

CITY OF NORWICH
PLANNING COMMISSION
FEBRUARY 20, 2025, 6:30 PM
CITY COURT, NORWICH, NY

PRESENT: John Antonowicz Chris Hayes Robert Jeffrey
 Marissa Phelps Matt Gladstone
 Mark Parker Adrienne Zornow

ALSO: Erik Scrivener, Community Development Director
 Tyler Oliver, City of Norwich BID

ABSENT: Kyra Collier

CALL TO ORDER:

The regular meeting of the Planning Commission was called to order at 6:34 PM.

Meeting minutes were reviewed for January 23, 2025. Adrienne Z made a motion to approve the minutes as written, Chris H seconded. All were in favor.

PUBLIC COMMENT:

Tyler O provided an update on the Cortland County Tobacco Free Initiative.

DISCUSSION:

Chris H and Matt G gave an update on the peddler's permit review. They met with city staff in the Finance Department and reviewed the current process and areas of concern. Chris H mentioned the City of Geneva ordinance that separates the permitting and licensing process and recommended the commission on considering a similar approach. John A mentioned additional locations for food trucks, such as the Museum District. Chris H and Matt G will continue to work on this with stakeholders.

Erik S discussed the expansion of the National Register district in the city. The expansion was supported at the Joint Committee meeting and at the meeting of the BID. Erik will present a revised proposal on the expansion when available for review.

Erik S gave an update on the City Manager Feasibility Study. Erik S expects to have revised proposals at the March meeting for review. Robert J asked if Common Council has asked for a recommendation from the Planning Commission on this matter. Erik S replied yes, the Common Council is requesting a recommendation from the Planning Commission.

An update of Chapter 486, Article IV, Snow and Ice Removal was tabled at the January meeting. John A started the discussion of the revised ordinance that was presented by Amy Donnison at the January meeting. Marissa P asked about the red tag process and if that was effective in getting the sidewalks cleared. As part of the discussion Robert J asked about incentives for homeowners—a voucher for rock salt/ice melt provided by DPW or other opportunities to assist in keeping the sidewalks clear. Mark P stated that the city should take a larger role in replacing sidewalks beyond the Sidewalk Replacement Program which is limited. Robert J mentioned that the worst sections of sidewalks may be a place to

focus. Adrienne Z agreed and stated that we need to start somewhere. The Planning Commission agreed to the proposed ordinance with additions including a warning as the first measure and increased fines to follow if not resolved. John A made the motion, Adrienne Z seconded. All were in favor.

Matt Gladstone was excused from the meeting at 7:45 PM.

Erik S gave an update on the DRI projects. He will be providing a written update to Common Council and will include the Planning Commission on this.

OTHER

John A mentioned looking at the Site Plan Review process in the next meeting. Mark P has previously provided the application from Johnson City, and he felt their process worked well.

ADJOURNMENT:

Mark P made a motion to adjourn the meeting at 8:02 PM. Marissa P seconded. All were in favor.