

COMMISSION ON THE CITY PLAN
Tuesday, May 17, 2022, 7:00 PM
Hybrid Meeting
City Hall Room 319 & Zoom
NORWICH, CT

Assistant City Planner Daniel Daniska read information pertaining to virtual meetings and clearly stated that the meeting, including video, would be recorded.

CALL TO ORDER: Chair Frank Manfredi called the meeting to order at 7:00 PM.

ROLL CALL AND SEATING OF ALTERNATES:

Present: Chairman Frank Manfredi, Vice Chairman Les King and Michael Lahan

Absent: Kathy Warzecha

Others Present: Director of Planning and Neighborhood Services Deanna Rhodes, Assistant City Planner Dan Daniska, David McKay of Boundaries LLC, Tom Cummings of CLA Engineers, Darren Hayward of CLA Engineers, Danika Dallam and Recording Secretary Melinda Wilson

APPROVAL OF MINUTES: Commission on the City Plan (CCP) March 29, 2022 Special Meeting

On a motion by Michael Lahan, seconded by Les King, the CCP unanimously approved the minutes of the March 29, 2022 meeting as presented.

COMMUNICATIONS: None presented.

NEW BUSINESS:

PUBLIC HEARING AND POTENTIAL ACTION ON THE FOLLOWING APPLICATIONS:

- 1. SP#22-01: 722 Boswell Avenue (aka 720—722 Boswell Avenue).** Request for a Special Permit for proposed site development/land disturbance activities in the Floodway which are associated with the reconfiguration and upgrades of the existing gas station and associated convenience store. Application and property of M&T Land, LLC (Tahir Hussain, Owner). Assessor's Map 79, Block 1, Lot 2. Zone GC

On a motion by Michael Lahan, seconded by Les King, the public hearing was opened at 7:02 pm.

Mr. Daniska introduced David McKay of Boundaries, LLC. Mr. McKay summarized the project by stating the purpose was to increase the size of the gas station building from 590 to 2,100 square feet and to add a canopy over the pumps. He displayed his presentation on the screen for all to see. A satellite image of the site at 722 Boswell Avenue was shown with descriptions of the site plan. Google Earth Street View of the site was shown. The FEMA flood boundary runs through the property, approximately half-way through the existing building. Landscaping and a rain garden will be added to the site. The building requires 8.4 parking spaces; the site plan provides for 9 spaces. Natural gas service will be added. The stormwater management was reviewed. The building expansion will occur outside of the floodplain. The foundation will be one foot

above the flood elevation. There will be lighting under the canopy which will replace the current pole lights. Other pole lights will be added for the parking areas. The current sign will remain. The new building will be cape style. The Gulf branding will be on the canopy. A similar canopy from a Washington Street gas station was shown.

Mr. McKay provided a review and answered all zoning and special permit requirements for Fueling stations and work in the Floodway. The special permit compliance was reviewed in detail.

Chair Manfredi asked for members of the public to speak regarding the application. No one spoke in favor nor against the application.

Mr. Daniska requested waiver of reading of the exhibit and conditions. On a motion by Michael Lahan, seconded by Les King, the CCP unanimously passed the motion.

Mr. Daniska stated that all city departmental concerns have been addressed by the applicant. He noted that the memo emailed to CCP members prior to the meeting had a typographical error in Zoning Regulations; 3.3 should be 3.4.

On a motion from Michael Lahan, seconded by Les King, the public hearing closed by unanimous vote at 7:46 PM.

Director of Planning and Neighborhood Services Deanna Rhodes noted that the special permit was necessary because of flood considerations.

Michael Lahan made a motion to approve SP #22-01 with the following conditions:

1. That the site plan for the Special Permit will expire in 5 years unless an extension has been granted by the Commission.
2. That the Zoning Enforcement Officer review the signage canopy for Zoning Compliance related to coverage.
3. That final revised plans be submitted and reviewed by City Staff.
4. That the City's letter of approval (CCP + IWWCC) be placed on the final revised plan set (cover page preferred), the required signature block be placed on all plan sheets, and that all plan sheets include the stamped seal and signature of the licensed professional.
5. 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.
6. That the endorsed mylar set shall be filed on the Land Records by the applicant.
7. That a bond, in an amount satisfactory to the City Engineer, be submitted for Erosion and Sediment Control and Site Restoration. Once approved, it should be submitted in the form of a check or letter of credit with the required paperwork for review and approval by the City's Attorney prior to the issuance of the Zoning Permit.
8. That after the filing of the mylars, a zoning permit shall be issued prior to any land disturbance activities associated with this approval.

9. 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.
10. 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.
11. 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.
12. 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.

REASON: The proposal conforms to ZR Section Chapter 3.4, 5, 6.3, 7.5, and 7.7 of the Zoning Regulations.

Les King seconded the motion. The CCP Unanimously passed the motion.

2. **SP#22-02: 208 Salem Turnpike, 210 Salem Turnpike & 11 Montville Road.** Request for Special Permit for a self-storage rental facility and associated site improvements. Application of Lyman Development Corp. Property of Owunnegunset Inc. Assessors Map 121, Block 2, Lots 22, 23 & 24. Zone PC

On a motion by Michael Lahan, seconded by Les King, the CCP unanimously opened the public hearing at 7:51 PM.

Tom Cummings of CLA Engineers introduced Darren Hayward of CLA Engineers. The site plan displayed on-screen for all to see. Mr. Hayward spoke to the site plan. He displayed the satellite view of the 1.8 acres. The plan includes a 3-story self-storage building with access from Salem Turnpike and a one-way access road with exit onto Montville Road. There are proposed parking spaces at each end of the building. The building materials, elevations and landscape plantings were reviewed. Ms. Rhodes suggested replacing the proposed juniper near the building. Chair Manfredi inquired as to the two-way entrance/exit at Salem Turnpike and the potential difficulties of exiting to turn left onto Route 82. Discussion ensued regarding the transportation study sent to the state Department of Transportation.

Chair Manfredi asked for comments from the public. No one spoke in favor nor against the project.

Mr. Daniska reviewed his memo and exhibit list. Danika Dallam, architect on the project, added that the storage unit building does not generate much trash. The owners preferred to have a pad for a potential dumpster but chose not to have a dumpster, in an effort to curb patrons overfilling an on-site dumpster. There will be a maximum of two staff on-site at any time. The planned building would contain approximately 800 storage units.

Ms. Rhodes noted the proposed landscaping could be enhanced with flowering perennials.

On a motion by Les King, seconded by Michael Lahan, the CCP unanimously closed the public hearing at 8:25 PM.

Michael Lahan made a motion to approve SP #22-02 with following conditions:

1. That the site plan for the Special Permit will expire in 5 years unless an extension has been granted by the Commission.

2. That all comments from this memo, as well as other submitted comments from various City Departments, be addressed.
3. That final revised plans be submitted and reviewed by City Staff.
4. That the applicant work with City Staff to enhance the landscaping plan in the front of the building along CT-82 in order to provide for flowering, attractive plantings.
5. That the City's letter of approval (CCP + IWWCC) be placed on the final revised plan set (cover page preferred), the required signature block be placed on all plan sheets, and that all plan sheets include the stamped seal and signature of the licensed professional.
6. 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.
7. That the endorsed mylar set shall be filed on the Land Records by the applicant.
8. That a bond, in the amount of \$37,650, as deemed satisfactory by the City Engineer, be submitted for Erosion and Sediment Control and Site Restoration. Once approved, it should be submitted in the form of a check or letter of credit with the required paperwork for review and approval by the City's Attorney prior to the issuance of the Zoning Permit.
9. That after the filing of the mylars, a zoning permit shall be issued prior to any land disturbance activities associated with this approval.
10. 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.
11. 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.
12. 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.
13. 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.

REASON: The proposal conforms to ZR Section 2.5, Chapter 5. 7.5, and 7.7 of the Zoning Regulations.

Les King seconded the motion. The CCP unanimously passed the motion.

OLD BUSINESS: None presented.

EXTENSION REQUESTS: None presented.

BOND REDUCTION/RELEASE REQUESTS: SDP #915 – 67 Corning Road

Ms. Rhodes reported the permit expired and no extensions can be applied. The bond is \$60,000+. Les King made a motion to approve release of SDP #915. Michael Lahan seconded. The motion was unanimously approved.

OTHER BUSINESS: None presented.

1. **Referral from the City Council:** AN ORDINANCE PROVIDING FOR THE ABATEMENT OF REAL ESTATE TAXES ON REAL PROPERTY IMPROVEMENTS FOR THE HISTORIC REDEVELOPMENT AND REUSE OF THE HALE MILL PURSUANT TO CONNECTICUT GENERAL STATUE § 12-127a.

Ms. Rhodes noted this request in reflective of the City's Plan of Conservation and Development. This will capitalize on historic assets and encourage reuse.

Les King made a motion to give a favorable recommendation to the City Council regarding an ordinance providing for the abatement of real estate taxes on real property improvements for the historic development and reuse of the Hale Mill pursuant to Connecticut General Statute § 12-127a. Reasons given: Multiple strategies in the 2013 POCD: Support Community Structure and Capitalize on Historic Assets, are related to the restoration and rehabilitation of historic properties and Mill Enhancement.

Michael Lahan seconded. The CCP unanimously passed the motion.

Michael Lahan asked Ms. Rhodes for an update on the Hale Mill redevelopment project. She responded that the owners have posted the bond and are doing outside site work and water lines. They are waiting on building permits before starting the inside work. Ownership is waiting on the decision on abatement. If this is moved forward by the City Council in early June, she expects the permits to be pulled.

2. Village District Review: 45-57 Town Street Signage and Façade Changes

Ms. Rhodes described the location at 45 – 57 Town Street. This is the smaller building of the two, at end near UCFS. The Quest Lab has moved out of the space. UCFS is moving clinical staff to that space, so they want to install some signage and change some exterior siding. The building is in the Village District. The City’s consultant made suggestions. She presented the memo stating the changes had to be consistent with the Village District. The applicant paid for the consultant’s review, as had been established when the consultant was hired.

Michael Lahan made a motion to deem the proposed façade changes are Compatible with the Norwichtown Village District Overlay as per ZR 3.10 with the following conditions:

1. That the publication of the required Legal Notice regarding this application and Village District Application Fee be paid by the applicant.
2. That the certification of approval of this application 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.
3. That the applicant apply for a Zoning Permit for the proposal.
4. That the composite siding be extended below the existing storefront entrances of the space to the right of this application’s location, and the siding note be approved as Boral TruExterior® Nickel Gap Siding so that the word ‘trim’ is excluded and that the proposed siding is consistent with the manufacturer’s actual product.
5. That the sign font, color and size be consistent with those on the building, not departing from that design significantly for consistency with the guideline’s stipulations on page 7 of the Norwich Village Design District Guidelines.
6. That all proposed improvements are to be completed according to the approval prior to the issuance of the required Certificate of Zoning Compliance or a performance bond may be required in accordance with Sections 7.5.7.3 and 8.9 of the Zoning Regulations.

Reason: The proposal conforms to Chapter 3 of the Zoning Regulations.

Les King seconded the motion. The CCP unanimously passed the motion.

POCD PIC MEETING REMINDER: Reminder – 07/13/2022 Meeting

STAFF REPORT: Ms. Rhodes reported the Affordable Housing Plan was approved last night. It covers the next five years. The City was not awarded remediation funds for the YMCA from the Environmental Protection Agency or the state Department of Economic and Community Development (DECD). The City did receive \$2 million from DECD's Community Challenge grant program. Those funds cannot be used for remediation. The City will now work with the construction company to help as much as they can with the site redevelopment.

The Neighborhood Services and Planning Department is hiring for several positions. She hopes that residents will be patient with the length of time it takes to process permits with the department understaffed.

ADJOURNMENT: On a motion by Les King, seconded by Michael Lahan, the CCP unanimously adjourned at 8:43 PM.

*Respectfully submitted,
Melinda Wilson,
Recording Secretary*