

**BRISTOL PLANNING COMMISSION
MINUTES
REGULAR MEETING OF WEDNESDAY MAY 29, 2019**

CALL TO ORDER:

By: Chairman Veits

Time: 7:04 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	
	Nancy Levesque, Assistant City Engineer	X	

PLEDGE OF ALLEGIANCE

PUBLIC PARTICIPATION

There was no public participation.

Chairman Veits reminded the Commission their next regular meeting of the Planning Commission is Wednesday, June 26, 2019.

MOTION: Move to add to agenda under "Administrative Matters" to add "Approval of Minutes" as #1 Under Administrative Matters on tonight's agenda.

By: Howe

Seconded: Soares.

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

Against: None.

Abstain: None.

ADMINISTRATIVE MATTERS:

1. Approval of Minutes – April 24, 2019

Chairman Veits designated regular Commissioners Howe, Parker, Pose, Hayden and Veits to vote on the April 24, 2019 regular minutes of the Commission. He also designated alternate Commissioner Hayden to vote in place of Commissioner Soares with his absence at the April 24, 2019 regular meeting.

MOTION: Move to approve the minutes for the April 24, 2019, regular meeting minutes.

By: Parker

Seconded: Howe.

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

Against: None.

Abstain: None.

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

NEW APPLICATIONS

There were no new applications.

PUBLIC HEARINGS

There were no public hearings.

Item #1 Zoning Commission Referrals was taken out of order and renumbered to Item #2.

ZONING COMMISSION REFERRALS

2. Application #2317 – Change of Zone (1) from I (Industrial) and BD-1 (Downtown Business) zones to R-40 (Single-Family Residential), I (General Industrial) & BD-1 (Downtown Business) zones for an easterly portion of 18 Main Street; Assessor's Map 30, Lot 96 (pt.); (2) from R-40 (Single-Family Residential) and I (General Industrial) zones to R-40 (Single-Family Residential) zone at 100 Memorial Boulevard; Assessor's Map 30, Lot 114-1; City of Bristol Department of Public Works, applicant.

The Commission acknowledged receipt of the following items in their electronic packets: a referral memorandum dated May 21, 2019, from the Zoning Commission to the Planning Commission, mapping, dated May 21, 2019, prepared by the Land Use Office and a zone change map dated May 18, 2019.

Mr. Flanagan reviewed the request from the Department of Public Works. He explained the existing zone on Memorial Boulevard was an R-40 zone; Willis Street was an R-40 and I zone and the Barnes Group property on Main Street was a BD-1 and I zone. He reviewed the plan to redevelop the former Memorial Boulevard School into a Magnet School. This is an extension of a like zone.

After inquiries by the Commission, Ms. Levesque explained Willis Street was discontinued and the intent was to close Willis Street to the public. The Barnes Group has a driveway for truck traffic and access which would be retained. The City would own all of Willis Street; the parking lot would be connected on Memorial Boulevard. To prevent traffic on Willis Street, islands would be constructed. Mr. Flanagan explained if approved by the Zoning Commission, these parcels would be merged into the proposed Magnet School property.

MOTION: Move to send a positive referral to the Zoning Commission for Application #2317 – Change of Zone (1) from I (Industrial) and BD-1 (Downtown Business) zones to R-40 (Single-Family Residential), I (General Industrial) & BD-1 (Downtown Business) zones for an easterly portion of 18 Main Street; Assessor's Map 30, Lot 96 (pt.); (2) from R-40 (Single-Family Residential) and I (General Industrial) zones to R-40 (Single-Family Residential) zone at 100 Memorial Boulevard; Assessor's Map 30, Lot 114-1; City of Bristol Department of Public Works, applicant.

Because the change of zone, 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) Section 8.3.1.4. – Encourage the adaptive reuse of existing vacant buildings and the redevelopment of underutilized sites.

By: Howe

Seconded: Parker.

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

Against: None.

Abstain: None.

The application is recommended for approval.

Item #1 City Council and Other Referrals was taken out of order and renumbered to Item #3.

CITY COUNCIL AND OTHER REFERRALS

3. Proposed 2019-2020 Community Development Block Grant (CDBG) Budget

The Commission acknowledged receipt of the following items in their electronic packets: a letter dated May 15, 2019, from Dawn Ledger, Ph.D., regarding the request for Community Development Block Year 2019-2020 and an attached Public Hearing and Public Comment Notice on May 9, 2019.

Dawn Ledger, Ph.D., Grants Administrator, Bristol Development Authority, 111 North Main Street, City Hall, reviewed the proposed 2019-2020 Community Development Block Grant (CDBG) Budget Report with the Commission. Dr. Ledger explained she was now in charge of the CDBG Budget and she reviewed the HUD allocations of \$648,928, which had two public hearings and a public comment hearings from April 22, 2019 to May 22, 2019. She reviewed the various programs that the CDBG Budget funds and other funding that the City has received for improvement projects.

After inquiries by Mr. Flanagan, Dr. Ledger explained the total amount received was \$683,188 for the CDBG Budget; the amount for HUD was \$648,928. Of this amount, no more than 15% is allowed to be spent for public service or \$97,000.

MOTION: Move to approve the proposed 2019-2020 Community Development Block Grant (CDBG) Budget, as presented.

By: Pose Seconded: Parker.

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

The Community Development Block Grant (CDBG) Budget is approved

MOTION: Move to add a discussion on the referral from the Board of Finance for the 2019-2020 Capital Budget as Number 3 under City Council and Other Referrals.

By: Howe Seconded: Parker.

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

4. 2019-2020 Capital Budget

The following item was submitted into the record: a letter dated April 25, 2019, from Diane Waldron, Board of Finance Clerk, Comptroller’s Office to the to the Planning Commission, regarding the Board of Finance’s vote to refer the item to the Planning Commission and an attached Report entitled “City of Bristol – 2019-2020 Capital Budget, Ten Year Capital Improvement and Strategic Planning Committee Approved March 4, 2019, Board of Finance Approved April 23, 2019, Joint Meeting and Planning Commission Review.”

Mr. Flanagan read into the record the letter dated April 25, 2019.

Mr. Flanagan explained he and Ms. Levesque spoke with Skip Gillis, Comptroller’s Office, regarding the difference of \$7,034,615 and \$7,238,615. As such, Ms. Levesque explained there was a small amount of funds carried over from the major roadway budget. Also, there were funds from the State, which are encumbered in the budget and these were the differences.

After inquiries by the Commission, Mr. Flanagan preferred the Commission recommended an approval, but this item required a referral to the Commission. He would be able to offer a more detailed explanation at their June meeting, but the Comptroller’s Office was comfortable with this report. These were funds being carried over from the previous budget year.

MOTION: Move to recommend a positive referral to the Board of Finance for the following:

- 1) To recommend approval of the authorized projects as listed on the City of Bristol Capital Budget for fiscal year 2019-2020 totaling \$7,034,615.
- 2) Recommend approval of the Capital Budget for fiscal year 2019-2020 totaling \$7,034,615.

The Planning Commission finds that the authorized projects and the Capital Budget listed above are projects that are consistent with the goals and policies of the 2015 Plan of Conservation and Development, amended to April 1, 2018, by providing for the maintenance of public infrastructure and public facilities.

By: Parker Seconded: Soares.

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

OLD BUSINESS

There was no old business.

NEW BUSINESS

There was no new business.

Item #3 under Staff Reports was taken out of order and renumber to Item #5.

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 updated May 23, 2019. Mr. Flanagan explained Staff updates the report as needed and if the Commission has any concerns or questions to contact Staff

COMMUNICATIONS

There were no communications.

ADJOURNMENT

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

The meeting adjourned at 7:42 P.M.

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

Respectfully submitted,
Nancy King

Andrew Howe
Secretary
City Planning Commission