

**COMMISSION ON THE CITY PLAN
TUESDAY, JUNE 18, 2019 - 7:00 P.M.
100 Broadway, Room 335
NORWICH, CT
REGULAR MEETING**

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

B. ROLL CALL AND SEATING OF ALTERNATES:

Present: Chairman Art Sharron, Vice Chairman Frank Manfredi, Swarnjit Singh Bhatia, Les King and Michael Lahan

Absent: Kathy Warzecha and Alternate Jason Arndt

Swarnjit Singh Bhatia was seated as a regular member.

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

C. APPROVAL OF MINUTES: February 19, 2019 Meeting Minutes

Les King made a motion to approve the minutes of February 19, 2019 as presented. The motion was seconded by Frank Manfredi. Motion passed unanimously.

D. COMMUNICATIONS: City Planner Deanna Rhodes reported on several communications. The Town of Preston sent a letter regarding zoning regulations for accessory apartments. A Public hearing will be held on June 25, 2019. There is no inter-municipal effect. Also a letter from Brown Jacobsen was received which relayed information about pending litigation of Savin Gasoline Properties LLC. Per Attorney Michael Driscoll, another public hearing was scheduled. The Town of Bozrah notified the City of Norwich of a permit to construct a 13,150 square foot building at 409 Salem Turnpike Ms. Rhodes noted that the Planning & Neighborhood Services department had no questions on the permit. The Town of Sprague notified the City of a text amendment which had no inter-municipal effect. The public hearing was April 3, 2019. CT Trust awarded a Connecticut Preservation Award for the rehabilitation of Ponemah Mill.

E. NEW BUSINESS:

PUBLIC HEARINGS AND POTENTIAL ACTIONS ON THE FOLLOWING APPLICATIONS:

1. SP#19-01: 115 West Town Street Special Permit Request for improvements to an existing parking lot, proposed installation of an ATM Island and landscaping within a Special Flood Hazard Area. Application of Dime Bank, Property of Monique R. Polidoro, Trustee, Towne Park Medical Realty c/o Rogin Nassau LLC. Assessor's Map 59, Block 1, Lot 23-1, Zone GC

Art Sharron introduced the special permit request. On a motion by Les King, seconded by Frank Manfredi, the public hearing opened at 7:09 pm.

Thomas L. Cummings, President of CLA Engineers of Norwich, CT, presented on the proposed project. Dime Bank leases the sight and just renewed a long term lease. The bank desires to improve the building and parking lot. The flood plain runs through the lot. They received a Letter of Map

Amendment (LOMA) from the Federal Emergency Management Agency (FEMA) noting that the building is out of the flood plain. The main purpose of the improvements is to expand ADA access to the front of the building. The ATM will be moved towards Friendly's for convenience and safety. Drive-up access for the ATM will still be available. The ATM will be on an island on the right side of the parking lot for driver's side access. The bank is losing some parking spots to achieve this. The plan also changes employee parking to be along the building for improved safety and traffic flow. The new traffic flow will be one-way around the building. The special permit request is due to the flood plain.

There were no comments either in favor or in opposition of the special permit.

Assistant City Planner Dan Daniska noted that the Wetlands Commission approved of the plan a few weeks ago. The Department of Public Works Director raised questions that have been addressed. Twenty-two exhibits were read into the record. Mr. Daniska asked that the reading of the conditions be waived. Permission was granted.

On a motion by Frank Manfredi, seconded by Michael Lahan, the public hearing closed at 7:20 pm.

Frank Manfredi made a motion to approve Special Permit #19-01 with conditions set out in Mr. Daniska's memo dated 6/4/19 and that DPW approve the updated plans that were submitted today, as follows:

1. That final revised plans be submitted and reviewed by City Staff.
2. That the site plan for the special permit will expire in 5 years unless an extension has been granted by the Commission.
3. That a note be added to the site development plan requiring an immediate stop of work and notification of the City Planning Department and State Archaeologist should any archeological resources or remains of any kind be uncovered during the development of the project.
4. 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.
5. 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.
6. That the endorsed mylar set shall be filed on the Land Records by the applicant.
7. 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.
8. That after the filing of the mylars, a zoning permit shall be issued prior to any land disturbance activities commencing in the site.
9. That the applicant submit the required erosion and sediment control bond of \$4500 prior to requesting a zoning permit, in the form of a check or letter of credit, and the associated paperwork to the Planning Department for review and approval by the City's Attorney.
10. 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.
11. That a pre-construction meeting be held with the Planning, Public Works Departments and NPU prior to the start of the project.

12. That all E&S controls be installed by the applicant and inspected by the ZEO prior to initiating any land disturbance activities.
13. 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.
14. 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.
15. That the discharge of storm water and dewatering of any wastewater from construction activities is less than 5 acres and falls under the CT DEEP general permit.
16. The City Engineer review the revised plans to determine whether they address his comments in his memo dated May 31, 2019.

Reasons: The proposal conforms to Chapter 5 and Sections 3.4.7 and 7.7 of the Zoning Regulations.

Swarnjit Singh Bhatia seconded. The motion passed unanimously.

2. SP19-02: 201 Main Street Special Permit Request for a proposed mixed use building with commercial space and 20 residential units composed of studio and 1 bedroom apartments. Application and Property of Women's Institute Realty of Connecticut, Inc. Assessor's Map 102, Block 6, Lot 25, Zone CC, CAM Overlay District:

On a motion by Frank Manfredi, seconded by Michael Lahan, the public hearing opened at 7:22 pm.

David Donglan, Architect, of Hartford, gave a presentation on the Reid and Hughes building project. The building has been secured and is ready for the proposed improvements. The property line is the building footprint. The building is in the 100 year flood plain but is exempt due to historic status. His client is actively pursuing surface parking which the project funders are requesting for marketability. They are also looking for a dumpster location. The project has been granted two zoning variances for higher residential space than commercial space. State and historic tax credits are being utilized so the historic façade will be maintained, along with recessed entries of the retail spaces. Questions were raised by committee members regarding square footage of the apartments and parking. All questions were addressed. The development will be deed restricted for seniors and veterans. The apartments will all be rental units.

There were no comments in favor or in opposition to the application.

Ms. Rhodes entered twenty exhibits into the record for this application. She read Department of Public Works' Pat McLaughlin's comments into the record.

Mr. Donglan said the basement office, which is in the floodplain, will be related to the leasing office and not a residence. The architect will address #10 in Dan's memo and address engineer's comment #2.

On a motion by Les King, seconded by Frank Manfredi, the public hearing closed at 7:39 pm.

Frank Manfredi made a motion to approve Special Permit #19-02 with conditions and the city engineer's comments addressed as follows:

1. That final revised plans be submitted and reviewed by City Staff.
2. That the site plan for the special permit will expire in 5 years unless an extension has been granted by the Commission.
3. 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.
4. 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.
5. That the endorsed mylar set shall be filed on the Land Records by the applicant.
6. 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.
7. That after the filing of the mylars, a zoning permit shall be issued prior to any land disturbance activities commencing in the site.
8. If deemed necessary by the Public Works Director/City Engineer, that the applicant submit the required erosion and sediment control bond prior to requesting a zoning permit, in the form of a check or letter of credit, and the associated paperwork to the Planning Department for review and approval by the City's Attorney.
9. 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.
10. That a pre-construction meeting be held with the Planning, Public Works Departments and NPU prior to the start of the project.
11. That all E&S controls be installed by the applicant and inspected by the ZEO prior to initiating any land disturbance activities.
12. 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.
13. 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.
14. That the discharge of storm water and dewatering of any wastewater from construction activities is less than 5 acres and falls under the CT DEEP general permit.
15. That the applicant address Comment #2 in City Engineer's memo dated 06/18/19 on the revised plan.

Reasons: The proposal conforms to Chapter 5 and Sections 2.6.2.4 and 7.7 of the Zoning Regulations.

Les King seconded the motion which passed unanimously.

3. SP#19-03: 326 Washington Street Special Permit Request for the installation of a wireless communications facility consisting of antennas and remote radio heads attached to an existing smokestack. Property of Backus Hospital, Application of Celco Partnership d/b/a Verizon Wireless c/o Kenneth C. Baldwin, Esq. Assessor's Map 76, Block 1, Lot 42, Zone R-20

On a motion by Les King, seconded by Frank Manfredi, the public hearing on special permit #19-03 opened at 7:40 pm.

Ken Robinson, of Robinson & Cole, explained that the project would entail a wireless system at Backus Hospital, with antennas and a generator, to provide capacity relief to cellular customers. He made several

connections to the city's Plan of Conservation and Development (POCD). The antennas would be 72" where the current maximum allowed by Norwich regulations is 60". Per Mr. Robinson, this regulation is dated. The project, with 72" antennas, has been approved by the zoning board. Michael Lahan asked if the State Historic Preservation Office (SHPO) had two proposed conditions, including painting the antennas to match and removal within 90 days when the equipment was not used for six months. Mr. Robinson said this is typical and in the lease there is similar language.

There no comments either in favor or in opposition to the application.

Mr. Daniska read eleven exhibits into the record for this application.

On a motion by Les King, seconded by Frank Manfredi, the public hearing came to a close at 7:55 pm.

Frank Manfredi made a motion to approve Special Permit #19-03 with the following conditions, including the SHPO conditions, as follows:

1. That the site plan for the special permit will expire in 5 years unless an extension has been granted by the Commission.
2. 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.
3. 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.
4. That the endorsed mylar set shall be filed on the Land Records by the applicant.
5. 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.
6. That after the filing of the mylars, a zoning permit shall be issued prior to any land disturbance activities commencing in the site.
7. 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.
8. 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.
9. 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.
10. That should the facility be not in use for six consecutive months, the screening, antennas and all other equipment shall be removed by the telecommunications facility owner. This removal shall occur within 90 days of the end of such six-month period as per Condition #2 of the State Historic Preservation Officer letter, dated January 11, 2019.

Reasons: The proposal conforms to Chapter 5 and Sections 6.9.4 and 7.7 of the Zoning Regulations.

Swarnjit Singh Bhatia seconded. The motion passed unanimously.

4. SP#19-04: 685 New London Turnpike Special Permit Request for proposed Irrigation System Improvements including a 1.5 Acre Irrigation Pond, Pump House, and supporting utilities. Application of Norwich Golf Course Authority, Property of the City of Norwich. Assessor's Map 128, Block 1, Lot 1, Zone ROS

On a motion by Les King, seconded by Frank Manfredi, the public hearing opened at 7:57 pm.

Mike Caparico of the Norwich Golf Authority presented on the proposed Irrigation system. They plan to install a pond, pump house and connections to the existing irrigation system. The municipally-owned golf course currently uses purchased municipal water from Norwich Public Utilities. CT Department of Energy and Environmental Protection (DEEP) is in favor of the project. A 1.5 acre irrigation pond, with overflow to Great Plains Brook, will lower costs significantly. Topsoil and gravel produced by excavating the pond will be trucked off-site. The new pond will hold 4.3 million gallons of water and have a maximum depth of 15 feet. There will be no impact to the natural watercourse. DEEP has reviewed that a dam permit is required. The pump house will be 16'x16' garage style prefabricated building. Two wells were previously drilled and will be added to the irrigation system. They hope to start construction in November 2019 and complete by April 2020. Frank Manfredi asked if there would be fencing around the pond. Mike said there are no plans for fencing. He noted that there are no steep sides and there will be soil on the bottom to let someone walk out. The pond will only reach a depth of 15' in the middle.

There were no comments in favor nor in opposition to the application.

Ms. Rhodes read twenty-one items into the record as exhibits for this application.

On a motion by Michael Lahan, seconded by Les King, the public hearing closed at 8:18 pm.

Frank Manfredi made a motion to approve Special Permit #19-04 with conditions as stated by planner in her presentation with city engineer's comments as follows:

1. That final revised plans be submitted and reviewed by City Staff.
2. That the site plan for the special permit will expire in 5 years unless an extension has been granted by the Commission.
3. 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.
4. 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.
5. That the endorsed mylar set shall be filed on the Land Records by the applicant.
6. 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.
7. That after the filing of the mylars, a zoning permit shall be issued prior to any land disturbance activities commencing in the site.
8. That the applicant's contractor submit the required \$11,365 erosion and sediment control bond in the form of a check or letter of credit, and the associated paperwork, to the Planning Department for review and approval by the City's Attorney prior to requesting a zoning permit.
9. 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.

10. That a pre-construction meeting be held with the Planning, Public Works Departments and NPU prior to the start of the project.
11. That all E&S controls be installed by the applicant and inspected by the ZEO prior to initiating any land disturbance activities.
12. 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.
13. 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.
14. That the discharge of storm water and dewatering of any wastewater from construction activities is less than 5 acres and falls under the CT DEEP general permit.
15. That the plan be revised to address the comments in the Director of Public Works' memo dated 06/18/19.

Reasons: The proposal conforms to Chapter 5 and Sections 1.6.3.4.1 and 7.7 of the Zoning Regulations.

Les King seconded the motion. The motion passed unanimously.

F. OLD BUSINESS: None

G. EXTENSION REQUESTS: None

H. BOND REDUCTION / RELEASE REQUESTS: None

I. OTHER BUSINESS: Frank Manfredi announced that Art Sharron issued his resignation from the commission. This meeting was his last. Frank thanked Art for his mentorship and presented a plaque as a token of appreciation.

An opening now exists on Inland Wetlands and on Regional Planning at SCCOG. This will be discussed again next month.

J. MEETING REMINDER: Ms. Rhodes reminded everyone of the next POCD PIC meeting on July 10, 2019.

K. STAFF REPORT: Ms. Rhodes reported Bubbles to Butterfly Swim School opened. At the final inspection, she noted that the building that was built is not the building that was approved by the commission. Discussion ensued. The CCP recommended to refer this to Attorney Driscoll since the elevations that were approved by the commission were not those built on the site.

L. ADJOURNMENT: On a motion to adjourn by Michael Lahan, seconded by Frank Manfredi, the CCP meeting unanimously adjourned at 8:44 PM.

*Respectfully submitted,
Melinda Wilson
Recording Secretary*