

CITY OF NORWICH
PLANNING COMMISSION
SEPTEMBER 16, 2024, 6:30 PM
CITY COURT, NORWICH, NY

PRESENT: John Antonowicz
 Adrienne Zornow Marissa Phelps
 Matt Gladstone Kyra Collier

ALSO: Erik Scrivener, Community Development Director
 Fred Gee, Ward 2 Alderman
 Amy Donnison, Code Enforcement Officer
 Harold Cole, Ordinance Inspector
 Karol Kucinski, Zoning Board of Appeals

ABSENT: Mark Parker

CALL TO ORDER:

The regular meeting of the Planning Commission was called to order at 6:32 PM

DISCUSSION

Meeting minutes for the June meeting were presented to the commission. Matt Gladstone made a motion to approve the minutes. Kyra Collier seconded. All were in favor.

The Planning Commission discussed term limits as requested by the Common Council. Erik Scrivener shared an email thread of the Common Council detailing their questions and suggestions. Marissa Phelps shared additional pros and cons that had been discussed. Adrienne Zornow stated that she is not opposed to term limits but would rather seem a cumulative approach to this including charter revisions and other actions. The Planning Commission did not make a recommendation on this item but are not opposed to it.

The Planning Commission has also been tasked with reviewing the Peddler's Permit process in the City of Norwich. There have been complaints made about the process and an expansion of permits and vendors has been discussed. The Planning Commission will review the current ordinance and research the process in other cities.

Erik Scrivener gave an update on the DRI. He mentioned the Small Project Grant Fund had 3 projects preparing for exterior improvement. A status update of the other projects was also provided to the commission.

Erik Scrivener discussed the City Manager feasibility study. The Common Council asked for an update on this and requested the Planning Commission to be involved. Erik Scrivener spoke with a representative from the NYS Department of State and has contacted the Local Government Efficiency division. Erik Scrivener said he will give an update on the process at the next meeting.

Erik Scrivener gave an update on the Planning and Community Development budget for 2024. The contracted services line was like last year after a portion of the budget was moved to the Water budget.

A position of Planning Commission Secretary was introduced. Adrienne Zornow said she would consider serving as the Secretary but will think about it and let the commission know her decision next month.

OTHER

Chris Hayes was introduced as the newest member of the Planning Commission. Chris mentioned his involvement in the community and his decision to serve.

John Antonowicz asked if there are any ordinances regulating the clothing donation bins on North Broad Street. John stated that these are a nuisance and clothing, and other items are constantly scattered all over the property. It was determined that nothing clearly regulates these, they are not trash or disposal bins.

Adrienne Zornow asked if development of city-owned properties is being considered. Erik Scrivener let her know that there have been discussions on potential properties that may come under city control in the future.

ADJOURNMENT:

Kyra Collier made a motion to adjourn the meeting at 7:32 PM. Adrienne Zornow seconded. All were in favor.