

COMMISSION ON THE CITY PLAN
Tuesday, June 15, 2021, 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, would 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 Michael Lahan

Absent: Chairman Frank Manfredi, Swarnjit Singh Bhatia and Kathy Warzecha

Jason Courter was seated as a participating member.

Others Present: City Planner Deanna Rhodes, Assistant City Planner Dan Daniska, Keith Neilson of DOCKO, Inc, Susan Mattern, Zachary Turner and Recording Secretary Melinda Wilson

C. APPROVAL OF MINUTES: Commission on the City Plan (CCP) May 18, 2021 Meeting Minutes

On a motion by Michael Lahan, seconded by Jason Courter, the CCP unanimously tabled this item due to attendance.

D. COMMUNICATIONS: City Planner Deanna Rhodes reported on two communications.

The Town of Bozrah sent a proposed text amendment that would place a temporary moratorium on cannabis businesses for 180 days. The town held a public hearing on June 10, 2021 at 7 PM. She has not received any feedback regarding this hearing.

The Town of Franklin sent a letter of referral for an inland wetlands application for proposed activity on New Park Avenue. The plot has frontage in Norwich at 40 Wisconsin Avenue. This is a referral from their wetlands commission. The public hearing is scheduled for July 6, 2021.

On a motion to accept these communications by Michael Lahan, with a second by Jason Courter, the CCP voted unanimously in favor.

E. NEW BUSINESS:

1. PUBLIC HEARING AND POTENTIAL ACTION ON THE FOLLOWING APPLICATION: SP#21-01 CAM#21-02: 28 Falls Avenue (aka 16 & 18 Falls Avenue). Request for a Special Permit to make substantial improvements to an existing building which is located in a FEMA designated Special Flood Hazard Area to convert it for retail sales and service of boats. Proposed exterior improvements also include installation of two concrete ramps, a proposed gravel parking lot and 2 handicapped parking spaces, concrete walkway, proposed guiderail and dumpster pad with dumpster. Application of Richard Thayer (Thayer's Marine, Inc.). Property of Mary Anna Holdings LLC. Assessor's Map 101, Block 4, Lot 65&63. Zone WD

On a motion by Michael Lahan, seconded by Jason Courter, the CCP unanimously opened a public hearing for SP#21-01 at 7:06 PM.

Susan Mattern represented the applicant, Thayer's Marine. A map and schematic was displayed and reviewed in detail. There is an easement that allows access to this property. The area under consideration is now used as boat storage. In the future it will hold 42 parking spaces plus 2 handicapped spaces which will be paved. Two access ramps will be added for the building. According to Ms. Mattern, the changes will have minimal impact on the Yantic River.

Ms. Rhodes read a detailed memo regarding the application. The site plan was referenced several times.

On a motion by Jason Courter, seconded by Michael Lahan, the public hearing for SP#21-01 closed at 7:42 PM.

Michael Lahan made a Motion to Approve the coastal site plan (CA #21-02) due to the project being consistent with the coastal policies in CGS § 22a-92 and that there are no potential adverse impacts on both coastal resources or future water dependent development on adjacent properties. Jason Courter seconded. The motion passed unanimously.

Michael Lahan made a Motion to Approve SP#21-01 with the following conditions, and stated that the proposal meets the Special Permit criteria of Section 7.7.6.

1. That final revised plans be submitted and reviewed by City Staff.
2. That the site plan for the special permit will expire in 5 years unless an extension has been granted by the Commission.
3. That an erosion and sediment control/site restoration bond, in an amount acceptable to the City Engineer, be submitted to the City.
4. That the City's required signature block and letter of approval (cover page preferred) be placed on the final revised plan set, and that all plan sheets include the stamped seal and signature of the licensed professional.
5. That 4 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 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.
8. That after the filing of the mylars, a zoning permit shall be issued prior to any activities commencing on the site. This may occur only after the posting of the erosion and sediment control bond 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.
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 paved handicapped parking spaces in the larger gravel parking area located to the north of the building be built out as part of this approval; and that the applicant cooperate with the Public Works

Department to install the proposed improvement on the small existing parking area located on the City's property.

12. That the plan be revised to show the connections to city water, sewer and electric, per the NPU email dated 05/28/2021.
13. That a revised Flood Vent Location Plan be submitted to address comment #1 of the City Engineer's email dated 06/09/2021.
14. That wheel stops be shown for all parking spaces within the gravel parking area for future installation when used as a parking lot instead of for boat storage.
15. That a note be added to the plan indicating that the property is located within a high sensitivity area for archeological resources. Work must cease should any item that appears historical in nature be uncovered during the improvement of the site so that notification be made to the City of Norwich Planning Department for further instruction and evaluation.
16. That the legal documents for the proposed parking and access easement and temporary construction and maintenance easement be submitted to the City within 30 days of approval for review and comment by the City Attorney and Director of Public Works. The City Council may need to approve the easements prior to filing of mylars and legal documents.

Jason Courter seconded the motion. The motion passed unanimously.

2. SDP#273M: 40 Wisconsin Avenue. Modification to a Site Plan (previously known as SDP #273) for an existing manufacturing & warehousing facility. Proposed improvements include restriping of existing parking lot and utilizing existing ingress/egress driveways for a proposed 182 tractor trailer parking area to be installed on a portion of the property located in Franklin, CT. Application of The Grossman Companies. Property of Norwich 40 TGCI, LLC. Assessor's Map 27, Block 1, Lot 13, Zone BP (Business Park).

On a motion by Michael Lahan, seconded by Jason Courter, the CCP unanimously tabled this agenda item until next month's meeting.

F. OLD BUSINESS: None

G. EXTENSION REQUESTS: None

H. BOND REDUCTION / RELEASE REQUESTS: SDP#838A – 214 Vergason (aka Forestview Dr.)

Ms. Rhodes requested that this item be tabled. Her staff would like more time to review the request.

On a motion Michael Lahan, seconded by Jason Courter, the CCP unanimously voted to table this agenda item until next month's meeting.

I. OTHER BUSINESS:

- DRAFT – Open Space Fee Language – Subdivision Regulations

Ms. Rhodes asked to table this item to the July 20, 2021 CCP meeting. On a motion by Michael Lahan, seconded by Jason Courter, the CCP unanimously voted to table this agenda item.

- DRAFT – Building Square Footage to Trigger CCP Review Language – Zoning Regulations: City Attorney Reviewing

Ms. Rhodes gave a brief update on this topic. The City Counsel's office has the language for review.

J. POCD Plan Implementation Committee (PIC) MEETING UPDATE + REMINDER: July 14, 2021 Virtual Meeting

Ms. Rhodes reminded the CCP members of the July 14, 2021 POCD-PIC meeting.

K. STAFF REPORT: Ms. Rhodes reported the following:

- June 21 Presentation in Council Chambers – Draft Short-term Rental Ordinance

Ms. Rhodes reported that she and her staff have met with Mayor Peter Nystrom, Alderman Mark Bettencourt and City Counsel Michael Driscoll to draft the ordinance. They will do a PowerPoint presentation of the draft ordinance in an informational session for the City Council. This will not be a public hearing. The draft ordinance takes into account public transit and uses transit-oriented development methodology.

Mr. Daniska reported that the pedestrian bump-outs/curb extensions along streets in Greeneville will be painted by volunteers and city staff. He noted that Norwich Free Academy (NFA) athletes volunteered and painted the areas of the bump-outs with primer in advance of the installation. The bump outs, which will be painted to symbolize flags of different nations, will recognize the ethnic diversity of the neighborhood. The project should be completed at the close-of-business on Thursday, June 17, 2021.

Ms. Rhodes reported that the additional staffing position of Assistant Zoning/Blight Enforcement Officer proposed for the Fiscal Year 2021-2022 budget was cut from the city's final adopted by the City Council.

L: ADJOURNMENT: On a motion by Jason Courter, seconded by Michael Lahan, the CCP unanimously adjourned at 8:02 PM.

*Respectfully submitted,
Melinda Wilson,
Recording Secretary*