

**COMMISSION ON THE CITY PLAN
TUESDAY, SEPTEMBER 17, 2019 - 7:00 PM
100 Broadway, Room 335
NORWICH, CT
REGULAR MEETING**

A. CALL TO ORDER: Chair 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, Kathy Warzecha and Michael Lahan (arrived at 7:08)

Absent: None

Others Present: City Planner Deanna Rhodes, Assistant City Planner Dan Daniska, Recording Secretary Melinda Wilson

C. APPROVAL OF MINUTES: August 20, 2019 Meeting Minutes

Les King noted that Jason Courter was seated as a voting member at the August 20, 2019 meeting, not as a regular member. Kathy Warzecha noted on Page 5 in part of conditions of approval, the minutes should state 'or until work is complete.' On a motion by Kathy Warzecha, seconded by Les King, the minutes were unanimously accepted with the two edits.

D. COMMUNICATIONS: Assistant City Planner Dan Daniska reported on communication from the Lisbon Planning and Zoning Commission regarding a Norwich Police Department application to install radio equipment at Wheelabrator in Lisbon.

E. NEW BUSINESS:

1. SUB #429: 182 Plain Hill Road. Request for a two (2) lot Subdivision on a parcel that includes an existing dwelling. Property and application of Little T, LLC. Assessor's Map 43, Block 1, Lot 2. Zone R-40.

Harry Heller introduced himself as an Attorney representing Little T, LLC. The request is for approval of a two lot subdivision. The address, 182 Plain Hill Road, is just north of the intersection with Boulder Court. Currently a two acre lot, the lot would be almost evenly split into two one acre lots, one for the existing dwelling and another of 42,000 ft² new lot. There is city water available for the new lot. On-site septic would be required. Attorney Heller displayed maps of the proposal. No activities would occur in wetlands or the upland review area. There would be no development on the lot of the existing house. He feels all comments made by DPW and DNCS have been addressed. The developer has submitted a written request for a waiver of the sidewalks as required by the subdivision regulations. There is neither a sidewalk system nearby, nor much land for development to create a sidewalk system. The second issue in the staff report was a suggestion that the commission may want to discuss street trees. Since this is already a developed rural area, Attorney Heller requested that no street trees be required. The final issue he addressed was a suggestion that the commission consider a conservation easement. He asked the commission take into consideration that the two acres is all under inland watercourse purview and as such is adequately protected.

Kathy Warzecha asked about the sight line for the driveway. Attorney Heller replied that it is clear. City Planner Deanna Rhodes noted that she verified that there is not a conservation easement in the adjacent subdivision. Daniska noted there is no activity in wetlands. Les King asked that the location of the stone walls be pointed out. Attorney Heller complied. He noted that a condition could be placed regarding the stone walls not be disturbed. The driveway requires no movement of stone walls. Ms. Rhodes noted a something resembling a swale has been put in on the existing two acre lot near the proposed border between the lots. She had asked DPW to take a look but doesn't know if they did so as it was not noted in the engineer's comments. Attorney Heller stated he hadn't been out to the site but that it was likely the remnants of the old tennis court that was demolished and rocks from the house lot being regraded. Mr. Daniska reviewed the conditions of his memo, noting that many items have already been addressed.

On a motion by Michael Lahan, seconded by Les King, the commission unanimously waived a public hearing on the subdivision.

On a motion by Kathy Warzecha, seconded by Les King, the sidewalk requirement was unanimously waived.

Kathy Warzecha motioned to approve the subdivision with the following conditions:

- That final revised plans be submitted and reviewed by City Staff, including all unaddressed comments in staff and Planner's memos.
- That the Letter of Approval be placed on the final plan set and mylar.
- That the Applicant provide \$100 (per lot) 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 the plot plan submitted for development. The City Engineer will review the estimate and determine whether the amount is sufficient 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.
- That the applicant depict clearing limits on the plan, as well as the soil stockpile location and erosion and sediment control locations.
- That the stone walls located on the property be preserved to retain neighborhood character.
- That the CCP endorsement statement be added to all pages of the plan.

Les King seconded the motion. The motion passed unanimously.

Attorney Heller inquired of city staff if a PDF of the subdivision would be acceptable. Mr. Daniska noted his office preferred a digital copy of the map for the updating the City's parcel layer on the GIS, but would accept PDF.

F. OLD BUSINESS:

1. 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

Brian Florek of Florek Surveying LLC in Waterford presented the plan for a 1.01 acre lot to be split to create two building lots. One would be 20,000 ft² and the other 27,000 ft². Staff comments were reviewed, as well as how the comments had been addressed. Electric Utilities would go from the utility pole underground to the house. Mr. Florek proposed to tap into municipal water at 568 Laurel Hill Road. Mr. Daniska clarified that the water line ends there and Norwich Public Utilities would have to be amenable to that hook-up. The NPU email was read which said the closest connection would be at the state road. Mr. Florek noted that he took care of the city engineer's comments. He reported that he reached out to the Department of Transportation for encroachment plans. However, he was told the department would not review it until approval was given. Ms. Warzecha clarified that DOT should review prior to approval but withhold their approval until the municipality has approved the application. Mr. Florek reported he will set property pins along the road. He requested a waiver of sidewalk requirements noting that the nearest sidewalk is a half mile away and the area is mostly developed there so there would be no future sidewalks to tie into. He noted that the stone walls will remain. Ms. Warzecha verified that Mr. Florek was presenting an A-2 survey. Mr. Daniska noted that this proposal did go before wetlands for a non-jurisdictional ruling. The state had no comment on the concurrent CAM application.

On a motion by Les King, seconded by Kathy Warzecha, the commission unanimously approved waiving a public hearing for the proposal.

On a motion to waive the sidewalk requirement by Les King, seconded by Swarnjit Singh Bhatia, the commission unanimously approved.

Discussion ensued on NPU's comments on the water connection. Easements need to be on final mylars. The final determination on water line connection and easement should show on mylars.

It was confirmed that the two dwellings on the one lot are existing non-conforming. Also the property is on the edge of the coastal jurisdiction.

Kathy Warzecha made a motion to approve the coastal site plan with conditions stated in the Assistant Planner's memo as well as adding the water easement. Les King seconded the motion. Motion passed unanimously.

Les King made a motion to approve with the following conditions:

- That final revised plans be submitted and reviewed by City Staff, including all unaddressed comments in staff and Planner's memos.
- That the Letter of Approval be placed on the final plan set and mylar.
- That the Applicant provide \$100 per lot 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 the plot plan submitted for development. The City Engineer will review the estimate and determine whether the amount is

sufficient 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 Statute 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.
- That the applicant finalize a water service connection with Norwich Public Utilities and add the related connection points and easements to the plan set.
- That the stone walls located on the property be preserved to retain neighborhood character.
- The E&S Plan should include the following statement to indicate issuance of certification of the erosion and sediment plan:

"The Commission on the City Plan certifies that the Soil Erosion and Sedimentation Control Plan complies with the requirements of Section 19-27.11 of the City of Norwich Subdivision Regulations and the 2002 Connecticut Guidelines for Soil Erosion and Sediment Control, as amended."

Signature: _____

(Commission Chairman) Date of Approval

The final drawings shall have the following endorsement statement on all the pages of the plan:

APPROVED BY THE COMMISSION ON THE CITY PLAN

Signature: _____

(Commission Chairman) Date of Approval

ACCORDING TO CITY OF NORWICH SUBDIVISION REGULATION SECTION 19-24.1(7)(a), THIS APPROVAL SHALL EXPIRE ON _____ WHICH IS FIVE YEARS FROM THE DATE OF APPROVAL.

Swarnjit Singh Bhatia seconded the motion. Motion passed unanimously.

2. Select an alternate member for the IWWCC

Mr. Daniska reported that he spoke with the City Clerk's office today to clarify membership requirements for the Inland Wetlands, Water Courses and Conservation. In the last thirty years, a regular member of the CCP has served on the IWWCC. There has never been an alternate member of the CCP that served as the regular member from the CCP on the IWWCC. Discussion ensued.

On a motion by Kathy Warzecha, seconded by Les King, the CCP unanimously nominated Michael Lahan to serve as the CCP's regular member representative on the IWWCC with Swarnjit Singh Bhatia serving as the alternate representative on the IWWCC.

G. EXTENSION REQUESTS: None

H. BOND REDUCTION / RELEASE REQUESTS: None

I. OTHER BUSINESS: None

J. MEETING REMINDER: Ms. Rhodes reported that the Plan of Conservation and Development (POCD) Plan Implementation Committee (PIC) meetings are progressing very well. They are moving along through the chapters of the POCD with the goal to have a wealth of input to start working on the new plan which is due in 2023. There will also be public meetings to solicit more input. The POCD is required to be updated every ten years.

K. STAFF REPORT: Mr. Daniska reported that the city paid its dues for the Eastern Connecticut Conservation District. The department may use them to do erosion and sediment control review on larger projects. Ms. Rhodes noted the importance of getting value for the city's dues. Ms. Warzecha noted she found them helpful.

Ms. Rhodes reported that Norwich recently had its inspection for the city's admittance into FEMA's Community Rating System (CRS) program. This would qualify residents for discounts on their flood insurance. Her department worked with SCCOG and a consultant to put everything in a book for the reviewers. The city departments coordinated to perform an emergency dam drill. If approved, in May 2020 flood insurance rates should go down. She feels confident Norwich will be approved for the program.

Ms. Rhodes reported that Norwich's application for Best Practices in Land Use and Economic Development through CEDAS was submitted. This accreditation would be another value-added for Norwich.

Mr. Daniska reported that the City, in conjunction with SCCOG and Street Plans will hold a meeting tomorrow night on proposed painted pedestrian bump outs on Central Avenue in Greenville. The meeting will solicit public input and potential involvement on the project, which is the result of the city applying for a CDC SPAN grant through SCCOG / CRCOG.

Mr. Daniska reported that the RFQ went out on the roundabout in Franklin Square. The second step will be the issuance of an RFP. Ms. Rhodes reminded the CCP that Mr. Daniska is a transportation planner.

The new traffic lights near the old Dunkin Donuts in Washington Square will have video detection. This should improve traffic flow entering downtown.

The Hale Mill developers are preparing and submitting their historic tax credit applications now. There will be multiple applications since each building would have its own credit.

Westledge Apartments project mylars have been filed. The developers have paid a partial bond for initial work in the right of way for utilities.

With regard to the pending zoning regulation changes, Ms. Rhodes has prepared twelve pages of suggested changes and clarifications which she will give to Mayor Peter Nystrom on Friday.

Mr. Bhatia asked about the status of online permit applications. Ms. Rhodes reported that her department is close to being able to offer this service for zoning and building permit in about 6 months.

Ms. Rhodes reported there are upgrades planned for her department's building. An ADA entrance will be added.

L. ADJOURNMENT: On a motion to adjourn by Michael Lahan, seconded by Les King, the CCP meeting unanimously adjourned at 8:12 PM.

*Respectfully submitted,
Melinda Wilson
Recording Secretary*