

CITY OF NORWICH
PLANNING COMMISSION MEETING MINUTES
MONDAY, AUGUST 24, 2020 – 7 PM
NORWICH CITY COURT, NY

Present: Jack Roque, Liz Caldwell, Harry Graves, Mark Parker, Kathleen Campbell
New Members: John J. Antonowicz and Andrew Coates (Alternate)

Absent: Jason Miller

Staff: Amy Donnison and Lorraine Keckeisen

Guest: Robert Jeffrey, Alderman Ward 6

Jack Roque, Chairperson Opens the Meeting at 7 PM

(Remind folks to seat 6 foot apart – Observe COVID-19 Safety Policies)

New members are introduced, and all participate.

(M) J. Roque, Chairperson discusses review of the draft July 20, 2020 Meeting Minutes and motions to accept minutes (with updates). L. Caldwell accepts, K. Campbell seconds; Ayes All.

Discussion Included Review DOS Training Programs – On-line Training Status Report:

- Review Chris Eastman DOS suggestions & outcomes for City's Comprehensive Plan were contained in the web ex meeting notes and discussed to be part of this meeting. A hard copy was distributed to assist Planning members as a work in process.
- Discussed roles and ways in which Planning could be more effective. Andrew Coates, although he serves as an alternate, decides to attend as many meetings as possible for continuity.
- The Planning Commission determined that it would take on the effort to review in detail and update the 2014 Comprehensive plan. This will be an ongoing work in progress as a formal initiative. Alderman Ward 6, Robert Jeffrey, will assist as liaison to the Common Council and recommend that they also review the 2014 Comprehensive Plan for updates, revised goals and gain more stakeholder participation going forward. Per DOS, all are encouraged to be part of the Comprehensive Plan updates and its implementation going forward.
- Updating the Comprehensive plan is highly recommended. This is particularly valuable when preparing grant applications. We discussed the importance of having a current Comprehensive Plan as it indicates community commitment and sustainability. It adds credibility because it gives evidence of community stakeholders and partner support. This makes funding organizations more likely to expect a good return on their investment when it comes time to review and issue grant awards.

•

CITY OF NORWICH
PLANNING COMMISSION MEETING MINUTES
MONDAY, AUGUST 24, 2020 - 7 PM
NORWICH CITY COURT, NY

Old Business:

- **Signage:** Planning Commission decided to revisit the signage update initiative in the future, targeted after the election.
- L. Keckeisen will distribute all the past related information on signs as organized by Amy Donnison. This includes - Review signage worksheet and future signage status report for the new members.
- In the future, we work to define City approach to ascertain being in NYS legal compliance with recommendations from Chris Eastman, Department of State (DOS)
- **Sidewalks:** Discussions are ongoing. There is a lack of funding available (especially during the COVID-19 pandemic). No decisions made on the sidewalk issue. Kathy asked if Mayor could reach out to Brian McCracken for a presentation. Amy suggests that sidewalks should be a part of the update to the Comprehensive Plan. L. Keckeisen distributed some DOS resource information for future review by Planning members.

J. Roque gave a brief Summary – Assignments to review the 2014 Comprehensive Plan (in total) and formulate comments and questions for Chris Eastman, DOS to review at the next Planning Commission meeting and in the future with Chris Eastman, DOS. Alderman Jeffrey to alert the Common Council that Planning Commission is reviewing the 2014 Comprehensive Plan for updating.

- **September 21 – 3rd Monday – NEXT MEETING - Hold the Date – 7 PM at City Court Room**

(M) Jack Roque motions to adjourn the meeting. H. Graves accepts, K. Campbell seconds. Ayes all.