

**COMMISSION ON THE CITY PLAN
THURSDAY, JUNE 25, 2020, 7:00 PM
Virtual/Remote Meeting
NORWICH, CT
SPECIAL MEETING**

Assistant City Planner Daniel Daniska read information pertaining to virtual meetings and clearly stated that the meeting, including video, will be recorded.

A. CALL TO ORDER: Vice Chair Les King called the meeting to order at 7:05 PM.

B. ROLL CALL AND SEATING OF ALTERNATES:

Present: Vice Chairman Les King, Swarnjit Singh Bhatia, Jason Courter, Michael Lahan and Kathy Warzecha

Absent: Chair Frank Manfredi

Swarnjit Singh Bhatia and Jason Courter were seated as voting members.

Others Present: City Planner Deanna Rhodes, Assistant City Planner Dan Daniska, Recording Secretary Melinda Wilson, Kathy LaCombe of KML Architects and Brandon Handfield of Yantic River Consultants

C. APPROVAL OF MINUTES: May 28, 2020 and June 16, 2020 Meeting Minutes

On a motion by Michael Lahan, seconded by Jason Courter, the Commission on the City Plan (CCP) meeting minutes of May 28, 2020 were unanimously approved as presented.

On a motion by Swarnjit Singh Bhatia, seconded by Michael Lahan, the CCP meeting minutes of June 16, 2020 were unanimously approved as presented.

D. COMMUNICATIONS: None

E. NEW BUSINESS: None

F. OLD BUSINESS: 1. **SDP #1044:** 3 North C Street. Site Plan Review for a Multi-Family Development and installation of associated site improvements and amenities. Application and property of The Hills at Riverview LLC, Assessor's Map 39, Block 1, Lot 93, Zone MF. (Tabled from 06/16/2020 CCP Mtg.)

City Planner Deanna Rhodes reported that since the last CCP meeting on June 16, 2020, in reaction to staff comments and committee member comments at that meeting, the architect and engineer had worked diligently to update the plans.

Brandon Handfield of Yantic River Consultants presented the updated plans and spoke to the changes. Sidewalks were added for both phases of the development. Sidewalks were added to the northerly shoulder of Route 97 to connect to the bus stop in the area. The sidewalks also connect to each building and entrances. The community area in the second phase was increased in size for the playground and dog area. Trails into the wooded area were added. A community space was added near Building A. Discussion was held on slope to Route 97 and creating a barrier between the community space and Route 97. There will be an undisturbed natural buffer between Phases 1 and 2. Natural trees have been preserved throughout and some trees will be added, including red maples.

Ms. Rhodes reported that she had updated her previous memorandum to the CCP on the project. She noted that the units are now only 2-bedroom units. She also explained that a buffer alteration to 5' is in harmony with the intent of the regulations along the border with TVCCA.

Kathy LaCombe of KML Architects spoke regarding the design of the buildings to optimize the existing topography and entrances to the decks, and subsequently the main living areas. This will integrate with the sidewalks.

On a motion by Michael Lahan, seconded by Swarnjit Singh Bhatia, the CCP unanimously voted to alter the buffer requirement to reduce it to 5 feet as depicted on the site plan.

Brandon Handfield requested that Certificates of Occupancy be issued for buildings A&B without the need for the trail system to be completed due to the fact that A & B will be built first and traffic will exit through the adjacent development, and not further along the main road. Pedestrian traffic would have to go through construction to access the trails. Discussion ensued.

Kathy Warzecha made a motion to approve SDP#1044 based on the revised building elevations/floorplans submitted 06/25/2020, and revised site plan set submitted 06/24/2020, as well as testimony presented by the applicant, with the following instructions that are integral to this approval:

- That this approval will expire in 5 years unless an extension has been granted by the Commission.
- That the City's required signature block be placed on all sheets of the final revised plan set.
- That the letter of approval be placed on the first page of the site plan set.
- 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.
- That the plans be revised to address items #5 and #6 from the Planner's memo dated 06/25/2020.
- That the phase lines be revised to encompass the wooded open space area into Phase 1, and that both the southern natural walking trail leading from Phase 1 into the wooded open space and the community space located to the east of Buildings C & D (west of Building B) be completed prior to issuance of the final Certificate of Zoning Compliance for the last building proposed to be constructed in Phase 1 (Building D).
- That the community area east of Building A be enhanced with landscaping plantings which will not obscure the view of the river but provide an additional buffer to Route 97, and that this community area be installed prior to receiving a Certificate of Zoning Compliance for Building A or Building B.
- That both the playground/dog park area, and the northern natural walking trail which leads into the wooded open space and which will be connected to the southern walking trail be completed as part of the Phase 2 improvements. These recreation amenities must be installed prior to issuance of the final Certificate of Zoning Compliance for the last building proposed to be constructed in Phase 2 (Building G).
- That the legal documents for the access, utility, maintenance, grading and construction easements, as depicted on the plan, be provided to the Planning Department for review and approval by the City Attorney prior to being filed on the land records with the final mylars.

- That the photometric plan for the lighting be provided to the ZEO for review and approval prior to the filing of the mylars.
- That after the filing of the mylars, a zoning permit shall be issued prior to any land disturbance activities commencing in the site in any phase.
- That the following be provided to the Planning Office prior to issuance of a zoning permit: a copy of the lease prohibiting outside storage and trash & recycling bins for being outside for more than 24 hours; the archaeologist report from the reconnaissance survey; and submission of the required erosion and sediment control bond (\$53,800 for Phase 1 & \$67,800 for Phase 2) in the form of a check or letter of credit with associated paperwork for review and approval by the City's Attorney; and copy of the DEEP General Permit, if required, for storm water and dewatering of wastewater from construction activities.
- That any modifications to the approved plan shall be reviewed by the Zoning Enforcement Officer prior to occurring and may require additional review and approval by the Commission.
- That a pre-construction meeting be held with the Planning, Public Works Departments and NPU prior to the start of the project.
- That all E&S controls be installed by the applicant and inspected by the ZEO prior to initiating any land disturbance activities.
- That no certificate of occupancy shall be issued until the trail up to and into the wooded passive recreation area has been provided and developed as to be available for the use of the occupants of the dwelling units.
- 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 will be required in accordance with Sections 7.5.7.3 and 8.9 of the Zoning Regulations.
- That the Commission may require an as-built or certification by a licensed engineer or land surveyor should it be deemed necessary by the City to determine compliance with any aspect of the approval granted.

Jason Courter seconded the motion. The motion passed unanimously.

G. EXTENSION REQUESTS: None

H. BOND REDUCTION / RELEASE REQUESTS: None

I. OTHER BUSINESS: None

J. POCD PIC MEETING UPDATE + REMINDER: Vice Chair Les King reminded the members of the next Plan of Conservation & Development – Plan Implementation Committee (POCD-PIC) meeting will be held virtually on July 8, 2020. Ms. Rhodes reported that the POCD updating will be done in September. At that point, a plan will be created to rewrite the POCD.

K. STAFF REPORT: Ms. Rhodes reported that her department currently does not have new applications. The deadline for new applications to be brought before the CCP in July is June 30th. Therefore, the CCP may not need to meet next month. She announced that she may need to request a special meeting during the day if the need arises. She will keep the CCP members apprised.

L. ADJOURNMENT: On a motion by Jason Courter, seconded by Swarnjit Singh Bhatia, the CCP unanimously adjourned at 7:57 PM.

*Respectfully submitted,
Melinda Wilson
Recording Secretary*