

COMMISSION ON THE CITY PLAN
Tuesday, October 17, 2023, 7:00 PM
Hybrid Regular Meeting
23 Union – Lower Level Conference Room, Norwich, CT

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

ROLL CALL AND SEATING OF ALTERNATES:

Present: Frank Manfredi, Kathy Warzecha,
James Quarto, Ella Myles

Absent: Jason Courter (Alternate)

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

APPROVAL OF MINUTES:

September 19, 2023 Meeting Minutes – Ella Myles made a motion to approve the minutes as presented, James Quarto seconded. A roll call was taken and the motion passed with Kathy Warzecha, James Quarto, and Ella Myles voting in favor. Frank Manfredi abstained due to being absent from the meeting.

COMMUNIATIONS:

Deanna Rhodes informed the Commission that there was a referral from the Town of Preston regarding an upcoming Public Hearing on October 24, 2023 dealing with amendments to the Preston Zoning Regulations and road design details within village areas. Kathy Warzecha provided additional details for the Commission.

OLD BUSINESS: None

NEW BUSINESS: Receipt of Applications + Discussion Regarding Procedure for Upcoming Meetings

Frank Manfredi noted that applications have been filed and would be accepted this evening, but no action would be taken on either application.

1. SDP #1049 – 0 Myrtle Drive

Deanna Rhodes noted that the application is currently before the Wetlands Commission, and it is a property that is located behind Federal Express and St. Jude Commons in the Business Park. It is a fairly large property, the application is to prepare construction pads for future development. Frank Manfredi noted for the record that David McKay from Boundaries, LLC was present for the applicant. Deanna Rhodes noted that the Wetlands Commission held a site walk on Monday October 16, 2023 to look at the existing conditions.

2. SUB #437 – 439 Canterbury Turnpike

Deanna Rhodes noted that this is the subdivision application for what people call the business park north. She noted that is currently called 439 Canterbury, but they have done some reconfiguration via the creation of condominiums out of the lots. The Planning Department is researching to make sure that the correct addresses, as well as map, block, and lot numbers are available by the time the public hearing is advertised. The Wetlands Commission will hold a public hearing on the proposed modification due to the interest of the general public. Due to the number of proposed lots, the Commission on the City Plan will be required to hold a public hearing as well. Frank Manfredi asked staff if there would be any action taken this evening, to which Deanna Rhodes replied that no, there would be no action taken on either application at this time.

Deanna Rhodes mentioned that Dan Daniska had informed her that Kathy Warzecha had stated at the last Commission meeting that she would like to hold a site walk, to which Kathy Warzecha responded that she absolutely would like to hold a site walk. Deanna Rhodes stated that the Commission could preemptively schedule the site walk between the November and December meetings, while the Public Hearing was open, due to Thanksgiving and busy schedules. Normal Site Walk decorum would apply, with no comments or questions from the Commission or the Public during the walk. Frank Manfredi stated that he thought the

Commission would need a motion and a vote to schedule a site walk, Deanna Rhodes was in agreement with the statement. Deanna Rhodes informed the Commission that staff had spoken to the engineering firm regarding a potential site walk, and they preferred holding it during the work week, earlier in the afternoon to take advantage of daylight, as the wetlands site walk last year was three to four hours long. Kathy Warzecha responded that she would be available on a Monday or a Friday at Noontime for a site walk. Frank Manfredi stated that he was not comfortable discussing the scheduling of a site walk until a vote was taken at the next Commission meeting. Discussion ensued regarding site walk scheduling and whether or not it would take place at the current meeting or at the November meeting. Scheduling of upcoming meetings was discussed. Deanna Rhodes stated that now that the application has been received, the Commission has sixty-five (65) days by statute to make a decision, unless the applicant agrees to provide the Commission with more time. No vote took place regarding a site walk. Kathy Warzecha asked if she could take a site walk on her own, to which Deanna Rhodes replied that she would need to make arrangements with property owners to walk the site. Frank Manfredi stated that he would not be present for the December Commission meeting. Discussion ensued regarding scheduling the December meeting for an earlier date so that Frank Manfredi could attend. The potential rescheduling will be brought up during the November meeting.

EXTENSION REQUESTS: None

Bond Reduction/Release Requests: None

OTHER BUSINESS:

Executive Session Pending Litigation

Deanna Rhodes stated that she would like the Commission to go into executive session in order to discuss a number of legal matters. She asked that she and Dan Daniska be invited into the executive session. James Quarto made a motion to enter into executive session, with Deanna Rhodes and Dan Daniska as invited guests. Kathy Warzecha seconded the motion. The Commission on the City Plan went into executive session at 7:14PM. Note: Kathy Warzecha dropped out of executive session at approximately 7:15PM due to connection issues. James Quarto made a motion to return from executive session at 7:21PM, Ella Myles seconded. The motion passed with all voting in favor. The recording was resumed at 7:21PM as the Commission came out of executive session. Frank Manfredi noted that no votes were taken during the session.

Staff Report:

Deanna Rhodes noted that staff was very busy at this time, with large applications and proposals. She noted that Wednesday October 25, 2023 there would be a Downtown Norwich Mobility Study public meeting held from 5:00-7:00PM at Otis Library.

ADJOURNMENT:

A motion, made by Ella Myles, seconded by James Quarto, was made to adjourn. Motion passed unanimously. Meeting adjourned at 7:24PM.

*Respectfully submitted,
Dan Daniska, AICP*