

**COMMISSION ON THE CITY PLAN  
TUESDAY, NOVEMBER 17, 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: Vice Chair Les King called the meeting to order at 7:00 PM.

B. ROLL CALL AND SEATING OF ALTERNATES:

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

Absent: Chairman Frank Manfredi Swarnjit Singh Bhatia, Michael Lahan

Others Present: City Planner Deanna Rhodes, Assistant City Planner Dan Daniska, William Sweeney, Rebecca Alberts, Scott Camassar, James Bernardo and Recording Secretary Melinda Wilson

C. APPROVAL OF MINUTES: October 20, 2020 Meeting Minutes

On a motion by Kathy Warzecha, seconded by Jason Courter, Commission on the City Plan (CCP) unanimously approved the meeting minutes of the October 20, 2020, as presented.

D. COMMUNICATIONS: For informational purposes only, City Planner Deanna Rhodes read an email that was sent to Chair Frank Manfredi regarding environmental restrictions on Franklin Street. The CCP acknowledged receipt.

E. NEW BUSINESS:

1. PUBLIC HEARING AND POTENTIAL ACTION ON THE FOLLOWING APPLICATION:

SP#20-04: 49 Church Street. Request for a Special Permit for food manufacturing (for brewery). Application of Scott D. Camassar/RBS Property Management Co. LLC on behalf of These Guys Brewing Company. Property of Elgni Enterprises LLC. Assessor's Map 102, Block 2, Lot 75. Zone CC.

On a motion by Kathy Warzecha, seconded by Jason Courter, the CCP unanimously opened the public hearing at at 7:04 pm.

Ms. Rhodes introduced the owner of These Guys Brewery, Rebecca Alberts, and her legal counsel Scott Camassar. Attorney Camassar noted that Ms. Alberts was present and available to answer questions. He gave a summary of preparations to date. Conceptual drawings have been submitted to the city. These Guys Brewery is applying for financing as their relocation process moves along. They believe their application satisfies all requirements.

Vice Chair King asked Ms. Rhodes to review the application and her staff's comments. Ms. Rhodes updated the CCP on the Brewery's needs to expand their manufacturing. The restaurant is already allowed per zoning at the proposed site. The property is built out. Ms. Rhodes noted that Norwich Public Utilities does need to do a little bit of work but no site plan is required. The Department of Public Works does not need site plan, either. There was no comment from the building official. She noted that a bike rack in front of the establishment would be a nice touch. The fire and police departments had no comments. The application does satisfied requirements. The proposed parking would include use of the Main Street Garage.

Attorney Camassar reported that Scott his client spoke to Judy at the Parking Commission and there will be no problem with use of the Main Street Garage. He added that at Ms. Rhodes' request, the dumpsters will be placed in the driveway on the west side of the building. Parking in the driveway is not needed. Also along the west side of the building, These Guys will be adding ADA accessibility. The east side is the main entrance now. The current owner puts garbage and recycling there off the sidewalk, and These Guys anticipates doing the same. Deliveries will also be made to that entrance, as it will be closest to the kitchen.

Ms. Rhodes referred back to her memo, and made six points she would recommend as conditions. She noted that Attorney Camassar had addressed all regulations. He added that his client anticipates having floral / flower boxes along the windows, without interfering with the street, to beautify and enhance the building the best way possible.

Discussion ensued. Vice Chair King asked about access to the roof. Attorney Camassar said there would be interior access. Dumpster placement was reviewed. The applicant agreed to keep the dumpster(s) locked.

Vice Chair King asked for public comments.

William Sweeney, 43 Broad Street, New London, CT, spoke at length in favor of the application.

Ms. Rhodes read a letter from Norwich Community Development Corporation (NCDC) in favor of the application.

No one spoke in opposition.

Ms. Rhodes reminded the members that a waiver will be needed for the site plan requirement and noted that all items she referenced and available on line are formally included as exhibits for this public hearing.

On a motion by Jason Courter, seconded by Kathy Warzecha, the public hearing closed at 7:29 pm.

On a motion by Jason Courter, seconded by Kathy Warzecha, the CCP voted unanimously to waive the A-2 Survey for a site plan as it was not needed for this application.

Kathy Warzecha made a motion to approve SP #20-04 with the following conditions:

- That the City's required signature block and letter of approval be placed on the final basement level floor plan for the brewery use.
- That 4 paper copies of the final floor plan be submitted to the Planning Department for endorsement by an officer of the Commission.
- 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.
- That a zoning permit shall be issued prior to any activities commencing on the site.
- 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.
- That all proposed improvements associated with this application, including installation of bike rack, 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.

Reasons: The proposal conforms to Chapter 5 and Sections 2.6.2.4.5 and 7.7 of the Zoning Regulations, is consistent with the Plan of Conservation and Development and supports business expansion.

Jason Courter seconded the motion. The motion passed unanimously.

2. SUB#432: 150, 154, 158 & 162 Scotland Road. Request for a three (3) lot Subdivision which includes one (1) interior lot. Application and Property of American Property Group. Assessor's Map 52, Block 1, Lots 54, 55, 56 & 57. Zone R-40.

Land Surveyor James Bernardo presented the application to create three lots out of four existing parcels. The ZEO had determined that there was an issue with how the lots were created and required a subdivision to correct. There is a garage currently being constructed on the lot with the existing dwelling. Wetlands are present along the back of the property and were delineated in the map on display at the meeting. The plans were presented to Inland Wetlands on November 5, 2020. The proposal has one interior lot, 162 Scotland Rd, which does have minimum frontage. There is no designated open space proposed. The applicant is requesting a waiver for sidewalks since there are none close by. A conservation easement will be acceptable to his client. They discussed the extents of the easement.

Discussion ensued with clarifications made by Mr. Bernardo. Vice Chair King asked about the boulder wall running through the property. The owner intends to leave it in place, as well as the perimeter walls.

Mr. Daniska reviewed his memo which had been available to members prior to the meeting. All comments were reviewed. Ms. Rhodes made additional clarifications. He asked to waive the reading of the entire memo.

CCP members agreed that a public hearing was not warranted.

Jason Courter made a motion to waive the sidewalk requirement because there are no sidewalks within a mile. Kathy Warzecha seconded. The motion passed unanimously.

Kathy Warzecha made a motion to approve SUB#432 with the following conditions:

- That a preservation easement be provided to the City of Norwich for all stone walls on the property.
- That a conservation easement be established that encompasses the wetlands and extends 25 feet beyond the edge of the wetlands of the interior lot.
- That all the legal documents regarding the conservation easement, preservation easement and for the parcel of land to be conveyed along the road (for right of way) be prepared and provided to the Planning Department for review and approval by the City Attorney. The City Attorney will require 30 days to review. Action may be required by the City Council to receive these easement and right-of-way.
- That as many old trees as possible be retained on the property.
- That final revised plans be submitted and reviewed by City Staff, including all unaddressed comments in staff and Planner's 11/13/20 memo.
- That the Letter of Approval be placed on the final plan set and mylar.
- That the Applicant pay \$300 (\$100 per lot) to the City of Norwich in accordance with SR Section 19-24.2(1) prior to the filing of mylars.
- That an erosion and sediment control bond estimate be submitted with each plot plan submitted for development. The City Engineer will review the estimate and determine whether the amount is sufficient and increase if deemed necessary. Bonds must be submitted in a form acceptable to the City prior to any land disturbance activities occurring on any lot.

- Two (2) mylars and six (6) prints of the plan must be submitted to the Planning Department for endorsement by the Chairman of the Commission on the City Plan. Mylars for the approved subdivision must be filed on the Norwich Land Records at the Office of the City Clerk within ninety (90) days of the official date of approval. The State of Connecticut Statue allows for a maximum of two (2) ninety (90) extensions that must be granted by the Commission.
- That certification by a licensed land surveyor be submitted to indicate that the installation of property boundary markers in accordance with the subdivision plan has been completed prior to the filing of the mylars.

REASON: The proposed project conforms to the City of Norwich Subdivision Regulations

Jason Courter seconded. The motion passed unanimously.

### 3. Referral from the City Council: AN ORDINANCE AMENDING PORTIONS OF SECTIONS 3.4 FLOODPLAIN/FLOODWAY OVERLAY OF CHAPTER 3 SPECIAL DISTRICTS OF THE NORWICH ZONING REGULATIONS

Ms. Rhodes referred to new requirements of the Federal Emergency Management Agency (FEMA) National Flood Insurance program. Norwich was accepted into the Community Rating System (CRS) program last May. It allows residents to receive a flood insurance discount. Regulations for the program have changed; requirements have been added to the municipality's responsibilities. She asked for a favorable recommendation to the City Council to amend Section 3.4 Floodplain/Floodway overlay with the updated FEMA requirements. Supporting document were made available to members prior to the meeting.

Kathy Warzecha made a motion to forward a favorable recommendation to the City Council to amend Section 3.4 Floodplain/Floodway overlay because as the amendments will allow the City to be compliant with the CRS program for a Class 8 community, provide a discount for the cost of flood insurance to residents, and is proactive and positive. It is also consistent with the Plan of Conservation and Development.

Jason Courter seconded. The motion passed unanimously.

### 4. Village District Compatibility Determination(s): Ms. Rhodes noted that these applications were handled in-house prior to the contract with the Village District contractor.

a. NVD#003: 86 Town Street. Proposed Building and freestanding signage in the Norwichtown Village District. Application of Archer Signs on Behalf of William Raveis Realty. Property of BLCR Holdings, LLC. Assessor's Map 67, Block 3, Lot 63. Zone GC/NVD Overlay Zone

Ms. Rhodes presented pictures of 86 Town Street. Negotiations between the owner and the Historical District Commission went on for several months for their requisite approval of a COA (Certificate of Appropriateness). Her staff supports a finding of compatibility with the Norwich Historic District guidelines. A discussion ensued regarding material of the signage. After review, Jason Courter made a motion that the CCP found that the building and freestanding signage is compatible with the Norwichtown Village District. Kathy Warzecha seconded the motion. The motion passed unanimously.

### b. Other Norwichtown Village District Applications

Ms. Rhodes presented an application for 18 Elm Avenue. Miranda Creative occupies the building. Recent work was done without permits. The owner added awnings to the front of the building. After much consideration due to the style of the awnings, the Historic District did accept the awnings and issued a COA as they determined that they are a non-permanent change to the building. Kathy Warzecha noted that she was disappointed that

the shutters had been removed and a discussed ensured about the compatibility of the sleek modern style of the awnings in a location on the Norwichtown Green.

Jason Courter made a motion to find that the building awnings are compatible with the guidelines for the Norwichtown Village District. A discussion ensued about building and wall signage details included in the proposal package which were not included in the zoning permit. It was decided that they would be addressed separately at a later date should the applicant request permits and that the Village District Consultant would review for compatibility. Kathy Warzecha seconded. The motion passed unanimously.

F. OLD BUSINESS: None

G. EXTENSION REQUESTS: None

H. BOND REDUCTION / RELEASE REQUESTS: None

I. OTHER BUSINESS: None

J. POCD Plan Implementation Committee (PIC) MEETING UPDATE + REMINDER: Vice Chair King reminded the members of the next POCD-PIC meeting to be held virtually on 11/18/2020 at 6 PM. Ms. Rhodes noted that the 2021 meeting schedule needs approval by the POCD-PIC. The suggested schedule will be quarterly going forward. The POCD-PIC has reviewed the entire POCD.

K. STAFF REPORT: Ms. Warzecha suggested that the open space fee for subdivisions correlate to the State Statute and that the regulations be amended to address this item. Ms. Rhodes stated that she will make this an agenda item for discussion at the next meeting.

L: ADJOURNMENT: On a motion by Jason Courter, seconded by Kathy Warzecha, the CCP unanimously adjourned at 8:17 PM.

*Respectfully submitted,  
Melinda Wilson  
Recording Secretary*