

**COMMISSION ON THE CITY PLAN**  
**Tuesday, May 16, 2023, 7:00 PM**  
**Hybrid Meeting**  
**23 Union Street – Lower Level Conference Room - NORWICH, CT**

**CALL TO ORDER:** Chairman Frank Manfredi called the meeting to order at 7pm

**ROLL CALL AND SEATING OF ALTERNATES:**

Present: Chairman Frank Manfredi, Deane Nason, Ellen Myles, and Michael Lahan

Staff Present: Director of Planning and Neighborhood Services Deanna Rhodes and Don Poland, City Planner Dan Daniska, Rich Shuck, ZEO was present to provide technical assistance with Zoom.

Other: Frank Swann Junior and Mrs. Swann, Susan Phillips, Charles Lilibridge, and Mary Louise Altheiser

**APPROVAL OF MINUTES:** April 18, 2023

On a motion by Michael Lahan, seconded by Ellen Myles, the CCP approved the minutes.

**NEW BUSINESS:**

***PUBLIC HEARING AND POTENTIAL ACTION ON THE FOLLOWING APPLICATION:***

1. *SP #23-03: 8 Mountainview Drive. Request for a Special Permit for a proposed 25 ft. X 26 ft. addition to an existing single-family dwelling for a proposed accessory apartment with a 5 ft. X 10 ft. deck and 10 ft. X 12 ft. deck. Application and property of Frank Swan, Jr. & Diane M. Swan. Assessor's Map 73, Block 1, Lot 66. Zone R-20.*

*Motion To Open the Public Hearing*

Made by: Deane Nason, Seconded by: Deana Rhodes.

In Favor: Frank Manfredi, Deane Nason, Deana Rhodes, Michael Lahan, Kathy Warzecha & Ella Myles

Opposed: None

The owner Frank Swann Junior and his wife want to add an addition to the left of the house for a mother-in-law apartment. They have their own septic system for the leech field that was done about five years ago so they were told by zoning that since it was done so recently, they don't think there should be any issues. Gas and water will be coming right from the house itself. His mother is getting older and needs more care so she has somebody in the afternoon but it costs too much money. So they hope to borrow some money against the house that she has now and use that money to build this addition then sell her home and move her into the addition.

Motion To Approve Waiver Of Engineered Site Plan

Made by: Deana Nason, Seconded by: Kathy Warzecha

In Favor: Frank Manfredi, Deane Nason, Michael Lahan, Kathy Warzecha & Ella Myles

Opposed: None

Reason: An engineered site plan was deemed not necessary for review of this application.

**Motion To Approve Special Permit #23-03 With The Following Conditions:**

1. That the certification of approval for this 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.
2. That the deed restriction required by ZR Section 6.7.11 relative to rental price as "affordable housing" shall be filed on the land records before issuance of a zoning permit.
3. That a zoning permit be applied for and issued by the ZEO to ensure compliance with this approval and to formalize the legality of the use.
4. That the owner of the principal dwelling shall occupy at least one of the dwelling units on the premises.
5. That any modifications to the special permit use may require additional review and approvals by the Commission.

Made by: Kathy Warzecha Seconded by: Deane Nason

In Favor: Frank Manfredi, Deane Nason, Michael Lahan, Kathy Warzecha & Ella Myles

Opposed: None

Reason: The proposal conforms to ZR Sections 6.7, 7.7.5 & 7.7.6. of the Zoning Regulations.

- 2. SP #23-04: 16 Cedar Street. Request for a Special Permit for a proposed high-rise multi-family development consisting of one (1) four-story building with twenty-seven (27) units and associated improvements including drainage, parking lot, landscaping, and recreation space. Application and property of 16 Cedar Street Development, LLC. Assessor's Map 102, Block 1, Lot 39. Zone MF/CAM Overlay District.*

Postponed at the applicant's request.

- 3. SUB #436: 408 Scotland Road. Request for a seven (7) lot subdivision which includes three (3) interior lots. Property of Susan Phillips, Charles Lillibridge, and Mary Louise Altheiser. Application of Peter Gardner/Charles Lillibridge. Assessor's Map 29, Block 1, Lot 26. Zone R-80.*

The property is a 28.43 Acres parcel on the west side of Scotland Road. The Lillibridge family has owned this property for six generations. During their presentation they used a map which outlined the boundaries of the property.

**Motion To Approve Waiver Of Sidewalks:**

Made by: Michael Lahan, Seconded by: Ella Myles

In Favor: Frank Manfredi, Deane Nason, Michael Lahan, Kathy Warzecha & Ella Myles

Opposed: None

Reason: Installation of sidewalks are not necessary, as there are none existing in the area adjacent to the subdivision.

***To Approve Subdivision #436 With The Following Conditions:***

1. That prior to filing of the mylars, the applicant submit payment in the form of a check for \$700 (\$100 per lot) to the City of Norwich for the fee in lieu of open space, in accordance with SR Section 19-24.2(1).
2. That underground utilities be installed on the properties associated with the farm field.
3. That a preservation easement be established for the stone walls along all boundary lines of the subject property.
4. That a note be added to the subdivision drawings requiring all plot plans for the development shall be designed to utilize “passive solar energy techniques” which maximize solar heat gain, minimize heat loss and provide thermal storage within a building during the heating season and minimize heat gain and provide for natural ventilation during the cooling season. The site design techniques shall include, but not be limited to: (1) House orientation; (2) street and lot layout; (3) vegetation; (4) natural and man-made topographical features; and (5) protection of solar access within the development in accordance with CT General Statute Section 8-25(b).
5. That the clearing limits and tree lines be updated on the final subdivision plan to reflect the actual existing conditions on the property, specifically in the area of the farm field.
6. That the Letter of Approval be placed on the final plan set and mylar, which shall include the stamped seal and signature of the licensed professional.
7. That an erosion and sediment control bond estimate be provided with each plot plan submitted for development. The City Engineer will review each estimate, determine whether the amount is sufficient for each lot, 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.
8. That two (2) mylars and four (4) prints of the plan must be submitted to the Planning Department for endorsement by the Chairman of the Commission on the City Plan. The mylars must include the red indelible ink certification, which includes the name of producer and process used.
9. That all legal documents should be submitted to the City within 30 days of approval for review and comment by the City Attorney and City Engineer. These include the Right of Way (ROW) conveyance and wall preservation easement required by the Commission. The City Council must accept the ROW and the stonewall preservation easement prior to filing of mylars and legal documents.

10. That the subdivision plan be updated and certified to indicate that all property boundary markers for the 7 lots have been installed by the licensed land surveyor prior to the filing of the mylars.

11. That the 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.

Made by: Kathy Warzecha, Seconded by: Michael Lahan

In Favor: Michael Lahan, Kathy Warzecha & Ella Myles

Opposed: Frank Manfredi, Deane Nason

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

Motion passed 3 to 2

**Motion To Amend Motion To Clarify The Location Of Underground Utilities To Specify That This Requirement Applies Only To Lot 4 For 230 Feet +/- And For Lot #2 For 400 Feet +/- As To Eliminate Poles Within The Field Area.**

Made by: Kathy Warzecha, Seconded by: Michael Lahan

In Favor: Frank Manfredi, Deane Nason, Michael Lahan, Kathy Warzecha & Ella Myles

Opposed: None

**EXTENSION REQUESTS:**

***Motion To Approve 90-Day Extension Request To File The Mylars For Sub #436 - 217 Otrobando.***

Made by: Kathy Warzecha, Seconded by: Ella Myles

In Favor: Frank Manfredi, Deane Nason, Michael Lahan, Kathy Warzecha & Ella Myles

Opposed: None

**BOND REDUCTION/RELEASE REQUESTS:**

Regarding Referral From The City Council: An Ordinance Appropriating \$6,000,000 For The City Of Norwich Infrastructure Improvement Program (2023) And Authorizing The Issue Of \$6,000,000 Bonds Of The City To Meet Said Appropriation And Pending The Issuance Thereof The Making Of Temporary Borrowings For Such Purpose

***Motion To Forward A Favorable Recommendation To The City Council***

Made by: Michael Lahan, Seconded by: Ella Myles

In Favor: Frank Manfredi, Deane Nason, Michael Lahan, Kathy Warzecha & Ella Myles

Opposed: None

Reason: It is consistency with the 2013 Plan of Conservation and Development to address

transportation and mobility needs and the strategy to continue to maintain roads and bridges in order to extend their useful life and minimize the need for expensive reconstruction.

**COMMUNICATIONS:** Dan read into the record “Dear Miss Rhodes on behalf of the applicant of 16 Cedar Street Development LLC. I'm requesting a postponement of the opening of the public hearing until the June meeting of the commission thank you”.

*REGARDING SP #23-04: 16 Cedar Street. Request for a Special Permit for a proposed high-rise multi-family development consisting of one (1) four-story building with twenty-seven (27) units and associated improvements including drainage, parking lot, landscaping, and recreation space. Application and property of 16 Cedar Street Development, LLC. Assessor's Map 102, Block 1, Lot 39. Zone MF/CAM Overlay District.*

***Motion To Postpone Public Hearing To June 20, 2023 Meeting At The Request Of The Applicant***

Made by: Ella Myles, Seconded by: Deane Nason

In Favor: Frank Manfredi, Deane Nason, Kathy Warzecha & Ella Myles

Opposed: None

**OLD BUSINESS:** None presented.

**STAFF REPORT:** None

**ADJOURNMENT:** On a motion by Deana Rhodes, seconded by Ellen Myles, the CCP unanimously adjourned at 8:32 p.m.

*Respectfully submitted,  
Ivery R. Stakley*