hearing with the Board of Finance, which the City Council reviewed also with public comment.

The wireless network and camera system were for the school system and for the residents, which was an Information Technology plan and not Public Works Department. The Route 72 project was for the State working on Riverside Avenue to pave curb to curb improvements; sidewalks; streetscapes; brickwork and to continue the North Main Street streetscape. With that, Staff is reviewing the budget for crosswalks, sidewalks, ramps and various Route 72 items.

Also, there may be additional funding and grants. Regarding Shrub Road sidewalks, Staff spoke with NVCOG today for the Lots of Program, which would be from Cricket Hill to Jerome Ave. and not quite up to Burlington Avenue and connect to Stevens Street. They do not know if it would be sidewalks, but they may be on one side of the street with the road constraints. Or the road may possibly be widened.

After inquiries by Mr. Flanagan, Ms. Levesque explained the \$1.3 Million was for architectural plans and a schedule for moving people in and out of offices of City Hall. This would be to relocate employees onto different floors, renovate a floor and the equipment and have the employees return. Then the same process for the next floors.

MOTION: Move to recommend to the Board of Finance adoption of the Capital Budget for Fiscal Year 2020-2021, 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: Soares

Seconded: Howe.

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

Against: None.

Abstain: None.

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

- 5. Community Development Block Grant (CDBG)
 - a. Annual Action Plan Year 46 – 2020-2021
 - b. Five-Year Consolidated Plan – 2020-2024

The Commission acknowledged receipt of the following items in their electronic packets: a memorandum dated May 19, 2020, from Dr. Dawn Ledger, Grants Administrator, Bristol Development Authority, regarding the Community Development Block Grant (CDBG); Annual Action Plan Year 46-2020-2021 and Five Year Consolidated Plan-2020-2024; a summary page entitled "2020-2024 Consolidated Plan Goals" and a copy of the 2020-2025, Consolidated Plan, City of Bristol, Survey Results, February 2020.

Dr. Dawn Ledger, Grants Administrator, Bristol Development Authority, 111 North Main Street, explained this budget has to be done every five years. Bristol is an entitlement city and receives a formula grant OF about \$650,000 per year.

A large portion was for the Public Services Programs ARE for health and wellness. There is concern for children, at risk youth and families because of a great deal of stress (in schools) that causes behavior problems.

Dr. Ledger explained the total expenditures for 2020 to 2021 was \$728,000. They received \$669,779 from HUD and they were spending in excess, but they received reprogrammed income. They may only spend 15% on public services projects. The housing program reported at \$239,000, but there was excess because there were more resources for that program. This supports half of her salary and Staff members.

She requested the Commission to review the report provided, which was interesting because it showed good and bad trends. She reviewed the Plan of Conservation and Development; Naugatuck Valley Council of Governments Reports; United Way Report; Needs Analysis and Strategic Plan to base their status and where they are going, which the five-year report is based. She noted HUD likes to request new reports and also does not provide for any extensions because of the COVID-19 pandemic.

NEW BUSINESS

MOTION: Move to add to the agenda Application #409 – Subdivision (Ridgeview), 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, applicant.

By: Howe

Seconded: Soares

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

Against: None.

Abstain: None.

The Commission acknowledged receipt of the following items in their **REVISED** electronic packets: a letter dated May 27, 2020, from Attorney Timothy Furey, regarding the request to extend the subdivision; a copy of the CT General State Statutes entitled "*CT General State Statutes Section 8-25, Subdivision of Land, Connecticut Statutes, Title 8., Zoning, Planning, Housing and Economic and Community Development, Chapter 126, Municipal Planning Commissions, Current with Acts approved through March 12, 2020*"; a copy of the Application #409.

Mr. Flanagan explained that Staff had reviewed the Monthly Subdivision report and noticed the conditional approval for the subdivision on Great Pyrenees was about to expire. The applicant, Mr. Rock, provided a bond with his attorney, Timothy Furey. He explained that when a subdivision is approved, it is approved with a conditionally in order to allow time for the Mylar maps to be filed and establish the lots. The lots cannot be conveyed until the applicant receives a final approval, which required all the infrastructure work or a bond be posted. The applicant posted a bond.

Mr. Flanagan read into the record the letter dated May 27, 2020 from the applicant's attorney.

Mr. Flanagan explained the request was for a final approval for the Great Pyrenees Way Subdivision. There are eight lots in Bristol and the remainder of the subdivision was in Burlington.

After inquiries by the Commission, Ms. Levesque explained she was unsure of the town of Burlington status of the subdivision, but she had inspectors reviewing the Bristol properties. There is well water and septic system in Burlington, but it has been suggested for Burlington to enter into an inter-municipal agreement.

Mr. Flanagan explained if the request is approved, the only item that would change on the plan would that there would be an endorsement by the Chairman or Secretary of the Commission finalizing the mylars on file in the Clerk's Office.

The bond would not be released until the comments were satisfied by the City Engineer and the City. He noted he had a conversation with Commissioner Kelaita about the edge of pavement in the area. Commission Kelaita had concerns of the slope stability and transgressing in Bristol (18 to 20 degrees) in excess of the standards.

Ms. Levesque explained she received no reports of this concern, but she would review the stabilization of the property and there was a bond in place. There is a lot of grading that will be required and the grading plan had steep slopes. There was additional drainage added to improve ground water. Mr. Flanagan noted he would review the property with Ms. Levesque and speak to Commissioner Kelaita prior to the inspection.

MOTION: Move to approve the request from Attorney Furey, on behalf of his client Rock Builders, LLC to issue a final approval for Application #409 – Subdivision (Ridgeview), 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 and to have that final approval be endorsed on the previously recorded subdivision maps Q-341, Q-342, Q-343 and Q-344.

By: Howe

Seconded: Parker.

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

Against: None.

Abstain: None.

The request is approved.

OLD BUSINESS

There was no old business.

STAFF REPORTS

- 6. Monthly Subdivision Status Report

The Commission acknowledged receipt of the following item in their electronic packets: the updated monthly Subdivision status report updated May 21, 2020.

COMMUNICATIONS

ADJOURNMENT

Motion was made by Commissioner Howe to adjourn.

Motion seconded by Commissioner Parker.

Motion carried 5-0.

The meeting adjourned 8:05 P.M.

These minutes represent the proceedings of the meeting.

This meeting was taped.

Respectfully submitted,

Nancy King

Andrew Howe
Secretary
City Planning Commission