

**COMMISSION ON THE CITY PLAN
TUESDAY, NOVEMBER 19, 2019 - 7:00 PM
100 Broadway, Room 335
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, Swarnjit Singh Bhatia, Michael Courter, Kathy Warzecha and Michael Lahan

Absent: None

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

C. APPROVAL OF MINUTES: September 17, 2019 Meeting Minutes

On a motion by Les King, seconded by Swarnjit Singh Bhatia, the meeting minutes of the September 17, 2019 Commission on the City Plan (CCP) minutes were approved as presented.

D. COMMUNICATIONS: Assistant City Planner Dan Daniska reported on communication on the Sherman Street Bridge Construction. The public meeting was held concurrent to this meeting in Council Chambers. Construction is expected to begin in the spring of 2022. The bridges will be closed for a year. He then reported on a letter from the Town Planner of Bozrah, who is an employee of the Southeastern Connecticut Council of Governments (SCOGG). There was a hearing planned for November 14, 2019 on a zoning change from 50' to 65' of feet building height. Mr. Daniska also presented a letter from CorePlus Federal Credit Union regarding \$4,032.15 bond release to be addressed later in meeting during the associated agenda item. Mr. Daniska presented a letter from the Town Planner of Preston. Kathy Warzecha explained the zone change for dimensional requirements. Finally, Mr. Daniska read a letter from the CT Siting Council regarding a modification of the telecommunications facility at 292 Plain Hill Road in Norwich.

E. NEW BUSINESS:

1. SDP #1043: 26+30 Salem Turnpike. Request for a 2432 sq. ft. restaurant with drive through and two retail spaces totaling an additional 4200 sq. ft., plus supporting infrastructure consisting of driveway, parking surfaces, landscaping, and utility and storm water improvements. Properties of Mario E Castro, Debra J Lebreque, George H Blacker TC c/o Lydia Blacker, and Xiao Min Huang. Application of Domenic Carpionato. Assessor's Map 115, Block 2, Lots 2, 3, 5, 10. Zone GC.

Chair Frank Manfredi announced to the CCP that Mr. Carpionato is his landlord. This relationship will not pose a conflict with his decision on this matter. Michael Lahan reported that he has a trust client associated with Mr. Carpionato, however this will not affect his decisions on this subject before the CCP.

Matt Bruton introduced himself as the engineer for the developer. He presented on the proposed project to develop four residential properties on the corner of Surrey Lane and Salem Turnpike into a three-unit commercial property. All four current properties are in a commercial zone which extends from Salem Turnpike to Twin Oaks Court. Ms. Warzecha asked to see the zoning boundary line which, while not stated on the plans, was pointed out.

The proposed building would have three commercial units, a Chipotle restaurant and two others, as yet undetermined tenants. Chipotle would have a drive through window for pick-up only, not a speaker/microphone for ordering. He pointed out catch basins and subsurface holding in the plan. He reviewed construction requirements, landscaping and elevations.

Mr. Bruton reviewed staff comments from Norwich Public Utilities regarding gas accessibility which will be determined later in the construction process. Gas is present on Surrey Lane and Salem Turnpike. He reported that all water requirements will be met and any necessary changes will be made to the plan. Per the City Engineer's comments, he agreed to modify the site grade. He noted that the Connecticut Department of Transportation (DOT) has been given copies of the plan for their review. Any changes they request will be made. There is the potential for Surrey Lane to become one-way only going south in 2025. The developer has agreed to add a sign to that effect, should that come to fruition. No realignment of the traffic signal will be needed at this time. DOT's proposed plans for improving Salem Turnpike in this area were discussed. The plans includes widening of the roadway with an added turn lane for both directions. This would take an additional five feet along the frontage of this lot. Plans to take this into account were discussed.

Mr. Daniska noted that the Zoning Board of Appeals approved a variance to reduce the size of an abutting property to incorporation that land into this development. All of his other comments were addressed in the plan. Concern was raised about the loss of five feet of parking buffer and about the proximity of the next house on Surrey Lane. Ms. Rhodes noted that a traffic report was not submitted with the application. Landscaping was reviewed. In the presented site plan, the parking spaces were 20'x9'. Alternately, 18'x10' parking spaces would give more room for landscape buffer. The site plan contains 36 spaces but only 31 or 32 are needed per regulations.

A monument sign with a ten foot maximum was discussed as opposed to a pylon sign. The developer agreed to a monument sign. Mr. Bruton read an email from Norwich Police Department Chief Daley. Chief Daley expressed preference for all entrance to occur through Surrey Lane. Since the drive-through is pick-up window only, all orders will be placed ahead of time. The drive-through lane at its narrowest is 12'. Discussion was held on left turning out onto Salem Turnpike and possible options with DOT's plans for Salem Turnpike.

Kathy Warzecha made a motion to table the application for lack of elevation, lights, traffic study, materials, comments from DOT and location of buildings within 100'. Michael Lahan noted that this is not a public hearing and the zoning is commercial. Ms. Warzecha noted the CCP has 65 days to review a site plan. Motion was not seconded. Motion failed.

Ms. Rhodes noted that changing sizes of the spaces and removing those two spaces behind the building would give more buffer along the front and ease potential congestion in the back.

Les King made a motion to approve the application with the following conditions:

- That final revised plans be submitted and reviewed by City Staff.
- That this approval will expire in 5 years unless an extension has been granted by the Commission.
- That a note be added to the site development plan requiring an immediate stop of work and notification of the City Planning Department and State Archaeologist should any archeological resources or remains of any kind be uncovered during the development of the project.

- That the City's required signature block and letter of approval be placed on the final revised plan set, and that all plan sheets include the stamped seal and signature of the licensed professional.
- 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 endorsed mylar set shall be filed on the Land Records by the applicant.
- That after the filing of the mylars, a zoning permit shall be issued prior to any land disturbance activities commencing in the site.
- That the applicant submit the required \$17,808 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.
- 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 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.
- ZR Section 4.6.4 requires that the driveways be permitted by the Public Works Department (Surrey Lane).
- CT DOT Approval is required for curb cuts on Salem Turnpike (CT-82).
- 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 the approval granted.
- That a lighting compliance plan for all installed lighting be submitted to the ZEO for their review prior to requesting a Certificate of Zoning Compliance required for a CO.
- That the discharge of storm water and dewatering of any wastewater from construction activities is less than 5 acres and falls under the CT DEEP general permit.
- That the applicant address the comments from NPU in an email dated 11/12/19.
- That the applicant address the comments from the City Engineer in an email dated 11/18/19.
- That the applicant address any outstanding comments, as per discussion, of the Assistant Planner's memo dated 11/18/19.
- That the parking spaces located along the Salem Turnpike side of the Site Plan be shortened to a dimension of 18'x10' to create a 5' landscaping buffer between the proposed relocated sidewalk (per CT DOT) and the parking area.
- That the two parking spaces located along the rear fence be eliminated in order to facilitate traffic flow through the site.
- That the applicant install a monument style sign in a raised planting bed, surrounding by brick or similar material, as depicted on page 78 of the City of Norwich Zoning Regulations, where the top of the sign would be 10' from ground level.

- That the applicant explore with City Staff the potential of installing the vinyl fence, along the rear of the property, on top of a raised berm as to increase the height for additional screening. At a minimum, a berm should be considered in the area adjacent to 51 Surrey Lane.

Swarnjit Singh Bhatia seconded. The following voted in favor: Chairman Frank Manfredi, Vice Chairman Les King, Swarnjit Singh Bhatia, and Michael Lahan. Kathy Warzecha voted in opposition. The motion passed 4 to 1 with conditions as stated, and for the reasons stated in the Planning Department memo.

F. OLD BUSINESS: None

G. EXTENSION REQUESTS: None

H. BOND REDUCTION / RELEASE REQUESTS:

1. Core Plus Credit Union

Ms. Rhodes read a request from CorePlus Credit Union to release their Erosion & Sediment Control bond which was held for the parking lot project. The completed project was inspected by City Staff and they have received a Certificate of Compliance from the ZEO. The bond amount was \$4,035.15. On a motion by Les King, seconded by Michael Lahan, the CCP voted unanimously to release the \$4,035.15 CorePlus bond.

2. Miscellaneous Bonds

Ms. Rhodes presented a memo, in spreadsheet form (attached herewith), listing older, unreleased bonds. For the projects listed, most bond were Surety Bonds. A short discussion ensued. All work for the listed projects either has been completed or the projects never were initiated after approval and have since expired. Les King made a motion to release all thirteen bonds listed. Michael Lahan seconded. The motion passed unanimously.

I. OTHER BUSINESS:

1. 2020 CCP Calendar Adoption

Ms. Rhodes presented a proposed calendar of 2020 CCP meetings, following the current pattern and location. On a motion to accept the presented 2020 CCP meeting schedule, seconded by Michael Lahan, the CCP unanimously accepted the schedule.

J. POCD PIC MEETING - UPDATE: Ms. Rhodes reported that the Plan of Conservation and Development (POCD) Plan Implementation Committee (PIC) meeting in November did not have any CCP members present. The meeting could not be held as they are the lead on the POCD. The next meeting will be held on January 8, 2020. She submitted a proposed schedule of 2020 POCD PIC meetings to the City Clerk's office as required. This schedule, which follows the current pattern and location of meetings, can be reviewed at the first meeting in January and adjusted as necessary before adoption.

K. STAFF REPORT: Mr. Daniska reported on the Greeneville Central Avenue project. SCOGG was awarded a grant to do painted bump-outs to slow traffic and improve safety for foot traffic. The bump-outs will be colored according to the colors of the flags representing the different nations represented in the area. This will reduce illegal parking. The project will be completed next summer due to repaving planned in May. They will test the paint on the new pavement first.

Ms. Rhodes announced several recognitions/awards for the City:

She nominated Global Cities Norwich for a CCAPA (Connecticut Chapter of the American Planning Association) award and they were selected. They will receive the award in December.

Norwich has also been notified that they have achieved Bronze status with Sustainable CT and will be recognized at the CCM conference in December.

The City applied to be included in the FEMA Community Rating System (CRS) flood insurance program and were notified that they will enter at a level eight which will reduce rates for all Norwich flood insurance policy holders. The City will be audited yearly after their formal acceptance into the program in May.

Norwich also received a CEDAS award for being a community using best-practices in land use.

Ms. Rhodes also notified the CCP that her staff will be hosting another public meeting to discuss zoning updates, such as adaptive re-use zoning for Airbnb. The zoning forum will focus specifically on receiving input from architects, attorneys, and other professionals involved in the practical use of the city's zoning regulations. The meeting will be held on Tuesday, November 26th at 8 AM in Room 335.

Inquiries about project statuses were asked by the Commission members to staff. They were told that Burger King and Westledge Apartments had posted required E&S Bonds. The Franklin Square roundabout RFPs are ready. Uncas Leap parking lot is under construction and that the intended next step at Uncas Leap is to go out to bid for deconstruction and stabilization of the front façade of the granite mill. The granite that is removed will be used on site for the amphitheater/story area. The State Historic Preservation Office (SHPO) has approved this plan.

Hale Mill is moving forward and has been reviewed by SHPO for tax credits. It is Ms. Rhodes' understanding that the project will be back before the Commission as it was determined that the boiler building should not be connected to the main building for historical reasons and the site plan will be modified accordingly.

Mr. Daniska reported that he met with Norwich Public Schools Superintendent Stringfellow. The proposed school consolidation plan will come to CCP in the future for discussion.

L. ADJOURNMENT: On a motion to adjourn by Les King, seconded by Swarnjit Singh Bhatia, the CCP meeting unanimously adjourned at 8:34 PM.

*Respectfully submitted,
Melinda Wilson
Recording Secretary*

To: Commission on the City Plan
 From: Deanna L. Rhodes, AICP
 Date: 11/19/19
 Subject: Misc. Projects – Request to Release Bonds

The below projects were inspected in the field by the ZEO, City Engineer and Assistant Planner for compliance with the CCP approval. Many of these projects are very old and either completed, or were never initiated and have expired and are not eligible for an extension. Please consider making a motion to release the following bonds:

Project/Bond #	Bond Posted By:	Project Address	Type of Bond Posted	Collateral Expiration Date	Current Amount Being Held	Misc. Info	Project Approval/Permit Date	Project/Permit Expiration Date	Still Eligible for Extension (14 yrs. Max)?
PUD#5 & 5A	Cherenzia Excavation	152 Old Salem Rd	LOC	3 letter's of credit expired on 12-12-2005	\$842,140.00		12/17/2002	12/17/2007	NO
SDP#797	70 Jewett City Rd LLC	70 Jewett City Road	SURETY		\$94,485.00	Loading docks	6/2/1999	6/2/2004	NO
SDP#822	Omnipoint Comm	50 Clinton Ave	SURETY		\$85,000.00	Site work	8/15/2000	8/15/2005	NO
SDP#830	Becker & Becker	Mauregan Hotel	SURETY		\$20,000.00		12/19/2000	12/19/2005	NO
SDP#833A	Bethsaida Community	103/107 Cliff St.	SURETY		\$31,209.00	apt. bldg.	2/20/2002	2/20/2007	NO
SDP#836	Charles Nicholson	80 Union St.	SURETY		\$15,000.00	apt. bldg.	2/20/2001	2/20/2005	NO
SDP#852	Sacred Heart School	156 Providence St.	SURETY		\$40,000.00	addition to gymnasium	3/19/2002	3/19/2007	NO

SDP#856	Kenyon Oil	186 Norwich Ave.	SURETY		\$28,000.00	Savin Gas Prop	car wash	7/16/2002	7/16/2007	NO
SDP#870	Aldin Assoc LTD	162 Town St.	SURETY		\$30,000.00		gas & convenience store	3/18/2003	3/18/2008	NO
SDP#892	Simon Ford	450 West Thames St	SURETY		\$24,500.00	TCORS	car dealership	10/21/2003	10/21/2008	NO
SDP#912	P&M Andrade (Dunkin Donuts)	536-540 W. Main St.	SURETY		\$49,895.00			1/18/2005	1/18/2010	YES
SDP#960	Hastedt Bros LLC	363 Boswell Ave	SURETY		\$20,000.00			3/20/2007	3/20/2012	YES
SDP#1036	O'Reilly's Automotive	460 West Main Street	CHECK	CHECK #2071389	\$37,380.00			9/20/2016	9/20/2021	YES

END OF MEMO