

COMMISSION ON THE CITY PLAN
Tuesday, September 19, 2023, 7:00 PM
Hybrid Regular Meeting / Public Hearing
23 Union – Lower Level Conference Room, Norwich, CT

CALL TO ORDER: Kathy Warzecha called the meeting to order at 7:00PM.

ROLL CALL AND SEATING OF ALTERNATES:

Present: Kathy Warzecha, Deane Nason,
James Quarto, Ella Myles and
Jason Courter (Alternate)
Absent: Chairman Frank Manfredi
Staff: City Planner Dan Daniska

Kathy Warzecha seated alternate member, Jason Counter, for the meeting.

APPROVAL OF MINUTES:

August 15, 2023 Meeting Minutes – Deane Nason made a motion to approve the minutes as presented, Kathy Warzecha noted that her comments regarding the POCD adoption and the initiation of a city-wide open-space plan were not specifically stated. Dan Daniska responded that he would double check, as there is an action item in the adopted POCD that specifically speaks to the creation of a city-wide open space plan. James Quarto then seconded the motion to approve the minutes with the note that Mr. Daniska will look into the matter. The Commission then approved the minutes with the notation.

September 11, 2023 Special Meeting Minutes – Jason Courter made a motion to approve the minutes as presented, Seconded by Ella Myles, the Commission approved the minutes.

COMMUNIATIONS: None

OLD BUSINESS: None

NEW BUSINESS/PUBLIC HEARING:

SP #23-08 203-215 Main Street (aka 211 Main Street) Special Permit Request for a food manufacturing use to process and package roasted cacao and coffee products. Application of Matthew DuTrumble-d/b/a Craftsman Cliff Roasters. Property of Lord Family Nominee Trust, Jeffery Lord + Kathryn F Lord, Trustees. Map 102, Block 6, Lot 26. Zone CC.

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

Matthew DuTrumble, applicant, presented his business plan and interior layout to the Commission. Mr. DuTrumble stated that he would be moving his existing manufacturing business from 34 Broadway to 211 Main Street, allowing him to more than double the floor space in order to provide a more efficient use of space for operations. Mr. DuTrumble stated that his business started as a small retail and manufacturing operation, that shifted focus to manufacturing during the Covid-19 pandemic. Discussion ensued regarding products, availability, whether the shop would be open to the public, and manner of delivery.

Dan Daniska then reviewed his memo, stating that the application did not need a site plan, and the Commission would need to waive that requirement. Mr. Daniska showed the exhibit list on the screen and asked for the waiving of reading all of the documents as they are preserved in the recording.

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

A motion made by Deane Nason, seconded by Jason Courter, was made to waive the site plan requirement. Motion passed unanimously.

A motion to approve SP #23-08 with the comments from the Plan Review memo, and because the project supports economic development in downtown Norwich was made by Jason Courter, seconded by James Quarto. Reason: The proposal conforms to Chapter 70.7.5 and 7.7.6 of the Zoning Regulations. Motion passed unanimously.

EXTENSION REQUESTS: None

OTHER BUSINESS:

Avalonia Letter of Support

Dan Daniska explained that Avalonia Land Trust was seeking grant funding to purchase land for protected open space on Old Canterbury Turnpike, the former Christmas Tree Farm. Mr. Daniska stated that the chair of the Inland Wetlands Commission had already sent a letter of support, and Avalonia was asking for a letter from the CCP. Chairman Manfredi asked that it be run by the Commission for discussion before he sent a letter. A motion, made by Deane Nason, seconded by James Quarto, was made to have Chairman Manfredi send a letter of support to Avalonia. Motion passed unanimously.

Executive Session Pending Litigation

Dan Daniska stated that there was no need to go into executive session this evening, the item was on the agenda as a place holder if necessary.

STAFF REPORT: None

ADJOURNMENT:

A motion, made by Jason Courter, seconded by Ella Myles, was made to adjourn. Motion passed unanimously. Meeting adjourned at 7:31PM.

*Respectfully submitted,
Dan Daniska, AICP*