

CITY OF NORWICH
PLANNING COMMISSION
MAY 16, 2022, 7:00 PM
CITY COURT, NORWICH, NY

PRESENT: John Antonowicz
Harry Graves
Mark Parker
Kathleen Campbell

ALSO: Amy Donnison, Code Enforcement Officer
Erik Scrivener, Community Development Director

ABSENT: Brandon Foulds
Adrienne Zornow
Kyra Collier

CALL TO ORDER:

Chair Antonowicz called the regular meeting of the Planning Commission to order at 7:12 PM.

MINUTES:

Approval of the meeting minutes from April 18, 2022, was postponed to the June meeting due to issues with distribution.

CORRESPONDENCE:

None.

DISCUSSION:

1. Comprehensive Plan

- a. Erik Scrivener provided an update on census data for the comprehensive plan update. The electronic version of the plan is divided by sections and updates will be tracked for the commission to review.
- b. Erik Scrivener updated the commission on the status of the exterior housing conditions survey covering all six wards of the city.
- c. A timeline was discussed. The commission would like to have a draft of the update completed by the end of 2022. Erik Scrivener discussed public involvement. A draft questionnaire will be presented to the commission to review before releasing to the public.
 - i. Harry Graves wants to avoid diluting the results.

2. Sign Ordinance

- a. Erik Scrivener and Amy Donnison gave an overview of the required updates to the sign ordinance and content-based regulations.
- b. A draft copy of the updates will be provided to the commission at the next meeting.

3. Downtown Revitalization Initiative

- a. John Antonowicz gave an update of the Local Planning Committee meeting 5.
- b. Electric vehicle charging stations were a topic of conversation at the meeting and parking in East Park and West Park.

OTHER:

Erik Scrivener mentioned that the city had recently been designated as a “Clean Energy Community” by the New York State Energy Research and Development Authority. Other clean energy actions are being considered by the city.

Harry Graves asked about the process for applying for rooftop solar. Amy Donnison explained the Unified Solar Permit process.

Kathleen Campbell asked about the status of the city’s Sidewalk Program for 2022.

ADJOURNMENT:

Harry Graves made a motion to adjourn the Planning Commission meeting, Kathleen Campbell seconded. The meeting was adjourned at 8:16 PM.