

COMMISSION ON THE CITY PLAN
TUESDAY, December 17, 2019 - 7:00 P.M.
100 Broadway, Room 319 – 100 Broadway
NORWICH, CT

REGULAR MEETING

A. CALL TO ORDER: Vice Chairman Frank Manfredi called the meeting to order at 7:10 PM.

B. ROLL CALL AND SEATING OF ALTERNATES:

Present: Kathy Warzecha, Michael Lahan, Swarnjit Singh Bhatia (Alternate) and Jason Courter.

Absent: Chairman Frank Manfredi and Vice Chairman Les King

Others Present: City Planner Deanna Rhodes and Recording Secretary Katherine Rose

C. APPROVAL OF MINUTES: November 19, 2019 Meeting Minutes

Kathy Warzecha made a motion to approve the minutes of November 19, 2019 as presented with the revision of Jason's name from Michael. The motion was seconded by Jason Courter. Motion passed unanimously.

D. COMMUNICATIONS: City Planner Deanna Rhodes reported she receive a notice from the Town of Bozrah regarding two applications they will be discussing at their January 2020 meeting one for a new 10,500 square foot office and restaurant building at Bozrah Pizza on Salem Turnpike and one for a four-phase 100,5600 manufacturing building parking and site improvements at Collins and Jewell at 3 Rachel Drive. Deanna Rhodes also provided a copy of the CT Preservation News Magazine and a joint land use study and implementation project completed by SCOGG in relation to the Naval Submarine Base in New London and future traffic impacts.

E. NEW BUSINESS:

1. **SUB #430: Baltic Road Rear aka Lot 46R Atlantic Avenue** Request for a two (2) lot subdivision on a 2.71 acre parcel. Property of Kevin Mellor, Application of Hatch Construction, LLC. Assessor's Map 6, Block 1, Lot 46B. Zone R-40.

Mark Sullivan, a survey for the applicant Hatch Construction LLC, introduced himself and explained how the applicant wishes to take his existing vacant 2.71 acre parcel, which is forested with some slope, and divide it into two approximately 1.3 acre lots. Kathy Warzecha asked how steep the existing driveway is. Mark Sullivan reported it is around

8%. Deanna Rhodes noted that the well radius exceeds the property to which Mark Sullivan responded the plan can be revised so that the well radius stays within the property line. Discussion ensued on the memo issues by the Planning Department on 12/10/19 regarding the open space fee, the PIN certification and if solar was taken into consideration.

Kathy Warzecha made a motion to not hold a public hearing for the application. Swarnjit Singh Bhatia seconded. The motion passed unanimously.

Kathy Warzecha made a motion to WAIVE the requirement for sidewalks because the area is rural and no existing sidewalks exist in the vicinity. Jason Courter seconded. The motion passed unanimously.

Jason Courter made a motion to APPROVE the application with the following conditions as recommended in the Planning Department memo dated 12/10/19 and discussed on the record, as the proposed project conform to the City of Norwich Subdivision Regulations:

- That final revised plans be submitted and reviewed by City Staff, including all unaddressed comments in staff and Planner's memos. These items include #2, 3, 4, 9 and 10.
- That the subdivision plan be referred to the State Archaeologist for his review prior to the filing of the mylars. All written correspondence must be provided to the City and recommendations followed. A note shall be added to the subdivision plan and development plots plans to include a note that states that should any cultural or historical artifacts be uncovered during the development of the site, work shall stop until notification to the City and State Archaeologist's office has been made and further instructions provided.
- That the Letter of Approval be placed on the final plan set and mylars. That the Applicant provide \$200 (\$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 the 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 the Planning Dept. in the form of a letter 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.

Swarnjit Singh Bhatia seconded. The motion passed unanimously.

2. CITY COUNCIL REFERRALS:

- a. An ordinance appropriating \$750,000 for the planning, acquisition, and construction of a water main and service lines for the Countryside Drive Associated and authorizing the issuance of \$750,000 revenue bonds of the City secured solely by water revenue to meet said appropriation, and authorizing the City an Department of Public Utilities to enter into grant and loan agreements and a joint resolution with the State of Connecticut with respect thereto.

Kathy Warzecha made a motion to forward a **FAVORABLE** recommendation to the Council as it is consistent with the Plan of Conservation and Development to provide for adequate infrastructure to meet the community needs and support desired growth patterns, and to address an antiquated system that needs to be replaced. Swarnjit Singh Bhatia seconded. Motion passed unanimously.

F. OLD BUSINESS: None

G. EXTENSION REQUESTS:

- a. **To Approve a ninety (90) day Extension Request to file the mylars for: SUB #427: 47 Huntington Avenue.** Request for a six (6) lot Re-Subdivision which includes two (2) interior lots. Property and application of American Property Group LLC. Assessor's Map 51, Block 1, Lot 39, Zone R-40. **This first extension expires on March 10, 2020.**

Swarnjit Singh Bhatia recused himself. Jason Courter made a motion to **APPROVE** the extension request as to allow time to complete the required legal processes associated with the subdivision approval. Kathy Warzecha seconded. Jason Courter, Michael Lahan and Kathy Warzecha in favor. Motion passed.

H. BOND REDUCTION / RELEASE REQUESTS: None

I. OTHER BUSINESS: None.

J. MEETING REMINDER: Deanna Rhodes let the commission know the upcoming POCD meeting will be held on January 8, 2020 and will be continuing the agenda from the previous meeting which had been cancelled.

K. STAFF REPORT: Deanna Rhodes discussed EPA funding received for the City due to its recent

Sustainable Connecticut Certification and an award received by Global Cities Norwich from the American Planning Association.

L. ADJOURNMENT: On a motion to adjourn by Les King, seconded by Michael Lahan, the CCP meeting unanimously adjourned at 8:18 PM.

*Respectfully submitted,
Katherine Rose
Recording Secretary*