

**COMMISSION ON THE CITY PLAN
TUESDAY, AUGUST 20, 2019 - 7:00 PM
100 Broadway, Room 318
NORWICH, CT
REGULAR MEETING**

A. CALL TO ORDER: Chairman Manfredi called the meeting to order at 7:00 PM.

B. ROLL CALL AND SEATING OF ALTERNATES:

Present: Chairman Frank Manfredi, Vice Chairman Les King, Swarnjit Singh Bhatia, Jason Courter, Kathy Warzecha and Michael Lahan (arrived at 7:12 pm)

Absent: None

Jason Courter was seated as a regular member.

Others Present: City Planner Deanna Rhodes, Assistant City Planner Dan Daniska, Recording Secretary Melinda Wilson, Rob Cady, Systems Engineer of Motorola, and Lesli Narque

C. APPROVAL OF MINUTES: July 16, 2019 Meeting Minutes

Chair Manfredi noted that he did not make motions at the prior meeting as indicated in the minutes. He attested to the accuracy of the motions and felt there was no need to go back to review the recording of the meeting to verify who actually made the motions. Les King made a motion to approve the minutes of July 16, 2019. Kathy Warzecha seconded. Motion passed unanimously.

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

E. NEW BUSINESS:

1. PUBLIC HEARINGS AND POTENTIAL ACTIONS ON THE FOLLOWING APPLICATIONS:

- a. 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. – CONTINUED FROM 07/16/19

Swarnjit Singh Bhatia recused himself.

Chair Manfredi noted that the public hearing remained open from the last meeting.

Bob Mullen of CLA Engineers noted that the state archeology office had no comment to make on this application. The roadway documents have been submitted regarding widening of the road in places. Regarding the stone walls and large old growth trees, they have constricted the clearing limits and moved some of the septic systems away from those areas. They added an erosion control narrative. They submitted a drainage report and added curtain drains at the driveways. A right to drain will be added to the deeds when they are conveyed. He addressed all concerns that were raised by the CCP at the prior meeting.

Assistant City Planner Dan Daniska suggested the commission should discuss adding a note to the plans that the stone walls will be preserved on site to the greatest extent possible. Kathy Warzecha asked about steepness of the driveways and noted that the City Engineer had expressed concern, as well. Mr. Mullen said swales will be added, as well. Kathy asked about the right to grade to adjoining property. Mr. Mullen confirmed.

It was agreed that all alterations to the locations of the buildings should be referred back to the city for review, including the steepness of the driveways. City Planner Deanna Rhodes confirmed changes would be reviewed by the city engineer. Ms. Rhodes said this is a customary process and therefore does not need to be officially included.

Mr. Mullen reported that he has put in a request regarding a sidewalk waiver. He noted that no other houses have or would need the sidewalks.

No one else spoke in favor of the application.

No one spoke in opposition to the application.

It was agreed that Mr. Daniska did not need to read the conditions into the record as they appear in his memo dated August 14, 2019. He read several exhibits for public record, noting that the request for waiver of sidewalks be considered by the CCP separately. The exhibits read as follows:

- Subdivision Application
- Abutting Property Owner Information
- Statutory Administrator's Deed
- Boundary Survey 7/27/84 - Norwich Land Records
- American Property Group LLC to City of Norwich (Road Strips)
- Routing Transmittal - Staff Review
- Legal Notice - Publish 07/03/19 & 07/11/19
- 24x36" Subdivision Plans - Prepared by CLA (4 Sheets)
- Assistant Planner's Review Memo
- Director of Public Works Comments
- Uncas Health District Comments
- Uncas Health District Comments
- Uncas Health District Comments
- Fire Marshal's Office Review
- NPU Comments
- Proof of Certificates of Mailing
- 24x36" Revised Subdivision Plans - Prepared by CLA (4 Sheets)
- Written Sidewalk Waiver Request
- Response to DPW Comments
- Drainage Report
- Routing Transmittal - Staff Review
- Assistant Planner's Review Memo #2
- NPU Comments
- Fire Marshal's Office Review 08/16/19
- State Archeological Office Comments

On a motion by Les King, seconded Kathy Warzecha, the CCP unanimously closed the public hearing at 7:16 PM.

Kathy Warzecha made a motion to waive sidewalks. Les King seconded. Kathy felt there would be no connection for the sidewalks. Jason Courter noted that stonewalls would also have to be moved to construct sidewalks. The waiver was unanimously granted.

Kathy Warzecha made a motion to approve 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 with conditions as stated in Assistant Planner Dan Daniska's memo dated August 14, 2019:

- That final revised plans be submitted and reviewed by City Staff.
- That the Letter of Approval be placed on the final plan set and mylar.
- That the Applicant provide \$100 per lot (\$600 total) 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 each plot plan submitted for development. The City Engineer will review each estimate and 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.
- 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 indicate that the installation of property boundary markers in accordance with the subdivision plan has been completed prior to the filing of the mylars.
- Legal documents will be required for the transfer of the right-of-way conveyance and drainage easements to the City. Draft legal documents should be submitted to the City within 30 days for review and comment by the City Attorney and Director of Public Works.

And that modifications to site plans as lots are developed be reviewed by the Director of Public Works/City Engineer.

Michael Lahan seconded the motion. The CCP unanimously approved the motion.

Swarnjit Singh Bhatia returned to the meeting as a seated regular member at 7:19 PM. Jason Courter returned to alternate member.

- b. SP#19-05: 37 Orchard Street. Request for Special Permit to install a self-support communications tower including transmit antenna (total height of 114 feet and 3 inches) and associated equipment for Police, Fire and EMS Communications. Property of the City of Norwich. Application of the City of Norwich (Patrick Daley/Chief of Police). Assessor's Map 93, Block 5, Lot 3. Zone MF.

On a motion by Les King, seconded by Michael Lahan, the CCP unanimously voted to open a public hearing on the matter at 7:20 PM.

Chief Patrick Daley of the Norwich Police Department (NPD) spoke in favor of the special permit. The purpose of the project is to create a modern antenna adjacent to the current radio antenna site to allow the NPD to join the state radio service. It is a beneficial site for communications and owned by the city. There will be a modern shelter with HVAC and modern features added to the site. This is part of a bonding project approved by voters last November. Chief Daley noted that two representatives from Motorola were present to answer questions.

Lesli Narque of 39 Orchard Street, Norwich, asked several questions about the proposed project. She expressed her concerns with conflicts with her cable internet service. Rob Cady, Systems Engineer from Motorola, addressed her concern. He explained that cable internet comes into home separately. The signals proposed to come from the new tower are the same signals that are present now. The proposed new antenna adds height. She asked about the expansion. Chief Daley explained that five poles will be replaced with a three legged stand.

No one spoke in opposition.

Assistant City Planner Daniska noted that he did not see a need for further landscaping. He noted that merging of properties should be done at the site. Chief Daley confirmed that the existing tower will come down once service is transferred to the new tower. Mr. Daniska asked that the reading of conditions be waived, as they were outlined in his memo dated August 15, 2019. He read the following list of exhibits into the record:

- Special Permit Application
- Project Narrative
- Special Permit Application Requirements - from Zoning regulations
- FAA 1-A Survey Certification
- Equipment Room Equipment Layout Sheet
- 11x17" + 8.5x11" Plan Sheet C-1 - Site Survey - Prepared by Infinigy
- Abutting Property Owner Information
- Norwich PD Change Order #1 for SP Application
- Tower Specification Packet (7 Pages)
- Tower Foundation Plan
- 1000 Foot Buffer Map
- Coverage Maps (4 Pages)
- Equipment Cabinet Example
- Concrete Shelter Preliminary Plans - VFP, Inc. (12 Pages)
- Routing Transmittal - Staff Review
- 24x36" Plan Set (17 Pages)
- Photo Simulation Package
- Fire Marshall Office Review
- Proof of Certificates of Mailing
- Legal Notice Publication
- NPU Comments
- Director of Planning & Neighborhood Services Review Memo

On a motion by Les King, Seconded by Swarnjit Singh Bhatia, the CCP unanimously closed the public hearing at 7:30 PM.

Michael Lahan made a motion to approve SP#19-05: 37 Orchard Street. Request for Special Permit to install a self-support communications tower including transmit antenna (total height of 114 feet and 3 inches) and associated equipment for Police, Fire and EMS Communications. Property of the City of Norwich. Application of the City of Norwich (Patrick Daley/Chief of Police). Assessor's Map 93, Block 5, Lot 3. Zone MF with reasons given as the proposal conforms to Chapter 5 and Sections 6.9.4 and 7.7 of the city's Zoning Regulations and 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 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 to determine whether additional review and approval is required from 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 may be required in accordance with Sections 7.5.7.3 and 8.9 of the Zoning Regulations.
- That the applicant provide an estimate for a potential Erosion and Sediment control bond which shall be reviewed and approved by the City Engineer. If deemed necessary, the bond shall be posted prior to issuance of a zoning permit.
- 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.

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

2. SUB#428: 564 Laurel Hill Road. Request for a two (2) lot Subdivision on a parcel that includes an existing dwelling. Property of 3102 LLC. Application of Mary F. Raymond. Assessor's Map 131, Block 2, Lot 73. Zone R-20/CAM

City Planner Rhodes read an email from Brian Florek stating that work still needed to be completed for the application and a request for an extension until next month's meeting of the CCP. On a motion by Michael Lahan, seconded by Les King, the CCP unanimously voted to table this agenda item to the next meeting.

F. OLD BUSINESS:

1. Select volunteer member for SCCOG Regional Planning Commission (RPC)

Ms. Rhodes read a description of the commission. It meets quarterly at SCCOG on the 4th Monday. On a motion by Kathy Warzecha, seconded by Michael Lahan, Jason Courter was designated as the CCP's SCCOG Regional Planning representative.

2. Select an alternate member for the IWWCC

This Norwich committee meets on the first Thursday of each month. This is a required appointment by the CCP. Discussion ensued. The CCP agreed to seek clarification of the IWWCC requirements. On a motion by Les King, seconded by Michael Lahan, this agenda item was unanimously tabled to the next meeting.

G. EXTENSION REQUESTS: None

H. BOND REDUCTION / RELEASE REQUESTS:

1. Bubbles to Butterfly – Reduction and Partial Release of E&S Bond

Ms. Rhodes reported that Bubbles to Butterfly requested a release of bond. She suggests a reduction in the bond amount, retaining \$1,000 for tree planting and \$500 for level spreader. This would lower the bond by \$6,800. On a motion by Kathy Warzecha, seconded by Les King, the CCP unanimously approved the bond reduction of \$6,800 with \$1,500 of the bond retained.

I. OTHER BUSINESS:

2. Ms. Warzecha asked about zoning regulation changes. Ms. Rhodes replied that she plans to create a spreadsheet with all recommended changes by September for review by the City Council to have prior to a public hearing. She will send this spreadsheet to the CPP members, as well.

J. MEETING REMINDER: Ms. Rhodes reminded everyone of the next POCD PIC meeting on September 11, 2019 in Room 335 at 6 PM.

K. STAFF REPORT:

L. ADJOURNMENT: On a motion to adjourn by Michael Lahan, seconded by Les King, the CCP meeting unanimously adjourned at 7:49 PM.

*Respectfully submitted,
Melinda Wilson
Recording Secretary*