

**COMMISSION ON THE CITY PLAN
TUESDAY, SEPTEMBER 15, 2020, 7:00 PM
Virtual/Remote Meeting
NORWICH, CT
REGULAR 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: Chair Frank Manfredi called the meeting to order at 7:03 PM.

B. ROLL CALL AND SEATING OF ALTERNATES:

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

Absent: Michael Lahan

Swarnjit Singh Bhatia 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: June 25, 2020 and August 18, 2020 Meeting Minutes

On a motion by Swarnjit Singh Bhatia, seconded by Les King, the meeting minutes of the June 25, 2020 and August 18, 2020 Commission on the City Plan (CCP) were unanimously approved as presented.

D. COMMUNICATIONS: City Planner Deanna Rhodes read the notice of public hearing from the Connecticut Siting Council for a cell tower at 110 Yantic Lane. Planning & Neighborhood Services staff and staff from Norwich Public Utilities have already commented. They will not co-locate with the water tower but will be nearby. The cell tower will be shorter than the water tower. The same easement will be used to access the site. The hearing will be held on Thursday, October 29, 2020.

E. NEW BUSINESS:

1. Request for Termination of **Re-Subdivision Approval #424 – 35 Gifford Street**. Property of Eric Arlia and Crystal Howard-Arlia.

Ms. Rhodes read a letter from Heller, Heller and McCoy. The landowners have merged the lots together and would like a termination of the subdivision on Gifford Street. A motion was made by Les King to approve the request for termination of re-subdivision approval #424-35 Gifford Street. Kathy Warzecha seconded the motion. Discussion ensued regarding clarification that no improvements were made. The motion carried unanimously.

2. **Adoption of 2021 CCP Calendar** – Meeting Room Change: Ms. Rhodes presented the CCP with a proposed schedule for CCP meetings for 2021 following the current regularity. She adjusted the dates which coincided with holidays. She noted that the meetings will be held virtually or in City Hall Room 319. If meetings are held in person, the Public Hearings will held in Council Chambers. Kathy Warzecha noted that she will not be able to attend when meetings fall on the fourth Tuesday of a month. On a motion by Les King, seconded by Swarnjit Singh Bhatia, the CPP unanimously accepted the 2021 meeting schedule as proposed.

F. OLD BUSINESS: None

G. EXTENSION REQUESTS: None

H. BOND REDUCTION / RELEASE REQUESTS: None

I. OTHER BUSINESS: None

J. POCD PIC MEETING UPDATE + REMINDER: Chair Manfredi reminded the members of the next POCD-PIC meeting to be held on 11/18/2020. Ms. Rhodes asked about holding a Special Meeting in October for adoption of the 2021 meeting schedule. Chair Manfredi requested the approval of the calendar be done via email.

K. STAFF REPORT: Village District Consultant Update: Ms. Rhodes reported on the interview and fee structure negotiation process. Discussion ensued regarding the fee structure. The CCP membership agreed to renegotiate the proposed fees. Discussion was held on alternatives, including the potential of a Southeastern Connecticut Council of Governments contractor or Preservation Connecticut. Ms. Rhodes will investigate other options.

Ms. Rhodes reported to the CCP that an award was given by Preservation Connecticut in recognition of the work done by Otis Home LLC at 80 Broadway (Café Otis building).

The city, along with NDCD, applied for Vibrant CT grant for vanilla box buildout planning for downtown. This would be for first floors throughout the downtown as part of downtown preservation. The plans would let investors and stakeholders know how much it would cost to get those first-floor spaces ready for commercial tenants.

She reminded CCP members of the online Land Use Academy Basic Training. She previously emailed the link to members. The training is being provided at no-charge. Individuals sign-up themselves. She asked CCP members to please let her know if they take the training. She tracks training in her office.

L. ADJOURNMENT: On a motion by Les King, seconded by Swarnjit Singh Bhatia, the CCP unanimously adjourned at 7:24 PM.

*Respectfully submitted,
Melinda Wilson
Recording Secretary*