

**COMMISSION ON THE CITY PLAN**  
**Tuesday, July 18, 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 7:00 PM.

**ROLL CALL AND SEATING OF ALTERNATES:**

Present: Chairman Frank Manfredi, Ella Myles, Deane Nason, and Kathy Warzecha.

Staff Present: Director of Planning and Neighborhood Services Deanna Rhodes and City Planner Dan Daniska

**MOMENT OF SILENCE:** Frank Manfredi noted the passing of two long-standing and valued members of the CCP. A moment of silence was then observed in memory of both Michael Lahan and Les King.

**APPROVAL OF MINUTES:** May 16, 2023

On a motion by Frank Manfredi seconded by Ella Myles, the CCP unanimously approved the minutes.

**OLD BUSINESS:** None presented.

**NEW BUSINESS:**

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

**A. SP #23-05: 685 New London Tpke.**

**Request for a Special Permit for replacement of an existing golf cart/pedestrian bridge over Trading Cove Brook which is located within a FEMA designated Floodway. Property of City of Norwich. Application of Norwich Golf Authority. Assessor Map 128, Block 1, Lot 1. Zone ROS.**

A motion by Ella Myles, seconded by Deane Nason, was made to open the public hearing. Motion passed unanimously.

The application was presented by Ellen Bartlett from Green Site Design LLC, 317 Main St, Norwich, CT. Ms. Bartlett explained to the Commission that there is an existing bridge that crosses trading between the 10th T and the ninth green and there has been a bridge in this location since 1920 when the golf course got up and going. She stated that, unfortunately, the bridge is now structurally inadequate and needs to be replaced because it is a safety issue.

She explained that the current bridge is supported by eight four by fours that actually sit in five gallon buckets full of concrete within the Stream and due to its condition, needs to be replaced. The bridge has been washed away several times and put back into place. The proposal is to replace the existing Timber Bridge with a pre-constructed Steel Bridge that would be a clear span. It would eliminate all the posts in the stream and span over the brook. The bridge would be the same size as the bridge that is there now and it would be in the same location. It also

includes prefabricated abutments that could be installed in a day and a half. The bridge is necessary due to these structural inadequacy and public safety concerns. The new clear span bridge over the brook will provide improvements to the brook stream flow by eliminating all these existing obstructions. The project has been reviewed by the Montville Inland Wetlands Commission and the Norwich Inland Wetlands commission and they have received approval from both commissions. The applicant has submitted the project to the Army Corps of Engineers and they received a determination of no impact. All necessary approvals, except from this commission, are in place.

A motion by Ella Myles, seconded by Frank Manfredi was made to close the public hearing. The motion passed unanimously.

### **MOTION**

#### **To APPROVE SPECIAL PERMIT #23-05 WITH THE FOLLOWING CONDITIONS:**

- That final revised plans be submitted and reviewed by City Staff.
- That the site plan for the special permit will expire in 5 years unless an extension has been granted by the Commission.
- 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 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.
- That after the filing of the mylars, a zoning permit shall be issued prior to any land disturbance activities commencing in the site.
- 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.
- 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.

Made by: Kathy Warzecha, Seconded by: Ella Myles

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

Opposed: None

Reasons: The proposal conforms to Chapter 5 and Sections 3.4 and 7.7 of the Zoning Regulations.

#### **B. SP #23-06: 1 Thames Street.**

**Request for a Special Permit to install three (3) six-foot (6 ft.) wireless cellular service antennas and three (3) radios on the rooftop of a building. Property of American Group Realty, LLC. Application of Meagan Beausoleil Qualtek Wireless. Assessor Map 101, Block 1, Lot 37. Zone GC.**

A motion by Deane Nason, seconded by Ella Myles, was made to open the public hearing. Motion passed unanimously.

Meagan Beausoleil represents Dish Wireless but she works for Qualtek Wireless. Dish Wireless will be the carrier on the rooftop of the properties. Dish Wireless is a newer wireless carrier and trying to expand their cell phone network in the Norwich area. They intent to install three antennas on the rooftop of one Theme Street as well as various equipment to connect the antennas on the rooftop and then on the basement of that property to get cellphone service in that area.

A motion by Deane Nason, seconded by Ella Myles, was made to close the public hearing. Motion passed unanimously.

#### **MOTION**

#### **To APPROVE SPECIAL PERMIT #23-06 WITH THE FOLLOWING CONDITIONS:**

- That the site plan for the special permit will expire in 5 years unless an extension has been granted by the Commission.
- That the City's required signature block be placed on the Sheets T-1, T-2 (new) and A1-A5 and a letter of approval be placed on the a new Sheet entitled T-2, and that all plan sheets include the stamped seal and signature of the licensed professional.
- That 4 signed and embossed sealed paper copies and 2 mylars of only Sheets T-1, T2, and A1-A5 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 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.

- That after the filing of the mylars, a zoning permit shall be issued prior to any activities commencing on the site.
- 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 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.

Made by: Deane Nason, Seconded by: Ella Myles

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

Opposed: None

Reason: The proposal conforms to Chapter 6.9 and 7.7 of the Zoning Regulations.

**C. MVLA #23-03: 420 (aka 390-420) West Thames Street.**

**DMV K-7 Location Approval in Accordance with ZR Section 6.3. Application of Renard Daley/dba D&D Complete Transmission & Auto Repair; Property of Trinicap Properties 8 LLC. Assessors Map 124, Block 2, Lots 25; Zone GC.**

The owner of D&D spoke to the Commission regarding his use. Deanna Rhodes explained that the Commission needs to determine whether the location is appropriate for motor vehicle repair. A discussion ensued about the history of the property. Ms. Rhodes stated that the ZEO told her that when Enterprise rented half the building, they only stripped their side of the parking lot, so that issue still needs to be addressed.

**MOTION**

**To APPROVE MOTOR VEHICLE LOCATION APPROVAL WITH THE FOLLOWING CONDITIONS:**

- That the parking lot be striped.
- That a site drawing acceptable to the Zoning Enforcement Officer be submitted for his approval.

Made by: Kathy Warzecha, Seconded by: Ella Myles

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

Opposed: None

Reason: Location is suitable for the use intended as stipulated, and will not interfere with the safety of the public.

**EXTENSION REQUESTS: 97 Weber Farm Road (aka Chasey Lane)- SP#18-06 (Site Plan Expires 8/21/2023)**

Ms. Rhodes gave a short history of the over 55 condominium development project and introduced the new owner's extension request. The project engineer, Pete Parent with CHA

Companies, spoke briefly on behalf of this client. The freestanding condominiums have been built to date, but six more approved have not been constructed. The new owners bought the development rights and want to finish the development but need more time to do so. A discussion then ensued and Ms. Rhodes explained that the City has yet to receive the final revised plans for the project and that the mylars were not filed.

### **MOTION**

To **APPROVE AN EXTENSION OF ONE (1) YEAR (TO 08/21/2024) WITH THE FOLLOWING CONDITIONS:**

- That an updated Erosion and Sediment Control bond estimate be submitted for review by the City Engineer.
- That the E&S Bond be posted with the City of Norwich.
- That the applicant comply with all the original conditions of approval.
- That the mylars be filed with the City Clerk within 90 days of this extension.

Made by: Kathy Warzecha, Seconded by: Ella Myles

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

Opposed: None

**COMMUNICATIONS:** None presented.

**REGARDING REFERRAL FROM THE CITY COUNCIL:**

**AN ORDINANCE APPROPRIATING \$44,750,000 FOR THE CITY OF NORWICH POLICE HEADQUARTERS FACILITY PROJECT AND AUTHORIZING THE ISSUE OF \$44,750,000 BONDS OF THE CITY TO MEET SAID APPROPRIATION AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE**

Commissioners discussed the existing facility and stated it was too small and outdated. Ella Myles remarked that when she served on the City Council, it was in discussion then about upgrading the police headquarters. She said that the locker room space was insufficient and female officers were changing their clothes in a broom closet.

### **MOTION**

To forward a **FAVORABLE RECOMMENDATION** to the City Council.

Made by: Deane Nason, Seconded by: Ella Myles

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

Opposed: None

Reason: That the ordinance is consistent with the 2013 Plan of Conservation and Development relative to upgrading municipal facilities.

**STAFF REPORT:** POCD

Dan Daniska explained that the Draft POCD is now available on Planning Department's page of the City's website. There is also a hard copy in the City Clerk's office. Deanna Rhodes clarified that there are a number of blank spots for pictures, maps and charts that will be in the next version of the Draft POCD, which will be presented to the Commission at the Public Hearing on August 15th.

**ADJOURNMENT:** On a motion by Kathy Warzecha, seconded by Ella Myles, the CCP unanimously adjourned at 8:14 p.m.

*Respectfully submitted,  
Ivery R. Stakley with assistance by Deanna L. Rhodes*