

**CITY OF NORWICH
PLANNING COMMISSION MEETING MINUTES
MONDAY, SEPTEMBER 21, 2020 – 7 PM
NORWICH CITY COURT, NY**

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

Absent: Jason Miller and Liz Caldwell

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)

J. Roque, Chairperson, discusses review of the draft July 20, 2020 Meeting Minutes.

Motions to accept minutes (with one change to the section on signage, to delete reference to political elections). L. Caldwell accepts, K. Campbell seconds; Ayes All.

Discussion Included Review of 2014 Comprehensive plan as follows.

- The Planning Commission determined that it would take on the effort to review in detail and suggest updates for the 2014 Comprehensive plan. This will be an ongoing work in progress as a formal initiative. First phase is to re-write the Vision and Mission statements. Updates will include 2020 revised goals and gain more stakeholder participation going forward. This coincides with new vision and mission. Per DOS, all are encouraged to be part of the Comprehensive Plan updates and its implementation going forward.
- We discussed the importance of having a current Comprehensive Plan as it indicates community commitment and sustainability and reflects changes due to COVID-19 Pandemic. Important elements to include affordable housing and quality of life issues.
- Business Improvement District (B.I.D.) goals and current demographics will be researched and reflected in the updated plan.
- L. Keckeisen states that The L.A. Group offered to provide a presentation and proposal to expedite the update the 2014 Comprehensive Plan completing it in approximately 6 months. (This is quicker than the planning board could do it because the L. A. Group requires less research time; they prepared the City B.O.A. application to encourage tax benefits for potential investors; and they participated in a tour of the City in October).
- Updating the Comprehensive plan is highly recommended. This is particularly valuable when preparing grant applications.

- DOS Chris Eastman Q& A session will be conducted when necessary (target November 1 or January 3, 2021). All agreed to start the DOS Web Ex assistance session at 6 PM to provide adequate time.

Old Business:

- **Signage:** Planning Commission decided to revisit the signage update initiative in November or December.
 - o City will consult with Chris Eastman, Department of State (DOS) to ascertain being in NYS legal compliance and consider new language that involves political sign ordinances.
- **Sidewalks:** Discussions are ongoing. Nothing happening due to COVID-19 resource demands.

J. Roque gave a brief Summary – Assignments to review the 2014 Comprehensive Plan (in total) and prepare new vision and mission statements. Consider formulating comments and questions for Chris Eastman, DOS to review at a future Planning Commission meeting. Alderman Jeffrey continues to be the liaison to the Common Council exchanging updates and information about the Planning Commission 2014 Comprehensive Plan.

- **October 19 – 3rd Monday – NEXT MEETING - Hold the Date – 7 PM at City Court Room**

8:30 PM – J. Roque asks to adjourn. M. Parker motions to adjourn, H. Graves seconds, Ayes all.