

**City of Norwich
Planning Commission
Meeting Minutes
One Court Plaza**

**March 19, 2007
7:00pm**

Present: R. Mirabito, S. Pelosi, J. Deierlein, K. Zaia, E. Bunce

Absent: J. Bazarnik, F. Goldby, Jr., A. Testani

Alternates*: H. Reediger

* - Alternates that are noted in bold had voting power

Also: A. Donnison, J. Lawrence, T. Dreyer, Ald. T. Bresina,
P. Schebeci, T. Esposito, M. Ferrarese

I. Call to Order:

Chairman R. Mirabito called the meeting to order at 7:04pm.

II. Public Hearing for Brown Avenue Sub Division Request:

Chairman R. Mirabito opened the public hearing at 8:05pm. Michael Ferrarese stated that he is representing the seller on this proposed subdivision as is stated on the application. This process was initiated over a year ago. Dr. Delmonico was the original owner of a very deep lot that extended from his property fronting on South Broad Street all the way to the property owned by the Norwich Housing Authority which is the location for the new housing development that is anticipated to be located. The parcel being reviewed for division runs behind 5 parcels that front on Brown Avenue. Each parcel that is divided will be attached to the primary parcel which fronts onto Brown Avenue so as not to create a landlocked parcel. T. Dreyer stated that are no new curb cuts being requested as part of this subdivision or new utility hookups. There is no physical alteration of any kind to be performed on the sites proposed; no change in existing drainage patterns is anticipated. The planning staff suggests that the language in a resolution for approval be placed on the newly formed lots 1, 2, and 3 be merged with the existing residential lots to which they are to be conveyed as Mr. Ferrarese has stated is the intention.

Resolution #1 – 2007

John & Elizabeth Stewart Subdivision

Whereas a request for a subdivision has been received from John and Elizabeth Stewart of 12 Brown Avenue, to convey a portion of tax parcel 136.64-4-9 as shown in the subdivision plat submitted to the Planning Commission to Antonio & Concetta Esposito of 16 Brown Avenue, tax parcel #136.65-7-1 as well as to Barbara Scully of 18 Brown Avenue, tax parcel 136.65-7-2.

Whereas the newly formed lots be merged with the existing residential lots to which they are to be conveyed to avoid the creation of any land locked parcels.

A motion to approve made by K. Zaia and seconded by S. Pelosi. Ayes all. Carried.

Resolution #2-2007

State Environmental Quality Review Form

Whereas it has been determined that the action approved by Resolution #1-2007 of the Planning Commission of the City of Norwich requires the completion of an Environmental Assessment Form finding that there are no negative impacts to be caused by the approved subdivision.

Whereas no negative impacts were determined to be found a motion made by S. Pelosi approving said determination form be completed and signed and seconded by J. Deierlein. Ayes All. Carried.

Chairman R. Mirabito closed the Public Hearing at 7:12pm.

II. Approval of minutes:

J. Deierlein made the motion to approve the Planning Commission minutes of October 16, 2006. Seconded by K. Zaia. Ayes all. Carried.

III. Member Resignation:

A. Donnison stated that a notice of resignation was received by Joseph Esposito citing a conflict of time in his schedule with his ability to give the amount of time required of the Planning Commission. Mr. Esposito sends his regrets and stated his appreciation of the opportunity to serve on this commission. Mayor J. Maiurano has appointed Anthony Testani to the Planning Commission as a replacement for Mr. Esposito.

IV. Other:

T. Dreyer distributed copies of a flyer with information about a seminar being held April 24, 2007 in Utica regarding Main Streets Upper Floors if anyone is interested or able to attend this could be cited as acceptable training for any planning members. Also distributed was a sheet where members could track the training time they have accumulated and the activity related to same.

T. Dreyer noted that the Home Rehab program is progressing – slowly – there have been two lead assessments completed and a third should be completed soon. One of the reasons things are not progressing as well as anticipated is due to the low rent levels allowed in the program as well as the very low income levels permitted for the occupants.

T. Dreyer stated that the sidewalk program is moving along very well, there are approximately 40 potential participants signed up for it. The draft contract has been prepared and will likely go to Common Council for approval in April.

A. Donnison distributed a final approved copy of the Chapter 50 Minimum Standards for Housing as well as the Rental Registration form. J. Lawrence stated that the program has no fees attached to it unless property owners have not submitted their registration form by the May 31, 2007 deadline. R. Mirabito inquired if there were any comments received from out of town property owners. J. Lawrence said none that he was aware of. J. Lawrence also noted that this information as well as other code related information and permit applications is now on the city website.

A. Donnison noted that there is a possibility of another subdivision request that may come before the commission for property located on Davis Street. There are currently two single family homes being constructed on that lot and the property owner is considering a third. Each lot would have to meet the open space requirements of the Zoning Ordinance.

V. Adjournment:

There being no further discussion, the meeting was adjourned at 7:40 pm on a motion by J. Deierlein, seconded by S. Pelosi. Ayes all. Carried.