

**COMMISSION ON THE CITY PLAN
TUESDAY, FEBRUARY 18, 2020
100 Broadway, Room 335, 7:00 PM
NORWICH, CT
REGULAR MEETING**

A. CALL TO ORDER: Chair Manfredi called the meeting to order at 7:00 PM.

B. ROLL CALL AND SEATING OF ALTERNATES:

Present: Chairman Frank Manfredi, Vice Chairman Les King, Jason Courter and Kathy Warzecha

Absent: Swarnjit Singh Bhatia and Michael Lahan

Jason Courter was seated as a voting member.

Others Present: City Planner Deanna Rhodes, Assistant City Planner Dan Daniska and Recording Secretary Melinda Wilson

C. APPROVAL OF MINUTES: January 21, 2020 Meeting Minutes

On a motion by Kathy Warzecha, seconded by Jason Courter, the meeting minutes of the January 21, 2020 Commission on the City Plan (CCP) minutes were approved as presented. Les King abstained due to non-attendance.

D. COMMUNICATIONS: Assistant City Planner Dan Daniska read the communications. The United Way and the Southeastern Connecticut Housing Authority (SECHA) will hold a meeting to discuss affordable housing tomorrow night. There are training opportunities offered at the Southeastern Connecticut Council of Governments (SCCOG). He noted that committee members could respond to Justin directly at the SCCOG. The Town of Sprague sent a letter regarding a truck terminal hearing held on February 5th. There will be two more housing meetings, one on 2/27 and one on 3/6 in Norwich. Mr. Daniska will forward the meeting information to all committee members. Kathy Warzecha asked if Norwich belonged to the CT Federation of Planning & Zoning Commissions. City Planner Deanna Rhodes noted the city is not a member but she will look into joining.

E. NEW BUSINESS:

1. **SDP #1041(M): 2 Westledge Dr.** – Site Plan modifications to SDP #1041, including: addition of 30 Garage parking units in lieu of exterior parking spaces, removal of dog park at NW corner and addition of pool house, pool & patio. Removal of central patio/grill area, minor changes to internal roads, grading, drainage, and utilities to accommodate garages and pool area. Application and Property of Westledge Apartments LLC. Assessor’s Map 117, Block 1, Lot 14. Zone MF.

Brandon Handfield of Yantic River Consultants, introduced himself as the representative of the engineering firm representing the applicant. The plan originally came to the CCP in October 2018 for approval which it received. He reviewed the originally approved site plan for 120 residential units. The new proposal has the same footprint, same number of units and same road access. The applicant proposes to replace some parking spaces with 30 garages. The new plan has 188 parking spaces instead of the originally approved 193 parking spaces. At 188 spaces, the site still exceeds the number required by the city. The applicant also proposed two wider garages for ADA access. Other changes include the removal of a common patio area to be replaced with open space. They proposed to keep the grill pads

and all recreational space in the middle of the development. In place of the previously approved dog park space, the applicant proposes to add a pool house, pool and patio. With the removal of the dog park, dogs will be allowed on-leash throughout the complex. The new site plan demonstrated improved access for pedestrians to the pool house. One other change would be the removal of the maintenance building. Mr. Handfield handed out photos of similar garages. He did not present architectural representations for the pool house. He noted these will be submitted to Planning & Neighborhood Services staff when these plans are complete. The proposed pool would have a patio with a pool house.

Mr. Daniska added that comments from his memo were addressed. NPU had asked about sewer pipe sizes and Mr. Handfield addressed the question by explaining the sizes and noting they are all within requirements.

Mr. Daniska asked not to read all of the conditions in his memo. All agreed. He noted that the Commission may want to require that recreational amenities have to be built prior to the construction of the third and fourth buildings as was approved with the original application. Ms. Rhodes clarified that safety issues must be taken care of prior to issuance of a Certificate of Occupancy, in lieu of bonds. Kathy Warzecha asked that the condition be specified per standard practice.

Les King made a motion to approve with conditions set forth, as follows:

1. All conditions from the previous approval of SDP #1041 shall remain in effect and are to be considered part of this approval.
2. That the approval of this modification does not extend the previously set timeline from SDP #1041, it will expire in 5 years from the original approval date 10/16/2018 unless an extension has been granted by the Commission in accordance with ZR Section 7.5.10.2.
3. That the Playground, Patio, Pool, and Pool House be completed before construction of buildings 3 and 4 has commenced.
4. That final revised plans be submitted and reviewed by City Staff.
5. That the applicant submit the required erosion and sediment control bond prior to requesting a zoning permit, in the form of a check or letter of credit, and the associated paperwork to the Planning Department for review and approval by the City's Attorney.
6. That the City's letter of approval be placed on the final revised plan set (cover page preferred), the required signature block be placed on all plan sheets, and that all plan sheets include the stamped seal and signature of the licensed professional.
7. That 6 signed and embossed sealed paper copies and 2 mylars of the final revised set of plans be submitted to the Planning Department for endorsement by an officer of the Commission. The mylars must include the red indelible ink certification which includes the name of producer and process used.
8. That the endorsed mylar set shall be filed on the Land Records by the applicant.
9. That the certification of approval for the Special Permit use be filed with the City Clerk's office before becoming effective. This certification will be provided to the applicant by the City Planning Department post approval after the appeal period has ended.
10. That after the filing of the mylars, a zoning permit shall be issued prior to any activities associated with this application commencing on the site.
11. That any modifications to the approved proposal shall be reviewed by the Zoning Enforcement Officer prior to occurring and may require additional review and approval by the Commission.
12. That all proposed improvements associated with this application are to be completed according to the approved plan prior to the issuance of the required Certificate of Zoning Compliance or a performance

bond for all the outstanding items excluding safety related improvements, which must be completed, will be required in accordance with Sections 7.5.7.3 and 8.9 of the Zoning Regulations.

Jason Courter seconded the motion. The approval was unanimous.

F. OLD BUSINESS: None

G. EXTENSION REQUESTS: None

H. BOND REDUCTION / RELEASE REQUESTS: None

I. OTHER BUSINESS:

1. Village District Consultant RFQ

Ms. Rhodes noted that she had previously emailed all members a draft version of the RFQ for review. Members agreed the RFQ was sufficient. She reported that about one month after issuing the RFQ, she will convene an interview panel. She asked that at least one member of the CCP serve on the interview panel for the consultants answering the RFQ. Les King and Kathy Warzecha both volunteered. All CCP members agreed. Chair Manfredi verified with Ms. Rhodes that developers pay the fees associated with the consultant.

J. POCD PIC MEETING - UPDATE: Chair Manfredi reported that the next Plan of Conservation and Development (POCD) Plan Implementation Committee (PIC) meeting will be held on March 11, 2020 at City Hall in Room 335. Ms. Rhodes noted that on March 6, 2020, Inland Wetlands will discuss the potential trails along the reservoirs.

K. STAFF REPORT: Ms. Rhodes reported that she met with City Council members for goal settings and a budget discussion, in a day-long meeting. She reported that the consolidation of schools will be a focus of the Council. Chair Manfredi asked about Hale Mill. Ms. Rhodes reported that the developers are getting close to asking for their assessment deferral. Internal city meetings are taking place to address the request. Jason Vincent of the Norwich Community Development Corporation (NCDC) has expressed the importance of addressing the matter in a proactive and timely manner. Ms. Rhodes reported that she and Bob Mills of NCDC will meet with the owner of the Chestnut Street Mill to discuss potential development. A flea market will open at Atlantic Packaging. The Cumberland Farms lawsuits are being appealed. The Norwichtown Burger King construction will start soon. Chipolte will be started soon, as well. The golf course is anxious to do their irrigation work. The plan has changed somewhat. Now it is a smaller retention pond. Due to the change, the plans will be reviewed internally. The golf course would like to start in March. The Reid and Hughes building's owner, the Women's Institute, has had staff turnover which seems to have stalled progress.

L. ADJOURNMENT: On a motion to adjourn by Kathy Warzecha, seconded by Les King, the CCP meeting unanimously adjourned at 7:38 PM.

*Respectfully submitted,
Melinda Wilson
Recording Secretary*