

City of Norwich
Planning Commission
Meeting Minutes
Meeting held by ZOOM

February 8, 2021
7:00 PM

Present: J. Roque, H. Graves, E. Caldwell, M. Parker, J. Antonowicz, A. Coates

Absent: K. Campbell, J. Miller

Staff: A. Donnison

I. Call to Order:

Chairman J. Roque called the meeting to order at 7:00 PM. Motion to approve the Planning minutes of January 11, 2021 by E. Caldwell and seconded by J. Antonowicz. Ayes all.

II. Comprehensive Plan Update:

Chairman J. Roque suggested a thank you letter be sent to James Martin of the LA Group for their assistance on the steps to update the comprehensive plan and the scope of work they would provide if the city decided to contract with them. A. Donnison stated she would draft one and send it to Chairman J. Roque for review.

The question “who uses the plan” was asked. A. Donnison stated is it to be used as a guide for the Common Council when they are planning for the future as well as when any amendments to existing local laws and ordinances are made with the intent that they fall into the guidelines of the comprehensive plan. The most use of the plan is for the purpose of grant writing. When a grant is applied for it is looked upon favorably if the use of the grant will assist in reaching goals set forth in the plan.

Chairman J. Roque questioned how to go about making changes to the plan. Should Goal #1 be as vague as it appears to be? J. Antonowicz noted that often vague is good. H. Graves suggested when determining what is added or removed from the goals segment, to consider the impact on grant applications.

Discussion by all members present on Goals 1 -7 resulted in the following (strike through is language removed and red is new language) changes on the attached worksheet.

H. Graves suggested when this plan is nearly complete that we review lots for development to identify how many and what uses could be applied to them.

A. Coates asked if it was permitted for property owners to blacktop their front yards for use as parking since there is no on street parking permitted in the winter months. A. Donnison stated yes – the current ordinances do not prohibit in any manner the blacktopping of any amount of your property.

Chairman J. Roque asked if there were any new goals that members felt should be added. None currently. A. Donnison stated it felt like some real progress was made this evening and thanked all for moving it along.

III. Elect Vice-Chair:

There is currently no vice-chair elected, this is a 2-year term. E. Caldwell made the motion to elect J. Antonowicz as vice-chair of the Planning Commission, seconded by M. Parker. Ayes All. The function of the vice-chair is to act as chair to run a meeting should the chairman be unable to attend.

IV Old Business:

The subject of sidewalks and the sign ordinance update has been kept on the agenda under old business simply because the board does not want to allow these items to fall by the wayside forgotten. There is no new information nor date set to make them active items at this time.

V Adjournment:

The meeting was adjourned on a motion made by M. Parker at 8:45 pm seconded by E. Caldwell. Ayes all.